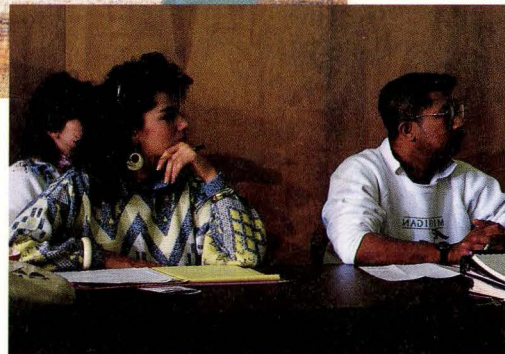
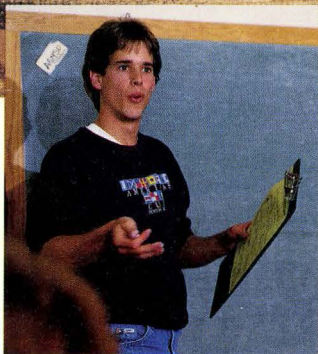
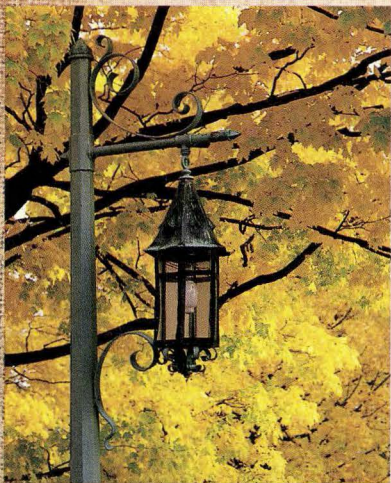


SPARTAN LIFE



EMERGENCY PHONE NUMBERS

FIRE, POLICE, AMBULANCE

9-1-1

MSU Campus, Lansing, Ingham County, East Lansing, Meridian Township

POISON INFORMATION CENTER

1-800-632-2727

DRUGS/ALCOHOL EMERGENCY

| | |
|--|----------|
| Alcoholics Anonymous | 321-8781 |
| St. Lawrence Addictions Program (24 hrs), 1210 W. Saginaw, Lansing | 377-0542 |
| Narcotics Anonymous Helpline | 483-9101 |
| Horizon Center (24 hrs) 610 Abbott, East Lansing | 332-1144 |

CRISIS INTERVENTION

| | |
|---|----------|
| Council Against Domestic Assault | 372-5572 |
| Listening Ear (24 hrs), 547 E. Grand River, East Lansing | 337-1717 |
| MSU Sexual Assault Crisis Line (24 hrs) | 372-6666 |
| St. Lawrence Mental Health Prog. (24 hrs), 1210 W. Saginaw, Lansing | 337-0540 |

MSU's **Green Light telephones** can be used for emergency calls to on-campus numbers 24 hours a day. They are mounted on posts topped with a green light and are located in campus parking areas and along walkways. Locations of the Green Light phones are shown on the map on the inside of the back cover.



The service is automatic, available 24 hours a day and can be accessed from any touch-tone telephone. The system contains over 140 three-minute messages about a variety of topics of concern to students. General categories of messages include:

- Academic Affairs
- Academic Computing
- Activities
- Alcohol and Drugs
- Bicycle Regulations and Security
- Career Development
- Child Care and Parent's Concerns
- Complaints, Grievances and Judicial Processes
- Fees and Payments
- Financial Aid
- Food Services on Campus

- Health (emotional and physical)
- Housing, On-campus and Off-campus
- Library
- Lifelong Education
- Minority Groups and Services
- Parking and Driving on Campus
- Placement Services (Employment)
- Registration, Enrollment, Graduation
- Roommate Relationships
- Safety, Fire and Personal
- Sexual Assault and Safety Education
- Student Organizations
- Testing
- Women's Programs

Here's how it works: Call 355-9991. After a short preamble message, you will be asked to press the three digit number for the message you want to hear.

Spartan Connection Guides containing complete instructions with a list of the specific messages and their code numbers are available in 162 Student Services (3-6650) and at the Information/Reference Desk in the Main Library. Complete information also appears in the *Student Directory* and the *Faculty-Staff Directory*.



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Design credits:
Cover - Robert Brent, University Publications
Division pages - Stephanie Swift, masters student in Graphic Art

Published by Educational and Support Services,
Division of Student Affairs and Services,
162 Student Services, 353-6650.
Michigan State University
Edited by Joy M. Tubaugh.
Assistance by Carol Ludwig,
Cheryl Gierman, Pamela Mayfield

August 1990

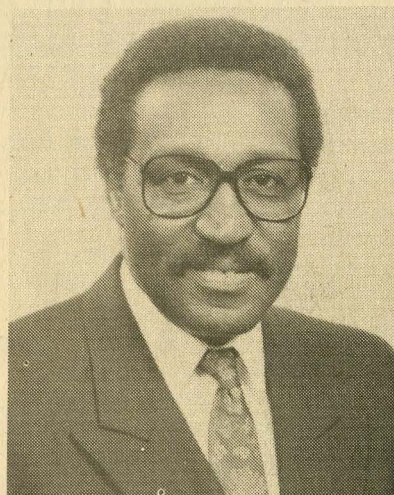
Quick Reference Guide

| Topic | Contact | Topic | Contact |
|--|---|-------------------------------------|--|
| Academic program planning, special credit loads, independent study | Academic adviser or Undergraduate University Division (see p. 7) | Course schedule book | Registrar's Office, 150 Adm Bldg, 355-4521 |
| Academic record, enrollment schedule | Registrar, 150 Adm Bldg, 353-0729 | Discipline/judicial matters | Judicial Affairs, 101 Student Services, 353-5509 |
| Academic skills development | Learning Resources Ctr, 201A Bessey, 355-2363 | Discrimination | Office of Minority Student Affairs, 339 Student Services, 353-7745 Human Relations, 380 Adm Bldg, 353-3922 VP, Student Affairs and Services, 153 Student Services, 355-2264 Judicial Affairs Office, 101 Student Services, 353-5509 |
| Address change, off campus | Registrar, 150 Adm Bldg, 353-8740 | Drop/add courses | Dept or school offering course |
| Admissions, advanced placement, dual enrollment | Admissions Office, 250 Adm Bldg, 355-8332 | Employment after graduation | Career Development and Placement Services, 113 Student Services, 355-9510 |
| Alumni Distinguished Scholarships, AOP | | Employment while a student, summers | Student Employment Office, 110 Student Services, 355-9520 |
| Adult/non-traditional students | Adult Services, 18 - 22 Kellogg, 353-0791 | FAX machine | Copy Center, MSU Union, 337-8343 CUB Lab, 110 Computer Ctr, 355-9311 |
| Alcohol/drug education programs | Student Life Center, 101 Student Services, 353-5509 | Financial aid | Financial Aids Office, 259 Student Services, 353-5940 ASMSU/COGS Loans, 307 Student Services, 353-0659 |
| Art Museum, Kresge | 355-7631 | Fraternity Rush | Interfraternity Council (IFC), 317 Student Services, 355-8250 National PanHellenic Council (NPHC), 319 Student Services, 355-8266 |
| Asian Pacific Am Students | Office of Minority Student Affairs 339 Student Services, 353-7745 | Gay/Lesbian concerns | Lesbian/Gay Council, 442 MSU Union, 353-5255 Dept of Human Relations, 380 Adm Bldg, 353-3922 |
| Bicycle/car registration | Dept of Public Safety, 355-8440 | Handicapper concerns | Prog for Handicapper Students, 477 Comm Arts, 353-9642 ASMSU Handicapper Council, 353-5255 |
| Black students | Office of Minority Student Affairs 339 Student Services, 353-7745 | Handicapper transportation | On campus, 353-9642 Off campus, 394-6230 |
| Bookstore, MSU | International Center, 355-3450 | Harassment | See "Discrimination" and "Sexual Harassment" |
| Bus service, campus | 353-5280 | Health Education Office | Third Floor, Olin, 353-0718 |
| Bus service, Lansing area | CATA, 394-1000 | Health Question Line | 353-5558 (Olin Health Service) |
| Campus Tours | Student Alumni Foundation, 355-4458 | Health Services | Olin Health Service, 355-4510 MSU Clinical Center, 353-3000 Medical Access Center (urgent), 353-9790 |
| Car registration | Dept of Public Safety, 355-8440 | Hispanic students | Office of Minority Student Affairs 339 Student Services, 353-7745 |
| Career Counseling | Counseling Center, 207 Student Services, 355-8270 | Honors courses/college eligibility | Honors College, 103 Eustace Hall, 355-2326 |
| Career advising, information | Career Development and Placement Services, 113 Student Services, 355-9510 Career Information Ctr, 6 Student Services, 353-6474 Academic adviser | Housing, Cooperatives | Intercooperative Council, 317 Student Services, 355-8313 |
| Check cashing | Cashier's Office, 110 Adm Bldg, 355-5023 | | |
| Complaints about academic/administrative matters | Ombudsman, 101 Linton, 353-8830 Instructor, dept head or dean | | |
| Computer resources for students, consulting, sales | Computing Information Ctr, 305 Computer Ctr, 353-1800 | | |
| Copy services | ASMSU, 307 Student Services, 353-0659 COGS, 316 Student Services, 353-9189 MSU Union, 337-8343 | | |
| Counseling services (career, personal-social, individual, group) | Counseling Center 207 Student Services, 355-8270 and 335 Olin, 355-2310 | | |

| Topic | Contact |
|--|---|
| Housing—off-campus rentals | Student Life Center, 101 Student Services, 355-8303 |
| Housing, landlord-tenant matters | Housing Resource Ctr, 300 Bailey St., E.L., 337-9795 |
| Housing—on campus, assignments, facilities | Res Hall Assignments Office, 1205 S. Harrison, 355-7460 Hall manager |
| —families | Univ Apartments Office, 1205 S. Harrison, 355-9550 |
| Housing—on campus, residence life | Univ Housing Programs, 338 Student Services, 353-3780 Univ Apts Residence Life, N38 Wonders, 353-9499 Complex or resident director |
| ID card - replacements | 110 Adm Bldg, 355-5023 |
| IM-Circle | Info, 355-4710; Reserv, 355-4711 |
| IM-East | Info, 353-3136; Reserv, 353-3223 |
| IM-West | Info, 355-5250; Reserv, 355-5044 |
| IM Sports Clubs | 231 IM-West, 353-5108 |
| Income tax assistance | Service-Learning Ctr, 26 Student Services, 353-4400 |
| Insurance, student health | Olin Health Service, 353-4542 |
| International Students and Scholars Office | 103 International Ctr., 353-1720 |
| Leadership development, opportunities | Student Life Ctr, 101 Student Services, 353-3860 |
| Legal Services, student | 329 Student Services, 353-3716 |
| Libraries, on campus | Main Library, 353-8700 (see p. 8) |
| Lost and found | MSU Union Post Office, 355-3497 |
| Map of campus | News Bureau, 120 Linton, 355-3407 |
| Minority students | Office of Minority Student Affairs 339 Student Services, 353-7745 Multi-Ethnic Counseling Center Alliance, 207 Student Services, 355-8270 |
| Movies, RHA | 355-0313 |
| MSU Union | 355-3460 |
| Museum, MSU | 355-2370 |
| Native American students | Office of Minority Student Affairs 339 Student Services, 353-7745 |
| Notary Public | MSU Union Post Office, 355-3497 |
| Ombudsman | 101 Linton, 353-8830 |
| Orientation, academic | 250 Adm Bldg, 353-5030 |
| Orientation to campus life, Welcome Week | 101 Student Services, 353-3860 |
| Overseas Study Office | 108 International Ctr, 353-8920 |
| Passports | Lansing Post Office, 337-8711 |
| Payments | Cashier, 110 Adm Bldg, 355-5023 Short term loans, 355-3340 Fees, 355-5050 Student Receivables, 355-3343 |
| Post Office | MSU Union, 355-3497 |

| Topic | Contact |
|---|--|
| Radio, student | WDBM-FM and WLFT-AM, 353-4414 |
| Readmission | Registrar's Office, 50 Adm Bldg, 353-0828 |
| Rides - on campus at night | Dial-A-Ride, 353-9496 |
| Safety, security matters | Public Safety (DPS), 355-2221 |
| <i>Schedule of Courses</i> | Registrar's Office, 150 Adm Bldg, 353-4490 |
| Service-Learning Ctr | 26 Student Services, 353-4400 |
| Sexual Assault Crisis and Safety Education | 207 Student Services, 355-8270 24-hr crisis line, 372-6666 |
| Sexual harassment | Human Relations, 380 Adm Bldg, 353-3922 Ombudsman, 101 Linton, 353-8830 VP, Student Affairs and Services 153 Student Services, 355-2264 |
| Social Security Card replacement | Student Employment Office, 110 Student Services, 355-9520 |
| Sorority Rush | Panhellenic Council (Panhel), 325 Student Services, 355-2965 Nat'l PanHellenic Council (NPHC), 319 Student Services, 355-8266 |
| Student government | ASMSU, 334 Student Services 355-8266 COGS, 313 Student Services, 353-9189 RHA, G29 Holden, 355-8285 Elected Student Council, 308 Olds Hall, 355-2337 |
| Student organizations & student gov, advising | Student Life Ctr, 101 Student Services, 355-8286 |
| Testing (LSAT, MCAT, GRE, etc) | Testing Office, Counseling Center 207 Student Services, 355-8385 |
| Tickets, athletic | Jenison Fieldhouse, 355-1610 |
| Tickets, Breslin Ctr | 336-1440 |
| Tickets, PAC | Fairchild, 355-0148 |
| Tickets, Wharton Ctr | 355-6686 |
| Tickets, parking | Violations Bureau, 355-8440 |
| Tours, Campus | Student Alumni Foundation, 355-4458 |
| Transcripts/diplomas | Registrar, 50 Adm Bldg, 355-5150 |
| Veteran's Certification | 190 Adm Bldg, 355-5032 |
| V.A. Guidance Ctr | 14 Student Services, 337-6861 |
| Volunteer programs | Service-Learning Ctr, 26 Student Services, 353-4400 |
| Western Union | MSU Union Post Office, 355-3497 |
| Withdrawal from the University | Student Life Ctr, 101 Student Services, 355-2217 |
| Women's issues | Women's Programs, 380 Adm Bldg, 353-3922 ASMSU Women's Council, 353-5255 |

August 1, 1990



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 service 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 dark ink, appearing to read 'Moses Turner'.

Moses Turner
Vice President for Student Affairs
and Services

MT/cl



INFORMATION

and SERVICES



**Academic Affairs
Activities
Career Planning
Division of Student Affairs and Services
Employment
Financial Aid
Food
Governance at MSU**

**Health Services
Housing
Information
Legal Services
Personal Security
Recreation Services for Special Groups
Transportation**

PART 1

UNIVERSITY CALENDAR 1990-91

FALL 1990

September

- 14 F Welcome Week begins
 17-19 M-W Registration
 20 Th Classes begin
 21 F First day for changes in enrollment
 Late registration begins
 26 W Last day to: register; add courses;
 change sections, or CR-NC and visi-
 tor status; withdraw or drop courses
 with 75% refund of fees

October

- 24 W Middle of the term
 Last day to withdraw or drop
 courses with no grade reported and
 25% refund of fees
 Completion of incomplete grades
 due

November

- 2 F Early enrollment for Winter Term
 begins
 9 F Last day to withdraw
 22-25 Th-Su ... Thanksgiving recess

December

- 1 Sa Commencement
 3-7 M-F Final exams
 Early registration
 7 F Residence halls close, 8 p.m.
 24-25 M-Tu ... Holiday, University closed
 31 M Holiday, University closed

WINTER 1991

January

- 1 Tu Holiday, University closed
 Residence halls open, Noon
 2-3 W-Th ... Registration
 4 F Classes begin
 7 M First day for changes in enrollment
 Late registration begins
 10 Th Last day to: register; add courses;
 change sections, or CR-NC and visi-
 tor status; withdraw or drop courses
 with 75% refund of fees

February

- 5 Tu Middle of the term
 Last day to withdraw or drop
 courses with no grade reported and
 25% refund of fees
 Completion of incomplete grades
 due
 13 W Early enrollment for Spring Term
 begins
 22 F Last day to withdraw

March

- 4 M Early enrollment for Summer Term
 begins
 9 Sa Commencement
 11-15 M-F Final exams
 15 F Residence halls close, 8 p.m.

SPRING 1991

March

- 24 Su Residence halls open, Noon
 25-26 M-Tu ... Registration
 27 W Classes begin
 28 Th First day for changes in enrollment
 Late registration begins

April

- 1 M Last day for returning students to
 apply for financial aid for Summer
 1990 and for Fall, Winter, and
 Spring 1990-91. Newly admitted
 and readmitted students check with
 the Financial Aids Office.
 2 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
 29 M Middle of the term
 Last day to drop courses or with-
 draw with no grade reported and
 25% refund of fees
 Completion of incomplete grades
 due

May

- 17 F Last day to withdraw
 27 M Holiday, University closed

June

- 3-7 M-F Final exams
 Early registration for Summer Term
 7 F Residence halls close, 8 p.m.
 7-8 F-Sa Commencement

ACADEMIC AFFAIRS



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 | 355-0236 |
| Arts and Letters... | |
| 200 Linton Hall | 355-0366 |
| Business... | |
| 7 Eppley Center | 355-7605 |
| Communication Arts and Sciences... | |
| 181 Communication Arts | 355-1794 |
| Education... | |
| 134 Erickson Hall | 353-9680 |
| Engineering... | |
| 103 Engineering Building | 355-5120 |
| Honors College... | |
| 103 Eustace Hall | 355-2326 |
| Human Ecology... | |
| 7 Human Ecology | 355-7690 |
| Human Medicine... | |
| A234 Life Sciences | 353-7140 |
| James Madison... | |
| 369 S. Case Hall | 353-6754 |
| Natural Science... | |
| 103 Natural Science | 355-4470 |
| Nursing... | |
| A230 Life Sciences | 355-6523 |
| Osteopathic Medicine... | |
| A-329 E. Fee Hall | 353-8822 |
| Social Science... | |
| 141 Baker Hall | |
| Last name A-K | 355-6678 |
| L-Z | 355-6679 |
| Veterinary Medicine... | |
| 136 E. Fee Hall | 355-6510 |

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 students through its Student Academic Affairs Offices, the Learning Resources Center, the Office of Supportive Services, the Office of Programs for Handicapped Students, Upward Bound, the King/Chavez/Parks College Day Program, the Foreign Teaching Assistants Orientation Program, and the Orientation Placement Testing Program. The UUD has experienced advisers to assist you if you need information or help in overcoming academic problems.

Student Academic Affairs (SAA) Offices: UUD has four Student Academic Affairs Offices which are open from 8 a.m. to Noon and 1 to 5 p.m. Monday through Friday. No appointment is necessary, but can be arranged.

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

Learning Resources Center: A unique learning service in a non-traditional environment providing self-instructional programs and resources for many courses. The center also offers a variety of improvement programs in reading, study skills, and test-taking skills. Staff are there to help you in 201A Bessey Hall. Hours: Monday through Thursday, 8 a.m. - 9 p.m. and Friday, 8 a.m. - 5 p.m. Call 355-2365 for an appointment.

Supportive Services Office: This office provides assistance to students who may require additional academic support. 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 succeed at MSU. The staff also assists students in planning intelligently to fulfill realistic goals.

All entering College Achievement Admission Program (CAAP) students, and any other students who qualify for the office's services, are assigned an academic 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.

ACADEMIC SUPPORT RESOURCES

University Main Library is open 8 a.m. - 1 a.m. Monday through Thursday; 8 a.m. - 11 p.m. Friday; 10 a.m. - 11 p.m. Saturday; Noon - 1 a.m. Sunday. Hours during term break are: 8 a.m. - 6 p.m. Monday through Friday; 10 a.m. - 6 p.m. Saturday; and closed Sunday. Holiday hours vary. For information on hours, call 355-8981.

Library tours are available throughout the year on Tuesdays at 4 p.m. and Wednesdays at 2 p.m. at the Information/Reference Desk, Main Library. The phone number is: 353-8700. 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.

Africana

3rd West, Main Library, 355-2366

Agricultural Economics

29 Agriculture Hall, 355-6650

Animal Industries

208 Anthony Hall, 355-8483

Art - Third Floor, West Wing

Main Library, 353-4593

Audio-Visual - Fourth Floor, West Wing

Main Library, 353-1753

Business

Eppley Center, 355-3380

Chemistry

426 Chemistry Bldg., 355-8512

Clinical Center

A137 Clinical Center, 353-3037

Conrad Hall - General Undergraduate

Library, 353-1738

Engineering

A101 Engineering Bldg., 355-8536

Geology

5 Natural Science Bldg., 353-7988

Government Documents

Ground Floor, Main Library, 353-8707

Lifelong Education - Ground Floor West Wing

Main Library, 355-2345

Labor & Industrial Relations

Ground Floor, West Wing, Main Library,
355-4647

Maps

Third Floor, West Wing, Main Library
353-4737

Mathematics

D101 Wells Hall, 353-8852

Microforms

3rd Floor, West Wing
Main Library, 353-3120

Music

Second Floor, Music Bldg., 355-7660

Planning and Design

UPLA Building, 353-3941

Physics

Physics Building, 355-9704

Science Reference - 2nd Floor West Wing,

Main Library, 355-2347

Social Sciences & Humanities Reference

Ground Floor, West Wing, Main Library,
353-8818

Veterinary

Veterinary Clinic, 353-5099

Microcomputer laboratories are available for students to use independently in writing papers or doing other class assignments. Labs are located in the Library, the MSU Union, Wilson Hall, and the Computer Center, as well as in several classroom buildings. The labs generally contain IBM, IBM-compatible, or Apple Macintosh microcomputers. They are equipped with various types of software for programming, spreadsheet generation, text editing, statistical analysis and graphics use. Some microcomputers are connected to the University's mainframe computers. Many colleges also have their own instructional laboratories. For information on available microcomputers, call 355-4500.

