

spartan life

MICHIGAN STATE VS WISCONSIN
PRICE \$11.00
SAT., OCT. 17, 1981
1:00 P.M.
SPARTAN STADIUM
GAME 4

M.S.U. BUS SERVICE
Valid for bus route
One ride
1-45692

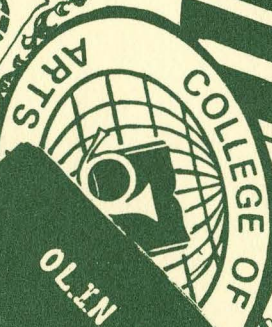
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211 EBH	114 EBH

Smith, Sally
Landon
COURSE TITLE
Art American Express
Hum Best World Anc
WS Culture + Cont. Life
SS Success + Values

THE CLIFTON AND DOLORES
WHARTON CENTER
FOR PERFORMING ARTS

STUDENT
NAME AND STUDENT ID NUMBER
0803356
3 FEES
UNIVERSITY HOUSING
PIRGM-SEE ITEM (5)
TOTAL

MICHIGAN STATE
HEALTH CENTER
EAST LANSING, MI



OLIN HEALTH CENTER

9	10	11	12
13	14	15	16
17	18	19	20

USE ONLY FOR NO CREDIT

NUMBER	CR
1301403	
130557	

Michigan State University
Performing Arts Center
presents

m.s.u.
student
resource
guide
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/ALCOHOL EMERGENCY

DEC 351-4000
 St. Lawrence 377-0320

EMOTIONAL CRISIS

Listening Ear 337-1717
 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.



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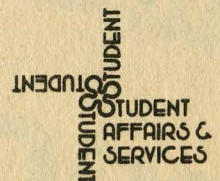
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MICHIGAN STATE UNIVERSITY

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



August 1, 1982

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,

A handwritten signature in cursive script, appearing to read "M. Turner".

Moses Turner
Vice President for Student Affairs
and Services

MT/sw

DIRECTORY OF CLASSES

FOR PROSPECTIVE VOLUNTEERS

The Service-Leader

- A description of the Center
- who volunteers and why
- what's available
- how to get involved

STUDENT UNIVERSITY COMMUNITY

EXPERIENCE EDUCATION SERVICE

MSU

CLASSIC FILMS

1981 Facts Book

REAR

THE CLIFTON AND DOLORE WHARTON CENTER FOR PERFORMING ARTS

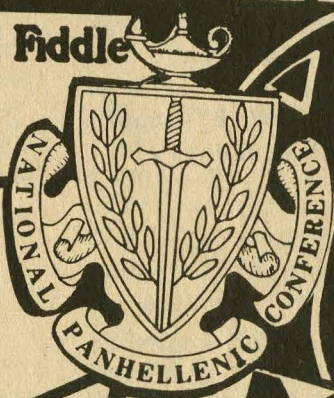
CROSSROADS



cafe/teria



The Ten Pound Fiddle
337-7744
tonight!



FRIENDSHIP SCHOLARSHIP LEADERSHIP

MSU SORORITIES

M SPO



sexual assault crisis programs



Senior Class Council
Michigan State University, East Lansing, MI 48824

BA
308 Student Services Building
MICHIGAN STATE UNIVERSITY East Lansing, MI 48824

OFFICE OF BLACK AFFAIRS
MSU CAMPUS BUILDING

AN STATE FOOTBALL 1982

Sept 11 at Illinois
Sept 18 OHIO STATE
Sept 25 at Miami (Fla)
NOTRE DAME
Michigan

part 1
information
&
services



MSU History and Finances

HISTORY

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 more talented students.

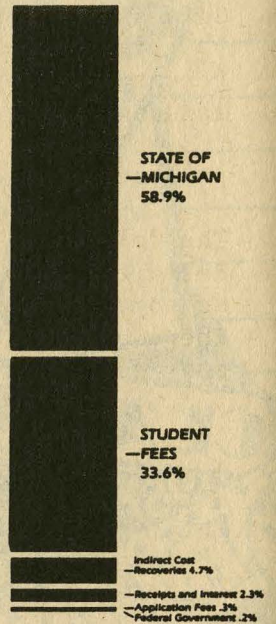
FINANCES

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 1981-82 (the latest such information available at time of printing).

General Fund Revenues 1980-81

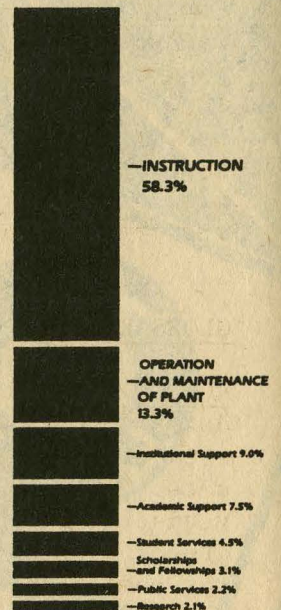
This fund is for general operation of the university and represents 52.4% of the total revenues. These amounts are included in the total revenues column and graph on page 11 at right.

STUDENT FEES	\$66,252,683
Students are assessed variable fees based on residency status, class standing, and curriculum.	
STATE OF MICHIGAN	116,034,597
For carrying on the general instruction program. Excludes appropriations for Agricultural Experiment Station, Cooperative Extension, and new construction.	
FEDERAL GOVERNMENT	346,450
Funds appropriated by Morrill-Nelson Act for land-grant institutions. This is the only federal aid for general educational purposes.	
INDIRECT COST RECOVERIES (Allocated to General Operations)	9,409,068
RECEIPTS AND INTEREST	4,493,429
Includes departmental receipts from sales and services, and interest on invested funds.	
APPLICATION FEES	575,736
GENERAL FUND TOTAL	\$197,111,963

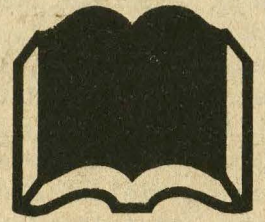


General Fund Expenditures and Transfers 1980-81

INSTRUCTION	\$114,972,472
RESEARCH	4,138,618
[Exclusive of the Agricultural Experiment Station and research financed by grants and gifts for restricted use]	
PUBLIC SERVICES	4,263,780
Radio and television, Highway Traffic Safety Center	
ACADEMIC SUPPORT	14,731,679
Library, audio-visual, computer facilities, academic administration	
STUDENT SERVICES	8,858,820
Student admissions, counseling services, and other student activities	
SCHOLARSHIPS AND FELLOWSHIPS	6,129,041
INSTITUTIONAL SUPPORT	17,814,318
Executive management, business operations, data processing, personnel, protective services	
OPERATION AND MAINTENANCE OF PLANT	26,317,977
GENERAL FUND TOTAL	\$197,226,705



Academics



As a student, success in your academic program should be of primary concern. Success comes more easily when you know your way around the University. This requires understanding the specialized language of the campus and knowing where to go for assistance with academic-related questions or problems.

The following glossary presents brief definitions of official terms, as well as some commonly used words and phrases. There are also brief descriptions of many services, offices, and programs that you should know about. Cross references indicate where you can get more complete information.

The remainder of the section describes some of the academic support services available during your stay at MSU.

Note: The official and most complete source of information on academic policies and procedures is the Academic Programs section of the University catalog. Always consult it for policies, regulations, requirements, and procedures regarding academic matters. The Schedule of Courses which is published each term, includes information about enrollment and registration procedures and scheduling information about the courses that are offered in a given term.

GLOSSARY

ACADEMIC CALENDAR...includes all those dates that are essential to MSU students--graduate as well as undergraduate. Included are enrollment and registration information, deadlines for dropping and adding courses, deadlines for completing final oral examinations,

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*. Review the calendar often, especially if you are graduating or changing enrollment. The long version also lists many meetings and cultural events.

ACADEMIC PROGRAMS...one volume of the University catalog. 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. 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. If you plan to interrupt your enrollment for one or more terms (excluding summers), you should read about "READMISSION."

ADD...changing enrollment 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 "Change of 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 enrolled students cannot be auditors (see "VISITOR").

ADVISER...your personal contact at MSU who helps you through the academic maze. Some departments and colleges employ an advisement center staff; others assign students to individual faculty members. Either way, your adviser helps you plan your overall program, make choices in major fields, and weigh career options. The advising process works best if you prepare yourself: read the various University and department publications, consider how these relate to you, and weigh your interests. You should always plan ahead for any meeting with your adviser. If problems develop in your relationship with your adviser, talk with the assistant dean of your college.

CLASS CARD ARENA, or as students call it, "THE PIT"...the area of registration where you make schedule adjustments. Each department has an area where representatives provide the necessary cards and signatures for adding or dropping courses. But before you can add new courses or drop ones in which you enrolled, you must get approval from your adviser, or your college adviser in "the pit." There are information personnel and college advisers present to help you.

CLASS CODES...numbers applied to students by the Office of the Registrar which reflect the number of credits earned. Less than 40 credits, you are a freshman coded level 1; 40 to 84 credits, a sophomore coded 2; 85 to 129 credits, a junior coded 3; 130 credits or more, a senior coded 4. Other class codes apply to special, graduate and graduate-professional students; these are outlined in the *Student Directory*. Class codes may change at the end of any term.

CREDIT BY EXAMINATION...qualified students may earn credit in a course by proving mastery of the required material and skills. Some courses are designated for credit by examination in the *Schedule of Courses*; others may be so designated at the student's request. Certain

rules apply to credit by examination, so you should consult the *Academic Programs* and talk things over with your adviser.

CR-NC (CREDIT-NO CREDIT) ... a grading option which allows students to earn course credit without getting a numerical grade. Certain rules apply to CR-NC, so be sure to consult the *Academic Programs* and your adviser.

CUMULATIVE GRADE-POINT AVERAGE (GPA)...figured by dividing total grade points earned for all terms by total credits carried for all terms. Credits from CR-NC or P-N courses are not counted, and only the last grade from a repeated course counts. Each term's grade report shows the cumulative GPA, but you may want to check it for yourself occasionally.

CURRICULUM...is the program of academic study that you have selected. This term is usually (but not always) interchangeable with the term "major." The various curricula offered are listed in the introductory section of the *Student Directory*. If you have any questions at all about your curriculum, or its requirements, contact your academic adviser as soon as possible. Guessing, or relying on information from individuals other than your adviser, may cause you to make an error in your academic program that could needlessly delay your graduation.

DF-DEFERRED...is given to graduate students doing satisfactory work but who cannot complete a course's requirements during the term. The work must be completed within two calendar years if credit is to be earned. Undergraduate and graduate-professional students may receive DF in courses approved for DF (usually those in which the work extends beyond one term). In either case, if the work is not completed DF/N for "deferred, no grade" will appear on the grade report, and no credit will be granted. It is not wise to collect many of these, for they have a way of getting out of hand and being difficult to complete.

DEFERRED PAYMENT PLAN...Up to one-half the term's total charges may be deferred for people living in University housing. (This includes university apartments.) The deferred payment may be arranged at registration, and due dates for the payments appear in the *Schedule of Courses*. There is a fee for each installment and a penalty for late payments.

DISMISSAL...an undergraduate student is not allowed to register at MSU when he or she has repeated more than 30 credits, has failed too many courses, has received grades of 0.0 in 12 or more credits in a given term, or has failed to meet the requirements set for being readmitted. No prior warning is necessary. Dismissal does not imply that you can never return to MSU. (Refer to the *Academic Programs* for details.)

DROP...changing enrollment by eliminating a course from your schedule. The procedure is the same as for adding courses; however, the deadlines are different. If you are dropping courses without adding others, you may be eligible for a refund. However, refunds are based on specified time periods. Consult the *Academic Programs* for the refund policy and the academic calendar for deadlines.

DUAL ENROLLMENT...A senior less than 15 credits away from graduation may be admitted to a graduate program and be dually enrolled for graduate study while completing the requirements for a bachelor's degree. Limits of three terms and 18 credits apply, along with other conditions. If you are interested, start by talking to your adviser. (Refer to *Academic Programs* for details.)

EARLY ENROLLMENT...gives currently enrolled students the chance to sign up for courses they would like to take the following term. Toward the end of each term, you can pick up a new *Schedule of Courses* and complete the enclosed Section Request Form after consulting your

Academic Progress Plan or adviser. This form is turned in according to an alphabetical schedule which changes from term to term so that everybody has a fair chance. (The dates and alphabetic priority can be found in the *Schedule of Courses*.)

EARLY REGISTRATION...If you have early enrolled, you can pick up your Section Reservation and Permit to Register cards at your department or college during finals week and then go to IM West to complete registration and pay fees.

EVENING COLLEGE...a division of Lifelong Education Programs, offers a variety of noncredit courses and programs. Most require one meeting per week with MSU faculty or special guest lecturers in an informal setting on the campus. There are no exams, grades, or transcripts and courses do not count toward graduation. The Evening College office is in 18 Kellogg Center, 5-4562.

GENERAL EDUCATION EXAMINATIONS...students of high ability and achievement may satisfy General Education requirements by completing examinations satisfactorily. Examinations in courses offered by the departments of American Thought and Language, Humanities, Natural Science, and Social Science are given during the registration period each term. Examinations in other courses may be available. For additional information about General Education Examinations, consult the *Academic Programs* and your academic adviser.

GRADE POINT AVERAGE (GPA)...is a measure of average performance for each term's work. The computer does it for you and prints it on the grade report, but you can figure your own this way: Multiply the grade for each course by the number of credits it carries. Do this for each course, and add up the grade points and credits. Divide the total credits into the total grade points, and round off to two decimal places. If your average is under 2.00, check out the sections on

"MAPS," "dismissal" and "recess"; if it is over 3.40, look into the information about Honors Programs.

FIELD EXPERIENCE...is work done in an "on-the-job" setting. Many departments and colleges consider this an important part of students' work and recognize it as a distinct course. For instance, if you are interested in the teaching of reading, you will sign up for ED475 which will put you into a school helping with a reading program. Most departments offer similar courses, although they may be called "practicum," "field studies," "professional experience," or whatever. Check with your adviser, and read *Academic Programs and Descriptions of Courses*.

GENERAL EDUCATION REQUIREMENT...Each MSU student must earn a minimum of 45 credits in courses approved for general education or in approved substitutes. Nine of the required 45 credits in general education must be earned by completing appropriate courses in ATL or an approved substitute. For the remaining 36 credits each student must earn no fewer than 9 and no more than 16 credits, including any approved substitute, in each of three areas: arts and humanities; biological, physical, and mathematical sciences; and social and behavioral sciences. All such credits, except those in an approved substitute, must be earned in courses approved for General Education and arranged within either Option A or Option B for each area. Consult *Academic Programs and Schedule of Courses* for additional information. Your adviser can help you plan your program so that you meet the requirements with courses that fit your needs and interests.

GRAD ASSISTANT...is a graduate student employed by the University, usually as a teaching assistant. Some grade exams, others teach lab or recitation sections, and some teach an entire course.

GRADUATE-PROFESSIONAL STUDENT...a person in one of three professional programs: Human Medicine, Osteopathic Medicine, or

Veterinary Medicine. These programs lead to the M.D., D.O., or D.V.M. degree, respectively.

GUEST STATUS...allows MSU students to take courses at other schools--either during the summer or the regular academic year--and to transfer credits to MSU. If you plan to attend another Michigan school, start by visiting the Office of Admissions and Scholarships (250 Administration Building) and getting the Michigan Uniform Undergraduate Guest Application form. For an out-of-state school, you will need to get regular admissions forms and complete them. In either case, discuss the proposed plan with your adviser, check the sections on "transfer credit" and "transfer evaluation," and read the appropriate section in *Academic Programs*.

HOLD CARD...indicates that the student may not continue the registration process because of an outstanding debt to the University, a disciplinary action, or failure to comply with conditions of enrollment. Most cases involve a bill which can be cleared up by paying the debt. (Once in awhile, "judicial" or "condition-of-enrollment" holds appear, but their use is rare and usually does not come as a surprise.) There are "hold windows" at registration where you can get an explanation of the problem and a suggestion about straightening it out. (See "Hold Card Policy" in Part III of this book.)

IDC...stands for "Interdisciplinary Courses." Such courses cut across the usual academic divisions, and are taught stressing variety of approaches to the subject. Usually several faculty members teach portions of the course, or numerous guest lecturers appear.

I-INCOMPLETE...is given at the instructor's discretion to a student who has finished at least eight weeks of the term but can not complete the class or take the final. One also has to be doing satisfactory work and be able to complete the work without repeating the course. All the work has to be done by

the middle of the student's next term in attendance if that term is within one calendar year following the receipt of the I. Otherwise, the "I" becomes a 0.0 or N--depending on the grading system. As with DF, you should not get too many because the work load really builds up.

INDEPENDENT STUDY...is highly individualized work providing greater depth of study. Such a program must be outlined in writing, supervised by a faculty member, and approved by your adviser and the teaching unit at the beginning of the term. Most departments and colleges make possible such study by setting aside course numbers for "Honors Work" or "Special Projects" allowing variable credit. Grades are determined on the usual scale and appear on the grade report with other courses. For additional information, refer to *Academic Programs*.

LATE REGISTRATION...is completing the registration procedure after the close of the regular period. Late registration must be completed within the first five class days of the term, and there are charges--\$1 per credit on the first day and \$2 per credit after then.

LIFELONG EDUCATION...is a major institutional thrust for MSU. In 1975 the Board of Trustees created Lifelong Education Programs under a dean. Its charge was for Lifelong Education Programs to work with academic colleges and departments in developing lifelong education opportunities especially for, but not limited to, students who do not fall in the 18-22 years old "traditional college age bracket." The resulting opportunities include credit and noncredit courses, programs, conferences, and workshops on the campus and at sites throughout Michigan and around the world. Some degree programs can be completed entirely off the campus.

