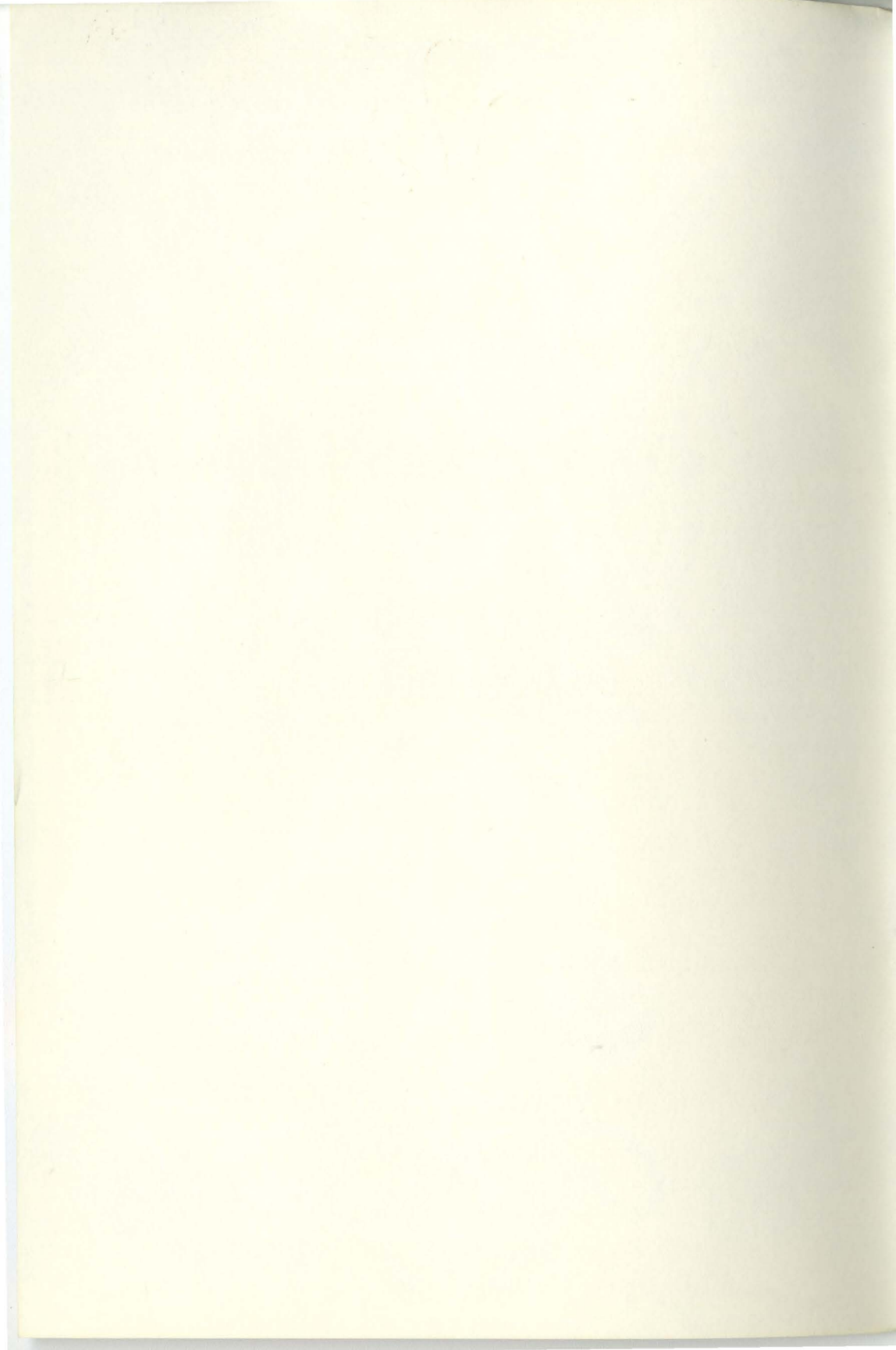
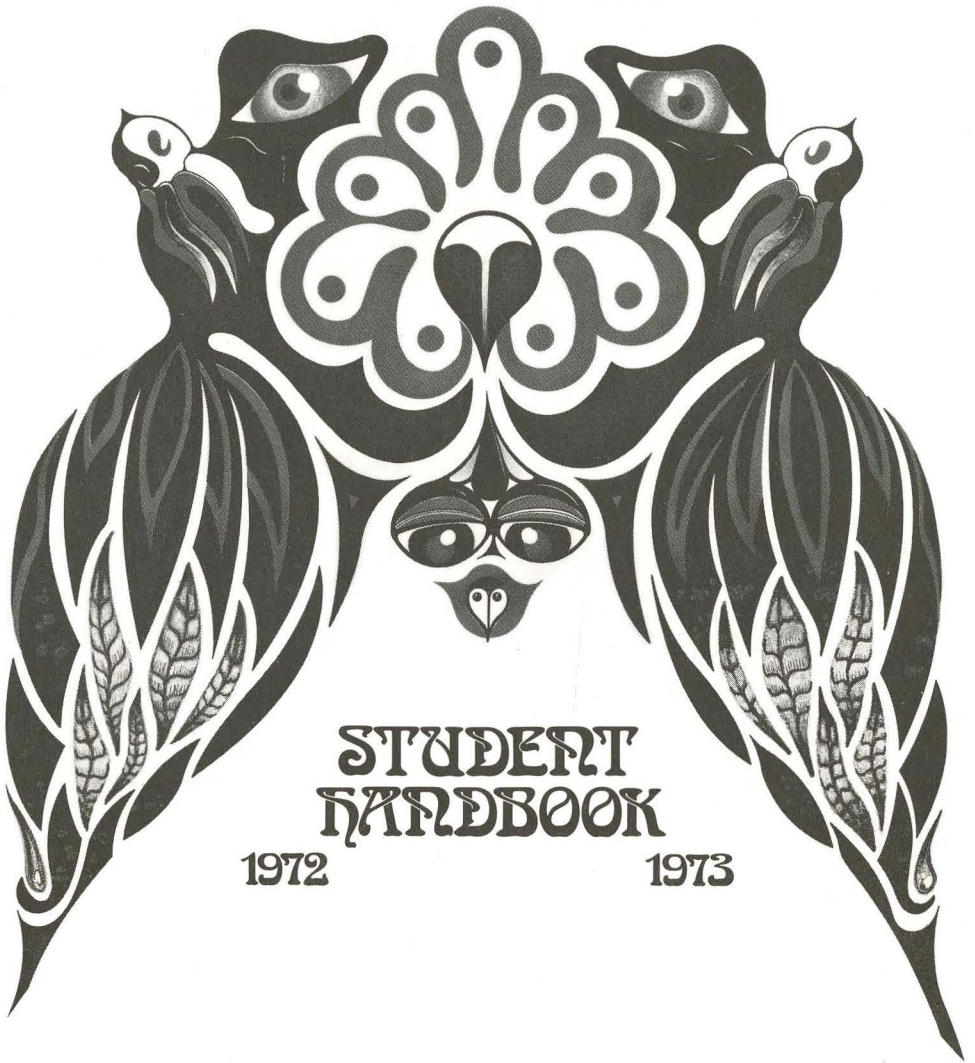


STUDENT
HANDBOOK

1972

1973





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MICHIGAN STATE UNIVERSITY

Published by the Office of the Vice President for Student Affairs

MICHIGAN STATE UNIVERSITY

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FOR INFORMATION, CALL...

Hubbard Information Center 353-8114

A student volunteer staff serves as a rumor control center and information source who will either answer your question or refer you to the right office for an answer. Call between 10:00 a.m. and 11:00 p.m.

Library Reference and Information 353-8700

A paid staff will try to answer any campus information question you may have if you call between 8:00 a.m. and 11:00 p.m.

University Operator

If you are on campus Dial 0

If you are off campus 355-1855

The operator can provide directory information. Please call one of the above information centers for other information.



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**. Many unnecessary trips across the rather large campus can be saved by calling first to be sure a particular office is the correct one for your business, and in many cases your business may be handled entirely by telephone. Often the names of offices are confusing, and rumored information about the person to contact is inaccurate. The published **FACULTY AND STAFF DIRECTORY** contains an alphabetical listing of all University department offices. If the person or department is not listed in the directory, or if you do not have this directory available, you can call the University Operator for assistance. Dial "0" from campus telephones or 355-1855 from off campus telephones.

UNIVERSITY INFORMATIONAL PUBLICATIONS AND INFORMATION SOURCES

There exist several Michigan State University (MSU) publications and offices which provide information, useful to students and not contained in this handbook. Some of these publications and offices are listed below with brief descriptions. In addition several other publications 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. 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 and University 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; and means of legal protection and redress. It is available free from the Division of Student Activities, 101 Student Services Building, or Off Campus Council, 311B Student Services Building.

3. Bylaws for Academic Governance

This booklet contains the complete bylaws of academic government, including the provisions for student participation at department, College, and University levels. It details the composition, function, and membership on the various academic committees. It is free from the Office of the Secretary of the Faculties, Basement, East Wing, Library.

4. Campus Maps

Campus maps in full color are available at no charge from the Department of Information Services, 109 Agriculture Hall. The maps show the location of buildings, parking lots and campus roads. They also describe attractions for visitors on campus.

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. This directory is provided free to all residence hall students in their rooms, and is available to others for one dollar at the Union Desk, Union Building.

6. Fraternity and Sorority Brochures

Students interested in obtaining brochures and information about Greek life and living units should contact Panhellenic Council for sororities, 319 Student Services Building, 353-2569, and Interfraternity Council for fraternities, 317 Student Services Building, 355-8250 or the advisers in the Division of Student Activities, 101 Student Services Building, 355-8288 or 355-5280.

7. Graduate Rights and Responsibilities Document

This document, available free from the Graduate Office, 246 Administration Building, is a comprehensive set of guidelines and procedures governing the many relationships which exist between graduate students on the one hand and the administration, the various academic units, and individual faculty members on the other. The document defines rights and responsibilities for graduate students in the following areas:

- a. Academic rights and responsibilities
- b. University employed graduate students and graduate assistants
- c. Judicial structure
- d. Academic governance
- e. Amendment of the document

8. Hubbard Information Center

This office, staffed by student volunteers, provides a rumor control service, and attempts to answer any questions callers may have, either directly, or by referral to the appropriate office. The telephone number is 353-8114, and the center is open during the term between 10:00 a.m. and 11:00 p.m.

9. Library Reference and Information Service

The MSU Library maintains an information service for the University community which is open during regular library hours, between 8:00 a.m. and 11:00 p.m. The staff will try to assist callers with questions about the campus and campus events. Informational questions should be directed to this office or to the Hubbard Information Center listed above, rather than to the University Operator.

10. 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 recreative 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.

11. 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.

12. Michigan State University Graduate Study

This catalog, revised annually, contains a description of courses and academic programs for graduate study, along with general information about University facilities, services and policies relating to graduate students. It is available free from the Graduate Office, 246 Administration Building.

13. 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 of the Board of Trustees, 484 Administration Building.

14. Residence Hall Room Folder

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

15. 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.

16. Student Telephone Directory

This directory contains the names, local and home addresses, telephone numbers, student numbers, class and majors of students enrolled in the University. The directory is provided free to all students living in University residence halls, and is available to others for one dollar at the Union Desk, Union Building, and at the MSU Bookstore.

17. 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 in limited quantity from 10 Agriculture Hall.

ACADEMIC INFORMATION

The major references for academic information are the *Michigan State University Catalog*, *Michigan State University Graduate Study*, and the *Schedule of Courses and Academic Handbook*. Information is also available from academic advisers and the deans and assistant deans in each college.

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 355-5023.

CAMPUS BUS PASSES

Campus bus passes can be purchased at the MSU Book Store, Union Ticket Office, and at registration. The procedures for usage of the campus bus pass and bus system are listed on page 48 of this handbook. The printed bus schedule is available to all students.

CENTER FOR SUPPORTIVE SERVICES (CSS)

The Center for Supportive Services (CSS), whose main office is in 32 Union Building, provides special academic services and non-academic services to students admitted to Michigan State University through Special Programs such as the Developmental Program, Upward Bound Program, and others. The Special Academic Services include information on courses designed, in part, for students in the programs mentioned above; information on tutorial programs in academic units; special group and individual tutoring in study skills, reading, mathematics, chemistry, and other areas; assistance in developing schedules for study; assistance in building a schedule of courses; and assistance in assessing progress toward admission to upper school and/or an undergraduate degree. Non-academic Services include special counseling via relationships established by CSS with the MSU Counseling Center. For additional information, call 353-5310.

COLLEGE OF URBAN DEVELOPMENT

The College of Urban Development was approved by the MSU Board of Trustees in May 1972 to help fulfill the University's commitment to solving the problems of urban America. The groundwork for the college was laid by the Center for Urban Affairs, which was funded by the Board in 1969. The college, which is problem-oriented and multidisciplinary in nature, is working cooperatively with other University departments and colleges in developing and offering courses. A degree-granting unit, the college offers courses in the newly created departments of Urban and Metropolitan Development and of Race and Ethnic Studies. A number of ongoing community projects include an education program for welfare mothers being offered through the LeJon Extension Center in Lansing. A collection of books, periodicals, and pamphlets dealing with urban and ethnic concerns is located in 118 West Owen Hall and is open for student use. Faculty and staff offices are located in the west wing of Owen Hall on the first floor. The telephone number is 353-9320.

— SERVICES — EAST LANSING

COUNSELING CENTER

The services of the Counseling Center, whose main offices are located in 207 Student Services Building (telephone number 355-8270), are available at no charge to all Michigan State University students. The Counseling Center offers individual and group counseling for assistance with a wide range of student concerns including educational-vocational planning, personal-social adjustment, and emotional problems. Complete testing services are available and occupational information libraries are maintained. Counseling Center offices are also located in the MSU Health Center (telephone number 355-4510), the Union Building (telephone number 353-5310), and in:

224 Brody, telephone 353-5305 (for residents of Brody Group)

229 West Fee Hall, telephone 353-5260 (for residents of Akers, Fee, Holmes, Hubbard, and McDonel)

S-36 Wonders Hall, telephone 353-1808 (for residents of Case, Holden, Wilson, and Wonders)

DEAN OF STUDENTS, OFFICE OF

4. Student Activities

The Division of Student Activities is responsible for advising the Student Board and the Cabinet of the 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 advising of the MSU Married Student Union and the major governing groups: Interfraternity Council, Panhellenic Council, 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 13 of this handbook) is also coordinated through this division.