The Computer Information Center, 305 Computer Center (353-1800) is the primary distributor of reference materials and information relating to academic computing services for the MSU community. It houses the Microcomputer Reference Library (353-1800), the Microcomputer Demonstration area (355-4500), the MSU Computer Store (355-4500), and other support services. All students are encouraged to take advantage of the services offered, regardless of knowledge and experience level.

Full-time students, as well as faculty and staff, may purchase microcomputer systems at substantial discounts through the MSU Computer Store. Those who want help in making purchase decisions may contact a consultant in the Microcomputer Demonstration Area.

All of the above units are part of the Computer Laboratory, which is under the direction of the Assistant Provost for Academic Computing and Technology.

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 at all levels 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, faculty and official records. Located in 101 Linton Hall, 353-8830.

Preprofessional Advising: The College of Natural Science has a group of advisors who specialize in students interested in careers in Medicine, Dentistry, Optometry, Podiatry or Pharmacy. Students may visit the College of Natural Science Dean's Office, 103 Natural Science Building or call 355-4470 for their preprofessional adviser assignments.

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

ACADEMIC WORDS AND PHRASES

Following are definitions of official terms and some commonly used words and phrases, as well as brief descriptions of many important services, offices, and programs. Cross references are given for more information.

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, and deadlines for applying for financial aid. Calendars with varying degrees of detail appear in each term's *Schedule of Courses*, on page 4 of this book, and 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 campus activities.

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 academic rules and procedures. Be sure to keep your copy for reference.

Academic Standing of Undergraduate Students (ASUS)...This new statement, indicating when a student will be placed on academic probation, recessed or dis-

missed from the University, is effective Fall Term 1990 for all undergraduate students. The statement is printed in the current *Schedule of Courses* and replaces the statements on "Academic Requirements" and "Academic Actions" that appear in the 1989-91 *Academic Programs*, pages 13 - 15.

Academic Year...at MSU runs from September to June, or from fall term 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 second through fifth days of classes, 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" and in the current *Schedule of Courses*. 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.

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; and No-Preference students are advised through the Student Affairs Office of the Undergraduate University Division. 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 you do not know who your adviser is, check with your department office. If problems develop in your relationship with your adviser, talk with the assistant dean of your college.

Audit...sitting in on a course without getting credit or a grade. Currently enrolled students cannot be auditors (see "Visitor").

Catalog...See "*Academic Programs*" and "*Descriptions of Courses*."

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. Before you can add new courses or drop ones in which you enrolled, you must get approval from your academic adviser, or your college adviser in "the pit." Information personnel and college advisers are there to help.

Class Codes...applied to students by the Office of the Registrar to reflect the number of credits earned. With 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. (See 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.

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 it because of reasons acceptable to the instructor. The work must be completed within two calendar years if credit is to be earned.

Deferred Payment Plan...Up to one-half the term's total charges may be deferred for students who live in University housing and for graduate assistants who live off campus, if they register by the fifth day. The deferred payment may be arranged at registration, and due dates for the payments and penalties for late payments appear in the *Schedule of Courses*.

Descriptions of Courses...volume two of the University catalog contains a description of each course offered by MSU.

Dismissal...An undergraduate student who fails to meet certain academic requirements may be required to remain out of school for at least two years. (Refer to "Academic Standing of Undergraduate Students" in the current *Schedule of Courses*.)

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, or your financial aid may be affected. Consult the *Schedule of Courses* for the refund policy and

the academic calendar for deadlines. If you are dropping all of your courses, see "Withdrawal."

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...allows currently enrolled students to sign up for courses for the following term. About the middle of each term, the *Schedule of Courses* for the following term and Registration Section Request Forms are available. Just follow the "Enrollment and Registration Instructions" printed in the schedule book. Be sure the courses you select are in accordance with your Academic Progress Plan and are approved by your adviser.

Early Registration...If you have early enrolled, and are in good academic standing, you can pick up your Section Reservation Enrollment Card and Permit to Register at your college during finals week and then go to IM West to complete registration and pay fees.

ET-Extension...given to undergraduate, graduate, and graduate professional students only in courses specifically approved for ET (usually those in which the work extends beyond the term). If work is not completed in the time specified, the ET will be changed to ET/0.0, ET/NC, or ET/N.

Evening College...a program of the MSU Alumni Association, 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. For information, contact Alumni Lifelong Education, 48 Kellogg Center, 355-4562.

Field Experience...is work done in an "on-the-job" setting. Many departments and colleges consider this an essential part of a student's course of study. This kind of practical experience may also be called: "practicum," "internship," "field study," or "professional experience." 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. 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.

Good Standing...A student is in good standing if the student is a new student, or the student's cumulative grade-point average is at least 2.00.

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.

Grade Point Average (GPA)...is a measure of performance for each term's work and is printed on the grade report. It is figured this way: Multiply the grade for each course by the number of credits it carries to get the points for each course. Add up the grade points and credits. Divide the total credits into the total grade points, and round off to two decimal places.

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. 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. ("Judicial" or "condition-of-enrollment" holds are rare and usually do not come as a surprise.) There are "hold windows" at registration where you can get an explanation of the problem and a suggestion for resolving it. (See "Hold Card Policy" in Part III of this book.)

IDC...stands for "Interdisciplinary Courses." Such courses cut across the usual academic divisions, and stress a 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. 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. Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC, or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for MSU classes subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that,

the grade is changed to I/U, and the course may be completed only by re-enrollment.)

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 set aside course numbers for "Honors Work" or "Special Projects" allowing variable credit. Grades are determined on the usual scale. 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.

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".

NC-No Credit...means that no credit is granted and represents a level of performance below the grade point average required for graduation.

N-No Grade...shows failure to earn a Pass 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.)

Overseas Study...Studying abroad can be an enriching experience, both academically and personally. The Office of Overseas Study facilitates MSU study programs in Western and Eastern Europe, Asia, the Middle East, Africa, and Latin America throughout the year. The office offers students information on other programs sponsored by American universities and foreign institutions. The office also sells the International Student Identity Card and Youth Hostel, Eurail and BritRail passes. Located in 108 Center for International Programs, 353-8920.

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, but do not affect grade point averages.

P-N...the pass-no grade grading system applies to certain courses, such as field experience or student teaching. 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 IM 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...help you and your adviser decide which courses you should take—especially during your first term. Low scores may mean that you will need some remedial-developmental-preparatory courses. High scores may mean that you can enroll in more advanced courses. For additional information, consult the *Academic Programs*.

Prerequisite...is something that is required before something else. In the *Schedule of Courses* you will find a column with this heading under which several things may appear. A course number indicates a course will have to be completed successfully before you enroll in the desired course. "Appr of dept" requires checking with the department office for requirements before enrolling. "See catalog" indicates more complicated prerequisites may be involved. Read the *Academic Programs and Descriptions of Courses* and talk with your adviser.

Probation...a student whose cumulative grade point average falls below 2.00 may be placed on probation and must meet specified requirements to regain good standing. (See "Academic Standing of Undergraduate Students" in the current *Schedule of Courses*.)

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 "Academic Standing of Undergraduate Students" in the current *Schedule of Courses*.

Recess...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 Standing of Undergraduate Students" in the current *Schedule of Courses*.

Regional Lifelong Education Exchanges...give Michigan residents close-to-home contact with MSU. Both credit courses and non-credit study programs, along with a variety of University information is available through the Exchanges. During the summer, MSU undergraduates may enroll in MSU courses near their homes. Exchanges are located in Battle Creek, Birmingham, Saginaw, Grand Rapids, Marquette, and Traverse City. On the campus, information on the Exchanges and extension activities can be obtained from the Office of Instructional Services, Room 60 Kellogg Center, 353-1771.

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.

Remedial-Developmental-Preparatory Courses...are required of some MSU students so that academic weaknesses may be overcome. 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 to meet graduation requirements. (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 are a resident of Michigan for tuition purposes. Very specific criteria have been developed and appear in the *Academic Programs* under "Out-of-State Tuition Regulations." MSU makes 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. Contact the Office of the Registrar for assistance.

Residential Programs...MSU offers two distinctive residential programs. Lyman Briggs School, located in Holmes Hall, specializes in the physical and biological sciences. James Madison College, located in Case Hall, 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.

Schedule of Courses...is published each term. It includes information about enrollment and registration procedures and scheduling information about courses offered in a given term.

Service-Learning...Experience gained through volunteer work in a career or course-related field that supplements and complements course work. (See section on Division of Student Affairs and Services.)

SIRS...Stands for "Student Instructional Rating System." Each term in every class you will get a form on which you can evaluate the instructors. (You do not need to identify yourself.) 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.

Special Student...refers to students with class code 5. This is a catchall term for the following: high-achieving high school students; Lifelong Education unclassified status students; agriculture technology guests; English Language Center students; and those in other special programs.

Syllabus...is an outline of a course. Lecture topics, reading assignments, exam dates and material to be covered are usually 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...are interdisciplinary subject areas not included in a single college or department. Completion of a program is noted 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, in person or in writing, for \$5 in 50 Administration Building. You can order it one day and pick it up the next, or you can handle the transaction by mail. Call 355-5150.

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. The number of credits you may transfer is limited 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 their evaluation, contact your academic adviser or a staff member in Admissions, 355-8332.

Upper Division...juniors and seniors with class codes 3 and 4, respectively. To get upper division standing, you have to declare a major and be accepted by a college as a degree candidate. Acceptance depends on meeting the requirements of the college. If you feel uncertain about your position, see 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. Fees for "visiting" are the same as for taking a course for credit.

W...is assigned for a course when a student withdraws after the middle of the term and prior to the end of the eighth week and when the instructor indicates "passing" or "no basis for grade," regardless of the grading system under which the student is enrolled.

Warning...An academic warning is given for repeating too many courses, for lack of satisfactory progress toward the bachelor's degree, or for lack of satisfactory progress in the major. (See "Academic Standing of Undergraduate Students" in the current *Schedule of Courses*.)

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, 101 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 page 6.

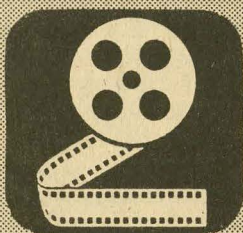
Honoraries and Professional Organizations

Over 40 honoraries and as many professional organizations and professional fraternities and sororities are active on the campus. Many have national affiliation. A few are interdisciplinary, but most are for those engaged in specific areas of study. These organizations provide opportunity for students to gain leadership experience and to explore specific professional interests with others. Membership in some of these organizations includes both students and faculty, providing students a valuable opportunity for informal contact with faculty.

A list of honoraries and professional organizations is printed in the *Academic Programs*. To find out who the contact person is for a particular organization, contact the Student Life Center, 101 Student Services, 355-8286.

MSU Rhodes Scholars

MSU has produced a total of 13 Rhodes Scholars—five of them in the '80s. Each year only 32 graduating seniors are chosen nationally to receive tuition, fees and travel expenses for two years of graduate study at Oxford University England.



ACTIVITIES

STUDENT ORGANIZATIONS

There are over 350 student organizations on campus including honoraries; professional organizations and professional fraternities and sororities; recreational and athletic groups; religious, 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 Life Center, 101 Student Services, 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, films, concerts, speakers, minority programs, audiovisual, homecoming, MSU Union activities, and theater. Watch *The State News* for 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 dramatic productions by the Performing Arts Company. Productions are announced the *The State News*.

The Council for Performing Arts (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. 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—Stage").

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 355-6688. Tickets may be purchased at the box office on the first floor of the Center. Handicappers call for special arrangements.

Opera: The Opera Company of Mid-Michigan presents performances on campus each year. Student participation is welcomed in the activities which comprise and support the productions. Call 482-1431 for information.

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 Spartan Marching Band; Spartan Brass; Jazz Band; three 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, 355-7670 or the Choir Office, 355-7667. For current concert information, call the 24-hour School of Music Events Line, 355-3345.

The Kresge Art Museum: Located on Physics Road in the Kresge Art Center, the museum houses MSU's permanent art collection. This collection covers pre-historic to 20th century art as well as sections devoted to African, Asian and pre-Columbian art. In addition, the Museum regularly mounts special exhibitions. Hours are: weekdays, 9:30 a.m. to 4:30 p.m. except Thursday; Thursday, noon to 8 p.m.; weekends, 1 to 4 p.m. Closed on holiday weekends. Summer hours are: weekdays, 11 a.m. to 4 p.m.; weekends, 1 to 4 p.m. Admission is free. Call 355-7631 for information.

ATHLETIC EVENTS

As a Big Ten school, MSU competes in 14 men's varsity sports and 11 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.

RELIGIOUS ACTIVITIES

The many churches, synagogues and religious centers in the Greater Lansing Area serve students in a variety of faiths by providing opportunities for formal worship and informal fellowship activities. For a list of those available in the community, consult the Yellow Pages of the Telephone Directory. (Look under "churches," "synagogues," and "religious organizations.") In addition, members of the Religious Advisors' Association are listed in the front of both the *Student Directory* and the *Faculty-Staff Directory*.

Many religiously oriented registered student organizations are active on the campus. To find out what groups exist and how to contact them, call or stop by the Student Life Center, 101 Student Services, 355-8286.

The interfaith **Alumni Memorial Chapel**, located just east of Kresge Art Center, is available to MSU-affiliated individuals and groups for religious-passage ceremonies. It is especially popular for weddings. It is also available to individuals wishing to enter the sanctuary for private meditation. Hours are posted at the chapel entrance. Call 355-3464 for Chapel scheduling information.

GARDENS

Beal Botanical Garden: Located between the Library and the IM-Circle, it has over 5,000 species and varieties of plants and functions as an outdoor laboratory for the study and appreciation of plants and plant science. The garden is always open and all plants have descriptive labels.

Hidden Lake Gardens: MSU's 670-acre arboretum features: a conservatory complex displaying plants from arid, tropical, and temperate climates; a lake and picnic area; and hiking trails. Located near Tipton in the Irish Hills of Southeastern Michigan, 5 miles west of M52 on M50. Open 365 days, 8 a.m. to dusk from April 1 to October 31 and 8 a.m. to 4 p.m. from November 1 to March 31. Entry fee \$1 per person on weekdays; \$2 on weekends and holidays. For information call 355-9582.

The Horticulture Demonstration Gardens: Located behind the Plant and Soil Science Building. From spring through fall a lavish display of color awaits you in these newly developed gardens.

MOVIES

Classic Films, part of ASMSU Programming Board (353-5255), offers foreign and classic films weekly when classes are in session. Other groups offer a variety of films throughout the year. Times, prices and locations are advertised in *The State News*. Information about existing film groups is available in the Student Life Center, 101 Student Services, 355-8286.

OTHER SPECIAL ATTRACTIONS

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; until 9 p.m. on Thursday; and 10 a.m. to 5 p.m. on Saturday and 1 to 5 p.m. on Sunday, except Saturdays of home football games when it is open from 9 a.m. to 1 p.m. Call 355-2370 for information.

Planetarium: Public presentations are offered in the Sky Theater on Fridays and Saturdays at 8 p.m., Sundays at 4 p.m., and on special occasions. Admission is \$2.50 for adults, \$2 for students and senior citizens, and \$1.50 for those 12 or under. A free exhibit hall is open from 8:30 a.m. to noon and 1 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.

Impression 5: This Lansing museum of science, technology and art has "hands-on" exhibits that appeal to all ages, especially children. It is located at 200 Museum Drive. (Turn south off of East Michigan between Cedar and Grand.) Hours are Monday through Saturday, 10 a.m. to 5 p.m., and Sunday, noon to 5 p.m. Admission is charged. Call 485-8115 for information.

Michigan Historical Museum: Located at 717 W. Allegan. Open 9:00 a.m. to 4:30 p.m. Monday through Friday, 10:00 a.m. to 4:00 p.m. on Saturday, and 1:00 to 5:00 p.m. on Sunday. Holiday hours vary. 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.

PARKS AND OUTDOOR AREAS

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 Student Alumni Foundation, 355-4458. "Small Animals Day" is a special event in the spring.

Fenner Arboretum: A nature-oriented park with wildlife, pioneer log cabin, marked trails, nature lectures, and a picnic area. Located at 2020 E. Mt. Hope, Lansing. Open 8 a.m. to dusk. The nature building is open 9 a.m. to 4 p.m. weekdays, 10 a.m. to 5 p.m. on Saturday, and 11 a.m. to 5 p.m. on Sunday. For information call 483-4224.

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 ex-

hibit. Hours are 8 a.m. to 8:30 p.m., except during November through April when closing is at 5 p.m. Admission is \$1 for adults. For information call 353-9445.

Lake Lansing Park North and South: Activities include swimming, picnicking, boat rentals, tennis, hiking, cross country skiing, tobogganning and a tricycle track for small children.

Patriarche Park: This is a popular picnic place for students. The 38-acre area at Alton Road and Bus. I-69 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 camel and pony rides. The zoo has many animals and birds. Admission is free, except from April to September there is a \$1 fee per vehicle. Call 483-4222 for information.

Riverfront Park: A newly developed area in downtown Lansing offers a 3 1/2 mile 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 nonprofit basis. Memberships are available. There are opportunities for volunteer service. Internships are available in fields such as environmental education and natural history interpretation. Open 9 a.m. to 5 p.m. Monday through Friday. Occasionally open on weekends when programs are scheduled. (The trails are open dawn to dusk.) A 50¢ donation is requested for use of the trails. Call 322-0030 for information and confirmation of hours.

For other things to see and do, consult the Info Pages in the Lansing Area Telephone Book.

THE MSU UNION

MSU Union, the Everything Place, serves as the center of University life. Students, alumni, faculty, staff and guests gather here for cultural, social and recreational activities. The MSU Union brings you the following services.

Union Central and Spartan Spirit stores... carry school and miscellaneous supplies, MSU apparel, convenience food items, souvenirs, greeting cards, gifts, magazines, and more.

MSU Union Financial Center... consists of two privately contracted automated teller machines accessing Magic Line, Cirrus, and Jubilee. Service includes withdrawals, deposits, transfers and inquiries.

One Union Square... features four privately contracted restaurants offering burgers, pizza, subs, soups, salads, and ice cream. All share a common dining room.

Copy Center... offers full- and self-service copying, binding, FAX, and laser printing by a privately contracted agency.

Spartan Lanes Bowling Center... features 16 modern lanes in air conditioned comfort for open play, classes, leagues and parties. Group rates available.

Microcomputer Center... makes available at no cost to students, faculty and staff more than 70 microcomputers, 20 printers, and an extensive software library.

U Cue Billiards/Games Emporium... houses eight regulation pocket billiard tables, plus the latest video and pinball games.

Union Station Cafe... offers a good variety of great food, at reasonable prices. Located on the lower level. Open for lunch Monday - Friday, 11 a.m. to 1:30 p.m.

Catering... offers complete food service for all group needs including refreshments, luncheons, dinners, seminars, banquets, receptions, dances, and theme functions. The exclusive caterer for on-campus deliveries to your locations.

Meeting and Program Facilities... elegant, spacious second floor rooms are available for major events such as dances, socials, carnivals, films, banquets and conferences. The Ballroom offers complete light and sound capabilities and will accommodate up to 500 people. The "Big Ten" Meeting Rooms on the 3rd and 4th floors are provided free to all registered student organizations for regularly scheduled meetings and events.

Spartan Square... the Union's newest addition, is a relaxing, shaded outdoor dining patio (between the building and Grand River).

Other services provided are:

All-University
Information
Lounges
Barber/Styling Shop
Cap & Gown Rental &
Sales
Barter & Ride Boards

Post Office, including:
Notary Public
Western Union Station
Campus Lost & Found

Building Hours:

Monday - Thursday 7 a.m. - 12 midnight

Friday & Saturday 7 a.m. - 1 a.m.

Sunday 10 a.m. - 12 midnight

For information call 355-3460.

RECREATION

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

CAREER DEVELOPMENT



CAREER COUNSELING

The Counseling Center assists students in exploring career options and determining career direction. For many students, making decisions about majors or career directions is complex. One may have to deal with such factors as family pressures, issues of adequacy, motivation, uncertainty concerning aptitudes or interests, or generalized problems in decision making before arriving at informed choices of majors or career directions. If such factors are present, you may want to use the services of the Counseling Center. The counseling process may involve the use of testing and/or SIGI-Plus (System of Interactive Guidance and Information). Career counselors also assist in utilizing University resources for planning and taking action. Career counselors are available weekdays, 8 a.m. to noon and 1 to 5 p.m. in the following location:

207 Student Services (including MECCA) 355-8270

CAREER ASSISTANCE, INFORMATION

Career Development and Placement Services in Room 113 Student Services also offers students assistance in identifying career possibilities and formulating strategies to enhance preparation for specific career fields. Call 355-9510 for an appointment to see a professional staff member.

