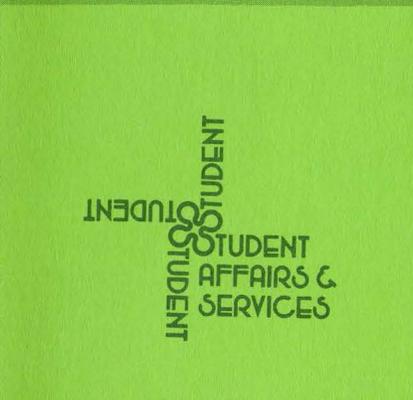
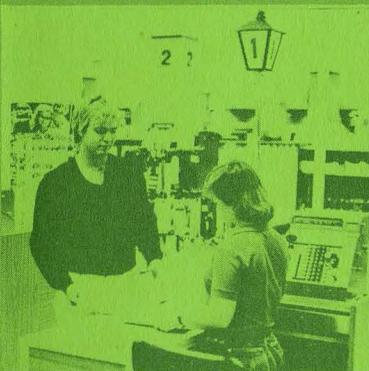
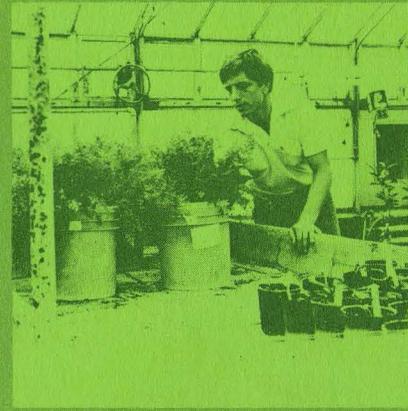
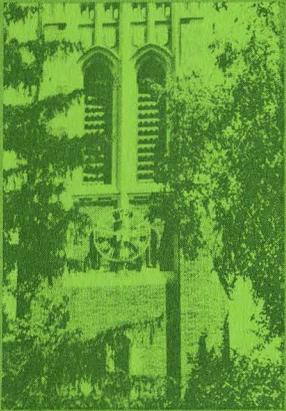
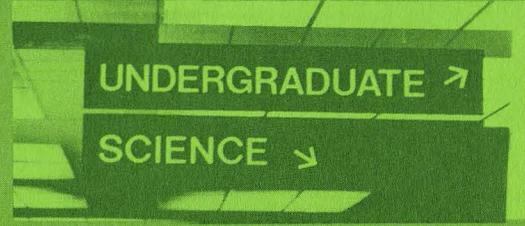


SPARTAN LIFE

Approved

M.S.U.
Student
Resource
Guide
1981-1982



EMERGENCY PHONE NUMBERS

 * FOR ANY EMERGENCY ON THE MSU CAMPUS *
 *
 * DIAL 9-1-1 *

AMBULANCE

MSU 355-2221
 East Lansing 351-4220
 Lansing 9-1-1
 or 485-7241
 Ingham County 9-1-1

DRUG EMERGENCY

DEC 351-4000
 St. Lawrence 377-0320

EMOTIONAL CRISIS

St. Lawrence 377-0320
 Ingham County Mental Health 372-8460

HOSPITALS

MSU Health Center 355-4510
 Ingham Medical 374-2121
 Sparrow 483-2700
 Lansing General 372-8220
 St. Lawrence 372-3610

SEXUAL ASSAULT COUNSELING

MSU Counseling Center
 24 HOUR CRISIS LINE 372-6666
 Listening Ear 337-1717

POISON INFO CENTER

372-5112

FIRE

MSU 9-1-1
 East Lansing 351-4220
 Lansing 9-1-1
 or 485-7241
 Meridian Twp. 332-6526
 Ingham County 9-1-1

POLICE – EMERGENCY

MSU 9-1-1
 East Lansing 351-4220
 Lansing 9-1-1
 Meridian Twp. 332-6526
 Ingham County 9-1-1

POLICE–NON EMERGENCY/OTHER AGENCIES

DPS 355-2221
 State Police 332-1911
 Ingham County 676-2431
 Clinton County 224-6791
 Eaton County (Lansing) 372-8215
 Eaton County (Charlotte) 543-3510
 Lansing 372-9400

MSU'S "GREEN LIGHT" SYSTEM

You can use a "Green Light" phone to get help 24 hours a day. You'll find them in most parking areas, hall complexes and along major walk ways; all of them are shown on the map on the back. These phones provide a direct line to the Department of Public Safety and should be used for emergencies only.

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MICHIGAN STATE UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES
STUDENT SERVICES BUILDING
TELEPHONE (517) 355-2264

EAST LANSING • MICHIGAN • 48824

July 30, 1981

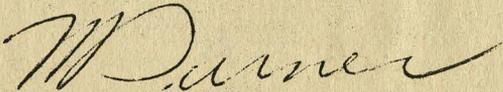
Dear MSU Student:

Within this resource guide you will find information on a great many programs and services that students have found helpful in pursuing their careers here at Michigan State University. I encourage you to learn more about your University, the community in which you live, as well as your rights and responsibilities as a student.

In a university, as in any community, it is necessary to have regulations by which members abide and by which functions are organized. The standards must be stringent enough to provide an atmosphere conducive to intellectual and personal development. It is intended that the second part of this guide will serve to inform you of the rules, regulations, rights and responsibilities that have been promulgated in the interest of all members of the University community. During your enrollment you are expected to abide by the rules and regulations as set forth in this guide, as well as the University catalog and other official University publications.

We are proud of the students, faculty, and staff who have contributed in many ways to the important activities, programs, and services of the University. It is our hope that you personally will take advantage of the many opportunities available for a full and rewarding experience while you are here. The staff of the Division of Student Affairs and Services stands ready to assist you in this endeavor.

Sincerely,



Moses Turner
Vice President for Student Affairs
and Services

MT/sw

Student Affairs and Services



The primary purpose of the Division of Student Affairs and Services is to assist and support students in the pursuit of their educational goals. This introductory section is to acquaint you with the Division, its departments and their functions.

**VICE PRESIDENT FOR STUDENT
AFFAIRS AND SERVICES**
153 Student Services
355-2264

The Vice President for Student Affairs and Services reports to the President and through the President to the Board of Trustees. As the chief student personnel officer of the University, the Vice President's responsibilities include planning, administration, and evaluation of student services, academic support services, and student developmental programs of the University. The Vice President meets regularly with student leaders, as well as individual students, to maintain continued awareness of issues that are of concern to students.

**ASSISTANT VICE PRESIDENT AND
DIRECTOR OF STUDENT LIFE**
153 Student Services
355-7535

The Assistant Vice President for Student Affairs and Services and Director of Student Life is responsible for providing leadership and coordination for the following Student Life offices: Judicial Affairs, Minority Aide Programs, Service-Learning Center, Student Activities (includes Off-Campus Housing and Commuter Student Programs), and Student Records and Withdrawals. These offices are described below. In addition, the Assistant Vice President has

responsibility for general student advising carried out by all staff within the student life departments. Such advising includes direct and immediate assistance given when appropriate, as well as effective referral to other offices or agencies relevant to a student's needs.

Judicial Affairs Office
175 Student Services
353-5509

The Judicial Affairs staff provides direction and coordination for the development and administration of judicial policies and procedures. Duties include the development of programs that help the University community understand the need for cooperative community living and judicial process. The Judicial Affairs staff includes persons officed in Student Services and resident directors and head advisors in the residence halls. The staff serves as trainers for judicial bodies, judicial hearing officers, administrators of judicial records, and advisors to the judiciaries.

Each residence hall complex has a judiciary, as do the following major governing groups: Residence Halls Association, Panhellenic Council, Interfraternity Council, and National Panhellenic Council. Additionally, there are two major campus judiciaries: the All-University Student Judiciary and the Student-Faculty Judiciary.

Minority Aide Programs
339 Student Services
353-7745 or 353-7748

The Minority Student Aide Program was established as one aspect of the administration's commitment to making Michigan State University a more positive and hospitable environment for minority students. The overriding purpose of the program is to provide assistance to minority students needing help with social adjustment and academic survival and to provide a communication linkage between minority students, residence hall personnel, and other student service offices.

In addition to assisting individuals with social adjustment and academic concerns, a major commitment of the Minority Aide Program staff is to help Black, Hispanic and Native American students in planning cultural, social and academic programs that relate to the student's respective backgrounds. This is accomplished by assigning minority student staff in the residence halls (Minority Aides) who act as resource agents for students and staff. It is the aide's duty to: 1) know what is going on in his or her hall and know the minority students as individuals; 2) to articulate the feelings and concerns of minority students on relevant social, cultural and academic issues; 3) to help minority students identify and utilize the resources of the University; and, most importantly, 4) to develop an awareness of the problems encountered by minority students in making a successful adjustment to residence hall life and the university environment.

Because people from all walks of life are assigned to live together in residence halls, the minority aides have the opportunity to facilitate a total living-learning experience for everyone involved. Minority students can learn more about

the larger White society; White students and staff can be more aware of and sensitive to Black, Hispanic and Native American student cultures.

Service-Learning Center
26 Student Services
353-4400

The Service-Learning Center provides Michigan State University students with the opportunity to add an experiential dimension to their education through "service-learning" placements in community agencies. Participating undergraduate and graduate students may explore careers, develop skills and enrich their curriculums as well as fill defined community needs.

The majority of students become involved in programs to supplement their academic backgrounds; investigate career options; gain practical, on-the-job experience; and grow and develop personally and professionally. Many students also volunteer for altruistic reasons.

Although the Service-Learning Center does not provide credit, it does develop placements for students participating in field experiences, internships, practica, and independent studies, in addition to volunteer experiences.

This office interfaces with about 60 academic units and offers students an opportunity to fulfill course requirements, course options, requirements for admission into majors, and to meet established requirements for majors. In addition, many students have found that these learning options enhance their chances for acceptance into professional programs and increase their marketability.

The Service-Learning Center acts as a liaison to approximately 250 agencies in the Greater Lansing area. These community agencies benefit from service-learning programs, as students provide their own energies and expertise, and a fresh approach to agency projects.

Students are placed in approximately 50 programs involving various aspects of community life, including the areas of aging, business, communications, corrections, education, engineering, government, health, marketing, nutrition, recreation, science, social work, special education, and many other fields.

Student Activities Office
101 Student Services
355-8286

Off-Campus Housing and
Commuter Programs
355-8303

The Student Activities Office has many functions. The three of primary importance are described here.

First, the Student Activities Office is the administrative unit responsible for advising student government. ASMSU, the undergraduate student governing body, is a large enterprise dealing in a variety of areas concerning students. Staff members of this office assist the various branches of student government in helping to better serve their constituencies via the Student Board, the Programming Board, and the Funding Board. Staff also assist individual students with questions or concerns about student government.

Second, the Student Activities Office is the administrative unit responsible for registering student organizations and their activities. There are nearly 500 such organizations and most of the events or pro-

grams sponsored by these groups are registered with this office. In addition, the Student Activities Office can assist student organizations with planning in regard to University facilities and services.

And third, the Student Activities Office is the administrative unit responsible for advising and assisting students who live off campus. This includes greek life style groups (IFC, Pan-hel, National Pan-hellenic), cooperative living, religious units, commuters, and students living in private dwellings. As part of this function, the Off-Campus Housing and Commuter Programs Office is located in the Student Activities Office. This office offers a computer listing service of available rental units as well as other information concerning off-campus living.

Student Records and Withdrawals
175 Student Services
355-2217

The Student Records and Withdrawals Office is responsible for assisting, counseling, and advising students who wish to withdraw from MSU during an academic term, and for processing the appropriate administrative forms and records. The office also maintains the University's student personnel records on all students.

ASSISTANT TO THE VICE PRESIDENT
FOR EDUCATIONAL AND SUPPORT SERVICES
161 Student Services
353-6650

Staff within this office are involved with a broad spectrum of services and programs. Primary attention is given to facilitation and coordination of functions which cut across departmental lines. Areas of responsibility include: student orientation, division publications, research and grants, undergraduate leadership training, practice for graduate students in College Student

Personnel, staff development, and the Student Personnel Services Library.

COUNSELING CENTER
207 Student Services
355-8270

Branches:

Olin Health Center, Second Floor	355-2310
S22 Wonders Hall	353-1808
B111D W. Fee Hall	353-5260
224 Brody (also MECCA, the Multi-Ethnic Counseling Center Alliance)	353-5305

The Counseling Center is an integral part of the campus community and provides psychological counseling and mental health assistance to students who are experiencing developmental concerns of late adolescence/early adulthood, as well as those students struggling with more severe emotional problems. In addition, the Center offers consultation to faculty, staff and students that may be psychological in nature.

The four major types of counseling activities are personal-social, career development, outreach, and preventive education. Assistance is provided individually or in group settings and the availability of the varying kinds of assistance will be discussed with each student during the initial contact. Some concerns are served through specialized groups and workshop approaches. The Self-Management Laboratory, another service of the Center, offers assistance in assessment and alteration of specific behaviors.

Complete testing services are provided for students who are working with a counselor in the assessment of their personal attributes. In addition, national group tests such as the Graduate Record Exam, Medical College Admissions Tests, Law School Admissions Tests, are administered under the direction of the Assistant Director for Testing. Applications and information are available in the Testing Office, 207 Student Services Building.

A 24-hour sexual assault crisis line is offered to any victim of sexual assault. Programs on rape prevention, response to victim needs, self-defense, and other safety issues will be presented to interested groups. Programs can be scheduled through the Center (355-8270) during daytime hours.

The services of the Counseling Center are available at no charge to all students with seven or more credits and paid graduate assistants. Others may consult with a counselor one time regarding assistance with their problems and/or referral.

FINANCIAL AIDS OFFICE
259 Student Services
353-5940

Open from 9-12 and 1-5 Monday through Friday, the Financial Aids Office administers and awards institutional, state and federal aid programs. Eligibility for these programs is determined by a standardized needs test which is a part of the aid application process. The deadline for application is early in spring term for the following academic year if you are a returning student. Newly admitted as well as readmitted students may have different deadlines. Contact the office for specific dates.

The Financial Aids Office also administers Basic Educational Opportunity Grants (also known as BEOG or Pell Grants) as well as the Guaranteed Student Loan Program.

"Scholarships" which are based on academic achievement are typically awarded by private donors or academic departments. There are a number of scholarships which are automatically awarded by the Office of Admissions upon admission to Michigan State.

IM SPORTS AND RECREATIVE SERVICES
201 IM-Sports West (Main Office)
355-5250

103 IM-Sports Circle 355-4710

Michigan State University believes that all students should be able to experience the values of sports activities in competitive and in informal recreative settings. Handicappers are particularly encouraged to take advantage of those recreative facilities and programs of interest and accessible to them.

To provide these opportunities for students of all levels of sports abilities, to intermingle with people of all races and backgrounds, and to recreate themselves as individuals through recreative activities, extensive services are provided under the Intramural Program.

Both men and women students are encouraged to become acquainted with the various opportunities offered throughout the Intramural Sports and Recreative Services. The individuals who participate in enjoyable sports activities during their college life will receive experiences helpful to the development of a healthful life.

Specifically, intramural-recreative activities are conducted primarily in the Intramural Sports-West and Intramural Sports-Circle buildings. These facilities are across the Red Cedar from each other at the Chestnut Street bridge.

Twenty-one sports, including co-rec leagues and ten individual sports offer league and tournament competition. More leisurely recreative opportunities are available in both facilities in swimming, racquetball, basketball, tennis and weight training. Outdoor activities include jogging, cross-country skiing, tennis and softball.

Forty club sports including judo, sailing, skiing, weightlifting, and creative anachronism provide both instruction, participation and, for some, competition. All students, regardless of their skill level, are urged to contact the

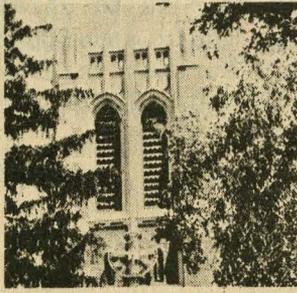
Intramural staff or to stop in to obtain information concerning their opportunities to participate. Further information is available in the Intramural Handbooks issued at each office.

UNIVERSITY HOUSING PROGRAMS
338 Student Services
353-3780

University Housing Programs is concerned with the academic, social, and emotional growth of each student living in MSU's housing system, the largest in the country. Residence Hall staff plan, coordinate, and facilitate programming that addresses the developmental needs of students, as well as promotes the optimal living environment for academic programs.

The 30 undergraduate residence halls are divided into four areas: Brody Complex, South Complex, North Complex, and East Complex. Graduate students are housed in Owen Graduate Center. Depending on the size of the buildings, which house from 250 to 1400 students, the "live-in" staff is composed of four to 24 resident assistants, one to three minority aides, one to four graduate advisors, one assistant advisor, and one head advisor or resident director. "Live-in" staff are supervised by area directors, who report to the Director of Housing Programs.

There are over 2400 apartment units for married and single students. A full-time area director and a staff of student community aides serve the needs of students living in this area. Emphasis is placed upon providing services from the University, as well as identifying and utilizing additional resources from the East Lansing area.



MSU History and Facts

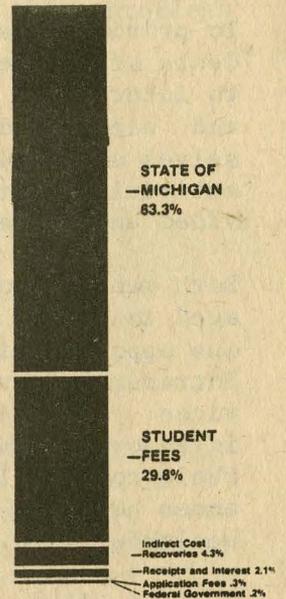
Michigan State University was founded in 1855 (as the Agricultural College of the State of Michigan), the first agricultural college in the nation, and the prototype for 69 land-grant institutions later established under the Morrill Act of 1862. Under President Joseph R. Williams, classes began in the spring of 1857 with 63 students, five faculty members, and three buildings. The curriculum during the first years emphasized agricultural science and rural leadership. Gradually the program of study was expanded to include engineering, home economics, veterinary medicine, and forestry; then education, journalism, history, chemistry, music, human medicine, and osteopathic medicine. Other academic changes in response to contemporary needs have been expansion of agriculture to include natural resources and the extension of home economics to human ecology. Today the University offers nearly 200 programs of instruction for undergraduates and some 76 areas of graduate study, taught by a faculty/staff of more than 3,000 in 14 operating colleges. In addition, The Graduate School and the Honors College provide extended educational opportunities for the exceptional student.

It takes a tremendous amount of money to operate a university this size. The following graphs illustrate actual revenues and expenditures for the University's general fund for 1979-80 (the latest such information available at time of printing). Although the percentages for specific sources of revenues and categories of expenditures remain similar, the general fund operating budget for 1981-82 has increased to \$214,268,694.

General Fund Revenues 1979-80

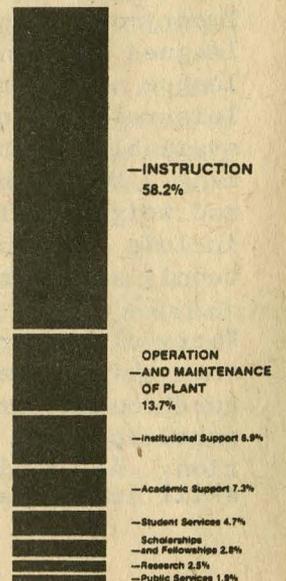
This fund is for general operation of the university and represents 53.1% of the total revenues. These amounts are included in the total revenues column and graph on page 11 at right.

STUDENT FEES	\$ 56,499,185
<small>Students are assessed variable fees based on residency status, class standing, and curriculum.</small>	
STATE OF MICHIGAN	120,208,275
<small>For carrying on the general instruction program. Excludes appropriations for Agricultural Experiment Station, Cooperative Extension, and new construction.</small>	
FEDERAL GOVERNMENT	348,450
<small>Funds appropriated by Morrill-Nelson Act for land-grant institutions. This is the only federal aid for general educational purposes.</small>	
INDIRECT COST RECOVERIES (Allocated to General Operations)	8,276,356
RECEIPTS AND INTEREST	3,899,406
<small>Includes departmental receipts from sales and services, and interest on invested funds.</small>	
APPLICATION FEES	607,469
GENERAL FUND TOTAL	\$189,837,141



General Fund Expenditures and Transfers 1979-80

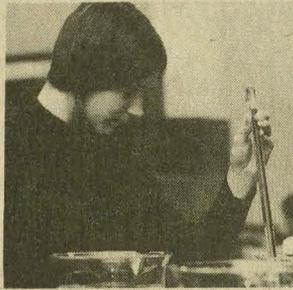
INSTRUCTION	\$109,643,025
RESEARCH	4,744,685
<small>(Exclusive of the Agricultural Experiment Station and research financed by grants and gifts for restricted use)</small>	
PUBLIC SERVICES	3,497,384
<small>Radio and television, Highway Traffic Safety Center</small>	
ACADEMIC SUPPORT	13,771,522
<small>Library, audio-visual, computer facilities, academic administration</small>	
STUDENT SERVICES	8,894,632
<small>Student admissions, counseling services, and other student activities</small>	
SCHOLARSHIPS AND FELLOWSHIPS	5,232,808
INSTITUTIONAL SUPPORT	16,848,879
<small>Executive management, business operations, data processing, personnel protective services</small>	
OPERATION AND MAINTENANCE OF PLANT	25,774,908
GENERAL FUND TOTAL	\$188,405,843





Information and Services

PART I



Academics

This is primarily what MSU is about for you. "Academics" generally refers to the program of study you have selected to pursue; however, this term includes much more than just classes.

The first part of this section is a Glossary of Terms. Contained in this glossary are descriptions of many of the academic services, offices and programs that you should come to understand. In addition, there is a definition of some terms commonly used at MSU.

The remainder of the section is a description of some of the main academic support (assistance) offices and services that may be of help in your course of study at MSU.

If you have a question or problem that is not covered in this section, check the seemingly most logical item listed. It should at least direct you to a more appropriate source.

NOTE: The official and most complete source of information on academic policies and procedures is the Academic Programs. Always consult it for requirements and procedures regarding academic matters.

GLOSSARY

ACADEMIC CALENDAR...includes all those dates that are essential to MSU students--graduate as well as undergrad. Included are drop and add deadlines, oral exam due dates, enrollment and registration information, and so forth. The bare-bones version appears in each term's *Schedule of Courses*, a somewhat expanded version is printed inside the

back cover of this book, and a very detailed copy comes at the front of the *Student Directory*. It's worthwhile to look at the calendar, especially if you are graduating or changing enrollment. The long version also lists many meetings and social events as well, so check it regularly.

ACADEMIC PROGRAMS...comprises one-half the University catalogue. It includes descriptions of all programs by each college, lists of faculty members, outlines of University services, and detailed versions of many rules and procedures. Many of your questions can be answered by consulting it, and if you have a problem, try to find your situation described there. Be sure to keep your copy for reference.

ACADEMIC YEAR...at MSU runs from September to June. In other words, it starts with Fall Term and goes through Spring. MSU assumes that people regularly will be enrolled for three consecutive terms and will take summers off. If you don't intend to follow this pattern, then you should read about "re-admission."

ADD...changing enrollment after classes have started by adding a course. During the first five class days, go to the teaching department offering the course. After five days, start by seeing your adviser. The procedure is included in the *Academic Programs* under "changing enrollment." The person signing your enrollment card will be able to tell you whom to see next. If more money is required, staff in the Registrar's Office will let you know.

AUDIT...sitting in on a course without getting credit or a grade. Currently

OMBUDSMAN...is an official, chosen from among the senior faculty, to whom you may appeal for redress of grievances involving faculty and administration. This person assesses the validity of the complaint and recommends or takes action to resolve it. The Ombudsman has broad powers of investigation, including direct and ready access to University officers and faculty and to official records. The office is in 101 Linton.

OVERSEAS STUDY...Studying abroad can be an enriching experience, both academically and personally. The Office of Overseas Study, a division of Lifelong Education Programs, facilitates MSU study programs in Western and Eastern Europe, Asia, and Latin America throughout the year. Its office in 108 Center for International Programs also offers students information on other programs by American universities and foreign institutions.

P GRADE...the grade given for successfully completing a course approved for P-N grading. The course credits count toward graduation and in figuring out MAPS, but there is no effect on grade point averages.

P-N...sometimes called "pass-fail" but it really means "pass-no grade." It describes certain courses--usually field experience, student teaching, or the like--for which you either get credit (P) or don't (N) depending on how you perform. Classes to which this applies have "P-N" printed before the course number in the *Schedule of Courses*. (See CR-NC.)

PERMIT TO REGISTER...allows you to pass "Go" and start registering. You may pick up the card, along with the Section Reservation-Enrollment Card, at your college or department office. These cards must be shown at the entrance to IM-West or you are not allowed in to register.

PLACEMENT TESTS...are a series of tests designed to help you and your adviser figure out which course to take--

--especially during your first term. Transfer students must take an English exam, and all freshmen must take tests in arithmetic and mathematics as well. Unacceptable performance on any of these tests may mean that you'll need to take some "Remedial-Developmental-Preparatory Courses." (See below.) Also, chemistry and foreign language placement tests can be taken. Passing performance on these tests allows you to start work at an advanced level.

PREREQUISITE...is something that needs to be done before you can do another thing. In the *Schedule of Courses* you will find a column with this name under which several things may appear: Course numbers may be listed; if so, these courses will have to be completed successfully before you enroll in the other course. Approval of the department offering the course ("Appr of dept") may appear; in this case, check with the department office for requirements for enrolling. If "See catalog" shows up, then more complicated prerequisites may be involved, and you should read the *Academic Programs and Description of Courses* and talk with your adviser.

PROFESSIONAL STUDENT...no, this is not someone who has been around here taking courses for 15 years. Instead, this is how MSU refers to people in one of three graduate curricula: Human Medicine, Osteopathic Medicine, or Veterinary Medicine.

READMISSION...is the process of getting back into MSU after being out one or more terms (summer term excluded). It starts with an application for readmission from the Office of the Registrar (50 Admin. Building), and if you were a student in good standing, the process doesn't take long--a month. People going from undergrad to graduate programs must complete an application for admission to graduate study. Those changing graduate programs should contact the office offering the new program. If you have been on "recess" or "dismissal," then you should refer to the "Readmission after Academic Recess" or

Dismissal" section of the *Academic Programs*.

RECESS...is not really going out to play. Instead, the University, after giving written warning, has a student drop out and think things over for a specified period of time. Recess results when a student's GPA falls below a 2.00. The student normally gets a second chance to "make good" at MSU, so a student may apply for readmission once the term of recess ends. See "Academic Actions" in the *Academic Programs*.

REGISTRAR'S OFFICE...is charged with keeping track of your academic records--both past and present. Most questions about your records can be answered by someone at this office. If not, they will be able to tell you whom to contact.

REGIONAL CENTERS...give Michigan residents close-to-home contact with MSU. University information, especially about courses, programs, and services extended from the campus, is available in the Lifelong Education Programs Regional Centers in Benton Harbor, Birmingham, East Lansing, Flint, Grand Rapids, Marquette, Saginaw, and Traverse City. Extended activities include Summer Study, the increasingly popular program of undergraduate courses, and year-round schedules of graduate courses and non-credit study opportunities. On the campus, information on the regional centers and extension activities can be obtained from the Office of External Courses and Programs, 2 Kellogg Center, 355-0150.

REMEDIAL DEVELOPMENTAL PREPARATORY COURSES...are required of some MSU students so that academic weaknesses may be overcome. Most likely you'll come across this in either English or math. Students scoring poorly on the placement tests take such courses; however, academic departments may require preparatory work for other students as well. In either case, the *Schedule of Courses* indicates these courses by a four-digit number, and the guidelines for the various types appear in *Academic Programs*.

RESIDENCY...has two possible meanings. One refers to your having to enroll for a minimum number of credits on the East Lansing campus before MSU will grant you a degree. (The actual numbers appear in *Academic Programs*, but they probably won't effect you unless you have a bundle of transfer credits.)

The second, and more common meaning of "residency," has to do with the University's determining whether you live in Michigan. This means money of course, and so some very specific rules have been developed. These rules appear in detail in the *Academic Programs*. Essentially, the rules say that MSU will make a first determination on the basis of your home address at the time you apply for admission. This may be changed if a number of criteria are met. An appeal procedure does exist. Read the rules and contact the Office of the Registrar for assistance.

RESIDENTIAL COLLEGE...two of MSU's colleges which offer distinctive residential programs. One is Lyman Briggs which specializes in the physical and biological sciences and is located in Holmes Hall. The other is James Madison College, located in Case Hall, which stresses public affairs programs. These colleges accept transfers from within the University, so if you're interested in one, read about it in *Academic Programs* and contact the unit's student affairs or advisement office.

SIRS...has no chauvinistic piggery intended! This acronym stands for "Student Instructional Rating System," and it's your chance to rate the teachers at MSU. Each term in every class you'll get a form on which you can evaluate the instructors. (There's no need to identify yourself, so have no fear.) The purpose is improving teaching effectiveness, so make use of your opportunities to help your instructors and improve your classes.

SPECIAL STUDENT...yes, we're all special, but at MSU this title refers to students in classification level 5.

This is a catchall term. Level 5 includes the following students: guests; high school high-achieving students; agriculture technology guests; lifelong education enrollees; English Language Center students; those in other special programs; and anyone who remains unclassified after the sorting process is completed.

SYLLABUS...is an outline of a course. It may be greatly detailed or it may be a simple topic outline. Either way, books, reading assignments, lecture topics, exam dates and coverage, and so forth, usually are included. Some courses, mainly those with General Education designations, have formal and complete syllabi which can be purchased at the bookstores. Keep the syllabus as it really is handy when studying for tests.

THEMATIC STUDIES PROGRAMS...are interdisciplinary subject areas that really don't fit a single college or department. Completion of a program shows up as a special note in your academic records. At present, four programs have been developed: Film Studies, Islamic Studies, Jewish Studies, and Women's Studies. If one interests you, read the requirements in *Academic Programs* and talk with your adviser.

TRANSCRIPT...is a copy of your permanent academic record. These records reflect courses, credits and grades; special notes about teaching certification, dual majors, thematic programs, transfer information and such appear. If you simply want to look at your record, visit 150 Administration Building. A copy of your record (a transcript), may be obtained for \$3 in 50 Administration Building.

TRANSFER CREDITS...are obtained by taking courses at another school. The credits apply toward a degree from MSU and the course names and credits are added to your MSU academic record. Limits have been set for the number of credits you may transfer and upper division students may not transfer work from

two-year schools. A variety of other rules apply, too, and it's a good idea to check into things before spending your money. Start by reading the rules in *Academic Programs* and contact your college's student affairs office. If questions remain, talk to someone about Transfer Evaluation. (See next.)

TRANSFER EVALUATION... is done by the Office of Admission, but academic departments prepare guidelines for recognizing transfer work. It may be worth while to speak with Admissions personnel if you have questions about transfer credits or about how previous transfer credits were evaluated.

UPPER DIVISION...includes classifications 3 and 4, or juniors and seniors. Once you get upper division standing, you'll have to declare a major and be accepted by a college as a degree candidate. This presents little difficulty if you have not fallen off the "MAPS" or are not interested in a highly competitive major. If you feel uncertain about your position, talk to your adviser. Remember, Sparty wants you and has a place for you in upper division--as long as you're on the MAPS.

VISITOR STATUS...is available to current MSU students who would like to sit in on a class. A visitor gets no credit--but does have to pay the usual fees; however, you can re-enroll during a later term and receive the credits. To visit, you need approval of your adviser and the chairperson of the department offering the course. You then blacken the "Visitor" circle on the Section Request Form at early registration and the computer handles the rest.

WAIVERS...or "General Education Independent Study Examinations for Waiver and Credit" make it possible for students to satisfy General Education requirements by taking examinations given during the registration period for each term. Currently examinations are given in courses offered by the primary general education departments--American Thought and Language, Humanities,

Natural Science, and Social Science. For information about General Education Independent Study Examinations, visit your Undergraduate University Division Student Affairs Office.

WITHDRAWAL...means voluntarily leaving the University within the term. You can withdraw until the end of the eighth week of a regular term (or the fourth week of summer term). The process begins in the Student Records and Withdrawals Office, 175 Student Services. There you will get the proper forms so that your records will be correctly processed and you will receive any refund due you. Consult "Withdrawal Procedures and Policies" in Part II of this book and check deadlines for receiving refunds on the inside of the back cover.

ASSISTANT DEANS--STUDENT ACADEMIC AFFAIRS OFFICE

Each college, through its dean or an assistant dean, maintains an office in charge of academic affairs of students in the college. These offices assist you in academic matters such as enrollment, changes of major program, class changes, and withdrawal and readmission procedures.