DRAFT EDUCATION

A Draft Education Office under the direction of a full-time University staff member is provided as a service to Michigan State University students, staff, and faculty by the Dean of Students Office. The primary purposes of this office are to provide current knowledge about Selective Service to the University community; to increase awareness of individual rights and responsibilities; to assist registrants with Selective Service procedures; and to maintain and communicate correct information about programs and options relating to Selective Service. The Office of Draft Education is located in 162B Student Services Building and is open during the day, Monday through Friday. No appointment is necessary.

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)

Equal Opportunity Programs provides staff services to the Anti-Discrimination Judicial Board and the Committee Against Discrimination, the two bodies designated by the Board of Trustees as being responsible for implementation of the Anti-Discrimination Policies and Procedures (see pages 41-46 of this handbook), within the University. EOP has the continuing responsibility for writing, monitoring, and reporting on the progress of the University's Affirmative Action Plan which covers minority and female employment goals, and for ensuring affirmative contract compliance by firms supplying goods and services to the University. EOP also administers a financial aid program for minority students.

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 53-61 of this handbook.

FINANCIAL AID PROGRAMS

Grants, Loans, Scholarships, and Work-Study Program

- a. The Office of Financial Aids 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, Law Enforcement Education Program loans and grants, Cuban Refugee loans, Health Profession loans and grants, Nursing loans and grants, 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, 264 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.
- c. The Council of Graduate Students has a loan fund, administered by the Office of Financial Aids, which allows graduate students to receive short-term, interest-free loans.

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. The telephone number of the main office is 355-4510. Policies of the MSU Health Center are on pages 63-65 of this handbook.

IDENTIFICATION (ID) CARDS

If you lose your identification card, you may obtain a replacement at a cost of \$3.00 by presenting proof of identification to the Student and Faculty Identification Cards Division, 142 Administration Building, 355-5055. A replacement plastic name card may also be obtained at this office at a cost of \$2.00. Damaged plastic name cards may be exchanged for new cards at no charge. Policies related to identification cards are on page 70 of this handbook.

INTRAMURAL ACTIVITIES AND FACILITIES

The Intramural Department is interested in providing informal and organized intramural and recreative 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 (Men's Guidelines)
Facilities Available to Students	Intramural Sports Calendar
Informal Recreative Programs	Sports Equipment Available (Students may check out any available sports equipment by presenting their ID Cards.)
Intramural Competition (Individual and Team)	

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 pages 71-73 of this handbook.

2. Other Libraries

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

Agricultural Economics—29 Agriculture Hall—355-6650
Agricultural Engineering—217 Agricultural Engineering Building—355-4720
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—353-7988
Instructional Resources Center—133 Erickson Hall—355-1753
Learning Resources Room—205 Bessey Hall—353-6610
Mathematics—D101 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. The telephone number is 355-8303.

OMBUDSMAN, OFFICE OF

The Office of the Ombudsman was established with the adoption of the *Academic Freedom 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 101 Linton Hall, and students are encouraged to visit this office. The telephone number is 353-8831.

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 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.

STUDENT DIRECTORY SERVICE

The MSU *Student Directory* is distributed during early November to all students living in residence halls. It is also available to students living off campus at the MSU Bookstore and the Union Building for one dollar.

Students should consult *Address Change*, page 37 of this handbook, for policies governing change of address, and the right to withhold address information from the *Student Directory*.

STUDENT EMPLOYMENT OFFICE

The Student Employment Office, a branch of the Placement Bureau, assists students in identifying part-time employment on campus, full and part-time employment off campus, and summer employment. Students may apply for employment at the Student Employment Office or directly with various campus employers. However, all students must be processed through the Student Employment Office for campus jobs. Located in 110 Students Services Building (telephone 355-9520), the Student Employment Office is a central area for policy making, job information and record keeping for students working on and off campus.

STUDENT GOVERNMENT SERVICES

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

1. Electronics Workshop

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

2. 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*.

3. 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.

4. Legal Aid

A law firm 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 9 a.m.-5 p.m. Wednesday and 1-5 p.m. Thursday. An appointment can be made by calling 353-0659.

5. Loan Program

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

6. Mimeographing

Mimeographing service is available to registered students and registered student organizations. A minimum fee is charged. For information regarding this service students may call 355-8266 or visit the office in 307 Student Services Building.

7. 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*. Enter-

tainers featured are nationally known groups from all facets of the popular music field.

8. 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.

The Council of Graduate Students (COGS) provides the following services to graduate students:

1. Lecture-Concert Series Ticket Subsidy

COGS pays approximately one-third of the cost of Lecture-Concert Series Season Tickets for graduate students who make use of this program.

2. Lecture Series

COGS sponsors seminars and lectures during extended (week-long) visits to campus by known experts in various fields, whenever such arrangements can be made.

3. Loan Fund

Administered by the Office of Financial Aids, this loan fund allows graduate students to receive short-term, interest-free loans.

4. Photo-copy Service

This service helps with the cost borne by graduate students in publishing their dissertations.

5. Scholarship Fund

Any graduate student whose child or children attend the Spartan Village Day Care Center may apply for financial aid to help with the cost.

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 22-25 of this handbook.

3. Programming Organizations

a. Associated Women Students (AWS)

The Associated Women Students of MSU continues to promote programs relating to the special needs of women students while expanding attention to the status of all women of the MSU community and beyond. AWS provides focus and coordination for increasing opportunities for University women and for apprising the total University of continuing needs for equity and action in education and employment. Under the direction of a General Council chosen by women students, AWS publishes a weekly newsletter, *The MSU Women*; sponsors *Lantern Night*, an event to honor 50 outstanding senior women; and provides information and assistance about programming to individuals and organizations. In coordination with the Dean of Students' staff, AWS maintains a library of resources about

women. Books, file materials, and human resources too, are available to all in 157 Student Services Building. AWS represents MSU as a member of the Inter-collegiate Association of Women Students on both the national and state levels. The Michigan State AWS has represented all women students of Michigan in legislative hearings and in sponsoring national resolutions. All women students are encouraged to become involved in AWS. Information can be obtained by calling 355-8324.

b. Office of Black Affairs

The Office of Black Affairs, which is in the Cabinet of ASMSU, works to develop programs and plan events for black students on campus. First established in 1969, the office has constantly kept at the core of its being the overall survival and political awareness of black students. It handles such tasks as organizing and distributing newsletters and newspapers to black students, orienting new black students to MSU life, maintaining contacts with black students in other colleges and other segments of the black community.

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 seven-member Board of Directors with one executive director, all appointed by the Black United Front through elections.

c. Senior Class Council

The Senior Class Council consists of approximately 14 seniors. The council assumes responsibility for the following projects: selection of the '73 Club members and arrangements for the '73 Club banquet; presentation of outstanding faculty awards; selection of the class gift; planning for commencement; and special projects, e.g. career opportunity convocation.

d. Union Board

Union Board is responsible for planning programs designed to offer services to the entire University community. Members of Union Board direct programs which include a ride bureau, charter flights, dances, flea markets, browsing room, message center, music programs, art shows, a bridal show, and the Midwest Film Festival. Students are encouraged to stop by at any time, at the Union Board Office on the second floor of the 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 MSU Alumni Association, the Radio and TV Department, the Counseling and Guidance Center for Minority Students, the Retirees Club, the Student Water Resources Publications, and the Union Board.

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.

VETERANS' PROGRAMS

Information and assistance of specific value to servicemen, veterans, and eligible dependents applying to or attending Michigan State University is available at the Veterans Coordinator's Office. This office maintains liaison with appropriate govern-

mental, community, and University offices in order to assist you. Stop by 162A Student Services Building, or call 353-6470 if you desire assistance.

VOLUNTEER PROGRAMS

The Michigan State University Office of Volunteer Programs, 27 Student Services Building, provides information, assistance, coordination, and encouragement to students seeking volunteer opportunities in the greater Lansing area. The office works with students and student groups who wish to initiate volunteer programs in the community, as well as recruiting, training, and placing students in existing volunteer jobs. Among the resources which are available to students through this office are transportation, counseling, office space, and information on community programs. In addition, information concerning national volunteer programs, such as VISTA and the Peace Corps is available in the office at 355-4400.



UNIVERSITY ORGANIZATION

The information in this section of the handbook, rather than being all-inclusive, is intended to be a reference 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 and students, 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 eight-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 of 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 of the Board of Trustees, Vice President for Research Development, Vice President for Student Affairs, Vice President for University Development, 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 of the Board of Trustees, the Ombudsman, and several divisions within the University organization. One of the President's responsibilities is to preside at meetings of the Board of Trustees. The President 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 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 Supportive Services, 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. 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 *Academic Freedom Report* (for further explanation, see "Procedures—Student Regulations", page 30). 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, assistant professor, and instructor and who are appointed within the rules of the tenure system. Additionally, the President and Provost serve as members. Senate meetings are open only to members and invited guests and are chaired by the President or, in his or her absence, the Provost. The secretary of the Senate is appointed by the President and is designated the Secretary of the Faculties.

Senate action is taken on issues of major importance relating to matters of educational policy. The Academic Council by majority vote determines 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 for Academic Governance*, is composed of the President, the Provost, the elected faculty representatives, the undergraduate and graduate student representatives, the student representatives-at-large, the deans of the colleges, the members of the Steering Committee, and designated *ex officio* members. 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 matters pertaining to the general welfare of the University; and advising the President on any matters he or she may present. Several standing committees (several of which are discussed below in this section) report to the Council on specific areas of University policy and operation. The Council holds monthly open meetings. The Secretary of the Faculties, Basement, East Wing, Library, should be consulted for the time and place of meetings.

STUDENT GOVERNMENT

Student governing bodies consist of local living unit governing groups, major governing groups, the Associated Students of Michigan State University (ASMSU), the Council of Graduate Students (COGS) and the MSU Married Student Union (MSU²). Through these groups, as established in Article 5 of the *Academic Freedom Report*, students participate in the review, evaluation, and recommendation of regulations governing student conduct. For a summary of these procedures see "Procedures—Student Regulations" pages 30-31 of this handbook.

The Student Board of ASMSU, COGS, and MSU² are responsible for student appointments to various student-faculty-administrative committees and judicial bodies. A description of ASMSU, each of the major governing groups, COGS, and MSU² follows.

1. Associated Students of Michigan State University (ASMSU)

The all-University undergraduate student government of MSU is a 15-member governing body called the Student Board. This board is composed of 10 voting representatives from colleges; the presidents, who serve with vote, of Intercooperative Council, Interfraternity Council, Off Campus Council, Panhellenic Council, and Residence Hall Association; and a board president, elected by the group, who serves without vote. 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 ASMSU services is on pages 16-17 of this handbook.

2. Intercooperative Council (ICC)

The Intercooperative Council (ICC) is the governing group for cooperative living

units. 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 and is represented 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
Bogue Street Cooperative (SHC)	Montie House
Bower House (SHC)	New Community (SHC)
Elsworth House (SHC)	Nexus Cooperative (SHC)
Hedrick House (SHC)	Ulrey House (Women) (SHC)

To facilitate expansion and continuity, some of the cooperative living units have joined in forming the MSU Student Housing Corporation (SHC), a non-profit organization holding the mortgages, leases, and land contracts of the member houses. With this financial base, and with the help of a hired staff, the members of the co-operatives hope to improve their present system as well as to make available more low-cost student housing at Michigan State University. Both ICC and SHC are student-owned and student-operated and are financially independent from the University.

3. Interfraternity Council (IFC)

The Interfraternity Council (IFC) of Michigan State University exists to govern over and coordinate activities among the 29 fraternities at MSU. The IFC executive council is composed of a president and four vice presidents. Elections are held every spring, with each fraternity president having one vote. The IFC Assembly is composed of one representative and one alternate from each house. In addition to governmental functions, IFC works for scholastic and athletic achievements by fraternities, encourages social and service oriented programs such as blood drives and work with underprivileged children, and has initiated involvement in political and social issues.

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, 101 Student Services Building.

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

Open rush begins the first full week of classes each term. If, after rush, you accept a bid to join a fraternity, a period of pledgship follows, usually for the remainder of the term, depending on the fraternity. If you wish to join a fraternity, information can be obtained by contacting the Interfraternity Council Office, 317 Student Services Building, or by calling 355-8250.

4. Off Campus Student Association (OCSA)

The Off Campus Student Association (OCSA) exists within the framework of ASMSU as the governing group representing the interests of off campus students. All students not living in residence halls, Greek living units, or University-recognized co-operatives are members of OCSA unless they decline membership in writing. Elections are held each spring for Off Campus Council (OCC) which is the 11-member governing board of OCSA. As a governing group OCC communicates the views of off campus students to the ASMSU Student Board, to the University administration, and to other University policy-making bodies. As a work group OCC initiates and conducts projects and services of value to the off campus student community. Projects completed include publication of *A Guide to Off Campus Living*, an investigation of automobile towing practices, and support of the passage of a towing reform ordinance by the East Lansing City Council. A continuing effort is mediation of tenant-landlord grievances. Projects planned include support for a state-wide security deposit reform bill, formation of a tenants' union, and publication of material designed to give information on efficient and economical home management to students living off campus. The OCC Office is in 311B Student Services Building, 355-8300. Any interested student is welcome to participate in OCC activities and projects.

5. 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, 101 Student Services Building 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	

Panhellenic Council sponsors sorority rush for all undergraduate women throughout the school year as follows:

Announcements as to whether rush will be formal or informal will be made prior to each rush period.

1. Eligibility

- A coed must be registered for rush in accordance with the current Panhellenic policies.
- A rushee must be registered with MSU for ten or more academic credits for the term she is rushing. Improvement courses may not be counted.
- With the exception of a first term student, a rushee must have a 2.00 all-University average and a 2.00 average the term preceding rush for ten academic credits exclusive of improvement courses.

2. Rush Registration

Rush registration will be held during a special sign-up period. Panhellenic Council will announce the dates in the *State News*.