The Career Information Center is provided by Career Development and Placement Services in Room 6 Student Services, 353-6474. The Center offers an extensive collection which includes: MSU curriculum information, occupational materials, guides to graduate schools, advice on planning a career or a job campaign and directories of employers in many fields. Both individual career advising with a professional staff member and a computer aided career-planning program are available.

Career Fairs and other special information programs are held throughout the year. The Minority Careers Program and the Government Career Fair, sponsored by Career Development and Placement Services, and the Career Expo sponsored by the School of Hotel, Restaurant and Institutional Management are examples.

CAREER EXPLORATION

The Service-Learning Center provides undergraduate and graduate students opportunities to gain experience and to explore careers through voluntary community service. Programs are available in the Lansing area in: business, communications, corrections, education, government, law, health, personnel, nutrition, recreation, science, social work, special education, and veterinary medicine. Students schedule from four to six hours per week for their placement. Employers agree that career exposure and community service work are valuable additions to a student's academic program. Applications for placements are received during the first two weeks of each term. Information is available in 26 Student Services, 8:00 a.m. to noon and 1:00 to 5:00 p.m. weekdays.

COMPUTERIZED ASSISTANCE

Interactive computer-based guidance systems provide assistance in making informed career decisions and plans. They can help you figure out what you want and what you have to offer. They help you gather information, explore options, and develop a strategy for decision making. (You make your own decisions.) Computer-based guidance systems are available in locations listed below. They are frequently busy, so call for an appointment.

SIGI-Plus:

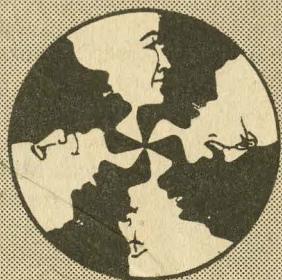
Counseling Center, 207 Student Services, 355-8270
Career Information Center, 6 Student Services, 353-6474
Learning Resources Center, 210 Bessey, 355-2365

MOIS:

Supportive Services, 115 Erickson, 353-5210

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.



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 is the chief student personnel officer for the University, reporting to the President. Responsibilities include planning, administration, and evaluation of student services and student development 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.

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 programs described below. In addition, the Assistant Vice President has responsibility for general student advising carried out by all staff within the Student Life Department. 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.

Campus Life Orientation
101 Student Services 353-3860

The Campus Life Orientation staff and undergraduate students called UGuides coordinate and promote the many programs and events for new students beginning with Welcome Week. These programs are in addition to those provided for new students during the Academic Orientation Program (AOP). Academic, cultural, recreational, and personal programs are developed to help ease the transition to the University during the fall Welcome Week period, at the beginning of each new term, and throughout a student's

first year on the campus. Active involvement at MSU is the key to success for new students, and being informed is important to that involvement. "The Grapevine," a weekly column in *The State News* is designed to inform students of diverse programs and opportunities throughout the year.

Health and Alcohol Education Programs
101 Student Services 353-5509

The Health and Alcohol Education Program staff coordinates health and alcohol education programming on the campus, informs the University community about campus and community resources that can help with alcohol or other health-related concerns, and provides programs to students and staff that promote responsible attitudes and decisions regarding chemical use as well as healthy living.

Alcohol-awareness programs are provided to on- and off-campus residents. Presentations are available in all the residence halls by members of the University Housing Programs staff. The Health and Alcohol Education Program staff is available to discuss chemical misuse concerns of individual students on either a walk-in basis or over the telephone.

Internationalizing Student Life Program
14 Student Services 355-8288

The Internationalizing Student Life staff work with faculty members, staff, and student organizations to develop and coordinate programs that will allow students to: 1) learn about cultures other than their own through co-curricular interactions with members of the University community; 2) develop interpersonal communication skills specific to successful cross-cultural exchange in preparation to live in a more culturally heterogeneous, global, and increasingly mobile environment; 3) have out-of-class interactions among faculty, students, and staff of diverse, international backgrounds; and, 4) learn how international social, political, cultural, and economic forces affect their lives. These programs occur in academic departments, residence halls, the MSU Union, and the International Center. By participating in these co-curricular activities, students will learn about the variety of cultures which co-exist in the contemporary global environment and the social, political, economic, and cultural forces which affect international relations as well as develop needed skills for success in their chosen careers.

Judicial Affairs

101 Student Services 353-5509

The Judicial Affairs staff provides direction and coordination for the development and administration of judicial policies and procedures. Duties include the development of programs that help the University community understand the need for cooperative community living and judicial process. The Judicial Affairs staff includes persons officed in Student Services and 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 residential area has a judiciary, as do the following governing groups: ASMSU and COGS (jointly), Panhellenic Council, Interfraternity Council, and National PanHellenic Council. Additionally, there are three major campus judiciaries: The Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board.

Service-Learning Center

26 Student Services 353-4400

The Service-Learning Center provides Michigan State University students with the opportunity to add valuable experience to their education through voluntary community service. Both undergraduate and graduate students participate for many reasons: to help others, to supplement their academic work, explore career options, gain practical experience, develop personal and job-related skills, and increase their marketability.

Although the Service-Learning Center does not provide credit, it places students participating in field experiences, internships, practica, and independent studies, as required for certain courses or majors.

Many positions are available with non-profit agencies in the Greater Lansing area, making it possible to place students in fields such as: business, communications, corrections, education, government, law, health, nutrition, personnel, recreation, science, social work, special education and veterinary medicine.

Off-Campus Housing and Commuter Programs

101 Student Services 355-8303

The Off-Campus and Commuter Programs staff provides programs, advising and assistance to students who live off campus in fraternities, sororities, cooperatives and private dwellings, as well as those who commute greater distances. Services include a computer listing of available rental units and information concerning off-campus living.

Student and Leadership Development

101 Student Services 353-3860

Student and Leadership Development staff seek to assist students in finding appropriate leadership opportunities, increase students' awareness of their leadership styles and skills, and provide training and consultation for the devel-

opment of those skills. Individual consultation is always available by appointment and workshops are offered regularly. The Annual Student Leadership Conference is hosted each January. "Leaders on the Rise," a special program for freshmen, is offered each fall. The "Leader Experience and Partnership" (LEAP) program provides for partnerships between new leaders and experienced campus leaders. Multiple sections of EAD 415, a two-credit leadership training course, are coordinated by the staff each term.

Student Government Advising

101 Student Services 355-8286

The staff seeks to assist student governance leaders by: providing timely advice and consulting assistance on a regular and frequent basis; interpreting University policies, regulations, and procedures; providing leadership development programs; and consulting on and teaching the decision-making process so the student leaders can be self-directing. Direct advising assistance is given to the ASMSU Student Board, Programming Board, Funding Board, and Advisory Board. Liaison relationships are maintained with the three Greek-letter councils, the Intercooperative Council, and the Off-Campus Council.

Student Organization Advising

101 Student Services 355-8286

This unit encourages student leadership growth and facilitates the development and effectiveness of student organizations and their campus activities. It is responsible for the registration of over 350 student organizations as well as most of the programs and events sponsored by these groups. A consulting program to enhance student organization development is provided in addition to a referral service for student organizations desiring to sponsor programs for their members. A series of short programs called "Hot Shots" is designed to help organizations and individuals enhance their effectiveness. Advising assistance is given to the Senior Class Council.

Student Records and Withdrawals

101 Student Services 355-2217

The staff in Student Records and Withdrawals 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 University's student personnel records on all students are also maintained by the staff.

EDUCATIONAL AND SUPPORT SERVICES

Assistant Vice President

162 Student Services 353-6650

Directed by an assistant vice president for Student Affairs and Services, staff in this unit are part of the central administrative staff for the division, providing support for the Office of the Vice President and departments within Student Affairs and Services. Areas of responsibility include: computer technology and data management; division communications/publications; research on students; practica for

students in the College and University Administration graduate program; staff development; a staff resource center and library; and Spartan Connection, an automatic telephone information service for students.

OFFICE OF MINORITY STUDENT AFFAIRS

Special Assistant to the Vice President and Director
339 Student Services 353-7745

The Office of Minority Student Affairs (OMSA) provides programs, services and assistance to Asian American, Black American, Hispanic, and Native American students. This office serves students by: 1) directing and coordinating minority student orientation programs, 2) assisting in minority student assessment of educational and academic skills, 3) promoting and coordinating programs that enhance the understanding of minority students' cultures and heritage, 4) promoting opportunities for leadership development, 5) linking minority students with appropriate academic and non-academic support services, 6) developing a minority student mentorship program, and 7) advocating and/or mediating minority student concerns.

The Office of Minority Student Affairs serves as a clearinghouse for reporting and documenting alleged racist/discriminatory incidents, actions and/or activities and will refer students to the proper office for resolution. The Office also provides follow-up with the appropriate offices and monitors the University's response relative to reported and alleged acts of racial harassment involving students.

Typical programs include: an annual Minority Student Orientation and Welcome Receptions; Workshops for Excellence, which provide forums to enhance intellectual, social and personal development for minority students; and the Minority Aide Program, which consists of several undergraduate students assigned to the residence halls to act as resource agents for students and staff. The OMSA maintains a liaison relationship with these student organizations: Black Student Alliance (BSA), Coalition of Hispanic Students for Progressive Action (CHISPA), Asian Pacific American Student Organization (APASO), and North American Indian Student Organization (NAISO).

CAREER DEVELOPMENT AND PLACEMENT SERVICES

113 Student Services
355-9510

Career Development and Placement Services, which includes the Career Information Center and the Student Employment Office, provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services and education. Staff in the main office place major emphasis on providing information and assistance to students preparing to enter the job market after graduation. In addition to providing individual career advising, the staff offers special workshops to help students in areas such as resume writing, interviewing, and conducting job campaigns. Written materials on all aspects of the job search are distributed and professional directories are avail-

able for reference. Many career information programs are also presented to campus clubs and special groups each year.

The staff regularly compiles vacancy listings of current local and national job openings, announces interviewing opportunities with visiting employers, schedules on-campus interviews for students with employers, and conducts campus workshops on topics related to employment.

A job listing and credential referral service is also available for alumni.

Student Employment

110 Student Services 355-9520

Staff in the Student Employment Office help students find part-time and summer jobs. In addition, they develop all policies and procedures for student employees, process all student employment applications, handle grievances and maintain student employment records.

Career Information Center

6 Student Services 353-6474

The Career Information Center offers an extensive collection of information on: the MSU curriculum, occupations, graduate schools, planning a career or job campaign, job market prospects, and employers in many fields. Vocational interest inventories and the computerized System of Interactive Guidance and Information (SIGI) are also available for student use.

(See the section on Employment for more details about Career Development and Placement Services.)

COUNSELING CENTER

207 Student Services (including MECCA) 355-8270

Branch:
Olin Health Center,
Room 335

355-2310

The Counseling Center provides developmental, career, psychological, and mental health counseling to students who may profit from such assistance. In addition, the Center offers consultation to faculty, staff and students.

Counseling services include: personal-social counseling, career counseling, consultation, outreach and preventive education, and referrals. Assistance is provided individually or in group settings. Some concerns are served through specialized groups, seminars or workshop approaches. The Self-Management Laboratory provides resources for students considering self-directed behavioral changes.

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 Test, and Law School Admissions Test, are administered. Applications and information are available in the Testing Office, 207 Student Services.

The Student Services office includes MECCA, the Multi-Ethnic Counseling Center Alliance, which provides counseling and programs related to racial and diversity issues.

A 24-hour sexual assault crisis line (372-6666) 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.

Students with seven or more credits and paid graduate assistants are eligible for the services of the Counseling Center. Others may consult with a counselor one time regarding assistance 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 Stafford 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 over 50 percent of MSU's students with more than \$76,000,000 annually.

The staff of advisors and specialists counsel 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

205 IM Sports-West 355-5250
103 IM Sports-Circle 355-4710
123 IM Sports-East 353-3136

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. Physically challenged students 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. Over 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, IM Sports-East, and IM Sports-Circle buildings and on several outdoor playing fields. Nine 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 life staff plan, coordinate, and present programs that address the interests and needs of students, as well as challenge students to broaden their views and interests in the world around them. These activities, student interaction with students and residence life staff, and student support mechanisms help promote the optimal living environment for academic exploration and success.

The twenty-six 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 twenty-four resident assistants, one to three minority aides, one to four graduate advisors, and one director. "Live-in" staff are supervised by area directors, who report to the Director of University Housing Programs.

There are over 2400 apartment units for families and single students. A full-time area director, a program assistant, a graduate advisor, and a staff of community aides serve the needs of students and their families 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

Career Development and Placement Services, provides the following services to assist students and alumni as they plan careers and seek jobs in business, industry, government, social services, and education. Services are provided through the:

Main office, 113 Student Services, 355-9510
Career Information Center, 6 Student Services,
353-6474

Career Assistance in planning job campaigns is offered by the staff. Students and alumni may request a critique of drafts of resumes and employment correspondence. Two vocational interest inventories, the Occupational View-Deck and SIGI (System of Interactive Guidance and Information), are available in the Career Information Center.

Campus Interviews with employers are limited to currently enrolled MSU students. Alumni may use the alumni placement system, a job listing/credential referral service.

Summer and 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 local and national job openings are maintained in 113 Student Services. Every two weeks all known vacancies are published in the *Vacancy Bulletin*. In addition, numerous periodicals which contain job listings are available for reference in the Career Information Center.

Placement Services Bulletin announces campus interviewing opportunities with visiting employers. The Bulletin is available each Thursday after 1 p.m.

Workshops on resume construction, conducting a job campaign, interviewing, and related topics are scheduled by staff for students and alumni.

Special Handouts on writing a resume, interviewing and many occupational fields are available from the Career Information Center.

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

Employer Information on approximately 3,000 employers in business, industry, human services, government, and education is maintained in the Career Information Center.

Lists of Employers who regularly visit MSU, lists of school districts, and a free copy of the *MSU Placement Manual* are available to students and alumni in the Career Information Center. Directories contain names and addresses of employers who hire college graduates.

Credential Referral Services. Credential files are maintained for students 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 graduation or discharge from military service.

STUDENT EMPLOYMENT OFFICE

Located in 110 Student Services, the Student Employment Office, a branch of Career Development and Placement Services, helps students find part-time and summer jobs. In addition, the 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 listed for camps, parks and resorts nationwide. Positions range from house-keeping 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 nationwide. Applications are available in November. Interested students should apply as soon as possible and no later than mid-January.

Students should also review the weekly yellow *Placement Bulletin*. Companies and organizations interviewing potential summer employees on campus will be listed there. A Summer Employment Fair is held each February for students interested in seasonal and career-related work opportunities.

Students who plan to work must provide evidence of their name, Social Security number, identity, and work authorization to comply with federal laws. United States citizens and Permanent Residents must present an original or duplicate Social Security card along with another document (i.e. driver's license, school identification card with photograph, U.S. Passport, Alien Registration Receipt card) and complete W-4 and I-9 forms when being processed for employment. A complete list of acceptable documents and specific information for international students is available from the Student Employment Office, 110 Student Services Building, 355-9520.

On-Campus Work Opportunities

The following is a list of some of the major student employers on campus. All employees must be processed through the Student Employment Office prior to beginning work.

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 205, IM West, for further information.

The Library has a variety of part-time positions, many with a variety of skills and detailed training, requiring continuous employment throughout the year. For further information, contact the Library Director's Office, Room W-102.

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.

Physical Plant Division has part-time student opportunities in engineering, skilled trades maintenance, computer programming, custodial work, and a variety of other areas. Contact any of the offices listed under Physical Plant in the *Faculty and Staff Directory* for further information.

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.

MSU Union 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.

EMPLOYMENT VERIFICATION FOR STUDENT EMPLOYEES

Immigration Reform and Control Act of 1986

Effective June 1, 1987, the Immigration Reform and Control Act of 1986 requires that all individuals who are hired must be verified for identity and employment authorization or the employer will be subject to both civil and criminal fines, penalties and injunctions.

Therefore, all student employees must complete an INS Form I-9 and present document(s) for employment verification.

It is recommended that you apply immediately for the appropriate document(s) you do not have and would like to use for employment verification. Documents must be presented after accepting employment either on or off campus. Those who do not possess the proper document(s) must present a receipt on or before the first day of employment and must present the required document(s) within 21 calendar days of the employment date.

Questions may be directed to the Student Employment Office at 355-9520.

Documents Required for Review and Verification

One document from list "A" or one document from each of lists "B" and "C" must be presented by the student for review. They must be originals and upon examination reasonably appear on their face to be genuine.

A. Evidence of Identity and Work Authorization

1. U.S. Passport
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired Foreign Passport with:
 - a. Unexpired I-551 Permanent Residence Admission Stamp, or
 - b. Unexpired I-94 with Employment Authorization Stamp
5. Alien Registration Receipt Card with photograph (INS Form I-151 or Resident Alien INS Form I-551)
6. Temporary Resident Card (INS Form I-688)
7. Employment Authorization Card (INS Form I-688A)

B. Evidence of Identity Only

1. State driver's license or identification with photograph
2. State driver's license or identification with personal identifying information such as: name, birth date, sex, height, weight, color of eyes, and address
3. School identification card with photograph
4. Voter's registration card
5. U.S. military card or draft record
6. Identification card issued by federal, state, or local government agencies or entities
7. Military dependent's identification card
8. Native American tribal documents
9. U.S. Coast Guard Merchant Marine card
10. Canadian driver's license

C. Evidence of Work Authorization

1. Original U.S. Social Security Number Card other than one which has printed on its face "not valid for employment purposes"
2. Unexpired re-entry permit (INS Form I-327)
3. Unexpired Refugee Travel document (INS Form I-571)
4. Certification of Birth issued by the Department of State (Form FS-545)
5. Certification of Birth Abroad issued by the Department of State (Form DS-1350)
6. Original or certified copy of a birth certificate issued by a state, county or municipal authority bearing a seal
7. An employment authorization document issued by the Immigration and Naturalization Service
8. Native American tribal document
9. United States Citizen Identification Card (INS Form I-197)
10. Identification card for use of resident citizen in the United States (INS Form I-179)

DRUG-FREE WORKPLACE ACT OF 1988

The Drug-Free Workplace Act of 1988 is a national effort which requires the University to certify that it will provide a drug-free workplace and develop a policy pursuant to the Act. The following interim policy is being revised to incorporate changes required by the Drug Free Schools Act Amendments of 1989. These amendments require that the illegal use of alcohol be included.

Interim Drug-Free Workplace Policy¹

Policy: Consistent with State and Federal Law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance². The unlawful manufacture, distribution, dispensation, possession or use of drugs and narcotics is prohibited on any property under the control of and governed by the Board of Trustees of Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable University procedures governing employee discipline, any employee involved in the unauthorized use, sale, manufacturing, dispensing or possession of legal or illegal drugs or narcotics on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to provide such notice will subject the employee to dismissal. The employee shall notify his/her immediate supervisor, who will report the incident to the Departments of Personnel and Employee Relations and Academic Personnel Administration.

Michigan State University supports programs aimed at the prevention of substance abuse by University employees. The Employee Assistance Program provides preventative programs, counseling for employees experiencing substance-dependency problems, and assistance for problems related to substance abuse. Such counseling is confidential and unrelated to performance appraisals. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate labor contract or policy.

Applies to: This policy applies to all University employees, including but not limited to: Faculty, Academic Staff, Support Staff and Student Employees.

- 1 Interim Policy to comply with the Drug-Free Workplace Act of 1988 Subtitle D, Section 5152. Final policy statement pending Administrative Rules and clarification of the Drug Free Workforce Regulations on Department of Defense Contracts.
- 2 As defined under the Controlled Substances Act, 21. U.S.C. 812.

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 Office of Financial Aids distributes more than 76 million dollars in financial assistance to over 50 percent of the total student population. 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 IS AVAILABLE

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

259 Student Services 353-5940

Talk with a financial aid advisor or specialist as soon as possible about any questions. Delays may be very costly to you because many programs have application deadlines.

SHORT-TERM LOANS

If you need money temporarily (waiting for the next pay check, 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 applications for an academic year must be submitted early in the preceding spring term.** If you miss the deadline, long-term student loans, Pell Grants and work opportunities may be your best alternatives. Contact the Office of Financial Aids for more information.

DEADLINES: See the calendar on page 6 of this book for financial aid deadlines.

GLOSSARY OF FINANCIAL AID TERMS

Funds used in "packaging" a student's financial aid award come from a variety of sources. This glossary may help identify the correct program(s) you need to discuss with your financial aid advisor or specialist.

American College Testing (ACT)...the agency which processes your financial needs analysis form.

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.