Agriculture and Natural Resources...
121 Agriculture Hall, Ph. 355-0236

Arts and Letters...
200 Linton Hall, Ph. 355-0366

Business...
7 Eppley Center, Ph. 355-7605

Communication Arts and Sciences...
181 Communication Arts 355-1794

Education...
134 Erickson Hall, Ph. 353-9680

Engineering...
112 Engineering, Ph. 355-5120

Human Ecology...
7 Human Ecology, Ph. 355-7690

James Madison...
369 S. Case Hall, Ph. 353-6754

Lyman Briggs...
29A Holmes Hall, Ph. 353-6480

Natural Science...
103 Natural Science, Ph. 355-4470

Osteopathic Medicine...
C-103 E. Fee Hall, Ph. 353-7741

Social Science...
141 Baker Hall, Ph. 355-6677

Undergraduate University Division...
(see section following.)

Veterinary Medicine...
136 E. Fee Hall, Ph. 355-6510

Honors College...
100 Eustace Hall, Ph. 355-2326

ACADEMIC SUPPORT RESOURCES

Throughout this section there is a major emphasis on working with your academic adviser. This is the major contact person for you in regard to your academic program. However, no one adviser is capable of providing all of the assistance each student may need. Different students have different kinds of problems. Therefore, the University has developed a number of services designed to help you with some of the more particular kinds of problems and needs that may arise.

The following is a list and description of some of these offices:

1. Instructional Resources Center (IRC): Located in 133 Erickson Hall, (the home of the College of Education). This center provides needed equipment, services, and books for many areas of education. Ph. 355-1752.

2. Learning Resources Center: A unique learning service in a non-traditional environment providing audio-visual programs and resources for many courses. In addition, the center offers a variety of improvement programs in reading, study skills, and test-taking skills. People are there to help you in 204 Bessey Hall. Hours: Monday through Thursday, 8 a.m.--9 p.m. and Friday, 8 a.m.--5 p.m. Ph. 353-9089.

3. Libraries: The University Main Library is open 8 a.m. - 11 p.m., Monday through Friday; 9 a.m. - 11 p.m., Saturday; 1 p.m. - 11 p.m., Sunday. The Undergraduate Library remains open for the 11 p.m. - 1 a.m. period Sunday through Thursday during the first eight weeks of the regular term and daily during the last week of classes and finals week. The hours during vacations are: 8 a.m. - 6 p.m., Monday through Friday; 9 a.m. - 5 p.m., Saturday; and closed Sunday. Library tours are available throughout the year on Tuesday at 4 p.m. and Wednesdays at 2 p.m. at the Reference Desk, Main Library. The phone number is: 353-8816. The policies and procedures of the Library are in the *Academic Programs*.

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

Agricultural Economics...
29 Agriculture Hall, Ph. 355-6650

Animal Industries...
208 Anthony Hall, Ph. 355-8483

Art - Third Floor, West Wing...
Main Library, Ph. 353-4593

Audio - Fourth Floor, West Wing...
Main Library, Ph. 353-1753

Business...
Eppley Center, Ph. 355-3380

Chemistry...
426 Chemistry Bldg., Ph. 355-8512

Clinical Center...
A137 Clinical Center, Ph. 353-3037

Conrad Hall - General Undergraduate...
Library, Ph. 353-1738

Continuing Education - Ground Floor...
West Wing, Main Library,
Ph. 355-2345

Documents...
1st Floor, East Wing
Main Library, Ph. 353-8707

Engineering...
308 Engineering Bldg., Ph. 355-8536

Geology...
5 Natural Science Bldg.
Ph. 353-7988

Learning Resources Center...
204 Bessey Hall, Ph. 353-9089

Mathematics...
D101 Wells Hall, Ph. 353-8852

Microfilms...
3rd Floor, West Wing
Main Library, Ph. 353-3120

Music...
Second Floor, Music Bldg.
Ph. 355-7660

Physics...
229 Physics - Astronomy Bldg.
Ph. 355-9704

Urban Policy and Planning...
First Floor, East Wing
Main Library, Ph. 353-9304

Veterinary...
A57 Veterinary Clinic, Ph. 353-5099

Voice Library...
Fourth Floor, West Wing
Main Library, Ph. 355-5122

4. Ombudsman Office: The Office of the Ombudsman was established with the adoption of *Academic Freedom for Students at MSU*. The Ombudsman is an official, chosen from among the senior faculty, to whom students may appeal for redress of grievances involving faculty and administration. This person assesses the validity of the complaint and recommends or takes action to resolve it. The Ombudsman 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, 353-8830.
5. Science and Mathematics Teaching Center: From 8 to 5 p.m. weekdays you can stop by E-37 McDonel Hall for information about inter-departmental programs and professional activities for prospective science and math teachers. Ph. 355-1725.
6. College of Natural Science contains a Preprofessional Advisement Center--Room 3, Natural Science Building. It provides seven specialists for advising pre-meds, pre-dents, pre-optometry, and pre-pharmacy. There is also a library with catalogs and informational material. Ph. 353-7166.
7. Service-Learning Center: (Formerly known as The Office of Volunteer Programs) 26 Student Services Building. The concept of service-learning (service in exchange for learning) has grown dramatically at MSU in the last few years. Students may add an experiential dimension to their coursework through the variety of community placements developed by the Service-learning Center. These placements are sometimes utilized by students as field experiences, internships, and practica in conjunction with academic units.

Transportation, training and orientation are available for most of the programs. (See Division of Student Affairs and Services for further information.)

8. Supportive Services Office: Supportive Services offers assistance to economically and educationally disadvantaged students. Services include individual and group guidance, tutorial assistance, and skill-building workshops. Many of these services are offered in conjunction with other academic units. For information, call 353-5210 or visit 115 Erickson Hall.

THE UNDERGRADUATE UNIVERSITY DIVISION

UUD enrolls and is administratively responsible for all freshmen and sophomores, except for those in Lyman Briggs College, James Madison College, and the Justin Morrill Inter-College Programs. Students remain in UUD until they earn 85 credits and attain junior standing. (To continue at the University, you must be accepted as a major by one of the colleges offering baccalaureate degree programs.) Freshmen and sophomores without a major preference (that is, No-Preference students), are advised by the staff of UUD. Freshmen and sophomores with major preferences are advised by the departments and colleges they plan to enter as juniors; they are welcome to seek additional assistance from the UUD's offices.

The Undergraduate University Division provides many services to undergraduate students through its Student Academic Affairs Office, Residence Instruction Program, Learning Resources Center, and Placement Testing and Examinations Office. The UUD has experienced advisers to assist you if you need information, help in overcoming academic problems, and, in many instances, simply a friendly and responsive person to talk with. UUD has four Student Academic Affairs Offices conveniently located as follows:

229 East Akers: Students residing on East Campus (Akers, Fee, Holmes, Hubbard, McDonel). Ph. 353-6387

170 Bessey: Students residing in main campus halls and off campus. Ph. 355-3515

109 Brody: Students residing in Brody (Armstrong, Bailey, Bryan, Butterfield, Emmons, Rather). Ph. 353-3863

S33 Wonders: Students residing on South Campus (Case, Holden, Wilson, Wonders). Ph. 353-1660

These offices are open from 8 a.m. to 5 p.m., Monday through Friday, and no appointment is necessary. If you are not sure where to go for information or help with a problem, your UUD Student Affairs Office is usually a good place to start.



Activities

This section is designed to familiarize you with many, but by no means all, of the activities available at MSU and the surrounding community. It should be well worth your time to take a few minutes to review this section. The variety of activities available to you is quite large and you may discover some things you never knew about which may be quite enjoyable.

ORGANIZED ACTIVITIES - ON-CAMPUS

Student Organizations: There are over 500 student organizations on campus including honorary organizations; professional organizations and professional fraternities and sororities; recreational and athletic organizations; religious organizations; academic interest area, political, social service, volunteer, and printed media organizations. Each organization has its own membership criteria and requirements. Meetings, programs, and activities such as speakers, symposiums, films, and cultural, recreational, and entertainment events sponsored by these organizations are generally publicized in *The State News*. A list of these organizations and additional information is available in the Student Activities Office, 101 Student Services Building, 355-8286.

All-University Programming: The ASMSU Programming Board (see Student Governance section) programs on the all-University level in a wide range of areas encompassing travel, concerts, speakers, minority programs, audio-visual, homecoming, MSU Union activities, and theater. Watch *The State News* for advertisements of coming events.

THE MSU Union: The Union is a cultural, social, recreational, and service center for students, faculty, staff, alumni, and guests of MSU. Facilities include: a cafeteria and grill (see Food), bowling alley, billiards room, barber shop, a ticket office-for on-campus non-athletic events, a large lounge, a separate women's lounge, and several meeting rooms.

A store on the first floor features carry-out packaged foods, MSU cheeses, and basic school supplies, among other things. It also sells both MSU and city bus passes and serves as the information center for the building.

A U.S. Post Office also serves as the campus lost and found, provides the services of a notary public, and is a Western Union Payout Station. Money wired to individuals on campus may be received at the payout station; however, money may not be sent from there.

The Union Activities Board and the ASMSU Programming Board have their offices on the third floor. For information regarding these organizations, call 355-3354.

Hours for specific facilities may vary. Building hours are:

Monday-Thursday	7 a.m. - 11 p.m.
Friday and Saturday	7 a.m. - midnight
Sunday	10 a.m. - 11 p.m.

For information call 355-3460 (before 5 p.m.) or 355-3498 (after 5 p.m.)

Shows: *The State News*, *Lansing Star*, and the other media (see Information), including the Hotlines, provide time, date, price, and other information.

Concerts: The ASMSU Concert Council (see Student Governance) is made up of four student organizations which produce and promote rock, jazz, folk and other forms of popular music.

Drama: The Department of Theater sponsors a wide variety of dramatic productions, featured among these is the Performing Arts Company.

The Company (part of the Programming Board) also presents well-known and experimental theater productions. Occasionally, The Company sponsors professional acting companies on the campus. Call 353-5255 for further information.

Lecture-Concert Series: The Lecture-Concert Series Office is located in the Auditorium. The Series offers prominent national and international cultural events including symphony orchestras, dance groups, and World Travel Films. There are special prices for students. For schedule and ticket information, call 355-3361. Tickets may be purchased at the Ticket Office, second floor, MSU Union.

Music: Both undergraduate and graduate students, regardless of major, have the opportunity to hear and participate in a variety of musical organizations. These include: the Marching Band; Spartan Brass; jazz band; and five separate concert bands (band office--355-7654); two orchestras (orchestra office--353-6485); and five separate choirs (choir office--355-7667). For current concert information, call the 24-hour Music Department events line, 355-3345.

Movie Programs--On-Campus: Many organizations offer films throughout the year. A variety of films is offered, from first-run feature attractions to old-time classics. Times, prices and places of showing are advertised in *The State News*. Information about existing film groups is available in the Student Activities Office, Room 101 Student Services Building, 355-8286.

Planetarium: The Abrams Planetarium is located between Shaw Hall and the Chem-

istry Building. A variety of programs is offered throughout the year. They also have a small astronomy store. Programs will be announced in *The State News* or you can call 355-4672.

PLACES TO SEE

Art Center: Kresge Art Center is located east of the Auditorium and is the home of the Art Department and the Kresge Art Gallery which houses the University's permanent collection. The Gallery is open year-round with exhibits changing monthly. For further information, please call 355-7631.

Farms: You are welcome to visit the farm animals at the MSU barns. The barns, located at the south end of campus between Mt. Hope and Bennett Roads, are within cycling distance. They are open everyday between 8 a.m. and 5 p.m. Also offered are free group tours arranged through the Campus Tours Office, 355-8339. Watch *The State News* for the announcement of "Small Animals Day" in the Spring.

Gardens: All you have to do is look out any campus window and see gardens. Yet, there are two special gardens that MSU maintains. One is the Beal Botanical Gardens behind the Main Library. The other is the Horticulture Gardens next to Student Services Building. If you're a photo-bug bring your camera. The beauty is breathtaking.

Museum: The MSU Museum is located across from the Library on East Circle Drive. There are three floors of displays depicting events in our natural and cultural history. For information about displays and times, call 355-2370.

SPORTS-ATHLETICS

Canoeing--The MSU Canoe Shelter, located next to Bessey Hall, rents canoes for use on the Red Cedar River (within the campus). Depending on the weather, the shelter is open from May to September. Its hours are: Monday--Friday, 11 a.m. to 10 p.m., and Saturday--Sunday, 10 a.m. to 10 p.m. No reservations are

necessary. Call 355-3397 for further information.

Golf--There are two 18-hole golf courses located on campus. The courses are open to students, faculty, staff, alumni, and guests. Students can play at reduced prices. Call 355-1635 for information and reservations.

Intramural Building: There are two intramural buildings on campus. The IM Circle is located just north of the river on East Circle Drive. The IM West is located just west of the Stadium. Both intramural buildings have pool and gym facilities. The IM West also has paddleball, handball, and some racquetball courts. Tennis courts and sports fields are located behind the IM West and the Stadium. Information about facilities and activities for both buildings is announced in *The State News* and can be obtained by calling 355-5250 (IM West) or 355-4710 (IM Circle).

Intramural Program: Individual and team sports are offered throughout the year. Call 355-5250 for further information.

Jenison Fieldhouse: The Fieldhouse is located on Kalamazoo, two blocks west of the Stadium. It is the home of the Athletic Department. The basketball team plays in the fieldhouse and track and field events are held here. Basketball courts and handball/paddleball facilities are available to students. The Athletic Ticket Office where tickets to all athletic events may be purchased is here. For further information, please call 355-1610.

Munn Ice Arena: The Ice Arena is located on Chestnut, southwest of the IM West. The varsity hockey team plays here. There are skating classes, as well as open skating for students, faculty, staff, and guests. Events held in the Ice Arena will be announced in *The State News*. For further information, please call 353-7263.

OFF-CAMPUS

Theaters

Movies: The Lansing area has a wide variety of movie theaters, several of which are close to campus or easily accessible by bus. Check *The State News* and other local newspapers for current showings.

Plays: Both professional and community theater groups are active in the local area. In addition, dinner-theater programs are occasionally offered by local restaurants. They offer a wide range of quality entertainment, as well as opportunities for involvement by those interested in the stage.

For a list of theaters and theater companies, consult the Yellow Pages (Theatres) and check local newspapers for current and coming attractions.

Museums

Impression 5: Is a science, technology and art museum with "hands-on" exhibits you may operate. This center is especially interesting to younger children. The hours are:

Tuesday--Friday, 9 a.m.--5 p.m.
Saturday--Sunday, Noon--5 p.m.

Impression 5 is located at 200 Mill Street, Lansing. Call 485-8115 for further information. There is an admission charge.

Michigan Historical Museum: Is located at 208 N. Capitol. Call 373-3559 for information.

Parks and Recreation

Fenner Arboretum: This is a family park, not affiliated with the campus, with picnic tables and grills in a grassy area. There is also a nature building featuring various live snakes and other animals native to Michigan. A fenced area of buffalo and deer is another feature. Of special interest

are the nature trails. The park, located at 2020 E. Mt. Hope Road, Lansing, is open to the public daily from 8 a.m. to 8:30 p.m. The nature building is open weekdays from 8 a.m.--5 p.m. and Saturdays and Sundays from 12-5 p.m. For further information, call 487-1425.

Potter Park and Zoo: This City of Lansing park is located at 1301 S. Pennsylvania. Inside the park you will find picnic grounds, play fields, canoe rentals and, of course, the zoo (quite an interesting zoo for a city the size of Lansing). For information, call 487-1426.

Woldumar Nature Center: The center is located at 5339 Lansing Road, in Lansing. There are five miles of trails in this 188 acre area. There is a summer camp program for children. The center is operated by the Nature Way Association on a non-profit basis. You can obtain an individual or family membership to support the center. Students are eligible for a discount membership. Call 322-0030 for further information.

Golf Courses: The municipal golf courses are listed in the telephone book under the city in which they are located (usually listed under "Parks and Recreation"). There are private courses, too. These also are listed in the telephone book.

Horseback Riding: There are several riding stables in the area which offer Western and English riding lessons, boarding, and tack stores. At least one also offers hayrides and sleigh rides. For more information, look in the Yellow Pages under "Stables."

East Lansing Community Education Program: Sponsored by the Office of Student Affairs and East Lansing's School-City Activity program, this program offers a variety of non-credit, special-interest classes and recreational activities for residents of the East Lansing and University community, including MSU's apartment-housing complexes. The office is located at Red Cedar School, East Lansing. Phone--332-2636 or 332-3591).



Employment

PLACEMENT SERVICES

Placement Services, located in 113 Student Services Building, provides assistance to graduating students seeking jobs in business, industry, government, and the teaching profession via the following services.

Career Advising and assistance in planning job campaigns.

Campus Interviews with employers are limited to currently enrolled MSU students. Alumni are encouraged to use the alumni placement system, a job listing/credential referral service. Approximately 32,000 interviews per year are arranged in Placement Services for MSU students.

Summer Jobs, work-study jobs, and part-time employment both on and off campus. Through its Student Employment Office, Placement Services helps MSU students find jobs during the school year and for summer. (See below.)

Vacancy Listings of current job openings in Michigan, the Midwest and nationwide are maintained in Placement Services. Every two weeks all known vacancies are published in the *Alumni Vacancy Bulletin*.

Placement Services Bulletin announces weekly campus interviewing opportunities with visiting employers. The Bulletin is available Thursdays at 1 p.m.

Workshops on "writing your resume," "conducting a job campaign," interviewing, and related topics are

scheduled each week in Placement Services for students and interested alumni.

Special Handouts on "writing a resume," and "interviewing" are available from Placement Services.

Career Programs for campus clubs and groups are sponsored throughout the year by Placement Services.

Salary Data and reports on the job market, employment trends, and new career fields are prepared and are available to students, faculty and advisers.

Employer Information on more than 3,000 employers is maintained in the Placement Resource Library.

Lists of Employers who regularly visit MSU, lists of school districts, a free copy of the *College Placement Annual*, and the *MSU Placement Manual* are available to every graduating student. Those directories contain names and addresses of employers who hire college graduates.

Credential Referral Services. Last year Placement Services maintained 11,000 active credential files and mailed approximately 70,000 sets of credentials to employers.

Alumni Placement. Placement Services annually works with 4,000 or more alumni who are seeking job relocations or in many instances their first job after discharge from military service or graduation.

Career Planning Resources. To help you implement a job campaign or

learn about various career fields, the Placement Services offers you an extensive collection of materials in addition to its employers' literature. These publications include: directories of employers in many fields; guides to graduate study and graduate schools; occupational materials; advice on planning a career and finding a job; and helpful hints for liberal arts graduates and women college graduates.

STUDENT EMPLOYMENT OFFICE

Located in 110 Student Services Building, the Student Employment Office, a branch of Placement Services, helps students find part-time and summer jobs. In addition, the Student Employment Office develops all policies and procedures for student employees, processes all student employment applications, handles grievances, and maintains student employment records.

All jobs are posted on large bulletin boards inside the office. Examples of on-campus jobs include those in residence halls, academic departments, labs, and the library. Popular off-campus employment includes restaurant positions, clerical jobs, sales positions and other opportunities for skilled and unskilled employees. New jobs are listed daily.

All work-study positions are obtained through the Student Employment Office; however, students must qualify for work-study by applying through the Financial Aid Office before seeking such jobs.

Summer employment opportunities are also available. Nationwide job listings in camps, parks and resorts are compiled in large binders available at the front desk. Positions range from housekeeping and waiting tables to managing the waterfront. Many opportunities are on file.

Also, a referral program exists for students seeking career-related summer employment in business, industry

and government. Applications are available in November.

Students should also follow the weekly yellow *Placement Bulletin*. Companies and organizations interviewing potential summer employees in Placement Services will be listed there.

The following is a list of some of the major student employers on campus. All job openings must be processed through the Student Employment Office, including work-study jobs (see Finances):

Instructional Media Center...has positions open every term except summer. You must be willing to work at least one full term plus go through a 12-15 hour training program. Most of the jobs involve handling audio-visual equipment. For further information, contact the Distribution and Facility Services Office, IMC Room 26.

Intramural Officiating...Positions are needed each term. There are training sessions during the first week of classes. Contact the Intramural Office, Room 201, IM West, for further information.

Kellogg Center...has part-time student work available in both the restaurant (State Room) and the catering service. Contact the assistant manager's office for further details.

Residence Halls...have a variety of student jobs available, including cafeteria work (cooking as well as cleaning), maintenance and desk receptionist. Contact the hall manager's office for job openings.

Union Building...has a variety of student jobs also. Jobs are available in the cafeteria, grill, catering, bowling and billiards rooms and building maintenance. The individual department heads in the building should be contacted for further information.



Financial Aid

If you need money temporarily (waiting for the next pay check, tax refund, student loan in process, etc.), short-term loans are available in the Office of Financial Aids. Depending on student demand, as well as good credit with the University, these loans are available in a relatively short time. Visit 259 Student Services between 9 a.m.-noon and 1-5 p.m. for more information.

If long-term financing is your concern, the Office of Financial Aids administers state, federal and institutional funds. Eligibility criteria and general information is available. Typically, financial aid application for an academic year must be submitted early in the preceeding spring term. If you miss the deadline, long-term student loans may be your best alternative. Contact the Office of Financial Aids at 353-5940.

GLOSSARY OF FINANCIAL AID TERMS

There are a variety of sources from which the Financial Aids Office receives funds to use in "packaging" a student's financial aid award. This glossary may be helpful in identifying the correct program(s) you need to discuss with your financial aid adviser. Talk with a financial aids adviser as soon as possible if you have any questions. Delays may be very costly to you because many programs have application deadlines:

Basic Educational Opportunity Grant (BEOG)...This has also been referred to as a "Basic Grant" or "Pell Grant." The source of this program is from the federal government. A student may apply either through special application or by a general financial aid application.

College Scholarship Service (CSS)...the agency which processes your financial needs analysis form (FAF).

Cycle I, II, III...No, this is not the dog food. Instead, this is the business office cycles during each term. Approximately two weeks after each cycle you will receive either a bill or check for certain transactions (drops, adds, new aid awards, etc). Cycle I is the first week of classes; Cycle II is at mid-terms; and Cycle III is two weeks after a term ends.

Financial Aid Form (FAF)...is the form processed by CSS which identifies your "official" financial need.

Grant...is aid usually based on need. It is an outright gift and does not have to be repaid.

Guaranteed Student Loan (GSL)...this is also called a Federally Insured Loan. This loan is made from a lending institution such as a bank. The State of Michigan also makes loans if your bank will not.

"Independent Student"...Even if you are not receiving support from home, you must meet certain criteria to be considered "independent" for aid purposes. These are:

For 1981-82: You may not have been claimed for tax purposes by your parents for 1980 or 1981.

For 1982-83: You may not have been claimed for tax purposes by your parents for 1981 and 1982.

In addition, you may not receive more than \$1,000 in support or live with your



Food

MSU has a multitude of dining establishments to meet a variety of tastes. This section is intended to provide you with familiarity on both campus and off-campus food services.

CAFETERIAS

The International Center, the Union and Kellogg Center have public cafeterias which serve complete meals.

Crossroads Cafeteria International Center

Monday--Thursday 7:30 a.m.--9:00 p.m.
 Friday 7:30 a.m.--4:00 p.m.
 Saturday and Sunday Closed
 football Saturdays 9:00 a.m.--1:00 p.m.

Union Cafeteria

Monday--Friday 11:15 a.m.--1:15 p.m.
 5:00 p.m.--7:00 p.m.
 Saturday Closed
 football Saturdays 11:00 a.m.--1:00 p.m.
 Sunday 11:30 a.m.--2:00 p.m.

Kellogg Center

Monday--Friday 7:00 a.m.--3:30 p.m.

Residence Hall Cafeterias: Campus residence halls (except Williams Hall) have cafeterias for hall residents. Owen Hall cafeteria is open to the public and students on a pay-as-you-go basis.

Students living in the residence halls may eat in any hall by showing their meal ID, (or meal transfer ticket if you wish to eat in Shaw Hall). Dining facilities are limited to the residents and their invited visitors who have purchased guest meal tickets.

Undergraduate residence halls providing a board plan serve meals cafeteria style. Breakfast, lunch and dinner are served Monday through Saturday, and two meals (no evening meal) on Sunday--a total of 20 meals each week. Meals covered by the contract run from the first day of registration through the last day of final examinations each term. No meals are served starting Wednesday dinner through Sunday during the Thanksgiving recess and no evening meal is served on Memorial Day.

For those of you who have classes through "normal" lunch hours, there is a cafeteria open in each residence hall complex until 3:00 p.m. through the week. Check at a hall reception desk for locations.

SNACKSHOPS AND GRILLS

These offer a quick way to grab a bite to eat between classes or late at night. The snackshops are located in most residence halls. Hours vary from hall to hall.

The Union Building has a large grill with the following hours:

Monday--Saturday 7:00 a.m.--11:00 p.m.
 Sunday 10:00 a.m.--11:00 p.m.

KELLOGG CENTER

Besides the cafeteria, the center which is located on Harrison Road, across from Brody Complex, offers dining in the State Room and 193 overnight rooms.

State Room dining hours

Daily 7:00 a.m.--10:00 a.m.
11:30 a.m.-- 2:00 p.m.
5:30 p.m.-- 8:00 p.m.
Sunday 8:00 a.m.--11:00 a.m.
12:15 p.m.-- 6:00 p.m.

It's a great place to take your parents--or vice-versa--and they may have convenient overnight accommodations as well.

AREA FOOD SUPPLIES

MSU Dairy Store: Located in South Anthony Hall (353-1663), the MSU Dairy Store is run by Food Science and Human Nutrition Department. Several varieties of locally-made cheese sell for about 15 cents an ounce. Ice cream, soft serve, a frozen yogurt are also available. The store often sponsors special sales. It is open during the following hours:

Monday--Friday 11:00 a.m.--4:00 p.m.
Thursdays 11:00 a.m.--5:30 p.m.

Ingham County Community Food Bank: This non-profit organization coordinates 40 food banks located in Ingham County churches and community centers that provide food in emergencies. It develops supply sources for the banks and offers help to people who use the banks frequently. It also encourages formation of food wholesale and cooperative groups. Location is at 403 W. Greenlawn, Lansing, 371-5360.

City Market: Lansing's municipally owned market has many different stalls offering fresh vegetables, fruits, eggs, cheese, meat, poultry, bread, honey, maple syrup and more. Open Tuesday, Thursday, Saturday:

7:00 a.m.--5:00 p.m. (May 1-Nov. 1)
8:00 a.m.--5:00 p.m. (Nov. 1-May 1)

The market is located on Lansing's riverfront at 333 N. Cedar, 487-1225.

East Lansing Food Co-Operative (ELFCO): This is a member-owned, non-profit gro-

cery store. Dairy items, produce, nuts, grains, baked goods, and canned goods are sold. Membership is \$1.00. A newsletter and workshops are provided.

Hours:

Monday--Friday 9:00 a.m.--7:00 p.m.
Thursday 9:00 a.m.--9:00 p.m.
Sunday Noon--6:00 p.m.

ELFCO is located at 308 W. Grand River, East Lansing, 351-2511. A second store is located at 4960 Northwind Drive, East Lansing, 337-1266. (Same hours.)

Meridian Township Farmers' Market: Produce, baked goods, arts and crafts are sold on Saturday 9:30-2:00. Opens after July 4 and operates until mid-October. Accessible. It is operated by Meridian Township Parks Commission and is located at 5100 Marsh Road, Okemos (behind the Township Building), 349-1200, Ext. 257.

Wolfmoon Bakery and Food Co-Op: This whole grain bakery and cooperative grocery store stocks natural and organic foods, produce, dairy products, grains, dried fruits, flour, juices, baked goods, spices, toiletries, books. There is a discount for workers, senior citizens, and volunteers. Five dollar membership fee and \$30 refundable buying deposit. Non-members may shop. Catering is offered. Hours:

Monday--Saturday 10:00 a.m.--6:00 p.m.
Thursday 10:00 a.m.--8:00 p.m.

Location is at 2011-13 East Michigan, Lansing, 482-0038.

AREA SUPERMARKETS AND FOOD STORES

MSU's campus is surrounded by merchants ready to meet community members needs. Supermarkets, smaller convenience markets, and stores and bakeries offering ethnic, specialty, or health food items are located along the north on Grand River and Michigan Avenues, and on the west at Harrison and Trowbridge, as well as in the central East Lansing Business district.



Governance at MSU

Governance refers to the system employed by the University to make decisions. The ultimate authority at MSU is its Board of Trustees (a group of eight individuals elected by state-wide ballot) whose powers are delegated through the constitution of the State of Michigan.

It would be impossible for this group to make all the decisions for such a large and diverse institution as is MSU; therefore, the Trustees employ a President and other administrators to make or implement certain kinds of decisions. The Trustees also provide for decisions to be made by faculty and student representatives at various levels of responsibility and authority within the governance structure.

There are three overall governance systems which overlap at many points; however, each system has a unique role and function in serving the institution.

ACADEMIC GOVERNANCE

First, there is the Academic Governance System which considers questions and makes decisions regarding educational policy.

Within this system there are several levels of committees and councils. Each is charged with the responsibility of developing necessary policies relating to its specific area of concern. Committees exist at the department, college and all-University levels and work in such areas as curriculum, student affairs, faculty affairs, educational policy and intercollegiate athletics. The all-University level Faculty Council and Student Council together comprise the Academic Council. The Academic Council has the ultimate responsibility (subject to Trustee approval) for the formulation of policies regarding the academic

programs and procedures of the University.

The rules under which all of these committees and councils operate exist in a document entitled the *Bylaws for Academic Governance*.

Students have an important role within this structure. Student contributions have been highly important, and even decisive, in many matters within the academic governance structure. (The current system of instructor rating was highly influenced by students at many levels including the Academic Council.) Not only do students have a role in this system, but they have a responsibility to participate in it. Students are directly affected by the academic policies and procedures of MSU. Not to participate in this decision-making process eliminates an important voice from the deliberations.

There are a number of university committees on which students are eligible to be members. Selection for committee assignment of student is made by the Elected Student Council (ESC). Members of the ESC are elected or appointed by their colleges. (Contact the assistant dean's office for further information.) The following is a list and description of the permanent (standing) committees of the Academic Council:

Committee on Academic Environment..examines and advises existing and proposed policies and procedures in areas such as the business office, public safety, buildings and lands, that appear to have an affect on academic achievement. The students on this committee must be members of the ESC (Article 4.3 *Bylaws for Academic Governance*).

Committee on Academic Governance... nominates faculty and students to serve on Academic Council committees. It is responsible for review of the *Bylaws for Academic Governance* as well as college and department bylaws. Three of the seven student positions are open to any student. The other four must be members of ESC (Article 4.4 *Bylaws for Academic Governance*).

Committee on Academic Policy... is involved in reviewing academic programs and procedures and consulting with the Provost's Office about any changes. Four of the six student positions are open to any student (Article 4.5 *Bylaws for Academic Governance*).

Committee on Curriculum... is responsible for reviewing and approving or rejecting all changes in undergraduate courses, curricula, and degree requirements proposed by academic units. Five of the seven student positions are open to any student (Article 4.6 *Bylaws for Academic Governance*).

Committee on Faculty Tenure... is responsible for advising the Provost on the procedures to be used in granting tenure or dismissing a faculty member. Two of the three student positions are open to any student (Article 4.8 *Bylaws for Academic Governance*).

Committee on General Education... reviews all changes in General Education courses proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum. Of the two undergraduate and one graduate student members, two must be members of the ESC. (Article 4.9 *Bylaws for Academic Governance, as amended 7/26/79.*)

Committee on Student Affairs... is responsible for advising the Office of Student Affairs on all policies as they affect achievement. In addition, this committee must initiate and review amendments to the *Academic Freedom Report* and General Student Regulations. Five of the seven student positions are

open to any student (Article 4.11 *Bylaws for Academic Governance*).

There are a number of other university committees on which students are eligible to participate. A listing of these committees may be found in the University Organization section of *Academic Programs*. If you have any questions about these committees, contact the Secretary for Academic Governance Office, 10 Linton Hall, 355-2337.

STUDENT GOVERNMENT

The second major governance system is Student Government, which also has a variety of levels and responsibilities.

There are two major functions of the Student Government. The first function is the development of policies and programs which benefit students as a whole or benefit particular groupings of students. The other function is to provide representation and leadership within the University.

There are two all-university governing bodies under this structure. One, ASMSU, is the undergraduate student government. The other is COGS, the graduate student government. The separate governments have been necessary because the needs of undergraduates and graduate students are fairly different.

Associated Students of MSU (ASMSU) Student Board

The legislative responsibility of the all-University undergraduate student government is vested in a sixteen member governing body called the ASMSU Student Board. This Board is composed of ten representatives from colleges and the presidents of Intercooperative Council, Interfraternity Council, Panhellenic Council, National Panhellenic Council, Off-Campus Council and Residence Halls Association. The Student Board is presided over by the Student Board Chairperson. The Executive Director is the Chief Executive and administrative officer of ASMSU.

Mostly funded through student tax monies, the ASMSU Student Board directs its efforts in several areas: It acts as official spokesperson for the welfare and rights of undergraduate students; it initiates, reviews and/or recommends new or modified University rules and policies; it approves appointments of undergraduates to a variety of University committees; it provides a forum for the discussion of issues and concerns; it occasionally assists in the funding of student organizations.