6. Residence Hall Association (RHA)

Residence Hall Association (RHA) represents the highest level of residence hall government and is the governing body for all University residence halls. Membership is composed of an elected representative from each hall on campus. RHA is recognized as a legitimate part of the University decision-making process and its purposes include: developing communication between individual halls and the University community; sponsoring and coordinating all-University activities for students living in residence halls; formulation of policy and regulations pertaining to residence hall students; and representing areas of interest and concern to such students. In addition RHA also has judicial responsibilities implemented through the RHA judiciary. Workshops, the RHA Movie Program, individual hall and all-campus educational programming, and special events are included in the activities sponsored by this organization. All residents of MSU residence halls are members of RHA and can exercise their voting rights and opinions through the representatives of their respective halls.

7. Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) represents all registered Michigan State University graduate students, and is composed of one representative from each constituent academic department; the graduate student representatives on the Graduate Council, Academic Council, and standing committees of the Academic Council; and the seven officers. COGS exists to promote the academic, social, and economic aims of graduate students; to establish effective communication among graduate students; and to create channels of communication with other student organizations and with the academic and administrative units of the University. COGS maintains an office in 4 Student Services Building. Information regarding COGS services is on page 17 of this handbook.

8. Michigan State University Married Student Union (MSU²)

The Married Student Union of Michigan State University (MSU²) is a branch of the Married Student Activities Unit which also includes the Family Issues Series and the Day Care Program. MSU² promotes and coordinates activities and interest groups of married students such as babysitting co-ops, a food co-op, and newcomer information. MSU² is also active as a representative of married students to such groups as National Cable Company, the Colleges of Human Medicine and of Osteopathic Medicine and the School of Nursing. As a representative, MSU² works to provide programs and services for its community. MSU² is also active in representing married students' views in city and county governments. Further information about the group can be obtained by calling 355-3091 or 355-9800. MSU has been granted status as a governing group recognized by the University with authority to govern the affairs of the residents of on-campus married student housing.

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 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), the Council of Graduate Students (COGS) or the Married Student Union of MSU (MSU²) with these groups in turn communicating with the various committees.

1. 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 College of Osteopathic 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.

2. All-University Traffic Committee

The All-University Traffic Committee, as established by the Board of Trustees, is responsible to the President for recommending motor vehicle regulations for students and employees; recommending changes in the University Traffic Ordinances; establishing reserved parking spaces for individuals and departments; reviewing plans and designs for traffic ways and parking facilities and recommending changes if deemed necessary; and for acting upon appeals for parking and/or driving privileges not granted by the Student Motor Vehicle Regulation. The committee is composed of four undergraduate students, two graduate students, three faculty members, three representatives of employee associations, and four *ex officio* members representing the offices of Public Safety, Site Planning, Traffic Engineering, and Automotive Services. The *ex officio* members of the committee have no vote.

3. 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 for 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. At the time of publication of this handbook, the make-up and role of the council was under study.

4. Lecture-Concert Series Advisory Council

The Lecture-Concert Series Advisory Council is composed of 11 faculty members, two of whom are nominated by the Committee on Committees to the Provost, and nine of whom are appointed by the Dean of the College of Arts and Letters; one member appointed by the Office of Alumni Relations; one graduate student ap-

pointed by COGS; two undergraduate students appointed by ASMSU; the director of the Lecture-Concert Series, who sits *ex officio*, and the Dean of the College of Arts and Letters, who sits *ex officio* and chairs the committee.

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 director of the Lecture-Concert Series and the Dean of the College of Arts and Letters.

5. Military Education Advisory Committee

The Military Education Advisory Committee is an advisory committee authorized by the Academic Council. Membership of this committee includes six faculty members selected by the Committee on Committees; the chairman of the Department of Aerospace Studies; the chairman of the Department of Military Science; two students selected by the ASMSU Student Board; one student selected by students in the Department of Military Science; and one student selected by students in the Department of Aerospace Studies. There are three *ex officio* members—one from the Office of the Provost, one from the University Educational Policies Committee, and one from the University Curriculum Committee. 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.

6. Student Advisory Group

The Student Advisory Group consists of representatives from the Associated Students of Michigan State University (ASMSU), the Council of Graduate Students (COGS), Intercooperative Council, Interfraternity Council, Panhellenic Council, Off Campus Council, Residence Hall Association, the *State News* and WMSN. These students meet monthly with the President and his or her staff, the Provost, the Vice Presidents, and the Dean of Students to discuss matters of mutual interest and concern. The monthly meetings provide a forum for candid discussion, an exchange of views, and a regular communications channel between students and University officials.

7. Student-Faculty Judiciary

The Student-Faculty Judiciary, as established in Article 4, Section 3 of the *Academic Freedom 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-student 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 *Academic Freedom Report* establishes the original and appellate jurisdiction of the Student-Faculty Judiciary. In addition the Student-Faculty Judiciary may 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 and University Publications") of the *Academic Freedom Report*.

8. University Committee on Academic Governance

The University Committee on Academic Governance, a standing committee of the Academic Council, is charged with conducting a continuing study of the steps being taken to involve students in academic government, and with undertaking a continual review of the *Bylaws for Academic Governance*. It has the responsibility for making recommendations to the Council for whatever changes in the bylaws the committee's investigations indicate. The committee is composed of one faculty

member from each college, one faculty member representing the non-college faculty, one student member from each college, two student members-at-large, and one additional faculty member representing the lower faculty ranks.

9. University Committee on Building, Lands, and Planning

A standing committee of the Academic Council, the University Committee on Building, Lands, and Planning consists of 14 elected faculty members, three undergraduate students, one graduate student, two student members-at-large, and, serving *ex officio*, the Executive Vice President, the director of Campus Park and Planning, the director of Space Utilization, and the University Architect. The committee is charged with studying and making recommendations with respect to building priorities, proposals for land utilization, ecological implications of land utilization, traffic planning, and appearance and location of buildings. In addition, the committee advises the President concerning the financing, location, and appearance of physical facilities on University property.

10. University Committee on Business Affairs

Membership on this committee consists of 14 elected faculty members, three undergraduate students, two graduate students, two student members-at-large, and three *ex officio* members—the Vice President for Business and Finance and Treasurer, and two designees from his or her office. 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 include 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 Committee on Honors Programs

The standing committee on Honors Programs reviews and evaluates programs for honors students, and counsels the director of the Honors College on policies, procedures, possible alterations in present programs, and plans for future activities. The committee counsels with departments and colleges on the institution and strengthening of honors programs within their areas; reviews and evaluates honors programs; and recommends to the Academic Council appropriate standards for the granting of honors degrees. Committee membership consists of 14 elected faculty members, six undergraduate students, one graduate student, and two student members-at-large. The director of the Honors Colleges serves *ex officio*.

12. University Committee on Public Safety

Membership on the University Committee on Public Safety, an Academic Council standing committee, consists of seven faculty members (two from the lower faculty ranks), four undergraduate students appointed by ASMSU, one graduate student selected by COGS, and two student members-at-large. The director of the School of Criminal Justice and the director of the Department of Public Safety serve *ex officio*. The committee examines policies affecting the public safety of the University, holds regular, open meetings at which members of the academic community may bring to the committee's attention issues affecting the public safety of the University, and places under continuous study current and projected needs of the University with respect to public safety.

13. University Curriculum Committee

An Academic Council 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 needs seems evident; and to maintain a close working relationship with the Graduate Council. The voting membership of the Curriculum Committee consists of 16 elected faculty members, six undergraduate students, one graduate student, and two student members-at-large. The Registrar and a representative of the Provost's Office serve *ex officio*. The Office of the Provost names an executive secretary who serves *ex officio*.

14. University Educational Policies Committee

The voting membership of the University Educational Policies Committee, an Academic Council standing committee, consists of 16 elected faculty members, six undergraduate students, three graduate students, and two student members-at-large. The Provost and/or his or her designee serves *ex officio*. 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.

15. University Faculty Tenure Committee

This Academic Council standing committee is the judicial and investigatory agency for all tenure actions. It interprets tenure rules and acts on cases of deviation from the rules. The committee reviews existing tenure regulations and advises the Provost and the Academic Council concerning appropriate changes; suggests policies and procedures for the dismissal of tenured faculty to the Provost and the Academic Council; and investigates any matter pertaining to tenure which the committee deems significant. The voting membership of the committee consists of 14 elected faculty members, three undergraduate students, one graduate student, and two student members-at-large. A representative of the Provost's Office serves *ex officio*. Provisions of the *Bylaws for Academic Governance* prohibit the student members of the committee from voting on cases involving the status of individual faculty members.

16. 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 Academic Council standing committee consists of 14 elected faculty members, three undergraduate students, two graduate students, and two student members-at-large. The Dean of International Programs serves *ex officio*.

17. University Library Committee

The voting membership of this committee, which is a standing committee of the Academic Council, consists of 14 elected faculty members, three undergraduate students, two graduate students, and two student members-at-large. The director of Libraries serves *ex officio*. 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.

18. 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 committee initiates amendments and reviews proposed amendments to the *Academic Freedom Report*, General Student Regulations, and policies relating to the academic rights and responsibilities of students. The voting membership of this Academic Council standing committee consists of six faculty members, five undergraduate students appointed by ASMSU, four graduate students selected by COGS, and two student members-at-large. The Vice President for Student Affairs and the Dean of Students serve *ex officio*. Article 5 of the *Academic Freedom Report* should be used as a reference for further explanation of the committee's role in developing General Student Regulations. Article 7 of the report explains the committee's role in amendment of the report.

PROCEDURES—SELECTION OF STUDENTS TO SERVE ON COMMITTEES

Students interested in serving on any of the committees listed in this section should consult the Division of Student Activities, 101 Student Services Building, telephone number 355-8286, for information on selection procedures and eligibility to serve.

PROCEDURES—STUDENT REGULATIONS

Article 5 of the *Academic Freedom Report* outlines the legislative process used by Michigan State University to enact regulations governing student conduct. The following charts will illustrate the procedures outlined in Article 5.

General Student Regulations

Proposal for initiation or amendment *may be made by any student governing body or the University Student Affairs Committee.*

↓
University Student Affairs Committee—*Approves or rejects proposal.*

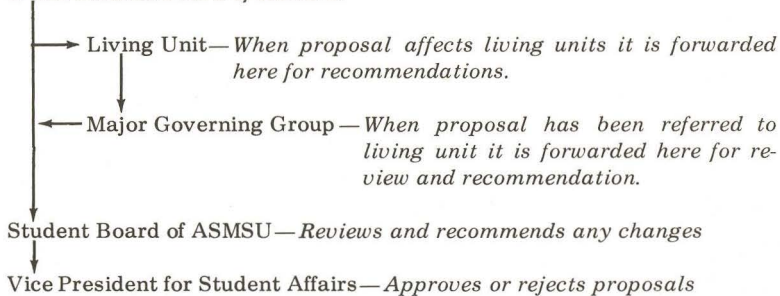
↓
Academic Council—*Accepts proposal or refers it back to University Student Affairs Committee with recommendations for change. If proposal is returned to Council, Council accepts or rejects.*

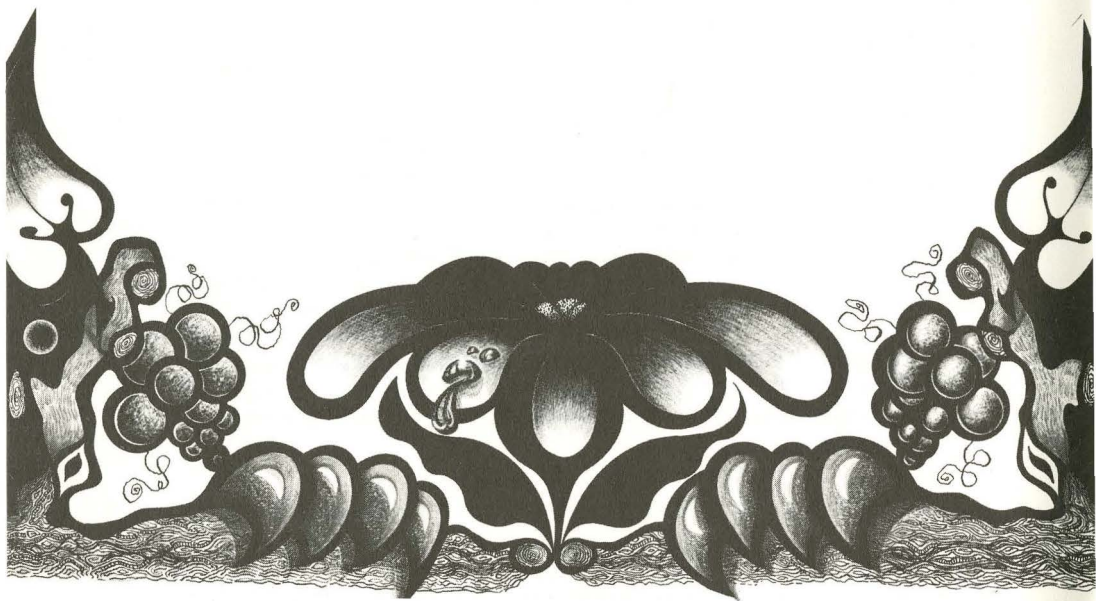
↓
Proposal forwarded through Office of the President.

↓
Board of Trustees—*proposal becomes operative upon approval.*

Student Group Regulations

Proposal for initiation or amendment *may be made by any registered student organization, living unit governing body, major governing group, or the Student Board of ASMSU.*





POLICIES AND PROCEDURES

The purpose of this section is to provide a reference to understanding many of Michigan State University's expectations for students and student groups relating to student rights and responsibilities. The *Michigan State University Catalog* and the *Schedule of Courses and Academic Handbook* should be used as references for specific academic policies and requirements. Other references are listed in the first section of this handbook.

Contained in this section of the handbook are those University expectations for students and student groups as reflected in a number of MSU Ordinances, the General Student Regulations, student group regulations, administrative rulings, and all-University policies. The format of this section begins with a listing of the General Student Regulations. Following these regulations is an alphabetical listing, by topic, of the ordinances, additional student regulations, administrative rulings, and all-University policies. 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. The following outline provides basic information regarding each type of formal expectation.