DISTRIBUTION AND SOURCE OF FINANCIAL AID 1988-89

| Program | Number of Recipients | Federal Amount | State Amount | M.S.U. Amount | Donor Amount | Total |
|--------------|----------------------|----------------|--------------|---------------|--------------|------------|
| Grants | 32,290 | 11,398,840 | 137,420 | 8,622,340 | — | 20,158,600 |
| Scholarships | 12,480 | — | 4,492,930 | 1,417,110 | 2,761,710 | 8,671,750 |
| Loans | 30,600 | 4,485,420 | 5,768,970 | 10,066,620 | 24,089,870 | 44,410,880 |
| Work-Study | 3,630 | 1,659,630 | 473,890 | 882,530 | 30,460 | 3,046,510 |
| | | 17,543,890 | 10,873,210 | 20,988,600 | 26,882,040 | 76,287,740 |

*Some figures have been combined and adjusted for reporting in this format.

Family Financial Statement (FFS)...is the form on which you and your family indicate financial information. The analysis of this information determines your financial need and is called a "needs analysis."

Financial Aid Transcript (FAT)...is the itemization of financial aid you have received at another postsecondary school. If you ever attended a school other than MSU you must have that school complete a FAT before MSU can award you financial aid. This is true even if you did not receive aid at that other school.

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

"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 1990-91 aid period (including Summer Term 1991) an independent student is one who:

—is 24 or older by December 31, 1990; is an orphan, ward of the court, a veteran of the Armed Forces, or has legal dependents other than a spouse; or

—is a graduate or graduate professional or married student who will not be claimed as a dependent for tax purposes by a parent in 1990 and was not claimed by anyone other than a spouse in 1989; or

—is a single undergraduate without dependents who was not claimed by a parent for tax purposes in 1988 and 1989 and demonstrates self sufficiency by having had total annual resources of at least \$4000 in a two-year period determined by the initial year of receipt of federal aid.

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 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.

Perkins Loan (formerly National Direct Student Loan/NDSL)...is a federal loan which may only be obtained through general financial aid application. The interest rate is five percent.

Pell Grant...is a federal grant. When you apply for financial aid through the Family Financial Statement (FFS), you can indicate that you want to be considered for the Pell Grant. The U.S. Department of Education will send you a

Student Aid Report stating whether or not you qualify for a Pell Grant.

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

Stafford Student Loan...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.

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

Student Aid Report (SAR)...is a form you receive from the U.S. Department of Education if you apply for a Pell Grant. To receive a Pell Grant you must submit all parts of your SAR to the Office of Financial Aids and meet other eligibility criteria (be an undergraduate working on a first degree and be enrolled at least half-time in a degree-granting program when you turn in your SAR).

Verification...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 verification, the Office of Financial Aids cannot allow payment of aid until all supporting documentation has been submitted by student and parents and accuracy of the information has been confirmed.

Work-Study...is a federal- or state-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/COGS LOAN PROGRAM

This program provides a maximum loan of \$60 for up to four weeks. It is available to registered undergraduate students who have paid their ASMSU tax. The ASMSU Loan Office is in 307 Student Services, 353-0659.

COGS LOAN PROGRAM

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

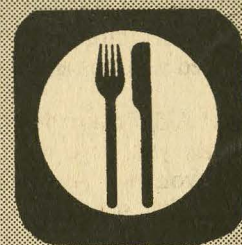
BUDGETING

Budgeting for the entire year is essential. Here are some sources of assistance in planning your budget.

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 by Family and Child Ecology (FCE 238).

FOOD



PUBLIC CAFETERIAS

Crossroads Cafeteria, International Center

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

Union Station Cafe

Located on the lower level of the MSU Union.
Monday - Friday 11:00 a.m. - 1:30 p.m.

Kellogg Center

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

Owen Graduate Center

Monday - Friday 7:00 a.m. - 11:30 p.m.
Saturday - Sunday 8:00 a.m. - 11:30 p.m.

Residence Hall Cafeterias

Campus residence halls (except Williams Hall) have cafeterias for hall residents and their invited visitors who have purchased guest meal tickets.

Off-campus students also may purchase meal contracts for an entire term or, if an occasional meal is desired, may purchase books of discounted meal tickets. Check at a hall manager's office for further information.

Residents may eat in any hall by showing their meal ID, except a meal transfer ticket is required in Shaw, Snyder-Phillips, and Mason-Abbot for lunch Monday through Friday.

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 lunch on 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.

If you have classes through "normal" lunch hours, Shaw cafeteria is open until 3:00 p.m. weekdays.

SNACKSHOPS AND GRILLS

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

The Library's "Take Five" offers prepared sandwiches, snack items, and beverages for your study break. Located on the Fourth Floor, West Wing.

MSU Union's One Union Square features four privately contracted restaurants offering burgers, pizza, subs, soups, salads and ice cream. All share a common dining room.

FULL-SERVICE DINING

Kellogg Center State Room

| | |
|-------------------|---|
| Monday - Saturday | 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. - 10:30 a.m. 11:00 a.m. - 3:00 p.m. |

Lafayette Square at Brody Hall

| | |
|---------------------|-----------------------|
| Thursday - Saturday | 5:00 p.m. - 7:00 p.m. |
| Sunday | 4:00 p.m. - 8:00 p.m. |

MSU DAIRY STORE

Located in South Anthony Hall (353-1663), the Dairy Store is run by the Food Science and Human Nutrition Department. Locally made cheese sells for about \$2.55 per pound. Ice cream, soft serve, and frozen yogurt are served. Hours:

| | |
|--------------------|------------------------|
| Monday - Wednesday | 10:00 a.m. - 5:00 p.m. |
| Thursday - Friday | 10:00 a.m. - 5:30 p.m. |



GOVERNANCE AT MSU

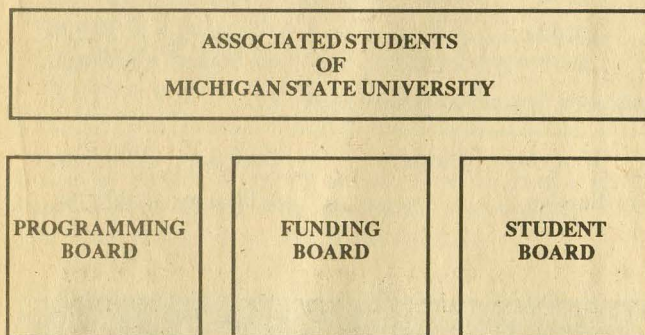
Governance refers to the decision-making process of the University. The ultimate policy-making authority at MSU is the Board of Trustees, a group of eight individuals elected by state-wide ballot, whose powers are delegated through the Constitution of the State of Michigan. Faculty and students, along 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 Board is composed of eleven college representatives, one representative for no-preference students, 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 Affairs... assists students who serve on University committees. It also acts as liaison between the Student Board and other campus groups.

Community Affairs... acts as a liaison with local units of government and community organizations.

Minority and Progressive Student Affairs... provides a liaison between minority/progressive students and ASMSU, developing recruitment and involvement programs.

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 within MSU and among colleges and universities in Michigan.

Programming Board actively strives to facilitate all-University programming to increase campus awareness and to organize diverse activities and entertainment. The Board represents ten programming councils comprised of twenty independent activity departments. Five representatives, appointed by the ASMSU Student Board, also act on behalf of the undergraduate students at large. Programs sponsored by the ASMSU Programming Board are advertised through a variety of media and in the State News.

Audio-Visual Council... is composed of two video groups: Black Notes Minority Video Productions and MSU Telecasters. The groups produce programs including "MSU Profiles," "Ebony Beat," "On Line Lansing," "The Show" (a college setting soap opera) and offer workshops to train students in the use of video equipment.

Students who become active can gain valuable experience in production and filming. Located in 444 MSU Union, 353-5255.

Coalition of Progressive Students...consists of three special interest groups: Handicapper Council, Lesbian/Gay Council, and Women's Council. These organizations sponsor programming and maintain networks on and off campus to serve their student constituents. Call 353-5255 for more information.

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

Film Council...Classic Films presents a wide selection of American and European films, shown Friday and Saturday, starting at 7:00 p.m. when classes are in session. Located in 443 MSU Union. Film information and office, 353-5255.

Council for Performing Arts...presents music, dance, and experimental theatrical performances produced by students. Located in Room 326 MSU Union, 353-5255.

Public Service Council...consists of four racial/ethnic groups: Asian Pacific American Student Organization (APASO), Black Student Alliance (BSA), Coalition of Hispanic Students for Progressive Action (CHISPA), and North American Indian Student Organization (NAISO). These groups have been established to serve the needs and interests of all groups and individuals within their constituencies. Call 353-5255 for information.

Speakers Council...The Great Issues Lecture Series presents a wide spectrum of speakers on topics of current concern in our society. Located in 443 MSU Union, 353-5255.

Special Projects...includes the MSU Homecoming Committee (326 MSU Union) and the Cross Cultural Committee (441 MSU Union). Call 353-5255 for information.

Student Union Programming Council...plans programs within the MSU Union for the entire University community. Included are the annual College Bowl competition and informational and entertaining noontime events in the Union main lounge most Wednesdays and Fridays throughout the term. Located in Room 320 MSU Union, 355-3355.

Travel Council...provides information to students on low-cost transportation during holiday periods; sponsors special trips. Information may be obtained at 353-5255, 441 MSU Union.

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. Members are selected through open application. Four of the members are approved by the Student Board. 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 ten class days 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 \$500,000. Concert revenues are additional. A nine-member staff is located in 307 Student Services, 353-0659.

ASMSU Services for individuals and groups include the following:

Loan Program...provides up to \$60 for a maximum of four weeks and is available to registered undergraduate students who have paid their ASMSU tax. Located in 307 Student Services, 353-0659.

Personal Property Insurance...coverage is made available through ASMSU for all registered students. Information is available in 334 Student Services, 355-8266.

Health Insurance...for all registered students is sponsored by ASMSU and COGS. Information is available in the MSU Health Center, 353-4556.

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

Market Media...is designed to assist all ASMSU departments and student organizations with their Advertising and public relations needs. Located in 323 Student Services, 355-4610.

Freshman Class Council...serves as the voice of the freshman class to student government and the University as a whole. The Council provides support for orientation programs, especially the New Student Convocation.

Senior Class Council...provides such services and programs as the career conference, senior reception, outstanding seniors selection, and the class gift. Located in 320 Student Services, 355-3327.

Legal Services...are available free for undergraduate students (see Legal Services section). Located in 329 Student Services, 353-3716.

Council of Graduate Students (COGS)

COGS is the all-University graduate and graduate-professional student governing body. It is composed of one representative and an alternate from each degree granting unit, seven officers, and the graduate student representatives on University committees. COGS' goals are to: promote the academic, economic and social aims for all graduate students; establish effective communication among these students and the academic/administrative units of the University; and create channels of effective communication with other student organizations. Located at 313-316 Student Services, 353-9189.

Services for graduate students include:

COGS Copy Service...provides self-service copying at 4¢ per page. Service includes two-sided copying, enlargement/reduction, automatic document feeder and collator.

COGS Loan Programs...Loans of \$250 for 60 days are administered through the Office of Financial Aids, 259 Student Services. Loans of \$60 for 3 weeks are administered through the ASMSU Business Office, 307 Student Services.

COGS Thesis & Dissertation Program...provides for professional, final copy of your thesis or dissertation at 5 cents per page. This service usually takes 2 to 3 days.

Legal Aid...COGS provides for legal aid through ASMSU Legal Services in 328 Student Services.

Student Health Insurance...COGS endorses a student health insurance plan. Policies are available in room 316 Student Services.

COGS Funding Requests...Graduate groups and organizations are encouraged to apply for funding. Applications and guidelines are available in 316 Student Services.

Annual COGS Party...Held every fall in the MSU Union for all graduate students.

Major Governing Groups

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

Inferfraternity Council (IFC) governs and coordinates activities among IFC 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 317 Student Services, 355-8313.

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

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

Panhellenic Council (PANHEL), the major governing group for sororities, serves individuals, chapters, and the total Greek system. The executive board and council of delegates promote growth of sorority women through scholarship development, programming, social service projects, leadership experience, and interpersonal and group interaction. PANHEL holds formal rush only in the fall. Individual chapters conduct rush during the rest of the year. Located in 325 Student Services, 355-2965.

Residence Halls Association (RHA) represents residents of undergraduate residence halls. Its purpose is to: promote communication and cooperation among halls, provide 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 movie program. The RHA assembly is composed of representatives elected by students in each hall. 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. Office hours are announced each term.

University Apartment Residents Council (UARC) serves undergraduate and graduate residents of Cherry Lane, University Village, and Spartan Village. It has an executive board composed of a president, vice-president and secretary-treasurer. "Town meetings" are held monthly in the Spartan Village Community Center for elected village representatives. UARC sponsors many activities, has a page in the Community Newsletter sent to all residents, and serves as an advocate for residents with community agencies. The council aims to make University apartments a better place to live. For information call the University Apartments Residence Life Office, 353-9499.

Off-Campus Council (OCC) represents the interests of undergraduate students that do not live in residence halls, fraternities, sororities, or co-ops. Located in 324 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 to consider matters of educational policy relating to its specific area.

Academic Council

The Academic Council, composed of faculty and students, is the highest body to consider issues concerning academic programs and procedures of the University. It also approves general student regulations and general statements on student rights and responsibilities. The 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)

Student Council is comprised of various college representatives, six students-at-large, six representatives from the Council of Graduate Students, and two student representatives from the Steering Committee. Student Council acts as a liaison between the students of MSU and its faculty, administration and Board of Trustees. As a deliberative body with shared responsibility, Student Council is often delegated authority, but it generally functions in a consultative and advisory capacity.

Committees

Academic Council Standing Committees have student members appointed by the Elected Student Council. (See Article 4, *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. Three positions are open to students.

Committee on Academic Governance...nominate faculty and students to serve on Academic Council committees; reviews the *Bylaws for Academic Governance*, as well as college and department bylaws. Seven positions are open to students.

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

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

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

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. Seven positions are open to students.

Students also serve on the following committees. Current memberships are listed on the last pages of the *Faculty-Staff Directory*. Contact the Secretary for Academic Governance, 308 Olds Hall, 355-2337.

Advisory/Consultative Committees

University Committee on Honors Programs
University Committee on International Studies and Programs
University Committee for the Library
University Military Education Advisory Committee

Board Established Committees

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

JUDICIAL SYSTEM

The judicial system provides for fairness in student disciplinary matters and for settling disputes within the University community. For more information see "The Judicial System" in Part II of this book, or contact the Judicial Affairs Office, 101 Student Services, 353-5509.

Campus judiciaries include:

Residence Hall Area Judiciaries
Interfraternity Council Judiciary
Panhellenic Council Judiciary
National PanHellenic Council Judiciary
All-University Student Judiciary
Student-Faculty Judiciary
University Student Appeals Board
College and department hearing bodies
University Academic Integrity Review Board
University Graduate Judiciary
University Graduate-Professional Judiciary
Student Traffic Appeals Court
Anti-Discrimination Judicial Board



HEALTH SERVICES

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 on campus.

OLIN HEALTH CENTER

The Student Health Center provides medical, dental, and optical care for students who are enrolled for 7 or more credits and for graduate assistants who are enrolled for fewer than 7 credits. Other students and spouses may purchase a Health Service card entitling them to services. The Health Center program combines preventive medicine, treatment for illness or injury and health education, all on an outpatient basis. An unlimited number of office visits with a physician, nurse practitioner, physician assistant, dietitian, or health educator is covered by the student health fees that are included in tuition. Other services are on a fee-for-service basis. Students should arrange supplemental medical insurance for those medical services not covered by the health fee. Olin Health Center Services include:

Appointment Clinic and Walk-In Clinic

Monday - Friday, 8 a.m. - 5 p.m.

These clinics provide management of both short-term and long-term medical problems within the scope of general medical care. Specialty clinics include gynecology, dentistry, optometry, immunization, dermatology, sports medicine, and orthopedics, with support services of laboratory, physical therapy, pharmacy, and radiology. Limited psychiatric care is also available.

Patients are encouraged to make an appointment to avoid waiting time (353-4660); however, the Walk-In Clinic is available to those not having an appointment.

Urgent Care Clinic

Monday - Friday, 8 a.m. - 5 p.m.
Saturday, 9 a.m. - 12 noon

An Urgent 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.

Medical problems requiring hospitalization or the facilities and personnel of a hospital emergency department are referred as appropriate.

Health Education Services

Monday - Friday, 8 a.m. - 5 p.m.

Health Education Services offer individual/group counseling and programs that address health issues of concern to students. Nutritionists provide individual and group counseling for general and illness-related nutritional concerns, eating disorders, sports nutrition, and weight management. The Lifestyle Inventory and Fitness Evaluation and Prescription (L.I.F.E.: Rx) Program provides exercise testing and prescription services for students. Through the Health Education Resource Center students can help themselves to health-related information. The MSU Health Advocate Program offers students meaningful volunteer opportunities working in the health education/health promotion field.

For more information regarding Health Education Services, please call 353-0718 or stop by the offices on third floor, Olin Health Center.

Public Health Service

Monday - Friday, 8 a.m. - 5 p.m.

Olin Health Center Public Health Service provides students, faculty, and staff with awareness about AIDS and sexually transmitted diseases through individual counseling, group presentations, videotapes, and printed materials. The professionally trained staff provides AIDS counseling and testing either anonymously or confidentially based on individual preference. Appointments: 353-5546. Information: 353-4344.

Phone Information Line: 353-5558

This telephone service provides answers to general or specific health-related questions. The phone is answered by a nurse from 8 a.m. to 12 noon and 1 to 5 p.m. Monday through Friday. Call 353-5558.

MSU CLINICAL CENTER

The MSU Clinical Center provides complete outpatient health care services to the general public, MSU faculty, staff and students in a university medical school setting. Services are available to MSU students on a fee-for-service basis, unlike Olin Health Center, which provides health care services as part of the student enrollment fee. The facility is located at 138 Service Road, just west of Hagadorn Road.

Support services including laboratory, radiology (x-ray and MRI), and a pharmacy are available within the building. Hours are 8:00 a.m. to 5:00 p.m. weekdays. The pharmacy is open from 8:00 a.m. to 8:00 p.m. Monday through Thursday, and until 5:30 p.m. on Friday. The Family Practice Clinic has extended hours Monday through Thursday evenings until 8:00 p.m., by appointment only. The Children's Corner, a special child care area where healthy children are supervised while other family members are receiving health care, is offered free of charge.

Staffed jointly by faculty physicians from the Colleges of Human Medicine and Osteopathic Medicine, the Center represents the first university health care facility in the United States to offer primary and specialty services by both allopathic (M.D.) and osteopathic (D.O.) physicians.

Some of the Clinical Center specialties include: audiology, cardiology, ear, nose, and throat, endocrinology, gastroenterology, hematology/oncology, hypertension, immunology, infectious diseases, internal medicine, maxillofacial surgery, nephrology, neurology, neuro-ophthalmology, obstetrics and gynecology, orthopaedics and spinal surgery, pain clinic, rehabilitation medicine and sports medicine.

Payment is due at the time of service. The Clinical Center participates with many insurance coverages, including Medicare, Medicaid, PHP, Health Central, and Blue Cross/Blue Shield. The Clinical Center is accessible by bus and has convenient parking. For more information about the MSU Clinical Center, call 353-3000.

MEDICAL ACCESS CENTRE

An Urgent Care Facility

Located Within the Clinical Center

The Medical Access Centre provides prompt, accessible, and moderately priced health care services for non-life-threatening illnesses and injuries. The Centre is open to the public on a walk-in basis, or by appointment. The Centre is not intended to replace a patient's regular health care providers, but can be used when they are unavailable. If the patient is new to the community, the Centre can offer access to a primary care provider in the Clinical Center.

Reasons for visiting the Medical Access Centre may include: abdominal pain, bronchitis, burns, colds, cuts and lacerations, fever, flu, foreign bodies in the eye, intestinal upsets, job-related injuries, nosebleeds, rashes, sore throats, sprains, and urinary tract infections.

Medical Access Centre physicians are Board Certified Family Physicians, and are members of the Department of Family Practice, College of Human Medicine. Centre hours are

10 a.m. to 8 p.m. weekdays and 12 noon to 8 p.m. weekends. Hours vary on holidays. Call 353-9790.

MSU IMMUNIZATION CLINIC

Located Within the Clinical Center

The Immunization Clinic offers free immunizations and TB skin tests to adults and children. The clinic is run by students from the MSU Colleges of Human Medicine and Osteopathic Medicine. A physician is present at each clinic. The clinic is on the third Saturday of the month from 9:00 a.m. to 11:45 a.m. For information, call 353-7806.

OTHER ON-CAMPUS SERVICES

Health and Alcohol Education Program: The staff provide information to students in the areas of chemical use and misuse. Information is also available concerning the interrelation of the above topics and one's decision making about quality of life. Staff advise and support several student organizations concerned about alcohol and other drugs. Individual assistance and referral is available by calling 353-5509 or by visiting 101 Student Services.

MSU Counseling Center: The Counseling Center provides developmental and psychological counseling to students, including assistance in decision-making on immediate issues and long-range plans. Special group counseling services are available and will be discussed during the initial meeting with the counselor.