LOWER DIVISION...consists of freshmen and sophomores--class codes 1 and 2. Most freshmen and sophomores are enrolled in the Undergraduate University Division (UUD). Such students may declare a field of study as a major preference and be assigned an academic

adviser in that field; however, the academic responsibility for such students rests solely with UUD. (See UUD.)

MAJOR...See "CURRICULUM."

MAPS... a chart with the name "Minimum Academic Progress Scale." The purpose is to let students know where they stand in their progression toward graduation, which requires a cumulative 2.00 GPA. The *Academic Programs* includes the chart and an explanation of how to use it. But there are other considerations as well, so if you are close to a 2.00 you should read these carefully and talk things over with your adviser.

N-NO GRADE... means you will receive no credit. It is given to students who drop courses after the middle of the term while doing passing work. It also shows failure to earn a "P" grade in a P-N graded class.

NO PREFERENCE MAJOR...is a choice available to all students with less than 85 credits (except transfer students with 70 or more credits). The option exists to allow you to put off selecting a major until you have a chance to sample courses from several areas; however, you have to settle on a specific major by the time you are a junior (85 credits).

OFFICE HOURS FOR FACULTY...are the hours set aside by faculty members for meeting with students. Each person handles office hours differently; some want you to make appointments and others have an open-door policy. Early each term, your profs will let you know when and how to see them. Make a note of the times. Instructors are willing to help you with a question or problem if you will talk with them. (If you forget an instructor's office hours, the department's secretary can help you.)

OMBUDSMAN...is an official, chosen from among the senior faculty, to whom you may appeal for assistance and redress of grievances involving faculty and administrators. This person assesses the validity of each complaint, advises on

possible remedies and, where indicated, actively assists in securing a fair resolution of the matter. 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. The office in 108 Center for International Programs also offers students information on other programs sponsored by American universities and foreign institutions.

PASS (P) GRADE... the grade given for successfully completing a course approved for Pass-No grade (P-N) grading. The course credits count toward graduation and in figuring out MAPS, but do not affect grade point averages.

P-N... pass-no grade grading system. 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...this card must be shown at the entrance to Intramural-Recreative Sports-West or you are not allowed in to register. You may pick up the card, along with the Section Reservation-Enrollment Card, at your college or department office.

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. Low scores on certain placement tests may mean that you will need to take

some remedial-developmental-preparatory courses. High scores on certain placement tests may mean that you can enroll in more advanced courses. For additional information, consult the *Academic Programs*.

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 heading 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 Descriptions of Courses* and talk with your adviser.

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). If you were a student in good standing, the process doesn't take long--a month. People going from undergraduate to graduate programs must complete an application for admission to graduate study. Those changing graduate programs should contact the department offering the new program. If you have been on "recess" or "dismissal," then you should refer to "Readmission after Academic Recess or Dismissal" in *Academic Programs*.

RECESS...Having given the student prior written warning, the University requires a student to drop out of school for a specified period of time because of failure to attain the minimal acceptable level of academic performance. The student normally gets a second chance to "make good" at MSU, so a student may apply for readmission once the period of recess ends. See "Academic Actions" and

"Readmission after Academic Recess or Dismissal" in the *Academic Programs*.

REGISTRAR'S OFFICE...is charged with keeping 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, Saginaw-Flint, Grand Rapids, Marquette, and Traverse City. Extended activities include year-round schedules of courses and noncredit 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 will come across this in either English, arithmetic, or mathematics. Students scoring poorly on certain placement tests may be required to complete such courses. Academic departments may require their students to complete certain remedial-developmental-preparatory courses, 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*.

RESIDENCE... 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 will not effect you unless you have a lot of transfer credits.)

RESIDENT...the University determines 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* under "Out-of-State Tuition Regulations." 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 certain criteria are met. An appeal procedure does exist. Read the rules and contact the Office of the Registrar for assistance.

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

SIRS... This acronym stands for "Student Instructional Rating System." Each term in every class you will get a form on which you can evaluate the instructors. (There's no need to identify yourself, so have no fear.) A major purpose of SIRS is to provide instructors and teaching units with information about their instructional practices so that classroom effectiveness may be maintained at the highest level of excellence. So make use of your opportunities to help your instructors and improve your classes.

SPECIAL STUDENT...refers to students with class code 5. This is a catchall term which includes the following students: guests; high-achieving high school students; Lifelong Education unclassified status students; agriculture technology students; guests; 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. Lecture topics, reading assignments, 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 is valuable when studying for tests.

THEMATIC STUDIES PROGRAMS...involve interdisciplinary subject areas that are not included in a single college or department. Completion of a program shows up as a special note in your academic records. Four programs are available: 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 transcript may be obtained for \$3 in 50 Administration Building. You can order it one day and pick it up the next, or you can handle the transaction by mail.

TRANSFER CREDITS...credits earned by completing 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 is important to plan carefully. 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 Admissions and Scholarships, but academic departments prepare guidelines for recognizing transfer work. If you have questions about transfer credits or about how previous transfer credits were evaluated, contact your academic adviser or a staff member in Admissions.

UPPER DIVISION... juniors and seniors with class codes 3 and 4, respectively. Once you get upper division standing, you will have to declare a major and be accepted by a college as a degree candidate. This presents little difficulty if your academic performance falls within the "MAPS" or you are not interested in a highly competitive major. If you feel uncertain about your position, talk to your adviser.

VISITOR...a currently enrolled MSU student who with approval is enrolled in a credit course on a non-credit basis. You can re-enroll in the course 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.

WITHDRAWAL...means voluntarily leaving the University within the term. If you decide to drop all of your courses or your only course before the term is completed, you must withdraw. The withdrawal procedure begins in the Office of Student Records and Withdrawals, 175 Student Services. You may withdraw until the end of the eighth week of a regular term or prior to the end of the fourth week of a five-week summer term. Consult "Withdrawal Procedures and Policies" in Part III of this book. The deadlines for withdrawing and for receiving fee refunds are listed on the inside of the back cover.

STUDENT ACADEMIC AFFAIRS

Each college or major academic unit maintains an office or special staff for assisting students with academic matters such as enrollment, changes of major, class changes, academic advisement, and withdrawal and readmission procedures. Not all of the offices are exactly alike, so become familiar with the one appropriate for you.

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

Human Medicine...
A234 Life Sciences, Ph. 353-9620

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

Nursing...
A230 Life Sciences, Ph. 355-6523

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

THE UNDERGRADUATE UNIVERSITY DIVISION

UUD enrolls and is administratively responsible for all freshmen and sophomores, except for those in Lyman Briggs School and James Madison College. 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 and Learning Resources Center. 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.

ACADEMIC SUPPORT RESOURCES

The University has developed some special services to provide information and assistance for support of your academic efforts. The following is a list and brief description of some of these resources.

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 courses in education. Ph. 355-1752.

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. Call 355-2365 to schedule an appointment.

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

Mathematics
D101 Wells Hall, Ph. 353-8852

Microforms
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

Planning and Design
201 Urban Planning and Landscape
Architecture Bldg., Ph. 353-3941

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

Ombudsman's 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 assistance and redress of grievances involving faculty and administration. This person assesses the validity of each complaint, advises on possible remedies, and, where indicated, actively assists the student in securing a fair resolution of the matter. 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.

College of Natural Science contains a Preprofessional Advisement Center--Room 3, Natural Science Building. It provides four 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.

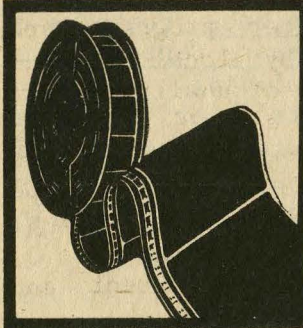
Service-Learning Center: (Formerly known as The Office of Volunteer Programs) 26 Student Services Building. Students may add an experiential dimension to their coursework through the variety of community placements developed by the Service-Learning Center. These placements are sometimes utilized by students 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.)

Supportive Services Office: This office provides assistance to students who, for various reasons, are at an academic disadvantage in relation to other MSU students. Services include personal and academic counseling, tutorial assistance and skill-building workshops.

The development of basic academic skills is combined with coping and self-management procedures to help students survive and thrive at MSU. The staff also assists students in planning intelligently to fulfill realistic objectives and goals.

All entering Developmental Program Students, and any other students who can benefit from the office's services, are assigned a developmental guidance counselor. Students are urged to use the services regularly until they have established satisfactory academic progress.

For further information, call 353-5210 or visit 115 Erickson Hall.



Activities

This section highlights some of the many activities available at MSU and in the surrounding community. Part of the excitement of a university is the endless opportunity for new experiences. Take time to explore!

THE MSU UNION

Students, faculty, staff, alumni and guests gather at the Union for cultural, social and recreational activity. Facilities and services available include:

The Main Store...has a variety of souvenirs, MSU Spirit apparel, cards, school supplies, candy, newspapers, bus passes and much more. Information services are provided pertaining to union functions, campus events and the University in general.

The Snacks Etc. Store...is stocked with an array of "take home" snack items and natural foods, as well as MSU Spirit apparel, souvenirs and school supplies.

The Bowling Lanes...feature 16 modern lanes in air conditioned comfort for open play, classes, leagues, and tournaments.

The Billiard Room...offers 14 regulation pool tables, one snooker table, one billiard table, tournaments, leagues and classes.

The Gameroom...has the latest video and pinball games. Two regulation ping pong tables are also available.

The Cafeteria...features homestyle prepared foods. Various specials, feature dinners, yogurt bar, salad bar, sandwich board, soups, luncheon and dinner entrees, and desserts are offered.

The Grill...serves breakfast, lunch, snacks, pizza, salads, ice cream and a variety of burgers and sandwiches. Prompt service; eat in or take out.

Catering...offers complete food service for all group needs including refreshments, luncheons, dinners, socials, banquets, receptions and dances.

Meeting and Program Facilities...may be used by registered student organizations. Facilities are also available for major events such as dances, socials, carnivals, films, banquets and conferences. The newly remodeled Ballroom offers complete light and sound capabilities and will accommodate up to 500 people.

Other services provided are:

Post Office	Cap & Gown Rental
Main Lounge	& Sales
Notary Public	Telephone Room
Ticket Office	Western Union Money
Barber Shop	Order Receiving
Women's Lounge	Station
Campus Lost & Found	

Building Hours:

Monday - Thursday 7 a.m.-11 p.m.
Friday & Saturday 7 a.m.-12 midnight
Sunday - 10 a.m.-11 p.m.

For information call 355-3498.

STUDENT ORGANIZATIONS

There are over 600 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, ethnic, volunteer, and printed media organizations. Each organization has its own membership criteria and requirements. Meetings, programs, and activities such as speakers, symposia, 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, audiovisual, homecoming, MSU Union activities, and theater. Watch *The State News* for advertisements of coming events.

THE ARTS

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

Theater: The Department of Theater sponsors a wide variety of dramatic productions. Work by the Performing Arts Company is featured. Productions are announced in *The State News*.

The Performing Arts Council (part of the ASMSU Programming Board) also presents experimental theater produced and sponsored by students. Call 353-5255 for information.

Off campus, both professional and community theater groups are active. In

addition, dinner-theater programs are occasionally offered by local restaurants. A wide range of quality entertainment is available, as well as opportunities for involvement by those interested in the stage. For a list of area theaters and theater companies, consult the Yellow Pages ("Theatres"). Check the newspapers for current and coming attractions.

Wharton Center for Performing Arts: Wharton Center offers prominent national and international cultural events including symphony orchestras, dance groups, and Broadway shows. There are special prices for students. For schedule and ticket information, call 353-1982. Tickets may be purchased at the ticket office on the first floor of the Center.

Opera: The Opera Company of Greater Lansing presents a performance on campus each January. Watch for announcements.

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; five concert bands; two orchestras; and seven choirs, including the Choral Union, a University and community ensemble. For specific information call the Band Office, 355-7654; the Orchestra Office, 353-6485; or the Choir Office, 355-7667. For current concert information, call the 24-hour Music Department Events Line, 355-3345.

Kresge Art Center: The Center is the home of the Art Department and the Kresge Art Gallery which houses the University's permanent collection. The Gallery is open daily, including Saturday and Sunday afternoons. Exhibits are changed monthly. Call 355-7631 for information.

Lansing Art Gallery: The Gallery, located at 425 S. Grand, Lansing, is open to the public Tuesday through Friday, 10 a.m. to 4 p.m., and Sunday 1 to 4 p.m. For exhibit information call 484-9649.

ATHLETIC EVENTS

As a Big Ten school, MSU competes in 14 men's varsity sports and 10 women's varsity sports. Football, basketball, and hockey games are included in the calendar published in the front of the Student Directory. All events are well publicized in *The State News*. The Athletic Ticket Office in Jenison Fieldhouse handles all advance ticket sales. Call 355-1610 for information.

MUSEUMS

The MSU Museum: The museum offers anthropological, biological, geological, and historical displays for members of the University and the public. Located across from the Library on East Circle Drive, it is open from 9 a.m. to 5 p.m. during the week and 1 to 5 p.m. on Saturday and Sunday. Call 355-2370 for information.

Impression 5: This Lansing museum of science, technology and art has "hands-on" exhibits that you can operate. The museum appeals to all ages, but especially children. It is located at 200 Museum Drive. (Turn south off of East Michigan between Cedar and Grand.) Hours are 9 a.m. to 5 p.m. Tuesday through Friday and noon to 5 p.m. on Saturday and Sunday. Admission is charged. Call 485-8115 for information.

Michigan Historical Museum: Located at 208 N. Capitol. Open 9:30 a.m. to 4:30 p.m. Tuesday through Friday; weekends and holidays, noon to 4:30 p.m. Call 373-3559 for information.

R. E. Olds Museum: A transportation museum displaying old and new automobiles. Exhibits change periodically. Open 9:30 a.m. to 5 p.m. Tuesday through Friday and noon to 5 p.m. on Saturday and Sunday. Located at 240 Museum Drive near Impression 5. Call 372-0422 for information.

MOVIES

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.

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

GARDENS

MSU's Beal Botanical Garden: Located behind the Library. It covers six acres and has 5000 plant species, all neatly labeled. Begun in 1873, this is the oldest continuously operated teaching facility of this type in the nation.

The Horticulture Garden: Located behind the Horticulture, Student Services, and Natural Science buildings. From spring through fall a lavish display of color surrounds the central fountain. Bring your camera or a book, but take time to smell the roses!

PARKS AND OUTDOOR AREAS

Fenner Arboretum: A nature-oriented park with wildlife, reptile house, pioneer log cabin, marked trails, nature lectures, and a picnic area. Located at 2020 E. Mt. Hope, Lansing. Open 8 a.m. to 8:30 p.m. The nature building is open 8 a.m. to 5 p.m. on weekdays and noon to 4 p.m. on weekends. For information call 487-1425.

Lake Lansing: Parks located on the north and west shores provide picnic areas, swimming beach, children's play area, and sailboat rentals. This is a popular picnic spot for students.

Patriarche Park: This is another popular picnic place for students. The 38-acre area at Abbott Road and M-78 in East Lansing offers a ball diamond, basketball and tennis courts, and a children's play area.

Potter Park and Zoo: This Lansing park has picnic areas, playing fields, canoe rentals, and train and pony rides. The zoo always has new animals and birds. After 11 a.m. there is an admission charge of \$1.00 per vehicle from May to September. Call 487-1426 for information.

Riverfront Park: A newly developed area in downtown Lansing offers a scenic river walk, outdoor theater for open air concerts and cultural activities. This is the site of special festivals held during the year.

Woldumar Nature Center: Located at 5539 Lansing Road, Lansing. There are five miles of trails in this 188 acre area. Special programs are offered for children and adult nature classes are available. The center is operated by the Nature Way Association on a non-profit basis. Memberships are available. There are opportunities for volunteer service. Internships are available in fields such as environmental education and natural history interpretation. Open 8 a.m. to 5 p.m. Monday through Friday all year. Call 322-0030 for information.

Kellogg Bird Sanctuary: This is part of the Kellogg Biological Station, MSU's teaching and research complex located northeast of Kalamazoo on Gull Lake. The sanctuary provides a park-like setting and has some picnic space. Native waterfowl are featured with some exotic species on exhibit.

OTHER PLACES TO VISIT

MSU Farms: You are welcome to visit the farm animals at the MSU barns. Located at the south side of campus between Mt. Hope and Jolly roads, they are within easy cycling distance. Open every day 8 a.m. to 5 p.m. Tours may be arranged through the Campus Tours Office, 355-8339. "Small Animals Day" is a special event in the spring.

Planetarium: Public presentations are offered in the Sky Theater on weekends and special occasions. An exhibit hall is open from 8:30 a.m. to 4:30 p.m. on weekdays. Located between Shaw Hall and the Chemistry Building. For current show information call 355-4672. For current information on the night sky, call 332-STAR.

OTHER

East Lansing Community Education Program: The Office of Student Activities and East Lansing's School-City Activity Program sponsor a variety of non-credit, special interest classes and recreational activities for East Lansing and University community members. The office is located at Red Cedar School, East Lansing. Call 332-2636 or 332-3591.

Special Events on campus are well publicized. In addition, the Convention/Visitors Bureau of Greater Lansing publishes a quarterly brochure on things to do and places to see in the Lansing area. It includes art shows, concerts, athletic events, theater productions, festivals, and other special events. Call 487-6800 for information.

RECREATION

For information on sports and other recreational activities, see the section of this book titled "Recreation."



Career Planning

Selection of a career is difficult for many people. About one-third of MSU seniors report that they have changed their majors at least twice. Because career planning is so important, the University provides several resources to aid you in the process.