University Ordinances:

- a. Apply to all individuals—students, employees, visitors, on campus.
- b. Established by the Board of Trustees.
- c. Enforced by the Department of Public Safety with the support of students, faculty, and administrative personnel.
- d. Adjudicated through criminal court proceedings in the same manner as city ordinances or state laws.

(Although this handbook contains selected ordinances, everyone is expected to comply with all University ordinances, which are available for reference in the Of-

five of the Executive Vice President and Secretary of the Board of Trustees, 484 Administration Building, and in the Division of Student Activities, Office of the Dean of Students, 101 Student Services Building.)

General Student Regulations:

- a. Apply to the conduct of all registered students on the grounds governed by the Board of Trustees.
- b. Established by students and faculty with the approval of the Board of Trustees.
- c. Enforced by all students, faculty, and administrative personnel, with support of the Department of Public Safety.
- d. Adjudicated through University judicial procedures.

Student Group Regulations:

- a. Apply to those students specified in the regulation.
- b. Established by respective student groups with the approval of the Vice President for Student Affairs.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through University judicial procedures.

Administrative Rulings:

- a. Apply to those specified in the ruling.
- b. Established by various offices of the University for implementing delegated administrative responsibility, usually after consultation with student-faculty advisory committees.
- c. Enforced by administrative personnel in the respective offices, supported by students and faculty.
- d. Adjudicated through administrative action and/or judicial procedures.

All-University Policies:

- a. Apply to all students or, if specified, all members of the University.
- b. Recommended by legislative or executive bodies within the University and approved by the Board of Trustees for carrying out major University responsibilities.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through University judicial procedures.

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.

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 his or her rights and responsibilities, a student should be cognizant of those regulations which have been developed by the governing body of his or her 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. 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 Univer-

sity, an individual act constitutes a significant danger to the University community.

Article 4 of the *Academic Freedom 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. An important provision of the procedure is that a student may challenge a regulation or administrative decision without placing himself or herself in violation of it.

In addition to the judicial bodies described in Article 4 of the *Academic Freedom 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 regulations, policies, and administrative rulings may be referred through the Judicial Programs Office, 339 Student Services Building, to the appropriate judicial body as established within Article 4 of the *Academic Freedom Report*. Information regarding judicial process and procedures is also available in this office.

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 to initiate or amend General Student Regulations and Student Group Regulations are established in Article 5 of the *Academic Freedom Report*. Charts illustrating these procedures are on pages 30-31 of the second section of this handbook which provides information regarding the decision-making process at Michigan State University.

GENERAL STUDENT REGULATIONS

The following General Student Regulations have been approved by Associated Students of Michigan State University and the University Student Affairs Committee, endorsed by the Academic Council and approved by the Board of Trustees, on an interim basis, to become effective December 1, 1970. (These General Student Regulations are followed by an alphabetical listing, by topic, of other regulations—ordinances, additional student regulations, administrative rulings, and all-University policies. Students are expected to be equally cognizant of these other regulations.)

1.00 STATEMENT OF PURPOSE

- .01 The Michigan State University community hereby adopts the following General Student Regulations that apply to all registered students and are essential in order to secure the successful operation of the University, maintain good order, promote the designed objectives of the University, and obviate unnecessary and improper interferences with University activities.

2.00 ENFORCEMENT

- .01 The enforcement of these regulations shall be the responsibility of the duly-established University agencies.
- .02 All members of the University community are responsible for the support of these regulations.

3.00 ADJUDICATION

- .01 The University Judicial System shall have jurisdiction over all General Student

Regulations, and, upon a verdict of guilt, will set penalty on the basis of an established disciplinary code.

4.00 SCHOLARSHIP AND GRADES

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the integrity of the University grading system.

- .01 No student shall knowingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given at a subsequent date.
- .02 No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.
- .03 No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him or her by another person.
- .04 No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own.

(In addition see Integrity of Scholarship and Grades, pages 70-71.)

5.00 RECORDS AND IDENTIFICATION

If the University community is to function effectively it must be able to rely upon the accuracy of information contained in its official records and upon the materials used to identify its members.

- .01 No student shall knowingly provide false information to the University for any purpose.
- .02 No student shall, with intent to defraud, alter or forge any official University document, including identification materials issued by the University.
- .03 No student shall, with intent to defraud, knowingly allow University documents, including identification, that were issued for his or her use, to be used by another person.

(In addition see: Campus Bus Policy, page 48; Counterfeiting, Altering, and Copying, page 50; Housing Policy, Student, pages 68-70; Identification Cards, page 70; and Records, pages 78-85.)

6.00 UNIVERSITY FACILITIES, MATERIALS, AND SERVICES

The facilities and educational materials provided by the University are important to the accomplishment of its objectives and must be protected.

- .01 No student shall, without proper authorization, remove any University property from its assigned place.
- .02 No student shall, without proper authorization, intentionally damage, deface or destroy any University property.
- .03 No student shall, without proper authorization, convey any University property to another person.
- .04 No student shall knowingly accept any University property procured for him or her without proper authorization.
- .05 No student shall, without proper authorization, enter or remain in any construction area, building under construction, tunnel, or restroom of the opposite sex.
- .06 No student shall, without proper authorization, enter or remain in any University building when it is officially closed, (as per hours posted on all entrances).
- .07 No student shall, without proper authorization, procure, manufacture, or have manufactured a University key, key card, or unlocking device.

- .08 No student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University.
- .09 No student shall, without proper authorization, sell or make contracts for purchase or delivery of any merchandise or services.
- .10 No student shall, without proper authorization, erect posters or handbills which advertise any commercial product, service, or activity, except on his or her personal property.

(In addition see: Buildings, page 47; Closing Hours, page 49; Counterfeiting, Altering, and Copying, page 50; Distribution of Literature, pages 51-53; Facilities and Services, pages 53-61; Financial Accounts, pages 61-62; Fund-Raising, page 63; Hold Card Policy, pages 65-68; Library, pages 71-73; Residence Hall Rooms, page 85; Signs, page 86; and Social Regulations, pages 87-91.)

7.00 THE INDIVIDUAL

If the University is to accomplish its many objectives, there must be a recognition that the integrity of the individual is of primary importance.

- .01 No student shall appropriate the property of another person, permanently or temporarily, without the permission of the owner.
- .02 No student shall knowingly endanger the health or safety of another person.
- .03 No student shall, without proper authorization, possess or use any firearm or explosive material on grounds governed by these regulations.
- .04 No student shall intentionally interfere with the educational or service functions of the University to such an extent that his or her activity prohibits the continuation of any of those functions.

(In addition see: Disorderly Assemblage, pages 50-51; Distribution of Literature, pages 51-53; Facilities and Services, pages 53-61; Firearms or Weapons, page 62; Residence Hall Bill of Rights, pages 88-89; and Safety, page 86.)

ORDINANCES, STUDENT REGULATIONS, ADMINISTRATIVE RULINGS, AND ALL-UNIVERSITY POLICIES

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

Credits

Class Standing
Credit Load

Fees and Tuition

Out-of-State Tuition
Payment of Fees

Refund of Fees

Change of Enrollment

Adding and Dropping Courses
Adjustment of Fees

Final Examinations

Class Attendance

Grading Systems

Grade Correction

Code of Teaching Responsibility

Grade-Point System

ADDRESS CHANGE

The Student Housing Policy states the following: "Every student is required to report his or her correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which he or she is living, or failure to notify the University of a change of address within five class days after the change becomes effective, will be considered as falsification of University records. (Change of off-campus address is made in the Office of the Registrar [150 Administration Building]. Change of on-campus address is made in the office of the living unit manager.)"

Students may, upon request, withhold their address information from publication in the *Student Telephone Directory*. Such students should turn in a signed written request at 150 Administration Building during the first week of classes.

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 of 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. Included here are amendments resulting from the Michigan Age of Majority Act of 1971 (Public Act 79).

a. State Statute 18.1004 (1). State Liquor Control Act 436.33, as amended by Public Act 13, 1972 Sec. 33. No alcoholic liquor shall be sold to any person unless he shall have attained the age of 18 years.

b. State Statute 18.1004 (1). State Liquor Control Act 436.33a, as amended by Public Act 13, 1972 Sec. 33a. No person under the age of 18 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.
- e. 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.
- f. 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.

3. University Residence Hall Alcohol Policy

General Policy (Student Group 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 18 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 Hall Association
 - Women's Inter-Residence Council
 - Associated Students of Michigan State University
 - University Student Affairs Committee
 - Vice President for Student Affairs
 - January 1, 1972

Policy Implementation and Interpretation (Administrative Ruling)

Registration Procedure for Social Events Involving Alcohol in Michigan State University Residence Halls:

- a. Purpose of having a registration procedure:
Registration and approval of social events involving alcohol is required as the means of implementing Michigan State University Ordinance 22.05, which states that "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." This ordinance places responsibility on the Office of the Vice President to insure that social events at which alcohol is consumed meet the conditions set forth by state law and Ordinance 22.00. In addition, the process of registration and approval of such events allows some system of insuring that student social regulations, local residence hall alcohol policies, and a Roommate Bill of Rights are followed. The registration system further provides a way of determining the individual or individuals responsible and accountable for the conduct of residence hall social events involving alcohol.

- b. Effective January 1, 1972, the Vice President for Student Affairs has delegated to the head resident advisers the authority to register and approve social events in their residence halls at which alcohol will be consumed. This authority is delegated in accordance with the recommendations of the University Student Affairs Committee, ASMSU, and the Residence Hall Association. Head advisers will develop registration procedures in accordance with the requirements below:
 - (1) Registration of social events within the residence hall will be required in the following situations:
 - (a) Any event at which alcohol will be consumed in common areas of the residence hall approved for such events by the hall alcohol policy.
 - (b) Any alcohol-related social event within the common areas of a house or precinct. Social event is interpreted to mean any event attended by 10 or more individuals. (This arbitrary number is a guideline to help students be aware of the fact that a house event is large enough to require registration.) Common areas of a house or precinct would include the hallway, common bathroom, study rooms, lounges or other areas of the house used in common by house residents.
 - (2) Registration and approval for social events as defined above shall be the responsibility of the residence hall head adviser. Space bookings for such events held in the approved common areas of the hall (excluding the house or precinct) shall be made by the hall manager, in accordance with policies governing the use of space in residence halls. (See pages 55-60 of this handbook.)
 - (a) Registration procedures will require that the student or students sponsoring the alcohol social event indicate to the head adviser that they understand their responsibility for keeping the event's activities within the scope of the state law, MSU Ordinances, regulations, and hall policies pertaining to alcohol possession and use.
 - (b) Registration procedures will also include providing the sponsoring student or students copies of the aforementioned laws, ordinances, and regulations.
 - (3) Registration of social events where alcohol is served is *not* required in student rooms, suites, or apartments. Also, registration is *not* required for any event held in the common areas of a house or precinct at which nine or less individuals are in attendance.
 - (4) It shall be the responsibility of those students assigned to a room, suite, or apartment to insure that any social event involving alcohol held within their room, suite, or apartment will be conducted in accordance with state law, University Ordinance 22.00, and the *University Residence Hall Alcohol Policy*.
- c. Enforcement procedures and responsibility:
 - (1) Violations of University social regulations or hall policies governing use of alcohol, including violations of the registration requirements, shall be adjudicated within the framework established by the *Academic Freedom Report*.
 - (2) Responsibility for enforcing the provisions rests primarily with the residence

hall students designated as responsible in sections (2) (a) and (4) above for a social event within a room, suite, or apartment, and house or hall area. Failure on the part of those students with primary responsibility to enforce the provisions of the alcohol policy will require the intervention of the house or hall government and/or a member of the advisory staff.

- (3) In the event a house or hall government official and/or advisory staff member must intervene, they will attempt to correct the situation causing the violation of the alcohol policy. If such action does not correct the violation, a referral of the responsible student(s) through judicial channels is appropriate.

Administrative Rulings Governing the Development of Residence Hall Alcohol Policies

The following administrative ruling establishes the requirements for developing a residence hall alcohol policy. Such a hall policy must be approved by the residence hall governing body, head adviser(s), and hall manager and must be on file with the Dean of Students Office (via the area director) before it is in effect.

Each hall, in order to have social events involving consumption of alcohol within the common areas of houses or halls, must develop a hall alcohol policy in accordance with the following provisions:

- a. Common areas of the residence hall where social events involving consumption of alcohol may be held must be specified. These areas are not to include those prohibited by University Ordinance 22.02.
- b. Any alcohol-related social event of the hall to be held in approved common areas must be registered according to the procedure for registration.
- c. Any alcohol-related event within the common areas of the house or precinct attended by 10 or more people must be registered in accordance with the registration procedure.
- d. In accordance with the *University Residence Hall Alcohol Policy*, the hall policy must contain the hall's Roommate Bill of Rights.
- e. In accordance with the *Academic Freedom Report* requirement that all regulations be made accessible to students, each hall governing body shall make available to hall students copies of applicable State Statutes, University Ordinance 22.00, and University and hall policies related to alcohol.
- f. Responsibility for an alcohol-related event held in a house, precinct, or common area of the hall shall rest with those students designated under the registration procedure. Such events held in common areas of the house or precinct not required to be registered (attended by nine or less individuals) shall be the responsibility of those attending the event.
- g. In accordance with the University registration procedure, responsibility for alcohol-related events held in student rooms, suites, or apartments shall lie with the students assigned to those rooms, suites, or apartments.
- h. Alleged violations of the provisions of University and hall policies and administrative rulings concerning alcohol shall be adjudicated within the framework of the *Academic Freedom Report*.

—Vice President for Student Affairs

—January 1, 1972

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, pages 37-38) 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 Group 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. Animals (Ordinance 25.00)

... No person owning or having under his control any animal shall permit such animal to be brought upon the property of Michigan State University without having a leash suitably attached to the animal and with the leash held by the person responsible.

... No person shall bring any animal into any University building.

... No person shall bring any animal into any University area such as the Beal Botanical Garden or the Horticulture Gardens when such areas are posted to prohibit the presence of animals.

... Exceptions to the above provisions shall include:

- a. Animals used by blind persons for "seeing-eye" purposes.
- b. Animals brought for treatment to the Veterinary Medicine facilities or for University sponsored research.
- c. Animals being transported and which remain inside a vehicle such as a car, truck, or trailer.
- d. Animals brought to events sponsored by University departments.
- e. Animals brought to events sponsored by registered student organizations which have received prior authorization from the Office of the Secretary of the Board of Trustees.
- f. Other exceptions as authorized by the Office of the Secretary of the Board of Trustees.