Executive Office...is under the direction of the Executive Director. This office is responsible for the implementation of the Student Board's policies and resolutions. The Executive Office is comprised of the following five departments:

Campus Affairs...provides assistance to students who serve as representatives on University Committees and in general is the liaison office of the Student Board with other campus groups and organizations.

Community Affairs...provides for input of student concerns with local units of government and community organizations.

Information...acts as the official spokesperson for the Student Board. Media relations and opinion polling are major aspects of this department.

Legislative Affairs...provides for student lobbying with the state legislature, and at times, the federal government. This department also assists on voter education and registration drives.

Special Projects...provides for implementation of Student Board projects which are too large or inappropriate for the other departments. This department will also independently suggest projects to the Student Board.

Programming Board

The Programming Board, funded through student tax monies, is responsible for facilitating, organizing and executing programming for the MSU student body. To accomplish this the Board attempts to determine the various programming needs of the student body and programs accordingly. The Board also offers support and resources to student organizations in the planning and conducting of their activities. The Programming Board is composed of twelve voting members; three selected by the ASMSU Student Board and nine representing the nine programming areas listed below.

Audio-Visual Council...is a broad based council employing various types of media to execute a wide range of programs. In addition, the council continually holds workshops to train students in the use of video equipment. This council is located in Room 444, MSU Union, 353-5255.

Concert Council...is comprised of four concert producing organizations: Pop Entertainment, (contact 355-7733), Ebony Productions (contact 355-9267, Mariah Folk and Blues (contact 353-4604); Showcase Jazz (contact 355-7675). These four groups regularly program concerts of nationally known artists as well as traditionally recognized artists in folk, blues, and jazz. These groups are located on third floor of the MSU Union.

Film Council...serves the MSU community by presenting a wide selection of American and European films. Films are shown Thursday through Sunday during the regular school term. This council is located in 328 MSU Union.

353-2010 - Film Information
353-5255 - Office

Public Service Council...consists of the office of Black Affairs, the Women's Council, the Chicano Council, North American Indian Council, Lesbian/Gay Council, Environmental Council, and the Handicapper Council, which have been established to serve the needs and interests of all groups and individuals of their constituencies. The ASMSU Programming Board provides budgetary support.

Speakers Council...The Great Issues Series presents speakers from a wide spectrum to speak on the topics of current concern in our society. Coming programs are announced in *The State News*. The office is located in 329 MSU Union, 353-5255.

Special Projects Council...is composed of groups who program special events for the campus. The organizations involved in this council are: Homecoming, College Bowl, and Student Foundation. The office of Special Projects is located in Room 323, MSU Union, 353-5255.

Theater Council..."The Company" presents well-known as well as experimental theater productions. Occasionally, "The Company" sponsors professional acting companies on the campus. The office is located in Room 442, MSU Union, 353-5255.

Travel Council...provides information to students on low-cost transportation during the holiday periods. Special tours are also sponsored. Information concerning student travel may be obtained by calling 353-5255, 318 MSU Union.

Student Union Programming Council... is responsible for planning programs to offer services to the entire University Community. Members of Student Union Programming direct programs which include a flea market, music program and art shows. Located in Room 320, MSU Union, 353-5255.

Funding Board

The Funding Board presents an opportunity for undergraduate registered student organizations to receive funding for information and entertainment programming and for printed projects, e.g., newspapers, books, journals, pamphlets. The Board is composed of nine members, chosen three each by the Student Board, the Funding Board and the Programming Board.

Comptroller's Office

The ASMSU Comptroller's Office provides financial services for ASMSU and its three boards, including budgeting, accounting, and general control and distribution of ASMSU revenues. The Comptroller's Office staff consists of the ASMSU Comptroller, two Assistant Comptrollers, an office manager, an accounting clerk, and four loan officers. You may contact the ASMSU Comptroller at 353-0659, 307 Student Services.

a. Loan Program

A loan fund, which provides a maximum loan of \$40 for a maximum of three weeks, is available to registered undergraduate students who have paid their ASMSU tax. The ASMSU Loan Office is located in 307 Student Services Building.

b. Mimeographing and Copy Service

Mimeographing and copy services are available to registered students and registered student organizations. A minimum fee is charged. For information regarding this service, students may call 353-0659 or visit 307 Student Services Building.

c. Insurance

ASMSU and COGS sponsor a student health insurance program which is available to all registered students. Information regarding the student insurance policy can be obtained from 3-5 p.m. every day in the MSU Health Center.

Council of Graduate Students (COGS)

COGS...represents graduate and graduate-professional students. It is composed of one representative from each degree-granting unit, seven officers, and the graduate student representatives on Academic Council, and on standing committees of the Academic Council, including the University Graduate Council. COGS exists to promote the academic, social, and economic aims of the graduate-professional and graduate students; to establish effective communication among these students; and to create channels of effective communication with other student organizations and with the academic and administrative units of the University. COGS maintains an office at 316 Student Services, 353-9189.

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

COGS Copy Service...COGS has two copy machines that students can use on a copy your own, cash basis. The price is about one cent per page below that of other copy services.

COGS Loan Program...COGS sponsors a loan fund for graduate students. These interest free loans are administered through the Office of Financial Aids, 259 Student Services.

Major Governing Groups

The next level of governance is the major governing groups. These too are all-University in scope, but represent the concerns of specific groups of students primarily according to their living arrangements. This includes residence halls, fraternities, sororities, cooperatives and private dwellings. There are also a few major governing groups which represent a unique aspect of student life. These include the National Panhellenic Council, the Council of Medical Students, and the Owen Graduate Association.

Most of the major governing groups base their representatives on the individual living units which make up their respective constituencies. The individual living unit is the basic level of student government. Each individual living unit may have its own governmental structure which makes the rules and policies for that specific unit. Many of them are also social planning and programming groups.

Each level of student government, like each level of academic governance, has a specific charge and area of responsibility. The strength of this system is based upon two key factors. First, MSU recognizes the right of students, to a large degree, to make decisions concerning how they live and function while at the university. The second key factor, obviously, is that the effectiveness of student government is dependent upon the degree and quality of participation.

Not only are the students affected by the decisions made in the process, but students also pay directly for it. Almost all levels of student government, including many individual living units, tax their membership (on a term or yearly basis). This makes the need for responsible representation even greater.

Interfraternity Council (IFC)...exists to govern and coordinate activities among fraternities at MSU. The IFC officers and assembly representatives serve and assist member chapters and promote the growth and development of the Greek system at Michigan State. If you are interested in fraternities at MSU, contact the IFC office, 317 Student Services Building, at 355-8250.

Intercooperative Council (ICC)...is the governing group for cooperative living units. Co-ops are student-owned and managed houses that contribute social benefits and economic savings to the living experiences of the members. The ICC Office and the Co-op Office are located in Room 311B Student Services Building, 355-8313.

National Panhellenic Council, MSU Chapter... is the governing body of four national Black fraternities and four national Black sororities. The Council's purposes are to assist the University administration in attaining its educational and cultural objectives, to maintain high quality inter-fraternal relationships, and to serve as a forum for the consideration of mutual interests to the member organizations. The Council and its member organizations render various services to the University and student population as well as the overall Lansing community. For further information, contact the Office of Student Activities, 101 Student Services Building, 355-8286.

Owen Graduate Association... serves residents of the Owen Graduate Center through its legislative functions and its social, educational, and cultural programs. For information contact the Hall Director's Office, Owen Graduate Center, 355-4210.

Panhellenic Council (PANHEL)... is the major governing group for sororities at Michigan State University, PANHEL coordinates and serves individuals, chapters, and the total Greek system as they initiate and develop policies and activities. The executive board and council of elected delegates promote growth of women and sororities through scholarship development, diverse programming, social service projects, leadership experience, and interpersonal and group interaction. To familiarize the campus with sororities, PANHEL holds formal rush only fall. Throughout the rest of the school year rush is conducted by the individual chapters. For further information, contact the PANHEL Office at 355-2965, Room 325, Student Service Building.

Residence Halls Association (RHA)... is a major governing group representing all students living in the undergraduate residence halls. It was established to promote communication and cooperation among halls, to provide maximum representation for hall residents to the University community, to recommend and maintain hall policies and regulations,

and to promote services and activities on campus. RHA also sponsors a weekly on-campus motion picture series. The legislative authority of RHA is vested in the RHA Assembly. Each residence hall sends one representative, elected by students, to the weekly meetings of the Assembly. The meetings are held in a different residence hall every Wednesday night and are open to all residents. The office is in 323 Student Services, 355-8285. Regular office hours are announced at the beginning of each term.

University Apartment Residents Council (UARC)... is the University recognized governing group for both undergraduate and graduate residents of Cherry Lane, University Village and Spartan Village. It has an executive board of two co-chairpersons and a secretary. Open "town meetings" are held, usually once a month, in the University Apartments Office Conference Room. UARC sponsors many activities for its residents, has a page in the Community Aide Newsletter that goes to every resident, and co-sponsors a swap shop in each village. The council's main emphasis is to make University apartments a better place to live. The office is located at 1645 M. Spartan Village, 355-9558, or call the University Apartments Programs Office, 353-9499.

Off-Campus Council... is the organization for undergraduate students that do not live in organized living units (fraternity, sorority, cooperative, or religious living units). The purpose of the organization is to represent the interests of students who live off campus to ASMSU. For further information, contact the ASMSU office, 334 Student Services Building, 355-8266.

JUDICIAL SYSTEM

The third system of governance at MSU is its judicial system. The judicial system at MSU has been established as a means for dealing with questions, concerns, problems and inappropriate activity that occur because of the large and diverse nature of this institution. The judicial system provides for

fairness in student disciplinary matters and a means by which disputes can be settled within the university community.

There are three major arenas in which the judicial system operates: academic rights, discipline, and the review of university policies and procedures. For a detailed explanation of the judicial structure and process, see "The Judicial System" in the introductory pages of Part II of this book. The basic framework for the judicial system is found in Articles 2 and 4 of "Academic Freedom for Students at MSU" and in Articles 2 and 4 of "Graduate Rights and Responsibilities," both of which are also printed in Part II of this book.

Judiciaries described in the sections cited above include:

Living unit judiciaries

Residence Hall Association Judiciary and other major governing group judiciaries

All-University Student Judiciary

Student-Faculty Judiciary

College and departmental hearing committees

University Graduate Judiciary

The Student Traffic Appeals Court

Health



By and large the college population is the healthiest of any particular age grouping. However, this does not mean that students do not get sick or are immune from physical, psychological or emotional problems. This section is designed to acquaint you with many of the health and counseling services available to students both on campus and in the community.

ON CAMPUS

MSU Health Service: The student health service provides a primary health care for students enrolled at the University. In addition, it encourages good health maintenance for all students.

1. Weekday Services: A regular outpatient student health program will operate between 8 a.m. and 5 p.m. Mondays through Fridays throughout the year. This program will consist of general medical services, immediate care services, gynecology, psychiatric and dental clinics, pharmacy, laboratory and physical therapy services and satellite clinics located in selected residence halls. Patients are seen in the outpatient clinic by appointment or by walk-in.

2. Weekday After-Hour Services: The Olin Health Center Immediate Care Clinic will remain open from 5 p.m. to 11 p.m. This clinic offers an emergency room-like service and handles injury and other cases requiring immediate care that cannot wait for either the appointment service or the Walk-In Clinic service. Students having health needs or concerns between 11 p.m. and 8 a.m. are encouraged to phone the clinic and speak with the nurse on duty who

will advise or treat accordingly. During term breaks and holidays, Olin Health Center may limit this third shift. From 5 p.m. to 8 a.m. all other departments will be secured except Radiology and Laboratory which will operate on an on-call basis.

3. Weekends and Holiday Services:

Weekend coverage will consist of a single immediate care service shift running from 10 a.m. to 11 p.m. on Saturdays and Sundays. The cases seen in these weekend clinics will include immediate care cases as well as any medical cases which would normally be handled on weekdays by either the Walk-In Clinic or the Appointment Office. Gynecology, physical therapy, pharmacy, and dental services will not be available on weekends or holidays. The Health Center is closed from 11 p.m. Sunday to 7 a.m. Monday.

4. Infirmiry Service:

As general policy, cases requiring hospitalization will be referred to local hospitals; however, students will be admitted to the Olin Health Center Infirmiry on a limited basis. These students will include those having a communicable disease, as well as those deemed sufficiently ill to require special care but not sufficiently ill to require hospitalization.

MSU Clinical Center: The Clinical Center provides complete outpatient health care services for the general public, MSU faculty, staff, and students. It is staffed jointly by allopathic (M.D.) and osteopathic (D.O.) physicians from MSU's College of Human Medicine and College of Osteopathic Medicine.

All ambulatory care services, including clinical laboratory, x-ray, and pharmacy, are available within the building. A family health care program focuses on general medical care to all members of the family, with emphasis on both prevention of illness and on health maintenance. Specialty consultation services for patients are provided on referral by practicing physicians and agencies. There is no emergency room facility.

A special child care area is available while other family members are receiving care.

Services are provided on a fee-for-service basis. Insurance coverage, VISA, Mastercharge, Medicare, and Medicaid are honored. Hours are 8 a.m. to 5 p.m. weekdays. For information call 353-3000 or, if on campus, call 3-5147.

MSU Counseling Center: The Counseling Center provides assistance to students experiencing the developmental problems and concerns of early adulthood, including decision-making regarding present issues and both immediate and long-range plans. Special group counseling services are available and will be discussed during the initial meeting with the counselor. Psychotherapy is available to students with deeper personal and emotional problems.

The several locations of the Counseling Center are:

207 Student Services, 355-8270
BillD West Fee Hall, 353-5260
S22 South Wonders Hall, 353-1808
224 Brody Hall (MECCA), 353-5305
Olin Health Center, Second Floor,
355-2310

All of these offices are open during regular university business hours, 8 a.m.-noon and 1 p.m.-5 p.m.

The Testing Center is in 207 Student Services with the main office. However, each branch office provides for the full range of counseling services. In addition, the Multi-Ethnic Counseling Center Alliance serves the needs of minority students.

Psychological Clinic: This clinic provides psychological services to the public and serves as a training center for clinicians. Anyone connected with the University (including employees and their families) is eligible for these services, except MSU students enrolled for more than seven credits. However, spouses and children of these students are eligible. The clinic is located in Room 4 Olds Hall, 355-9564. It is open Monday-Thursday from 8 a.m.-9 p.m., Friday from 8 a.m.-5 p.m., and Saturday from 10 a.m.-2 p.m.

Speech and Hearing Clinic: This clinic provides diagnostic, therapeutic and consultative services in the areas of speech, hearing and language disorders. The Clinic is open daily from 7:45 a.m.-5:30 p.m., 353-8780, ext. 22. The Clinic is located in Room 101 Audiology and Speech Sciences Building.

OFF CAMPUS

Hospitals and Clinics

Ingham Medical Center...
401 W. Greenlawn, Lansing
Ph. 374-2121

Lansing General Hospital...
2800 Devonshire, Lansing
Ph. 372-8220

St. Lawrence Hospital...
1210 W. Saginaw, Lansing
Ph. 372-3610
24-Hour Poison Information...
Ph. 372-5112
Health Center, Ph. 372-5607

Edward W. Sparrow Hospital...
1215 E. Michigan, Lansing
Ph. 487-6111

LCC Dental Hygiene Clinic...
007 Arts and Sciences Building
419 N. Capitol Ave.
(Washington Square), Lansing
Ph. 373-7189

Ingham County Health Department Clinics

Main Clinic (Dental; Immunization; Women, Infant and Children Feeding Program)...
403 W. Greenlawn, Lansing
Ph. 371-5360

Bureau of Clinical Services...
701 N. Logan, Lansing
Adult Health, Ph. 482-1405
Venereal Disease, Ph. 482-1408
Family Planning and Prenatal,
Ph. 372-9212
Child Health, Ph. 372-7944
Project Health, Ph. 489-7511

Substance Abuse

Alcoholics Anonymous...
Ph. 482-0624 (24 hours)

Alanon...
Ph. 484-1977 (24 hours)

St. Lawrence Alcoholism Unit...
1210 W. Saginaw, Lansing
Ph. 372-3610, ext. 3416

Gay Alcoholics...
1118 S. Harrison, East Lansing
(United Ministries)
Ph. 372-3520 (after 5pm)

Michigan Alcohol and Drug Information Foundation...
1120 E. Oakland, Lansing
Ph. 484-2636

Drug Education Center (DEC)...
398 Park Lane, East Lansing
Ph. 351-4000

New Birth Center (Narcotics Anonymous)...
1023 W. Ottawa, Lansing
Ph. 485-7212

Counseling, Mental Health and Crisis Centers

Listening Ear...
547-1/2 E. Grand River, East Lansing
Ph. 337-1717

Ingham County Mental Health...
407 W. Greenlawn, Lansing
Ph. 374-8000 or 372-8460 (24 hours)

St. Lawrence Hospital Community Mental Health...
1210 W. Saginaw, Lansing
Ph. 372-3610

Family and Child Services of the Capitol Area, Inc...
300 N. Washington, Suite 102,
Lansing, Ph. 484-4455
Cristo Rey Community Center...
1314 Ballard, Lansing
Ph. 372-4706

Westside Crisis and Counseling Center...
701 N. Logan, Suite 620, Lansing
Ph. 482-1181

Department of Social Services
Children's Protective Services
930 W. Holmes, Lansing
Ph. 373-6938 (24 hours)

Council for Prevention of Child Abuse and Neglect...
P.O. Box 20247, 111 S. Capitol,
Suite 200, Lansing, Ph. 484-8444

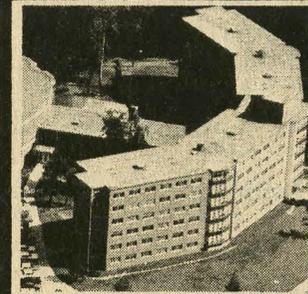
Services for Women

Council Against Domestic Assault (CADA)...
P.O. Box 14149, Lansing
Ph. 372-5572

Family Planning and Prenatal Clinic...
(see Ingham County Department of Health)

Jean Granger March of Dimes Pre-Natal Clinics...
403 W. Greenlawn, Lansing
Ph. 482-1249

There are several private clinics in the local area which provide specialized services for women. For further information look in the Yellow Pages under "clinics."



Housing

ON CAMPUS

On-campus housing is provided for graduate and undergraduate students. Choices of living arrangements are offered, by house, throughout the residence hall system. Options include: limited visitation, unlimited visitation, quiet houses, and coresidential houses. Upper-class students also have options for apartments in Fee, Akers, and Van Hoosen, or for a room without board in Williams. Three apartment villages are available to married students, single parent families, and single undergraduate students.

The University attempts to meet life style option requests whenever possible. For complete information refer to: *The Hallway*; Appendix B of *Academic Programs*; the Residence Halls Assignment Office, W-190 Holmes Hall 355-7460; or the University Apartments Office, 1205 S. Harrison, East Lansing (355-9550).

OFF CAMPUS

Greek-Style Living Units: There are many fraternities and sororities associated with MSU through the Interfraternity Council and the Panhellenic Council (see Student Governance). The fraternities and sororities represented at MSU offer a unique approach to the small-group Greek lifestyle. They reflect the diversity which characterizes the various social, athletic, and scholastic activities in which Greeks are involved, as groups and as individuals. For further information, contact the IFC Office at 355-8250; or the Panhellenic Office at 353-2965.

Cooperative Living Units: Co-ops are student owned and managed houses, hold-

ing 12 to 45 members each, that contribute to the living experiences, social benefits, and economic savings of the members. Each house is run democratically. The addresses and telephone numbers of the various co-ops are located in the front section of the *Student Directory*. For additional information on cooperative living, contact the Inter-Cooperative Council at 311B Student Services, 355-8313. Open from 10:00-5:00 Monday-Friday.

Religious Living Units: Several living units in the area are religion-sponsored or oriented. University supervised religious housing units are listed in the front section of the *Student Directory*. Information on other religious housing units may be obtained in the Off-Campus Housing and Commuter Programs Office, 101 Student Services, 355-8303.

Apartments, Houses, and Rooms: A computerized listing service of available rental units is provided in the Off-Campus Housing and Commuter Programs Office, 101 Student Services Building. Rental units are listed by type and by geographical location. Also included is information such as distance from campus, cost, lease required, and pets allowed. Listings are up-dated two or three times a week. They may be used in the office or purchased for a small fee.

The three main types of rentals are:

- (1) Entire Accommodations to Rent -- houses and apartments that are unoccupied;
- (2) Accommodations to Share -- people looking for roommates; and,

(3) Rooms -- shared or private rooms available in either private homes, cooperatives, fraternities and sororities, or boarding houses.

To facilitate your housing search, the office provides a telephone for local calls, classified sections of local newspapers, and information on transportation, legal services and other housing-related matters. The office is open 8 a.m.-12 noon and 1-5 p.m. Monday through Friday (except holidays), with extended hours during registration periods. For assistance call 355-8303.

TENANT RESOURCES

Tenants Resource Center
855 Grove Street, East Lansing, 48823
Ph. 337-9795

Michigan Tenant Rights Coalition
Ph. 337-2728

TEMPORARY HOUSING

MSU Residence Halls provide between term/holiday housing at a designated hall for a nominal fee. Some motels in the area offer weekly rates. Consult the Yellow Pages.

MUNICIPAL OFFICES FOR HELP WITH HOUSING PROBLEMS

Lansing Housing Commission, 310 Seymour, Lansing, 487-6550.
East Lansing Dept. of Planning, Housing and Community Development, East Lansing City Hall, 410 Abbott, 337-1731
City of East Lansing Housing Office, 410 Abbott, East Lansing, 337-1731
City of East Lansing Dept. of Bldg. and Zoning, City Hall, 410 Abbott, East Lansing, 337-1731
Meridian Township, 5100 Marsh Road, Okemos, 349-1200
City of Lansing Building Department
Lansing City Hall Annex, 487-1250

UTILITIES INFORMATION

Service representatives are available at the following offices to help you with any questions or problems you have regarding new or additional service, billing matters or rates.

Gas

Consumers Power Co. 373-6121
530 W. Willow St., Lansing

Electricity*

Board of Water and Light. . . 487-1885
123 W. Ottawa, Lansing

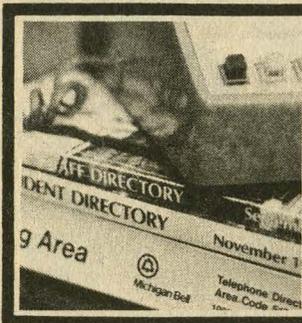
*Electricity in Holt, Dimondale, Mason Okemos, Haslett, and parts of Lansing is supplied by Consumers Power. Inquire at above numbers for your area.

Water

Delta Township. 627-4031
7720 Administration Drive, Lansing
Eaton Rapids. 663-8118
206 S. Main, Eaton Rapids
East Lansing. 337-1731
410 Abbott, E. Lansing
Lansing 487-4850
P.O. Box 13007, Lansing
Lansing Township. 371-3400
3209 W. Michigan, Lansing
Mason 676-9155
201 W. Ash, Mason
Meridian Township 349-1200
5100 Marsh Road, Okemos

Telephone

Michigan Bell Telephone . . .
Business Office -
221 N. Washington, Lansing
Phone Center Store
115 Albert Street, East Lansing
Call 377-9000 if you live off campus,
351-9900 if you live on campus.



Information

ON CAMPUS

The State News is the student-operated and financed newspaper serving MSU. In addition to covering world, national and state happenings, *The State News* focuses on MSU and other local stories. Advertisements by campus and community organizations regularly appear. In addition, the "It's What's Happening" column lists meeting times and places for student organizations. The paper is available daily on a free-will pick up basis at each residence hall and almost all classroom buildings. (You pay for the paper at registration but refunds are available, if you wish, during the first two weeks of each term.) The main number for *The State News* is 355-8252. Offices are on the third floor, Student Services Building.

University Operator: Also known as the "campus operator" and "campus information," the University operator's function is primarily to act as a directory assistance service ("The number for John Smith is..."). The operators are also able to assist you in finding the name of the right person or office that can help you with a problem. Please, DO NOT confuse this service with "Library Information Services." (See below.) To contact the University Operator, dial 355-1855 if you are using an off-campus campus phone.

Library Information Services: The MSU Library (see Academics) maintains an information service for the members of the University community. The service is available during regular library hours. The staff can assist you with questions concerning MSU and the community,

including questions regarding available services and events. (RHA movie and Lecture-Concert schedules are available, for instance.) Call the Information Desk at 353-8700. Please DO NOT call the University Operator (see above) for this kind of information. And DO NOT call the Library Information Service for directory assistance. Also, questions about library services should be directed to the Library Reference Desk (353-8816) and not the Information Services Desk. It is a lot easier on you, and the MSU staff, if you can call the right office for the questions you have. Look through this book before you make a call. It can save you a lot of time and avoid a hassle.

Department of Public Safety: This department is commonly referred to as DPS or the campus police (see Personal Security section). If you have a question about some police or other safety matter you can call DPS at any time. The number is 355-2221. Please, DO NOT use the emergency number (9-1-1) or the "Green Light Telephones" for non-emergency questions.

The Answer Place (TAP): Is a part of the ASMSU Programming Board that provides a unique information service to the University community. With a large collection of reference materials and directories, and access to several other information services in Michigan, TAP gives information or referrals in answer to such questions as "Where can I rent a garden plot?" or "How do I contact the state representative from Traverse City?" or "What are the RHA films or campus this weekend?" TAP also translates for foreign students. If you need information, or if you would like to volunteer, call TAP at 353-8114.

Residence Hall Advisors: Each of MSU's residence halls is staffed by trained, full and part-time professionals who act as resource/referral people. Individual houses (floors) have their own "live-in" resident assistants who are also students. They can provide answers to many of your questions about housing, University resources, class registration, hall and floor events. In addition, they are always available if you need a friendly listening ear or assistance with a personal problem.

Programming Board Hotline: A service of the ASMSU Programming Board designed to provide you with information on the current events being sponsored by the Board (see Student Governance section). Call 353-2010 for a two-minute taped message.

RHA Movie Hotline: The RHA Film Series (see Student Governance section) schedule for the week can be obtained by calling 355-0313.

Campus Radio and TV Stations: Radio service for residence halls originates with a student-operated system, the Michigan State Network (MSN). This provides international and national news through ABC Entertainment News, state, local and campus news, live sports broadcasts, music and programs of particular interest to the hall residents. Its three member stations and their telephone numbers are:

WBRS: Room 117, Brody
serves all halls in the
Brody Complex 5-6552

WMCD: McDonel, Holmes,
Akers, Hubbard 3-1629

WMSN: Central Station
Room 8, Student Services Bldg.
serves all other halls 3-4415

The network phone number is 3-4414

Each station is located at 640 khz on the AM dial.

The network is supported by a \$1 fee collected each term from undergraduate residents along with room and board fees.

Additionally, WKAR radio provides AM (870 khz) and FM (90.5 mhz) service. This station is affiliated with the Public Broadcasting system, but programming has an MSU orientation. Many of MSU's sporting events are broadcast live by WKAR, and MSU news and events receive close attention. A program guide is available. Call 355-6540 for information.

Television service comes from WKAR-TV (channel 23). Programs from the Public Broadcasting System are featured, but MSU events receive special notice. Several state and national programs originate at WKAR. An informative guide comes to you for \$15 support donation to the station. Information is available at 355-2300.

Bulletin Boards: Almost all the buildings on campus have bulletin boards which have postings of various activities and events. There are also a few outdoor kiosks which serve the same purpose. Please, only put notices up on the bulletin boards and not on walls, doors, trees, etc. This is an extremely beautiful campus and we'd all like to keep it this way. (Besides, the custodians will just take down improperly placed notices and no one will know about your event.)

Publications: Throughout this resource guide you are constantly being directed to other source materials. A list of such materials is included below along with some general information on their contents and where they can be obtained.

1. Major Reference Publications.

Academic Programs and Description of Courses... is a two-volume publication (sometimes called the "University Catalog"). The first part deals with the various academic

programs and services (including graduation requirements within MSU). The second part gives a brief description of each course offered by MSU. The two books are made available to all University offices as well as most high schools, colleges, and public libraries in Michigan. You can order a copy from the Office of the Registrar (see Academics). The cost is \$1.50 for *Academic Programs* and \$1.25 for *Description of Courses*. Copies may also be purchased from the MSU Bookstore and the MSU Union Building Desk.

Schedule of Courses... is published each term by the Office of the Registrar. This book contains the information necessary to build your schedule for each term (class times and locations). The book is distributed around the middle of each term at various locations. You may also obtain a copy from the Registrar's Office, 150 Administration Building.

Spartan Life... is what you are reading. This book is published by the Office of Student Affairs and Services as a resource guide for students. The book is distributed to all on-campus living units, all off-campus organized living units, all University offices. You may also pick up a copy from the Student Activities Office, 101 Student Services.

Student Directory... lists all the local and home addresses as well as the local telephone numbers of students. It is available in all residence halls and in all University offices. Copies may also be purchased at the MSU Bookstore and the Union Building Desk.

Faculty & Staff Directory... Part I lists office and home addresses and telephone numbers

for all MSU employees. Part II lists faculty and staff by department and office. Part III shows the organization of the University. The distribution is the same as the *Student Directory*, including availability at the MSU Bookstore and Union.

Graduate Catalog... publishes the programs and requirements for graduate study at MSU. Copies are available for \$2.00 in 202 Administration Building.

MSU Facts... is a publication compiled by the Department of Information Services which contains many items of information, statistics and history about MSU. Contact Information Services, 117 Linton Hall to obtain a copy.

By-laws for Academic Governance... states the operating rules and procedures for the Academic Governance System (see Student Governance). The publication is available through the Secretary for Academic Governance, 10 Linton Hall.

MSU Ordinances... includes all of the ordinances (laws) passed by the Board of Trustees for MSU. Reference copies are available at residence hall reception desks and in the main library. Contact the Office of the Secretary to the Board of Trustees, 450 Administration Building, for information on how to obtain a copy.

2. Specialized Reference Publications:

Referral Directory... is published by the Counseling Center and distributed to academic advisors. The Directory lists faculty members that have been recommended to students for information about curricular requirements, and educational and vocational opportunities.

Student Organizations Directory...is published each year by the Student Activities Office. The *Directory* contains a listing of all registered student organizations and contact persons. In addition, information on organized living units and student government is also printed. The *Directory* is usually available at the beginning of winter term. Come to the Student Activities Office, 101 Student Services, for a copy.

The Hallway...is a publication of the Department of Residence Halls. It is a reference guide for students living in the halls and also contains many of the terms and conditions of the hall contract. *The Hallway* is distributed on a room-by-room basis. Copies are available from either your hall adviser or manager.

Religious Advisors' Association--Programs and Resources ...is an annual booklet of religious programs and resources made available to students by many of the member organizations of the Religious Advisors Association. The booklet is available throughout the residence hall system and the various counseling center offices.

Service-Learning Center Program Description Booklet... explains the types of service-learning (volunteer) placements available to students who are interested in gaining practical experience and skills outside the University setting. Included are detailed descriptions of programs in areas such as aging, business, communications, corrections, education, government, health, mental health, science, and special educa-

tion. The entire booklet and individual program description sheets are available to students, faculty, and staff by contacting the Service-Learning Center, 26 Student Services Building.

IM Sports Handbook...is published by the Department of Intramural Sports and Recreative Services. This handbook details all of the activities available, both on an individual and team basis. It is available at the IM West or IM Sports Circle.

Placement Manual...is a publication of the Placement Services (see Employment). The manual is a must for any student beginning a job search. You can pick up a copy from the Placement Services, 146 Student Services. (See next listing also.)

Placement Services Bulletin... is published once a week during the regular school year. The *Bulletin* contains a listing of the upcoming interviews and the requirements for jobs listed. The *Bulletin* may be obtained at 113 Student Services.

Red Cedar Log...is MSU's yearbook. The yearbook is a student publication under the auspices of ASMSU. Each fall, seniors may sign up to have their pictures taken for inclusion in the yearbook. For more information or purchase of a yearbook contact the Yearbook Office, 30 Student Services Building.

BOOKSTORES

MSU Bookstore: The MSU Bookstore is located in the lower level of the Center for International Programs (better known as the International Center). The

bookstore provides books and course material for all courses. In addition, there is a large reference section and non-text materials. You can also purchase MSU souvenirs of all shapes and sizes. The bookstore is open 8:30 a.m. to 5:00 p.m., Monday through Friday and 10:00 a.m. to 4:00 p.m. on Saturdays of home football games. The bookstore has extended hours during the beginning of each term. For information call 355-3450.

Other bookstores: There are a number of privately owned bookstores along Grand River Avenue in East Lansing. These stores also carry textbooks, reference materials, pleasure readings, and souvenirs.

OFF-CAMPUS

The following list of information sources should help you find your way around. Only the barest information can be included here, so you may have to try more than one source.

Community Services

The Lansing Star Community Handbook: Each fall the *Lansing Star* publishes this handbook, which contains information about almost every conceivable office or organization in the Lansing--East Lansing--MSU community. The Community Handbook is distributed free in every residence hall and most classroom buildings. In addition, the *Handbook* is available in many off campus locations. For further information, call the *Lansing Star* at 485-2813.