CAREER COUNSELING

The Counseling Center assists students in exploring career options and determining career direction. Counselors help students identify information they need about themselves, college majors, and occupational opportunities. They assist students in evaluating and interpreting information about their interests, values, skills, and needs in relation to career and life goals. Counselors also assist in utilizing University resources for planning and taking action. Counseling Center services are available weekdays 8 to noon and 1 to 5 in the following locations:

207 Student Services	355-8270
Olin Health Center, Second Floor	355-1808
224 Brody (also MECCA, the Multi-Ethnic Counseling Center Alliance)	353-5305

CAREER INFORMATION

A Career Information Center is provided by Placement Services in Room 6 Student Services Building, 353-6475. The Center offers an extensive collection which includes: occupational materials, guides to graduate study and graduate schools, advice on planning a career or a job campaign, directories of employers in many fields, and helpful hints for women and liberal arts graduates. Placement

Services also sponsors career information programs for campus clubs and special groups. The Minority Careers Program held each January is one example.

CAREER EXPLORATION

The Service-Learning Center provides undergraduates and graduate students opportunities to explore possible careers through volunteer work in the community. Placements are available in approximately 50 programs, including the areas of aging, business, communications, corrections, education, engineering, government, health, marketing, nutrition, recreation, science, social work, special education and other fields.

Students become involved to supplement their academic backgrounds, investigate career options, and gain on-the-job experience, as well as to help others. Many students report that their experiences help them to affirm their choices; however, some change their plans as a result. Most agree that exposure to the work environment is valuable.

Applications for placements are received during the first two weeks of each term. Information is available in 26 Student Services, 8 to noon and 1 to 5, weekdays.

COLLEGES AND DEPARTMENTS

Your college or department may have special resources available related to your field of study. Inquire at your departmental office or the office of the assistant dean for your college.

Division of 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 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.

Educational and Support Services
Assistant to the Vice President
161 Student Services
353-6650

Staff in this unit are part of the central administrative staff for the division. They give primary attention to facilitation and coordination of divisional functions which cut across departmental lines. Areas of responsibility include: new student orientation, division publications, research and grants, undergraduate leadership training, practica for students in the College

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

OFFICE OF STUDENT LIFE
Assistant Vice President and
Director
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 21

officed in Student Services and hall directors 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 students' 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 curricula 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 primary responsibility for encouraging student leadership growth and facilitating the development of student organizations and their campus activities. This includes providing advisory assistance for: all-campus

student programming, registered student organizations, major governing groups (ICC, OCC, IFC, Panhel, and NPHC), and students involved in University governance.

As advisors to ASMSU, the undergraduate student governing body, staff assist the Student Board, the Programming Board, and the Funding Board to better serve their constituencies. Staff also serve individual students with questions or concerns about student government.

The office is responsible for registering nearly 600 student organizations, as well as most of the programs and events sponsored by these groups. Staff assist student organizations in planning their events. In addition, the office sponsors leadership development programs for major governing groups and student organizations.

Off-Campus and Commuter Programs is part of the Student Activities Office. Functions include advising and assisting students who live off campus (Interfraternity Council, Panhellenic Council, National PanHellenic Council, Cooperatives, commuters, and students who live in private dwellings). Services include a computer listing 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.

COUNSELING CENTER
207 Student Services
355-8270

Branches:

Olin Health Center,
Second Floor 355-2310
224 Brody (also MECCA, the
Multi-Ethnic Counseling
Center Alliance) 353-5305

The Counseling Center, an integral part of the campus community, provides developmental, psychological, and mental health counseling to students who may profit from such assistance. In addition, the Center offers consultation to faculty, staff and students.

The five major types of counseling activities are personal-social counseling, career development counseling, consultation and outreach, and preventive education. Assistance is provided individually or in group settings. Some concerns are served through specialized groups, seminars or 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, and Law School Admissions Tests, are administered. Applications and information are available in the Testing Office, 207 Student Services Building.

A 24-hour sexual assault crisis line is available 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

259 Student Services
353-5940

Financial Aids Staff assist students in meeting college costs by administering and awarding federal, state, donor, and institutional aid programs. Eligibility for most of these aid programs is determined by a standardized needs test which is part of a general application process. In addition, students may apply for the federal Pell Grant program and the Guaranteed Student Loan Program.

Academic scholarships are awarded on the basis of achievement through the Office of Admissions, by private donors, or by academic departments and are administered through Financial Aids.

By providing a comprehensive program of grants, loans and work opportunities, the Financial Aids Office assists 60 percent of MSU's students with more than \$67,000,000 annually.

The staff of advisors counsels students with long term and short term financial needs, as well as provides information and resources for faculty, staff, parents, high school counselors and prospective students. In-service workshops, high school presentations, orientation talks, residence hall visitations, and registration support are ways the Financial Aids staff assists students in participating in the life of the University.

(For more information, see the section on Financial Aid.)

INTRAMURAL SPORTS AND RECREATIVE
SERVICES

201 IM Sports-West (Main Office) 355-5250
103 IM Sports-Circle 355-4710

The IM staff believes that individuals who participate in enjoyable sports activities during their college years will gain benefits for a healthful life. Competitive or informal recreation activity is encouraged for men and women at all levels of ability. Handicappers are urged to take advantage of those facilities accessible to them.

Twenty-one sports offer league and tournament competition. More leisurely opportunities are available in swimming, racketball, basketball, tennis, and weight training. Outdoor activities include jogging, cross-country skiing, and softball. Forty club sports, such as judo, sailing and skiing, provide for instruction, participation and, if wanted, competition.

Intramural and recreative activities are conducted primarily in the IM Sports-West and IM Sports-Circle buildings and on several outdoor playing fields. Seven full-time professional staff and over 300 student assistants are dedicated to serving the recreational interests of the University community.

(See the section on Recreation for more details about the IM program.)

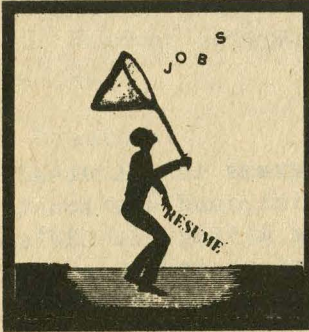
UNIVERSITY HOUSING PROGRAMS

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 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.



Employment

PLACEMENT SERVICES

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

Career Advising and assistance in planning job campaigns is offered by the professional staff.

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.

Summer Jobs, work-study jobs, and part-time employment both on and off campus are listed in the Student Employment Office. (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 *Vacancy Bulletin*.

Placement Services Bulletin announces weekly campus interviewing opportunities with visiting employers. The Bulletin is available each Thursday 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 the Placement Services Career Information Center, 6 Student Services Building.

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 Services Career Information Center.

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. Credential files are maintained for those actively seeking employment. Sets of credentials are sent to potential employers upon request of an individual job seeker.

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.

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.

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.

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):

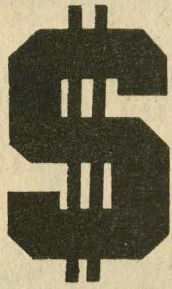
Instructional Media Center...has positions open every term except summer. You must be willing to work at least one full term plus go through a 12-15 hour training program. Most of the jobs involve handling audio-visual equipment. For further information, contact the Distribution and Facility Services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

Intramural Officiating ...Positions are available 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 employment opportunities in the Cafeteria, Grill, Catering, Bowling, Billiards, Store(s), Post Office, and Maintenance Departments. For further information contact the department heads or the Manager's Office.



Financial Aid

If you are receiving financial aid, you are among the majority of students at MSU. In support of the University's commitment to providing equal opportunity to all qualified students, the Financial Aids Office distributed nearly 70 million dollars in financial assistance to 60 percent of the total student population in 1980-81. (These were the latest actual figures available at the time of this printing.) The sources of those aid dollars and their distribution is shown in the table below. Note that many students receive funds from more than one source in their "aid packages."

INFORMATION AVAILABLE

A brochure titled: "Financial Aid at Michigan State University" is available from the Financial Aids Office. It presents information on various aid sources, eligibility, application deadlines, how to apply, and estimated budgets for students in various situations.

Financial aids advisors are available to answer your questions and discuss your needs. Visit:

259 Student Services 353-5940
9 a.m. to 5 p.m., Mon. - Fri.

SHORT TERM LOANS

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.

LONG TERM FINANCING

If long-term financing is your concern, the Office of Financial Aids administers state, federal and institutional funds. 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 for more information.

Deadlines: See the calendar inside the back cover of this book for financial aid deadlines.

DISTRIBUTION AND SOURCE OF FINANCIAL AID
1981-82

<u>Program</u>	<u>Number of Recipients</u>	<u>Federal Share</u>	<u>State Share</u>	<u>MSU Share</u>	<u>Donor Share</u>	<u>Total</u>
Grants	23,638	\$ 9,037,959	\$ 11,976	\$ 5,128,502	-	\$14,178,437
Scholarships	8,010	6,670	3,326,976	891,273	\$ 1,109,402	5,334,321
Loans	32,421	3,781,490	8,296,479	6,074,879	29,530,886	47,683,734
Work-Study	2,472	<u>1,638,391</u>	<u>21,247</u>	<u>564,449</u>	<u>39,103</u>	<u>2,263,190</u>
		\$14,464,510	\$11,656,678	\$12,659,103	\$30,679,391	\$69,459,682

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...indicates the business office cycles during each term. Approximately two weeks after each cycle you may receive either a bill or check for certain transactions (drops, adds, new aid awards, etc). Cycle I corresponds to the first week of classes; Cycle II corresponds to midterms; and Cycle III corresponds to the last half of the term.

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)... is federally guaranteed and 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. You must be self-supporting, not dependent on others to meet your basic living expenses.

For the 1982-83 aid period:

You may not have been claimed for tax purposes by your parents, step-parent, or legal guardian for 1981 or 1982.

You may not have received more than \$750 in support or lived with your parents for more than six weeks during 1981 or 1982.

If you are married at the time of aid application, you may be considered independent if, in 1982, your parents did not claim you for tax purposes, you did not receive more than \$750, or you did not live with your parents for more than six weeks.

For 1983-84 there may be significant changes in these criteria. Contact the Financial Aids Office for details before filing for aid for 1983-84.

Loan...an award of money which must be repaid. Every loan program has its own repayment requirements. Make sure you understand the requirements fully.

Michigan Higher Education Assistance Authority (MHEAA)...is the financial aids division of the State Department of Education for the State of Michigan.

Michigan Competitive Scholarship...is awarded by the State of Michigan for tuition purposes. The scholarship is based upon your ACT scores, exams taken in high school, and financial need.

National Direct Student Loan (NDSL)...is a loan which comes from the federal government. It may only be obtained through general financial aid application.

Pell Grant...See Basic Educational Opportunity Grant.

Scholarship...is financial aid based on scholarly requirements and occasionally on financial need. Scholarships do not have to be repaid.

Student Aid Grant (SAG)...is a grant provided by Michigan State University. You must fill out a general financial aid application to be considered.

Validation...as required by the federal government, is the process of "spot checking" the information provided by students and parents in applying for aid. If a student is selected for validation, the Financial Aids Office cannot allow payment of aid until all supporting documentation has been submitted by student and parents and accuracy of the information has been confirmed. While "validation" has been limited to the Pell Grant Program (BEOG) in the past, it may be extended to other aid programs as well.

Work Eligibility Factor (WEF)...indicates the amount of money you can earn, as stated in your financial aid award letter.

Work-Study...is a federally-sponsored program whereby student employees on campus, and in some off-campus jobs, have a portion of their salary paid by the government. You may only qualify for work-study by filling out a general financial aid application. Salaries earned through work-study jobs do not have to be repaid.

ASMSU LOAN PROGRAM

This program provides a maximum loan of \$40 for a maximum of three weeks. It is available to registered *undergraduate* students who have paid their ASMSU-tax. The ASMSU Loan Office is located in 307 Student Services Building.

COGS LOAN PROGRAM

This loan fund, administered by the Office of Financial Aids, allows *graduate* students to receive interest-free loans.

FINANCIAL ESTABLISHMENTS

For a complete listing of local financial establishments, look in the Yellow Pages under "banks," "credit unions," and "savings and loan associations." Services of the MSU Employees Federal Credit Union are available to student employees. 353-2280.

BUDGETING

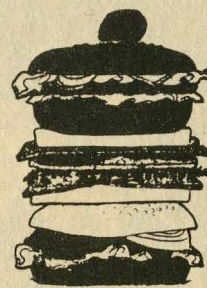
If you have limited financial resources, it becomes very important to budget properly so that you have enough money for the entire year. Remember, the usual academic year is three, 10-week terms--it's a long time from September to June. Following are some sources of assistance in planning your budget as a student:

If you are receiving financial aid, the Financial Aids staff will assist you in planning and may provide you with a brief budgeting guide.

A three-credit course in personal finance is offered through the Department of Family and Child Ecology.

If you live in a residence hall it may be possible to set up a floor program. If you are interested, tell your RA.

Food



This section is intended to provide you with information 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.

MSU Union Cafeteria

A full service cafeteria featuring home-style prepared foods. Various specials, feature dinners, yogurt bar, sandwich board, salad bar, homestyle soups, luncheon and dinner entrees, vegetables, potatoes and desserts are among the selections offered. Hours are:

Monday--Friday 11:15 a.m.--1:15 p.m.
Saturday Closed
football Saturdays 10:30 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. Residents may contract for 13, 15, or 20 meals per 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

Most residence halls have snack shops. Hours vary from hall to hall.

The MSU Union Grill features breakfasts, lunch service, snacks, pizza, salads, ice cream and a variety of burgers and sandwiches. Prompt service to eat in or take out. Hours:

Monday--Saturday 7:00 a.m.--11:00 p.m.
Call 355-3495 for information.

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. There is also a gift shop.

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, and frozen yogurt are served. 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 20 food banks located in Ingham County churches and community centers that provide food in emergencies. It develops supply sources for the banks and encourages formation of food wholesale and cooperative groups. Location is at 403 W. Greenlawn, Lansing, 371-5360.

City Market: Lansing's municipally owned market offers fresh vegetables, fruits, eggs, cheese, meat, bread, honey, and more. Open:

May 1 -- Nov. 1
7 a.m.-6 p.m., Tues. & Thurs.
7 a.m.-5 p.m., Sat.
Nov. 1 -- May 1
8 a.m.-5 p.m., Tues., Thurs., Sat.

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 grocery store. Dairy items, produce, nuts, grains, baked goods, and canned goods are sold. Membership is \$1.00. A newsletter and workshops are provided. Open daily, but hours vary.

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.

Meridian Township Farmers' Market: Produce, baked goods, arts and crafts are sold on Wednesday and Saturday, 8:00-2:00. Open mid-July through October. Accessible. It is operated by Meridian Township Parks Commission at 5100 Marsh Road, Okemos (behind the Township Building), 349-1200, Ext. 257.

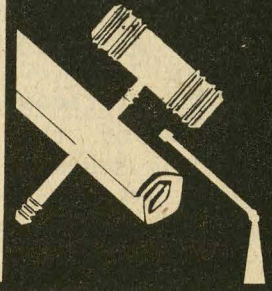
Wolfmoon Bakery and Food Co-Op: This whole grain bakery and cooperative grocery store stocks natural and organic foods, produce, dairy products, grains, dried fruits, flour, juices, baked goods, spices, toiletries, books. There is a discount for volunteer workers and senior citizens. Five dollar membership fee and \$30 refundable buying deposit. Non-members may shop. Catering is offered. Open daily after 10:00 a.m. Call for specific hours.

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

AREA SUPERMARKETS AND FOOD STORES

Supermarkets, smaller convenience markets, and stores and bakeries offering ethnic, specialty, or health food items are listed in the Yellow pages under "Grocery Stores and Markets" and "Bakers--Retail."

Governance at MSU



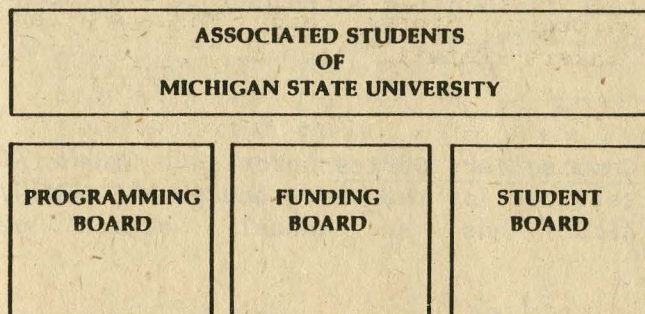
Governance refers to the decision-making process of the University. The ultimate policy-making authority at MSU is the Board of Trustees, a group of eight individuals elected by state-wide ballot, whose powers are delegated through the Constitution of the State of Michigan. Faculty and students, along with administrators, have been delegated specific roles to play in the governance process. This section describes the systems for student government, academic governance, and judicial matters.

STUDENT GOVERNMENT

Student Government has two functions: 1) development of policies and programs which benefit students; 2) representation and leadership within the University. Undergraduates are governed by the Associated Students of Michigan State University (ASMSU). Graduates are governed by the Council of Graduate Students (COGS).

Associated Students of MSU (ASMSU)

ASMSU has three branches as shown in the diagram below. Activities and programs are funded through a student tax collected at registration each term.



The Student Board has legislative responsibility. The 16-member body is composed of nine college representatives and the presidents of: Intercooperative Council, Interfraternity Council, Panhellenic Council, National PanHellenic Council, Off-Campus Council, Residence Halls Association, and University Apartments Residence Council. The Student Board Chairperson presides over the Student Board, while an Executive Director serves as the chief administrative officer of ASMSU.

The Student Board represents the welfare and rights of undergraduate students; initiates, reviews and/or recommends University rules and policies; approves appointment of undergraduates to a variety of University committees; provides a forum, for discussion of issues; and occasionally assists in the funding of student organizations.