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 and use its facilities and human resources to develop the skills and opportunities

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

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 Fed-

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."

- eration 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. Any person or persons having knowledge of prohibited discrimination, but without a personal grievance, shall have the right to file a complaint with the Committee Against Discrimination reciting the facts of such alleged discrimination and requesting corrective action in the same manner as a person aggrieved. Such complainants shall have the same right as an aggrieved person to appeal to the Anti-Discrimination Judicial Board in the same manner as provided in Article IV.C.1. of this document.
 4. 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.
 5. 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 or she is not being properly represented by his or her organization because of his or her 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 or her organization, provided, however, that such good offices shall not include participation in collective bargaining or grievance negotiation with representatives of the employer.

6. 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.
7. 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.
8. 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 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 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. These members shall without undue delay report to the chairman of 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 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 *Academic Freedom 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: Provided, however, that any recommendation for the payment of money shall be referred to the Board of Trustees of Michigan State University for its consideration as an item of appropriation.

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 proceedings 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 qualified 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 *Academic Freedom 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

AMENDED: Board of Trustees, April 21, 1972

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 exists 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.

(In addition see General Student Regulation 6.00, pages 35-36.)

CAMPAIGNING, CANVASSING, AND PETITION DRIVES

Persons interested in conducting political activities on the University campus should contact the Division of Student Activities, 101 Student Services Building, for a copy of "Guidelines and Suggestions for Campaigning, Canvassing, and Petition Drives on the Michigan State University Campus." These guidelines contain information regarding the means by which political activities may be conducted on grounds governed by the Michigan State University Board of Trustees.

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 BUS POLICY (Administrative Ruling)

The Campus Bus System operates between the housing units, the commuter lot, and central campus. Students wishing to use this service may do so by purchasing a bus pass or bus tickets.

a. Bus Passes

Bus passes, available each term, entitle students to unlimited service on all bus routes, or to commuter service only. Bus service and costs vary from term to term and are published in the bus schedules. Passes may be purchased at registration, the Union Building Ticket Office, the MSU Bookstore in the International Center, and dormitories as designated on bus schedules. Bus schedules are available wherever bus passes are sold.

b. Bus Tickets

- (1) *Unrestricted Tickets*—Green Stock Tickets are valid at any time on any bus route and are sold at the Union Building Ticket Office, the MSU Bookstore in the International Center, and dormitories as designated on bus schedules.
- (2) *Restricted Tickets*—Red Stock Tickets are valid after 5:00 p.m. on weekdays and all day Saturday and Sunday, and are sold at the Union Building Ticket Office, the MSU Bookstore in the International Center, and dormitories as designated on bus schedules.
- (3) *Spouse Tickets*—Blue Stock Tickets, for married student spouses *only*, are valid from 9:00 a.m. to 11:00 a.m. and from 1:30 p.m. to 11:00 p.m. on weekdays and all day Saturday and Sunday, and will be sold at the Married Housing Manager's Office *only*.

c. Conditions of Use

Bus passes are non-transferable and must be affixed *directly* to the student identification card in order to be valid. Any misuse of passes will result in: (1) refusal of service, (2) confiscation of the pass, (3) disciplinary action as outlined in the *Academic Freedom Report*, or (4) a combination of all three.

- (1) *Lost or Stolen Passes*—Students are responsible for their passes, which, if lost or stolen, may be replaced by purchasing a new pass at the regular price. After mid-term, passes may be replaced at half price, upon proof of purchase of the original pass. The half price passes are available at the Student and Staff Identification Card Office, 142 Administration Building, *only*.
- (2) *Forged Passes*—Any alleged forged pass will be confiscated and turned over to the Department of Public Safety, for possible prosecutive action.

—Automotive Services, after consultation
with the Office of the Vice President for
Student Affairs
—June 16, 1972

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 or individuals; 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 Group Regulation)

1. Closing Hours:

- a. All residence halls, sororities and supervised off campus housing will be closed at the following hours:

Sunday-Thursday: 12 midnight-6:00 a.m.

Friday-Saturday: 1:00 a.m.-6:00 a.m.

2. Security Procedures:

- a. Residence Hall Management, Residence Hall Association, and Dean of Students Office personnel shall establish guidelines for security in residence halls in accordance with this policy.
- b. Each residence hall shall establish internal security procedures consistent with the guidelines of 2.a. above, which reflect unique differences in the needs and desires of the residents of each hall, and differences in the physical design and construction of each hall.

— Residence Hall Association

— Associated Students of Michigan State University

— Vice President for Student Affairs

— June 16, 1972

3. Signing Out and Signing In

a. Registration Week

Every woman student 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 woman student 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 women students 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 woman student can stay as a guest in another Michigan State University residence provided that guest provisions (see *Social Regulations*, pages 87-91) 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.

CURFEW (Ordinance 21.00)

... 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 o'clock p.m. and 7 o'clock 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 21.01 shall be in violation of this Ordinance.

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 use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written approval in advance by the Secretary to the Board of Trustees.

... 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 AND UNIVERSITY PUBLICATIONS (*Academic Freedom Report*)

The following guidelines, which pertain to the sale and distribution of student and University publications, are from the *Academic Freedom Report*, Article 6, adopted by the Board of Trustees, March 16, 1967 and amended effective July 1, 1971.

... Student publications are publications in which Michigan State University students have been involved, at least in part, in writing and publishing and distributing, namely,

... Publications of student living units and governing groups;

... Publications of MSU registered student organizations and MSU student groups.

... Students and student groups shall have maximum freedom to express opinions and communicate ideas by writing, publishing, and distributing student publications.

... The following guidelines governing student and University publications are established:

... The University shall not sponsor any student publication.

... Administrative units of the University or of its colleges, institutes, or departments, may authorize funds for and assume sponsorship of publications germane to that administrative unit. Such publications such as the *Wolverine*, are designated as University publications. Full freedom of content and editorial policy is guaranteed to all such publications subject only to the advice and counsel of the administrator or administrative unit responsible. Such a policy shall be assured regardless of whether students are involved in publication.

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

... Responsibility for all content, finance, distribution, and staffing shall lie with the sponsoring agency, group, or organization.

... Every student and University publication shall identify the sponsoring agency, group, or organization.

... Distribution of student and University publications.

... The following guidelines shall apply to all publications, whether distributed free or for sale.

6.3.6.2 Regulations governing distribution of publications shall apply equally to all publications.

....3 No door-to-door solicitations for sale shall be permitted in organized living units on the campus without permission from the proper governing authority of the living unit. Permission must be granted in accordance with provision 6.3.6.2 above.

....4 In accordance with provision 6.3.6.2 above, each on-campus living unit shall decide what policies shall be formulated for distribution of publications within that living unit.

-5 For buildings other than organized living units, the Secretary of the University and the Student Board of ASMSU, after consultation with the administrative, faculty, and student occupants of the building, shall determine, in accordance with provision 6.3.6.2 above, the designated places of distribution of publications.
 -6 Distribution in living units, classroom and office buildings shall be limited to those places established in points 6.3.6.3, 6.3.6.4, and 6.3.6.5 above. Hand-to-hand distribution shall be permitted in all campus buildings, subject only to such limitations as are necessary to prevent interference with schedule University activities.
 -7 Distribution shall be permitted outside campus buildings, subject only to such limitations as are necessary to prevent interference with the use of streets, sidewalks, and building entrances.
 -8 The Offices of the Secretary of the University and ASMSU shall keep available for inspection an up-to-date list of places of distribution within campus buildings.
- ... Any regulations necessary to implement these guidelines shall be developed according to the procedures described in Article 5, *Academic Freedom Report*.

— Board of Trustees

Policy for Distribution of Material in Residence Halls (Student Group Regulation)

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 days of exposure.

Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and head adviser. Halls which have no organized, functioning government refer jurisdiction to RHA, the area manager, and the area director.

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 Residence Halls Association, the Office of Residence Hall Programs, the Department of Residence Hall Management, and the University Student Affairs Committee.

DRESS REGULATIONS (Living Unit 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

1. 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 (Student Group Regulation)

a. Use of Facilities and Services

- (1) 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 per-

mission from ASMSU and the Division 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 ongoing facility requirements.

- (2) All events held on University property or in University facilities which are not "for members only," shall be deemed public meetings open to the University community and any member of that community shall be admitted without discrimination as to race, sex, or national origin.
- (3) Security measures for public meetings shall be routinely cleared through and approved by the Department of Public Safety. Should security procedures, as determined by the Department of Public Safety result in more than routine security costs, the additional costs shall be assumed by the group sponsoring the event. In the event that the sponsoring group contests the ruling of the Department of Public Safety as requiring excessive precautions, the group may appeal the ruling under Section 4.3.4.5 of the *Academic Freedom Report*.

b. Revenue-Producing Projects

- (1) 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.
- (2) Only registered student organizations, living unit organizations, major governing groups, and ASMSU may conduct revenue-producing projects on campus.
- (3) All revenue-producing projects must be registered with ASMSU and the Division of Student Activities except:
 - (a) Revenue-producing projects in which only the membership of the sponsoring registered student organization or living unit organization is solicited.
 - (b) Sales of student and University publications. (This shall be in accordance with the guidelines established in the *Academic Freedom Report*. These guidelines are on pages 51-52 of this handbook.)
- (4) The following guidelines are established and apply to all revenue-producing projects conducted on campus:
 - (a) 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.)
 - (b) 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.
 - (c) 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.

- (d) The establishment of booths 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.
- (e) 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.
- (f) 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.

c. 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 Division of Student Activities. Procedures for registering such requests have been developed jointly by ASMSU and the Division of Student Activities and are available in the Division of Student Activities, 101 Student Services Building.

- Associated Students of Michigan State University
- University Student Affairs Committee
- Vice President for Student Affairs
- Executive Vice President and Secretary of the Board of Trustees
- May 17, 1971

2. Use of Space in Residence Halls (Student Group Regulation)

Residence halls at Michigan State University have been designed to include multi-purpose space for academic, social, cultural, governmental, and recreational programs. Residence hall space is primarily for the use of those students who reside in residence halls during a regular academic term.* Space in any given residence hall should be used to provide programs and services for the residents of that hall. For this reason, the recognized governing body of a hall or its authorized representative, in conjunction with the manager and head adviser, is responsible for the granting of permission to use space in that hall.

a. General Guidelines for Space Use

- (1) The use of classrooms, kivas, lounges, conference rooms, dining rooms, and similar space outside of regularly scheduled day and evening classes is primarily for the use of those students and student groups residing in that hall or complex during the regular academic year. The prerogative for granting permission for use of such space outside the regularly scheduled classroom periods rests with the governing body of the hall, the hall manager, and head adviser. Should the need for special academic services for hall residents occur, i.e. testing, tutoring, help sessions, or make-up classes, prime consideration should be given to making such space available.

*Regular academic term is defined as the first day of hall opening through hall closing for that term.

- (2) Formally scheduled classes should be conducted in facilities scheduled for that purpose unless prior approval for change is obtained from the academic department, the Office of Space Utilization, the hall manager, and the hall governing body.
- (3) To qualify for the use of residence hall facilities, any activity should be a part of the hall program or should have the active participation and support of recognized student groups, a majority of students, or the governing body within the hall or complex. Non-resident groups approved to use hall space shall not have the prerogative of closing their events to any students of that hall. Non-resident groups should be encouraged to use other facilities unless their program or meeting is of direct interest and benefit to the residents of a given hall.
- (4) In sponsoring any non-resident group, the hall governing body should recognize its responsibility to the residents of that hall. The governing body should not become a booking agent, merely assuming responsibility for outside groups, but should recognize that through its responsibility for reserving hall space, it can provide hall residents with opportunities for an expanded range of experiences and involvement. This is an educational obligation and responsibility which goes beyond the mechanics of booking rooms.
- (5) A primary concern in the initial planning of each hall event must be the reservation of space. The unit manager must be contacted for a space reservation in the early planning stages of any event. Failure to make an early reservation often results in lack of available space.
- (6) Food service, cleaning, set up, and similar services must be secured through the hall manager.*
 - (a) Events requiring food service need two weeks advance notification.
 - (b) Events requiring special set up or maintenance need one week advance notification.
 - (c) Events requiring no special set up need three working days advance notification.
- (7) Any event involving the collection of funds shall comply with 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* (see pages 53-55 of this handbook) and with Ordinance 30.00 regarding selling and advertising (see page 63 of this handbook). Only those organizations specifically enumerated in these policies shall be eligible to collect funds for any event.
 - (a) All student revenue-producing events fall under the jurisdiction of ASMSU and RHA, and must be registered with and approved by them prior to seeking hall space. (NOTE: Information on procedures for registration of revenue-producing projects is available in the Division of Student Activities, 101 Student Services Building.) Granting permission to use hall space remains the responsibility of the hall governing body.
 - (b) Any individual or group providing entertainment or similar services for compensation should be under contract prior to the event. Payment must be made in accordance with all-University policies as stated by the Comptroller's Office.

*Exceptions to these guidelines are made by the unit manager according to limitations particular to that hall.

b. Use of Space by Within-Hall Groups

The following guidelines shall apply to the use of space for student groups within a particular hall.

- (1) Within-hall groups are defined as those groups composed specifically of residents of a particular hall or resident members of the residential college housed within that hall.
- (2) The governing body shall develop a specific policy for use of space by within-hall groups. It shall include:
 - (a) Procedures for obtaining permission. (Provisions for booking emergency meetings should be included.)
 - (b) Procedures for registration.
 - (c) The means of covering labor, set up and cleanup costs, financing, and responsibility for damage.
 - (d) Other, as may be appropriate to each individual hall.
- (3) Labor Charges for Setup and Cleanup

Labor charges are not rental charges, but represent additional labor costs required to accommodate the event. The unit manager, in conjunction with advisers and student government representatives, determines whether or not volunteer help can be accepted to assist in setup or cleanup. Care should be taken in planning events with respect to day, time, and location, so as to utilize all facilities to the best advantage with lowest possible labor costs.