Counseling Center offices are open weekdays, 8 a.m. - noon and 1 p.m. - 5 p.m., in:

207 Student Services, 355-8270

335 Olin Health Center, 355-2310

Each office provides for the full range of counseling services. The Multi-Ethnic Counseling Center Alliance (MECCA) is available to minority students who wish to work with minority counselors and is located in the Student Services office.

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.; except, closed from noon to 1 p.m. on weekdays. Clients are not seen during August. Call for special hours after close of the first half of summer term.

Speech and Hearing Clinic: This clinic provides diagnostic, therapeutic, and consultative services for speech, language, or hearing disorders. The Clinic is open daily from 8 a.m. to 5 p.m., 353-8780. TDD (Telecommunications Device for the Deaf) is available. The Clinic is located in the Audiology and Speech Sciences Building, Wilson Road.



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: nonsmoking environments, alcohol-free options, quiet houses, co-ed houses, Honors College houses, an international hall, and academic residential programs. Upper-class students also have options for apartments in 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 some 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 Hallway*; *Academic Programs*; or the Residence Halls Assignment Office, 355-7460 and the University Apartments Office, 355-9550, both at 1205 S. Harrison, East Lansing.

The Hallway, a guide to residence hall living, is published by University Housing and is distributed to all residence hall rooms. It contains complete information about matters of specific interest to hall residents.

OFF CAMPUS

Greek Living Units. Fraternities and sororities are associated with MSU through the Interfraternity Council, the National PanHellenic Council, and the Panhellenic Council (see Student Government). The Interfraternity Council fraternities and the Panhellenic Council sororities offer the small-group Greek living units. 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 55 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; 317 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 Student Life Center, 101 Student Services, 355-8303.

Apartments, Houses, and Rooms. A computerized listing service of available rental units is provided in the Student Life Center, 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 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 and information on leasing, transportation, legal services and other housing-related matters. The office is open 8 a.m. - 5 p.m. Monday through Friday (except holidays). For assistance call 355-8303.

Tenant Resources

The Housing Resource Center. HRC is a comprehensive housing counseling agency dedicated to decent, safe and sanitary shelter for all Lansing citizens. Students may use either the Lansing or East Lansing office. The East Lansing office specializes in landlord-tenant counseling and deals with matters such as leasing, security, deposits, maintenance, eviction, and discrimination. After exploring a situation, alternatives are suggested. For assistance contact the HRC at 300 Bailey Street, East Lansing, 337-9795. Open 9 a.m. to 5 p.m. weekdays.

The HRC office in Lansing provides counseling on housing concerns, along with these additional services: 1) An Emergency Shelter Hotline provides referral to obtain emergency housing; 2) Emergency Shelter Grants are available to cover one month's back rent to avoid eviction; 3) Availabil-

ity listings provide information on available rental housing; and 4) the Security Deposit Guarantee Program helps a client make a security deposit through monthly installment payments to a new landlord. The Lansing office is located at 300 N. Washington Square, Suite 302, 487-6051.

ASMSU Legal Services may provide assistance with tenant-landlord disputes. Located in 329 Student Services, 353-3716.

Municipal Offices For Help With Housing Problems

East Lansing Dept. of Planning, Housing and Community Development, East Lansing City Hall, 410 Abbott, 337-1731

East Lansing Dept. of Bldg. and Zoning, City Hall, 410 Abbott, East Lansing, 337-1731

Meridian Township, 5151 Marsh Road, Okemos, 349-1200
Lansing Building Department, 119 N. Washington Square, 483-4355

Lansing Housing Commission, 310 Seymour, Lansing, 487-6550

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.



DO YOU KNOW?

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's Oldest Instructional Building is Linton Hall, built in 1881 to house the library, museum, zoology laboratory, and President's office. Administrative offices gradually expanded to fill the main building and a 1947 addition until the new administration building was opened in 1968.

The Oldest and Newest Residence Halls are Mayo and Holden. Mayo Hall was constructed in 1921 and housed only women until 1970. Holden Hall opened in 1967 with men on the east side and women on the west.

A National Historic Building is located on East Circle Drive. Eustace Hall, present home of MSU's Honors College, is listed on the National Register of Historic Places. The small building with the turret was constructed in 1888 as the Horticulture Laboratory.

Beaumont Memorial Tower stands on the site of old College Hall (1857-1919), the first building in America erected for the teaching of scientific agriculture. The carillon is comprised of 47 bronze bells. The tower was a gift of John W. Beaumont, class of 1882, and was constructed in 1928.

MSU HAS:

The Largest

Campus newspaper in the U.S.

Laboratory for hotel, restaurant, and institutional management students (Kellogg Center).

Residence hall system in the U.S.

Free-standing ceramic statue in the world. SPARTY is ten and a half feet tall and has guarded the campus since 1945. He was sculptured by Leonard Jungwirth.

The Oldest

Continuously operated botanical garden used as a teaching facility. Started in 1873, the Beal Garden covers six acres and has more than 5,000 plant species.

And The Most Beautiful

Campus. In addition to providing four seasons of beauty for the campus community, the campus plantings serve the needs of teaching and research in the fields of landscape architecture, horticulture, forestry, and botany. Woody plants include more than 7,800 species and varieties, and more than 16,000 individuals. All are cared for by the Division of Campus Park and Planning.

Source: 1985 MSU Facts Book

—1985 MSU Facts Book



INFORMATION

TELEPHONE SOURCES

The University Operator provides directory assistance. ("The number is...") To contact the University operator from a campus phone, dial "0"; from an off-campus phone, dial 355-1855.

Call the **Library Information-Reference Desk**, 353-8700, during regular library hours with questions concerning services and events at MSU and in the community. Please **DO NOT** call the Library Information-Reference Desk for directory assistance.

Department of Public Safety (DPS) is available around the clock if you have a question about some police or other safety matter. Call 355-2221. Please **DO NOT** use the emergency number (9-1-1) or the "Green Light Telephone" for non-emergency questions.

Spartan Connection is an automatic telephone information service for students. It provides over 130 prerecorded messages on a variety of topics. For more information see inside the front cover.

HOTLINES/INFORMATION LINES:

| | |
|-----------------------------|----------|
| Abrams Planetarium Programs | 355-4672 |
| Intercollegiate Athletics | 355-1610 |
| Kresge Art Museum | 355-7631 |
| MSU Museum | 355-2370 |
| Music Dept Events | 355-3345 |
| RHA Movie Schedule | 355-0313 |
| Theatre Dept Performances | 355-0148 |
| Wharton Center Events | 355-6686 |

HEALTH INFO BY PHONE

Phone Information Nurse Line, 353-5558: Answered by a nurse at Olin Health Center, 8 a.m. to 12 noon and 1 to 5 p.m., Monday through Friday.

Spartan Connection, 355-9991: Automatic prerecorded messages; 24 hours. Requires touch-tone phone. List of topics and code numbers is available in 162 Student Services and in the *Student Directory*.

NEWSPAPERS

The State News serves MSU with campus, local, state, and national news. The paper is available daily on a free, pick-up basis at each residence hall and most classroom buildings. (A fee for the paper is paid at registration, but refunds may be obtained 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.

"Happenings," a daily column in *The State News*, lists meeting times and places for student organizations, as well as other campus activities.

"The Grapevine," a column appearing in *The State News* on Mondays, provides information on a broad range of campus events, activities, and opportunities for student involvement.

RADIO AND TV STATIONS

MSU Student Radio

WDBM 88.9 FM operates 24 hours a day, 365 days per year. On the air since January 1989, the station can be heard at distances of 50 miles or more.

WLFT 640 AM may be heard on campus and over cable FM (103.7) in East Lansing and Meridian Township. WLFT's schedule is based on the academic year.

The goals of Student Radio are diversity in programming, professionalism in presentation, and education. The stations offer music, news, sports, and educational programs, all aimed to serve student interests. They are supported by a \$1.50 fee collected from all students each term at registration. Interested students may apply to work as volunteers at the stations. Offices and studios are located in 310 Auditorium, 353-4414.

University Radio and TV

University station **WKAR** is affiliated with the Public Broadcasting System. Service is provided through:

WKAR-AM (870 khz)
WKAR-FM (90.5 mhz)
WKAR-TV (Ch. 23)

In addition to carrying PBS programs, the stations broadcast local interest programs, including many MSU sports and cultural events. Separate monthly program guides are sent to those who contribute to the operational costs of the two stations. Special student rates apply. For information call 355-6540 (radio) or 355-2300 (television).

MSU Information Channels

MSU classes and information are transmitted over the campus closed circuit TV system and over two cable TV channels throughout the Greater Lansing area. Information and announcements regarding campus events are broadcast between classes and after classes are completed for the day. Consult your cable guide for the appropriate channels in your area.

BULLETIN BOARDS

Nearly all campus buildings have bulletin boards for posting activities and events. There are also a few outdoor kiosks which serve the same purpose. Please, only put notices on the bulletin boards and not on walls, doors or trees. (Posting in unauthorized places is a violation of student regulations and University Ordinances. Improperly placed notices will be removed.)

PUBLICATIONS

Throughout this resource guide references are made 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 includes academic programs, graduation requirements and academic policies and procedures. The second part gives a brief description of each course offered by MSU. The two books are available for reference in most University offices. Copies may also be purchased from the MSU Bookstore and the MSU Union Desk, for \$1.50 per volume.

Schedule of Courses is published each term by the Office of the Registrar. This book contains class times and locations, information on tuition, registration procedures, and final examination schedules. The schedule for a particular term is distributed around the middle of the preceding term. 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 Division 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 and all University offices. Copies are available in 162 Student Services, 353-6650.

Student Directory lists the local and home addresses and 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 MSU Union 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 contains 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 \$2.50.

MSU Facts in Brief is published by the Division of University Relations. It contains statistical information and brief sketches about University facilities and programs. Available from the News Bureau, 118 Linton Hall.

Bylaws for Academic Governance contains the operating rules and procedures for the Academic Governance System (see Governance). The publication is available through the Secretary for Academic Governance, 308 Olds Hall.

MSU Ordinances includes all of the ordinances (laws) passed by the Board of Trustees for MSU. Reference copies are available 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

The Referral Directory, containing MSU referral resources for career and educational information, is compiled annually from recommendations made by department chairpersons and assistant deans. It lists faculty members and others who have agreed to talk with students concerning their educational programs and/or their future career plans. It is published by the Counseling Center and distributed to academic advisers.

Student Organizations 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 in the Student Life Center, 101 Student Services.

Student Organization Handbook is a resource book for leaders of student organizations which contains information on how to register a student organization and schedule activities on the campus. It also contains information about facilities and services student organizations can utilize, University policies and procedures that apply to student organizations, the role of the organization advisor, and how to be an effective organization leader.

The Hallway is a publication of University Housing. 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 to each room in the residence hall system.

Religious Advisors Association—Programs and Resources is an annual booklet of religious programs and resources made available to students by member organizations of the Religious Advisors Association. The booklet is available through the residence halls, the Counseling Center, and the Student Life Center, 101 Student Services.

Service-Learning Center Program Description Booklet explains the types of community service-learning placements available to students who are interested in volunteer work or in gaining related work experience and skills. Included are over 30 general descriptions of programs in: areas such as the arts, business, communications, corrections, education, government, health, science, and special education. The booklet and individual program description sheets are available free to student groups, faculty, and staff by contacting the Service-Learning Center, 26 Student Services, 353-4400.

Intramural Calendar and Handbook is published by Intramural Sports and Recreative Services. It provides information about recreational sports activities on campus and is available at all IM buildings.

Placement Manual is published by Career Development and Placement Services (see Employment). The manual is a must for any student beginning a job search or considering career alternatives. Copies are available in the Career Information Center, Room 6 Student Services. (See next listing also.)

Career Development and Placement Services Bulletin is published weekly during the academic year. It announces opportunities to interview with employers visiting the campus. Copies are sent to every University housing unit, fraternity, sorority, and co-op. Copies are also available at 113 Student Services each Thursday after 1:00 p.m.

BOOKSTORE

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 are non-text materials, MSU Souvenirs, and emblematic clothing of all kinds. The bookstore is open Monday through Wednesday, 8:30 a.m. to 6 p.m.; Thursday and Friday, 8:30 a.m. to 8 p.m.; Saturday from 10 a.m. to 6 p.m.; and Sunday, noon to 6 p.m. Hours on football Saturdays may vary and will be posted in front of the building. For information call 355-3450.

COMMUNITY RESOURCES AND SERVICES

The Lansing telephone directory contains a variety of community and reference information. In the Info-Pages at the front of the book there is community information including maps, parks, city bus routes, zip codes, and seating diagrams for Spartan Stadium and other area sports arenas. The yellow pages are a valuable source of information on businesses, agencies, and services available.

Off-Campus Libraries

| | |
|-------------------------------------|----------|
| Lansing, Main, 401 S. Capitol | 374-4600 |
| Branch, 5132 S. Cedar | 887-3108 |
| East Lansing, 950 Abbott | 351-2420 |
| Lansing Community College | 483-1888 |
| Ingham County, 145 W. Ash, Mason | 676-9088 |
| Okemos, 4660 Ardmore, Okemos | 349-0250 |
| Haslett, 5670 School, Haslett | 339-2324 |
| Library of Michigan, 717 W. Allegan | 373-5400 |

Weather

Weather reports and information 321-7576

Where Do MSU Students Come From?

According to 1989 enrollment figures,
86% are from Michigan
9% are from other states
5% are from other countries

Other states most represented are:

| | |
|--------------|------|
| Illinois | 1009 |
| New York | 546 |
| Ohio | 426 |
| Pennsylvania | 209 |
| California | 185 |
| New Jersey | 159 |

States least represented are:

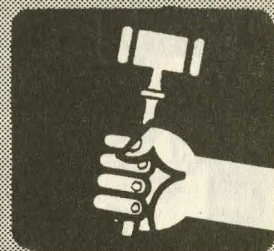
| | |
|-------------|---|
| S. Dakota | 5 |
| Nevada | 5 |
| Mississippi | 4 |
| Wyoming | 4 |
| N. Dakota | 2 |

Foreign countries most represented are:

| | |
|-----------|-----|
| Taiwan | 361 |
| S. Korea | 281 |
| China | 235 |
| Japan | 148 |
| India | 140 |
| Canada | 76 |
| Malaysia | 71 |
| Indonesia | 65 |
| Hong Kong | 56 |

MSU Students Are: 48.9% male; 51.1% female; 82% undergraduate; 16% graduate; 3% professional; 11% minorities; 16% part time. (Based on Fall 1989 data.)

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 provide for student participation in a prepaid legal services plan. This entitles currently enrolled undergraduate and graduate students to receive legal counsel from staff attorneys on most legal concerns. Students may be able to receive representation in court or be counseled in landlord-tenant problems, criminal misdemeanors, traffic offenses, debtor-creditor problems and other civil concerns.

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 legal staff is also available to present educational programs about the office, other law-related matters or intra-university concerns.

The office is located in 329 Student Services. For information or to make an appointment, call 353-3716 on weekdays between 8:30 a.m. and 5:00 p.m.

ABOUT IDs

Your student ID card is vital to "doing business" on the campus. It must be presented when cashing checks; using the library, health center, or IM; making purchases at student rates; and for other services. ID cards are used for five years and will be validated for each term you enroll.

Do not lose your card—Replacements cost \$6!

Replacements for lost or stolen cards may be obtained in person in Room 110 Administration Bldg. between 8:15 a.m. and 4:15 p.m. You must present your current fee receipt and other identification. The charge is \$6 without picture and \$10 with picture.

OTHER SERVICES

American Civil Liberties Union (ACLU)...concerns itself with citizens who believe that civil rights as a citizen have been violated. The Lansing ACLU chapter may be contacted at P.O. Box 15034, Lansing 48901, 484-3176.

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, P.O. Box 30213 Lansing, 48909, 373-1140.

Lawyer Referral Service is provided by the Ingham County Bar Association. Offices are located in the Lansing City Hall, 482-8816.

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 \$1500. In East Lansing, the court is located at 301 MAC. Call 351-7000. In Lansing, contact the District Court Office, 483-4426. There is a small filing fee.

Wage Hour Division...of the Department of Labor enforces the Minimum Wage Law and the Payment of Wages Act. Located at 7150 Harris Dr., Lansing, 322-1825.

A pictured ID is required in conjunction with an MSU bus pass and for checking out equipment at the IM. In both cases, you may use a driver's license or a pictured MSU residence hall meal card.

Spouses of full-time students may obtain IDs entitling them to certain privileges on campus. Required for proof of status are the enrolled student's ID and proof of marriage. Cost is \$10 for one year, summer through spring.

Do not loan your ID or borrow someone else's. Misuse of an ID may result in disciplinary referral. (See General Student Regulation 5.00.) Misused IDs may be confiscated, causing serious inconvenience to the owner. Additional stipulations regarding IDs are printed in Part III of this book under "Identification Cards."



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 four 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. **Environmental Health & Safety...**includes specialists trained in the areas of environmental health and safety, occupational health and safety, fire safety and integrated pest management. This division's primary responsibility is to monitor educational, working and living environments of students, faculty, staff and visitors while on campus. Division efforts are directed toward controlling and eliminating safety, health, fire and other hazards and to preserving and improving environmental factors which contribute to improved health and safety protection. For information, call 353-5360.
3. **Administrative Services...**is primarily responsible for coordinating the production, maintenance and correlation of all criminal, administrative, business, and environmental health and safety records of the department. In addition, this section is responsible for computer services, crime analysis, and development of proactive programs to educate and inform the community. For information, call 355-1830.
4. **Parking and Special Events...**provides planning for traffic, security and parking associated with large events such as football and basketball games and concerts. This division is also responsible for enforcement of University parking regulations and ordinances utilizing civilian student employees. Approximately ninety-five percent of all parking tickets are issued by student employees.

In addition, the division issues parking permits for motor vehicles and bicycles operated on campus by visitors, faculty, staff and students. It also acts as a communications link between the community and the All-University Traffic Committee and the Student Traffic Appeals Court. For 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.

GREEN LIGHT TELEPHONES

The Green Light Telephone System is a network of emergency telephones strategically placed in campus parking areas and along campus walkways. They are mounted on posts topped with a green light. These phones are for emergency calls to on-campus numbers, including contacts with the Dial-A-Ride Escort Service. Become familiar with the locations of Green Light telephones as you walk the campus—just in case. (See inside back cover for map.)

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 AND SEXUAL ASSAULT PREVENTION

The Sexual Assault Crisis and Safety Education Program offers workshops on sexual assault prevention and awareness. The office is located in the Counseling Center, 207 Student Services. For information or to schedule a workshop, 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 Dept. of Health Education, Counseling Psychology and Human Performance (HCP 106a).

The Project for Personal Safety focuses on safety for all students, faculty, and staff on the campus. The Project offers self defense training in a workshop format of one hour or longer. In addition to physical skills, training is provided in psychological and verbal skills that will help reduce the likelihood of victimization. To schedule a workshop or obtain more information, contact the Department of Human Relations, 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 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.

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.
Office of the Vice President for Student Affairs and Services, 153 Student Services, 355-2264

The Department of Human Relations assists the University community in promoting equity for lesbian/gay students, faculty, and staff. For more information, contact the Department of Human Relations, 353-3922.

(See also: Anti-Discrimination Policy, General Student Regulation 2.00, and Residence Hall Regulation 3.00.)

What's Your Major?

Enrollment on the East Lansing Campus by college for Fall Term 1989 was:

| | |
|-----------------------------|-------|
| Business | 8,108 |
| Social Science | 5,320 |
| Natural Science | 4,265 |
| Comm. Arts and Sciences | 4,078 |
| Engineering | 4,054 |
| Agr. & Natural Resources | 3,328 |
| Arts and Letters | 3,276 |
| UUD-No Preference | 2,785 |
| Education | 2,479 |
| Human Ecology | 1,449 |
| James Madison | 1,034 |
| Veterinary Medicine | 773 |
| Osteopathic Medicine | 527 |
| Human Medicine | 467 |
| Lifelong Educ.-Unclassified | 466 |
| Nursing | 367 |
| Other Unclassified | 46 |
| Postdoctoral | 44 |

Total 42,866



RECREATION

Today's students are generally aware that physical activity is essential to good physical and mental health, 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 abilities. For current information on recreational sports activities on campus, consult the Intramural Calendar and Handbook available in all the IM offices.

INTRAMURAL SPORTS

Intramural Sports and Recreative Services offers recreative facilities for the use of all students, regardless of skill level.

Facilities

Three buildings, IM Sports-West, IM Sports-Circle, and IM Sports-East, house most of the indoor activity areas. Additional space is available in Jenison Fieldhouse and Demonstration Hall. There are three indoor swimming pools and one outdoor pool, one fitness trail, and indoor and outdoor tracks and tennis courts, as well as numerous other 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 photo ID. 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, 355-4711 for IM-Circle and 353-3223 for IM-East. 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 photo ID.

Physically Challenged

Physically challenged individuals are particularly encouraged to take advantage of the facilities and programs accessible to them. Some facilities and activities have been especially designed to make participation easier. Hydro-Lifts, for independent use, are installed in both the outdoor and indoor pools at IM Sports-West. A wheelchair sports course is also available at IM-West. Goal ball, a competitive game for the unsighted, and wheelchair basketball are played on a regular basis.