Executive Office...under the direction of the Executive Director, implements the Student Board's policies and resolutions. It is comprised of five departments:

Campus and Community Affairs... assists students who serve on University committees. It also acts as liaison between the Student Board and other campus groups and with local units of government and community organizations.

Information and Media Relations... acts as the official spokesperson for the Student Board; conducts opinions polls.

Legislative Affairs...provides for student lobbying with the state legislature and, at times, the federal government; assists with voter education and registration.

Personnel...monitors and evaluates ASMSU appointments and staff.

Public Relations...supports the activities of the Executive Director and the Student Board on matters within MSU and among colleges and universities in Michigan.

Programming Board facilitates, organizes, and executes programming for MSU students. The board also offers support to student organizations in the planning and conducting of their activities. Of the 12 voting members, three are selected by the ASMSU Student Board and nine represent the programming councils listed below.

Audio-Visual Council...employs various types of media to execute a wide range of programs; holds workshops to train students in the use of video equipment. Located in Room 444, MSU Union, 353-5255.

Concert Council...is comprised of four concert producing organizations: Pop Entertainment (355-7733), Ebony Productions (355-9267), Mariah Folk and Blues (353-4604), and Showcase Jazz (355-7675). These groups sponsor concerts by nationally known artists. Located on third floor of the MSU Union.

Film Council...presents a wide selection of American and European films, shown Thursday through Sunday during the regular school term. Located in 328 MSU Union. Film information, 353-2010; office, 353-5255.

Public Service Council...consists of Office of Black Affairs, Women's Council, Chicano Council, North American Indian Council, Lesbian/Gay Council, Handicapper Council, and Re-Entry Students Council which have been established to serve the needs and interests of all groups and individuals within their constituencies. The ASMSU Programming Board

provides budgetary support. Call 353-5255 for information.

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

Performing Arts Council...presents music, dance, and experimental theatrical performances produced by students. Located in Room 323 MSU Union, 353-5255.

Travel Council...provides information to students on low-cost transportation during holiday periods; sponsors special tours. Information may be obtained at 353-5255, 318 MSU Union.

Student Union Programming Council...plans programs for the entire University community. Included are a flea market, music program and art shows. Located in Room 320 MSU Union, 353-5255.

The ASMSU Funding Board is responsible for the allocation of student tax dollars to registered student organizations, major governing groups, and organized living units. The board is composed of nine undergraduates with experience in programming and print media. Groups may apply for a wide variety of projects including entertainment, educational programs, newspapers, pamphlets and other special projects. Funding decisions are made a term in advance. Applications should be submitted the first two weeks of the term prior to the term the project is to take place. Contact the Funding Board Office, 332 Student Services, 355-7574.

Comptrollers Office provides financial services for the three boards of ASMSU. ASMSU has an annual budget of

approximately \$300,000. Concert revenues are additional. A nine-member staff is located in 307 Student Services, 353-0659. Services include the following:

Loan Program...provides up to \$40 for a maximum of three weeks and is available to registered undergraduate students who have paid their ASMSU tax. Located in 307 Student Services, 353-0659.

Mimeographing and Copy Services... are available to registered students and registered student organizations. A minimum fee is charged. Call 353-0659, 307 Student Services.

Health Insurance...for all registered students is sponsored by ASMSU and COGS. Information is available 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, on standing committees of the Academic Council, and the University Graduate Council. COGS exists to: promote the academic aims of the graduate-professional and graduate students; establish effective communication among these students; and create channels of effective communication with other student organizations and with the academic and administrative units of the University. Located at 316 Student Services, 353-9189.

COGS provides the following services to graduate students.

COGS Copy Service...provides two copy machines for 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...provides interest free loans to graduate students. Loans are administered through the Financial Aids Office, 259 Student Services.

Major Governing Groups

Major governing groups are all-University in scope but represent the concerns of specific groups of students.

Interfraternity Council (IFC)...governs and coordinates 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 MSU. Fraternities rush every term. If you are interested, contact the IFC office, 326 Student Services, 355-8250.

Intercooperative Council (ICC) governs the cooperative living units. Co-ops are student owned and managed houses that contribute social benefits and economic savings to the members. Located in 311B Student Services, 355-8313.

National PanHellenic Council, MSU Chapter (NPHC) governs four national Black fraternities and four Black national sororities. The Council's purposes are to: assist the University administration in attaining its educational and cultural objectives, maintain high quality interfraternal relationships, and serve as a forum for the consideration of mutual interests to the member organizations. The council and its member organizations render services to the University and student body, as well as the Lansing community. Located in 319 Student Services, 355-8303.

Owen Graduate Association serves residents of 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 MSU. PANHEL serves individuals, chapters, and the total greek system through its policies and activities. The executive board and council of delegates promote growth of women in sororities through scholarship development, programming, social service projects, leadership experience, and interpersonal and group interaction. PANHEL holds formal rush only in the fall. Throughout the rest of the year, rush is conducted by the individual chapters. Located in 325 Student Services, 355-2965.

Residence Halls Association (RHA) represents students living in undergraduate residence halls. Its purpose is to: promote communication and cooperation among halls, provide maximum representation for hall residents to the University community, recommend and maintain hall policies and regulations, and promote services and activities on campus. RHA also sponsors a weekly on-campus movie program. The RHA assembly is composed of representatives elected by students in each hall. Weekly meetings are held in a different residence hall every Wednesday night and are open to all residents. Located in G-29 Holden Hall, 355-8285. Regular office hours are announced at the beginning of each term.

University Apartment Residents Council (UARC) serves 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 sent to all residents, 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, or call the University Apartments Programs Office, 353-9499 for information.

Off-Campus Council (OCC) represents the interests of undergraduate students that do not live in residence halls, fraternities, sororities, or co-ops. Located in 318 Student Services, 355-8266.

ACADEMIC GOVERNANCE

The academic governance system consists of committees and councils at the department, college and all-University levels. Each has responsibility for considering matters of educational policy relating to its specific area of concern.

Academic Council

The Academic Council, composed of faculty and students, is the highest body to consider issues and policies concerning academic programs and procedures of the University. It must also approve of general student regulations and general statements on student rights and responsibilities. The Council's student and faculty members also meet separately as the Elected Student Council and the Faculty Council. All operations are guided by the *Bylaws for Academic Governance*.

Elected Student Council (ESC)

ESC members are selected by the various colleges. Students also sit on committees at the college and departmental level. They have an important responsibility within this structure as it provides opportunity to influence matters which directly affect all students.

Academic Council Standing Committees have student members who are appointed by the Elected Student Council. The committees are provided for in Article 4 of the *Bylaws for Academic Governance*.

Committee on Academic Environment... considers policies and procedures in areas such as the business office,

public safety, buildings and lands, that appear to have an effect on academic achievement. Student appointees must be members of ESC.

Committee on Academic Governance... nominates faculty and students to serve on Academic Council committees; reviews the Bylaws for Academic Governance, as well as college and department bylaws. Three positions are open to any student.

Committee on Academic Policy... consults with the Provost's Office about changes in academic programs and procedures. Four positions are open to any student.

Committee on Curriculum... reviews and approves or rejects changes in undergraduate courses, curricula, and degree requirements proposed by academic units. Five positions are open to any student.

Committee on Faculty Tenure... advises the Provost on procedures to be used in granting tenure or dismissing a faculty member. Two positions are open to any student.

Committee on General Education... reviews changes in general education courses proposed by academic units and recommends their approval or rejection. One position is open.

Committee on Student Affairs... advises the Division of Student Affairs and Services on policies as they affect achievement; initiates and reviews amendments to the Academic Freedom Report and General Student Regulations. Five positions are open.

Students also serve on the following University committees. All permanently established committees and their current members are listed on the last five or six pages of the *Faculty-Staff Directory*. For information contact the Secretary for Academic Governance, 10 Linton Hall, 355-2337.

Advisory/Consultative Committees

University Committee on Honors Programs
University Committee on International Studies and Programs
University Committee for the Library

Board Established Committees

All-University Traffic Committee
Anti-Discrimination Judicial Board
Athletic Council
Minority Advisory Council
Women's Advisory Committee to the Provost
Women's Advisory Committee to the Vice President for Student Affairs and Services

JUDICIAL SYSTEM

The judicial system provides for fairness in student disciplinary matters and for a means by which disputes can be settled within the University community. There are several components to the judicial system. For a detailed explanation of the structure and process, see "The Judicial System" in the introductory pages to Part II of this book. Questions may be directed to the Judicial Affairs Office, 175 Student Services, 353-5509.

Campus judiciaries include:

Living Unit Judiciaries
Residence Hall Complex Judiciaries
Residence Hall Association Judiciary
Interfraternity Council Judiciary
Panhellenic Council Judiciary
National PanHellenic Council Judiciary
All-University Student Judiciary
Student-Faculty Judiciary
College and department hearing bodies
University Graduate Judiciary
Student Traffic Appeals Court
Anti-Discrimination Judicial Board



Health

Although college students are generally healthy, they are not immune to physical or psychological 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.

OLIN HEALTH CENTER

The Student Health Center provides medical care for students while they are enrolled at the University. The Health Center program combines preventive medicine, treatment for illness or injury and health education, all on an outpatient basis. Much of the service is covered by the student health fees that are included in tuition, while other services are on a fee-for-service basis. Students should arrange supplemental medical insurance for those potential medical services not covered by the health fee. Circumstances may dictate changes in some of the specific hours and services listed below.

Outpatient Clinics

Mon - Fri, 8 a.m. - 5 p.m.

Primary medical care for eligible students is provided by the Appointment Clinic and Walk-In Clinic. These facilities are designed to provide continuous management of both short-term and long-term medical problems within the scope of general medical care. Limited specialty clinics include gynecology, psychiatry, dental and immunization, with support services of laboratory, physical therapy, pharmacy and radiology. Referrals to specialists are made as necessary.

Patients are encouraged to make an appointment to avoid waiting time; however, the Walk-In Clinic is available to those not having an appointment.

Immediate Care Clinic

Mon - Fri, 8 a.m. - 11 p.m.

Sat - Sun, 10 a.m. - 11 p.m.

An Immediate Care Clinic is available for minor trauma and illnesses which do not require the full facilities of a hospital emergency room, but which do require immediate care that cannot wait for either the appointment or walk-in services. The clinic is staffed by both physicians and nurses. Medical problems requiring hospitalization or the facilities and personnel of a hospital emergency department are referred as appropriate.

Residence Hall Health Clinics

Mon - Fri, 10 a.m. - 4 p.m.

The Residence Hall Health Clinics, an extension of Olin Health Center, are located in Hubbard, Brody, and Wilson Halls. These clinics are staffed by nurse practitioners who provide a variety of health services. Among these services are: 1) illness care for colds, rashes, sprains, wounds and dressing changes; 2) health information and counseling on nutrition, substance abuse and reproductive health; 3) illness prevention through blood pressure screening, stress management and weight loss. Referrals, when necessary, are made to physicians and other health care professionals.

OTHER ON-CAMPUS SERVICES

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 developmental and psychological counseling to students, including assistance in 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 also available to students who may profit from such assistance.

Locations of the Counseling Center are:

207 Student Services, 355-8270
224 Brody Hall (MECCA), 353-5305
Olin Health Center, Second Floor,
355-2310

All of these offices are open weekdays, 8 a.m.-noon and 1 p.m.-5 p.m.

The Testing Office and the Sexual Assault and Safety Education Program are in 207 Student Services. However, each branch office provides for the full range of counseling services. In addition, the Multi-Ethnic Counseling Center Alliance is available to minority students who may wish to work with minority counselors.

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 for speech, hearing and language disorders. The Clinic is open daily from 7:45 a.m.-5:00 p.m., 353-8780, ext. 22. The Clinic is located in Room 101 Audiology and Speech Sciences Building, Wilson Road.

OFF-CAMPUS SERVICES

Hospitals and Clinics

Health Central
2316 S. Cedar, Lansing
Ph. 374-6600

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

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

LCC Dental Hygiene Clinic...
007 Arts and Sciences Building
419 N. Capitol Ave., Lansing
Ph. 483-1458

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 Alcohol Crisis Interven-
tion and Alcoholism Inpatient
Program
1210 W. Saginaw, Lansing
Ph. 377-0418

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 Mental Health
1210 W. Saginaw, Lansing
In-Patient Program, Ph. 377-0417
Out-Patient Program, Ph. 377-0397

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

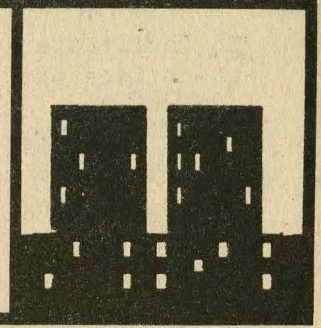
Council Against Domestic Assault
P.O. Box 14149, Lansing
Ph. 372-5572

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

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

Several private clinics provide special-
ized services for women. Look in the
Yellow Pages under "clinics."

Housing



ON CAMPUS

Residence hall accommodations are provided for graduate and undergraduate students. Choices of living arrangements are offered, by house, throughout the residence hall system. Options include: limited or unlimited visitation, quiet houses, coresidential houses, and an international house. Upper-class students also have options for apartments in Fee, Akers, and Van Hoosen, or for a room without board in Williams.

Three University apartment villages are available to married students, single parent families, and single undergraduate students. Recreational and adult enrichment programs are offered for students and families.

The University attempts to meet housing option requests whenever possible. For complete information refer to: *The Halway; 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: Fraternities and sororities are associated with MSU through the Interfraternity Council and the Panhellenic Council (see Student Governance). Fraternities and sororities offer 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. 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, with 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 co-ops are located in the front section of the *Student Directory*. For information contact the Inter-Cooperative Council, 311B Student Services, 355-8313, 10-5 Monday-Friday.

Religious Living Units: Several living units in the area are religion-sponsored or oriented. Religious housing units are listed in the front section of the *Student Directory*. Additional information 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 include information such as distance from campus, cost, lease required, and pets allowed. Listings are updated 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

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.

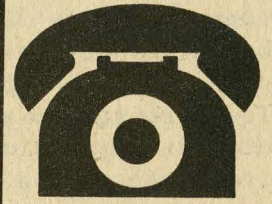
Water

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



NEWSPAPERS

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.

Other Newspapers: Local and state news coverage is provided in several off-campus newspapers, including:

Lansing State Journal	487-4620
Lansing Star	485-2813
Towne Courier	337-1361
El Renacimiento	485-4389
Detroit Free Press	332-1606
Detroit News	484-2796
Ingham County News	676-9393

TELEPHONE SOURCES

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 phone.

Library Information Services: The MSU Library 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. (Wharton Center performance 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. You might find your answer.

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 classic films on 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.

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.

RADIO AND TV STATIONS

Michigan State Network (WMSN): 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 two 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

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.

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.

WKAR-TV (channel 23) features Public Broadcasting System programs, 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 would 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.

Basic References

Academic Programs and Descriptions 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 *Descriptions 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 at no cost to graduate students in 246 Administration Building. Cost in the bookstore is \$2.00.

MSU Facts... is a publication compiled by the Department of Information Services which contains many items of information, statistics and history about MSU. Contact the News Bureau, 118 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.

Specialized References

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, as well as information on organized living units and student government. 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 education. 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.

COMMUNITY RESOURCES AND 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 of the phone book. The Yellow Pages are a valuable source of information on businesses, agencies, and services available. If you cannot find what you are looking for under the subject heading which you think applies, try using the index at the front of the

Yellow Pages section. Information on CATA bus service, postal zip codes and geographical divisions of the Lansing area are also found on the first Yellow Pages.

OFF-CAMPUS LIBRARIES

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
Okemos, 4660 Ardmere, Okemos	349-0250
Haslett, 5670 School, Haslett	339-2324

WEATHER

Weather reports and information 349-9560



WHERE DO MSU STUDENTS COME FROM?

According to 1980 enrollment figures,

- 86% are from Michigan
- 11% are from other states
- 3% are from other countries

States most represented are:

- New York, 776
- Illinois, 666
- Ohio, 462
- Pennsylvania, 331
- New Jersey, 328

States least represented are:

- Nevada, 3
- Wyoming, 4
- Alaska, 7

Foreign countries most represented are:

- Iran, 191
- Taiwan, 125
- Saudi Arabia, 102
- Japan, 95
- Canada, 71



Legal Services

Here are several agencies designed to help you with legal problems. There is also a list of municipal agencies in the Housing section if you have problems in that area.

ASMSU STUDENT LEGAL SERVICES

ASMSU Legal Services provides for student participation in a pre-paid legal services plan. This entitles undergraduates to receive legal counsel from our staff attorneys on most legal concerns. 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.

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. For information or to make an appointment, call 353-3716 or 355-3789 during business hours.

OTHER SERVICES

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, handles complaints concerning goods or services. 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. Located at 300 N. Washington, Lansing, 485-5411. The bureau can handle civil cases directly, but must refer criminal matters.

Small Claims Courts... 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. Located at 7150 Harris Dr., Lansing, 322-1825.

Personal Security



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...performs the duties of a similarly sized municipal department, plus a wide variety of non-police oriented services. The telephone number for non-emergencies is 355-2221. For emergencies only, call 9-1-1.
2. Safety Services...is a group of specialist employees who are concerned with fire safety, industrial safety, sanitation, pest control and safety equipment maintenance. Call 353-5360 for information.
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 Vehicle-Bicycle Office which registers all motor vehicles and bicycles operated on campus; supervision of the Violations Bureau which processes all tickets issued for infractions of Student Motor Vehicle Regulations and University Traffic Ordinances; and receipt of communications to the All-University Traffic Committee and the Student Traffic Appeals Court. For further information, call 355-8440.