 - (a) Labor charges for setup and cleanup are made if an event is presented for residents of a hall or complex and an admission, collection, or donation is accepted from participants. Should charges be assessed solely for the purpose of covering costs (not to raise funds) no labor charges will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the unit manager.
 - (b) Labor charges are made for any event sponsored for *all* residence hall students or all University students regardless of whether the event is free or by paid admission.
 - (c) Charges are made if additional labor is required to prepare the space for use the following morning.
 - (d) Labor charges are made for the use of hall dining rooms where major setup or cleaning is required. However, the following halls are entitled to one such event each term at no charge (this is due to the lack of adequate multi-purpose space in the halls listed) so long as the event is non-profit. Advertising must follow established procedures (see *Policy for Distribution of Material in Residence Halls*, pages 52-53; *Fund-Raising and Revenue-Producing Projects*, page 53; and *Signs*, page 86) and may be campus wide in nature:

Case	Owen	Wilson
Mason-Abbot	Snyder-Phillips	Wonders
McDonel	West Circle Halls	

c. Granting of Permission for Space Use to Non-Residence Hall Groups and to Groups from Other Halls

A non-residence hall group is defined as a group composed in part of Michigan State University students not living in the residence hall in which space is being requested. In granting permission to such a group, the following guidelines should be used:

- (1) Only those non-residence hall organizations as stipulated in section a.(1) of the *All-University Policy for Use of Facilities and Services* (see pages 53-55

of this handbook) are eligible to request permission.

- (2) Requests for space must receive approval by both residence hall governing bodies (where there are two), and facilities needed must be checked for availability with the unit manager and the head adviser before being approved by the hall governing body. Following final approval, the facilities must be immediately booked with the unit manager, by the organization receiving permission to conduct an event in the building.
 - (3) Hall governing bodies shall require the organization requesting permission to use space, or the hall governing body shall, themselves, handle the following:
 - (a) Publicity
 - (b) Collection of any funds
 - (c) Staffing for supervision and enforcement of existing building and/or University regulations, ordinances, and policies
 - (d) Admission procedures
 - (e) Payment as necessary for setup, cleanup, and damage

In any case, the hall governing body shall have the responsibility for seeing that these procedures are carried out.
 - (4) Organizations receiving permission to use facilities will be held responsible by the hall government and charged for any costs to the hall or University (labor charges, damages, etc.) incurred by their activity within the hall. Failure to pay such charges may result in denial of future requests from that group to use facilities in Michigan State University residence halls and/or a request to ASMSU to revoke that group's status as a registered student organization.
 - (5) Hall governing bodies may collect a deposit prior to the event to insure financial responsibility. Hall governing bodies may elect to establish deposits on a sliding scale for the different facilities in their hall. All groups requesting space shall be charged the same deposit for using that particular space. If a deposit is assessed by the hall governing body from one group, it shall be assessed from all groups. The deposit shall be returned to the organization when all charges for labor, setup, physical damage, or similar expenses are paid. A deposit shall not be retained by the governing body for reasons other than payment for services or physical damage. **NOTE:** Hall governing bodies *shall not rent* facilities.
 - (6) Hall governing bodies may require that a statement of liability and responsibility be signed by groups approved for space use. This statement should clearly enumerate procedures to be followed and responsibility assumed by the organization in using that space. Guidelines for items to be included in such a statement are listed immediately following this policy.
 - (7) Charges for labor, setup, University services, and any damages which may occur shall be paid by the organization using the space. However, should a group default on this payment, the hall governing body granting permission shall be responsible for paying such charges.
- d. All registered hall events shall close at 1:00 a.m. on Saturday and Sunday morning and at 12:00 midnight on days preceeding classes. Exceptions to this are provided for, but are not considered to be routine, and require the permission of the hall governing body, manager, head adviser, area manager, and area director.
 - e. Residents of regular summer school halls will follow the procedures outlined in this policy for booking residence hall space.

- f. Residence Hall Management assumes the responsibility for booking residence hall facilities for conferences and special groups.
- g. Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and head adviser. Halls which have no organized, functioning government refer jurisdiction to RHA, the area manager, and the area director (see also: Distribution of Literature, pages 51-53).
- h. Hall governments, advisory staffs, and management have a vested interest in areas of halls which are not specifically defined as to their use and/or flexibility. It is recommended that hall governments, managers, and head advisers recognize such areas of mutual responsibility and establish procedures to coordinate and control such areas.
- i. RHA and Management will keep a list of groups not adhering to the responsibilities of booking contracts and/or space use agreements.
- j. Any group (non-residence hall group or within-hall group) requesting use of space in a residence hall for an event which involves the use of alcoholic beverages must also secure registration and approval for the event under the guidelines of the *University Residence Hall Alcohol Policy* (see pages 38-40 of this handbook) and the alcohol policy of that hall in which the event will be held. This is in addition to fulfilling procedures outlined in section b. and c. of this policy.
- k. Any exceptions to this policy must be approved by Residence Hall Association, the Associated Students of Michigan State University, and the Vice President for Student Affairs.

— Residence Hall Association
 — Associated Students of Michigan State University
 — Vice President for Student Affairs
 — May 5, 1972

Appendix

Suggested Statement of Liability

- a. Guidelines for items to be included in the statement of liability (see 2.c(6) of the above policy) are as follows:
 - (1) The process to be followed in gaining permission to use space:
 - (a) Obtain permission from the hall governing body
 - (b) Check with the unit manager and head adviser for availability of space and make booking
 - (c) Post deposit (if required by the governing body)
 - (d) Register for space and services at least *two* weeks in advance of the event
 - (2) A statement should be signed stating that the group accepts liability for all costs incurred to the hall or the University as a result of that event.
 - (3) A statement should be provided by the hall council listing the responsibilities of the non-residence hall organization for:
 - (a) Publicity
 - (b) Collection of funds and payment for services
 - (c) Staffing for supervision and enforcement of existing ordinances, building and/or University regulations and policies
 - (d) Admission procedures

- (e) Any other specific responsibilities delegated by the governing body to the group
 - (4) The billing procedure and the steps to be taken by the group in paying these charges.
 - (5) The procedure for posting damage deposits, and receiving refunds of damage deposits if no damage is done and all charges are paid.
 - (6) A statement of the possible actions taken in the event a group does not live up to its responsibilities, financial or otherwise:
 - (a) Judicial referral
 - (b) Notification of the Student Activities Division
 - (7) A statement of when deposits will be retained:
 - (a) On non-payment of labor, setup, or service charges which are due to Management.
 - (b) Charges for damages to the building or its furnishings which are due to Management.
 - (c) Charges directly to the hall governing body for damage to its equipment or use of its services.
 - (8) Listing of whom the non-residence hall group or its representative can contact during or prior to the event for assistance with:
 - (a) Labor, setup, locked doors
 - (b) Problems with University policy
 - (c) Student government representative
 - (9) A statement of the name of the group and its representative, and phone numbers and addresses.
 - (10) A statement that the signers certify to knowledge of the agreements and ramifications thereof.
- b. The statement, if used, should be signed in triplicate by the member representing the group and by the hall governing body representative prior to the reservation of space through the unit manager. One copy should be retained by the governing body, one by the registering group, and one by the unit manager.

3. Residence Hall Association Conference Housing Policy (Student Group Regulation)

a. Introduction

Residence halls at Michigan State University are intended for the use of the students who live in them. Frequent housing of guests, therefore, becomes an imposition on the residents, and, because of this, housing for a conference during the academic school year is a distinct privilege which can be extended to only a few of the many worthwhile groups.

Residence Hall Management does not book conferences utilizing occupied student rooms during the academic year. However, a variety of conferences are held in halls during the summer months. They are generally placed in halls not occupied by students. Conferences held between terms (e.g. FFA Conference) utilize common areas only and/or empty rooms, and unoccupied student rooms.

The following Residence Hall Association (RHA) conference policy applies only to student conferences held during the academic year.

b. Procedures for Obtaining Permission to House Conference Delegates in Residence Halls:

- (1) Tentative approval for the conference must first be obtained from the Associated Students of Michigan State University (if the sponsoring group is a registered student organization), or from a department of the University.

- (2) Following tentative approval, the sponsoring group must complete the conference housing application. The application should be returned to Residence Hall Association at least six months (during which school is in session) prior to the planned conference.
- (3) The application must be approved by:
 - (a) Residence Hall Association
 - (b) Dean of Students Office
 - (c) The department of Residence Hall Management
 - (d) All individual halls in which housing is desired
- (4) After RHA has approved the conference, a coordinator will be assigned from the central staff of RHA. The coordinator will assist in making all further arrangements for housing, feeding, and other facilities.
- (5) The group sponsoring the conference will be financially responsible for all costs incurred, including meals, linen, keys, rental of meeting rooms, stolen articles, and damage to the facilities used.
- (6) No later than 15 days prior to the conference, the sponsoring group must submit to the conference coordinator the exact number of delegates to be housed (with names and room numbers if possible).
 - Residence Hall Association
 - Associated Students of Michigan State University
 - Vice President for Student Affairs
 - May 5, 1972

FALSIFICATION OF UNIVERSITY RECORDS

See General Student Regulation 5.00, *Records and Identification*, page 35; and *Counterfeiting, Altering, and Copying Ordinance* 15.00, page 50.

FINANCIAL ACCOUNTS—STUDENT ORGANIZATIONS (Student Group 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.

FOOD, PUBLIC SALE ON CAMPUS

It has been a long-time policy that food offered for public sale on the campus must be handled only through the facilities of the Division of Dormitories and Food Services. This policy has not affected such activities as departments or colleges which have established cooperative coffee services that are offered only to their staff and guests. Such service, by agreement, has been limited to donuts, rolls, coffee, and soft drinks. Typical of these are the long established services in Erickson Hall, Eppley Center, and the Student Services Building.

In recent years, a number of University organizations, both student and staff, have wanted to offer limited food service to invited guests either as a service to these guests or as a money raising project (or both). In order to accomplish this and still protect the University and its public, it is proposed that approved organizations be allowed to offer food for sale under the following guidelines or conditions:

- a. Sales shall be limited to special events or projects and not for general sale to the campus public.
- b. Location and/or time must be such that sales would not be in competition with an established food service. (When the University has a food operation in a building, food will be sold only by that unit.)
- c. Location must meet health standards of the State of Michigan. These locations will be inspected by the Concessions Department with any needed help from the University sanitarian.
- d. Only packaged or prepared food may be served, including but not necessarily limited to donuts, soft drinks, and packaged snack items.
- e. No food requiring preparation by health certified personnel may be served. Food prepared by outside vendors is not approved.
- f. Food may be obtained from the Concessions Department and charged at cost plus handling.
- g. The sponsoring organization must be responsible for any loss of or damage to loaned equipment.
- h. This organization must also be responsible for cleanup of any academic or other facilities and arrangements must be cleared with Physical Plant for any such needed service. An appropriate job request will be necessary for this.

(NOTE: Student organizations offering food for sale must register the event and/or activity according to Section b, "Revenue-producing Projects" of the *All-University Policy on University Facilities and Services* (see pages 54-55) and have it reviewed by the Dormitories and Food Services Division.)

—Dormitories and Food Services Division

—March 26, 1968

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 b. "Revenue-producing Projects" of the *All-University Policy for Use of University Facilities and Services*. The text of this Student Group Regulation is on pages 54-55 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 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 service fee. In addition to this 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 fee schedule.
- 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 utilizes 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

The Health Center notifies by telephone the parents of students under 18 years of age whenever such 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 or her 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 or she 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
— June 1972

HOLD CARD POLICY (Administrative Policy)

1. Purpose of the Hold Card

Michigan State University makes use of a "hold card" procedure, whereby a card is placed in a student's card packet at registration to insure that the student shall not be allowed to complete registration until the specific conditions which caused use of the hold card are met. Hold cards are used for the following general purposes:

a. Financial Hold Cards

A properly authorized agency of the University may place a hold card against a student who has failed to meet a legitimate financial obligation to the University when due.

b. Judicial Hold Cards

A properly authorized administrative officer or judiciary may place a hold card against a student who has been suspended, through due process procedures, for violation of a University regulation, or in order to contact a student regarding pending judicial or administrative proceedings against the student.

c. Condition-of-Enrollment Hold Cards

A properly authorized agency of the University may place a hold card against a student who has been demonstrated not to have fulfilled a duly established condition of enrollment.

2. Authority for Hold Card Use

a. Financial Hold Cards

Use of financial hold cards by any agency of the University draws its authority from Article IV of the bylaws of the Board of Trustees, which states that the Vice President for Business and Finance and Treasurer "shall be responsible for the collection, custody and accounting for all monies due the University." Students are required to meet legitimate monetary obligations to the University under the following regulations: (1) the Student Motor Vehicle Regulations, and (2) General Student Regulation 6.08, which states, "no student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University." University judiciaries are authorized by Article 4 of the *Academic Freedom Report* to adjudicate alleged violations of regulations, and are authorized by this policy to initiate use of a hold card against a student who has been judged guilty under General Student Regulation 6.08. The Student Traffic Appeal Court is authorized under this policy to initiate use of the financial hold card against a student judged guilty of violating the Student Motor Vehicle Regulations.

b. Judicial Hold Cards

Use of judicial hold cards by an administrative officer or judicial body draws its authority from Article VIII of the bylaws of the Board of Trustees, which states that "Students who fail to comply with [reasonable rules and] regulations may be disciplined in such a manner as may be determined by the faculty or the Board." Article 4 of the *Academic Freedom Report* specifies the manner of discipline. Administrative officers and judicial bodies are specifically authorized under this policy to initiate use of the judicial hold card to enforce a "suspension" decision against a student, and to contact a student to notify him or her of alleged violation of a regulation and pending judicial or administrative proceedings.

c. Condition-of-Enrollment Hold Cards

Use of condition-of-enrollment hold cards by any agency of the University draws its authority from Article VIII of the bylaws of the Board of Trustees, which states that the Board "may require students to agree and abide by [reasonable rules and] regulations as a condition of admission to and retention in the University." Agencies of the University are authorized under this policy to initiate use of the condition-of-enrollment hold card to prevent the registration of students deemed to be in non-compliance with a duly established "condition-of-enrollment."