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 any IM office.

Available Sports

Teams:

touch football
badminton
team tennis
soccer
softball
golf
indoor soccer
volleyball
ultimate frisbee
3-on-3 basketball

basketball
table tennis
swimming
ice hockey
innertube
waterpolo
floor hockey
track
racketball
sand volleyball

Individual:

wrestling
tennis
swimming
racketball
golf
table tennis

weightlifting
paddleball
basketball free
throw
badminton
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 300. In addition to campus activity, many of the clubs plan trips and can provide information about appropriate places off campus to engage in their activities. 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 | Pom Pon |
| Archery | Promenaders |
| Badminton | Racquet Club |
| Body Building | (Racquet & Tennis) |
| Bowling | Rugby (men) |
| Creative | Rugby (women) |
| Anachronism | Sailing |
| Crew (men and women) | Scuba |
| Cycling | Ski Team |
| Frisbee (men and women) | Soaring Club |
| Goal Ball | Spartan Ski Club |
| Green Splash | Spartan Trail Riding |
| Gymnastics | Squash |
| Japan Karate | Tae Kwon Do Karate |
| Judo | Tai Chi |
| Kendo | Tang Soo Do Moo |
| Kung-Fu & Tai Chi | Duk Kwan Karate |
| MSU Karate | Water Ski |
| Orchesis | Volleyball |
| Original Okinawa Karate | Water Polo |
| Outing | Weightlifting |
| Paddleball | Yoga |

OTHER RECREATIONAL OPPORTUNITIES

In addition to the sports already mentioned, 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 or the Info Pages of the Lansing directory.

Aerobics. In addition to an MSU aerobics Dance Club, aerobics classes are held Monday through Friday at 5 p.m. in the IM-Circle and IM-East and at noon in IM-West.

Basketball. Courts can be reserved in the three IM buildings. Several campus locations, as well as local parks, have outdoor courts.

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, 11:30 a.m. to 10 p.m., and Saturday - Sunday, 10 a.m. to 10 p.m. Rental fees are \$3.00 for the first hour and \$2.50 for each additional hour. 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. Call IM Sports-West, 355-5250, for information.

Lake Lansing Park North (an Ingham County park) has trails and rentals. Located off Lake Drive north of Lake Lansing (across from the public boat launch).

Several local golf courses also welcome skiers. Check the Yellow Pages under "skiing" and "golf courses." Local sporting goods stores have skis for rent.

Downhill Skiing. Michigan has about 50 fully developed ski areas. The Spartan Ski Club can help you choose your slopes. Mt. Brighton Ski area (about halfway between East Lansing and Detroit on I-96) is the closest. Call 353-5108 for information.

Exercise-Fitness. Exercise/Fitness Rooms are available in IM-Circle and IM-East and a Weightlifting Room in IM West for individual workouts on a daily basis. Nautilus, bikes and other fitness equipment are available. Beginner orientation clinics are held regularly. A daily user fee is charged and term passes are available. For information on hours and fees, call 355-4710 (IM-Circle) or 353-3136 (IM-East). Individual fitness assessments are available in IM-West. Call 355-5250.

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 or the Baker Woodlot—there are hiking trails at: Lansing's Riverfront Park and Fenner Arboretum; Ingham County's Lake Lansing Park North and Grand River Park; and at the Woldumar Nature Center in west Lansing and the Rose Lake Wildlife Research Center northeast of East Lansing. 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. 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. Call 483-4230 for information. There may be other outdoor rinks available also. Call Lansing Parks and Recreation, 483-4277, or East Lansing School-City Activity Program (SCAP), 357-6541, 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 the IM buildings. It indicates specific routes for given distances. There is a 440-yard outdoor track west of the Stadium, a 1/8-mile indoor track in Jenison, and an indoor track at the IM-East. 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-East, IM-West and Jenison. Wallyball is also available in the IM-East courts. For reservations call 355-5044 (IM-West) or 353-3223 (IM-East). Three YMCA branches have racquetball courts. (See below).

Roller Skating. Roller skating is offered in Demonstration Hall by Intramural Sports and Recreative Services. Skates are available for rent. Call 353-3136 for information on hours and individual and group rates.

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. For information about sailing, contact the Sailing Club, 353-5108.

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 popular from May to October, depending on the weather.

Indoor pools are also available at the YMCAs (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 outdoor courts (including 10 lighted ones) are located south of the stadium and there are two indoor courts in IM Sports-West.

The MSU Tennis Facility on Mt. Hope Rd. has 8 courts with spectator seating. Courts are available to students, faculty/staff, alumni, and the public when not in use by varsity tennis teams. Students pay the lowest fee (\$6 per court per hour). Courts are accessible for handicappers. Call 355-2209 for reservations.

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.

Weightlifting. Weight rooms and fitness rooms are located in all IM buildings. Several residence halls also have weight rooms for use by residents. Check with your RA or ask at the reception desk.

YMCA. Three local branches offer memberships for men, women, and families. Each has a pool, racketball courts, running track, and a weight room. For information contact Parkwood Branch, 2306 Haslett Road, East Lansing (332-8657); Central Branch, 301 W. Lenawee, downtown Lansing (484-4000); or Oak Park Village Branch, 900 Long Blvd., Lansing (694-3901).

OTHER

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

How Many Seats?

| | |
|-------------------------------|--------|
| Spartan Stadium | 76,000 |
| Breslin Student Events Center | 15,200 |
| Jenison Field House | 10,000 |
| Munn Ice Arena | 6,230 |
| Kobs Field (baseball) | 5,000 |
| Young Field (track) | 3,500 |
| IM Sports-West Arena | 2,000 |
| Soccer Field | 2,000 |
| University Auditorium | 3,900 |
| Wharton Center Great Hall | 2,500 |
| Fairchild Theater | 676 |
| Wharton Center Festival Stage | 600 |

A Spartan is a Spartan is a Spartan

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

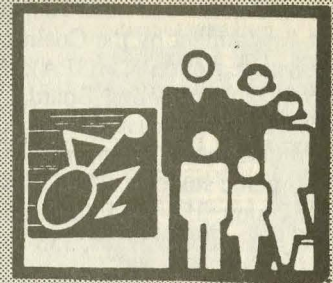
| | |
|------|--|
| 1855 | Agricultural College of the State of Michigan |
| 1861 | State Agricultural College |
| 1909 | Michigan Agricultural College |
| 1925 | Michigan State College of Agriculture and Applied Science |
| 1955 | Michigan State University of Agriculture and Applied Science |
| 1964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

Spartans At The Rose Bowl

The Spartans have won the Rose Bowl three out of the four times MSU has represented the Big Ten since joining the conference in 1948.

| | | | |
|------|------|-----------|----|
| 1954 | MSU | 28 - UCLA | 20 |
| 1956 | MSU | 17 - UCLA | 14 |
| 1966 | UCLA | 14 - MSU | 12 |
| 1988 | MSU | 20 - USC | 17 |

SERVICES FOR SPECIAL GROUPS



AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

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

MINORITY PROGRAMS OFFICES

The Division of Minority Programs, within the Department of Human Relations, has responsibility to initiate and support educational activities and programs for improving the status and condition of minorities at MSU. The Division serves as an advocate on minority issues and as a resource to faculty, staff and students for the resolution of problems encountered by minorities at MSU. The office also provides staff support to the Minority Advisory Council, which advises the president on matters affecting minorities.

The Office of Minority Student Affairs, a department within the Division of Student Affairs and Services, develops and implements programs and services that enhance the quality of life for minority students. The office works collaboratively with a wide range of University departments and student support units to assist in the formulation of policies and procedures that impact minority students. The Minority Aide program is coordinated through this office. For more information, see the section of this book titled, "Student Affairs and Services."

SPECIAL GROUPS

Older Adult Students may need help with academic, career or personal growth issues as they make decisions about re-entering MSU. Adult Services, a unit of the Office of the Assistant Provost for Lifelong Education, facilitates a vari-

ety of services for re-entry adults: referral, computerized career guidance, registration on the Lifelong Education Option, and non-credit personal growth courses. Call 353-0791 for an appointment, or visit Offices 18 - 22, Kellogg Center.

American Indian Students are represented by the North American Indian Student Organization (NAISO). (See Public Service Council, ASMSU Programming Board.) NAISO sponsors cultural and social programs and promotes campus-wide awareness of current issues affecting American Indian students. NAISO also provides a social support system for students through linkage with the extended Indian community in the Lansing area. The Annual Mid-Winter Pow Wow is open to the public and attracts participants from several states. NAISO offices are located in the Indian Culture Room, G-33 Hubbard Hall, 353-3878, and at 327 MSU Union, 353-5255. (Liaison relationship with Office of Minority Student Affairs, 353-7745.)

Asian Pacific American Students are represented on campus by the Asian Pacific American Student Organization (APASO). (See Public Service Council, ASMSU Programming Board.) This organization provides opportunities for students to meet socially and culturally, and serves as a support system for students to discuss issues and concerns relevant to Asian Pacific American Students. The offices are located in the APA Heritage Room, G-13 Holden Hall, 353-3141, and in 328 MSU Union, 353-5255. (Liaison relationship with Office of Minority Student Affairs, 353-7745.)

Black Students are represented in student government at all-campus and residence hall levels. The Black Student Alliance (BSA) serves as the official voice of the Black student community and addresses the academic, political, and social needs of Black students. Programs include: the Unity Conference, the Annual Unification Achievement Ball, and coordination of Black History Month events. (See ASMSU Public Service Council.) The BSA office is located in 327 MSU Union, 353-5255. (Liaison relationship with Office of Minority Student Affairs, 353-7745.)

The Black Caucuses provide cultural enrichment and appreciation, social interaction, and political voice for Black students in their particular halls. The caucuses also help to educate residence hall students about cultural differences and commonalities in order to promote understanding and social awareness.

Hispanic Students (Mexican-American, Puerto Rican, Cuban, Chicano and other Hispanics) are represented in student government by the Coalition of Hispanic Students for Progressive Action (CHISPA). (See Public Service Council, ASMSU Programming Board.) CHISPA provides cultural and social programs and workshops on academic skills. The group also monitors and responds to University programs for Hispanic students. The CHISPA office is located in 328 MSU Union, 353-5255. (Liaison relationship with Office of Minority Student Affairs, 353-7745.)

International Students with questions or problems should contact the Office of International Students and Scholars, 103 Center for International Programs, 353-1720. The OISS advises international students regarding immigration, health insurance, financial, and personal/cultural adjustment matters. In addition, the Community Volunteers for International Programs are located in 103 Center for International Programs, 353-1735. This group provides many services for international students including: 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 information from the Office of Programs for Handicapper Students (OPHS), 477 Communication Arts, 353-9642. OPHS offers handicapper transportation and sign language interpreters. Alternative reading resource rooms and a variety of alternative format equipment are located in W-402 Library. Tower Guard Honorary and Service-Learning volunteers help OPHS provide readers, notetakers, and other assistance to handicapper students. Support groups meet regularly for blind individuals, alternative learners, students with invisible handicaps, and others.

OPHS helps MSU implement its commitment toward accessible and usable University facilities and programs. Staff facilitate both the reconstruction and the assignment of housing units which accommodate wheelchair users and other handicappers. Handicapper parking permits are available from a Michigan Secretary of State Office.

The Office and Resource Center on Handicapper and Veteran Affairs, a unit within the Department of Human Relations, assists the University in meeting its obligations with the built environment as required by federal and state law. Staff also assist in resolving problems involved in creating equal opportunity for handicappers at all levels of the University.

Handicapper Council, part of ASMSU's Progressive Students, provides programs and activities for handicapper students. Located in 327 MSU Union, 353-5255.

Lesbian/Gay Students can seek information from the Lesbian/Gay Council. (See Coalition of Progressive Students, ASMSU Programming Board.) The Council seeks to educate and inform the public on lesbian/gay issues. Volunteers staff an office located in 442 MSU Union, 353-5255 or 353-9795.

The Department of Human Relations assists the University community in promoting equity for lesbian/gay students, faculty and staff. For more information, contact the Department of Human Relations, 353-3922.

Parents of young children may obtain information regarding day care from the Office of Young Children, Ingham County Health Department. This office publishes the OYC Child Care Directory, which explains the types of child care available and lists all of the child care centers in Ingham County. Included is a day care checklist to assist parents in selecting child care providers, as well as information on financial assistance available to parents for child care. The directory may be obtained by contacting the Office of Young Children, P.O. Box 30161, Lansing (887-6996).

Two early childhood units are operated through the Department of Family and Child Ecology. The MSU Laboratory Preschool and the Spartan Cooperative Nursery School accept children ages two to six for sessions of two and a half hours. Call 355-1900.

The Spartan Village Child Development Center offers full-day, half-day, and drop-in care for children aged 2 weeks to 8 years. Call 353-5154.

The MSU Clinical Center also has a drop-in child care facility for well children of patients.

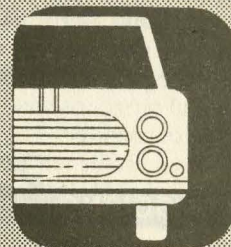
Veterans are served through three offices. Certification for veterans' benefits is provided at the Veterans' Certification Office, 190 Administration, 355-5032. Educational and vocational counseling for veterans and eligible dependents is available through the Veterans' Administration Guidance Center, 14 Student Services, 337-6861.

The Office and Resource Center on Handicapper and Veteran Affairs, a unit within the Department of Human Relations, assists University administrators, faculty, staff, and students in recognizing and resolving problems involved in creating equal opportunity for veterans at all levels of the University.

Women are served through the Division of Women's Programs, within the Department of Human Relations. The Division assists with affirmative action through development, implementation, monitoring and evaluation of programs related to all women in the MSU community. Numerous special presentations and conferences help to increase awareness of issues of concern to women. The Department also publishes fact sheets on topics of special concern to women. For further information, call 353-3922.

The ASMSU Women's Council also works for the benefit of women students. Located in the MSU Union, 353-5255.

TRANSPORTATION



VEHICLES

If you drive a vehicle (including a moped) 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 4:30 p.m. Monday through Friday. Also, you can pick up a copy at registration when you register your vehicle. Read this information; it can be very expensive to be issued a ticket, or to suffer the inconvenience and cost of your vehicle being impounded.

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 \$35 fine and referral to the Office of Student Affairs and Services for appropriate judicial action.

Failure to register a vehicle or display a valid permit will result in a \$35 fine.

Operation of a motor vehicle by an ineligible student will result in a \$15 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 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 three ex officio members representing the offices of Public Safety, Campus Park and Planning, 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.")

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

327 Abbott, East Lansing
5015 S. Cedar, Lansing
316 North Capitol, Lansing
325 S. Waverly, Lansing
7064 Crowner Drive, Lansing
807 Kerns, 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 above under "driver's license" 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. A map of campus bicycle routes is available from the Department of Public Safety.

PLEASE GET A GOOD LOCK AND CHAIN.

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

Ride Board: Going somewhere in North America? A bulletin board, located on the lower level of the MSU Union outside the Microcomputer Center, allows students to post "rides wanted" and "rides available." You are responsible for your own arrangements and for checking the references of those with whom you ride.

Ridesharing: This program is coordinated by the Capitol Area Transportation Authority. Over 3000 participants in the Lansing area have been "computer-matched" on the basis of locations and schedules so they can share the ride in a carpool or vanpool. Call 393-7433.

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.

Bus passes entitle holders to unlimited use of all routes of the Campus Bus System. Commuter passes are valid only on the commuter route.

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. (Also see "Campus Bus Policy" in Part III of this book.)

Greater Lansing Area Bus Service: CATA, the Capitol Area Transportation Authority, serves MSU, East Lansing, Lansing, Haslett, and Okemos, including the Lansing Mall, Meridian Mall and Frandor. Express routes which service Holt, Mason, Webberville, Williamston, downtown Lansing and the Meridian Mall are offered on weekdays. For route and schedule information, call 394-1000.

Fares: Cash, 75¢; CATA COINS (bus tokens), 70¢; CATA CARD (monthly bus pass), students \$20 and others \$25. CATA CARDS may be purchased at the MSU Union, Student Book Store, Jocundry's Book Store, East Lansing Quality Dairy Stores, Meridian Mall, Manufacturers Bank of Lansing and Michigan National Banks. CATA-COIN vending machines are located at Frandor (outside Rite Aid

Pharmacy), Student Book Store, Jocundry's Book Store, and the Meridian Mall (outside East 4 theaters).

Schedule maps: Available at MSU Library, 101 Student Services, MSU Union, the International Center, Kellogg Center, the Amtrak station, Student Book Store, Jocundry's Book Store, Meridian Mall and on all CATA buses.

Help: Whenever in doubt about a CATA bus, please ask the driver for help. CATA has over twenty-five bus routes which may be confusing at first. Do not hesitate to ask for assistance.

Handicappers: The Office of Programs for Handicapped 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. If you qualify with a characteristic which limits your mobility, this service may be available to you. Call 394-6230.

Inter-City Buses: There are two bus terminals in the area. One is located at 310 W. Grand River in East Lansing. The other is located at 511 S. Washington Avenue in Lansing. 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 ride from the airport to campus will cost about \$12. The limousine rate may be as low as \$5. Look in the Yellow Pages under "Taxicabs."

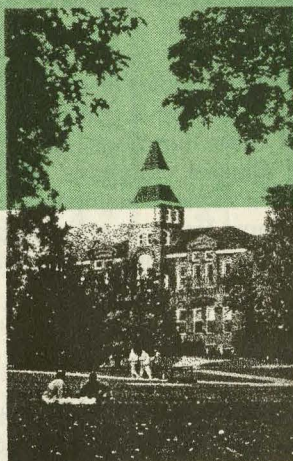
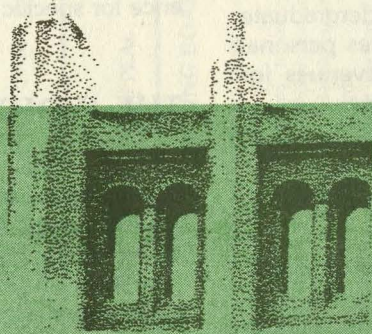
Trains: The East Lansing Amtrak passenger office is at 1240 S. Harrison Road. For information on departures, arrivals, and fares call 332-5051.

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. Check the Yellow Pages for a list of current carriers.

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.

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 337-8713.

RIGHTS



and RESPONSIBILITIES

**Legislative and
Judicial Systems**

**Academic Freedom
for Students at MSU**

**Graduate Student Rights
and Responsibilities**

**Medical Student Rights
and Responsibilities**

PART 2

The process 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 three 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. Information regarding the process through which the various regulations and policies are enacted is indicated below.

General Student Regulations Student Group Regulations Living Group Regulations Administrative Rulings All-University Policies

The above types of regulations, rulings, and policies are enacted in accordance with Article 5 of *Academic Freedom for Students at Michigan State University*. (See Part 2 of this book.) A brief description of each may also be found at the beginning of Part 3 of this book under "Types of Rules." References for further information include:

- a. Bylaws of the Board of Trustees, Articles IV, VI, and VIII
- b. Bylaws for Academic Governance, Articles 2, 4 and 5
- c. ASMSU Constitution and Code of Operations
- d. COGS Constitution and Bylaws
- e. Major governing group constitutions
- f. Living unit constitutions

MSU Ordinances — The Board of Trustees is granted authority by the constitution of the State of Michigan to 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 Regulation — Matters of academic policy, program and degree requirements 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 has a number of judicial bodies which serve the interests of undergraduate and graduate students by contributing to the protection of an environment for learning. Although specific procedures vary from one structure or judiciary to another, all operate in a manner designed to assure due process.

This overview focuses on the judicial system established through the report on *Academic Freedom for Students at Michigan State University* (commonly referred to as the *Academic Freedom Report* or AFR). The *Academic Freedom Report* was adopted in 1967; was amended in 1971, 1977, 1983; and was completely revised in 1984.

What Does a Campus Judicial System Do?

In addition to hearing alleged violations of regulations governing student conduct, the MSU judicial system also protects student rights against infringement by other students, by faculty or administrators, by groups, or by the University itself. For example, the judicial system 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 the delicate balance between maximum freedom and necessary order so fundamental to the protection of an environment for learning.