The *Lansing Area Telephone Directory* contains a comprehensive listing of community services numbers. See Section A.

Newspapers

<u>Lansing State Journal</u>	487-4620
<u>Lansing Star</u>	485-2813
<u>Towne Courier</u>	337-1361
<u>El Renacimiento</u>	485-4389

<u>Detroit Free Press</u>	332-1606
<u>Detroit News</u>	484-2796
<u>Ingham County News</u>	676-9393

Library Services

Lansing, Main, 401 S. Capitol	374-4600
Branch, 5132 S. Cedar	374-4260
East Lansing, 950 Abbott	351-2420
Lansing Community College	373-9978
Ingham County, 145 W. Ash, Mason	676-9088

Weather

Weather reports and information	349-9560
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Personal Security



This is not a section on how to get a black belt in karate in three easy lessons. The purpose is, however, to acquaint you with the different agencies, both on and off campus, that are designed to offer help and assistance in matters of personal safety, property protection, and your rights as a citizen and consumer in this community.

PROTECTION SERVICES

MSU Department of Public Safety (DPS): The department performs a variety of tasks for the benefit of individual citizens, organizations, and institutional agencies that comprise the university community. The department is divided into three divisions.

1. Police Services...is the police department for MSU. In addition to the duties of a similarly sized municipal department, DPS performs a wide variety of non-police oriented services on a regular basis. The telephone number for non-emergencies is 355-2221. For emergencies only, call 9-1-1 or use a "Greenlight" telephone.
2. Safety Services...is a group of specialist employees who are concerned with fire safety, industrial safety, sanitation, pest control and safety equipment maintenance. This division's telephone number is 353-5360.
3. Staff Services...is responsible for the maintenance and processing of all records for the

entire department. The office manager is also responsible for supervision of the Violations Bureau and the Vehicle-Bicycle Office, which registers all motor vehicles and bicycles operated by students, faculty and staff. In addition, all violation notices of infractions of the Student Motor Vehicle Regulations and University Traffic Ordinances (see Rights Section) are processed through this office. Also, contact with the All-University Traffic Committee (see Transportation) and the Student Traffic Appeals Court (see Student Governance) is made through this office. For further information, call 355-8440.

Dial-A-Ride is a service of the Department of Public Safety. Transportation is provided to on-campus locations during evening and nighttime hours for individuals who might otherwise have to walk alone. Call 353-9496. Rides are available:

Monday-Friday 10:30 p.m.-2:30 a.m.
Saturday and Sunday 6:30 p.m.-2:30 a.m.

CAUTION-PLEASE GET A GOOD LOCK AND CHAIN FOR YOUR BICYCLE

Other police agencies are listed in the Emergency Phone Number section at the front of this book.

LEGAL SERVICES

There are a number of agencies designed to help you with legal problems. In addition to the following list there is

also a list of municipal agencies in the Housing section if you have problems in that area.

Office of Student Legal Services... provides for participation in a pre-paid legal services plan. This entitles undergraduates to receive legal counsel from our staff attorneys on most legal concerns. Further, the program provides for students to be represented in court on landlord/tenant problems, criminal misdemeanors, traffic offenses, debtor/creditor problems and other civil concerns.

The legal staff is also available to present educational programs about the office and other law-related matters.

In addition to the services mentioned, the office also provides assistance to students involved in any University or departmental judiciary action. Typical cases include appealing administrative decisions, academic dishonesty, residence hall problems and other intra-university concerns.

The office is located in 329 Student Services. If you have any questions or wish to make an appointment, please call the Office of Student Legal Services, 353-3716 or 355-8266 during business hours.

American Civil Liberties Union (ACLU)... concerns itself with citizens who believe that civil rights as a citizen have been violated. The local ACLU chapter is located at 1 Savoy Court, Lansing, 485-6729.

Consumer Protection Division...of the Michigan Attorney General's Office. If you have a complaint concerning some goods or services, contact this office. They are empowered to act immediately if the situation warrants it. The office is located at 525 W. Ottawa, Room 670, Lansing, 373-1140.

Legal Aid of Central Michigan...provides legal assistance for those financially unable to obtain help on their own. The office is located at 300 N. Washington,

Lansing. Call 485-5411. This legal aid bureau can handle civil cases directly, but must refer in criminal matters.

Small Claims Court...in both Lansing and East Lansing handle civil matters of less than \$600. In East Lansing, the court is located at 301 MAC. Call 351-7000. In Lansing, contact the District Court Office, 487-1350. There is a small filing fee.

Wage Claims Section...of the Department of Labor enforces the Minimum Wage Law and the Payment of Wages Act. This office is located at 7150 Harris Dr., Lansing. Call 322-1825.

Specialized Services



The large size of MSU often makes it difficult to understand and to fully use its facilities and services for your own needs. The purpose of this section is to identify some specific University or student organization services that are designed to assist specific groupings of students.

Department of Human Relations...is responsible for the development and implementation of programs related to affirmative action and to equal opportunity for women, minorities and handicappers at Michigan State University. The Department of Human Relations monitors the University's progress toward equality of opportunity for federally covered protected classes as well as those covered by state law and Michigan State University policy. The Department assists in the definition, fact-finding and resolution of individual cases brought to the staff through personal, informal contacts. The Department provides staff support for the Anti-Discrimination Judicial Board, which investigates cases of alleged discrimination. The Department also provides selected technical assistance in human relations to the various colleges, departments and other units in the University. The Department office is located in 380 Administration Building, 353-3922.

The Office of Minority Programs/Minority Advisory Council...is part of the Department of Human Relations. Its function, in part, is to maintain information on student programs at MSU. Also, the office acts as an advocate of minority student concerns.

The Office of Women's Programs...part of the Department of Human Relations, has responsibility for assisting the Univer-

sity administration with affirmative action through planning, development, implementation, monitoring and evaluation of programs related to women. Women's Programs is located in 380 Administration Building, 353-3922.

Black Students...are represented in student government by the Office of Black Affairs (see Public Affairs Council, ASMSU Programming Board). The Office is located in 309 Student Services Building. Call 353-2969 or 353-8857 for further information.

Chicano/Hispanic Students... are represented in student government by the Chicano/Hispanic Council (see Public Affairs Council, ASMSU Programming Board). In addition to cultural and social programs for Chicano/Hispanic students, the Council also provides workshops in academic skills. The Office for the Chicano/Hispanic Council is located in LAB B, Wilson Hall. Call 353-0305 for further information. Also, Chicano Students for Progressive Action, (CHISPA) is a student organization designed to monitor and respond to University programs for Chicano students. CHISPA shares the same office and telephone number with the Chicano/Hispanic Council.

Foreign Students...should first make contact with the Foreign Student Office, 109 Center for International Programs, 353-1720, if you have a question or problem and cannot find assistance on your own. In addition, there is the Community Volunteers for International Programs, located in 109B Center for International Programs, 353-1735. This group provides many services for foreign students including: a lending center for winter clothing, household goods,

and baby needs; an American family host program for single students; a couples' supper club for married students; monthly coffee program, international homemakers, and conversational English classes for student wives.

Handicapper Students... may receive assistance and information from Handicapper Services Programs (HSP), located in W402 Library, 353-9642. HSP plays an important role in helping MSU implement its commitment toward accessible and usable University facilities and programs. HSP interacts with other University offices to facilitate continuing cooperation with the University Facilities Planning and Space Management Department, Physical Plant, Campus Parks and Planning, to insure that all campus construction will comply with American Standard Specifications, as well as Michigan's accessibility laws (Public Act 1 of 1966, P.A. 243 of 1970, P.A. 8 of 1973). This is an on-going program for which HSP is responsible for setting priorities and determining design criteria adequate to meet the needs of all.

The HSP offers a special transportation service to students for whom the regular on-campus and the off-campus bus systems are not accessible. A route is scheduled each term. This service is currently financed on a fee basis paid either by the individual student or through vocational rehabilitation services.

There are some on-campus and off-campus housing units which are accessible to those using wheelchairs. Handicapper parking stickers are available from the MSU Department of Public Safety.

The Tower Guard organization and the Service Learning Center, as well as the HSP, assist blind and visually limited students in locating readers. Students may also acquire funds for paid readers through Michigan Services for the Blind. Reading rooms with audio equipment are available on the fourth floor of the Library adjacent to the Handicapper Services Office.

There is also a student group, the Handicapper Council, which is a part of the ASMSU Programming Board (see Student Government section).

Lesbian/Gay Students... can seek information from the Lesbian/Gay Council of ASMSU (see Public Affairs Council, ASMSU Programming Board). The Council seeks to educate and inform the public on lesbian/gay issues. The Council's office is located in 311A Student Services. The telephone number is 353-9795. The office is staffed by volunteers.

Native American Students... are represented on campus by the North American Indian Student Organization (see Public Affairs Council, ASMSU Programming Board). This organization also provides opportunities for students to meet socially and culturally as well as broadening the awareness of political and academic activities relevant to North American Indian students. The organization's office is located in the Indian Culture Room, G33 Hubbard Hall. For further information call 353-5210.

Sexual Assault Crisis and Safety Education Program. . . . provides periodic self-defense workshops and a 24-hour crisis line. Well-trained workers will respond immediately to those experiencing a sexual assault crisis or to those who wish help for a friend. Services are free and confidential. Support groups for victims of sexual assault will be organized as need and interest become apparent. The office is located in the Counseling Center, 207 Student Services. For information, call 355-8270 and ask for the Coordinator of the Sexual Assault Unit.

24 hour crisis line 372-6666

Sexual Harassment. . . . is a form of unlawful discrimination. It may consist of: actual or threatened sexual contact which is not mutually agreeable to both parties; continual or repeated verbal abuse of a sexual nature; or threat or insinuation that lack of sexual submissiveness will adversely affect the

victim's employment, academic standing, or other vital circumstances. To constitute sexual harassment, behavior must be unwanted, persistent, and continual.

There are both formal and informal means for handling complaints of this nature within the University. Students who feel they are being sexually harassed may seek advice and counsel from:

Director of Women's Programs, 380 Administration Building, 353-3922

Ombudsman, 101 Linton Hall, 353-8830

Executive Secretary of the Anti-Discrimination Judicial Board, 380 Administration Building, 353-3922.

Single Parents... are eligible to join the MSU Single Parents' Organization. This student organization is designed to offer assistance to its members and act as a lobbying group with the University and the community. The organization meets every first and third Monday of each month from 6-8 p.m. In addition to regular rap sessions, outside speakers are often invited. The meetings are held at the MSU Day Care Center, Crescent Road, inside Spartan Village. For further information contact the University Apartments Office, 355-9550, or call the Student Activities Office, 353-3860, for the names and telephone numbers of the organization's officers.

University Apartments Programs Office... exists to provide the services and resources of the campus community to the residents of Spartan, University, and Cherry Lane Villages. Through the community aides, the nine para-professional staff located in the three villages, residents receive: an orientation to the area; a packet of information detailing local services; a monthly newsletter highlighting programs and events of specific interest to residents; neighborhood access to trained staff for questions, problems, or concerns; and community development activities through the many recreation and adult enrichment programs offered in the villages for families and students. Residents should check the monthly newsletter for the

name and address of their community aide or call the Programs Office at 353-9499.

Veterans... Assistance and certification for veterans' benefits are provided at the Veterans Certification Office, 150 Administration Building (355-4463). Educational and vocational counseling for veterans and eligible dependents is available through the Veterans Administration Guidance Center in 14 Student Services (337-6861).

Women's Resource Center... has been established to increase the awareness of the University community concerning the current and changing status of women. The Center provides books, pamphlets, magazines and a continuously updated news clipping file for research and browsing. There is also an information and referral service, a monthly newsletter (*MSU Woman*), and weekly "Brown Bag Lunch" informal discussion programs. The Center is located in 380 Administration Building.

"Non-Traditional," "Re-entry," or "Older-Adult" Students... are a growing population within the MSU community. At the time of this printing, services previously provided to this group were undergoing changes and new advising and support services were in the developmental stage. It is hoped they will become available to students during the 1981-82 academic year. Meanwhile, those seeking assistance in identifying and gaining access to University resources of particular relevance to older students may contact Dr. Betty Deldin, Student Life Office, 171 Student Services, 355-2217.



Transportation

AUTOMOBILES

If you drive a car on campus, you are subject to the Student Motor Vehicle Regulations. Failure to heed these regulations may be the source of great student distress. To help avoid trouble, DPS has prepared a pamphlet which summarizes the rules and includes a map of campus parking. It can be picked up at the Vehicle-Bicycle Office from 7:30 a.m. to 5:00 p.m. Monday through Friday. Also, you can pick up a copy at registration when you register your car. Read this information; it can be very expensive to make a mistake. Not only may you be issued a ticket, but you may suffer the inconvenience and cost of your car being towed!

* * * * *

Requirements and fees for registration, hours that students may drive on campus, and the fine schedule have all been changed for 1981-82.

* * * * *

Please refer to "Motor Vehicles" in Part II of this book for information regarding registration requirements and fees. The complete Student Motor Vehicle Regulations, available from the Vehicle Office, should be read carefully for changes. For example:

A student shall not possess or operate a vehicle on MSU property (at any time) without having first registered it and properly affixing the permit.

Providing false information to the Student Traffic Appeal Court or Vehicle Office, or reproducing, defacing, altering or unauthorized

transferring of any permit will result in a \$25 fine and referral to the Office of Student Affairs for appropriate judicial action.

Parking an unregistered vehicle in a visitor's parking space will result in a \$25 fine.

People at DPS can help you with the rules; visit the Vehicle-Bicycle Office in person or call 355-8440. These people are helpful and patient, and have probably handled problems similar to yours. They try to do their best for everybody. Remember, they enforce the rules; they do not make them. Don't get upset if they simply can't do what you want. The All-University Traffic Committee was created to handle these special problems. DPS personnel can put you in touch with AUTC.

All-University Traffic Committee (AUTC): This committee 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 Regulations. The committee is composed of four undergraduate students, two graduate students, three faculty members, three staff members, and four *ex officio* members representing the offices of Public Safety, Site Planning Traffic Engineering, and Automotive Services.

Repairs: Mechanics must be licensed in Michigan, and the law provides a measure

of protection for you. If you think something isn't quite right, contact an office of the Secretary of State. (See the list under "Driver's Licenses.")

If you want to do it yourself, several local school systems offer classes to help you get started. Contact the Community Education Offices or Lansing Community College.

Driver's Licenses: If you have to renew a license, you can go to the nearest Secretary of State's branch office:

327 Abbott, East Lansing
5210 S. Cedar, Lansing
316 North Capitol, Lansing
3700 West Saginaw, Lansing

These offices can also provide information about testing, give you material to study, and help out-of-state and foreign students decide whether they need a Michigan license.

License Plates: If your car needs them, you should visit a Secretary of State's branch office. Those listed under "driver's license" (except the one on North Capitol) have staff to help you.

BICYCLES

All bicycles ridden on campus must be registered. Please refer to "Bicycles" in Part II of this book for a summary of University Ordinances pertaining to bicycles on the campus.

* * * * *

CAUTION:

PLEASE GET A GOOD LOCK AND CHAIN. Bike thefts are more common than anyone would like.

* * * * *

Several services help bikers on campus. An MSU bike club sponsors many functions and you may wish to join. There is a bike co-op that offers services as well.

CARPOOLING

Call-A-Ride Service (CARS): This service is here to help MSU students, faculty and staff, identify a ride or riders. CARS will attempt to match you up with someone traveling in your direction anywhere in the continental United States.

Please remember that CARS is only responsible for trying to match you up with a ride or riders. Check the references of those with whom you are sharing a ride.

Alpha Phi Omega, the Union Building and the Student Activities Office sponsor this service. CARS: Phone 353-CARS.

Lansing Area-Share-A-Ride (LAZAR): This program is coordinated by the Capitol Area Transportation Authority and is co-sponsored by the University and student governing bodies. Participants are "computer-matched" on the basis of locations and schedules. For information call 394-POOL or pick up an application at 101 Student Services.

BUS SERVICE

Campus: Bus service is available on the campus. Bus passes and tickets may be purchased at registration, the MSU Book Store, the Union Store, University Apartments Office, and at all Residence Hall Reception Desks. Prices and schedules are also available at these places. Bus service is free during registration periods before the beginning of each term to allow people to become acquainted with the system. For further information, please call 353-5280.

There are two basic types of bus passes: 1) Regular (annual and individual term), and 2) Commuter (annual and individual term). The MSU Regular Term Bus Passes and Regular Annual Bus Passes entitle the holder to unlimited use of all routes of the campus bus system. The Regular Term Commuter Bus Pass and Annual Commuter Bus Pass entitle the holder to use the bus services between the parking lot at Farm Lane and

Mt. Hope (Lot Y) and the central interchange lot at Shaw and Farm Lanes.

Individual bus tickets are available for those who prefer to purchase rides one at a time. The MSU Campus Bus Ticket may be used on any route, at any time. A bus transfer system allows passengers using tickets to change buses without payment of an additional fare when more than one route is necessary to reach a desired destination. (See following map.)

City: The Capitol Area Transportation Authority (CATA) provides service for East Lansing and Lansing. CATA maps and schedules are available in residence halls, the Union, the International Center, 101 Student Services Bldg., and on buses. For further information, please call 394-1000. (See following map.)

Handicappers: Handicapper Services Programs (HSP) offers a special transportation service to students for whom the regular on-campus and off-campus bus systems are not yet accessible. A route is scheduled each term. This service is currently financed on a fee basis, paid either by the individual student or through vocational rehabilitation services. For information about this service, dial 353-9642. CATA also has a service called "Spec-tran" which meets specialized needs. It costs 50 cents and can be reached at 394-6230.

Inter-City Buses: There are two bus terminals in the area. One is located at 308 W. Grand River in East Lansing. The other is located at 511 S. Washington Avenue in Lansing. The stations have complete service by Greyhound, Michigan North Star and Indian Trails. To get fare and schedule information for East Lansing, dial 332-2569, and for downtown Lansing, dial 482-0673.

OTHER

Taxis: Lansing and East Lansing have three taxi companies. A taxi ride from the airport to campus will average between \$9 and \$12. Check the phonebook for cab company numbers.

Trains: The East Lansing Amtrak passenger office is located at 1240 S. Harrison Road. For information on departures, arrivals, and fares call 332-5051.

Air Service: Capital City Airport is on the north west side of Lansing on Grand River Avenue. United and Republic Airlines provide scheduled service, and several companies have charter and commuter service. General airport information may be obtained by calling 321-6121; reservations and schedules are available at these numbers:

Republic Airlines	489-7531
United Airlines	374-1122

Limousine Service: Special transportation to both Capitol City Airport and Detroit Metro Airport is available. Look in the Yellow Pages under "limousine service."

Travel Help: ASMSU provides a travel service headquartered in 333 MSU Union. The phone number is 353-5255. Numerous travel agencies serve the area also; check the phone book. (See Student Governance section.)

Passports: Information is available at the Main Post Office at 4800 Collins Road. (This is south of Akers Golf Course.) The office phone number is 337-6758.

Hitch-hiking: This represents a very dangerous and potentially illegal form of transportation. We do not recommend it, and the various police agencies may ticket the driver, the hiker, or both. Plan your trip ahead and ride with a friend or call CARS. Save everybody grief and hassle.

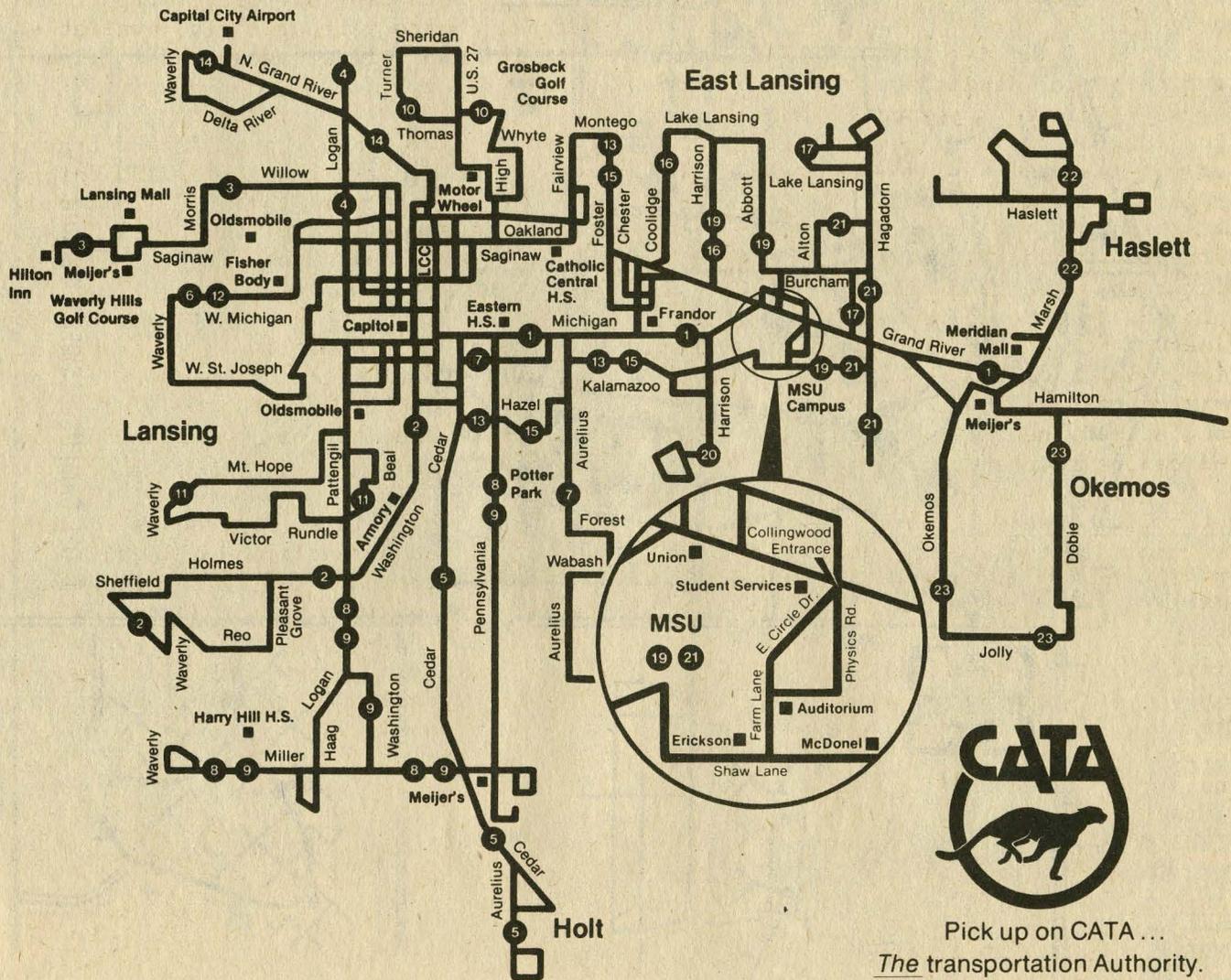
CATA ROUTES

As of July 1981 there were 32 different bus routes, including connections to Holt, Haslett, Okemos, Grand Ledge, Mason, Williamston and Waverly. Buses run on all routes during the weekdays with service beginning between 6 and 7 am and ending between 6 and 10 pm, depending upon the specific route. Frequency may vary from 10 minutes to 60 minutes.

Some routes have Saturday buses which start later (8:30-9:30 am) and stop earlier (4:30-6:00 pm), and also run less frequently.

Routes and times are subject to change. Current maps and schedules are available in residence halls, the MSU Union, the International Center, 101 Student Services Building and on buses.

THE CATA SYSTEM



Pick up on CATA ...
 The transportation Authority.
 For route information, call 394-1000.



PART II Rights and Responsibilities

The processes for the establishment and adjudication of regulations governing student conduct are set forth in *Academic Freedom for Students at Michigan State University*. Based on the principle of student involvement, there is both a specific legislative process and a comprehensive judicial system which govern undergraduate students. To the extent that interest motivates personal involvement, there continue to be broad avenues for student participation in the governance process.

THE LEGISLATIVE SYSTEM

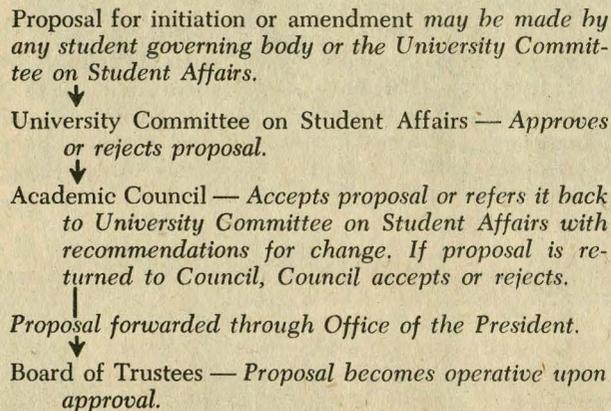
Michigan State University maintains two levels of regulations applicable to student conduct, all of which require student approval. In addition, there are rulings established by administrative offices and policies and ordinances established by the Board of Trustees. The procedures through which the various regulations and policies are enacted are outlined below.

General Student Regulations — These regulations form the basic code of conduct for all students. The approval procedure (see Figure One) involves students, faculty, administration and the Board of Trustees. Authority for establishment of such regulations is found in the *Bylaws of the Board of Trustees*: "The Board may make or may delegate through the President to the faculty the authority to make reasonable rules and regulations for the purpose of maintaining the health, safety, good order, harmony and discipline of students. . . ."

References for further information:

- a. *Academic Freedom for Students at Michigan State University*, Article 5
- b. *Bylaws for Academic Governance*, Articles 4 and 5
- c. *Bylaws of the Board of Trustees*, Article VIII

Figure One: General Student Regulations



Student Group Regulations — Student groups may establish regulations to govern student conduct within student groups through the procedures shown in Figure Two. ASMSU, the undergraduate student government, receives proposals from major governing groups and student organizations. ASMSU then makes recommendations to the Vice President for Student Affairs and Services who acts on behalf of the University administration.

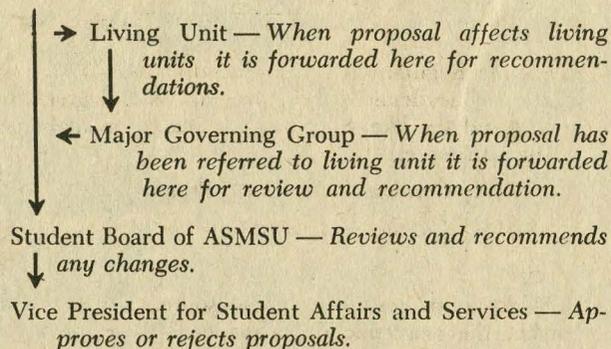
References for further information:

- a. ASMSU Constitution and Code of Operations

- b. *Academic Freedom for Students at Michigan State University*, Article 5
- c. Major governing group constitutions
- d. Living unit constitutions

Figure Two: 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.*



Note: House and hall rules may be established for individual living units. Such rules are not printed in this book but are available from the governing bodies or the staff advisors of the living units.

Administrative Rulings — Administrative offices within the University are, by practice, delegated authority through the President by the Board of Trustees to establish procedures which will ensure their effective functioning. Often an office will submit such proposals for review and recommendations of a student-faculty advisory committee or a standing committee of the Academic Council. (The Academic Council structure is described in the *Bylaws for Academic Governance*.¹) Such bodies serve as sources of community opinion and may recommend changes or additions to administrative rulings. Final decisions, however, rest with the administrative office.

References for further information:

- a. *Bylaws for Academic Governance*, Article 2
- b. *Bylaws of the Board of Trustees*, Articles IV, VI

All-University Policies — Policy statements are developed to define and prescribe broad areas of institutional concern. For example, the Anti-Discrimination Policy and Procedures addresses the relationship between the University and its students and employees; the Motor Vehicles policy states requirements and prohibitions regarding student possession and operation of motor vehicles on campus; and the Housing Policy specifies the on-campus living requirements for students. Such policies are established by the Board of Trustees. They may be adopted following university-wide discussion and endorsement, may result from recommendation by some internal office or committee or may be initiated and enacted by the Board itself.

References for further information:

Bylaws of Board of Trustees, Article VIII

MSU Ordinances — The Board of Trustees is granted authority by the constitution of the State of Michigan to

¹ Available from the Secretary of the Faculties, 10 Linton Hall.

legislate ordinances governing the conduct of all persons on University property. These ordinances are law, violations of which are misdemeanors and adjudicated through the courts. The legislative process need not involve anyone except the Board of Trustees, although in practice the administration contributes its advice and relevant student-faculty committees may also be consulted.

References for further information:

- a. *MSU Ordinances*
- b. *Bylaws of the Board of Trustees*, Article XI

Academic Regulations — This handbook does not include matters of academic policy, program and degree requirements, and the like. Such regulations are available in the following sources:

- a. *MSU Catalog — Academic Programs*
- b. *MSU Catalog — Description of Courses*

In addition to consulting these sources, students should contact the academic department of their major preference for specific program requirements.

THE JUDICIAL SYSTEM

Michigan State University does not currently have a single unified judicial system. Rather, there is an undergraduate judicial structure, a graduate judicial structure, and a number of other judicial or quasi-judicial bodies with specialized jurisdictions. All judiciaries, however, operate with an essentially common purpose and philosophy, i.e., to contribute to the protection of an environment for learning. Although specific procedures vary from one structure or judiciary to another, virtually all operate in a manner designed to assure due process.

The focus of most of the overview which follows is on the undergraduate judicial system established with the adoption of the report on *Academic Freedom for Students at Michigan State University* in 1967 with amendments approved by the Board of Trustees in 1971 and 1977.

What Does a Campus Judicial System Do?

It is a relatively common assumption that a judicial system would exist to provide means for deciding whether or not a regulation has been violated and, if so, what action should appropriately be taken. It may not be an equally common assumption, however, that a judicial system would exist to protect student rights — against infringement by other students, by faculty or administrators, by groups, or the University itself. The MSU campus judiciaries generally provide for both. The undergraduate judicial system for example, provides for consideration of challenges to regulations or administrative decisions alleged to be inconsistent with fundamental student rights outlined in the *Academic Freedom Report*. In addition, there is provision for considering allegations that legislative bodies or officers have acted inconsistently with their respective constitutions. It is through performance of these functions, as well as through consideration of alleged violations of regulations, that the judicial system seeks to maintain that very

delicate balance between maximum freedom and necessary order so fundamental to the protection of an environment for learning.

Structure and Organization of the System

The structure and organization of the undergraduate judicial system is outlined in the chart which follows. The chart indicates the composition, method of selecting members, jurisdiction, and decisions available at the different levels.

Also shown are routes of appeal and referral. The decision of a lower judiciary may be appealed to the next higher judiciary with final appeal being to the Vice President for Student Affairs and Services. Only those decisions by the Student-Faculty Judiciary which are of a disciplinary nature, however, may be appealed to the Vice President. Any judiciary may waive jurisdiction over a particular case and refer it to a higher or lower judiciary. In addition, a living unit may waive all judicial responsibility to its major governing group. (Most living units in the current system have done this, partially a result of regulation changes within the jurisdiction of the living units.)

Relationship of the Judicial System to Campus Governance

Legislation and adjudication are two separate functions of campus governance, although interdependent for their validity and effectiveness. Each needs the other for support and criticism. The judicial system is structured on the principle that legislative authority requires judicial responsibility. Accordingly, there is provision for a judiciary body to parallel each legislative body, depending upon it for provision of members and having corresponding jurisdiction. All-student judiciaries are established in general through the *Academic Freedom Report*, but they are defined more specifically in the constitution of the student governing bodies whose jurisdiction they share. For example, composition of the All-University Student Judiciary and the selection of its members are determined by the Constitution of the Associated Students of Michigan State University. The Student-Faculty Judiciary, the highest judiciary established in the *Academic Freedom Report*, is also provided for in the *Bylaws* of the Academic Council, which is the highest governing body of student and faculty membership.

Jurisdictions

Jurisdictions of the various judiciaries are determined on the basis of constituencies and categories of regulations. Students are held accountable for behavioral expectations set forth in duly established regulations regarding individual and group conduct.

Faculty and administrators are held accountable in that their policies and decisions can be challenged by a student who believes a policy or decision to be inconsistent with the principles outlined within the guidelines of the *Academic Freedom Report*.

Each judiciary has jurisdiction over the constituency of the corresponding legislative body. For example, Student-Faculty Judiciary is the only body within the undergraduate judicial structure which may hear challenges to the decisions of faculty or administrators, as well as alleged violations by students.

MICHIGAN STATE UNIVERSITY UNDERGRADUATE JUDICIAL STRUCTURE

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

APPEAL

STUDENT-FACULTY JUDICIARY

Composition & Selection:

4 students recommended by AUSJ, appointed by Student Board of ASMSU, 2 year terms.

7 faculty recommended by Committee on Academic Governance, appointed by University President for 3 year terms.

1 secretary, ex-officio, appointed by Vice President for Student Affairs and Services.