SECURITY WHERE YOU LIVE

Whether you live in a residence hall, an off-campus apartment, or a house, you should be cautious about protecting your property and yourself within your living space. The Department of Public Safety, in a pamphlet titled "Residence Hall Security," indicates that most offenses against students in the residence halls involve theft, and most are "crimes of opportunity." Wherever you live, denial of opportunity for crime is a key factor in your personal security. The Department of Public Safety recommends the following:

1. Always lock your door, even if you 'leave for "just a minute." This is the single best deterrent. It only takes 8-10 seconds to steal something from an unlocked room.
2. Never leave wallets, purses, checkbooks, and other small items of value lying visible in the room. Keep them out of sight. Conceal these items in places other than in your desk or dresser.
3. Do not leave notes on your door announcing you are not at home.
4. Do not open your door unless you know who is on the other side.
5. Do not take in overnight guests that you do not know.
6. Do not carry a key chain with your name, address, or car license number on it.

7. Work out an agreement with those who live around you to watch for suspicious activity or persons. Report anything suspicious to the police.

PERSONAL SAFETY

We all like to think of the campus as a safe place--BUT don't walk alone at night! Go with a friend, call a friend to pick you up, or call Dial-A-Ride.

Dial-A-Ride is a safe escort service of the Department of Public Safety. Transportation is provided between 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.

SELF DEFENSE EDUCATION

The Sexual Assault Crisis and Safety Education Program offers periodic workshops on self defense and sexual assault awareness. 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.

A one-credit course in women's self defense is offered regularly through the Department of Health and Physical Education (HPE 107c).

PERSONAL PROPERTY

Personal property, such as radios, stereos, cameras and calculators, should be marked for identification in case they are lost or stolen. Use of your driver's license number is recommended since social security numbers cannot be traced in Michigan. Engraving tools may be checked out at the Police Desk in the Department of Public Safety.

SEXUAL HARASSMENT

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. Behavior must be unwanted, persistent, and continual.

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.

BICYCLE SECURITY

The Department of Public Safety has published a pamphlet on bicycle security. Copies are available in the Vehicle-Bicycle Office. Following are theft prevention tips recommended by DPS.

1. Register your bicycle with the Department of Public Safety so pertinent information is on file.
2. Secure your bicycle with a good case hardened lock and a good cable or case hardened chain.
3. Secure the chain around both wheels, the frame and to a bicycle rack.
4. Know your serial number - write it down.
5. Engrave your operator's license number into the frame of the bicycle. This should be visible.
6. If you observe suspicious persons and/or activity, call the police.

Recreation



Today's students are generally aware that physical activity is essential to good physical and mental health. Participation in different types of sports can contribute to your general well being, in addition to being fun and providing opportunity to meet new friends. The campus offers a continuous variety of recreational activity. Your stay here is an excellent time to explore new activities to find those that best fit your interests and physical abilities.

INTRAMURAL SPORTS

Intramural Sports and Recreative Services offers recreative facilities for the use of all students, regardless of skill level. Handicappers are particularly encouraged to take advantage of the facilities and programs accessible to them.

Facilities

Two buildings, IM Sports-West and IM Sports-Circle, house most of the indoor activity areas. Additional space is available in Jenison Fieldhouse and Demonstration Hall. There are four indoor and one outdoor swimming pools and indoor and outdoor tracks and tennis courts, as well as numerous courts. Many of the outdoor courts and playing fields are lighted.

Facilities are available everyday and may be used by any student, faculty or staff member upon presentation of a validated University ID card. Spouses and children are also welcome during designated hours and within certain guidelines. Since use is very high, reservations are required for most facilities. The reservation numbers are 355-5044 for

IM West and 355-4710 for IM Circle. Towel and locker services are available for a small fee and a variety of equipment can be checked out simply by presenting a valid University ID.

Fun vs Formal Competition

You can choose your level of involvement. Play or swim occasionally just for fun, enter a tournament for an individual sport, or join a team in one of the four leagues -- residence hall, fraternity-sorority, co-rec, or independent. Since some sports are seasonal an Intramural Schedule of Events is printed each term and is distributed to living units or may be picked up at either IM office.

Available Sports

Teams:

touch football	volleyball
paddleball	basketball
badminton	table tennis
team tennis	swimming
bowling	ice hockey
soccer	innertube
turkey trot	waterpolo
softball	floor hockey
golf	track
slow pitch softball	racketball
	ultimate frisbee

Individual:

handball	table tennis
fencing	weightlifting
gymnastics	paddleball
wrestling	basketball free
tennis	throw
swimming	badminton
turkey trot	judo
racketball	squash
golf	track

Sports Clubs

Sports clubs, organized through the IM program, provide instruction and competition. Size of the clubs varies. Many have less than 50 participants, although the ski club has over 900. In addition to campus activity, many of the clubs plan trips and can provide information about appropriate places off campus to engage in their activity. The Sports Club Office is in 231 IM Sports-West (353-5108). Sports Clubs include the following. New clubs can be organized according to student interests.

Aikido Yoshinki	Pistol
Badminton	Promenaders
Bowling	Racquet Club
Creative Anachronism	(Paddleball, Racket, & Tennis)
Crew	Recreation Association
Cycling	Rifle
Fencing	Rugby (men)
Frisbe	Rugby (women)
Green Splash	Sailing
Gymnastics	Ski Team
Hang Gliding	Sky Dive
Hillel Foundation	Soccer (women)
Judo	Squash
Japan Karate	Tae Kwon Doe
Kendo	Volleyball
MSU Feminist Karate	Water Polo
MSU Ski Club	Weightlifting
Original Okinawa Karate	Yoga
Orchesis	
Outing	

OTHER RECREATIONAL OPPORTUNITIES

In addition to the sports and activities already mentioned as available through the recreational sports department, a number of other activities are available on the campus and in the Greater Lansing community. Locations of most community facilities may be found in the Yellow Pages.

Aerobics. In addition to an MSU aerobics Dance Club, several classes are available within the community. Watch the State News for special announcements

and look in the Yellow Pages under "dancing instruction."

Basketball. Courts can be reserved in both IM-West and IM-Circle. Several local parks, as well as campus locations, have full or half courts for use in good weather.

Bowling. The MSU Union has 16 lanes for open play, classes, leagues, and tournaments. Many commercial lanes are available in the surrounding area.

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.

Canoe rentals are also available in Lansing's Potter Park and along many of Michigan's scenic rivers.

Cross Country Skiing. There are skiing clinics and trail skiing at MSU's Forest Akers Golf Course south of campus on Harrison Road. Ski equipment is available for rental at the golf course. Call IM Sports-West, 355-5250, for information.

Several local golf courses also welcome skiers. Check the Yellow Pages under "skiing" and "golf courses." Local sporting goods stores have skis for rent if you want to try it before investing in equipment.

Cycling. In addition to being able to ride your own bicycle along the many trails on campus, MSU's Canoe Shelter has tandems available for rent at \$2.50 per hour from May until mid-September. The bicycles built-for-two may be rented during the hours of 11:30 a.m. to 10 p.m., Monday through Friday, and 10 a.m. to 10 p.m. on Saturday and Sunday. No reservations required. Call 355-3397 for information.

Downhill Skiing. Michigan has about 50 fully developed ski areas. The MSU Ski Club can help you choose your slopes. Locally the Lansing Ski Club (Park Lake and Lake Lansing Roads) provides a good place to learn or to practice before you head north. Mt. Brighton Ski area (about halfway between East Lansing and Detroit on I-96) is the next closest.

Golf. Forest Akers Golf Course West and East, both 18-hole courses, are located on campus along Harrison Road south of Mt. Hope. The courses are open to students, faculty, staff, and the public. Students pay the lowest rate. Call 355-1635 for information and reservations.

Other courses are listed in the Yellow Pages under "Golf Courses, Public."

Hiking/Walking. In addition to the footpaths on campus along the Red Cedar, through the gardens, the Sanford Natural Area on the Baker Woodlot, there are other trails nearby. Fenner Arboretum has nature trails at 2020 East Mt. Hope Road, Lansing. It is open daily 8 a.m. to 8:30 p.m. The Woldumar Nature Center, 5539 Lansing Road, has five miles of trails in 188 acres.

Michigan's four national forests and most of the state parks and recreation areas have hiking trails. Contact the Outing Club at 353-5108 for suggestions and information on club trips.

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."

Ice Skating. Munn Ice Arena has classes and open skating for students, faculty and staff when the varsity hockey team is not in action. Call 353-7263 for information. Lansing's Washington Park, 2700 S. Washington, has an outdoor rink. There may be other outdoor rinks available also. Call Lansing Parks and Recreation, 487-1270, or East Lansing

School-Community Activity Program (SCAP), 337-1781, for current information. Beware of skating on the Red Cedar. The ice on any river may be very uneven.

Jogging/Running. A campus jogging map is available at IM-West or IM-Circle. It indicates specific routes for given distances. There is a 440 yd outdoor track west of the Stadium and a 1/8 mile indoor track in Jenison. Call the IM office, 355-5250 for information about their use. Many people like to run along the roads that criss-cross the MSU Farms south of campus. There is little traffic and the land is pretty and peaceful. Races are common in the spring and fall. Watch *The State News* for announcements.

Racketball/Handball/Paddleball. Courts are located in IM-West and Jenison. Call 355-5044 for reservations. Both YMCA branches have racketball courts. (See below).

Roller Skating. Greater Lansing Area roller rinks are listed in the Yellow Pages under "Skating Rinks." There are also businesses along Grand River Avenue where you can rent skates for street skating.

Sailing. The MSU Sailing Club has its home on the east shore of Lake Lansing. Sailboat rentals are available on the west side of the lake.

Swimming. The IM indoor pools provide year-around swimming for both men and women. Children may also swim at certain times. The outdoor IM pool is a popular gathering place from May to October, depending on the weather.

Indoor pools are also available at the YMCA Parkwood Branch and Central Branch (see below). Public outdoor pools are located at Lansing's Hunter Park, 1400 E. Kalamazoo, and Moores Park, 420 Moore's River Drive. Lake Lansing has a public beach and attractive picnic area.

Tennis. Forty courts (including 10 lighted ones) are located south of the stadium and there are four indoor courts in IM Sports-West. Reservations can be made by calling 355-5044. Many of the local parks have courts available on a first come first served basis. Ranney Park, 3341 E. Michigan, Lansing (near Frandor Shopping Center) has lighted courts. Local high schools also have courts which are available to the public when not being used by school classes or teams. Team, individual and co-rec tournaments are offered by the IM Department. The MSU Racket Club offers lessons, court time and tournament play also. Summer tournaments are held in Holt, Haslett, Lansing, and Eaton Rapids.

Weightlifting: Weight rooms and fitness rooms are located in IM-West and IM-Circle. Several residence halls also

have weight rooms for use by residents. Check with your RA or ask at the reception desk.

YMCA. Two local branches offer memberships for men, women, and families. Each has a pool, racketball courts, indoor running track, and a universal weight machine. For information contact Parkwood Branch, 2306 Haslett Road, East Lansing (332-8650) or Central Branch, 301 W. Lenawee, downtown Lansing (484-4000).

OTHER

For information regarding other kinds of activities and entertainment, see the section of this book titled "Activities."



FAMOUS FIRSTS AT MSU

MSU's first graduating class (1861) consisted of seven men, six of whom enlisted in the Civil War and became known as the "Plowboy Guard."

The first women (10) were admitted to MSU in 1870.

MSU's first football game was played in 1896 against Lansing High School. MSU won!

The Spartans were the first team in Michigan history to win the NCAA basketball championship (1979).

MSU was the first university to have:

- A School of Criminal Justice (1935)
- An educational TV station east of the Mississippi (1954)
- A College of Communication Arts and Sciences (1955)
- An ombudsman (1967)
- A state-supported, university-based College of Osteopathic Medicine (1971)
- An Institute on Research in Teaching (1976)
- A superconducting cyclotron (1981)

Services for Special Groups



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 groups 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 major responsibility is to initiate and support activities directed at improving

the status of minorities at MSU. The Division serves as the chief advocate in minority concerns and issues. The office also provides staff support to the Minority Advisory Council, the presidential advisory committee on minority concerns, which serves as the vehicle for communication between the University minority community and the University administration.

The Office of Women's Programs... part of the Department of Human Relations, has responsibility for assisting the University administration with affirmative action through planning, development, implementation, monitoring and evaluation of programs related to women. The Division strives to meet the programming needs of all women in the MSU community. It offers a noontime discussion series, special presentations, and conferences to increase the awareness of the University community concerning the current and changing status of women. The Division of Women's Programs Resource Library contains a collection of books, periodicals and vertical files on women's issues and is located in 380 Administration Building. The library is open from 8:00-5:00 Monday through Friday. A monthly newsletter, the MSU Woman, which contains articles of campus, statewide and national concern in addition to a calendar of events and activities, is published for students, faculty and staff. The Division also develops and publishes fact sheets on topics where there is commonly misinformation or lack of information. Offices are located in 380 Administration Building, 353-3922. Hours are 8:00-5:00, Monday through Friday.

Black Students...are represented in student government by the Office of Black Affairs (see Public Service Council, ASMSU Programming Board). The Office is located in 308 Student Services Building. Call 353-2969 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 spouses.

Handicapper Students...may receive assistance and/or information from the MSU Office of Programs for Handicapper Students (OPHS), located in Suite 477 Communication Arts Building, 353-9642. Handicapper Transport Dispatching and Alternative Reading Resource rooms are located in W-402 Library, 353-9643. OPHS plays an important role in helping

MSU implement its commitment toward accessible and usable University facilities and programs. OPHS facilitates both the reconstruction and the assignments of housing units which accommodate wheelchair users and other handicappers. Handicapper parking permits are available from the MSU Department of Public Safety as well as the Michigan Department of State.

The Tower Guard organization and the Service Learning Center, as well as other volunteer groups, assist OPHS in the provision of readers, notetakers, interpreters, and other assistance to handicapper students. Resource rooms with a multitude of alternative format equipment are available on the fourth floor of the Library. There is an active handicapper student council which is a part of the ASMSU Programming Board (see Student Government section).

The Office of Programs for Handicapper Students offers special transportation services to students for whom the regular on-campus bus system is not yet accessible. For further information about transport fees or service procedure, phone 353-9645.

Lesbian/Gay Students...can seek information from the Lesbian/Gay Council of ASMSU (see Public Service Council, ASMSU Programming Board). The Council seeks to educate and inform the public on lesbian/gay issues. The Council's office is located in 442 MSU Union. The telephone number is 353-5255. The office is staffed by volunteers.

Native American Students...are represented on campus by the North American Indian Student Organization (see Public Service 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.

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. In addition to regular rap sessions, outside speakers are often invited. 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.

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).



The Office of Adult Services... recently set up in Lifelong Education Programs, is the center of a referral network on campus for adult students (and potential students). Through a linkage system with those working with adult students in the various parts of the University, this office provides educational information and referral to adults, sometimes called "non-traditional" or "re-entry" students. The office is in 54 Kellogg Center and the phone number is 353-0791.

In addition, a Re-Entry Students Group has been organized through the ASMSU programming board. The group has an office in 313 Student Services Building, and may be contacted by calling 353-5255 or 355-8266. They hope to organize re-entry students for mutual support and to present their academic needs through the appropriate University channels.

A SPARTAN IS A SPARTAN IS A SPARTAN

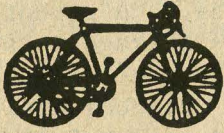
Since its beginning, MSU has undergone the following name changes:

- 1855 Agricultural College of the State of Michigan
- 1861 State Agricultural College
- 1909 Michigan Agricultural College
- 1925 Michigan State College of Agriculture and Applied Science
- 1955 Michigan State University of Agriculture and Applied Science
- 1964 Michigan State University

THE OLDEST BUILDING ON CAMPUS is Cowles House, the President's home. Built in 1857 as a faculty residence, it was named for the mother of Frederick C. Jenison, whose bequest financed enlargement of the residence to its present size. Her father was a student here in 1857.

MSU HAS THE LARGEST:

- University student newspaper in the U.S.
- Free-standing ceramic statue in the world (Sparty)
- Laboratory for hotel, restaurant, and institutional management students (Kellogg Center)
- Residence hall system in the U.S.



Transportation

AUTOMOBILES

If you drive a car on campus, you are subject to the Student Motor Vehicle Regulations. 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 be issued a ticket, or to 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 are subject to change.

* * * * *

Please refer to "Motor Vehicles" in Part III 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 example:

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

Operation of a motor vehicle by an ineligible student will result in a \$10 fine.

For assistance or clarification, visit the Vehicle-Bicycle Office in person or call 355-8440. Remember, the office staff enforce the rules; they do not make them. The All-University Traffic Committee was created to handle 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
538 Mason Plaza, Mason

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 III of this book for a summary of University Ordinances pertaining to bicycles on the campus. Also see the section on "Personal Security" for tips on preventing bicycle theft.

* * * * *

PLEASE GET A GOOD LOCK AND CHAIN.

* * * * *

The MSU Cycling Club sponsors many functions. There is also a bike co-op that offers services. If you need a bike, the MSU Salvage Yard holds auctions in September and April. Bicycles that have been abandoned, stolen and not claimed, or otherwise separated from their owners are put on the block.

CARPOOLING

Call-A-Ride Service (CARS): This service MSU students, faculty and staff. CARS will attempt to match you up with a ride or riders traveling in your direction anywhere in the continental United States. CARS is only responsible for matching. Check the references of those with whom you are sharing a ride. Alpha Phi Omega, the MSU Union and the Student Activities Office sponsor this service. Phone 353-CARS.