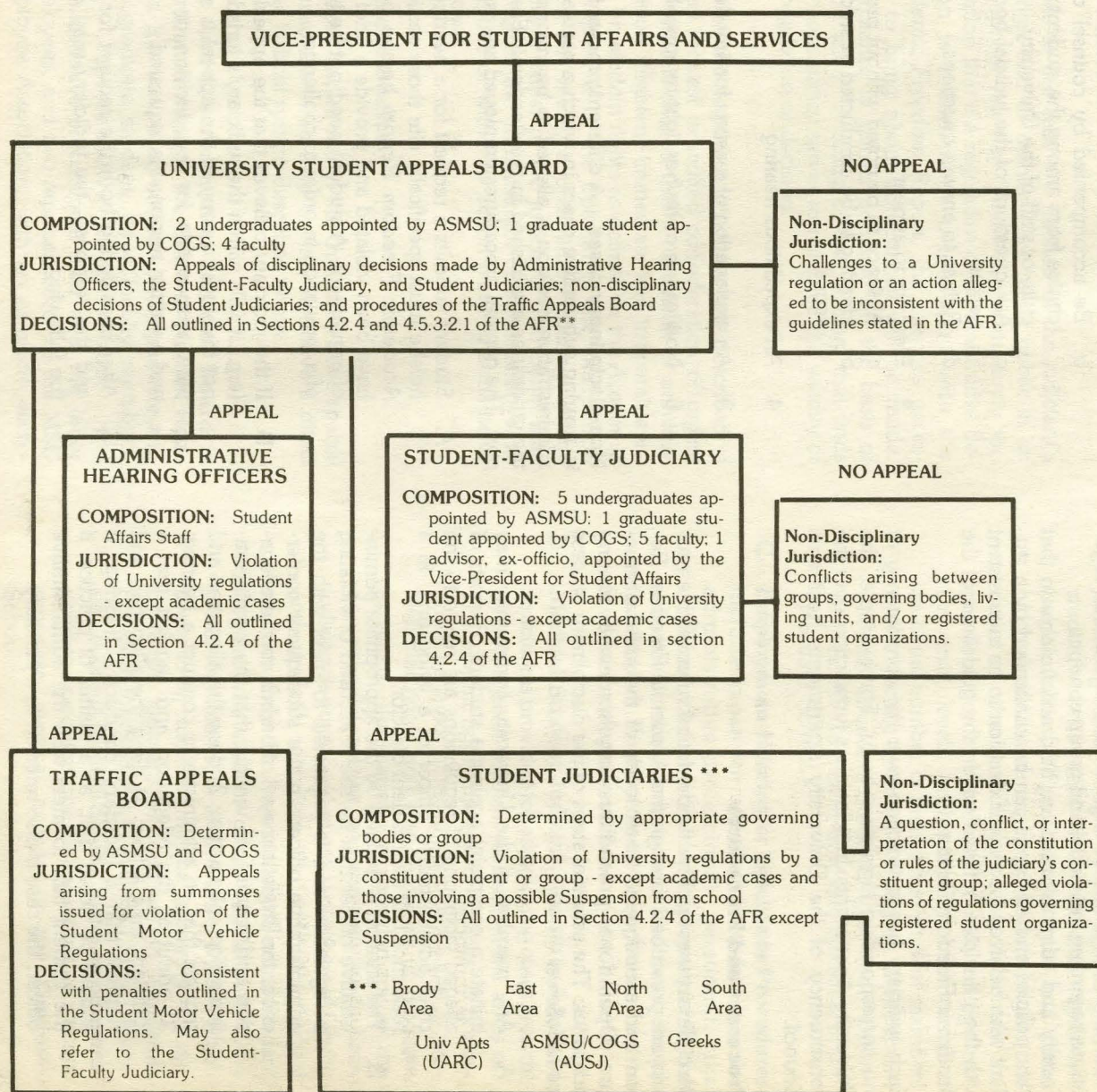
Structure and Organization of the System

The structure and organization of the judicial system is outlined in the chart which follows. The chart indicates the composition, jurisdiction, and decisions available at the different levels. Also shown are routes of appeal.

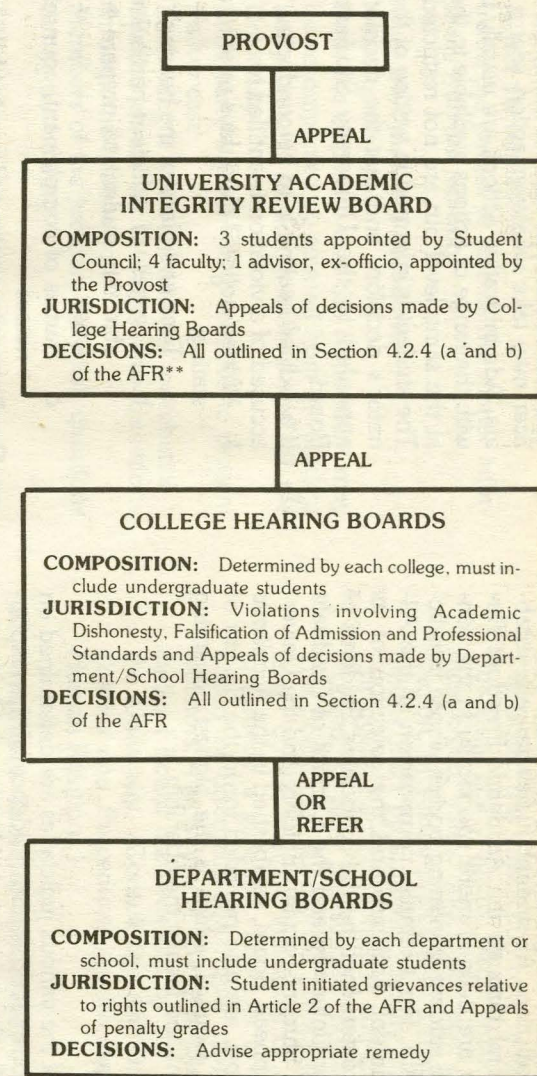
Relationship of the Judicial System to Campus Governance

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 judicial body to parallel each legislative body, depending

GRADUATE AND UNDERGRADUATE NON-ACADEMIC DISCIPLINARY AND NON-DISCIPLINARY JUDICIAL STRUCTURE



UNDERGRADUATE ACADEMIC JUDICIAL STRUCTURE*



*Graduate Academic Judicial Structure is described in the Graduate Student Rights and Responsibilities

**AFR refers to Report on Academic Freedom for Students at Michigan State University

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 jurisdictions they share. For example, composition of the All-University Student Judiciary and the selection of its members are determined by the Associated Students of Michigan State University and the Council of Graduate Students. The Student-Faculty Judiciary and the University Student Appeals Board, established in the *Academic Freedom Report*, are 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 residence of the respondent (accused). 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, the University Apartments Judiciary has jurisdiction over the constituency of the University Apartments Residents Council.

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 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 a student. Reports of alleged violations of regulations are made to the chief administrative officer of a living unit, in a residence hall the resident director.
- 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) deny the allegation and request that an administrator conduct a hearing; 3) admit to the allegation and request that a judiciary take action; 4) deny the allegation and request that a judiciary conduct 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 a 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 University Student Appeals Board.
- D. If a judicial hearing is to be conducted, a student accused of a violation is entitled to:
 1. Written notice 3 class days 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 complainant, counsel and witnesses
 2. Appear in person and present his/her defense
 - a. Call witness 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

Non-disciplinary 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 chairperson
 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 chairperson that 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 judicial system described above.

- A. **The Anti-Discrimination Judicial Board** is coordinated through the Office of Human Relations. It is composed of three undergraduate 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* secre-

tary 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.)

- B. **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. 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 chairperson. (Consult *Graduate Student Rights and Responsibilities*, the Council of Graduate Students, or the Graduate School.)
- C. **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.)
- D. **Medical Student Judicial Structure.** A judicial structure is provided for adjudicating cases brought by and against medical students in the areas of: 1) academic rights and responsibilities; 2) professional behavior of medical students; and 3) professional rights and responsibilities of graduate assistants. Judiciaries are provided for at the departmental, college, and university levels. Each judiciary is composed of equal numbers of faculty and student members. In addition, medical students alleged to have violated General Student Regulations, student group regulations, living group regulations, or all-University policies which apply to all students, may be referred to the appropriate judiciary as outlined in *Academic Freedom for Students at Michigan State University*. (Consult Medical Student Rights and Responsibilities or contact the Dean's office of the appropriate medical college or the Graduate School.)

"AFR"

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, Policies, and Rulings

**ARTICLE 6: Independent and University-Supported
Student Publications**

ARTICLE 7: Office of the Ombudsman

ARTICLE 8: Definitions

**ARTICLE 9: Procedures for Amending and Revising
This Document**

HISTORY OF APPROVAL

ACADEMIC FREEDOM FOR STUDENTS AT MICHIGAN STATE UNIVERSITY

FOREWORD

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

Student rights and responsibilities 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 to advance the common good and to solve fundamental problems.

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 the sake of the academic community, but for the sake of society beyond the academy. All members of the academic community — trustees, administrators, faculty, staff, and students — 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 trustees, 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

This report, the *Graduate Student Rights and Responsibilities* document, and the *Medical Students Rights and Responsibilities* document contain guidelines to the rights and duties of students in matters of conduct, academic pursuits, the keeping of records, and publications. This report describes 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 student complaints, grievances, or concerns to faculty, staff, and administrators for appropriate action.

For the most part, these provisions simply make explicit what has been long understood and practiced at Michigan State University. This report identifies rights and duties of students and provides for students a carefully prescribed

system of due process. The report does not contain a general or abstract definition of academic freedom. Rather, the report is an operational definition with concrete application of the concept of academic freedom for students.

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, staff, students, and administrators. The basic purposes of the University are the advancement, dissemination, and application of knowledge. The most basic condition 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 character 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 instruction, research, and service.

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, 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 also 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 the community.

1.4 The student is not only a member of the academic community, but a citizen of the larger society, who retains those rights, protections, and guarantees of fair treatment held by all citizens, and which the University may not deny. 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.

Guidelines

1.5 To protect student rights and to facilitate the definition of student responsibilities at Michigan State University, the following guidelines shall apply to those stipulations and conditions by which student conduct is regulated, broadly referred to as "regulations" in the remainder of this Article.

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

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

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

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

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

1.5.6 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.

1.5.7 Regulations shall respect the free expression of ideas and shall encourage the competition of ideas from diverse perspectives.

1.5.8 Procedures and penalties for the violation of regulations shall be designed for guidance or correction of behavior only.

1.5.9 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 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.

1.6 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.

ARTICLE 2

Academic Rights and Responsibilities

2.1. Preamble

2.1.1 The freedom and effectiveness of the educational process depend upon the provision of appropriate conditions and opportunities for learning in an environment that is supportive of diversity among ideas, cultures, and student characteristics. 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 centrality in the educational process must be recognized and preserved. The primary intellectual purpose of the University — its intellectual content and integrity — is the responsibility of the faculty.

2.1.2 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 together with shared dedication to the educational process.

2.2 Role of the Faculty in the Instructional Process

2.2.1 No provision for the rights of students can be valid which suspends the rights of the faculty. The student's right to competent instruction must be reconciled with the rights of the faculty, consistent with the principle that the competency of a professional can be rightly judged only by professionals. It is therefore acknowledged and mandated that competence of instruction shall be judged by the faculty.

2.2.2 Teaching units shall provide appropriate and clearly defined channels for the receipt and consideration of student complaints concerning instruction. In no instance shall the competence of instruction form the basis of an adversarial proceeding before any of the judicial bodies established in this document.

2.2.3 Faculty shall have authority and responsibility for academic policy and practices in areas such as degree eligibility and requirements, course content and grading, classroom procedure, and standards of professional behavior in accordance with the *Bylaws for Academic Governance*, the *Code of Teaching Responsibility*, and other documents on faculty rights and responsibilities.

2.2.4. No hearing board established under this document shall interfere with the evaluation of a student which represents a course instructor's good faith judgment of the student's performance. In the event that an evaluation is determined to be based on inappropriate or irrelevant factors, as discussed in 2.3.2 below, the dean of the college shall cause the student's performance to be reassessed and good faith evaluation established.

2.3 Rights and Responsibilities of the Student

2.3.1 The student is responsible for learning the content of a course of study according to standards of performance established by the faculty and for adhering to standards of professional behavior established by the faculty.

2.3.2 The student has a right to academic evaluations which represent the course instructor's good faith judgments of performance. Course grades shall represent the instructor's professional and objective evaluation of the student's academic performance. The student shall have the right to know all course requirements, including grading criteria, and procedures at the beginning of the course. Course evaluation procedures are covered by the *Code of Teaching Responsibility*.

2.3.2.1 To overcome the presumption of good faith, it must be demonstrated that an evaluation was based entirely or in part upon factors that are inappropriate or irrelevant both to academic performance and applicable professional standards.

2.3.3 The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.

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

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

2.3.6 The student has a right to be governed by educationally justifiable academic regulations and professional standards.

2.3.7 The student has a right to accurate, timely, and clearly stated information concerning general academic requirements for establishing and maintaining an acceptable academic standing, the student's academic relationship with the University and the details of any special conditions which may apply, and graduation requirements for the student's academic program. Students are responsible for informing themselves of University, college, department, and school requirements as stated in unit publications and in the University catalog. In planning to meet such requirements, students are responsible for consulting with their academic advisors.

2.3.8 The student has a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations, and health.

2.3.9 The student has a right to be protected from personal exploitation and to receive recognition for scholarly assistance to faculty.

2.3.10 The student has a right to scholarly relationships with faculty based on mutual trust and civility.

2.4 Adjudication of Undergraduate Student Grievances and Cases of Academic Dishonesty, Violations of Professional Standards, and Falsification of Admissions and Academic Records.

2.4.1 The University undertakes, within the limits of its resources and the limits imposed by due respect for the professional rights of the faculty, to supply an appropriate remedy for legitimate student grievances. (The limits of the University's resources proceed from factors that, while subject to its influence, are not always subject to its control.)

2.4.1.1 Procedures for the adjudication of grievances must proceed in a timely manner.

2.4.2 If problems arise in the relationship between instructor and student, both should attempt to resolve them in informal, direct discussions. If the problem remains unresolved, then the chief administrator of the unit and/or the Ombudsman should be consulted. If still aggrieved, a student may then submit a formal, written grievance for consideration by an appropriate hearing board. The formal grievance alleging violations of academic rights must include a proposed remedy, which could be implemented by a responsible administrator.

2.4.2.1 Grievances must normally be initiated no later than mid-term of the quarter following the one wherein the alleged violation occurred. If the involved instructor or student is absent from the University during the quarter, or if other appropriate reasons exist, an exception to this provision shall be granted by the unit. If the involved instructor is no longer employed by the University before the formal grievance procedure is completed, the grievance process may proceed.

2.4.2.2 Student grievances must be initiated at the lowest administrative level feasible: normally, the department/school. With the approval of the college dean, small departments/schools may waive jurisdiction and refer grievances to the college hearing board.

2.4.2.3 Administrators shall transmit written grievances promptly to the unit hearing board and to the instructor or other persons party to the matter.

2.4.3 For the purpose of constituting a department/school or college hearing board, undergraduate students shall be represented on the hearing board.

2.4.4 Parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions, and present a rebuttal.

2.4.4.1 Units shall constitute their hearing boards and establish their own procedures in a manner consistent with this document. A copy of procedures adopted by each unit shall be filed with the Office of the Ombudsman and with other appropriate offices.

2.4.4.2 Unit hearing boards shall ensure that a collegial atmosphere prevails in grievance hearings. Involvement of counsel should normally not be required. When present, counsel shall be limited to a member of the student body, faculty, or staff of the University. No member of the University's legal department shall serve as counsel under these provisions.

2.4.5 The hearing board shall prepare a written report of findings, and forward copies to the parties involved and to the Ombudsman. All recipients are expected to respect the confidentiality of this report. When a hearing committee finds that a violation of academic rights has occurred and that redress is possible, it shall direct that redress be provided. The responsible administrator, with the advice of the hearing board, shall implement an appropriate remedy.

2.4.6 The appropriate initial judiciary for cases involving alleged violations of regulations prohibiting academic dishonesty, violations of professional standards, or falsification of admission or academic records by undergraduate students which are referred for disciplinary action shall be the hearing board of the college within which the violation is alleged to have occurred.

2.4.6.1 In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the Assistant Provost for Undergraduate Education from the hearing boards for the Colleges of Arts and Letters, Natural Science, and Social Science.

2.4.6.2 In cases of academic dishonesty, violations of professional standards, or falsification of admission or academic records by undergraduate students which are referred for disciplinary action, the college level hearing boards shall have available to them the full range of decisions provided to a judiciary for disciplinary cases through this document. The dean of the student's college may implement the finding, request the hearing board to reconsider its decision, or forward the finding and a conflicting recommendation to the Office of the Provost for final resolution.

2.4.7 Either party to a grievance may appeal the decision of the department/school hearing board to the college hearing board. All appeals must be in writing. When a college hearing board finds that a violation of academic rights has occurred and that redress is possible, it shall direct that redress be provided. The responsible administrator, with the advice of the board, shall implement an appropriate remedy.

2.4.7.1 Either party to a grievance may appeal the decision of the college hearing board to the University Academic Integrity Review Board only in cases of a penalty grade for academic dishonesty; cases involving alleged violations of regulations prohibiting academic dishonesty, violations of professional standards or falsifications of admission and academic records by undergraduate students which are referred for disciplinary action; or other grievances heard only at the college level. All grievances must be in writing. When the University Academic Integrity Review Board finds that such a violation of academic rights has occurred and that redress is possible, it shall direct that redress be provided. The responsible administrator, with the advice of the board, shall implement an appropriate remedy.

2.4.7.1.1 All appeals to the University Academic Integrity Review Board in cases of a penalty grade for academic dishonesty must specify the alleged defects in the substance and/or procedures of the previous adjudication(s) in sufficient particularity to justify further proceedings.

2.4.7.1.2 All appeals to the University Academic Integrity Review Board in cases of alleged violations of regulations prohibiting academic dishonesty, violations of professional standards, or falsification of admission and academic records which are referred for disciplinary action must specify the alleged defects in the substance and/or procedures of the previous adjudication in sufficient particularity to justify further proceedings.

2.4.7.2 Appeals may challenge the substance of a decision and/or the procedures employed in the adjudication. (Presentation of new evidence will normally be inappropriate at an appeal hearing.)

2.4.7.3. Appeals must be filed within ten class days following notice of a decision. The original decision shall be held in abeyance while under appeal.

2.4.8 If a student is accused of academic dishonesty and is referred for judicial action, and if a disciplinary sanction is not held to be supported by the preponderance of evidence as required in Article 4, the student may appeal a penalty grade received in the case to the department/school hearing board as indicated in 2.4.9.

2.4.9 A student who receives a penalty grade based upon a charge of academic dishonesty, even if not referred for disciplinary action, may seek a hearing according to the procedures in this Article. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. The hearing board shall proceed in compliance with applicable academic legislation on the integrity of scholarship, grades, and professional standards, and the procedural and appeal provisions of this document shall apply.

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 All policies and practices governing access, maintenance, and release of student records shall conform to the University's published guidelines.

3.2.1 No record shall be made, duplicated, or retained unless there is a demonstrable need for it which is reasonably related to the basic purposes and necessities of the University.

3.2.2 The University shall not make, duplicate, or retain records of a student's religious or political beliefs without the student's knowledge and consent.

3.2.3 A student shall have the right to inspect the official transcript of his or her own academic record and shall also have the right to inspect reports and evaluations of his or her conduct.

3.2.4 All policies and practices dealing with the acquisition of information for records shall be formulated with due regard for the student's right of privacy.

3.2.5 Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.

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

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

3.2.8 No one outside the faculty or administrative staff of Michigan State University, except as specified by law, may have access to the records of a student's offenses against University regulations without the express permission of the student in writing.

3.2.9 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 University as a community is dependent upon maintaining a balance among personal freedoms, individual responsibilities, institutional rights, and institutional responsibilities. When rights conflict or when responsibilities are not met, means for hearing and redress must be provided. The fundamentals of fair play are the necessary guarantees of judicial process. Each party to a hearing has rights and corresponding responsibilities which, together, define the elements of fair play essential to due process. The requirements of due process are outlined below in 4.3 and 4.4 and shall be adhered to by all duly constituted judicial bodies as provided herein.

4.2 General Procedures for All Judiciaries

4.2.1 Code of Operations: Each judiciary shall establish a code of operations which is in all ways consistent with the provisions of due process as outlined in Sections 4.3, 4.4, and 4.5 of this Article, including establishing procedures for determining whether a complaint or allegation appropriately warrants a judicial hearing.

4.2.2 A Student Judiciary, with cause, may waive jurisdiction and request that a case be heard by the Student-Faculty Judiciary. The Student-Faculty Judiciary may elect to hear the case or direct a Student Judiciary to hear it.

4.2.3 Open and Closed Hearings: An open hearing is open to any member of the University community. A closed hearing is restricted to the parties concerned. The judiciary may close an open hearing at any time to maintain order.

a. Disciplinary hearings shall be closed unless an open hearing is requested by the respondent. (See Section 4.3)

b. Non-disciplinary hearings shall be open unless the judiciary determines that the hearing should be closed to protect the confidentiality of information. (See section 4.4)

4.2.4 Decisions:

a. **Findings:** After hearing a case, a hearing body shall decide whether an allegation has been supported by the preponderance of evidence. If the allegation is not so supported, the case is dismissed. If the allegation is supported, the judiciary may select from the following sanctions:

b. Sanctions in disciplinary cases:

1. **No action.**

2. **Warning.** An official written statement expressing disapproval of acts committed.

3. **Warning Probation.** A probation indicating that further violations of regulations will result in more severe disciplinary action. This probation will be imposed for a specific period of time, and the student shall be automatically removed from probation when the imposed period expires. This probation may be accompanied by a requirement that restitution be made for University property damages or losses resulting from acts committed, or other requirements or special conditions as deemed appropriate.