3. Criteria for Hold Card Use

a. Financial Hold Cards

Criteria for use of the financial hold card shall be as follows:

- (1) Hold cards may be employed to collect any obligations due to the University's operating funds or to student loan funds. Examples of these obligations are: student tuition, residence hall room and board, deferred payments, traffic violations, charges for damages to University property, University housing apartment rent, past due loans, library fines, bad checks cashed by students or presented in payment of student indebtedness, charges originating in various operating units (such as the Health Center, Union, Veterinary Clinic, etc.), overdrafts in student organization accounts, etc.

- (2) Hold cards may not be used for collection of debts owed to any non-University agency. For purposes of this policy, registered student organizations, student government organizations and student newspapers are defined as non-University agencies. (*Exception: ASMSU Student Loan Fund.*)
- (3) Except in the case of bad checks, hold cards may be used only in those cases in which the student has been given or sent adequate notice of his indebtedness and warning of hold card use prior to issuance of the hold card.
- (4) A current list of all University agencies authorized by the Vice President for Business and Finance and Treasurer to issue hold cards shall be maintained by the Student Receivables Division, Office of the Comptroller.
- (5) Students are entitled to appeal the legitimacy of charges placed against them through established due process procedures. Students are expected to exercise these rights at the time of original notification of indebtedness.

b. Judicial Hold Cards

Judicial bodies and administrative officers may make use of a judicial hold card in two cases:

- (1) Hold cards may be issued against a student who has been suspended under the procedures outlined in Article 4 of the *Academic Freedom Report* to prevent the student's reenrollment.
- (2) Hold cards may be issued against a student in order to provide the student with a written statement of alleged violation of regulations and impending judicial or administrative proceedings when attempts to reach the student by certified mail and by telephone have proved unsuccessful. The Dean of Students shall authorize each instance of hold card use under the terms of this criterion.

c. Condition-of-Enrollment Hold Cards

Criteria for use of the Condition-of-Enrollment hold card shall be as follows:

- (1) The student shall have been demonstrated to be in non-compliance with a condition of enrollment which has been so designated by the Board of Trustees. Examples of such conditions of enrollment are: the Student Housing Policy which requires on-campus residence of designated categories of students; foreign student health insurance; and English proficiency testing for foreign students. Within this category are those regulations with which a student must comply prior to enrollment. Hold cards may be issued to prevent a student's enrollment until the student has complied with the regulation.
- (2) The student shall have had reasonable opportunity to be informed of and to comply with the condition of enrollment and shall have been given or sent warning prior to issuance of the hold card.
- (3) Prior to hold card use, an agency shall have authorization from the Dean of Students for hold card use for the purpose in question. The agency shall demonstrate to his satisfaction that the above criteria are met. A current list of all University agencies authorized by the Dean of Students to issue hold cards shall be maintained by the Office of the Dean of Students.

4. Further General Stipulations

- a. Agencies of the University shall make every effort to minimize hold card use, and shall employ alternative methods to accomplish their purpose whenever feasible.
- b. Hold Card Procedures
Procedures for financial hold card use shall be developed by the Office of the

Vice President for Business and Finance. Procedures for judicial hold card use shall be developed by the Office of the Dean of Students. Procedures for condition-of-enrollment hold card use shall be developed by the Office of the Dean of Students. The above parties shall cooperate with the Office of the Registrar. All procedures shall include provision for the following:

- (1) Adequate prior notice to the student (including all pertinent details) of pending hold card use, prior to issuance of the hold card.
- (2) Due process to the student, prior to hold card use.
- (3) Nonissuance of a hold card against a student while he or she is in the process of appealing the case in question.
- (4) Accurate and current hold card use. The offices responsible for developing procedures shall be responsible for insuring that those procedures are followed.

5. Judicial Review

This policy and all procedures and administrative decisions stemming therefrom, shall be subject to judicial review as provided in Sections 4.3.4.5 and 4.3.4.6 of the *Academic Freedom Report*.

6. Publication

It shall be the responsibility of the Registrar to insure that Sections 1-5 of this policy are published in each edition of the *Schedule of Courses and Academic Handbook*. It shall be the responsibility of the Dean of Students to insure that Sections 1-5 of this policy are published in each edition of the *Student Handbook*. Copies of procedures developed under this policy and of lists of agencies authorized to use hold cards shall be made available to any member of the University community upon request by the office responsible for developing the procedures and lists.

- University Business Affairs Committee
- University Student Affairs Committee
- Vice President for Business and Finance and Treasurer
- Vice President for Student Affairs
- May 17, 1971

HOUSING POLICY, STUDENT (All-University Policy)

1. Housing Requirement

The University in its residence halls seeks to provide an educational environment which is maximally conducive to the learning process of students. A wide array of options and services are offered including quiet houses, limited-visitation houses, apartments, and room-only contracts. Counseling, academic advising, and course components are available in many of the residence halls. The requirements for on-campus residence are thus a part of the University's efforts to insure an optimum learning environment.

This housing requirement is a condition of enrollment which must be met throughout the time specified. Students will be asked to produce evidence of compliance with this requirement. (See Section 2, Enforcement).

- a. **Freshmen**—All freshman students, including transfers (0-40 credits accumulated), are required to reside in a University residence hall, with the following exceptions:

- (1) married students
- (2) students who will be twenty years of age by the last official day of registration fall term of the current academic year (The current academic year is

fall term through summer term.)

- (3) veterans with one or more years of active service
 - (4) students living with parents or legal guardian
 - (5) students taking 6 or less credits during the term in question.
- b. **Sophomores**—All sophomore students, including transfers (41-84 credits accumulated), are required to reside in a University residence hall, or in University supervised housing,* with the following exceptions:
- (1) married students
 - (2) students who will be twenty years of age by the last official day of registration fall term of the current academic year (The current academic year is fall term through summer term.)
 - (3) veterans with one or more years of active service
 - (4) students living with parents or legal guardian
 - (5) students taking 6 or less credits during the term in question.
- c. **Juniors and Seniors**—Juniors and seniors are encouraged to continue to live on campus, though this is not required. Moreover, the University will always seek to achieve some balance of juniors and seniors in each residence hall.

2. Enforcement

Those students for whom the housing requirement is a condition of enrollment will be asked to verify their adherence to it. Failure to maintain the required residency will result in termination of enrollment by the Dean of Students. Enforcement of the housing regulations is the responsibility of the Dean of Students. The housing requirement does not apply to a student during a term in which he or she is enrolled for six or less credits. In any subsequent term during which the student carries seven or more credits the requirement will again become applicable.

3. Address

Every student is required to report his or her correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which he or she is living, or failure to notify the University of a change of address within five class days after the change becomes effective, will be considered as falsification of University records. (Change of off-campus address is made in the Office of the Registrar, 150 Administration Building. Change of on-campus address is made in the office of the living unit manager.)

4. Housing Contract

Residence hall contracts are in effect for the period stated in the terms of the contract. Any student, regardless of class standing, is obligated to fulfill the duration of his or her housing contract unless he or she obtains an authorized release. (Note: Application for release may be made through the living unit head adviser.) This regulation applies to juniors, seniors and graduate students who enter into a contract for on-campus housing.

5. Only currently enrolled Michigan State University students who have received official housing assignments may live in University residence halls.

*Note: University supervised housing includes University recognized fraternities, sororities, cooperatives, religious living units and certain rooming houses. The complete list is available in the Off-Campus Housing Office, 101 Student Services Building.

6. Special Permission

Any student may apply for an exception to these requirements.** Information on the special permission procedure can be obtained by contacting the Off-Campus Housing Office, 101 Student Services Building. Applications will be considered by a committee consisting of one staff member from the Off-Campus Housing Office, one staff member from Residence Halls Management, one staff member from Residence Hall Programs, one staff member from the Office of the Executive Vice President, and one student appointed by ASMSU. Specific criteria are available from the Off-Campus Housing Office. The burden of proof rests with the student; the responsibility of decision rests with the committee. The committee shall take into account any professional recommendations of the University office qualified to judge the category of exception. A student may appeal the decision of the committee to the Dean of Students.

The decisions of the committee are advisory to the Dean of Students who may meet with the committee from time to time in order to discuss their policies and criteria regarding exceptions to the requirements.

— Board of Trustees, July 16, 1971

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 is a violation of General Student Regulation 5.00, *Records and Identification*, page 35 of this handbook.
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 or private sponsor.
2. Information regarding the student insurance program sponsored by Associated Students of Michigan State University (ASMSU) is on page 16 of this handbook.

INTEGRITY OF SCHOLARSHIP AND GRADES (All-University Policy)

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.

**Note: Requests for special permission will not be accepted while the student is considered to be in non-compliance with the housing requirement.

2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she 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 *Academic Freedom Report*, Article 4, Section 4.3.4.2.b [3]).
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 *Academic Freedom Report*, Article 4, Section 4.3.4.2.a [2].)
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 or her 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 *Academic Freedom Report*, Article 4, Section 4.3.4.2.a[2].)

— 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.

In addition see General Student Regulation 4.00, *Scholarship and Grades*, page 35.

LIBRARY (Administrative Ruling)

The Main Library consists of the Undergraduate and Science Libraries, which are open to all patrons, and a Research Library, which is open to faculty, staff, and graduate students. However, undergraduate students have access to materials in the Research Library 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). In addition to the Main Library, specialized other libraries, which are listed on page 15, also are available. The following regulations apply to the Main Library. These regulations may vary slightly in the other libraries.

1. All users of the Library are required to present their ID card and their plastic library card before being permitted to check out any materials.
2. The Library's lending regulations are as follows:
 - a. Materials from Regular Collection: Most books may be borrowed for a two-week period, but this loan period may vary at the end of a term or during the sum-

mer term. Graduate students may borrow books on a research loan for a period of 70 days provided the book: has not been charged out by another reader more than once during the past twelve months; is not from the Undergraduate Library; is not a thesis; and is not designated "Do Not Circulate." Bound journals may be borrowed from the Research and Science Libraries for one day by graduate students. No journals may be borrowed from the Undergraduate Library.

- b. Assigned Reading Materials: Materials circulate for two hours, twenty-four hours, or three days as requested by the instructor. Most two hour materials may be charged for overnight use after 9:00 P.M. but must be returned the following day by 9:15 A.M. (10:15 A.M. on Saturday and 11:15 A.M. on Sunday). There are restrictions as to the number of assigned reading items which a patron may charge out at one time.
3. Library materials may be renewed with the following exceptions: bound periodicals; uncataloged materials (such materials must be cataloged before they can be renewed); materials which have outstanding reserves or fines. Materials eligible for renewal may be renewed an indefinite number of times. The patron is required to bring the materials to the Library for renewal because the circulation system does not allow for renewals by telephone or by mail.
4. Materials which have been renewed or are overdue are subject to be called in immediately if requested by another borrower. If an item is needed for assigned reading, it will be called in immediately even if the initial loan period has not expired.
5. The following fines are currently in effect for overdue materials:
 - a. Materials from Regular Collection: The fine is 25 cents per day, per book. Materials returned through the outside book chutes after closing time will be considered as having been returned the following day. The maximum fines are \$10.00 for two-week books and \$15.00 for bound periodicals.
 - b. Assigned Reading Materials: For two-hour and twenty-four hour materials, 25 cents for the first hour and 10 cents for each additional hour accumulating to a maximum amount of \$15.00. For three day materials, \$1.00 per day accumulating to a maximum amount of \$15.00. An additional fine of \$1.00 will be charged if Assigned Reading materials are returned to some area other than the Assigned Reading Section, although assigned reading materials may be returned to the book drops outside the Main Library when the library is closed.
 - c. Policies applicable to both Regular Collection and Assigned Reading Materials: Fines for all materials accumulate during regularly scheduled vacations and periods between terms. Fines are not assessed for days that the Library is closed.
6. Any Library patron is required to replace or pay for library materials which are lost or mutilated.
 - a. If the patron decides to replace the material(s):
 - (1) It is his or her responsibility to purchase the replacement copy. The replacement copy must be the same or a newer edition than the one being replaced and it must be in good condition.
 - (2) In addition to the replacement copy, the patron will be assessed a fee of not less than \$2.00 and not more than the difference between the amount paid for the replacement copy and the maximum fine for that type of material. In other words, the total cost to the patron may be greater than but shall not be less than the maximum overdue fine for that type of material.
 - b. If the patron decides to pay for the material(s), a fixed rate will be assessed according to the type of material unless the current market value of the material(s) is more than the fixed rate. If the latter is the case, the required payment will be in the amount of the current market value. The schedule of fixed rates is as follows:

- (1) Materials from Regular Collection: Two-week books (\$15.00); bound periodicals (\$20.00); individual issues of unbound periodicals (\$5.00); free materials (\$3.00); uncataloged materials which are Library owned (\$15.00).
- (2) Assigned Reading Materials: Two-hour, twenty-four hours, and three-day books (\$20.00); bound periodicals (\$25.00); individual issues of unbound periodicals (\$5.00); uncataloged materials which are Library owned (1-25 pages, \$5.00; 25-65 pages, \$10.00; 66 or more pages, \$20.00).
7. Students who have unpaid fines or who have not returned books will be placed on the financial hold card list. They will not be permitted to register or receive a diploma or transcript until their account with the Library is cleared.
8. All books, brief cases, book bags etc. will be checked upon leaving the Library.
— Administrative Ruling in Consultation with library advisory committees

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 (All-University Policy)

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, 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 (fall term only) 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 pages 73-78 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 designated 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 student pregnancy on an individual basis. In the case of the single student, 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 student, the University has four major concerns.

1. Medical

The first of these concerns is medical. The University is concerned that the pregnant student is under the care of a physician. This is the reason that even though the student 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 single students. Appropriate University personnel are ready and available to provide counsel and advice to the single student 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 student wishes, these personnel also shall be happy to work with the student's parents in finding an appropriate solution.

3. Living Environment

This concern primarily relates to the single student. The University is concerned that the student'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 student's last trimester of pregnancy, may not be conducive to the student'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 student 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 student. 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 student against taking such courses during pregnancy.

The above concerns shall be used as general guidelines by University personnel in advising and counseling pregnant students. 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 students. In the final analysis, the matter of whether a student, married or not, shall continue at the University during her pregnancy shall rest with her physician. If the student is unmarried and under 18, 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 student may have to be absent from the campus for a period of time during her pregnancy. The University shall encourage the student 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 to 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

A University ordinance (16.04) states the following:

... No person or persons shall use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written approval in advance by the Secretary to the Board of Trustees.