Share-A-Ride: This program is coordinated by the Capitol Area Transportation Authority. Over 2000 participants in the Lansing area have been "computer-matched" on the basis of locations and schedules. For information call 394-1100.

BUS SERVICE

Campus: Passes and tickets for campus buses 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 bus passes entitle holders to unlimited use of all routes of the campus bus system. 2) The commuter bus pass entitles 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. Tickets may be used on any route at any time. A bus transfer system allows passengers to change buses without an additional fare when more than one route is necessary to reach a destination. (See following map.)

City: CATA, the Capitol Area Transportation Authority, serves the Greater Lansing Area. (See following map.)

Fares: Cash--50¢; CATATOKENS--2 for 90¢; CATACARD (monthly bus pass)--students \$15, others \$18. CATACARDS may be purchased at the MSU Union, Student Book Store, Jocundry's Book Store, East Lansing Quality Dairy Stores, Bank of Lansing and Michigan National Banks. CATATOKEN machines are located at Frandor (outside State Vitamin), Student Book Store, Jocundry's Book Store, Meridian Mall (outside East 4 theaters).

Schedule maps: Available at MSU Library, 101 Student Services, MSU Union, and the International Center.

Handicappers: The Office of Programs for Handicapper Students (OPHS) offers special transportation services to students for whom the regular on-campus bus system is not yet accessible. For information about this service, dial 353-9642. CATA (the city bus system) 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: Service is available 24 hours a day. A taxi ride from the airport to campus will cost about \$12. Look in the Yellow Pages under "Taxis."

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

Air Service: Capital City Airport is on the northwest side of Lansing on Grand River Avenue. In addition to regularly scheduled service, 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:

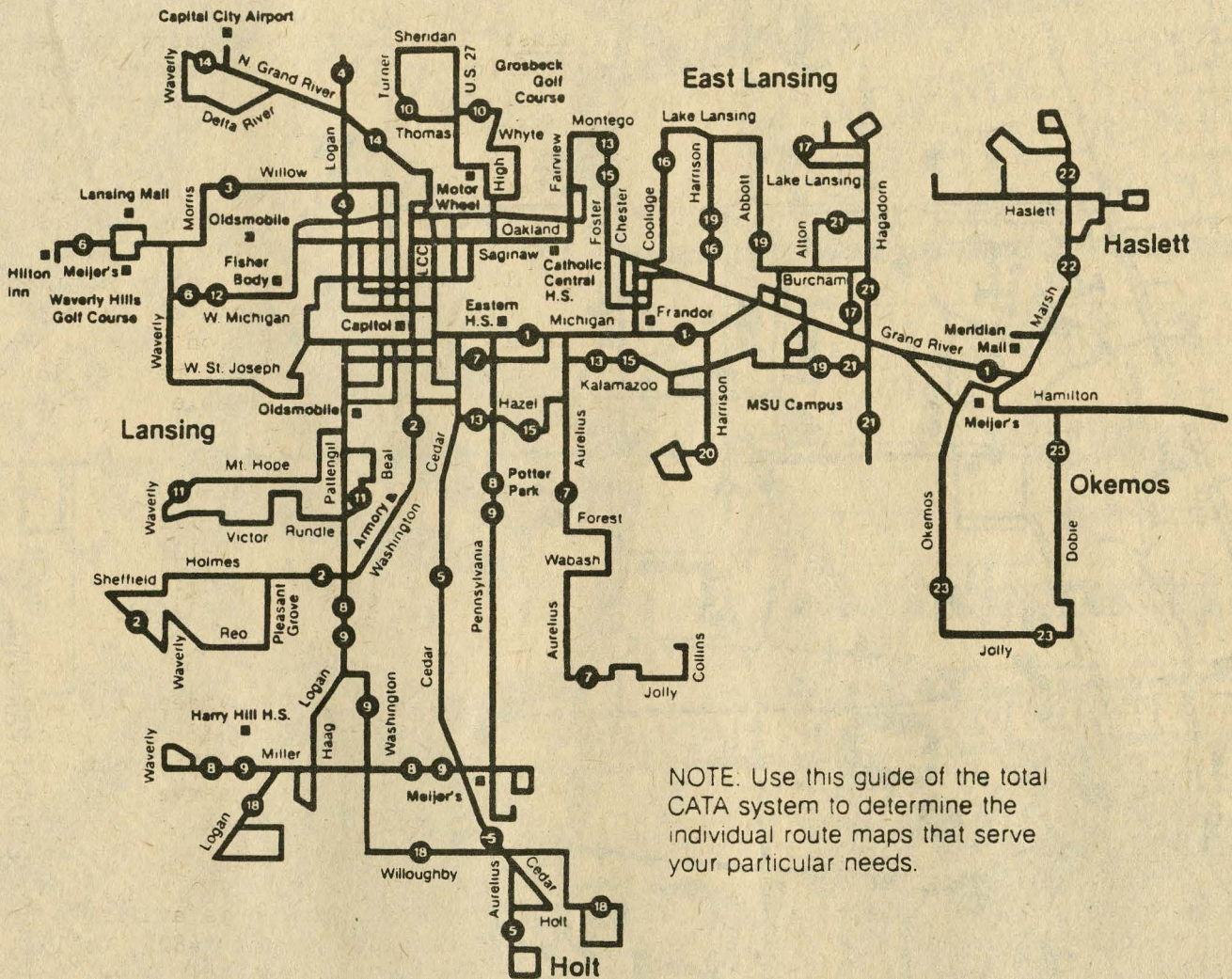
Republic Airlines	482-0203
United Airlines	374-1122
Simmons Airlines	484-1312
Piedmont Airlines	484-4116
Freedom Airlines	800-321-3342

Travel Help: ASMSU provides a travel service headquartered in 318 MSU Union. The phone number is 353-5255, ext. 55. 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. Various police agencies may ticket the driver, the hiker, or both. Plan your trip ahead and ride with a friend or call CARS. Save every-body grief and hassle.

THE CATA SYSTEM

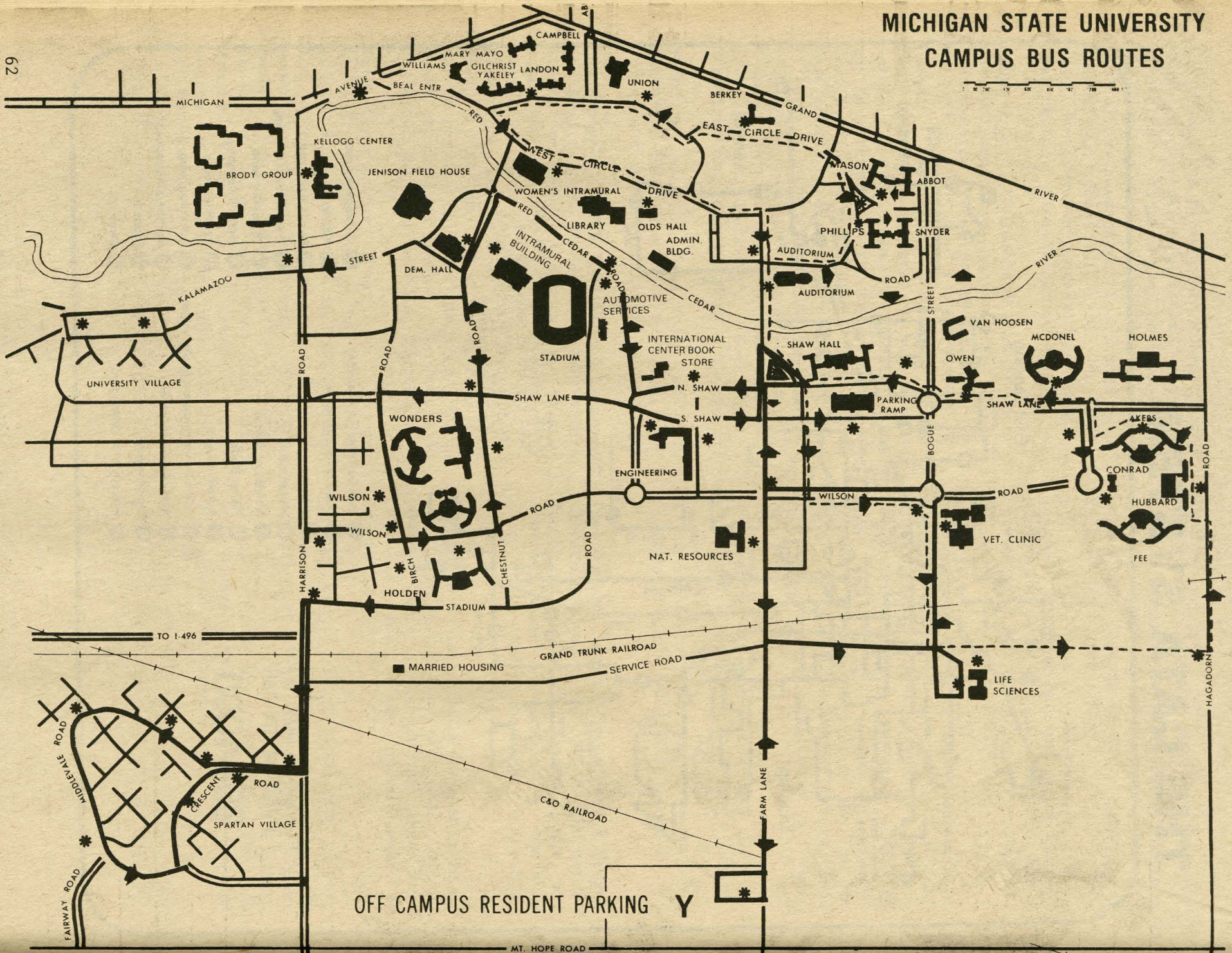
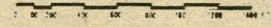


NOTE: Use this guide of the total CATA system to determine the individual route maps that serve your particular needs.

For CATA bus route information, call
394-1000

- | | |
|--------------------------------------|------------------------|
| ① East Lansing/Meridian Mall | ⑬ Groesbeck Area |
| ② Churchill/South West | ⑭ Airport |
| ③ Willow | ⑮ East Kalamazoo |
| ④ Health Lab | ⑯ Frandor/East Lansing |
| ⑤ Holt/South Cedar | ⑰ Towar Gardens |
| ⑥ Fisher Body | ⑱ Delhi/Willoughby |
| ⑦ Aurelius Road | ⑲ North Harrison |
| ⑧ ⑨ South Pennsylvania & South Logan | ⑳ South Harrison |
| ⑩ North Lansing/Turner | ㉑ Burcham/Hagadorn |
| ⑪ Beal Avenue | ㉒ Haslett |
| ⑫ Waverly/West Michigan | ㉓ Okemos |

MICHIGAN STATE UNIVERSITY CAMPUS BUS ROUTES



OFF CAMPUS RESIDENT PARKING Y



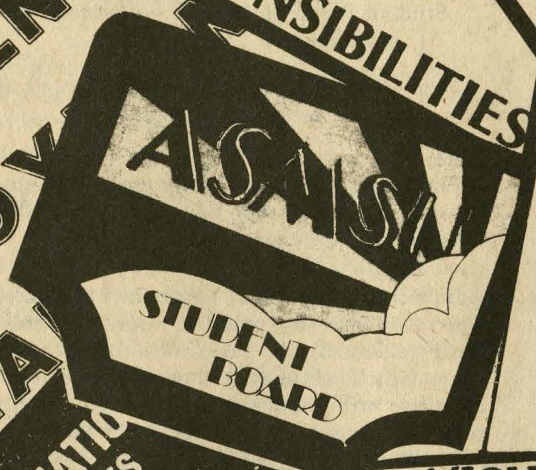
CIL OF GRADUATE
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OF MICHIGAN

Bylaws for
Academic
Governance

GRADUATE
STUDENT
RIGHTS AND
RESPONSIBILITIES

ACADEMIC FREEDOM
FOR STUDENTS AT
MICHIGAN STATE
UNIVERSITY

STUDENT
EMPLOYMENT
MANUAL



part 2

rights
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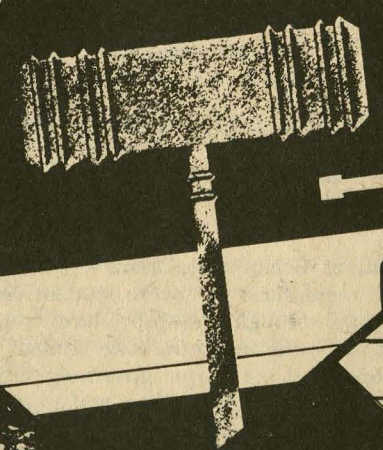
responsibilities

MICHIGAN STATE UNIVERSITY

ANTI-DISCRIMINATION
POLICY AND PROCEDURES
MICHIGAN STATE UNIVERSITY



MICHIGAN STATE UNIVERSITY



MT. HOPE ROAD

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

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

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

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

↓
Proposal forwarded through Office of the President.

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

Student Group Regulations — 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.*

→ Living Unit — *When proposal affects living units it is forwarded here for recommendations.*

← Major Governing Group — *When proposal has been referred to living unit it is forwarded here for review and recommendation.*

↓
Student Board of ASMSU — *Reviews and recommends any changes.*

↓
Vice President for Student Affairs and Services — *Approves or rejects proposals.*

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 insituational 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.

Decisions:

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

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

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.

Decisions:

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

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

MAJOR GOVERNING GROUPS

Composition:

Determined by governing group

Jurisdiction:

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

**RHA
IFC
Panhel
ICC**

APPEAL or REFER

LIVING UNITS

- RESIDENCE HALLS**
FRATERNITIES
SORORITIES
CO-OPS

Decisions:

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

Decisions:

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

Composition:

Determined by living unit

Jurisdiction:

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

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 retribution. 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-filming 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 91 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 115-117 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.

undergraduate stu

CARD POLICY
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 will not be allowed to complete registration until the specific conditions which caused use of the hold card are met.

RESIDENCE HALL BILL OF RIGHTS
The University is respectful of the right to privacy. The University allows people on campus, the educational property of the University, to use the residence halls.

ROOM ENTRY POLICY
The University is respectful of the right to privacy. The University allows people on campus, the educational property of the University, to use the residence halls.

ALCOHOL POLICY
Administrative Ruling:
The following guidelines apply to undergraduate residence halls:
Alcoholic beverages are prohibited in residence halls.

MICHIGAN STATE UNIVERSITY
RESIDENCE HALLS
HOUSING AND
FOOD SERVICE
INFORMATION & CONTACT
TERMS AND CONDITIONS

ASMSU Student Legal Services
For Appointment



ASMSU

Michigan State University
HOUSING AND FOOD SERVICE CONTRACT AGREEMENT
M.I.

student copy

part 3

regulation

Please Print
Name

Last

Starting Term and Year
I have read, understood and do hereby agree to the terms and conditions of this contract by reference to the residence hall handbook.

I understand the terms of this contract and agree to abide by the terms of this contract, provided I have read the handbook and understand the terms of this contract, Michigan State University.

Student signature

UNIVERSITY BICYCLE POLICY

1. Licensing

Every bicycle operated or possessed on the University for a fee of 50 cents or by the cities of Lansing and East Lansing must be licensed by the University. Licenses must be immediately attached to the bicycle.

2. Parking

Unauthorized bicycles must be placed in the designated bicycle parking areas. Bicycles must be parked in the immediate vicinity of the designated parking areas.

JUDICIAL ADMINISTRATOR
RESIDENT DIRECTOR/
HEAD ADVISOR
LIVING UNIT, 100
IFC & ...

X	X	X	X	X
X	X	X	X	X

MICHIGAN STATE UNIVERSITY
STUDENT
MOTOR VEHICLE
REGULATION

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 8.00.*)

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

written request at 150 Administration Building during
the first five days of classes fall term.

--Office of the Registrar
--June 1972

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

Fees and Tuition

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

Final Examinations

Grading Systems

Grade Correction
Grade-Point System

Rights

Code of Teaching
Responsibility
Guidelines Governing
Privacy and Release
of Student Records

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

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. *State Penal Code 750.141a.* Any person, who willfully gives or furnishes any alcoholic beverages to a minor except upon authority of and pursuant to a prescription of a duly licensed physician, shall be guilty of a misdemeanor.
- c. *State Liquor Control Act 436.2.* Sale shall include exchange, barter or traffic, furnishing or giving away of any alcoholic liquor. In case of a sale in which a shipment or delivery of any alcoholic liquor is made by a common or other carrier, the sale thereof shall be deemed to be made in the county wherein the delivery thereof is made by such carrier to the consignee, his agent or employee, and the prosecution of such sale may be had in the county or city where the seller resides, or from which the shipment is made or at the place of delivery. *(In terms of the above, the giving away of alcoholic beverages to another is interpreted as sale and as such is prohibited by law. This means that it is illegal for a student or a student organization to provide alcoholic beverages to another on state property even if it is given away.)*
- d. *State Liquor Control Act 436.44.* Any person engaged in the business of selling or keeping for sale alcoholic liquor in violation of the provision of this act, whether as owner, clerk, agent servant or employee, shall be equally liable, as principal, both civilly and criminally, for the violation of the provision of this act, or any person or principal shall be liable, both civilly and criminally, for the acts of his clerk, servant, agent, or employee, for the violation of the provisions of this act.

(In addition to the above, it is important that the student be aware of the potential for legal responsibility when furnishing alcoholic beverages to other persons. If the individual to whom the beverage was furnished subsequently has an accident attributable to the beverage, then the furnisher may be found to be legally liable.)