Jurisdiction:

- I. Falsification of records
- II. Academic dishonesty
- III. Readmission from non-academic suspension
- IV. Challenge of substances of a regulation or administrative decision
- V. Appeals of lower judicial body's decisions and of administrative decisions of a disciplinary nature

Decisions:

- I. Not guilty
- II. Guilty
 - A. Warning
 - B. Warning probation
 - C. Disciplinary probation
 - D. Suspension
 - E. Other

APPEAL or REFER

ALL-UNIVERSITY STUDENT JUDICIARY

Composition & Selection:

11 students recommended by AUSJ, appointed by Student Board of ASMSU for 1 year term.

1 advisor from staff of Vice President for Student Affairs and Services.

Jurisdiction:

- I. Individual violations of All-University regulations
- II. Constitutionality of actions by student governing groups, organizations or their representatives
- III. Violations of ASMSU constitution or regulations of student organizations
- IV. Conflicts between student groups
- V. Appeals and referrals from lower judiciaries

Decisions:

- I. Not guilty
- II. Guilty
 - A. Warning
 - B. Warning probation
 - C. Disciplinary probation
 - D. Suspension

MAJOR GOVERNING GROUPS

Composition:

Determined by governing group

Jurisdiction:

- I. Group violations
- II. Individual violations when jurisdiction is waived by living unit

Decisions:

Same as living unit judiciaries; RHA Judiciary may issue warning probation or disciplinary probation, or it may take limited other action.

APPEAL or REFER

LIVING UNITS

- RESIDENCE HALLS
- FRATERNITIES
- SORORITIES
- CO-OPS

RHA
IFC
Panhel
ICC

Jurisdiction:

Individual violators of house and hall rules or major governing group regulations (many units have waived jurisdiction)

Composition:

Determined by living unit

Decisions:

- I. Not guilty
- II. Guilty
 - A. Warning
 - B. Living unit probation (10 day limit)

Processes and Procedures

Disciplinary cases. The fundamental rules of due process are prescribed through the *Academic Freedom Report* and are required at all levels of the undergraduate judicial structure. Operational procedures vary somewhat among judiciaries. The essential steps of the disciplinary process are as follows:

- A. Any member of the University community may initiate a complaint against an undergraduate student. Reports of alleged violations of living unit or major governing group regulations are made to the chief administrative officer of a living unit, in a residence hall the head advisor or resident director. Reports of alleged violations of all-University regulations or policies are made to the judicial administrator, who acts as administrative office on behalf of the Vice President for Student Affairs and Services.
- B. The student is notified by the appropriate administrative officer that he/she is accused of violating a regulation and is requested to meet with the administrative officer. In the subsequent conference, the student may: 1) admit to the allegation and request, in writing, that the administrative officer take action; 2) admit to the allegation and request a hearing by a judiciary; or 3) deny the allegation, in which case the student is automatically referred to an appropriate judiciary for a hearing. It should be noted that, as a matter of practice, if the student fails to meet with the administrative officer, the case is also referred to the appropriate judiciary.
- C. Upon the student's request, the administrative officer may take whatever action seems appropriate. Administrative actions are usually in keeping with the range of actions available to the judiciary at the same level but are not restricted to these. The student is informed in writing of the administrator's decision, and that the decision may be appealed to the Student-Faculty Judiciary.
- D. If a judicial hearing is to be conducted a student accused of a violation is entitled to:
 1. Written notice 72 hours prior to a hearing, stating:
 - a. Time and place of the hearing
 - b. Charges, of sufficient particularity to enable the student to prepare his/her defense
 - c. Names of witnesses
 2. Appear in person and present his/her defense
 - a. Call witnesses in his/her behalf
 - b. Be accompanied by counsel of his/her choice from among the student body, faculty or staff of the University
 - c. Ask questions of the judicial body or witnesses
 - d. Refuse to answer questions
 3. Elect not to appear
 - a. Absence to be noted without prejudice
 - b. Hearing to be conducted in student's absence
 4. An expeditious hearing
 5. An explanation of reasons for any decision
 6. Notification of his/her right to appeal

Substantive cases. A different process is followed in hearing substantive cases in which a regulation or an administrative decision is alleged to be inconsistent with the guidelines established in the *Academic Freedom Report*. The general procedures employed are as follows:

- A. Student submits a request for a hearing in which he/she must specifically cite those sections of the *Academic Freedom Report* he/she believes to have been violated and provide a brief statement of argument. A student need not be in violation of a regulation in order to challenge.
- B. If the judiciary believes that the appeal has merit (e.g., it falls within the judiciary's jurisdiction, it is not frivolous) a copy of the appeal is sent to the party responsible for the decision or regulation and a written response is requested.
- C. After considering both the request for a hearing and the response, the judiciary may do one of the following:
 1. Accept the request for a formal hearing
 2. Reject the request
 3. Invite the parties to discuss the matter informally with the judiciary
- D. Hearings are conducted as follows:
 1. Hearings are open
 2. Both the appellant and the respondent may be accompanied by counsel from the student body, faculty or administrative staff of the University
 3. Each party is given thirty minutes to present his/her case
 4. Each party is given ten minutes for rebuttal
 5. Parties direct all remarks and questions through the chairman
 6. Members of the judiciary may ask questions during the hearing
- E. The judiciary considers the matter in closed session and makes a ruling.
- F. Parties to the case are notified of the judiciary's findings, and all opinions are made public in an appropriate manner. There is a community expectation that if a regulation or administrative decision is found to be inconsistent with the *Academic Freedom Report* the changes necessary to bring about consistency will be made. Compliance is gained primarily on the basis of "good faith." A ruling of the judiciary that finds no inconsistency serves to reinforce the validity of the regulation or decision.

In addition to the regular procedures just described, a student may request expedited consideration of urgent cases in which it is alleged that a regulation or administrative decision threatens immediate and irreparable infringement on student rights as defined in the *Academic Freedom Report*. If in the opinion of the chairman the request has merit, a preliminary hearing will be called before a panel of the judiciary. The panel may decide to request the administrator or administrative office to postpone or withdraw action pending a full hearing on the case.

Other Judicial Bodies

Several judicial bodies within the University have special areas of jurisdiction and may or may not have a direct link with the undergraduate system described above.

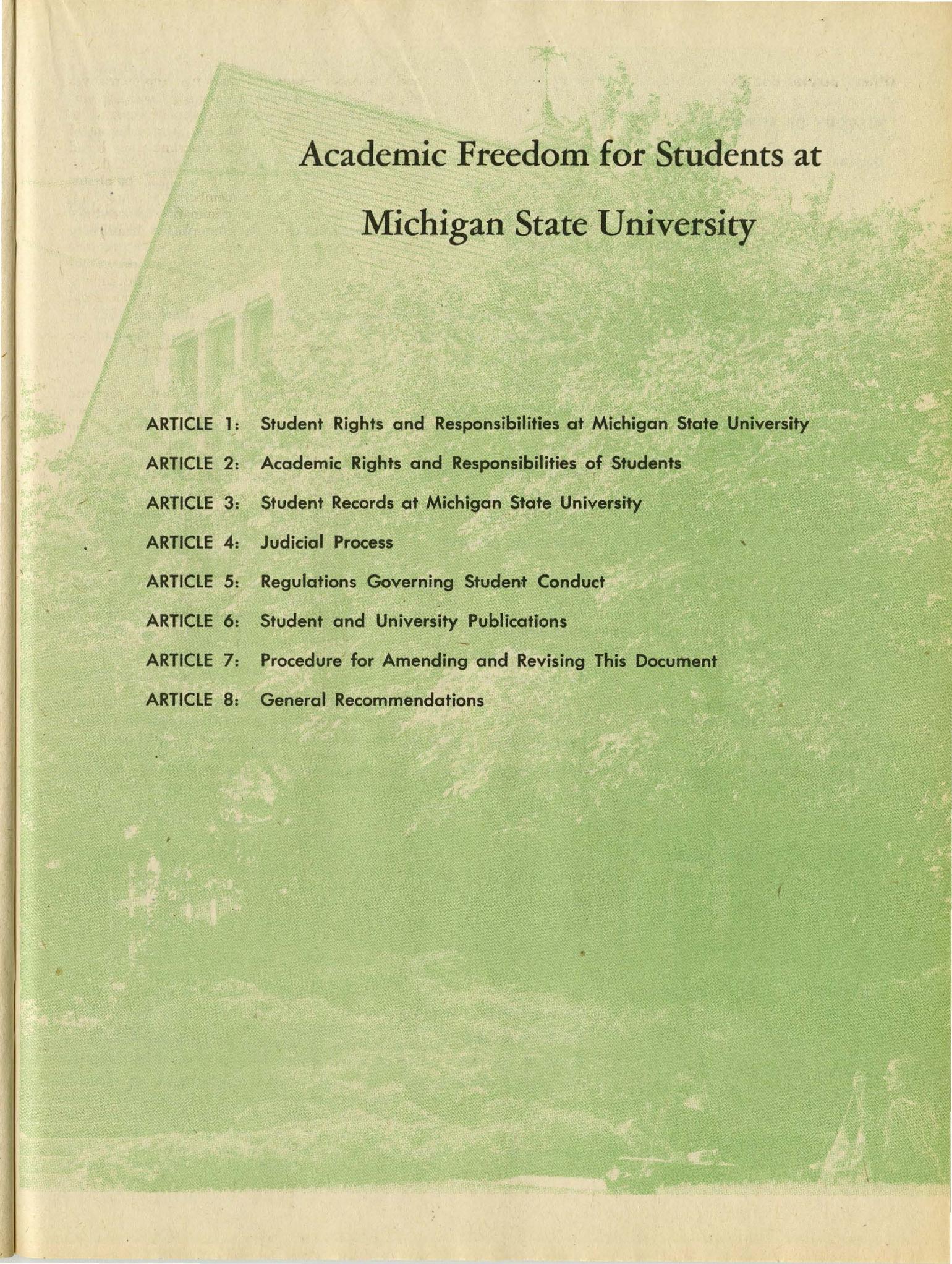
- A. **College and departmental hearing committees** have original jurisdiction over a student complaint that his/her academic rights have been violated by a faculty member. Composition and procedures of such committees vary. Decisions at the departmental level may be appealed to the college committee. College level decisions may be appealed to the Student-Faculty Judiciary, whose decision is final.

College and departmental committees may also hear student complaints concerning the quality of instruction. Decisions on complaints of this kind, however, may not be appealed beyond the college committee except to the dean of the college, who may ask that a given case be reconsidered. (Consult respective departmental or college office.)

- B. **The Student Traffic Appeals Court** is an autonomous, all-student body provided for under the ASMSU Constitution. The court has jurisdiction over summons issued by the Department of Public Safety for violation of the Student Motor Vehicle Regulations. The first appeal is received in writing and considered by a panel of justices. A second may be made by appearing in person before the entire court. There is no further appeal. Student Motor Vehicle Regulations are recommended by an All-University Traffic Committee (student-faculty membership) and are approved by the Board of Trustees. A fine structure for violations is provided within the vehicle regulations. (Consult ASMSU Constitution and Code of Operations, or the S.T.A.C. Office, 331 Student Services.)
- C. **The Anti-Discrimination Judicial Board** is coordinated through the Office of Human Relations. It is composed of three undergraduates and one graduate student, three faculty members, one representative each from the administrative-professional staff

and the labor employees, and two representatives of the MSU Employee Association, with an *ex-officio* secretary from the Department of Human Relations. The Board has jurisdiction over violations of the University policy against discrimination based on race, creed, ethnic origin, sex, age, political persuasion, or sexual preference. It may hear complaints filed by students, faculty members, or employees. Parties involved in anti-discrimination proceedings have unrestricted choice of counsel. The Board may specify the actions that must be taken by the charged individual or organization to remedy a violation. Intent is to remove the effects of discrimination rather than to punish violators. Decisions of the Anti-Discrimination Judicial Board are reviewed by the President of the University. (Consult the *Anti-Discrimination Policies and Procedures* or the Department of Human Relations.)

- D. **Graduate Judicial Structure.** A completely separate judicial structure is provided for adjudicating cases brought by and against graduate students in the areas of: 1) academic rights and responsibilities; 2) professional rights and duties of graduate assistants; 3) professional rights and duties of other graduate students; and 4) University regulations. Judiciaries are provided for at the departmental, college and University levels. Each judiciary is composed of an equal number of faculty and student members with a faculty member serving as chairman. Decisions available including warning, probation with specific stipulations, and dismissal from the student's academic program. (Consult *Graduate Rights and Responsibilities*, or the Council of Graduate Students Office, or the Office of Advanced Graduate Studies.)
- E. **Employment Hearing or Grievance Procedures** include those for students, the faculty, the administrative-professional personnel, the unionized clerical-technical employees, and the unionized hourly employees. (Students consult the *Student Employment Policy Manual* or the Student Employment Office.)



Academic Freedom for Students at Michigan State University

- ARTICLE 1: Student Rights and Responsibilities at Michigan State University
- ARTICLE 2: Academic Rights and Responsibilities of Students
- ARTICLE 3: Student Records at Michigan State University
- ARTICLE 4: Judicial Process
- ARTICLE 5: Regulations Governing Student Conduct
- ARTICLE 6: Student and University Publications
- ARTICLE 7: Procedure for Amending and Revising This Document
- ARTICLE 8: General Recommendations

HISTORY OF APPROVAL

Original Document

Academic Council	January 10, 1967
Academic Senate	February 28, 1967
Board of Trustees	March 16, 1967

Amendments

ARTICLE 2	Section 2.1.4	University Committee on Student Affairs (UCSA)	April 11, 1977
		Student Board of ASMSU	April 19, 1977
		Academic Council	May 31, 1977
		Board of Trustees	June 24, 1977
		Amendment effective	June 24, 1977
	Section 2.3	UCSA	March 31, 1970
		Student Board of ASMSU	April 1, 1970
		Academic Council	May 12, 1970
		Board of Trustees	June 18, 1971
		Amendment effective	June 18, 1971
ARTICLE 4	Section 4.3.2	Student Board of ASMSU	February 1, 1977
		UCSA	February 28, 1977
		Academic Council	May 31, 1977
		Board of Trustees	June 24, 1977
		Amendment effective	June 24, 1977
ARTICLE 5	Total revision	UCSA	March 31, 1970
		Student Board of ASMSU	April 1, 1970
		Academic Council	May 12, 1970
		Board of Trustees	June 18, 1971
		Amendment effective	June 18, 1971
ARTICLE 6	Total revision	UCSA	April 8, 1970
		Student Board of ASMSU	April 17, 1970
		Academic Council	May 12, 1970
		Board of Trustees	February 19, 1971
		Amendment effective	July 1, 1971
ARTICLE 7	Total revision	UCSA	February 8, 1971
		Student Board of ASMSU	February 9, 1971
		Academic Council	March 2, 1971
		Board of Trustees	April 16, 1971
		Amendment effective	April 16, 1971

FOREWORD

The foreword is not a part of the document that follows. It supplies, however, a necessary perspective for interpreting the document.

The present emphasis on student rights at Michigan State University must be understood against the social and historical background of the University itself.

When, more than a century ago, the people of Michigan established this institution on the land-grant principle, they framed a new conception of the role of the university in American life.

A land-grant university is a trusteeship of intellect in the service of society. It gathers society's creative and critical powers and uses them in order to liberate all of society's other powers.

That is the special character that has caused the land-grant university to become one of the great transforming agencies of the American scene. When it honors its commission, it acts not for its own sake, not for the sake of the academic community, but for the sake of society beyond the academy. All members of the academic community — trustees, administration and faculty alike — enact a trust of which society beyond the university is the proper beneficiary.

The real significance of this document, as we believe, is not that students have acquired rights, but that they have explicitly been made party to our social trust. The responsibility which lies upon the administration and the faculty continues. They remain guardians of the university, charged with preserving in it the genius of scholarship and the conditions of inquiry which society has entrusted to their care.

PREFACE

The Faculty Committee on Student Affairs prepared this report after an extensive and intensive review and study of the University's rules and structures relating to academic freedom for students. The report recommends guidelines which represent the Committee's attempt to identify rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It proposes structures and procedures for the formulation of regulations governing student conduct, for the interpretation and amendment of the guidelines, for the adjudication of student disciplinary cases, and for channeling to the faculty and administration student complaints and concerns in the academic area. The report also contains recommendations on a number of important related subjects.

We wish to caution against one possible kind of misinterpretation of our recommendations. In some respects, what we propose represents major changes in present policies, structures, and procedures. But that is not true of all of our proposals. In some important respects, our recommendations simply make explicit what has long been understood and practiced at Michigan State University.

Although the Committee's study centered on academic freedom for students, we have made no attempt to formulate a general and abstract definition of that term, or to explain it in an interpretive essay. Instead we have directed our energies to the formulation of an operational definition and concrete application of the concept. This

report identifies rights and duties of students and provides for them a carefully prescribed system of substantive and procedural due process; and we submit these guidelines, structures, and procedures as a testament of the Committee's concept of academic freedom for students.

— Faculty Committee on Student Affairs

ARTICLE 1

Student Rights and Responsibilities at Michigan State University

1.1 Michigan State University is a community of scholars whose members include its faculty, students, and administrators. The basic purposes of the University are the enlargement, dissemination and application of knowledge. The most basic necessity for the achievement of these purposes is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas cease and research, teaching, and learning are stifled. Knowledge is as broad and diverse as life itself, and the need for freedom is equally broad. Yet absolute freedom in all aspects of life means anarchy, just as absolute order means tyranny. Both anarchy and tyranny are antithetical to the purposes and necessities of the University. Therefore, the University always must strive to strike that balance between maximum freedom and necessary order which best promotes its basic purposes by providing the environment most conducive to the many faceted activities of research, teaching, and learning.

1.2 Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, in his status as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities and protections which best promote the learning process in all its aspects. The student, for his part, has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University.

1.3 The University cherishes many values, modes of thought and standards of behavior that are better taught by example, persuasion, social pressure, and rewards than by the threat of penalties. Regulations governing the activities and conduct of student groups and individual students should not be comprehensive codes of desirable conduct; rather, they should be limited to the prescription of procedures for meeting the practical, routine necessities of a complex community and to the prohibition or limitation of acts which cannot be tolerated because they seriously interfere with the basic purposes, necessities and processes of the academic community, or with rights essential to other members of that community.

1.4 The student is not only a member of the academic community; he is also a citizen of the larger society. As a citizen, he retains those rights, protections and guarantees of fair treatment which are held by all citizens, and the University may not deny them to him. The enforcement of the student's duties to the larger society is, however, the responsibility of the legal and judicial authorities duly established for that purpose.

1.5 To protect student rights and to facilitate the definition of student responsibilities at Michigan State University, the following guidelines are established:

1.5.01 All regulations shall seek the best possible reconciliation of the principles of maximum freedom and necessary order.

1.5.02 There shall be no regulation unless there is a demonstrable need for it which is reasonably related to the basic purposes and necessities of the University as stipulated herein.

1.5.03 To the maximum extent feasible, students shall participate in formulating and revising regulations governing student conduct.

1.5.04 All regulations governing student conduct shall be made public in an appropriate manner.

1.5.05 Every regulation shall be as brief, clear and specific as possible.

1.5.06 Wherever rights conflict, regulations shall, to the maximum extent feasible, permit reasonable scope for each conflicting right by defining the circumstances of time, place and means appropriate to its exercise.

1.5.07 Regulations relating to communication of ideas shall encourage the competition of ideas.

1.5.08 Procedures and penalties for the violation of regulations shall be designed for guidance or correction of behavior rather than for retribution.

1.5.09 Penalties shall be commensurate with the seriousness of the offense. Repeated violations may justify increasingly severe penalties.

1.5.10 There shall be clearly defined channels and procedures for the appeal and review of:

- a. The finding of guilt in an alleged violation of a regulation.
- b. The reasonableness, under the circumstances, of the penalty imposed for a specific violation.
- c. The substance of a regulation or administrative decision which is alleged to be inconsistent with the guidelines in this document.
- d. The fairness of the procedures followed in the original adjudication.

1.5.11 Every regulation shall specify to whom it applies and whether responsibility for compliance lies with individuals, with groups, or with both.

ARTICLE 2

Academic Rights and Responsibilities of Students

2.1 Preamble and Guidelines

2.1.1 The freedom and effectiveness of the educational process depend upon the provision of appropriate conditions and opportunities for learning. The responsibility to secure, respect and protect such opportunities and conditions is shared by all members of the academic community. The primacy of the faculty's role and its unquestionable centrality in the educational process must be recognized. The primary intellectual purpose of the University — its intellectual content and integrity — is the responsibility of the faculty.

2.1.2 It is the instructor's role to encourage free discussion, inquiry and expression among his students in their quest for knowledge. He should hold before them the best scholarly standards of his discipline. He should conduct himself in keeping with the dignity of his profession. He should adhere closely to his proper role as intellectual guide and counselor. He should foster honest academic conduct and evaluate his students fairly and accurately. He should respect the confidential nature of the relationship between instructor and student. He should avoid exploitation of students for private advantage and should acknowledge significant assistance from them. He should protect students' rights as defined herein.

2.1.3 The establishment and maintenance of the proper relationship between instructor and student are fundamental to the University's function, and require both instructor and student to recognize the rights and responsibilities which derive from it. The relationship between instructor and student as individuals should be founded on mutual respect and understanding; it assumes a common dedication to the educational process. If problems arise in this relationship, whether on matters personal or on matters concerning instructional materials and methods, both student and instructor should attempt to resolve them in informal, direct discussions as between well-intentioned, reasonable persons.

2.1.4 To identify and define the academic rights and responsibilities of students at Michigan State University, the following guidelines are established:

The Responsibility of the Student

2.1.4.1 The student is responsible for learning the content of a course of study according to standards of performance established by the faculty.

2.1.4.2 The student's behavior in the classroom shall be conducive to the learning process for all concerned.

The Academic Rights of the Student

2.1.4.3 The student shall be free to take reasoned exception to data and views offered in the classroom, and to reserve judgment about matters of opinion, without fear of penalty.

2.1.4.4 The student has a right to a course grade that represents his instructor's good-faith judgment of the student's performance in the course. (A lack of good faith may be established by proof that a grade was based partly or entirely on considerations irrelevant to the assessment of the student's performance in the course.)

2.1.4.5 The student has a right to protection against improper disclosure of information concerning his grades, views, beliefs, political associations, health, or character which an instructor acquires in the course of his professional relationship with the student.

2.1.4.6 The student has a right to accurate and clearly stated information which enables him to determine:

- a. The general requirements for establishing and maintaining an acceptable academic standing;
- b. His own academic relationship with the University and any special conditions which apply;
- c. The graduation requirements for his particular curriculum and major.

2.1.4.7 The student has a right to be governed by educationally justifiable academic regulations.

2.1.4.8 Departments and colleges must provide clearly defined channels for the receipt and consideration of student complaints relative to academic rights violations (as hereinabove defined).

2.1.4.8.1 Student complaints relative to violations of academic rights must be initiated with the department wherever that is appropriate or otherwise at the lowest feasible administrative level.

2.1.4.8.2 If the complaint is not resolved at the department level, either party may appeal to the college, and if the matter is not resolved at that level, to the Student-Faculty Judiciary.

2.1.4.8.3 All appeals must be filed within ten days following receipt of a hearing board disposition. Dispositions are held in abeyance if a matter is in appeal.

2.1.4.9 Faculty shall have final authority and responsibility for course content, classroom procedure and grading. No committee or judicial body established under this document shall have any power to change or to direct a change in any individual grade that represents the instructor's good-faith judgment of the student's performance in the course. In the event that a grade is determined to be based on factors other than a student's performance, following the procedure of 2.1.4.8., the dean of the college shall cause the student's performance to be reassessed and appropriate grade awarded.

2.2 The Professional Rights of the Faculty

2.2.1 The code of equity law prescribes for every wrong a remedy. It has been found (a) that there are in fact, in isolable cases at this University, legitimate complaints of students concerning the quality of instruction, and (b) that in some cases the students are presently without a remedy.

2.2.2 In such cases, in a well-ordered university, the student has a right to a remedy, and this University undertakes, within the limits of its resources and the limits imposed by due respect for the professional rights of the faculty, to supply it.

2.2.3 The limits of the University's resources proceed from factors subject to its influence but not always subject to its control. Nevertheless, within these limits the University's obligation is on all occasions to supply such remedies as it can.

2.2.4 The professional rights of the faculty are another matter, and no provision for the rights of students can be valid which suspends them or in any measure invades them. The question here is not whether students have the right to competent instruction, but how this right which is admitted is to be reconciled with the rights of the faculty which must also be admitted. And we lay down as a fundamental premise, concerning the latter, that the competency of a professional can be rightly judged only by professionals.

2.2.5 The direct consequence of this premise is that an adversary proceeding between a student and an instructor before any of the ordinary judicial bodies established in this instrument is inappropriate.

2.2.6 It is, however, acknowledged, and indeed insisted on, that if competence of instruction is not to be judged by students, then it must be judged by the faculty.

2.2.7 The University distinguishes two rights: a right of the students, and a right of the faculty. The two rights must be reconciled. They can be reconciled only on condition that we undertake to provide a systematic channel in which students may seek remedies and the faculty stands ready to assist them.

2.2.8 Those departments and colleges that lack appropriate and clearly defined channels for the receipt and consideration of student complaints concerning the quality of instruction shall establish them.

2.2.8.1 These departmental and college committees shall be the sole agencies for hearing complaints of this kind. A student may appeal the ruling of a departmental committee to the college committee. But there shall be no appeal beyond the college committee except to the dean of the college, who may ask, upon a showing, that a given case be reconsidered.

2.2.8.2 Student recommendations concerning courses, systems of grading, methods of instruction, programs of study and other student interests in the academic area shall be referred to appropriate departmental and college agencies.

2.3 Policies Determining the Academic Rights and Responsibilities of Students

2.3.1 The University Committee on Student Affairs shall be charged with studying problems relating to the academic rights and responsibilities of students that are referred by the Provost, the Ombudsman, or other members of the academic community. As a result of its deliberations, this Committee may make recommendations to the Provost and to the Academic Council.

ARTICLE 3

Student Records at Michigan State University

3.1 Achieving educational goals, providing direction to students and extending service to society demand that the University keep records. All policies and practices concerning records shall be based on respect for the privacy of the individual student. Because of the professional and legal responsibilities involved, record-keeping must be delegated only to responsible persons.

3.2 To protect the privacy of the student and to facilitate the definition of responsible policies and practices relative to student records, the following guidelines are established:

3.2.01 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.

3.2.02 The University shall not make or retain records of a student's religious or political beliefs without his knowledge and consent.

3.2.03 A student shall have the right to inspect the official transcript of his own academic record. He shall also have the right to inspect reports and evaluations of his conduct, except letters of recommendation and similar

evaluations which are necessarily prepared on a confidential basis.

3.2.04 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.

3.2.05 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.

3.2.06 Evaluation of students shall be made only by persons who are qualified to make that evaluation.

3.2.07 All persons who handle confidential records shall be instructed concerning the confidential nature of such information and concerning their responsibilities regarding it.

3.2.08 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.

3.2.09 Duplication of records shall be kept at a minimum.

3.2.10 All policies relating to the keeping of records shall be brief, clear and specific.

3.2.11 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.

ARTICLE 4

Judicial Process

4.1 Introduction

4.1.1 The basic fundamentals of fair play in the adjudication of student violations or student complaints are expressed by Article VIII of the "Bylaws of the Michigan State University Board of Trustees." This article states in part:

It is the policy of the Board that the President shall develop a program, structured along the fundamentals of basic due process, for the hearing and resolving of important, significant, and serious student complaints.

4.1.2 Any student accused of violating a regulation shall have the right to appear before one or more members of a duly constituted judicial body. All such bodies shall adhere to the basic fundamentals of due process as stated below.

4.2 Due Process

4.2.1 The following procedural guidelines are established for the direction of all bodies conducting formal hearings in disciplinary matters:

4.2.1.01 The student shall be notified by an appropriate University official that he is accused of violating a regulation.

4.2.1.02 The student shall be notified that he may elect one of three courses of action.

a. The student may admit the alleged violation and request, in writing, that the administrative officer take

whatever action seems appropriate. Should the student elect this course of action, he shall be notified that he is entitled to appeal the administrator's decision to the Student-Faculty Judiciary.

b. The student may admit the alleged violation, and request a hearing before the appropriate judicial body.

c. The student may deny the alleged violation, in which case the administrative officer shall refer him to the appropriate judicial body.

4.2.1.03 At least 72 hours prior to the hearing the student shall be entitled to the following:

a. Written notification of the time and place of the hearing.

b. A written statement of the charges of sufficient particularity to enable the student to prepare his defense.

c. Written notification of the names of the witnesses who are directly responsible for having reported the alleged violation to the University official, or, if there are no such witnesses, written notification of how the alleged violation came to the official's attention.

4.2.1.04 The student shall be entitled to appear in person and to present his defense to the judicial body, and may call witnesses in his behalf. The student may also elect not to appear before the judicial body. Should he elect not to appear, the hearing shall be held in his absence. The failure of a student to appear shall not be taken as indicative of guilt and must be noted without prejudice.

4.2.1.05 The student shall be entitled to be accompanied by counsel of his choice: counsel shall be a member of the faculty, staff or student body of the University.

4.2.1.06 The student or his counsel shall be entitled to ask questions of the judicial body or of any witnesses.

4.2.1.07 The student shall be entitled to refuse to answer questions.

4.2.1.08 The student shall be entitled to an expeditious hearing of his case.

4.2.1.09 The student shall be entitled to an explanation of the reasons for any decision rendered against him.

4.2.1.10 The student shall be notified of his right to appeal the decision of the judicial body. Should the student appeal, any action assessed by the judicial body shall be held in suspense until acted upon by a higher body.

4.2.2 The above shall serve as procedural guidelines with respect to the conduct of formal hearings in disciplinary matters. The several duly constituted judicial bodies shall implement these guidelines.

4.3 Judicial Structure

The guidelines hereinabove stated shall be implemented by the following judicial bodies:

4.3.1 Living Unit Judiciaries

Each fraternity, sorority, cooperative, or residence hall shall establish a judiciary unless it shall, by majority vote, waive this responsibility and assign it to its respective governing group.

4.3.1.1 Composition: The members of the judiciary shall be selected by the members of the living unit according to procedures established by the living unit's constitution.

4.3.1.2 Original Jurisdiction: A living unit judiciary shall have original jurisdiction over its members in the following areas:

- a. **House and Hall Rules:** Living unit judiciaries shall hear cases of students accused of violating regulations established by the hall or house.
- b. **Major Governing Group Regulations:** Living unit judiciaries shall hear cases of students accused of violating regulations specific to all residences in a major governing group.
- c. **All-University Regulations:** A living unit judiciary shall hear cases of students accused of violating All-University regulations when such cases are referred to it. Such referral may be made by a higher judicial body or by the Office of the Dean of Students. Living unit judiciaries shall also have original jurisdiction over violations of regulations governing women's hours and sign out procedures.

4.3.1.3 Non-Members: The All-University Student Judiciary shall be the judicial body to hear cases involving students who are accused of violating regulations of a living unit of which they are not members and who request a judicial hearing.

4.3.1.4 Referral of Cases: Cases involving alleged violations of regulations under the jurisdiction of a living unit judiciary shall be referred to that judiciary by the administrative officer of the unit. A living unit judiciary may waive jurisdiction over any case and refer it to the All-University Student Judiciary.

4.3.1.5 Appeals: If a student is heard by a living unit judiciary and is not satisfied with the decision, he may appeal that decision to the All-University Student Judiciary.

The All-University Student Judiciary may, after reviewing the case, decide as follows:

- a. There are sufficient reasons for another hearing. In this case the All-University Student Judiciary will follow its regular hearing procedures.
- b. There are not sufficient reasons for another hearing. In this case the decision of the living unit judiciary shall stand, unless the student appeals to the Student-Faculty Judiciary.

4.3.1.6 Decisions: After hearing a case, a living unit judiciary may decide as follows:

- a. **Not Guilty:** No violation of a regulation has been proved.
- b. **Guilty:** A violation of a regulation has been proved. In this case, the living unit judiciary may select from the following penalties:
 - (1) **Warning:** An official written reprimand.
 - (2) **Living unit probation:** This probation shall require the student to be in a specified place between specified hours for a specified length of time; such specifications to be designated by the living unit judiciary. In no case shall the probation exceed ten days.

4.3.2 Governing Group Judiciaries

The following major governing groups shall have judicial

responsibility in cases involving both individual and group violations:

- a. Residence Halls Association (RHA)
- b. Interfraternity Council (IFC)
- c. Panhellenic Council (PanHel)
- d. Intercooperative Council (ICC)

4.3.2.1 Individuals: Living unit judiciaries shall have the responsibility of adjudicating individual student violations unless those units, by a majority vote, waive this responsibility and refer such cases to the major governing group judiciary, which, except as otherwise provided below in 4.3.2.4 for the Residence Halls Association Judiciary, shall then follow the procedures and policies outlined for living unit judiciaries.

4.3.2.2 Groups: Each major governing group shall be responsible for the adjudication of cases involving violations of a regulation by any student organization under its jurisdiction.