The following guidelines govern the implementation of this ordinance.

Guidelines for Use of Public Address Equipment (Administrative Ruling)

a. Students

- (1) Under Ordinance 16, the use and location of public address equipment, including bullhorns or other methods of sound amplification, at outdoor events must be approved by the Office of the Secretary of the Board of Trustees. An Activity Planning Form, available in the Division of Student Activities, 101 Student Services Building, must be completed and signed by the Division of Student Activities prior to seeking approval.
- (2) In general, approval for the use of public address equipment will be granted if it would not be disruptive to on-going functions of the University, such as faculty and administrative offices, libraries, classroom teaching, and other scheduled University events. Guidelines for approving requests are as follows:
 - (a) The use of public address equipment for rallies and outdoor speakers is limited to the vicinity of Beaumont Tower. Any one event is limited to 4 hours within the following hours:
 - Monday-Thursday—8 a.m.-10 p.m.
 - Friday-Saturday—8 a.m.-12 midnight
 - Sunday—1 p.m.-6 p.m.

The use of public address equipment for concerts in the vicinity of Beaumont Tower is not permitted.

- (b) The use of public address equipment for rallies, speakers, and concerts

in residential areas of the campus must have the approval of the students, advisory staff, and area director within the residential location requested. Any one event is limited to 4 hours within the following hours:

Friday—6 p.m.-12 midnight

Saturday—12 noon-12 midnight

Sunday—1 p.m.-7 p.m.

- (c) The use of public address equipment for rallies, speakers, and concerts in other campus locations is permitted if the use and event does not conflict with a prior scheduled event or on-going functions of the University. Any one event is limited to 4 hours during the following hours:

Saturday-Sunday—12 noon-6 p.m.

- (d) Any exceptions to the above guidelines must have the recommendation of the Dean of Students Office and be approved by the Office of the Executive Vice President.
- (3) Information concerning the use of sound trucks and other mobile units will be found on page 77 of this handbook and in University Ordinance 40.14. In general, their use is restricted to the period from 5:30 p.m. to 6:30 p.m.
- (4) The use of temporary or permanent public address systems within University buildings for concerts, dances, rallies, demonstrations, and student meetings must be approved by those responsible for the scheduling or management of the building.
- (5) Development of policies concerning the use of equipment such as stereos, radios, and musical instruments inside the residence halls is the responsibility of the residence hall government, the advisory staff, and residence hall management.

b. Non-Students

- (1) Faculty, staff, and others should contact the Office of the Executive Vice President and Secretary of the Board of Trustees, 484 Administration Building, concerning their request for public address equipment. A form will be available for those requesting authorization to use public address equipment.
- (2) In general, approval for the use of public address equipment at outdoor events will be granted if it would not be disruptive to ongoing functions of the University, such as faculty and administrative offices, research and laboratory facilities, libraries, classroom teaching, and other scheduled University events. Locations for use of equipment will be assigned or approved accordingly.

— Office of the Dean of Students
— Office of the Executive Vice President
and Secretary of the Board of Trustees
— April 26, 1972

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 *Academic Freedom 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 *Academic Freedom 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 or her knowledge and consent.
- (3) A student shall have the right to inspect the official transcript of his or her own academic record. He or she shall also have the right to inspect reports and evaluations of his or her 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 *Academic Freedom 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 condition of membership. The student may, however, request in writing that this information not be released for these purposes.
 - (7) Disciplinary Record

The *Academic Freedom 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.

*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.

- (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 18 years of age, his or her 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 or she has participated. The student, if he or she 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.
- (b) At each registration period the student shall be given an opportunity to list organizations and activities in which he or she 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 Dean of Students shall assume that if the information is listed the

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

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 or she may request that a residence staff member (resident assistant, graduate adviser, head adviser) complete the evaluation form. Or, if he or she wishes, he or she 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 or her 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 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 or her 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 18 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 or her 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 or her record in the Records Office with a member of the professional staff. If a student feels the information contained in his or her record is inadequate or inaccurate he or she 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 or her staff. The decision of the Dean of Students or a member of his or her staff shall be subject to review of 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

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 or she get another staff member to accompany him or her.
4. If a staff member enters a room through the permission of a resident, and if he or she views the substance of a violation of a regulation to be present, i.e., firearms, animals, etc., he or she may remove such objects to the head adviser's office without the permission of the owner. After the removal of such an object he or she 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 or she 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 including those standards pertaining to decorations, seating, food sanitation, and accident prevention should be directed to the Office of Safety Services of the University Department of Public Safety, Quonset 103, 355-2171.

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.

(Information regarding permission to erect A-frames and sandwich boards outside of campus buildings is available in the Division of Student Activities, 101 Student Services Building. The size may not exceed 3' x 5'.)

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 Group Regulation)

a. Guests in Women's Residences

Allowing guests in women's residence halls and sorority chapter houses between the closing hour (see page 49 for information regarding closing hours) and the official opening provides an opportunity for students 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 with the Residence Halls Association.
- (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 Michi-

gan 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. Residence Hall Bill of Rights

Each person, as a resident of Michigan State University residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents.

- (1) Primary rights of the hall resident include:
 - (a) The right to read and study free from undue interference in one's room: One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
 - (b) The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, and the right to a clean environment in which to live: Optimum physical conditions are essential as they support and reinforce and provide for positive conditions in which to learn and live.
 - (c) The right for redress of grievances: If the academic and residence hall communities are to function in the most educationally profitable manner the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from due process.
- (2) Subordinate rights of the hall resident are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:

- (a) The right to personal privacy: All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.
- (b) The right to host guests: All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of the host's roommates and of other hall residents.

Any abuse of these rights is subject to review and action according to the procedures given in the *Academic Freedom Report*. However, processes of mediation, involving students and hall staff, should also be considered as means for resolving conflicts.

Nothing in the *Residence Hall Bill of Rights* and/or its implementation shall deny any individual his or her basic rights guaranteed under the United States Constitution, nor deny other alternatives for redress of grievances that are available under the individual's status as a student and as a citizen of the State of Michigan.

—Residence Hall Association
—Associated Students of Michigan State University
—Vice President for Student Affairs
—May 5, 1972

d. Residence Hall Guest Policy

In order to provide an opportunity for students to experience as natural a living situation as possible and to provide opportunity for visits to the campus by friends of students, the University and the Residence Hall Association recognize the right of MSU students to host guests in their residence hall rooms.

(1) Definitions:

- (a) *Guests*—are defined as any individual or individuals who reside temporarily in an MSU residence hall room at the invitation of one of the assigned room residents. Because cohabitation is not condoned at Michigan State, guests of the opposite sex are not permitted.
- (b) *Visitors*—are defined as any individual or individuals who visit a student room in an MSU residence hall, but who do not reside in the room temporarily. Visiting is regulated by the *Open House Policy* (see pages 87-88 of this handbook).
- (c) *Host*—is defined as any student assigned to a residence hall space who invites a guest or visitor to the room.

(2) Responsibilities of Hosts:

- (a) To limit the guests' stay in residence hall facilities to no more than three continuous days during any given week.
- (b) To encourage registration of the guest. Procedures are to be agreed upon by the hall government, hall manager, and head adviser, if the guest will be staying overnight.
- (c) To insure guest and visitor compliance with hall and/or University regulations.
- (d) To show proper concern for the rights of roommates, as provided for in the *Residence Hall Bill of Rights* (see page 88-89 of this handbook).
- (e) To help the guest or visitor purchase a meal ticket, if he or she desires to enter the dining room, and to arrange for additional linen, towels, and sleeping space, etc. for the guest.

(3) Special Considerations:

- (a) All residence halls are locked at closing hours to help maintain building security, insure the protection of property and persons, and to maintain

reasonable privacy for the residents. For these reasons, *guests and visitors of residents of all halls are to have a specific escort between the official closing and opening hours of the hall* (see policy on *Guests in Women's Residences*, page 87 and *Open House Policy*, pages 87-88 of this handbook).

- (b) As the University has no direct responsibility for non-student guests or visitors nor any direct relationship with them, hosts are held accountable to exercise reasonable responsibility for the actions of these individuals. Should circumstances and/or incidents arise in which a non-student guest or visitor is in violation of laws or University ordinances this person can be held liable for civil action. Should the host not make every reasonable effort to assure guest or visitor compliance with University and/or hall policies and regulations, the host may be subject to judicial action.
 - (c) Student guests and student visitors have direct relationships with the University. They and their hosts are responsible for compliance with University and hall policies and may be subject to judicial action if violation occurs.
 - (d) A visitor or guest is not only being sponsored by the host but is in actuality also being sponsored through the courtesy of the host's roommate(s), and other residents of that floor. Visitors and guests should recognize this courtesy and respect the rights of residents to carry on their functions as students at the University, i.e. sleeping, studying, etc.
 - (e) Occasionally, an uninvited person is present in a hall or a house. This situation may mean that the person is not hosted by a resident student, or does not have legitimate reason for being in the hall or house. For reasons of safety and security, all residents should be aware of the jeopardy to security and are encouraged to immediately notify an advisory staff member, or, if circumstances warrant, the campus police, when unidentified persons are seen in the house or hall.
- (4) Interpretation:
- It is not the intent of this policy to authorize, condone, or permit the following:
- (a) Extended visits and/or re-registration by guests. Three days is sufficient length for a visit by a guest in residence hall facilities. After three days an individual's guest privilege will expire and the guest may be asked to leave the hall. Failure to do so may result in civil action against the guest and/or judicial action against the host. The extended presence of the individual results in too great a burden on roommates' privacy, space utilization, ability to study, hall and personal security, etc. *Exception:* In the judgment of the head adviser and hall manager, the visit may be extended beyond three days, but only in the event of exceptional and unique circumstances.
 - (b) Cohabitation:
The policy in no way is intended to provide the opportunity for or to encourage cohabitation.
- (5) Adjudication and Enforcement:
- (a) Violations of this policy are subject to adjudication under the *Academic Freedom Report* and the University judicial process.
 - (b) Depending on the nature of the violation and the status of the hosted party, civil authority may be contacted.

— Residence Hall Association
— Associated Students of Michigan State University
— Vice President for Student Affairs
— June 16, 1972

e. 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

SPEAKERS POLICY, OUTSIDE (Student Group Regulation)

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 Group 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

TAX COLLECTION CRITERIA—STUDENT GOVERNING GROUPS AND ORGANIZATIONS (All-University Policy)

The All-University Policy on Criteria for Use of University Collection Procedures by Student Governing Groups and Student Organizations is as follows:

1. Major Student Governing Groups

- a. A major student governing group shall meet the following provisions before requesting the University to collect its assessment:
 - (1) The group must have a constitution duly ratified according to its articles of ratification and be recognized as such by the University.
 - (2) The power to tax and/or assess its student constituents must be specifically granted in its constitution.
 - (3) The governing group must have specific constitutional provisions for amendment by referendum of its constituency, to provide for a change or removal of the tax and/or assessment.
 - (4) The constituency to be taxed must be a readily identifiable group within the University's existing procedures.
 - (5) The governing group, the Office of the Vice President for Student Affairs, and the Office of Business and Finance by mutual agreement, will establish the procedures for collection of fee assessment.

2. Student Organizations

- a. A student organization requesting the use of University collection procedures must meet the following requirements:
 - (1) The organization must be registered according to the *Student Organization Registration Policy* (see page 92), as administered by the Division of Student Activities.
 - (2) The organization must have been registered for at least three full consecutive academic terms before being eligible for the use of University collection procedures.
 - (3) The number of students to whom the tax will apply must be equal to at least ten per cent of the student body.
 - (4) After compliance with sections (1), (2), and (3) above, the organization must then obtain by petition, written support of at least 30 per cent of the group subject to the tax. The petition must fairly represent the organization's goals and funding procedures. Petitions may be circulated from the first day

of early registration to the last day of the seventh week of the term to which the early registration applied. The petitions will be validated by the Office of the Vice President for Student Affairs at the organization's expense.

- (5) Upon validation of the petitions, a referendum shall be held as a part of the registration procedure during the next entire registration period. A majority (50 per cent plus one) of the students subject to the assessment must vote in the referendum. The referendum then must be approved by a majority of those voting.
- b. The organization, the Office of the Vice President for Student Affairs, and the Office of Business and Finance, by mutual agreement, will establish the procedures for collection of the fee assessment. As part of the procedure the collection of the fee will be made on a voluntary basis at registration. The constituency to be taxed must be a readily identifiable group within the University's existing procedures.
- c. The organization must agree to reimburse the University for all administrative costs incurred in collecting the fee.
- d. The organization must agree to a procedure which adequately protects the rights of those students who do not wish to lend financial support to the organization's program. Therefore:
 - (1) If less than one third of the students subject to the assessment voluntarily pay the fee for two consecutive terms (exclusive of summer terms), the fee collection will be discontinued by the University. However, this does not revoke the power of the organization to assess its members.
 - (2) Any full time student may initiate a referendum calling for the revocation of the University collection of the organization's assessment by following the procedures established in sections a(4) and a(5), exclusive of the compliance provision in section a(4). However, this does not revoke the power of the organization to assess its members.
- e. The organization must agree to submit to an annual audit by an independent accountant (at the organization's expense). The auditor's findings will be made available to the student population and the University. Funds must be used in accordance with the purposes of the organization as stated in its constitution.
- f. The organization must agree to be both non-partisan and non-profit in its activities.
- g. University collection procedures may not be used by any student organization which is separately incorporated except for the *State News*.
- h. A specific implementation procedure will be designed for each particular proposal to accomplish the provisions of these criteria.
- i. These criteria do not apply to any organization which currently has Board of Trustees approval for use of University collection procedures.

— Board of Trustees
— July 28, 1972

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 the Vice President for Student Affairs, 152 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.
 - (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) Students are advised not to enroll and pay fees for any course they do not intend to complete.
 - (2) For credits dropped through the last day for adding courses (currently the fifth day of classes) one-half of the regular course fees and all of the non-resident tuition for the net credits dropped will be refunded, i.e. the University will retain half of the resident fees.
 - (3) For credits dropped after the last day for adding courses, no course fees or tuition will be refunded.
 - (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—is 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.

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

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 the Vice President for Student Affairs, 152 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 the Vice President for Student Affairs, 152 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

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