3. Administrative Ruling (Use of Alcohol)

a. University Housing

- 1) Students must be 21 years of age in order to possess or consume alcoholic beverages in their living quarters.
- 2) No kegs will be allowed in University residence halls for any purpose. Included in this expectation is the elimination of all other common sources of alcohol (e.g., trash cans).
- 3) Students are responsible for insuring compliance with State Law and this administrative ruling involving alcohol consumption in their rooms or apartments.
- 4) Student group events involving alcohol may be registered in designated areas, so long as the sponsors can insure that all those attending the event will be 21 years of age or older. Approval for such events must come from the Director of University Housing Programs.
- 5) 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. Additionally, violations may be adjudicated through the judicial process as outlined in the Academic Freedom Report.

NOTE: Residence Halls - additional regulations concerning the use of alcohol are found in the "Residence Hall Bill of Rights."

b. Registered Student Organizations

Social events held in non-housing areas on the campus and where alcoholic beverages will be possessed or consumed may be scheduled if it is clearly demonstrated that everyone in attendance will be 21 years of age or older. Approval for such events must come from the Assistant Vice President for Student Affairs and Services upon the recommendation of the Coordinator of Student Activities, 101 Student Services Building.

--Vice President for Student Affairs and Services
--July 13, 1981

ALL-UNIVERSITY EVENTS AND ACTIVITIES

(Student Group Regulation)

All-University events and activities sponsored by registered student organizations, living unit organizations, and major governing groups must be calendared through the Student Activities Office, 101 Student Services Building.

ANIMALS (Ordinance 25.00)

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

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

... No person shall bring any animal into a University bus.

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

... Exceptions to the above provisions shall include:

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

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

(Applicable to University employees as well as students.)

Article 1. Purpose

The Board of Trustees of Michigan State University reaffirms its commitment¹ to a policy of no discrimination on the basis of race, creed, ethnic origin or sex and establishes the following procedures to prevent such discrimination in accordance with due process within the University community. In doing so, the Board recognizes that it is not enough to proclaim a policy of non-discrimination. The University must also strive actively to build a community in which opportunity is equalized and to use its facilities and human resources to develop the skills and opportunities through which members of all groups may play responsible and productive roles in society. This policy is relevant to all aspects of the University including the choice of contractors and suppliers of goods and services.

In carrying out this policy, the University also is bound by applicable Federal laws, orders and regulations. Among these are Executive Orders 11246 and 11375 (affirmative action), the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972 (sex discrimination). While such laws and orders provide avenues for remedy of complaints of racial, sex, or other prohibited discrimination, the Board also believes that the University must have its own internal machinery for the receipt, consideration and resolution of such complaints.

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

Article 2. Discrimination

A. Kinds of discrimination prohibited:

1. Disparity of treatment in employment, job placement, promotion or other economic benefits on the basis of race, creed, ethnic origin, sex, age, political persuasion or sexual preference.
2. Limitation of access to residence, or to participation in educational, athletic, social, cultural or other activities of the University because of race, creed, ethnic origin, sex, age, political persuasion or sexual preference.
3. Harassment based on race, creed, ethnic origin, sex, age, political persuasion or sexual preference.

B. These policies and procedures shall apply to:

1. All educational, cultural, and social activities occurring on the Michigan State University campus.
2. University-sponsored programs occurring off-campus, including but not limited to cooperative extension, adult education and any regularly scheduled classes.
3. Housing supplied or regulated by the University for students and staff, including fraternities and sororities.
4. Employment relations between the University and its employees.

Article 3. The Anti-Discrimination Judicial Board

A. An Anti-Discrimination Judicial Board shall be established.

B. Composition and selection of Anti-Discrimination Judicial Board.

1. Three students appointed by the Student Board of ASMSU, from nominees submitted by the All-University Student Judiciary. All those appointed shall be juniors and shall serve for two years (unless appointed to fill an unexpired term). At least one member shall be a minority² and one female. One graduate student shall be selected by

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

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

²"Minority" is defined by the Federal Inter-agency Committee on Education as one who is a member of one of the following groups: a. American Indian or Alaskan Native; b. Asian or Pacific Islander; c. Black; and d. Hispanic.

the Council of Graduate Students for a two-year term. Three faculty members shall be selected by the University Committee on Academic Governance for three-year terms. At least one shall be a minority and one female. One member of the Board shall be selected by the Administrative Professional Association to serve for three years. Two members shall be selected by the MSU Employees Association for terms of three years. AFSCME Union Local 1585 shall select one member of the Board to serve for three years. Members of the Anti-Discrimination Judicial Board shall not serve concurrently on any other committee or council established by the Department of Human Relations. Provision may be made for alternate members of the Board.

2. The Department of Human Relations shall provide staff services for the Board including an Executive Secretary who shall serve ex officio with no vote on the Board.
3. At the first meeting of the academic year, the voting members of the Anti-Discrimination Board shall elect from among their number a chairperson, who shall serve in that capacity for one year.

C. Jurisdiction of the Anti-Discrimination Judicial Board.

1. The Board shall have jurisdiction over complaints involving alleged violations of the University policy against prohibited discrimination as defined in Article II.A. of this policy. Such claims, to be entitled to consideration, (a) shall specify the time, the place, and the exact nature of the alleged discrimination, (b) shall identify in specific terms the individual, group, organization, or office believed by the complainant to be responsible for the alleged discrimination, (c) shall specify the remedy being sought by the complainant and (d) shall be filed with the Board within 30 working days from the date of occurrence of the alleged discrimination.
2. Upon complaint or on its own initiative, the Board may conduct reviews or investigations of the operations of the several units of the University to identify policies or practices that may reflect patterns of discrimination. Upon majority vote of the Board, and after appropriate notification of the President, any unit of the University shall provide access to such records or personnel as may be necessary to carry out the review or investigation. The principle of privileged communication shall be respected to the extent possible consistent with the purposes of this procedure. After identifying any policies, practices or patterns of behavior that may reflect prohibited discrimination, the Board shall report its findings to the responsible officials of the unit and to the President, together with recommendations of such corrective action as may be appropriate.
3. The Board shall not have jurisdiction to consider any claim: (a) for which another procedure for final and binding adjudication is provided within the University by contract, unless both the complaining party and the party against whom the complaint is directed agree to submit the case to this Board or (b) which, based upon the same set of facts, has been submitted for adjudication under the rules of another University grievance procedure, provided, however, that when a complaint has

been adjudicated under another University procedure, the Board reserves the right to review such findings, upon the request of the complainant, to assure itself that any charges relating to prohibited discrimination were satisfactorily addressed. If, in its judgment, such charges were not adequately addressed, it may accept the complaint for consideration on the basis of the allegations of discrimination.

D. Procedures of the Anti-Discrimination Judicial Board.

1. Upon receipt of a claim by an individual as described in C.1. above, the executive secretary to the Board shall conduct an informal investigation and seek to achieve resolution of the matter through mediation.
2. If no resolution is reached under D.1. within 20 working days, the executive secretary shall report immediately in writing to the chairperson of the Anti-Discrimination Judicial Board who shall appoint a fact-finding committee of three (one faculty, one student, and one other employee) voting members of the Board to investigate the claim. Utilizing the office of the executive secretary, these members shall initiate their investigation within seven working days of the notification of their assignment. They shall, without undue delay, render a decision in the claim and report their decision to the chairperson of the Board and to both parties to the dispute. The fact-finding committee may conclude: a) that a claim lacks merit in which case it shall dismiss the claim for lack of probable cause to credit the allegation, b) that there was insufficient evidence to substantiate the claim in which case it shall dismiss the claim on that basis, c) that the Anti-Discrimination Judicial Board has no jurisdiction in which case it shall dismiss the claim for lack of jurisdiction, d) that a conciliation has been effected in which case it shall order the case closed as adjusted, or, e) that there is probable cause to credit the allegation in which case the committee's decision shall state the findings that support the conclusion and shall specify the action or actions that must be taken to remedy the violation of the University policy against discrimination. Unless appealed, the decision shall become binding on both parties, provided, however, that any recommendation for the payment of money shall be referred by the President to the Board of Trustees of Michigan State University as an item of appropriation. Members of the fact-finding committee shall not participate further in any hearing by the Anti-Discrimination Judicial Board in the event the decision is appealed.
3. Either party may appeal the decision of the fact-finding committee by filing a written request with the chairperson of the Board for a hearing before the other eight members of the Board. Such appeal to be considered must be filed within 14 working days following notification of the decision and state the reasons for the appeal request.
4. The Anti-Discrimination Judicial Board shall, within 14 working days, hold a formal hearing to consider the appeal. At this appeal hearing both parties may present evidence and may be accompanied by counsel of their choice. Both parties shall have the same rights of due process that are

guaranteed to students by Article IV (Sections 4.2.1.03 through 4.2.1.10) of the Academic Freedom for Students document and to faculty by Article IV (Sections 4.2 through 4.8) of the Interim Faculty Grievance Procedure. Such appeal hearings shall be closed unless both parties consent to an open hearing.

5. The Anti-Discrimination Judicial Board shall promptly render a Decision following the conclusion of the appeal hearing. Its Decision shall specify the action or actions recommended to be taken to remedy the violation of the University policy against discrimination. In the case of a tie vote by the Anti-Discrimination Judicial Board, the decision of the fact-finding committee shall stand. Any recommendation for the payment of money shall be referred by the President to the Board of Trustees of Michigan State University for its consideration as an item of appropriation.
6. The Board, through its executive secretary, shall make regular reports to the President of the University, who shall in turn share these with the Board of Trustees.

Article 4. Final Resolution

- A. Decisions issued by the Anti-Discrimination Judicial Board or its fact-finding committees shall be forwarded to the President of the University promptly.
- B. For stated cause the President may return the Decision to the Anti-Discrimination Judicial Board for reconsideration.
- C. Within 30 working days, the President shall either concur with the Decision and direct appropriate action to implement the Decision when indicated or the President shall overrule the Decision. When a decision is overruled, written reasons shall be given by the President to the parties in the case and to the Anti-Discrimination Judicial Board.

Article 5. Other Provisions

A. Time Limits

All time limits set forth in various sections above shall be suspended: 1) during regularly scheduled vacations or term breaks in the University's academic year, or 2) if a fact-finding committee cannot be appointed by the chairperson of the Anti-Discrimination Judicial Board because there are no student members enrolled during the summer session (unless both parties in the case of an individual complaint agree to having the claim investigated and decided by a committee without a student member).

Approved by the Board of Trustees February 28, 1970

Amended February 19, 1971

Amended April 21, 1972

Amended February 25, 1977

BAD CHECK COLLECTION (Administrative Ruling)

The following is the Policy for Collection of Bad Checks.

General Policy: Each individual is sent written notification that his or her check has been returned, requesting redemption, either by cash, money order, or certified check, within a period of ten days.

1. Checks negotiated for the purpose of registering, including payment of holds, tuition, board and room:

A written notification is sent to each student notifying him or her that his or her check was returned and requesting him or her to redeem the check or contact the Cashier's Office within ten (10) days. The notice also informs the student that his or her registration will be cancelled if the check is not redeemed by the due date on the notice and his or her registration will not be reinstated during the term in question. A late registration charge of \$30 is assessed unless the student brings a letter from his or her bank denoting that the bank made an error.

2. Checks negotiated for reasons other than registration:

A written notice is sent to a person notifying him or her that his or her check has been returned by his or her bank. This notice requests that he or she redeem the check within a period of ten (10) days by cash, money order, or certified check plus an \$8 service charge.

- a. Non-Student Checks -- If there is no response to the notice, a follow-up letter will be mailed allowing fifteen days in which to pay. If unpaid by the due date allowed, the check is charged back to the department concerned. If the check amount and service charge is \$25 or more it is sent to Delinquent Receivables to be referred to a collection agency.

- b. Student Checks -- If the student does not make restitution on the bad check by the deadline, the student's name is placed on the next registration hold list. If still unpaid after registration the account may be turned over to Delinquent Receivables for collection.

3. Checks negotiated when it appears that the individual has full knowledge that funds were not available or the person admits to securing money under false pretenses:

- a. If the individual or student fails to make restitution as a result of normal follow-up procedures, and it appears that the individual has full knowledge that funds were not available, or the person admits to securing money under false pretenses, the case will be reviewed for possible prosecution.

b. Individuals wishing to make restitution on checks referred to the Department of Public Safety must make restitution at that office.

4. Bad Check Lists -- A student, who has issued three (3) checks to the University that have been returned by his or her bank, will be sent a letter advising him or her that his or her name is being placed on the bad check list. In addition, any student who fails to make restitution on any check by the deadline on his or her original notification letter will be sent a letter advising that his or her name may be placed on the bad check list if not paid within ten (10) days. Both letters also advise him or her that all future payments to the University must be by cash, money order, or certified check.

a. Removal of name from bad check list -- A student may request that his or her name be removed from the bad check list one year from the date of his or her notification letter by writing a letter to the Cashier's Office.

--Vice President for Business and Finance
--January 1, 1975 (Amended 1981, 1982)

(In addition see *General Student Regulation 6.00.*)

BICYCLES

The following statements summarize University ordinances pertaining to bicycles on the Michigan State University campus. Copies of this summary and a map of bike routes are available from the Department of Public Safety, located at the South end of Red Cedar Road.

1. Licensing

Every bicycle operated or possessed on the campus must be licensed either by the University for a fee of \$2 for four years, or by the cities of Lansing or East Lansing. Licenses issued by the University are available in the Vehicle Office, in the Department of Public Safety Building. Licenses must be immediately attached to the bicycle.

2. Parking

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

3. Operation

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

4. Equipment

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

5. Impounding

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

6. Illegal Taking

No person shall take or use a bicycle without the authority of the owner. No person shall willfully or knowingly assist or be a party to the unauthorized taking of a bicycle.

7. Annual Cleanup

All bicycles parked in hall or class building racks during the week between spring term and summer term will be impounded by the Department of Public Safety. Each year an area will be designated for the parking of bicycles during the break between terms and for summer storage. Those students using summer storage must remove their bicycles by midnight of the first day of classes fall term.

8. Enforcement and Administration

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

--Board of Trustees

(In addition see *General Student Regulations 6.00 and 7.00.*)

CAMPAIGNING, CANVASSING, AND PETITION DRIVES

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

As referred to in the guidelines, "political activities" include:

1. Campaigning--for an issue or a candidate which appears or will appear on a duly constituted ballot for a University, local, state, or national election.
2. Petition drives--to place an issue on a duly constituted ballot, to seek a recall, to have a referendum.
3. Canvassing--direct personal contact with individual voters to solicit their political support or opinions.
4. Voter registration.

The guidelines contain specific information regarding the following types of activities: Registration of candidates or speakers, supporting candidates and/or issues; posters and signs; leaflets and handbills; fund-raising; use of University facilities; outdoor events, including use of public address equipment and bullhorns, and parades; voter registration in University residence halls.

Specific regulations and ordinances which apply and which are included by reference within the guidelines are listed below. All are printed in this Part III of this book.

Speakers Policy, Outside
Signs (Ordinance 31)
Distribution of Material in Residence Halls
University Facilities and Services
Residence Hall Space Use Policy
Parades and Processions
Public Address Equipment
Disorderly Assemblages or Conduct (Ordinance 16)

CAMPING (Ordinance 14.00)

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

CAMPUS BUS POLICY (Administrative Ruling)

The Campus Bus System operates during fall, winter and spring terms to provide transportation between campus housing units, commuter lots, academic buildings, and other facilities. Persons wishing to use this service may do so by purchasing a bus pass or individual bus tickets. Bus passes may be purchased each term or for the entire year.

a. Bus Passes

Regular bus passes entitle the holder to unlimited use on all routes of the Campus Bus System. A Commuter Bus Pass entitles the holder to use the bus service between the parking lot at Farm Lane and Mt. Hope (Lot Y) and the central interchange lot at Farm and Shaw Lanes. Bus service and costs are published in bus schedules available on buses and wherever passes are sold. New passes are available each term and may be purchased at early and regular registration, the MSU Union, the International Center Bookstore, all residence halls, and the University Apartments Office. Persons with specific questions regarding bus pass purchases are invited to contact the Campus Bus System, 353-5280.

b. Bus Tickets

Individual bus tickets are available for those who prefer to purchase rides one at a time. Tickets may be used on any route, at any time. The bus transfer system allows change of buses without payment of an additional fare when more than one route is necessary to reach a desired destination. Tickets may be purchased at the International Center Bookstore, MSU Union Store, the University Apartments Office, Kellogg Center, and all residence halls.

c. Conditions of Use

Bus passes are non-transferable and must be affixed directly to a picture identification card in order to be valid. Any misuse of passes will result in (1) refusal of services; (2) confiscation of pass; (3) disciplinary action as outlined in *Academic Freedom for Students at Michigan State University*; or (4) a combination of all three.

(1) Lost or Stolen Passes -- Students are responsible for their passes, which, if lost or stolen, may be replaced by purchasing a new pass at the regular price. After mid-term, passes may be replaced at half-price, upon proof of purchase of the original pass. Problems or questions which arise concerning lost or stolen passes, damaged passes, pass refunds and exchanges, lost and found property, etc., should be directed to the Campus Bus System, 353-5280.

(2) Forged Passes -- Any allegedly forged pass will be confiscated and turned over to the Department of Public Safety for possible prosecution.

--Automotive Services, after consultation with the Office of the Vice President for Student Affairs and Services

--July 6, 1977

(In addition see *General Student Regulation 5.00.*)

CAMPUS MAIL SERVICE

(All-University Policy)

1. At its May, 1965 meeting, the Board of Trustees reaffirmed that MSU Mail Service is intended only for the distribution on Campus of official University communications and the collection and metering of mail for off-campus mailing.
2. Examples of communication that will be handled are: Notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to current University business. Those that cannot be distributed are requests for contributions (except Community Chest), sales or collections by campus organizations or individuals, church announcements, club announcements, notices of political or organizational meetings except meetings of learned and professional societies.¹

¹Private Express Statutes (Vol. 39 Federal Register) pp. 33211-13. Sect. 310.3 (b) does not permit the Campus Mail Services to receive and/or carry letters (1) which do not relate to the current business of University, e.g., personal letters of the University's officers and employees, (2) exchanged between non-University agencies, or (3) exchanged between students.