4.3.2.3 Procedures for the adjudication of such cases shall be determined by each major governing group and shall be consistent with the guidelines governing due process. All appeals from this body shall be directed to the All-University Student Judiciary.

4.3.2.4 Decisions: After hearing a case, the Residence Halls Association Judiciary may decide as follows:

- a. **Not Guilty:** No violation of a regulation has been proved.
- b. **Guilty:** A violation of a regulation has been proved. In this case, the Judiciary may select from the following penalties:
 - (1) **Warning:** An official written reprimand.
 - (2) **Warning Probation:** A probation indicating that further violations may result in more severe disciplinary action. This probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires.
 - (3) **Disciplinary Probation:** A probation indicating that further violations may result in suspension. In addition, the Judiciary may do any or all of the following: (a) withdraw the privilege of operating an automobile on campus; (b) withdraw the privilege of representing a living unit in residence hall or inter-residence hall events; (c) subject to approval of the Vice President for Student Affairs and Services, require that the student be assigned to a new room within the residence hall system, or be moved out of the residence hall system altogether. This probation shall be imposed for a specific period of time, and the student shall automatically be removed from probation when the imposed time limit expires.
 - (4) **Other Actions:** In cases involving violations of a regulation by student organizations under the Judiciary's jurisdiction, the Judiciary may take any of the following actions: (a) an official written reprimand; (b) restriction on use of residence hall facilities for a definite period of time; (c) denial of specified privileges for a definite period of time; (d) other reasonable action subject to approval of the Vice President for Student Affairs and Services.

4.3.3 All-University Student Judiciary

The Constitution of the Associated Students of Michigan State University establishes an All-University Student Judiciary. The Judiciary is advised by an administrative officer appointed by the Vice President for Student Affairs and Services.

4.3.3.1 Composition: The membership of the All-University Student Judiciary shall be determined according to procedures established by the Constitution of the Associated Students of Michigan State University.

4.3.3.2 Jurisdiction: The All-University Student Judiciary shall have jurisdiction in the following areas:

a. **Original Jurisdiction:** The Judiciary shall have original jurisdiction over:

- (1) Alleged violations of regulations under the jurisdiction of living unit judiciaries or governing group judiciaries if the student violating the regulation is not a member of the living unit or group in which the violation allegedly occurred.
- (2) Alleged violations of other regulations when such cases shall be referred to it by the Office of the Vice President for Student Affairs and Services, a living unit judiciary, a governing group judiciary, or the Student-Faculty Judiciary.
- (3) Alleged violations of regulations specific to an organization registered with the Associated Students of Michigan State University (ASMSU).
- (4) Alleged violations of the Constitution of ASMSU or an action of the Student Board of ASMSU.
- (5) The constitutionality of decisions of the Student Board of ASMSU.
- (6) The constitutionality of any action taken by the chief executive of the all-University cabinet of ASMSU.
- (7) The constitutional conflicts between any campus organizations, or between major governing groups, or between campus organizations and governing groups.
- (8) The constitutionality of any act taken by a student organization or governing group.

b. **Appeals from Lower Judiciaries:** The All-University Student Judiciary shall consider appeals from living unit judiciaries or governing group judiciaries. The student may submit an appeal, which must be in writing, to the Chief Justice of the Judiciary, indicating the reasons for appealing the decision. The Judiciary may then request all evidence upon which the previous decision was made. On the basis of this evidence and the student's written statement the Judiciary shall decide whether there are, or are not, sufficient reasons for another hearing. If the Judiciary decides to hear the case it shall follow its regular procedures. If the Judiciary decides not to hear the case, the decision of the living unit judiciary or governing group judiciary shall stand unless appealed to the Student-Faculty Judiciary.

c. **Referrals:** The All-University Student Judiciary may waive jurisdiction and send a case to a higher judicial body or refuse to hear a case and refer it to a lower judicial body.

4.3.3.3 Appeals to the Student-Faculty Judiciary: If a student is heard by the All-University Student Judiciary and is not satisfied with the decision, he may appeal the decision to the Student-Faculty Judiciary. The Student-Faculty Judiciary may, after reviewing the case, decide as follows:

- a. There are sufficient reasons for another hearing. In this case the Student-Faculty Judiciary shall follow its regular procedures, and may affirm, reverse, or modify the finding and penalty.
- b. There are not sufficient reasons for another hearing. In this case the decision of the All-University Student Judiciary shall stand unless appealed to the Vice President for Student Affairs and Services.

4.3.3.4 Decisions: After hearing a case the All-University Student Judiciary may decide as follows:

- a. **Not Guilty:** No violation of a regulation has been proved.
- b. **Guilty:** A violation of a regulation has been proved. In this case, the Judiciary may select from the following penalties:
 - (1) **Warning:** An official written reprimand.
 - (2) **Warning probation:** A probation indicating that further violations of regulations shall result in more severe disciplinary action. This probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires.
 - (3) **Disciplinary probation:** A probation indicating that further violations may result in suspension. In addition, the Judiciary may notify the student's parents of his probationary status, and may withdraw any or all of the following privileges: (a) the operation of an automobile on campus; (b) the holding of an office in a campus organization; (c) the representation of the University in any inter-University events. This probation shall be imposed for a specific period of time, and the student shall automatically be removed from probation when the imposed time limit expires.
 - (4) **Suspension:** The student shall, subject to approval of the Vice President for Student Affairs and Services, be suspended from the University for a definite or indefinite period of time.

4.3.4 Student-Faculty Judiciary

A Student-Faculty Judiciary shall be established.

4.3.4.1 Composition: The Judiciary shall be made up as follows:

- a. Four students appointed by the Student Board, ASMSU, from nominees submitted by the All-University Student Judiciary. Two juniors shall be appointed each year and shall serve for a two-year period.
- b. Seven members of the faculty selected according to the pattern employed for establishing the membership of faculty-student standing committees. Faculty shall serve for a period of three years.
- c. The Vice President for Student Affairs and Services shall appoint one member who shall serve *ex officio* with no vote. This person shall serve as secretary to the Judiciary.

- d. At the first meeting of the academic year, the voting members of the Student-Faculty Judiciary shall select from among their number a Chairman who shall serve for one year.

4.3.4.2 Jurisdiction: The Student-Faculty Judiciary shall have jurisdiction in the following areas:

a. **Original Jurisdiction:** The Judiciary shall have original jurisdiction over:

- (1) Cases involving alleged violations of regulations which are referred to the Judiciary by the Office of the Vice President for Student Affairs and Services.
- (2) Cases involving the recommendation of an instructor and a dean for action other than, or in addition to, a failing grade in a course given on the basis of a charge of academic dishonesty.
- (3) Cases involving request for readmission from suspension for non-academic reasons after a student has been suspended or denied readmission by an administrative officer.
- (4) Cases arising under Article 6.

b. **Appeals:** The Judiciary shall consider appeals from students or student groups who object to the ruling of a lower judicial body, or who have asked to appear before such a body and have been denied a hearing; or from students or student groups who are appealing administrative decisions of a disciplinary nature.

- (1) In the case of an individual, the student may submit an appeal, which must be in writing, to the Chairman of the Judiciary, indicating the reasons for his appeal. The Chairman shall then request all evidence upon which the previous decision was made. The Judiciary shall review the evidence together with the student's written statement, and shall decide whether there are, or are not, sufficient reasons for another hearing. The Judiciary may direct a lower body to hear or rehear the case. If the Judiciary decides to hear the case, it shall follow its regular procedures. If the Judiciary decides not to hear the case the decision of the lower body is final unless appealed to the Vice President for Student Affairs and Services, who may affirm, reverse, or ask the Judiciary to reconsider the decision.
- (2) In the case of an appeal from a student group, the same procedure is followed, except that a designated representative of the group shall file the appeal.
- (3) In cases involving a student protest of a failing grade given on the basis of a charge of academic dishonesty, the student may appeal to the Judiciary a judgment made by a department or a college.
- (4) In cases resulting from an allegation of a violation of student rights as defined in Article 2 (2.1 - 2.1.4.9), a student may appeal to the Judiciary a judgment made through the procedures established by the departments and colleges.

4.3.4.3 Appeals: All decisions of the Judiciary with respect to individual and group actions are final unless appealed to the Vice President for Student Affairs and Serv-

ices, who may affirm, reverse, or ask the Judiciary to reconsider a decision.

4.3.4.4 Decisions: After hearing a case the Judiciary may decide as follows:

- a. **Not Guilty:** No violation of a regulation has been proved.
- b. **Guilty:** A violation of a regulation has been proved. In this case, the Judiciary may select from the following penalties:
 - (1) **Warning:** An official written reprimand.
 - (2) **Warning probation:** A probation indicating that further violations of regulations shall result in more severe disciplinary action. This probation shall be imposed for a specified period and the student shall be automatically removed from probation when the imposed period expires.
 - (3) **Disciplinary probation:** A probation indicating that further violations may result in suspension. In addition, the Judiciary may notify the student's parents of his probationary status, and may withdraw any or all of the following privileges: (a) the operation of an automobile on campus; (b) the holding of an office in a campus organization; (c) the representation of the University in any inter-University events.
 - (4) **Suspension:** The Judiciary, subject to the approval of the Vice President for Student Affairs and Services, may suspend a student for a definite or indefinite period of time.
 - (5) **Other:** The Judiciary may take other action that may seem appropriate for any given case.

4.3.4.5 The Student-Faculty Judiciary shall review the substance of a regulation or an administrative decision which is alleged to be inconsistent with the guidelines established in Article 1 ("Student Rights and Responsibilities"), Article 2 ("Academic Rights and Responsibilities of Students"), Article 3 ("Student Records"), and Article 6 ("Student and University Publications"). The procedure for such review shall be as follows:

- a. The student or student group making the allegation shall submit to the Office of the Vice President for Student Affairs and Services, a written statement of the reason for the appeal.
- b. The Office of the Vice President for Student Affairs and Services shall promptly send a copy of the letter to the Chairman of the Student-Faculty Judiciary.
- c. The Judiciary shall determine whether or not it will accept the appeal. If the appeal is rejected, the appealing party shall be notified. If the appeal is accepted, the Judiciary must immediately notify the appealing party and the administrative officer or group responsible for the challenged regulation or administrative decision. The Judiciary must also provide to the administrative officer or the group responsible for the challenged regulation or administrative decision a copy of the written statement of the reason for the appeal. The Judiciary shall thereupon conduct a hearing on the matter. The Chairman of the Judiciary shall send to the Office of the Vice President for Student Affairs and Services, a written statement of the decision and the reasons for it.

- d. The Office of the Vice President for Student Affairs and Services shall promptly send to the originator of the appeal a duplicate copy of the Judiciary's statement. If the decision of the Judiciary is that a regulation or an administrative decision is inconsistent with the guidelines of Article 1, Article 2, Article 3, or Article 6, the Office of the Vice President for Student Affairs and Services shall promptly make the decision public in an appropriate manner and shall notify the body responsible for the regulation or administrative decision.
- e. The Office of the Vice President for Student Affairs and Services shall keep a file of all decisions for future reference.

4.3.4.6 The procedural rules of the Student-Faculty Judiciary shall include provisions for expedited consideration of urgent cases which it is alleged that a regulation or administrative decision threatens immediate and irreparable infringement on student rights as defined by Articles 1, 2, 3 and 6 in this document. If a majority of the Student-Faculty Judiciary, or a majority of a panel appointed by the Chairman for this purpose, should decide that a request for expedited handling of a case should be granted, the Chairman shall have the discretionary authority to request the individual or the group responsible for enforcing the challenged regulation or administrative decision to postpone action or to withdraw action already taken; provided, that the Chairman may make such a request only if, in his best judgment, such a postponement of action or withdrawal of action will not, under the circumstances, preclude, predetermine or render irrelevant the ultimate decision of the Student-Faculty Judiciary on the merits of the case. It shall be the duty of the Student-Faculty Judiciary to make every reasonable effort to meet whatever exigencies of time exist in those cases which it accepts for expedited handling. If necessary, the Student-Faculty Judiciary may announce its decision in such a case without a written statement of its reasons (as provided in 4.3.4.5c above), provided that such a statement of reasons shall be filed as soon as reasonably possible after the announcement of the decision.

ARTICLE 5

Regulations Governing Student Conduct

5.1 Regulations governing student conduct shall be considered in two categories: MSU General Student Regulations and MSU Student Group Regulations.

5.2 MSU General Student Regulations

5.2.1 MSU General Student Regulations shall be those regulations established within the University community in order to secure the safety of members of the University community and University facilities, maintain order, and ensure the successful operation of the University. Such regulations shall apply to all registered students, regardless of living unit or student group affiliation, and shall be adjudicated through the University judicial system.

5.2.2 The procedure for initiation of and amendment to MSU General Student Regulations shall be as follows: any student governing body, or the University Committee on Student Affairs may initiate and propose amendments to MSU General Student Regulations. Proposals approved by

student governing bodies shall be forwarded to the University Committee on Student Affairs which shall review the proposals. If the University Committee on Student Affairs rejects the proposals, it shall forward an explanation to the originating body. If the University Committee on Student Affairs approves the proposals or approves proposals of its own initiation, it shall forward the proposals to the Academic Council. The Academic Council, after reviewing the proposals, shall accept or refer the matter back to the University Committee on Student Affairs, together with any suggestions for change. After review by the University Committee on Student Affairs, the matter shall be returned to the Academic Council, who shall accept or reject the proposals. Proposals approved by the Academic Council shall be forwarded, through the Office of the President, to the Board of Trustees, and shall become operative upon Board approval.

5.3 MSU Student Group Regulations

5.3.1 MSU Student Group Regulations shall be those regulations within the University established to govern student conduct within student groups, specifically, living unit student groups and registered student organizations. Such regulations shall apply only to those groups specified within the regulations.

5.3.2 The procedure for initiation of and amendment to MSU Student Group Regulations shall be as follows: registered student organizations, living unit governing bodies, major governing groups and the Student Board of Associated Students of Michigan State University (ASMSU) may initiate and propose amendments to MSU Student Group Regulations. All such proposals shall be referred to the living units, where applicable, for their consideration. The living unit governing bodies shall forward the proposals together with any recommendations for change, to the major governing groups. The major governing groups shall review the proposals, and forward them, together with any recommendations for change, to the Student Board of ASMSU. The Student Board of ASMSU shall review the proposals and forward them, together with their recommendations, to the Vice President for Student Affairs and Services who may accept or reject the proposals. If the Vice President for Student Affairs and Services rejects the proposals, he shall send an explanation to the Student Board of ASMSU. If the Vice President for Student Affairs and Services approves the proposals, they shall become operative upon his approval.

ARTICLE 6

Student and University Publications

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

- a. Publications of student living units and governing groups;
- b. Publications of MSU registered student organizations and MSU student groups.

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

6.3 The following guidelines govern student and University publications are established:

6.3.1 The University shall not sponsor any student publication.

6.3.2 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.

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

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

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

6.3.6 Distribution of student and University publications:

6.3.6.1 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.

6.3.6.3 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.

6.3.6.4 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.

6.3.6.5 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.

6.3.6.6 Distribution in living units, classroom and office buildings shall be limited to those places established in 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 scheduled University activities.

6.3.6.7 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.

6.3.6.8 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.

6.3.7 Any regulations necessary to implement these guidelines shall be developed according to the procedures described in Article 5.

ARTICLE 7

Procedure for Amending and Revising This Document

7.1 This document may be amended and revised only according to the following procedure:

7.1.1 Any member of the University community, or any constituent body thereof, may propose amendments and revisions and forward them jointly to the Student Board of ASMSU and the University Committee on Student Affairs.

7.1.2 The Student Board of ASMSU and the University Committee on Student Affairs shall review all proposed amendments and revisions forwarded to them, and may approve, reject, or amend. If these bodies disagree, they shall convene a joint conference committee, which shall review the disagreement, and make recommendations to the parent bodies. If these bodies cannot then reach agreement, or if both bodies reject a proposed amendment or revision, they shall return the proposal to the originator with an explanation. Proposed amendments and revisions approved or amended jointly by the Student Board of ASMSU and the University Committee on Student Affairs shall be presented to the Academic Council, by the Chairman of the University Committee on Student Affairs.

7.1.3 The Academic Council shall review all proposed amendments and revisions presented to it, and may approve the proposal and forward it to the Board of Trustees via the President; reject the proposal and return it to the Student Board of ASMSU and the University Committee on Student Affairs with an explanation; or amend the proposal and return it to the Student Board of ASMSU and the University Committee on Student Affairs with recommendation for approval as amended by the Council. In this latter case, the procedure outlined in 7.1.2 shall be repeated.

7.1.4 The Board of Trustees shall review all proposed amendments and revisions forwarded to it, and may approve the proposal, at which time it shall become operative, or reject the proposal, and return it to the Academic Council with an explanation.

7.1.5 The University community shall be promptly informed of all action taken on proposed amendments and revisions.

ARTICLE 8

General Recommendations

8.1 Orientation of New Students Regarding Their Rights and Responsibilities

Applicants accepted for admission, whether prospective freshmen or transfer students or graduate students, shall be given an appropriate orientation statement regarding the rights and responsibilities of students at Michigan State University.

8.2 Handbook of Regulations and Structures

A handbook of the University's current regulations and structures relating to student rights and responsibilities shall be made available to every member of the academic community.

8.3 The Office of the Ombudsman

The President shall appoint from the senior faculty a high prestige official with the title of Ombudsman. The sensitive and confidential nature of the Ombudsman's work dictates that he conduct his operations with dignity and integrity. He shall respect the privacy of all persons who solicit his assistance and protect them against retirbution. His functions shall include the following charges:

8.3.1 He shall establish simple, orderly procedures for receiving requests, complaints and grievances of students.

8.3.2 He shall assist students in accomplishing the expeditious settlement of their problems. He may advise a student that the student's request, complaint or grievance lacks merit, or that the student should seek his remedy before another duly constituted body or officer of the Uni-

versity; or the Ombudsman (if he deems it appropriate) may assist the student in obtaining an informal settlement of the student's problem.

8.3.3 In the performance of his duties the Ombudsman shall have broad investigatory powers and direct and ready access to all University officials from the President down.

8.3.4 When the Ombudsman deems it necessary he shall report directly to the President valid complaints for which no remedy has been found. He shall also report any recommendations he wishes to make regarding such complaints.

8.3.5 He shall make periodic reports to the President regarding the operation of the Ombudsman's office.

Graduate Rights and Responsibilities

ARTICLE 1: Introduction

ARTICLE 2: Academic Rights and Responsibilities

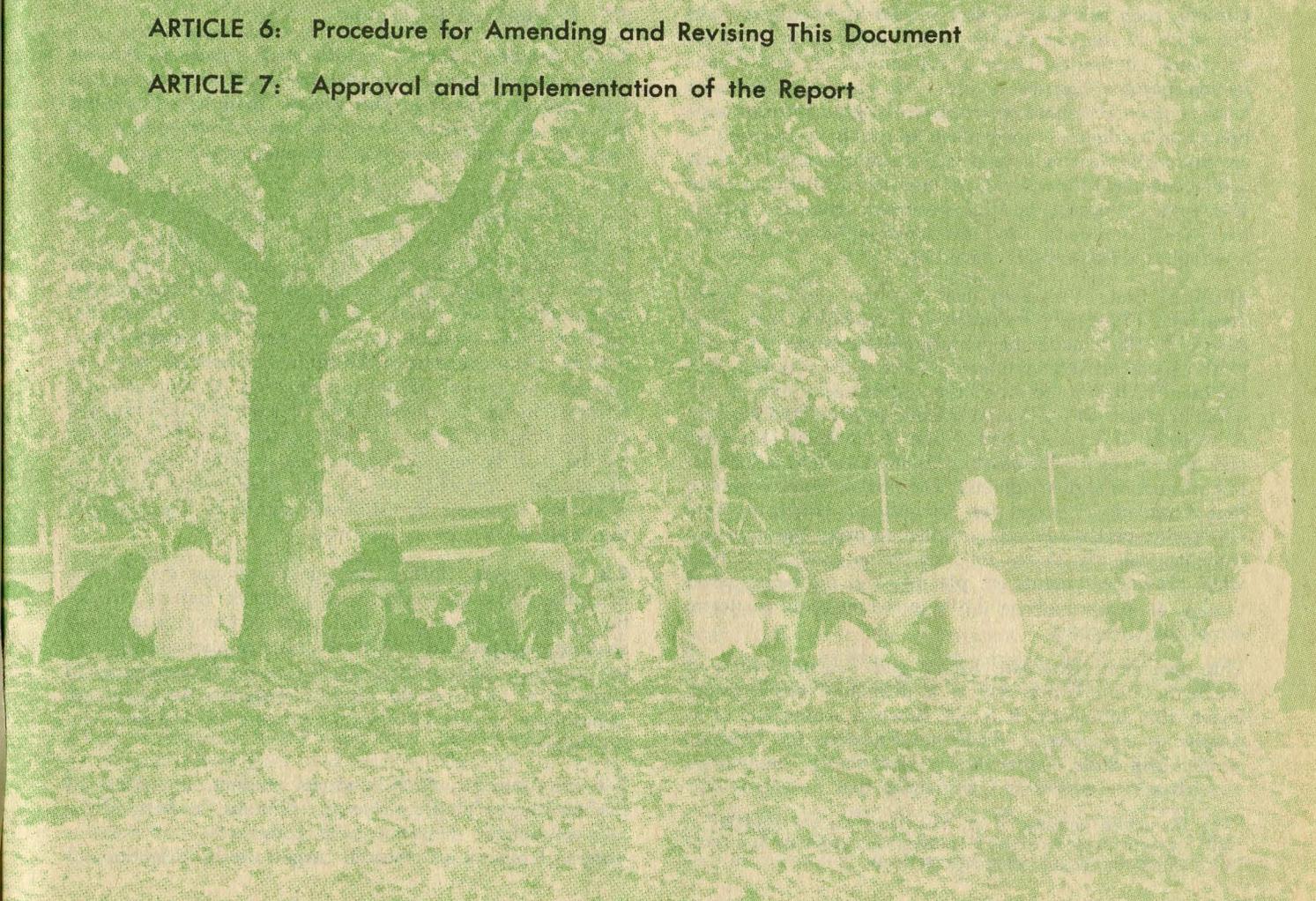
ARTICLE 3: University Employed Graduate Students and Graduate Assistants

ARTICLE 4: Judicial Structure

ARTICLE 5: Academic Governance

ARTICLE 6: Procedure for Amending and Revising This Document

ARTICLE 7: Approval and Implementation of the Report



HISTORY OF APPROVAL

Academic Council May 19, 1971
Board of Trustees June, 1971

PREFACE

This document, *Graduate Student Rights and Responsibilities at Michigan State University*, is the product of a joint student-faculty committee authorized by the Graduate Council in the late spring of 1969.¹ The charge to the Committee, simply stated, was to draw up a comprehensive set of guidelines and procedures to govern the many intricate and complex relationships which exist between graduate students on the one hand and the administration, the various academic units, and individual faculty members on the other. What follows can best be described as a collaborative effort: the result of some twenty-one months of discussions, interviews, questionnaires, and open hearings which involved, in one way or another, virtually every segment of the University community. The Committee takes this opportunity to thank publicly all those who gave so freely of their time, energy, and expertise at every stage of its deliberations.

Committee on Graduate Rights and Responsibilities

ARTICLE 1

Introduction

Growth, such as we have experienced at Michigan State University in the past decade, is inevitably a threat to institutional continuity. Lines of communication and organization become blurred or obscured, precedent becomes hard to remember, and the reciprocal rights and responsibilities of students — once taken so much for granted — are no longer clear and stand in need of redefinition. Such a phenomenon is, of course, not unique to Michigan State University. It occurs, and has occurred, whenever a relatively small and centralized institution rapidly evolves into a complex, decentralized university.

Michigan State University has met the challenge well. *Academic Freedom for Students at Michigan State University* of 1967 made the undergraduate student a party to the social trust guaranteed by the administration and the faculty, clearly identified the "rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications," and established structures and procedures for formulating regulations and adjudicating infractions and complaints. The fact remains, however, that *Academic Freedom for Students at Michigan State University*, perhaps correctly, failed to bring the graduate student explicitly under its jurisdiction, and at a time when graduate students are playing, and are being asked to play, an increasingly vital role in the on-going academic life of the University.

This document, *Graduate Rights and Responsibilities at Michigan State University*, is a deliberate effort to alleviate this deficiency. It is not, however, conceived of as simply an extension of *Academic Freedom for Students at Michigan State University*. By providing a common set of written procedures and guidelines that cut across the

¹ This document pertains to all post-baccalaureate students at MSU, except those enrolled as professional students and those enrolled as non-degree graduate students.

diversity of the University, and without threatening or stifling the integrity or identity of individual graduate departments, it attempts to achieve three things: (1) to define and speak to the multiple roles, relationships, and expectations which currently exist between the graduate student and the various units of the University with which he/she comes into daily contact — roles, relationships, and expectations which are, for the most part, unique to the graduate student; (2) to identify and codify the fundamental principles of equity that should govern and inform these relationships; and (3) to establish a tri-level judicial structure (at the departmental, college, and all-university levels) where substantive complaints and grievances can be resolved and where infractions can be adjudicated. The document calls not so much for change as it does for codification — for the systematic setting down in writing of existing practices and procedures that affect the daily life of the graduate student. If followed in spirit and in letter, the document will help unify and lend credibility to graduate education on this campus by establishing and publishing the principles that give form and substance to our individual programs. It will also promote throughout the University community that sense of cohesiveness, continuity, and equity that is crucial to the success and excellence of graduate education.

ARTICLE 2

Academic Rights and Responsibilities

2.1 Grading and Evaluation

2.1.1 Grading. Course grades shall represent the instructor's professional and objective evaluation of student academic performance. The student shall have the right to know all course requirements, including grading criteria and procedures, at the beginning of the course.

2.1.2 Evaluation. Graduate students require and deserve periodic evaluation as a measure of both their academic progress and their professional potential. Methods of evaluation and their rationale shall be published and made known to students and faculty alike. This departmental evaluation, to be placed in the student's personal file, shall be made available to the student upon request and is to be communicated to the student at least once a year through the normal advisement function. As soon as a determination has been made that a student's performance and/or progress does not meet departmental standards, he/she shall be notified by the departmental chairman or designated representative. In the case where such deficiencies endanger the student's status in the program, the student shall be so informed.

2.2 Instruction. Within the constraints imposed by the discipline, class size, and specific subject matter, instruction shall encourage free and open communication, and shall attempt to fulfill the needs and aspirations of individual students. Students and faculty have a responsibility to maintain at all times the kind of classroom decorum and atmosphere which insures the process of learning can take place.

2.3 Advisement. Each graduate student, regardless of his/her degree program, has the right to the best advice and counsel the department can provide in such areas as program planning, research expectations, selection of

courses and professors, and general degree requirements. Moreover, each department has the specific obligation to make known its degree requirements to each student at the time of first admission to graduate study, and has the responsibility to so structure its curriculum that these requirements can be met. Departments shall maintain records for all students, specifying and/or containing degree requirements to be met, course waivers and substitutions, program changes, and other stipulations directly affecting their degree programs. Advisees shall be provided with a copy of these records.

2.4 Academic Program

2.4.1 Guidance Committee. It shall be the responsibility of the student, in consultation with the department chairman or designated representative, to form a guidance committee within his/her first three terms of doctoral study, or within three terms beyond the masters degree or its equivalent. It shall consist of at least four members of the faculty (a chairman and three others) to oversee and direct the program. A guidance committee report, listing all degree requirements, shall be filed with the dean of the college(s) and a copy be provided the student. This guidance committee report, as changed or amended in full consultation between the student and the committee, shall be regarded as the statement of program requirements. The program will not be considered as binding unless signed by the student.

2.4.1.1 Once designated, the guidance committee has the responsibility to meet periodically to oversee the student's progress as long as he/she continues in good standing. Changes in the membership of the guidance committee may be initiated by the student in concurrence with the departmental chairman or designated representative. Under certain circumstances a dissertation committee may be formed to supersede or supplement the guidance committee. Chairmen on temporary leave shall provide for the necessary guidance of their advisees during their absence. The department shall provide an acceptable substitute, with the approval of the student, should a chairman or a committee member require or desire substitution.

2.4.2 Residency. Residency requirements shall be made known to the student at the time of admission.

2.4.3 Time Limits. The time limitations for candidates seeking advanced degrees shall be made known to the student at the time of first enrollment. Application for extension shall be submitted by the department for the approval of the dean of the college and the dean of the Graduate School.

2.4.4 Program Changes. Necessary changes in individual doctoral programs shall be made by the guidance committee with the concurrence of the student as stipulated in 2.4.1 above. Such changes may be initiated by either the guidance committee or the student. Program changes for masters candidates shall be made by the advisor with the concurrence of the student.

2.4.5 Dissertation and Thesis. The nature and scope of the doctoral dissertation and masters thesis (or its equivalent) shall be defined by the department and guidance or dissertation committee according to the professional and scholarly research standards of the discipline. The department shall specify in advance the acceptable style

and form of the dissertation or thesis in accordance with an agreed-upon manual, handbook, or style sheet and in accordance with university guides to the preparation of dissertations and theses.

2.4.5.1 Standards for typing, duplication or reproduction and binding of dissertations and theses, as well as the stipulations covering abstracts, number of copies, dates and deadlines for acceptance, and regulations for micro-filing and publication shall be established and published by the Graduate Office.

2.4.6 Code of Professional Standards. Each department shall communicate to its graduate students, at the time of their first admission to a degree program, any codes of professional and academic standards covering the conduct expected of them.

2.4.7 Terminations and Withdrawals. Each department shall establish criteria for the termination or withdrawal of students enrolled in its graduate programs. Such criteria shall be published and made available to students at the time they first begin their graduate programs. Should a decision to terminate a student be made, all information regarding the decision is to be held strictly confidential between the student and concerned faculty and be released only with the consent of the student involved, unless the decision becomes the substance for a grievance procedure, in which case such information shall be released to the grievance committee. The same privacy is to be accorded the reasons for a student's temporary or permanent withdrawal from the University.

2.5 Instructor Evaluation

2.5.1 Evaluation of the Faculty. To aid the faculty in its responsibility for the quality of graduate education, student confidential instructional rating reports shall be used in each graduate course in accordance with the stated policy of the Academic Council. In addition, individual departments are encouraged to devise supplementary means of evaluation tailored to their disciplines and modes of instruction. Such reports shall be considered carefully when graduate course assignments are made.

2.5.2 Evaluation of Graduate Teaching Assistants. Graduate teaching assistants are expected to fulfill effectively their assigned responsibilities. To increase the effectiveness of graduate assistant instruction, the assistant, where applicable, shall use the student confidential instructional rating reports in each course he/she teaches. These reports shall be submitted to the department in accordance with the stated policy of the Academic Council.

2.5.2.1 The coordinator of each course staffed by graduate teaching assistants shall submit each term to the department chairman, or to the appropriate departmental committee, a formal written evaluation of each of his/her assistants. At the request of the teaching assistant, appropriate members of the department will visit and observe the teaching assistant in the instructional setting, and these visits and observations will be used in the evaluation.

2.5.2.2 The student instructional rating reports, formal written evaluations, and any supplementary information shall be placed on confidential file for use by the student and faculty members in accordance with 2.5.2.3. This material shall remain on active file until the student's assistantship is terminated, after which the file becomes his/her

personal property. The student may choose to allow the file to remain available to the department for future reference, evaluations and recommendations.

2.5.2.3 This evaluation material may be used in determining such matters as renewal of assistantships, teaching assignments, recommendations, and the need for further training.

2.5.2.4 A cumulative evaluation of his/her teaching shall be given to the assistant at least once each year.

2.5.3 Educational Training of Graduate Teaching Assistants. Departments are responsible for establishing orientation and in-service training programs for all new teaching assistants. Such programs shall include periodic prearranged classroom visitation by supervising faculty, and an introduction to course goals, grading criteria and practice, and classroom procedures. The teaching assistant is held responsible for full and active participation in all such programs.

2.6 Discrimination. In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of age, race, color, creed, ethnic origin, or sex.

2.7 The rights and responsibilities of graduate students as itemized in this document do not nullify the rights and responsibilities of students in general under *Academic Freedom for Students at Michigan State University*.

ARTICLE 3

University Employed Graduate Students and Graduate Assistants

3.1 Definitions

3.1.1 University graduate students fall primarily into two classes:

- (1) graduate assistants
- (2) University employees.

3.2 Graduate Assistants

3.2.1 A graduate assistant shall be defined as a graduate student who is currently enrolled, has received a bachelors or equivalent degree, and whose appointment is tied to the academic calendar.

3.2.1.1 Graduate assistants shall include those graduate students performing such responsibilities as (but not limited to) classroom instruction, student advising, writing supervision, reading of papers and examinations, and research.