NOTE: Student organizations having questions regarding the use of the Campus Mail Service should contact the Student Activities Office, 101 Student Services Building.)

--Board of Trustees --May, 1965

CLOSING HOURS IN UNIVERSITY RESIDENCES
(Student Group Regulation)

1. Closing Hours:

- a. All residence halls, sororities and supervised off campus housing will be closed at the following hours:
Sunday-Thursday: 12 midnight - 6:00 a.m.
Friday-Saturday: 1:00 a.m. - 6:00 a.m.

2. Security Procedures:

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

--Residence Halls Associations
--Associated Students of Michigan
State University
--Vice President for Student Affairs
and Services
--June 16, 1972

(In addition see *General Student Regulation 6.00.*)

3. Arrival and Absences

- a. Registration Week
Students are required to sign in, in person, upon arriving at their designated residence hall during registration week.
- 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.

DISORDERLY ASSEMBLAGES OR CONDUCT (ORDINANCE 16.00)

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

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

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

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

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

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

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

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

...No person or persons shall enter any steam tunnel, mechanical room or boiler room unless required to do so in the proper performance of their assigned duties.

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.¹
- b. Campus mail with student's name and room number.
- c. Material from hall directors, University Housing Programs, area directors, management, area managers, hall government or Residence Halls Association (RHA).

¹U.S. postal regulations entitle incumbent U.S. senators and representatives to send first class mail to their constituents without full names and addresses. Accordingly, such mail delivered to residence halls will be distributed to residents' mail boxes.

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 hall 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

FACILITIES AND SERVICES, UNIVERSITY

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 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 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.)

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 hall director are responsible for the granting of permission to use space in that hall. (The manager and 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 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, 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 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 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 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 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, weight-lifting 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, hall director, and the manager shall require the organization requesting to use space to handle the following:
 - (a) Cash deposit (as necessary depending on the nature of the activity).
 - (b) Payment as necessary for set-up, clean-up, and damage.
 - (c) Collection of funds.
 - (d) Staffing for supervision and enforcement of existing building and/or University regulations, ordinances, and policies.
 - (e) Admission procedures.
 - (f) 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:
 - (1) Tentative approval for the conference must first be obtained from the Associated Students of Michigan State University (if the sponsoring group is a registered student organization), or from a department of the University.
 - (2) Following tentative approval, the sponsoring group must complete the conference housing application. The application should be returned to Residence Halls Association at least six months (during which school is in session) prior to the planned conference.
 - (3) The application must be approved by:
 - (a) Residence Halls Association
 - (b) University Housing Programs
 - (c) The department of Residence Hall Management
 - (d) All individual halls in which housing is desired
 - (4) After RHA has approved the conference, a coordinator will be assigned from the central staff of RHA. The coordinator will assist in making all further arrangements for housing, feeding, and other facilities.
 - (5) The group sponsoring the conference will be financially responsible for all costs incurred, including meals, linen, keys, rental of meeting rooms, stolen articles, and damage to the facilities used.

- (6) No later than 15 days prior to the conference, the sponsoring group must submit to the conference coordinator the exact number of delegates to be housed (with names and room numbers if possible).

--Residence 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

HOUSING POLICY, STUDENT
(All-University Policy)

(The Student Housing Policy was under review for potential revision at the time of this printing. The policy in effect as of July 1982 is printed in the *Academic Programs*. Any changes will be publicized and the revised policy will be made available on request.)

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

(In addition see *General Student Regulation 6.00.*)



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 on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
3. In instances where only a failing grade in a course is given for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
4. The student who receives a failing grade based on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a judgment made by a department or a college. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.b[3].)
5. When, in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, 4.3.4.2.a[2].)
6. In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his or her departmental chairman and to the student's academic dean. The dean will then refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.a[2].)

--Academic Council
--Academic Senate
--November 18, 1969

(In addition see *General Student Regulation 4.00, Scholarship and Grades.*)

REGULATIONS OUT OF THE PAST

1858--Students rose at 5:30 am, attended chapel at 5:45, had breakfast at 6:00, and spent at least three hours of their day doing manual labor.

"College horses are not to be used for personal trips to Lansing."

1908--"No student shall be allowed to loaf around the college barber shop."

1962--"Any student possessing, consuming, or transporting any alcoholic beverages--including beer--on MSU property will be suspended from the University."

"Michigan State University students are prohibited from having members of the opposite sex in their unchaperoned living quarters."

Freshman and upperclass women with less than a 2.00 GPA were required to be in their residences by 10:30 pm Monday-Thursday; 1:00 am Friday and Saturday; and midnight on Sunday. Upperclass women with above a 2.00 could remain out an extra hour during the week.

Women could not wear bermudas, slacks, blue jeans, or other sports clothes in the Union, Library, Student Services Building, offices, or to class.

LIBRARY POLICY (Administrative Ruling)

Consult the section on Academics in Part I of this book for information on library services. Complete information on loan periods and fines for overdue materials is printed in the *Academic Programs*.

(In addition see *General Student Regulation 6.00*.)

tural Technology students are prohibited from possessing or operating a motor vehicle on campus except as noted in the current Student Motor Vehicle Regulations. All other students may operate duly registered motor vehicles on the campus subject to this regulation.

MOTOR VEHICLES (All-University Policy)

1. Motor vehicles are defined as all motor driven vehicles, such as automobiles, trucks, motorcycles, motor bicycles, and motor scooters.
2. The current Student Motor Vehicle Regulations, approved by the Board of Trustees, governs the possession and operation of motor vehicles on the Michigan State University campus. Copies of this regulation in its entirety are available at the Vehicle Office in the Department of Public Safety Building located at the South end of Red Cedar Road. Listed are several provisions of this regulation, which affects all persons enrolled for "0" or more credits, and their spouses.
 - a. Freshmen, unless married, physically disabled, or residing off campus, and first year Agricul-

- b. A student *shall not* possess or operate a vehicle on MSU property without having first registered it and properly affixed the permit.
 - c. A student registers a motor vehicle at class registration (fall term only) or at the Vehicle Office. When the Vehicle Office is closed the Department of Public Safety may issue an interim registration certificate which will be valid only until 4 p.m. of the first University business day that follows:
 - d. To register a motor vehicle a student must:
 - (1) Pay an annual registration fee at class registration or at the Vehicle Office.
 - (a) Ten (10) dollars if first registered during fall term.
 - (b) Eight (8) dollars if first registered during winter term.
 - (c) Six (6) dollars if first registered during spring or summer terms.
 - (d) Exceptions to the above fee schedule are stated in the current Student Motor Vehicle Regulation.
 - (2) Present a valid driver's license.
 - (3) Submit proof of personal or immediate family ownership of the vehicle.
 - e. A short-term registration permit, effective for a 72-hour period, may be purchased by an eligible student at the Vehicle Office for \$2. This permit can be acquired for any motor vehicle regardless of ownership.
 - f. The student registering a vehicle shall be responsible for its operation.
3. The current Student Motor Vehicle Regulation (copies available at the Vehicle Office) should be referred to for information pertaining to:
 - a. Driving permits and regulations;
 - b. Motor vehicle violations, penalties, and fine payments;
 - c. Parking regulations;
 - d. Permits.
 4. Motor Vehicle Violations -- Traffic Appeals:

Students who wish to appeal a summons issued for a violation of the Student Motor Vehicle Regulation may submit an appeal to the Student Traffic Appeal Court via the Vehicle Office. All appeals are considered by the Student Traffic Appeal Court. Students may make an appointment for a hearing by contacting the Vehicle Office.
 5. Proper registration and operation of motor vehicles in accord with the Student Motor Vehicle Regulation is a condition of enrollment as a student of MSU.

--All-University Traffic Committee
--Board of Trustees
--September 1, 1973
--Amended July, 1981

OFFICER ELIGIBILITY -- STUDENT ORGANIZATIONS

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

PARADES AND PROCESSIONS

1. University ordinance 40.14 states the following:
Permits required for parades, processions, and sound trucks: No funeral, procession or parade, excepting the forces of the United States Armed Services, the military forces of this State, and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained from the Secretary of the Board of Trustees. (NOTE: See *Public Address Equipment* for information regarding this authorization.)
2. Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:
 - a. Permission to conduct parades and processions must be secured in the following order: 1) president of ASMSU; 2) Student Activities Office; 3) Department of Public Safety. (Forms for this permission can be obtained in the Student Activities Office, 101 Student Services.)
 - b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.
 - c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.
 - d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be

held responsible for compliance with the current motor vehicle regulations and traffic ordinances.

- e. Noise-making equipment shall be operated only when the parade or procession is moving.
- f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

PICNICKING (Ordinance 26.00)

... No person shall picnic on Michigan State University property in areas not designated and posted as picnic areas. Non-University groups of 25 or more must have written approval to use the facilities from the Office of the Secretary of the Board of Trustees.

PLANT MATERIALS (Ordinance 27.00)

... It shall be unlawful for any person to break or cut branches or flowers or fruit, or otherwise mutilate, any tree, shrub or herbaceous plant or remove therefrom any identification sign or tag.

(In addition see *General Student Regulation 6.00.*)

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units -- Sound Trucks
As stated in Ordinance 40.14, written authorization from the Office of the Secretary of the Board of Trustees, 450 Administration Building, must be obtained before a sound truck or other vehicle equipped with amplifier or loudspeaker may be used on the Michigan State University campus. An Activity Planning Form should be obtained from the Student Activities Office, 101 Student Services, before contacting the Office of the Secretary of the Board of Trustees for written authorization. The following rules govern the use of sound trucks and/or mobile sound units.
 - a. The sound equipment may be used on campus only between 5:30 p.m. and 6:30 p.m. (Depending on the location of the equipment and the event, exceptions to this time limit may be recommended by the Student Activities Office.)
 - b. Permission must be obtained from the East Lansing authorities if the equipment is used in East Lansing proper.
2. Public Address Equipment
University ordinance 16.04 states the following:
... No person or persons shall use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written approval in advance by the Secretary of the Board of Trustees.

The following guidelines govern the implementation of this ordinance.

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 for 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
--Department of Residence Hall Management
--Residence Hall Programs
--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, handicapper status, or marital 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.

UNIVERSITY APARTMENTS COMMUNITY BILL OF RIGHTS AND RESPONSIBILITIES (Student Group Regulation)

These rights and responsibilities are established to govern the conduct of all residents and visitors in University Apartments. The student/resident may be held responsible for the actions of his or her spouse, children or visitors, through the Michigan State University judicial system.

The community, through its representative body, the University Apartments Residents Council (UARC), establishes this document.

- 1. All residents living in University Apartments shall enjoy the right to study and live in an environment free from unreasonable noise and other distractions. (Unreasonable noise is that which interferes with the legitimate rights of others.)
- 2. All residents shall enjoy the right to live in a safe and clean environment.

Responsibilities of each resident to insure this right shall include, but are not limited to, the following:

- a. Avoid creating or helping to create a safety hazard. (This includes blocking safety tunnels, sidewalks, or entrances with bikes, motorcycles, toys, clothes lines, etc.)
- b. Avoid possessing or using fireworks on University Apartments property.
- c. Avoid discharging a firearm on University Apartments property.
- d. Park his or her motor vehicles only in the lined parking spaces provided.
- e. Keep the area immediately in front of his or her apartment clean, orderly and free from safety hazards.

- 3. All residents shall enjoy the right to their personal property, and equal access to all property provided by University Apartments for residents.

Responsibilities of each resident to insure this right shall include, but are not limited to the following:

- a. Avoid tampering with, or borrowing without permission, the personal property of another.
- b. Avoid vandalizing or defacing any University Apartments property. (This includes bulletin boards, flower beds, recreational or playground equipment, etc.)

- 4. All University Apartments residents shall enjoy the right to live free from harrassment, intimidation or assault. (This shall include, but not be limited to, written harrassment, physical attack, peeping Toms, harrassment by telephone, verbal harrassment, etc.)

- 5. The student/resident shall be held responsible for using all reasonable efforts to monitor the actions of his or her spouse, children, or visitors.

6. Suggestions for modification of this document may be presented to the University Apartments Residents Council, U.A.R.C., at any time.

WITHDRAWAL PROCEDURES AND POLICIES
(Administrative Ruling)

Voluntary During the Term. 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 the five-week summer term voluntary withdrawal is not permitted.*

The withdrawal procedure begins in the Office of Withdrawals, Room 175, Student Services Building.

Upon official voluntary withdrawal from the University grades are assigned according to the effective date of the withdrawal as follows:

1. If before the middle of the term as given in the *Schedule of Courses*, withdrawal will be without grades.
2. If withdrawal is after the middle of the term as given in the *Schedule of Courses* and prior to the end of the eighth week or prior to the end of the fourth week of the five-week summer term, grades will be given by the faculty according to the following stipulations: N will be given in all courses on the numerical system in which the student is passing at the time of withdrawal; 0.0 will be given in all courses on the numerical system in which the student is failing at the time of withdrawal, N will be given in courses on the P-N system regardless of whether the student is passing or failing at the time of withdrawal.

In case of official withdrawal from the University, term fees are subject to refund according to the refund policy given in a preceding section.

A student living in a residence hall should consult the manager regarding the policy on the refund of room and board fees.

A student living in an off-campus organized living unit should consult the individual unit for policies regarding room and board refunds.

If one or more *complete* terms of school are missed, excluding summer term, the student must apply for re-admission through the Office of the Registrar, Administration Building.

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

Unauthorized. A student who leaves the University during a term without obtaining an official withdrawal will be reported as having failed all courses.

The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must

be initiated by the student. If this cannot be done in person, withdrawal may be initiated by writing the Office of Withdrawals, Room 175, Student Services Building, Michigan State University, East Lansing, Michigan 48824.

A student who leaves the University without withdrawing formally forfeits any fees or deposits paid to the University.

Involuntary. A student who is called into the Armed Forces during the term should present orders for induction at the Office of Withdrawals, Room 175, Student Services Building, for appropriate action.

Disciplinary. If a student is dismissed for disciplinary reasons during a term, grades are assigned as described in the paragraph *Voluntary During the Term*.

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.

- | | |
|--|---|
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| Athletic Equipment | Turning Movements |
| Boating | School Bus |
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UNIVERSITY CALENDAR — 1982-1983

IMPORTANT DATES FOR ALL STUDENTS

Fall Term 1982

September

- 17 Fr ----- Welcome Week begins
- 20-22 Mo-We-- Registration
- 23 Th ----- Classes begin
- 24 Fr ----- First day for changes in enrollment
----- Late registration begins
- 29 We ----- Last day to: register; add courses;
change sections, or CR-NC and visitor
status; withdraw or drop courses with
75% refund of fees

October

- 15 Fr ----- Last day for returning students to
apply for financial aid for Winter
Term 1983. Newly admitted and re-
admitted students check with the
Financial Aid Office.
- 27 We ----- Middle of the term
----- Last day to withdraw or drop courses
with no grade reported and 25% re-
fund of fees
----- Completion of incomplete grades due

November

- 5-11 Fr-Th --- Early enrollment for Winter Term
- 12 Fr ----- Last day to withdraw
- 25-28 Th-Su--- Thanksgiving recess

December

- 4 Sa ----- Commencement
- 6-10 Mo-Fr-- Final exams
----- Early enrollment
- 10 Fr ----- Residence halls close
- 23-24 Th-Fr --- Holiday, University closed
- 30-31 Th-Fr --- Holiday, University closed

Winter Term 1983

January

- 2 Su ----- Residence halls open
- 3 Mo ----- Last day for returning students to
apply for financial aid for Spring
Term 1983. Newly admitted and re-
admitted students check with the
Financial Aids Office.
- 3-4 Mo-Tu -- Registration
- 5 We ----- Classes begin
- 6 Th ----- First day for changes in enrollment
----- Late registration begins
- 11 Tu ----- Last day to: register; add courses;
change sections, or CR-NC and visitor
status; withdraw or drop courses with
75% refund of fees

February

- 7 Mo ----- Middle of the term
----- Last day to withdraw or drop courses
with no grade reported and 25% re-
fund of fees
----- Completion of incomplete grades due
- 16 We ----- Early enrollment for Spring Term 1983
- 25 Fr ----- Last day to withdraw

March

- 1 Tu ----- Last day for returning students to
apply for financial aid for Summer
1983. Newly admitted and readmitted
students check with the Financial Aids
Office.
- 12 Sa ----- Commencement
- 14-18 Mo-Fr -- Final exams
----- Early registration
- 18 Fr ----- Residence halls close

Spring Term 1983

March

- 27 Su ----- Residence halls open
- 28-29 Mo-Tu -- Registration
- 30 We ----- Classes begin
- 31 Th ----- First day for changes in enrollment
----- Late registration begins

April

- 1 Fr ----- Last day for returning students to
apply for financial aid for Fall 1983.
Newly admitted and readmitted
students check with the Financial
Aids Office
- 5 Tu ----- Last day to: register; add courses;
change sections or CR-NC and visi-
tor status; withdraw or drop courses
with 75% refund of fees.

May

- 2 Tu ----- Middle of term
----- Last day to drop courses or withdraw
with no grade reported and 25% re-
fund of fees
----- Completion of incomplete grades due
- 20 Fr ----- Last day to withdraw
- 24 Tu ----- Early enrollment for Summer Term
- 30 Mo ----- Holiday, University closed

June

- 6-10 Mo-Fr --- Final exams
- 7-8 Tu-We--- Early registration for Summer Term
- 10 Fr ----- Residence halls close
- 11 Sa ----- Commencement