3.2.2 With the participation of graduate student representatives, each unit appointing graduate assistants shall develop and publish current policies covering, but not limited to, the following:

- (1) criteria for the selection of new graduate assistants
- (2) stipends
- (3) stipend advancement and promotion
- (4) tax status of stipends
- (5) procedures for evaluating performance
- (6) length of term of appointment, including continuance and renewal of graduate assistantships
- (7) work load and duties
- (8) grievance procedures

3.2.3 By March 31st of each calendar year, units shall advise each graduate assistant in writing of one (or more) of the following: (a) that his/her assistantship will be renewed for the following academic year; (b) that the assistantship will be renewed provided the assistant is able to meet certain (specified) conditions; (c) that the assistantship will be renewed provided the unit is able to meet certain (specified) conditions; (d) that the assistantship will *not* be renewed for the following academic year. If the assistantship is not renewed, the reasons shall be indicated.

3.2.4 The Office of the Provost shall establish a campus-wide policy for graduate assistant stipends, taking into account (1) the amount of stipend adequate in relation to the current cost of living, and (2) the need to be competitive with other universities. Such a policy shall be reviewed for the purpose of endorsement by the Graduate Council at least once a year.

3.2.5 Graduate assistants are entitled to all benefits normally accorded to full-time graduate students.

3.2.6 All graduate assistants are entitled to such clerical-secretarial help and supplies as are commensurate with their assigned responsibilities and the resources of the department.

3.2.7 The Office of the Provost and the Vice-President for Business Affairs, in consultation with appropriate representatives from the Council of Graduate Students, and other appropriate, duly authorized authorities, shall review and publish policies for graduate assistants relating to (1) sick leave, (2) parking privileges, (3) bus privileges, (4) travel off-campus, (5) insurance, and (6) health care. Such policies shall be reviewed for the purpose of endorsement by the Graduate Council at least once a year.

3.2.8 Within the constraints of their training, experience and responsibilities, graduate assistants have a right to the same professional respect as that accorded to regular faculty.

3.3 University-Employed Graduate Students

3.3.1 The following articles are intended to cover all graduate students employed by the University not formally designated as graduate assistants.

3.3.2 The Personnel Office of the University shall publish annually minimum and maximum salaries and hourly wages for University-employed graduate students. The Personnel Office of the University shall have the authority to approve departmental requests for all payments above the established maximums.

3.3.3 The University shall not deny an employee's fringe benefits solely because he/she is also registered as a student.²

3.3.4 Working hours shall not be adjusted in such a way as to deprive student employees of fringe benefits they would otherwise be entitled to without the consent of the student(s) involved.

3.4 Fellowships, Scholarships and Grants

3.4.1 A graduate student supported by a fellowship, scholarship, or grant shall have a right to such informa-

² As of November 1973, most fringe benefits were not extended to part-time employees. Inquiries should be addressed to the Staff Benefits Division, Nisbet Building.

tion as (1) the responsibilities and performance required for retention of support, (2) the privileges and status associated with support, and (3) grievance procedures.

3.5 All University-Employed Graduate Students and Graduate Assistants

3.5.1 Michigan State University and all of its departments and units are Equal Opportunity Employers. Therefore, (1) discrimination on the basis of age, race, creed, ethnic origin or sex is expressly prohibited; (2) employment appointment policies shall be consistent with anti-discrimination policies of Michigan State University.

3.5.2 Graduate students shall be informed of all employment policies when a position is tendered.

3.5.3 The University retains the right to demote, suspend, terminate or otherwise discipline graduate student employees and graduate assistants. The University also retains the right to terminate a graduate student's participation in an academic program, which in turn may terminate his/her assistantship. Students who believe they have a grievance under this article may utilize the judicial procedures outlined in Article 4.

3.5.3.1 In cases where the student contends that the action of the University may cause him/her irreparable harm, he/she may appeal to the appropriate judiciary under 4.3.8.1 for an expedited hearing.

ARTICLE 4

Judicial Structure

4.1 Judicial Structure. An appropriate judicial structure shall be established for hearing and adjudicating all cases brought by and against graduate students in the following areas:

- (1) Academic Rights and Responsibilities
- (2) Professional Rights and Duties of Graduate Assistants
- (3) Professional Rights and Duties of other Graduate Students
- (4) University Regulations

4.1.1 Departmental Level. Adjudication necessitated on the departmental level may be handled informally or, if a party or parties request, formally through a departmental judiciary. The judiciary shall be composed of the departmental chairman or designated deputy (to act as chairman) and an equal number of faculty and students selected by their respective groups so as to reflect the composition of their groups.³

4.1.2 College Graduate Judiciary. Each college shall establish a judiciary composed of the chairman of the college graduate committee or designated deputy (to act as chairman) and an equal number of faculty and students selected by their respective groups so as to reflect the composition of their groups.³

³ Where a comparable group exists in the structure of the department or college, every effort should be made to allow this group to function as a judiciary. Certain units of the University (for example, the residential colleges) may find it impossible to establish judiciaries to the specifications required herein. Until such times as amendments covering such contingencies can be proposed, the establishment of judiciaries in such units shall be governed by the spirit of equity embodied in this document.

4.1.3 University Graduate Judiciary. A judiciary shall be established at the University level composed of the dean of the Graduate School or designated deputy (to act as chairman), three elected faculty members of the Graduate Council and three graduate students chosen by the Council of Graduate Students.

4.1.4 Each judiciary shall provide for a suitable number of alternate members, chosen in accordance with the procedures established above.

4.1.5 Term of Office. Judiciary members and alternates at all levels shall be selected in the fall of the year and shall serve one year. The one-year term shall not preclude reappointment of any member the following year.

4.1.6 Conflict of Interest. Members of a judiciary involved in a case at issue shall be disqualified from sitting on the judiciary for that specific case.

4.2 Judicial Process

4.2.1 Any member of the academic community of Michigan State University may initiate a case involving the rights and responsibilities of graduate students.

4.2.1.1 Any of the parties involved may appeal an adverse decision to a higher level.

4.2.1.2 In cases of appeal the appellate body shall hear the appeal or refer the case to another level.

4.2.1.3 A judiciary hearing a case may decide as follows:

(1) NOT PROVEN.

- (1) There has been no proven infringement of the rights of the graduate student.
- (2) There has been no proven neglect on the part of the graduate student of his/her responsibilities.

(2) PROVEN.

- (1) There has been a violation of the graduate student's rights.
- (2) The graduate student has neglected his/her responsibilities

4.2.1.4 In cases of proven violation of a student's rights, the judiciary handing down the decision shall direct appropriate and expeditious redress.

4.2.1.5 In cases of proven neglect by the graduate student the judiciary may select from the following penalties:

- (1) Warning: an official written reprimand.
- (2) Probation: a period of probation with specific stipulations.
- (3) Dismissal from the academic program in which he/she is enrolled.

4.3 Due Process

4.3.1 Introduction. The fundamentals of fair play in the adjudication of student violations and student grievances shall prevail. This is in keeping with Article VIII of the "Bylaws of the Michigan State University Board of Trustees." This article states in part:

It is the policy of the Board that the President shall develop a program, structured along the fundamentals of due process, for the hearing and resolving of important, significant and serious student complaints.

The following guidelines for due process shall govern the above judicial procedures.

4.3.2 Once a grievance has been filed with a judiciary it shall be the responsibility of the chairman to notify, in writing, all parties involved within a period of 48 hours, excluding the period from 5:00 p.m. Friday to 8:00 a.m. Monday.

4.3.2.1 If the party charged in the grievance admits its validity, he/she may request the judiciary to take appropriate action according to the penalties cited above. Should the individual admit the grievance and be given a penalty, he/she may appeal the decision to the next higher judiciary.

4.3.2.2 If the party charged in the grievance denies its validity, the judiciary shall conduct a hearing according to the procedures outlined herein.

4.3.3 At least 72 hours prior to a hearing the chairman of a judiciary shall provide the following to all parties:

- (1) A written statement of the charges of sufficient particularity to enable the parties to prepare their cases.
- (2) Written notification of the time and place of the hearing.
- (3) A copy of this document and all other relevant documents.

4.3.4 All parties shall be entitled to appear in person to present their case to the judiciary, and may call witnesses on their behalf. Any party may elect not to appear before the judiciary, in which case the hearing shall be held in his/her absence. Absence of a party shall not be prejudicial to his/her case.

4.3.5 All parties shall be entitled to counsel of their choice, chosen from within the University community.

4.3.6 Any party or his/her counsel shall be entitled to ask questions of the opposing party or of any witnesses.

4.3.7 Any party shall be entitled to refuse to answer questions.

4.3.8 All parties shall be entitled to an expeditious hearing of a case.

4.3.8.1 In urgent cases in which it is alleged that a regulation, administrative decision or action threatens immediate and irreparable damage to any of the parties involved, the judiciary shall expedite the hearing and final disposition of the case. A judiciary is empowered to direct an individual or unit to discontinue or postpone, pending final disposition of the case, any action which threatens to cause irreparable harm.

4.3.9 Parties shall be entitled to an adequately explained written decision. It shall be the responsibility of the chairman of a judiciary to file a copy of this decision with the chairman of the department or unit, the dean of the college and the dean of the Graduate School. Adverse decisions shall be made a part of the person's record.

4.3.10 All parties shall be notified in writing of their right to appeal the decision of a judiciary. Should an appeal be instituted, any action, decision or penalty ordered by the judiciary shall be held in suspension until acted upon by a higher judiciary.

4.4 The dean of the Graduate School shall direct the implementation of any redress or penalty stipulated by any judiciary.

ARTICLE 5

Academic Governance

5.1 Graduate students shall participate in academic governance at the department, college, and University levels.

5.1.1 At the departmental level, graduate student participation in the policy-making process shall include, but not necessarily be limited to, the following:

- Graduate curriculum and degree requirements.
- Graduate financial aids and awards.
- Graduate admissions criteria.

5.1.1.1 Graduate student representatives shall participate as voting members on departmental committees relating to the policy-making process.

5.1.2 At the college level, graduate student participation shall include voting membership on those committees directly concerned with graduate student affairs.

5.1.2.1 The dean's advisory committee, or its equivalent, in consultation with graduate student representatives of the various departments, shall determine which college level committees are directly concerned with graduate student affairs.

5.1.3 At the University level, graduate students shall have voting membership on the Graduate Council, Academic Council and other such committees as specified by the *Bylaws for Academic Governance*. The elected graduate student members shall be chosen by the Council of Graduate Students.

5.2 Within 90 days from the date of adoption of this document, each college shall file with the Graduate Office a full report of graduate student participation in academic governance in its respective units. A copy of this report shall also be sent to the Council of Graduate Students.

ARTICLE 6

Procedure for Amending and Revising This Document

6.1 Any member of the Michigan State University community may initiate a proposal to amend or revise this document.

6.1.1 A graduate student shall submit his/her proposal to the Council of Graduate Students for approval. The Council of Graduate Students may approve the proposal by a majority vote of the members present. If approved, the proposal, with recommendation for its adoption, shall be submitted to the Graduate Council through the Council of Graduate Students' regular representatives.

6.1.2 A faculty member shall submit his/her proposal to his/her college's Graduate Committee for its approval. The college Graduate Committee may approve the proposal by a majority vote of the members present. If approved, the proposal, with a recommendation for its adoption, shall be submitted to the Graduate Council through the college's regular representative(s).

6.1.3 Any other member of the Michigan State University community (not a graduate student or a regular faculty member) may submit a proposal to the Graduate Office for transmission to the Graduate Council.

6.2 All proposals to amend or revise this document must be passed by both the Council of Graduate Students and the Graduate Council by a majority vote of the members present.

6.3 If approved by the Graduate Council and the Council of Graduate Students, the proposal, with recommendation for its approval, shall be submitted to the Academic Council.

6.4 Proposed amendments and revisions approved by the Academic Council shall be forwarded, with recommendation for their approval, to the Board of Trustees through the President, and shall become operative upon Board approval.

ARTICLE 7

Approval and Implementation of the Report

7.1 This document as approved by the Graduate Council and the Council of Graduate Students shall be forwarded

to the Academic Council with the recommendation that it be approved and forwarded, with recommendation for its approval, through the President, to the Board of Trustees.

7.2 If approved by the Board of Trustees, this report shall become operative as early as possible and not later than 90 days from the date of approval.

7.3 It shall be the responsibility of the Graduate Office to inform the several colleges, departments and units of the University of their responsibilities under this report.

7.4 It shall be the responsibility of the Graduate Office to print and distribute copies of this report to all appropriate units of the University and to all incoming graduate students.

7.5 It shall be the responsibility of the Graduate Office to see that the articles of this report are fully implemented.

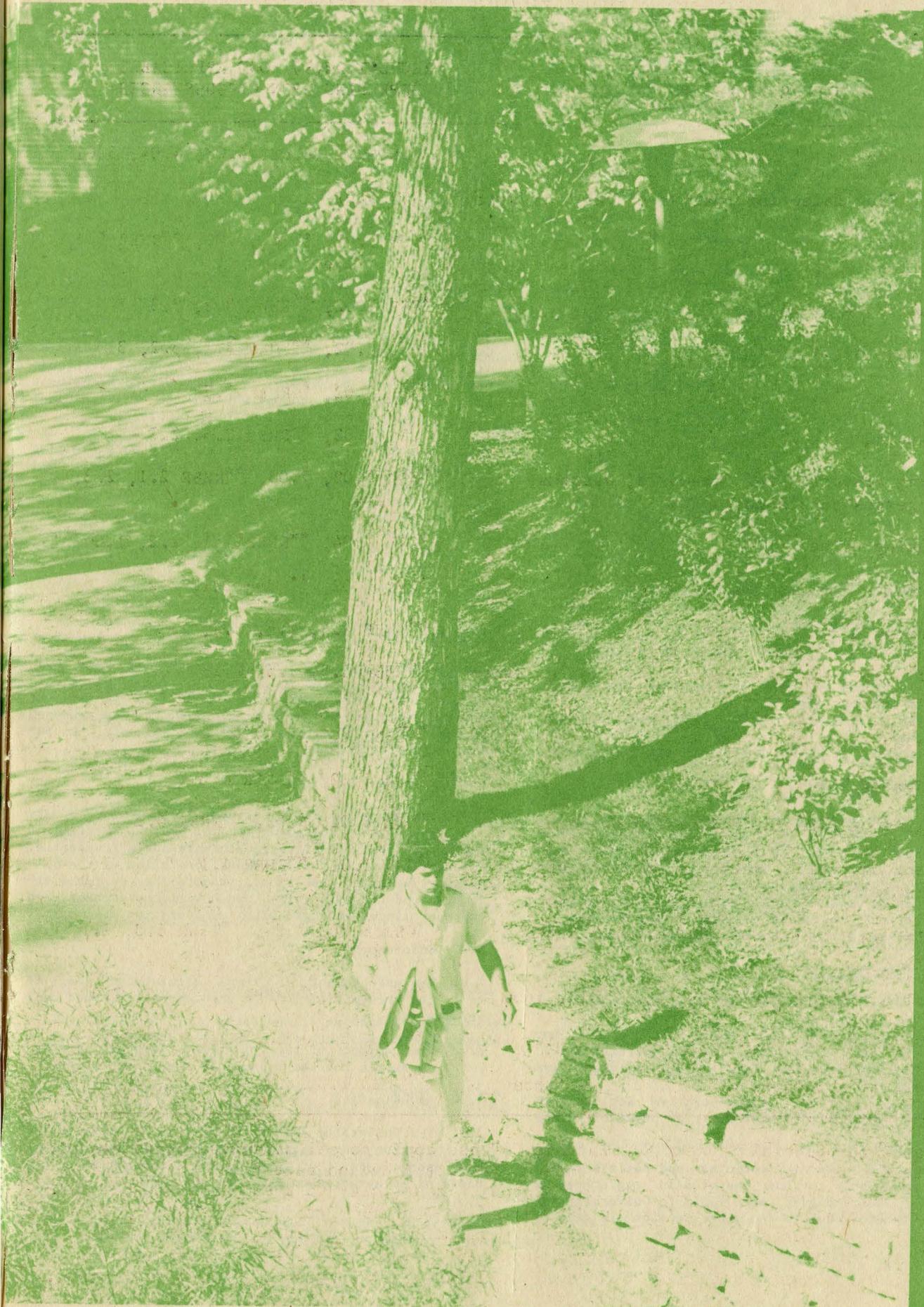
A GUIDE TO SELECTED MISBEHAVIORS AND REGULATIONS ***

MISBEHAVIORS	REGULATION(S) MOST APPLICABLE DEPENDING UPON CIRCUMSTANCES
1. Cheating	*GSR 4.01, 4.02, 4.03, 4.04, 5.01
2. Providing false information to the University	*GSR 5.01
3. Loaning, altering, forging of I.D., meal card, bus pass, parking permit, or other document	*GSR 5.01, 5.02, 5.03, **RHBR 6.1, 6.2, 6.3
4. Causing physical harm	*GSR 7.02, **RHBR 3.2, 3.3
5. Harrassing or intimidating another	*GSR 7.02, **RHBR 3.1, 3.2, 3.3
6. Setting a fire	*GSR 7.02, **RHBR 2.5
7. Misusing fire equipment	*GSR 7.02, **RHBR 2.6, 2.7
8. Using or possessing fireworks, weapons, dangerous substances	*GSR 7.02, 7.03, **RHBR 2.1, 2.3, 2.4
9. Causing noise	*GSR 7.04, **RHBR 1.1, 1.2, 1.3
10. Throwing objects from windows	*GSR 7.02, **RHBR 2.1, 2.2
11. Playing a practical joke	**RHBR 1.4, 1.6, 2.1, 3.1
12. Participating in athletic games in residence hall common areas	**RHBR 1.5, 1.6, 2.1
13. Having a pet in a residence hall	**RHBR 1.7
14. Damaging University property	*GSR 6.02, **RHBR 4.3
15. Taking or removing University property	*GSR 6.01, 6.03, **RHBR 4.2
16. Using or taking another's property without permission	*GSR 7.01, **RHBR 4.1
17. Entering room or building without authorization	*GSR 6.06, 7.04, **RHBR 6.3, 7.3, 8.3
18. Misbehavior in residence hall dining room	*GSR 7.04, **RHBR 7.1, 7.2, 7.3
19. Using alcohol where/when not authorized	**RHBR 5.1, 5.2, 5.3, Hall Policy
20. Neglecting responsibilities for visitors	**RHBR 1.8, 8.1, 8.2

*GSR stands for General Student Regulations. These apply to all students regardless of class standing or place of residence. They are found on page 87 of *Spartan Life*.

**RHBR stands for Residence Hall Bill of Rights. These apply to students living in University residence halls. They may be found on page 110-112 of *Spartan Life*.

***Additional misbehaviors may be covered by regulations which are not listed on this page. For assistance in locating an applicable regulation, refer to the general index or contact the Office of Student Life-Judicial Affairs, 175 Student Services.



Regulations

PART III

TYPES OF RULES

The University has established several types of rules which govern the conduct of students and organized student groups, and which are described below.

University Ordinances:

- a. Apply to all individuals--students, employees, visitors on campus
- b. Final approval 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 in city ordinances or state laws.
(Although this book contains only selected ordinances, everyone is expected to comply with all University ordinances, which are available for reference in the Office of the Secretary of the Board of Trustees, 450 Administration Building; in the Student Activities Office, 101 Student Services Building; and at each residence hall reception desk.)

General Student Regulations:

- a. Apply to the conduct of all registered students.
- b. Final approval by 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. Final approval by the Vice President for Student Affairs and Services.
- 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. Adopted 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.

All-University Policies:

- a. Apply to all students or, if specified, all members of the University.
- b. Final approval by the Board of Trustees for carrying out major University responsibilities.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through administrative action, University judicial procedures, or as provided in the policy.

In general, all-University policies and administrative rulings apply only to those individuals registered as students. Some, however, also apply to University employees. Where such is the case, mention is made of

the fact immediately before the text of the policy or ruling.

Additional Regulations

The governing bodies of living units recognized by the University (specifically residence halls, sorority houses, fraternity houses and cooperative living units) have authority to regulate the conduct of residents. No such regulations are included in this book. Students are, however, responsible for compliance with any such existing regulations. The texts of all regulations in force in a given living unit are available either from its governing body or its staff advisor.

Students are, of course, 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. Conduct alleged to have violated both law and University regulations may be handled concurrently through the courts and University disciplinary proceedings. The complainant may choose whether to file criminal charges and/or an internal judicial complaint.

The regulations which follow are arranged so as to list the General Student Regulations first as a body. All other regulations follow, arranged alphabetically by title. Each regulation includes, besides the text, an identification of type; a citation of approving agencies and date of final approval or most recent amendment; and a cross reference to other regulations on the same topic where applicable.

GENERAL STUDENT REGULATIONS

The following General Student Regulations have been approved by Associated Students of Michigan State University and the University Committee on Student Affairs, endorsed by the Academic Council and approved by the Board of Trustees, on an interim basis, to become effective December 1, 1970.

1.00 Statement of Purpose

1.01 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

2.01 The enforcement of these regulations shall be the responsibility of the duly-established University agencies.

2.02 The members of the University community are responsible for the support of these regulations.

3.00 Adjudication

3.01 The University Judicial System shall have jurisdiction over all General Student Regulations, and, upon a verdict of guilty, 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.

4.01 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.

4.02 No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.

4.03 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.

4.04 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.*)

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.

5.01 No student shall knowingly provide false information to the University for any purpose.

5.02 No student shall, with intent to defraud, alter or forge any official University document, including identification materials issued by the University.

5.03 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; Housing Policy, Student; Identification Cards; Records; and Residence Hall Regulations 6.00.*)

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.

6.01 No student shall, without proper authorization, remove any University property from its assigned place.

6.02 No student shall, without proper authorization, intentionally damage, deface or destroy any University property.

6.03 No student shall, without proper authorization, convey any University property to another person.

6.04 No student shall knowingly accept any University, property procured for him or her without proper authorization.

6.05 No student shall, without proper authorization, enter or remain in any construction area, building under construction, tunnel, or restroom of the opposite sex.

6.06 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).

6.07 No student shall, without proper authorization, procure, manufacture, or have (manufactured a University key, key card, or unlocking device.

6.08 No student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University.

6.09 No student shall, without proper authorization, sell or make contracts for purchase or delivery of any merchandise or services.

6.10 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: *Bad Check Collection Policy; Bicycles-Illegal Taking; Closing Hours; Distribution of Literature; Facilities and Services; Financial Accounts; Fund-Raising; Hold Card Policy; Library; Plant Materials; Residence Hall Regulations 4.00 and 7.00; Signs; and Sorority/Fraternity Regulations.*)

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.

7.01 No student shall appropriate the property of another person, permanently or temporarily, without the permission of the owner.

7.02 No student shall knowingly endanger the health or safety of another person.

7.03 No student shall, without proper authorization, possess or use any firearm or explosive material on grounds governed by these regulations.

7.04 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: *Bicycles-Illegal Taking; Distribution of Literature; Facilities and Services; Residence Hall Regulations 1.00, 2.00 and 3.00; and Safety.*)

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

ACADEMIC POLICIES AND REQUIREMENTS

All-University academic requirements and policies that apply to both undergraduate and graduate study are stated in the *Academic Programs*. Students are encouraged to consult their academic advisers concerning academic requirements. *Academic Programs* should be used as a reference for the general procedures and regulations that pertain to academic matters, including the following:

Academic Record

Academic Actions

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

Change of Enrollment

Adding and Dropping
Courses
Adjustment of Fees
Withdrawal from the
University

Class Attendance

Credits

Class Standing
Credit Load

ADDRESS CHANGE (All-University Policy)

The *Student Housing Policy* states the following: "Every student is required to report their correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which the student 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.)"

--Board of Trustees
--July 16, 1971

ADDRESS WITHHOLDING POLICY

(Administrative Ruling)

Students may, upon request, withhold their name and address information from publication in the *Student Directory*. Such students should turn in a signed

written request at 150 Administration Building during the first five days of classes fall term.

--Office of the Registrar
--June 1972

ALCOHOLIC BEVERAGES

1. 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 and Services.

2. State Law

The State Law cited in Ordinance 22.00 refers primarily to the Michigan Compiled Laws, 1970, as amended by Public Act 531, 1978, which amends the Michigan Age of Majority Act of 1971 (Public Act 79) and supersedes the Enrolled Senate Bill 31, 1978, (Public Act 94, 1978).

a. *State Liquor Control Act 436.33.33a (1) and 33b(1)*, amended by Public Act 531, 1978. Sect. 1: Section 33 Alcoholic liquor shall not be sold to a person unless the person has attained 21 years of age...

Sec. 33a(1). A person less than 21 years of age shall not knowingly transport or possess, in a motor vehicle alcoholic liquor unless the person is employed by a licensee under this act, the Liquor Control Commission or an agent of the Liquor Control Commission and is transporting or having the alcoholic liquor in a motor vehicle under the person's control during regular working hours and in the course of the person's employment. A person who violates this sub-section is guilty of a misdemeanor.

Sec. 33b(1). A person less than 21 years of age shall not purchase alcoholic liquor, consume alcoholic liquor in licensed premises, or possess alcoholic liquor, except as provided in section 33a(1) of this act. A person less than 21 years of age who violates this subsection is liable for the following civil fines and shall not be subject to the penalties prescribed in section 50...

b. Absences

All students are encouraged to inform their Resident Assistant of prolonged absences of more than 24 hours so they may be reached in case of an emergency.

- Residence Halls Associations
- Associated Students of Michigan State University
- Vice President for Student Affairs and Services
- February 7, 1973

CONTRACTS, HOUSING

1. For those students residing in Michigan State University residence halls, the Residence Hall Contract is a requirement of the Board of Trustees. The contract indicates the services provided by the Department of Residence Halls and states the conditions by which the resident agrees to abide in order to maintain good standing as a hall resident. Once the student moves in to a residence hall, the contract becomes effective and remains in effect for the balance of the academic year. Students should consult the Hall Manager for information and policies regarding the housing contract.
2. A student living in an off-campus organized living unit should consult the individual unit for information and policies regarding housing contracts.

DISTRIBUTION OF LITERATURE

The right of students to express opinions and communicate ideas in writing is viewed by the University as fundamental, subject to regulation only with regard to the manner of distribution, and the identification of the author. For this reason, the over-riding principles governing student publications are contained in the document codifying student rights and responsibilities, *Academic Freedom for Students at Michigan State University*, specifically in Article 6, entitled "Student and University Publications."

In addition to the stipulations in Article 6, there exists a regulation governing the distribution of materials (not exclusively student publications) within campus residence halls. This regulation follows.

Distribution of Material in Residence Halls
(Student Group Regulation)

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, residence hall programs, management, area managers, hall government or Residence Halls Association (RHA).

d. Registered student organizations, living unit organizations, major governing groups and ASMSU, if the material carries the student's name and room number. RHA is excepted from this provision.

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/resident director. Halls which have no organized, functioning government refer jurisdiction to RHA, the area manager, and the area director.

3. Door-to-door distribution

The following guidelines were adopted by Residence Halls Association on September 26, 1973, on an interim basis and were updated on June 11, 1975.

Solicitation and Distribution: Solicitation for non-revenue producing purposes and distribution of materials for non-revenue producing purposes shall be permitted in residence halls subject to the following regulations:

- a. Person-to-person solicitation and distribution of materials for non-revenue-producing purposes is prohibited within residence hall cafeterias and in cafeteria lines.
- b. Solicitation and distribution is prohibited at any time that the residence hall is not officially open.
- c. Solicitors and distributors must sign in at the reception desk of a residence hall and specify the period of time they intend to be in the hall.
- d. All individuals are subject to hall escort and visitation policies.
- e. Solicitors and distributors must observe the wishes of residents who post their rooms, "No Solicitors or Distributors."
- f. The foregoing restrictions are designed solely to protect the privacy of residents and to maintain building security. They are not to be considered as prohibiting or discouraging solicitation for non-revenue-producing purposes in the residence halls.

- g. Aside from enforcement of the foregoing restrictions, residence hall staff shall in no way prohibit legitimate solicitation or distribution for non-revenue-producing purposes, censor materials to be distributed, or otherwise interfere with individuals or groups engaged in such activity.

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 University Housing Programs, 338 Student Services Building.
- b. All other notices or publicity shall be cleared by the head adviser/hall director. A blanket approval may be issued by the manager of residence halls or University Housing 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/hall director. The staff member may refer the student to the hall judiciary if deemed necessary.
- b. Any other student will be referred to the Office of the Vice President for Student Affairs and Services.
- 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 University Housing Programs Office, the Department of Residence Hall Management, and the University Committee on Student Affairs.

- Residence Halls Association
- University Housing Programs
- Residence Hall Management
- University Committee on Students Affairs
- Vice President for Student Affairs and Services
- February 27, 1973

(In addition see *General Student Regulation* 6.00 and 7.00.)

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 permission from ASMSU and the Student Activities Office 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 and meetings 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, creed, religion, national origin, sex, or sexual orientation.

Meetings and events which are "for members only" must be so designated when facilities are requested. In addition, the organization must have a record of the individual members prior to requesting facilities and may invite only the pre-determined membership to the meeting or event.

- (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 *Academic Freedom for Students at Michigan State University*.

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 Student Activities Office 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 *Academic Freedom for Students at Michigan State University*.)

(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 Student Activities Office, 101 Student Services.)

(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 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 MSU Union 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 Student Activities Office. Procedures for registering such requests have been developed jointly by ASMSU and the Student Activities Office and are available in the Student Activities Office, 101 Student Services.

d. Violations of this policy

The sponsoring organization(s), officers of the sponsoring organization(s), and/or individuals involved in an alleged violation of this policy may be referred to the appropriate judiciary -- All-University Student Judiciary or University Graduate Judiciary.

--Associated Students of Michigan State University
--University Committee on Student Affairs
--Vice President for Student Affairs and Services
--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 multipurpose space for academic, social, cultural, governmental, and recreational programs. Residence hall space is primarily for the use and benefit of those students who reside in residence halls during a regular academic term (which is defined as the first day of hall opening through hall closing for that term). For this reason, the recognized governing body of a hall or its authorized representative, the manager, and head advisor/hall director are responsible for the granting of permission to use space in that hall. (The manager and head advisor/hall director will assume all responsibility if a student government does not exist in a given hall.) These three groups should not become simply a booking agent, but should recognize that through their responsibility for reserving hall space they can provide hall residents with

opportunities for an expanded range of experiences and involvement. This responsibility includes both educational and financial considerations which extend beyond the mechanics of booking rooms. Furthermore, this responsibility must include a concern for the safety and security of the residents and the hall.

a. General Guidelines for Space Use

- (1) Initial contact for the approval and booking process for use of classrooms, kivas, lounges, conference rooms, dining rooms, and similar space, outside of regularly scheduled day and evening classes within a particular hall is initiated by contacting one of the three groups necessary for approval -- the head advisor/hall director, the hall manager, or the hall student government. In this initial contact the steps in the approval and booking process specific to the particular hall will be explained.
- (2) The hall student government, head advisor/hall director, and hall manager shall develop and have available copies of its specific policy for use of space within that particular hall. It shall include:
 - (a) procedures for obtaining approval and registration for use of space.
 - (b) the means and procedures for covering labor, set-up and clean-up costs; the method of financing; the collection of deposits, if applicable; and the assessment of damage charges to the person and/or the group making the booking.
 - (c) a list of groups that have automatic approval to book specific facilities for meetings through the manager's office for the purpose of making booking regularly scheduled meetings more expedient. These groups could include academic groups located within the hall, residential colleges within the hall, hall governments, advisory staff, management and possibly other groups as appropriate.
 - (d) a list of the facilities in the hall which are available and any limitations on the use of each facility which are appropriate including fire safety limitations.
 - (e) a list of the specific groups in a given hall that qualify as "within-hall groups" as defined in Section 2.b.
 - (f) a statement about "other groups" as defined in Section 2.b. of this policy. This statement will allow for an individual hall to restrict its space based on such considerations as the size of the group, alcohol use, and the nature of the activity.

- (g) a statement which indicates the closing hours for events. All events or activities held within the living area are expected to end at hall closing -- 12:00 midnight, Sunday through Thursday and 1:00 a.m., Saturday and Sunday mornings. However, halls may identify specific facilities outside the living area which could be used for events continuing past closing. Such events may be planned only by "within-hall groups." The facilities for such events must be in locations which result in no disturbance to residents in the living areas. If such facilities can be identified in a given hall and agreed upon by hall government, the head advisor/hall director, and the manager, a proposal for such an after-hours policy should be forwarded for examination and approval by the Area Director and Area Manager. Such a proposal should also contain explicit expectations for the way in which the hall escort policy will be maintained during such events without excessively overburdening the night receptionist. It would include, furthermore, a stipulation that such events will end promptly at the agreed upon closing time at the initiative of the residents planning the event and without the need for intervention by advisory staff. Subsequent to approval of such a policy, only the head advisor/hall director, hall manager, and hall government will need to give approval for a given event.
 - (h) procedures to be taken against a group which violated agreements or policies governing the use of residence hall space.
 - (i) other, as may be appropriate to each individual hall.
- (3) Carpeted dining rooms may be used for dances if a suitable floor covering is provided to protect the carpeting. If damages to carpeting occur as a result of dances or any other activity, the use of dining rooms for such purposes will be discontinued.
 - (4) Food service, cleaning, set-up, and similar services must be secured through the hall manager. Listed below are general guidelines and exceptions to these guidelines may be made by the hall manager according to limitations of that particular hall or the requirements of a given event:
 - (a) Events requiring food service need two weeks advance notification after approval is obtained and booking procedures completed.
 - (b) Events requiring special set-up or maintenance need one week advance notification after approval is obtained and booking procedures completed.

- (c) Events requiring no special set-up need three working days advance notification after approval is obtained and booking procedures completed.
- (5) Since approval for use of residence hall facilities must be made jointly by the hall government, the head advisor/hall director, and the hall manager, any one of the parties may veto the use of a hall facility by any group. Such an action should be based upon a sound rationale: for example, a group which failed to fulfill its obligations in the past might be disallowed any further use of space. Primary responsibility for such decisions exists at the hall level and any dissatisfaction with such a decision should be discussed, first, at the hall level. An appeal is possible, but not to be considered routine, if a group thinks it has been treated unjustly. An appeal board consisting of the area director, area manager, and RHA designate can be convened by contacting one member.
- (6) 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 and with Ordinance 30.00* regarding selling and advertising. 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, RHA, and the Student Activities Office. Such events must be registered with the Student Activities Office prior to seeking hall space. (Information on procedures for registration of revenue projects is available in the Student Activities Office, 101 Student Services.)
- (b) Granting permission to use hall space for such revenue producing events remains the responsibility of the hall government, head advisor/hall director, and hall manager.
- (7) Any group requesting use of space in a 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 Administration Ruling (Use of Alcohol) and the alcohol policy of that hall in which the event will be held.
- (8) Advertising for any event must follow established procedures. (See policy for *Distribution of Material in Residence Halls, Fundraising and Revenue-Producing Projects, and Signs.*)
- (9) Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and head advisor/hall director. Halls which do not have an organized, functioning government defer jurisdiction to RHA. (See also: *Distribution of Material in Residence Halls and Guidelines for Campaigning, Canvassing, and Petition Drives on the Michigan State University Campus*, available in the Student Activities Office, 101 Student Services.)
- (10) Once space is approved for an All-University event/meeting to be held in residence hall facilities it shall be deemed a public meeting or event open to the entire University community. Any member of that community shall be admitted without discrimination due to race, creed, religion, national origin, sex, or sexual orientation. Similarly, any activity, event, or meeting approved for a house, hall, or complex shall be open to their members of the specific community without discrimination.
- Exceptions to the above such as special meetings or events which are "for members only" must be so designated when facilities are requested and advertised as such. In addition, the organization must have a record of individual members prior to requesting facilities and may invite only the pre-determined membership.
- (11) 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, the hall governing body, and the head advisor/hall director.
- (12) Should the need for special academic services occur, (i.e., testing, tutoring, help sessions, or make-up classes) prime consideration should be given to making such space available.
- (13) Groups which fail to adhere to the responsibilities outlined in this policy or specific hall policies may be denied future use of space. However, before disciplinary/administrative action can be taken against a group, the basic tenets of due process must be followed.
- (a) The group shall be informed in writing that they are accused of space use policy violations. The disciplinary/administrative process may be initiated by either the hall government, the manager or the advisory staff.
- (b) The group shall have the opportunity to defend itself against the alleged accusations to a committee comprised of representatives of the hall government, management and advisory staffs. If an allegation is not contested by the group, the decision of the hall government, management and advisory staff becomes effective.
- (c) The group shall be informed, in writing, by the hall government, management and advisory staff of any disciplinary/administrative action

being taken against it. Specific restrictions or sanctions should be detailed and included in the written notification.

- (d) Final appeal may be addressed to a committee comprised of the Area Director, Area Manager and RHA representative.
- (e) RHA, University Housing Programs and the Department of Residence Halls will keep a list of groups not adhering to the responsibilities outlined in this policy and will make such information available, upon request, to the halls.

b. Use of Space by Within-Hall Groups

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

- (1) Within-hall groups qualify for the use of residence hall facilities. Such within-hall groups and activities include three major categories:

- (a) an event or activity planned by the hall, house, or hall government and, 1) attended solely by residents of that hall, or 2) attended by residents of that hall and their invited guests.
- (b) an event or activity planned and attended by a hall group, which has been formally recognized by the hall government, and that group's invited guests. Hall groups which are so formally recognized are those which have received financial appropriations from the government, or have been formally approved and registered by the government (i.e., photography group, weightlifting group, Black Caucus, radio station). Such groups should be listed in the space use policy of each hall.
- (c) an event or activity planned and attended by resident members of the residential college or academic unit housed within that hall and their invited guests.

- (2) Within-hall groups must assume responsibility for the meetings, events, or activities they plan. If a particular group does not have demonstrated financial resources (i.e., a University account) a representative of that group must sign a statement agreeing to assume financial responsibility for any charges.

- (3) Within-hall groups may not sponsor activities of groups which fall under Section 2.c., "other groups," thus giving the event "within-hall group" status and thereby circumventing the specific provisions of Section 2.c. which pertain to "other groups."

- (4) Charges for within-hall groups or activities are under the following guidelines.

These procedures differ from those for other groups outside the specific hall for two reasons: first, these residents have paid for the use of these facilities through their room and board; second, these groups have recognized financial resources available through the hall government.

- (a) Charges are not rental charges, but represent additional labor, supplies, material, or repair costs required to accommodate the event. The unit manager, in conjunction with advisors and student government representatives, determines whether or not volunteer help can be accepted to assist in set-up or clean-up. 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.

- (b) Charges for set-up and clean-up are made if an event is presented for residents of a hall or complex and an admission, collection, or donation is accepted from participants.

- (c) Charges are made for any event sponsored for all students in residence halls or all University students regardless of whether the event is free or by paid admission.

- (d) Should an admission or donation be requested solely for the purpose of covering costs (not to raise funds) no charges other than for damages will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the hall manager. If a profit is realized, charges will be assessed.

- (e) Charges will be made if additional labor is required to prepare the space for use the following morning.

- (f) Charges are made for the use of hall dining rooms where major set-up or cleaning is required. However, the following halls are entitled to one such event each term at no charge so long as the event is non-profit. (This is due to the lack of multi-purpose space adequate to accommodate all residents at a given hall event.)

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

c. Use of Space in Residence Hall by Other Groups

- (1) Groups other than the within-hall groups outlined in Section 2.b. of this policy should be directed to use other facilities on campus unless their program, meeting, or event is of direct interest and benefit to the residents of a given hall.

- (2) Only those non-residence hall organizations as stipulated in Section a. (1) of the *All-University Policy for Use of Facilities and Services* are eligible to request permission. This section lists registered student organizations, living unit organizations, major governing groups and ASMSU. Guidelines in this section as well as the general guidelines in Section 2.a pertain to these groups requesting space in a residence hall.
- (3) All events planned by groups under this section must end by hall closing.
- (4) Hall government, head advisor/hall director, and the manager shall require the organization requesting to use space to handle the following:
- Cash deposit (as necessary depending on the nature of the activity).
 - Payment as necessary for set-up, clean-up, and damage.
 - Collection of funds.
 - Staffing for supervision and enforcement of existing building and/or University regulations, ordinances, and policies.
 - Admission procedures.
 - The signature of a group representative on a statement of liability and responsibility.
- (5) All groups which fall under this section and which request the use of space in a residence hall shall be charged a deposit for the use of that space according to the hall's individual policy. Such a deposit will vary depending on the facility requested and the nature of the activity or event. The deposit shall be returned to the organization when all charges for labor, set-up, physical damage, or similar expenses are paid. A deposit shall not be retained for reasons other than payment for services or physical damage. NOTE: Facilities cannot be rented.
- (6) Organizations receiving permission to use facilities will be held responsible by the hall government, head advisor/hall director, and manager and will be charged for any costs to the hall or University (labor, supplies, materials, damages, etc.) incurred by their activity within the hall. A representative of the organization must sign an agreement with the hall manager accepting financial responsibility. Failure by the group to pay any charges will result in a hold card against the group's representative based on his or her contractual agreement. In addition, judicial action may be undertaken, future requests from that group may be denied and/or a request may be made to ASMSU to revoke that group's status as a registered student organization.

--Residence Halls Association
 --University Housing Programs
 --Vice President for Student Affairs
 and Services
 --May 26, 1976

3. Residence Halls 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 Halls 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:

- 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.
- Following tentative approval, the sponsoring group must complete the conference housing application. The application should be returned to Residence Halls Association at least six months (during which school is in session) prior to the planned conference.
- The application must be approved by:
 - Residence Halls Association
 - University Housing Programs
 - The department of Residence Hall Management
 - All individual halls in which housing is desired
- 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.
- 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 Halls Association
--Associated Students of Michigan State University
--Vice President for Student Affairs and Services
--May 5, 1972

(In addition see *General Student Regulation* 6.00 and 7.00).

FALSIFICATION OF UNIVERSITY RECORDS

See *General Student Regulation*, 5.00 *Records and Identification*.

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 Controller'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 Controller'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 Controller'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 Controller'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 Controller'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 Committee on Student Affairs
--Vice President for Student Affairs and Services
--June 20, 1969

3. Procedures

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

(In addition see *General Student Regulation* 6.00).

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 (Administrative Ruling)

(Applicable to University employees as well as students.)

Food offered for public sale on the campus must, in general, be handled only through the facilities of the Division of Housing and Food Services. This policy does not affect departments or colleges which have established cooperative coffee services that are offered only to their staff and guests. Such service, by agreement, is limited to donuts, rolls, coffee, and soft drinks.

In order to accommodate University organizations, both student and staff, who want the option to offer limited food service to invited guests either as a service to these guests or as a money raising project (or both), and in order at the same time to protect the University

and its public, the University allows organizations 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* and have it reviewed by the Housing and Food Services Division.)

--Housing 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*.

(In addition see *General Student Regulation 6.00*.)

HOLD CARD POLICY (Administrative Ruling)

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 *Academic Freedom for Students at Michigan State University* 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 *Academic Freedom for Students at Michigan State University* 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 noncompliance 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 or her 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 Controller.

(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 *Academic Freedom for Students at Michigan State University* 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 Vice President for Student Affairs and Services 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 Vice President for Student Affairs and Services for hold card use for the purpose in question. The agency shall demonstrate to his or her satisfaction that the above criteria are met. A current list of all University agencies authorized by the Vice-President for Student Affairs and Services to issue hold cards shall be maintained by the Office of the Vice President for Student Affairs and Services.

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 Vice President for Student Affairs and Services. Procedures for condition-of-enrollment hold card use shall be developed by the Office of the Vice President for Student Affairs and Services. 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 *Academic Freedom for Students at Michigan State University*.

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 *Academic Programs*. It shall be the responsibility of the Vice President for Student Affairs and Services to insure that Sections 1-5 of this policy are published in each edition of the *Spartan Life*. 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 Committee on Student Affairs
- Vice President for Business and Finance and Treasurer
- Vice President for Student Affairs and Services
- May 17, 1971

(In addition see *General Student Regulation 6.00*.)

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,¹ 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. Enforcement of the housing regulations is the responsibility of the Office of Student Affairs. The housing requirement does not apply to

¹Note: 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 and Commuter Programs Office, 101 Student Services.

a student during a term in which he/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 a correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which the student 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.)

(In addition see *General Student Regulation 5.00.*)

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 the housing contract unless an authorized release is obtained. (NOTE: Application for release may be made through the living unit head adviser/resident director.) This regulation applies to all students (freshmen, sophomores, juniors, seniors, special and graduate students) who enter into a contract for on-campus housing.

5. Assignment

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

6. Special Permission

Any student may apply for an exception to these requirements.² Information on the special permission procedure can be obtained by contacting the Off-Campus Housing and Commuter Programs Office, 101 Student Services. Applications will be considered by a committee consisting of one staff member from the following units: the Off-Campus Housing and Commuter Programs Office, Residence Halls Management, University Housing Programs, the office of the Vice President for Administration and Public Affairs and one student appointed by ASMSU. Specific criteria are available from the Off-Campus Housing and Commuter Programs 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 Vice President for Student Affairs and Services.

The decisions of the committee are advisory to the Vice President for Student Affairs and Services who

²Note: Requests for special permission will not be accepted while the student is considered to be in non-compliance with the housing requirement.

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, alteration, or unauthorized transference (loaning) of said identification cards or any other University records or documents may be a violation of *General Student Regulation 5.00, Records and Identification.*
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.

--Vice President for Student Affairs and Services

INSURANCE (Administrative Ruling)

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.

--Office of the President
--September 4, 1962

INTEGRITY OF SCHOLARSHIP AND GRADES
(All-University Policy)

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty.

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending

Guidelines for Use of Public Address Equipment (Administrative Ruling)

(Applicable to University employees as well as students)

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 Student Activities Office, 101 Student Services, must be completed and signed by the Student Activities Office 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. - 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 Office of the Vice President for Student Affairs and Services and be approved by the Secretary of the Board of Trustees.

(3) For information on the use of sound trucks and other mobile units see *Public Address Equipment* and 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 Secretary of the Board of Trustees, 450 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 Vice President for Student Affairs and Services
--Office of Secretary of the Board of Trustees
--April 26, 1972

RECORDS

1. Guidelines Governing Privacy and Release of Student Records

These guidelines are printed in *Academic Programs*.

2. Student Personnel Records--Graduate and Undergraduate (Administrative ruling).

The comprehensive policy governing the keeping and use of Student Personnel Records is available from the Office of the Vice President for Student Affairs and Services. General principles governing student records are enumerated in Article 3 of *Academic Freedom for Students at Michigan State University*.

(In addition see *General Student Regulation 5.00.*)

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 individual 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 individual 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 visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of hall residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures given in Academic Freedom for Students at Michigan State University. 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 REGULATIONS

The following regulations are established to govern the conduct of individuals living and visiting in residence halls. They shall apply to all students regardless of class level, place of residence, or group affiliation when they are in or around any residence hall.

1.0 Individual Responsibilities and Community Rights

The Residence Hall Bill of Rights provides a clear statement of each individual's rights within the residence hall community. These rights are best secured through clear statements of each individual's responsibilities.

- 1.1 No person shall cause or otherwise contribute to unreasonable noise in residence halls or areas immediately surrounding residence halls. (Unreasonable noise is that which interferes with, or has the potential for interfering with the legitimate rights of others.)
- 1.2 No person shall interfere with attempts of others to study.
- 1.3 No person shall interfere with attempts of others to sleep during reasonable and/or posted consideration hours.
- 1.4 No person shall interfere with the free access of another to and from his/her own room, suite, apartment, work area, or office in a residence hall.
- 1.5 No person shall play any athletic games in a common area of a residence hall without proper authorization.
- 1.6 No person shall interfere with the safe or clean environment of others.
- 1.7 No person shall allow an animal, bird, or other pet to enter a residence hall. (Fish and Guide-dogs are exceptions.)
- 1.8 No person shall fail to make an effort to discourage another person from violating a regulation and/or to report a violation of which one has knowledge.

(See also: *General Student Regulation 7.00.*)

2.0 Safety of the Individual and Community

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained, and fire procedures established and followed.

- 2.1 No person shall create, or help to create, a safety hazard.

2.2 No person shall throw or drop anything out of a residence hall window.

2.3 No person shall possess or use firecrackers, fireworks, firearms, or other dangerous weapons or explosives. (NOTE: Legal weapons must be stored at the Department of Public Safety.)

2.4 No person shall possess or use in a residence hall, without proper authorization, any chemical or other dangerous substance, compound, or container of such substances, which may injure, molest, or cause damage.

2.5 No person shall set a fire in residence halls or areas immediately associated with residence halls.

2.6 No person shall falsely report a fire, nor interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.

2.7 No person shall tamper with fire equipment, nor use such equipment for other than the prevention or control of fire. (Fire equipment shall include, but not be limited to thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, and any other fire-fighting devices.)

(See also: *General Student Regulation 7.00.*)

3.0 Harrassment and Intimidation

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment will not be tolerated in a residence hall community.

3.1 No person shall harass any other person. This shall include harassment on the basis of race and sex.

3.2 No person shall exhibit behavior which harms or threatens to harm another person or another person's property.

3.3 No person shall abuse or threaten any residence hall employee.

(See also: *General Student Regulation 7.00.*)

4.0 Personal and Community Property

The protection of personal property is important to the well being of the individual. Protection of community property protects the investment all residents make through the payment of their room and board.

4.1 No person shall tamper with or borrow without permission the personal property of others.

4.2 No person shall, without proper authorization, remove any property from its assigned place in a residence hall.

4.3 No person shall damage, deface, or destroy any property.

(See also: *General Student Regulation 6.00, 7.00.*)

5.0 Alcohol*

The residence hall community is part of a larger community, and as such, is not only governed by its own regulations, but by University policies and state law. The State of Michigan establishes the age at which alcohol consumption is legal. Furthermore, alcohol may not be consumed on state land, except by special exception of the body governing the land, which in this case is the MSU Board of Trustees. Because the majority of hall residents are under age, the privilege of drinking alcohol is extended only to those of legal age in their private rooms, suites, or apartments.

5.1 No person shall possess open alcoholic beverages within a residence hall, except within the confines of student rooms, suites, or apartments or at social events approved by the Office of the Vice President for Student Affairs and Services.

5.2 No person shall organize or participate in a student group event where alcohol is consumed but not approved for consumption (e.g., floor party).

5.3 No person shall allow the presence of more than five times the normal occupancy (excludes over or under assignment) in a student room, suite, or apartment where alcohol is being consumed.

**This section of the bill of rights should be viewed in light of the administrative ruling which follows this document.*

6.0 Identification of Individuals

Certain privileges are extended to individuals by virtue of their membership in the residence hall community. In order to protect the community's welfare, the integrity of this identification must be maintained.

6.1 No person shall permit others to use his or her University identification, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a residence hall dining room, an RHA or hall sponsored event, or use of RHA or hall equipment.

6.2 No person shall use the University identification of another, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a residence hall dining room, or an RHA or hall sponsored event or use of RHA or hall equipment.

6.3 No person shall refuse to provide his or her name and show appropriate identification to a staff member performing his or her duty, upon request.

(See also: *General Student Regulation 5.00.*)

7.0 Food Service

Meal times should be an opportunity for residents and their visitors to dine in a sociable manner without the fear of inappropriate distractions or interference. The misuse of meal I.D.'s or removal of food from the dining room increases the cost of food service for all residents.

7.1 No person shall initiate or otherwise engage in throwing of food, utensils, or other objects in any residence hall dining room or housing facility.

7.2 No person shall, without authorization, remove any food or utensils from a residence hall dining room.

7.3 No person shall enter a residence hall dining room without proper authorization.

(See also: *General Student Regulation* 6.00, 7.00.)

8.0 Visitors

All members of the residence hall community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these regulations.

8.1 No person shall permit a non-resident visitor to remain in or use the facilities of a residence hall, including one's residence hall room, for more than three continuous days during any given week.

8.2 No person shall fail to take responsibility of his or her visitor.

8.3 No person, if a non-resident, shall be a visitor in any residence hall between the official closing and opening hours without a resident escort.

8.4 No person shall interfere with the entertaining of a visitor by another, unless the visitor is infringing upon his or her rights.

- Residence Halls Association
- Associated Students of Michigan State University
- Approved on an interim basis by the Vice President for Student Affairs and Services
- July 13, 1981

ADMINISTRATIVE RULING (Use of Alcohol)

Ordinance 22.00 states, in part, that, "the use or possession of alcoholic beverages, including beer and wine, subject to state law, is hereby permitted in housing facilities (rooms, suites, apartments) assigned by Michigan State University." Students must be 21 years of age in order to possess or consume alcoholic beverages in their living quarters.

The following guidelines have been established to better clarify the Administrative Ruling and are included as part of the Ruling:

- 1) No kegs will be allowed in University residence halls for any purpose. Included in this is the elimination of all other common sources of alcohol (e.g., trash cans).
- 2) Students are responsible for ensuring compliance with state law and this Administrative Ruling involving alcohol consumption in the University residence halls.

Students who choose to violate the Administrative Ruling governing the use of alcohol should be aware that appropriate administrative personnel within the Division of Student Affairs and Services may adjudicate violations of this Ruling and sanctions may include removal from the residence hall system. (All administrative action will ensure due process for individuals suspected of violating this Ruling.) Additionally, violations may be adjudicated through the judicial process as outlined in the Academic Freedom Report.

For a more detailed review of the Administrative Ruling and the state law regarding alcoholic beverages, please refer to "Alcoholic Beverages" at the beginning of this section on regulations.

--Vice President for Student Affairs and Services
--July 13, 1981

RESIDENCE HALL ROOM ENTRY POLICY (Administrative Ruling)

The University is respectful of, and committed to the protection of the student's right to privacy. The University also has responsibility to insure that the welfare of people on campus, the educational and service functions of the University, and the property of the University receive adequate attention and protection. To these ends the Room Entry Policy is established.

1.0 Room Entry

1.1 Residence Hall staff shall not enter a resident's room without permission of the student, unless under conditions of immediate and serious threat to the safety or well being of persons or property or for reasons stated in this Policy. Under such conditions a staff member may enter a student's room whether the residents are present or not. If it is believed such danger is connected with fire, chemicals, explosives, weapons, or other items that would cause serious personal problems or injury, the staff member should, if possible, contact the Department of Public Safety for assistance. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Others (staff or students) may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

1.2 Staff may also enter into a student's room if the student is not present, to eliminate disruptive noise from electrical sound equipment which may violate an individual's right to sleep, study, read, etc., as defined in Section 1 of the Residence Hall Bill of Rights.

1.3 Entry of police officers into a student's room for purposes of investigation is governed by state and federal law. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer has probable cause to believe a felony is being or has been committed by the individual therein.

1.4 Residence Hall staff shall not, except as noted in 1.1, 1.2 and 1.3, admit a third party to a student's room without a resident's permission.

2.0 Search

2.1 Staff are not to physically search a room under any circumstances.

2.2 A search of a student's room by the police for investigative purposes is governed by state and federal law. This includes, but is not necessarily limited to, a search with a search warrant, a search where the student has waived his/her rights, thereby permitting police search, or a search of the immediate area of an arrested subject incident to that arrest.

3.0 Seizure

3.1 If upon entering a room through the permission of a resident, a staff member observes the substance of a violation which constitutes an immediate threat to health, safety and welfare; e.g., firearms, combustibles, or explosives, the staff member should direct the disposition of the object or substance under the advice of the Department of Public Safety. Subsequently, the student may be referred for judicial and/or legal action.

4.0 Physical Maintenance

4.1 For purposes of safety, sanitation, and general upkeep, the University reserves the right to enter a student's room at any time during the working day for the above purposes, whether a resident is present or not. In cases of emergency, rooms may be entered in the presence or absence of the room's occupants, at times other than regular working hours.

4.2 Between terms, residence hall rooms are exclusively under the control of the Department of Residence Halls, 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 the residence hall rooms. Further, the University reserves the right to replace damaged or obsolete furniture and to remove from the room without the owner's permission any objects or materials which constitute a safety or sanitation hazard, or are property of the University at any time.

4.3 Between terms when maintenance staff is inspecting, cleaning and repairing rooms, the University shall exercise reasonable care with respect to protecting against the loss or theft of personal equipment belonging to the student. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost or stolen.

Approved, May 1977

--Residence Halls Association	--Residence Hall Programs
--Department of Residence Hall Management	--Vice President of Student Affairs

Revised April 1979

SAFETY (All-University Policy)

(Applicable to University employees as well as students.)

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

--June 15, 1961

NOTE: Pursuant to 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, food sanitation, public assemblage, fire safety, and accident prevention should be directed to the Office of Safety Services of the University Department of Public Safety, Department of Public Safety Building.

(In addition see *General Student Regulation 7.00.*)

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 Student Activities Office regarding exceptions to this provision.)

... No person shall efface, alter, tamper with, destroy or remove any sign or inscription of 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 Student Activities Office, 101 Student Services Building. The size may not exceed 3' x 5'.)

(In addition see *General Student Regulation 6.00.*)

SMOKING

Board of Trustees Resolution, May 21, 1976, smoking is prohibited in indoor areas in which organized academic activity is taking place.

SORORITY/FRATERNITY REGULATIONS (Student Group Regulation)

a. Guest in Sorority Houses

Allowing guests in sorority chapter houses between the closing hour and the official opening provides

an opportunity for students to experience a more equitable living situation without jeopardizing 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 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 sorority chapter houses between the official closing and opening hours shall be agreed upon by the chapter members, their alumnae adviser, and the Panhellenic Council adviser. These procedures shall be set, and on file, in the Student Activities Office and the Panhellenic Council Office.
- (2) Guests must have a specific escort between the official closing and opening hours.
- (3) 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.
- (4) The governing council shall be responsible for complying with the closing hours regulation.

--Associated Students of Michigan State University
 --University Committee on Student Affairs
 --Vice President for Student Affairs and Services
 --June 6, 1974

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 or her conduct in a manner which is in consideration of roommates or other concerned parties, and act in accordance with all policies and ordinances of Michigan State University. Further, it is not the intent of this policy to condone premarital sexual intercourse or cohabitation. Violations of these responsibilities shall be subject to judicial action, and repeated and consistent disregard and misuse of this policy may be grounds for this policy's review and possible amendment.

POLICY IMPLEMENTATION AND RULES

- (1) Procedures and policies for open house shall be agreed upon by the governing council, adviser and the advisers in the Student Activities Office. These procedures shall be set, and on file, with the respective governing body and the Student Activities Office.
- (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 Committee on Student Affairs
 --Vice President for Student Affairs and Services
 --November 1969

c. Visiting Hours

- (1) Designated public areas of 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 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
 --Associated Students of Michigan State University
 --University Committee on Student Affairs
 --Vice President for Student Affairs and Services
 --April 27, 1970

SPEAKERS POLICY, OUTSIDE (Student Group Regulation)

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. All rules for administration of requests from registered student organizations must conform to the provisions stated above. It shall be the responsibility of the coordinator of the Student Activities Office 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 Student Activities Office, 101 Student Services.)

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 or her.
6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.
7. The coordinator of the Student Activities Office is responsible for establishing programs whereby organizations shall be informed about the University's policy on speakers.
8. The coordinator of the Student Activities Office, 101 Student Services Building, shall receive the speaker registration forms.

--Board of Trustees
--December 14, 1962

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, ethnic origin, sex, age, political persuasion, sexual preference, or handicapper status shall exist within the organization.

(NOTE: The registration forms are available in the Student Activities Office, 101 Student Services.)

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.

--Associated Students of Michigan State University
 --University Committee on Student Affairs
 --Vice President for Student Affairs and Services
 --September 1, 1968
 Amended June 1980

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 Services, 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*, as administered by the Student Activities Office.
 - (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 organizations 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 and Services 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 Services, 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 over a period of two calendar years an average of less than 20% of the students subject to the assessment voluntarily pay the fee, the fee collection may be discontinued by the University. 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.

3. Referendum

- a. Any tax collected by the University on behalf of a student governing group, organization or publication shall be subject to modification or removal by referendum. The Board of Trustees will direct that such a referendum be held when either of the following conditions have been met:
 - (1) Any student subject to such a tax may initiate a referendum calling for the revocation of the University collection procedure for such tax by following the steps enumerated in Sections 2.a.(4) and 2.a.(5), exclusive of the compliance provisions in Section 2.a.(4); provided, however, that such referendum does not revoke the power of the governing group, organization or publication to assess its own members.
 - (2) The governing group, organization or publication may request a referendum for modification or removal of a previously established tax.

--Board of Trustees
--February 15, 1974

TUITION REGULATIONS, OUT-OF-STATE

The regulations governing determination of in-state or out-of-state tuition are contained in the *Out-of-State Tuition Regulations*, printed in the *Academic Programs* section of the University catalog.

WITHDRAWAL PROCEDURES AND POLICIES (Administrative Ruling)

A student may voluntarily withdraw from the University prior to the end of the eighth week of a regular term, or prior to the end of the fourth week of the five week summer term. After the end of the eighth week of a regular term or the fourth week of summer term voluntary withdrawal is not permitted.

The withdrawal procedure begins in the Office of Withdrawals, 175 Student Services Building.

A student living in the residence hall should consult the manager regarding the policy on the refund of room and board. (A student leaving the University during the last two weeks of any term will not receive a refund for room and board.)

A student who leaves the University without withdrawing properly forfeits any fees or deposits paid to the University.

Complete information on voluntary, involuntary, unauthorized and disciplinary withdrawals and consequent grade assignments is found in the *Academic Programs*.

See the calendar inside the back cover of this book regarding deadlines for receiving refunds.

OTHER ORDINANCES

In addition to the selected University ordinances printed here, there are ordinances covering the topics listed below. All are published in, *Michigan State University Ordinances, 1979*, available for reference in the office of the Secretary of the Board of Trustees, 450 Administration Building; in the Student Activities Offices, 101 Student Services; and at each residence hall reception desk. The booklet includes information on enforcement powers, duties of public safety officers, and penalties.

Aircraft	Traffic - Rights and
Athletic Equipment	Duties of Drivers and
Boating	Pedestrians
Buildings	Driving in Roadway
Counterfeiting, Altering	Turning Movements
and Copying	School Bus
Disorderly Assemblages	Parking
or Conduct	Miscellaneous Rules
Dumping	Equipment
Examinations	Traffic - Pedestrians
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UNIVERSITY CALENDAR — 1981—82

IMPORTANT DATES FOR ALL STUDENTS

Fall Term 1981

Sept 18	Fri--Welcome Week begins
Sept 21-23	Mon-Wed--Registration of students according to alphabetical schedule.
Sept 24	Thurs 8 am--Classes begin.
Sept 25	Fri--First day changes in enrollment will be accepted. --Late registration begins.
Sept 30	Wed--Last day for registration. --All adds, section changes, CR-NC and visitor changes must be received in the Registrar's Office by 5 pm. --Last day for withdrawal or dropping courses with 75% refund of course fees.
Oct 15	Thurs--Deadline for returning students to apply for financial aid for Winter Term 1982. Newly admitted and readmitted students have different deadlines; check with the Financial Aids Office.
Oct 28	Wed--Middle of the term. --Last day for withdrawal or dropping with no grade reported and 25% refund of course fees. --Deadline for completion of incomplete grades to be received in the Registrar's Office.
Nov 6,9-12	Fri, Mon-Thurs--Early enrollment for Winter Term 1982.
Nov 13	Fri--Final date to initiate withdrawal from the University in the Student Withdrawal Office.
Nov 26-29	Thurs-Sun--Thanksgiving Recess.
Dec 7-10	Mon-Thurs--Early registration for Winter Term 1982.
Dec 7-11	Mon-Fri--Final exams.
Dec 24-25	Thurs-Fri--Christmas Holiday, University closed.
Dec 31-Jan 1	Thurs-Fri--New Year's Holiday, University closed.

Feb 8	Mon--Middle of the term. --Last day for withdrawal or dropping with no grade reported and 25% refund of course fees. --Deadline for completion of incomplete grades to be received in the Registrar's Office.
Feb 12	Fri--Early enrollment for Spring Term 1982.
Feb 26	Fri--Final date to initiate withdrawal from the University in the Student Withdrawal Office.
Mar 1	Mon--Deadline for returning students to apply for financial aid for Summer Term 1982. Newly admitted and readmitted students have different deadlines; check with the Financial Aids Office.
Mar 15-18	Mon-Thurs--Early registration for Spring Term 1982.
Mar 15-19	Mon-Fri--Final exams.

Spring Term 1982

Mar 29-30	Mon-Tues--Registration of students according to alphabetical schedule.
Mar 31	Wed 8 am--Classes begin.
Apr 1	Thurs--First day changes in enrollment will be accepted. --Late registration begins. --Deadline for returning students to apply for financial aid for Fall Term 1982. Newly admitted and readmitted students have different deadlines; check with the Financial Aids Office.
Apr 6	Tues--Last day for late registration. --All adds, section changes, CR-NC and visitor changes must be received in the Registrar's Office by 5 pm. --Last day for withdrawal or dropping courses with 75% refund of course fees.
May 3	Mon--Middle of the term --Last day for withdrawal or dropping with no grade reported and 25% refund of course fees. --Deadline for completion of incomplete grades to be received in the Registrar's Office.
May 21	Fri--Final date to initiate withdrawal from the University in the Student Withdrawal Office.
May 25	Tues--Early enrollment for Summer Term 1982.
May 31	Mon--Memorial Day Holiday, University closed.
June 8-9	Tues-Wed--Early registration for Summer Term 1982.
June 7-11	Mon-Fri--Final exams.

Winter Term 1982

Jan 4	Mon--Deadline for returning students to apply for financial aid for Spring Term 1982. Newly admitted and readmitted students have different deadlines; check with the Financial Aids Office.
Jan 4-5	Mon-Tues--Registration of students according to alphabetical schedule.
Jan 6	Wed 8 am--Classes begin.
Jan 7	Thurs--First day changes in enrollment will be accepted. --Late registration begins.
Jan 12	Tues--Last day for late registration. --All adds, section changes, CR-NC and visitor changes must be received in the Registrar's Office by 5 pm. --Last day for withdrawal or dropping courses with 75% refund of course fees.