4. **Disciplinary Probation.** A period of time specified for observing and evaluating a student's conduct, with or without special conditions, including a written reprimand and indicating that (a) further violations while on probation may result in more severe disciplinary action including suspension or (b) further violation while on probation of regulations of similar or greater severity will result in suspension. This probation will be imposed for a specific period of time, and the student shall automatically be removed from probation when the imposed period expires.

Special Conditions: A special condition of disciplinary probation may include:

- (i) **Restitution:** By such date established by the appropriate judiciary or administrative officer, the student shall pay for University property damages or losses resulting from acts committed.
- (ii) **Change of residence:** The student shall be required to move from his or her current on-campus residence, to either an off-campus location or to another location within the University Housing system that is acceptable to the Office of Student Affairs.
- (iii) **Other:** Other action deemed appropriate to a specific case.

5. **Suspension.** A suspension from the University may be by term, in which case the student is eligible to apply for readmission at the end of the stated period of time; or it may be a conditional suspension, in which case the student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission. Suspension is implemented, after approval, by the Vice President for Student Affairs and Services except in the case of academic dishonesty, violation of professional standards, or falsification of admission and academic records, in which suspension is implemented, after approval, by the Provost.

c. **Sanctions appropriate to student group constitutional questions or issues may include:**

- 1. Censure.

- 2. Revocation of privileges.

- 3. Revocation of registration of a student organization.

- 4. Other action deemed appropriate to a specific case.

4.2.5 Appeals: The decisions of a hearing body may be appealed in accordance with the principles established in Section 4.3.6 for disciplinary cases and 4.4.9 for non-disciplinary cases. Procedures for filing and acting on appeals shall be as follows:

- a. The appeal must be submitted in writing to the appropriate judiciary within three (3) class days following written notification of the original decision.
- b. If a group is involved, a representative designated by the group shall act in behalf of the group.
- c. The appellate body shall request relevant information, review the case and the procedures used, and then decide as follows:
 - 1. There are not sufficient reasons for another hearing and the decision of the lower judiciary shall stand, or
 - 2. The lower judiciary shall be directed to rehear the case or to reconsider or clarify its decision, or
 - 3. The appellate body may affirm, reverse, or modify the decision, or in extraordinary circumstances, elect to rehear the case in its entirety.

4.2.6 Reconsideration: Each hearing body shall make provision to allow a complainant or respondent to request reconsideration of a case within (60) sixty class days if it is determined that new evidence has arisen. An exception to the time provision may be granted by the appropriate hearing body.

4.2.7 Members of a judiciary involved or possessing other conflicts of interest in a case at issue shall be disqualified from sitting on the judiciary for that specific case.

4.3 Due Process — Disciplinary Proceedings

4.3.1 Students accused of violating a regulation or all-University policy shall have the right to appear before a duly constituted judicial body as herein provided. No student shall be suspended from the University except through the procedures of this article which includes provisions for interim suspension as prescribed in Section 4.3.7 or the applicable section of the *Graduate Student Rights and Responsibilities* document or the *Medical Students Rights and Responsibilities* document.

4.3.1.1 The student shall be notified, in writing, by a representative of the Office of Student Affairs, or of the Office of the Provost in cases of academic dishonesty, violations of professional standards or falsification of admission and academic records which are referred for disciplinary action, that he or she has been accused of violating a regulation or all-University policy. The student shall be expected to meet with the representative, receive a written statement of the alleged violation, and choose whether the allegation is handled by an appropriate judiciary or an administrator. The provisions of this document concerning sanctions and appeals apply to either option. Students who fail to meet initially with the representative shall be referred to the appropriate judiciary for a hearing.

4.3.1.1.1 In cases of academic dishonesty, violations of professional standards, and falsification of admission and academic records, all alleged violations will be handled by the appropriate judiciary.

4.3.2 Notice of Hearing: At least three (3) class days prior to a hearing, the respondent shall receive a written notification of hearing from the appropriate judicial body or administrator. This notice of hearing shall state:

- a. The regulation alleged to have been violated together with charges of sufficient particularity to enable the respondent to prepare a case.
- b. The time and place of the hearing.
- c. The body or administrator adjudicating the case.
- d. The name of the complainant and the name of counsel, if any.
- e. The names of witnesses for the complainant. (A request to add witnesses may be granted by the judiciary or administrator. If so, a postponement of three (3) class days will be granted upon request of the respondent.)

4.3.3 Either the complainant or the respondent may request, with cause, a postponement prior to the scheduled time of the hearing. The hearing body may grant or deny such a request.

4.3.4 Both the respondent and the complainant shall be expected to appear at the hearing and present their cases to the hearing body.

- a. Should the complainant fail to appear, the hearing body may either postpone the hearing or dismiss the case.
- b. Should the respondent fail to appear, the hearing body may either postpone the hearing or hear the case in the student's absence. The failure of the student to appear shall not be taken as indicative of guilt and must be noted without prejudice.

4.3.5 Both the respondent and the complainant shall be entitled to:

- a. Receive an expeditious hearing.
- b. Call witnesses on their behalf. The hearing body reserves the right to limit the number of witnesses. Witnesses are to be members of the University community except as the hearing body rules that others may serve in the interest of the case.
- c. Submit evidence or written statements in support of their positions.
- d. Be accompanied by counsel of their choice who may assist in the presentation of their cases. Counsel shall be limited to a member of the student body, faculty, or staff of the University.
- e. Question any witnesses providing oral or written testimony.
- f. Receive a decision and the rationale for that decision. The respondent shall be provided with written notification of the decision.
- g. Written notification of the right to appeal. Should the right to appeal be exercised, any action by the hearing body shall be deferred until the appeal is acted upon by a higher body.

4.3.6 Both the respondent and the complainant shall, subject to the following conditions, have the right to appeal the decision of a hearing body.

- a. The respondent may appeal an adverse decision as a result of a hearing. The reasons for appeal shall be: (1) insufficient grounds for the decision; (2) a sanction inappropriate to the seriousness of the offense.
- b. The complainant may appeal a decision not to grant a hearing by a hearing body of original jurisdiction.
- c. Both the respondent and complainant may appeal on the grounds that the applicable procedures for adjudicating the case were not followed, or there was a conflict of interest with a member or members of the judiciary.

4.3.7 When the Vice President for Student Affairs and Services, at his/her discretion, believes there is reasonable cause that a student's continued presence at Michigan State University constitutes a clear and present danger to the health or safety of persons or property, the Vice President for Student Affairs and Services or his/her designee may temporarily suspend a student pending final resolution of the matter. The interim suspension shall not preclude, predetermine, or render irrelevant subsequent disciplinary action or procedures; nor shall an interim suspension create a presumption of guilt.

4.3.7.1 Students placed on interim suspension may petition for reinstatement pending the final resolution of their cases. Such petitions will be considered by either the Vice President for Student Affairs and Services or the Student-Faculty Judiciary as requested by the petitioner. The Vice President or the judiciary shall conduct a hearing for the sole purpose of deciding to continue the interim suspension or grant reinstatement. Regardless of outcome, the hearing shall not preclude, predetermine, or render irrelevant subsequent disciplinary procedures. The hearing shall be held within five (5) University class days after receipt of a student's petition.

4.4 Due Process — Non-Disciplinary Proceedings

4.4.1 Any student may request a hearing before the appropriate judicial body when such a request concerns:

- a. Any challenge to a University regulation, or an action by faculty or staff alleged to be inconsistent with the guidelines established in this document.
- b. A question, conflict, or interpretation of a student group's constitution or rules.

In such a case, the person should utilize available remedies before seeking relief through judicial action.

4.4.2 The judiciary shall review each hearing request for jurisdiction and judicial merit and may then forward a copy of the request to the appropriate individual(s) and invite a written response. After considering all submitted information, the judiciary may:

- a. Accept the request, in full or in part, and proceed to schedule a hearing.
- b. Reject the request and provide an appropriate explanation.
- c. Invite all parties to meet with the judiciary for an informal discussion of the issues. Such a discussion shall not preclude a later hearing.

4.4.3 Notice of Hearing: At least three (3) class days prior to a hearing both the respondent and the complainant shall be entitled to a written notification of hearing from the appropriate judicial body. This notice of hearing shall state:

- a. The nature of the issues, charges, and/or conflicts to be heard with sufficient particularity to enable both the respondent and the complainant to prepare their respective cases.
- b. The time and place of the hearing.
- c. The body adjudicating the case.
- d. The names of the respondent and complainant.

e. The name of the complainant's counsel, if any.

f. The names of any individuals who will speak in support of the complainant's position.

4.4.4 Response to Notice of Hearing: The respondent is to notify the judiciary of the following, in writing, at least one (1) class day prior to the scheduled hearing:

- a. The name of the respondent's counsel, if any.
- b. The names of any individuals who will speak in support of the respondent's position.
- c. An outline of the respondent's presentation for the hearing, if requested by the judiciary.

4.4.5 Should the respondent fail to acknowledge the notice of hearing, the judiciary may either postpone or proceed with the hearing.

4.4.6 Either the complainant or the respondent may request, with cause, a postponement prior to the scheduled time of a hearing. The judiciary may grant or deny such a request.

4.4.7 Both the respondent and the complainant shall be expected to appear at the hearing and present their cases to the judiciary.

- a. Should the complainant fail to appear, the judiciary may either postpone the hearing or dismiss the case.
- b. Should the respondent fail to appear after having acknowledged the notice of the hearing, the judiciary may either postpone the hearing or hear the case in the respondent's absence.
- c. The judiciary may accept written statements from a party to the hearing in lieu of a personal appearance but only in unusual circumstances. Such written statements must be submitted to the judiciary at least one (1) day prior to the scheduled hearing.

4.4.8 Both the complainant and the respondent shall be entitled to:

- a. Receive an expeditious hearing.
- b. Present individuals to speak in support of their positions. The judiciary reserves the right to limit the number of such individuals. Those who speak shall be members of the University community except as the judiciary rules that others may serve in the interest of the case.
- c. Submit evidence or written statements in support of their positions.

- d. Be accompanied by counsel of their choice who may assist in the presentation of cases. Counsel shall be limited to a member of the student body, faculty, or staff of the University.
- e. Ask questions of witnesses providing oral or written testimony.
- f. Receive a written explanation of the reasons for the decision.
- g. Notification of right to appeal, if any. Should the right to appeal be exercised, any action by the judiciary shall be deferred until the appeal has been acted upon.

4.4.9 All non-disciplinary decisions by the Student-Faculty Judiciary shall be final; however, such decisions by a student judiciary may be appealed subject to the following conditions:

- a. Either the respondent or the complainant may appeal an adverse decision as a result of a hearing. The reasons for appeal shall be: (1) insufficient grounds for the decision; (2) inappropriateness of the decision.
- b. The complainant may appeal a decision by a judiciary of original jurisdiction not to grant a hearing.
- c. Both the respondent and complainant may appeal on the grounds that the applicable procedures for adjudicating the case were not followed.

4.4.10 Decisions in non-disciplinary cases shall be made available to the University community unless the judiciary determines that confidentiality of the records should be protected.

4.5 Judicial Structure

4.5.1 Student Judiciaries: Each residence hall government shall establish a judiciary or join with other hall governments in the same residential complex in establishing a common judiciary. The All-University Undergraduate Student Governing Body and the All-University Graduate Student Governing Body shall also establish a student judiciary. In addition, any major governing group may elect to establish its own judiciary. All such judiciaries shall conduct formal hearings on matters herein defined and shall function within the guidelines of this Article.

4.5.1.1 Composition: The members of each student judiciary shall be selected in accordance with the procedures established by the constitutions of their respective groups and shall have an advisor designated by the Vice President for Student Affairs and Services.

4.5.1.2 Jurisdiction: The student judiciaries shall have jurisdiction on the following matters:

Original Jurisdiction (Disciplinary):

- a. Alleged violations of general student, student group, or living group regulations or all-University policies with the exception of alleged academic dishonesty, violations of professional standards, or falsification of admission or academic records by individual members or constituent groups within the particular living unit(s) or the major governing group. Where no living unit or group judiciary exists, allegations will be handled by the student judiciary established by the All-University Graduate and Undergraduate Student Governing Bodies.

- (1) A student may request a hearing before a student judiciary other than his/her constituent judiciary.

Original Jurisdiction (Non-disciplinary):

- b. A question, conflict, or interpretation of the constitution or rules of the judiciary's constituent group.
- c. Alleged violation of regulations governing registered student organizations by the judiciary's constituent group.

4.5.1.3 Decisions: After hearing a case, a student judiciary shall decide according to the provisions of Section 4.2.4, but may not suspend a student from the University.

4.5.1.4 Appeals: Decisions of a student judiciary may be appealed to the University Student Appeals Board according to the provisions of Section 4.3.6. In non-disciplinary cases, grounds for appeal shall be restricted to alleged violation of due process and/or the provisions of this document according to the provisions of Section 4.4.9.

4.5.1.5 Summer Term: During summer term, a student judiciary may, through a continuation of its existing membership or through a request for interim appointments, provide for its operation.

4.5.1.6 Temporary Restraining Actions: The procedural rules of a student judiciary shall include provisions for expedited consideration of urgent cases in which a restraining action is sought because an individual or group allegedly threatens immediate and irreparable harm through action contrary to the constitution of any undergraduate or graduate student governing group within the judiciary's jurisdiction.

- a. Upon receipt of such a request, the student judiciary shall conduct a preliminary examination to determine whether a temporary restraining action should be taken. This meeting should include opportunity for both the complainant and the respondent to present information. Consideration should be given to the nature and potential extent of irreparable harm, other alternatives to remedy the situation, and whether a temporary restraining action would preclude, predetermine, or render irrelevant the ultimate decision of a judiciary in reviewing the details of the case.

- b. If the judiciary decides to take a temporary restraining action, the appropriate individual or group shall be required to postpone or withdraw the action in question pending a hearing on the merits of the case by the judiciary having original jurisdiction over the governing group or living group constitution in question.
- c. The student judiciary shall make every reasonable effort to meet whatever exigencies of time may exist in such a case.

4.5.2 Student-Faculty Judiciary: There shall be established a Student-Faculty Judiciary.

4.5.2.1 Composition: Voting members shall be selected as provided in Section 4.6. The membership of the Student-Faculty Judiciary shall be as follows:

- a. Five undergraduate students.
- b. One graduate student.
- c. Five faculty members.
- d. One ex-officio non-voting advisor appointed by the Vice President for Student Affairs and Services.

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

Original Jurisdiction (Disciplinary):

- a. Alleged violations of all-University policies or alleged violations of regulations other than those related to academic dishonesty, violations of professional standards, or falsification of admission or academic records as referred by the Office of Student Affairs.

Original Jurisdiction (Non-disciplinary):

- b. Conflicts arising between student governing groups, living units, and/or registered student organizations.
- c. Conflicts between the undergraduate and graduate student governing bodies.

4.5.2.2.1 The procedure for hearings under Section 4.5.2.2b and c shall accord with the provisions of Section 4.4 above. The parties involved shall be notified in writing of the Student-Faculty Judiciary's decision and of any recommendation the Student-Faculty Judiciary deems appropriate. The chairperson shall subsequently make the decision public in an appropriate manner, unless the judiciary determines that confidentiality of the record should be protected.

4.5.2.3 Temporary Restraining Action: The procedural rules of the Student-Faculty Judiciary shall include provisions for expedited consideration of urgent cases in which a temporary restraining action is sought because a regulation or administrative decision allegedly threatens immediate and irreparable harm or infringement of rights as defined by this document.

- a. Upon receipt of such a request, the Student-Faculty Judiciary shall conduct a preliminary examination to determine whether temporary restraining action should be taken. This meeting should include opportunity for both the complainant and the respondent to present information. Consideration should be given to the nature and potential extent of irreparable harm, other alternatives to remedy the situation, and whether a restraining action would preclude, predetermine, or render irrelevant the ultimate decision of the Student-Faculty Judiciary in reviewing the full details of the case.

- b. If the Student-Faculty Judiciary decides to take a temporary restraining action, the appropriate individual, group, or administrative unit shall be requested to postpone or withdraw the action in question pending a hearing on the merits of the case.

- c. The Student-Faculty Judiciary shall make every reasonable effort to meet whatever exigencies of time may exist in such cases. If necessary, the Student-Faculty Judiciary may announce its decision regarding a temporary action without a written statement of its reasons provided that such a statement of reasons shall be made available as soon as reasonably possible.

4.5.2.4 Decisions: After hearing a case, the Student-Faculty Judiciary shall decide in accordance with the provisions of Section 4.2.4.

4.5.2.5 Appeals: Disciplinary decisions of the Student-Faculty Judiciary may be appealed to the University Student Appeals Board in accordance with the provisions of Section 4.2.5 and 4.3.6.

4.5.2.6 Summer Term: The Student-Faculty Judiciary shall, through a continuation of its existing membership or through a request for interim appointments, provide for its operation through the summer term.

4.5.3 University Student Appeals Board: There shall be established a University Student Appeals Board.

4.5.3.1 Composition: Voting members shall be selected as provided in Section 4.6. The membership of the University Student Appeals Board shall be as follows:

- a. Two undergraduate students.
- b. One graduate student.
- c. Four faculty members.

4.5.3.1.1 The Office of the Vice President for Student Affairs and Services shall provide necessary support services for the University Student Appeals Board.

4.5.3.2 Jurisdiction: The University Student Appeals Board shall have jurisdiction over:

- a. Decisions made by a student judiciary and disciplinary decisions made by the Student-Faculty Judiciary.
- b. Disciplinary actions taken by an administrator in the Office of Student Affairs as provided for in Section 4.3.1.1.
- c. Procedures followed by the Traffic Appeals Board.
- d. Challenges to a University regulation, or an action by an administrator or member of the faculty or staff alleged to be inconsistent with the guidelines established in this document.

4.5.3.2.1 In substantive challenge cases arising under Section 4.5.3.2d above, the University Student Appeals Board may provide declaratory relief by finding a regulation, or action by an administrator or member of the faculty or staff, to be inconsistent with this document. If additional action is required and possible in a case, the University Student Appeals Board shall direct that redress be provided. The responsible administrator, with the advice of the University Student Appeals Board and/or academic governance bodies, shall implement an appropriate remedy.

4.5.3.3 Summer Term: The University Student Appeals Board shall, through continuation of its existing membership or through request for interim appointments, provide for its operation through the summer term.

4.5.3.4 Decisions: The University Student Appeals Board shall have available to it the full range of decisions, including temporary restraining actions, provided to judiciaries through this document. In addition, the University Student Appeals Board may make whatever recommendations it may consider appropriate to specific cases.

4.5.3.5 Appeals: All decisions of the University Student Appeals Board with respect to individual and group actions are final unless appealed to the Vice President for Student Affairs and Services who may affirm or reverse the decision, diminish the sanction imposed, or direct that the case be reconsidered. Decisions of the University Student Appeals Board under Section 4.5.3.2d are not appealable.

4.5.4 University Academic Integrity Review Board: There shall be established a University Academic Integrity Review Board for the purposes described in Article II.

4.5.4.1 Composition: Voting members shall be selected as provided in Section 4.6. The membership of the University Academic Integrity Review Board shall be as follows:

- a. Four faculty members.
- b. Three undergraduate students.
- c. One ex-officio non-voting advisor appointed by the Provost.

4.5.4.1.1 The Office of the Provost shall provide necessary support services for the University Academic Integrity Review Board.

4.5.4.2 Appellate Jurisdiction: The University Academic Integrity Review Board shall have appellate jurisdiction over decisions by a college hearing board:

- a. in cases of penalty grades for academic dishonesty as provided in Article 2,
- b. in cases of alleged violations of regulations prohibiting academic dishonesty, violations of professional standards, and falsification of admission and academic records.

4.5.4.3 Summer Term: The University Academic Integrity Review Board shall, through continuation of its existing membership or through requests for interim appointments, provide for its operation through summer term.

4.5.4.4 Decisions: The University Academic Integrity Review Board shall have available to it the full range of decisions provided to judiciaries through this document. In addition, the University Academic Integrity Review Board may make whatever recommendations it may consider appropriate to specific cases.

4.5.4.5 Appeals: All decisions of the University Academic Integrity Review Board with respect to individual or group actions are final unless appealed to the Provost who may affirm or reverse the decision, diminish the sanction imposed, or direct that the case be reconsidered.

4.6. Judiciary Membership

4.6.1 Student members of the All-University Graduate and Undergraduate Student Governing Body Judiciary, the Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board shall be selected as described below.

4.6.1.1 Selection: There shall be a Judiciary Selection Committee composed of undergraduate and graduate members from the All-University Graduate and Undergraduate Student Governing Body Judiciary, the Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board. The Judicial Selection Committee may, at its discretion, include faculty members in the selection process. The Judicial Selection Committee shall be responsible for:

- a. Developing a process for the selection of student judiciary members.

- b. Making decisions on the selection of students to serve on the Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board. If otherwise eligible, students seeking reappointment to the All-University Graduate and Undergraduate Student Governing Body Judiciary, the Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board and receiving a majority of support from the non-returning judiciary members with whom they have served, will automatically be recommended for confirmation. Alternates may be selected to serve as replacements in case of resignations or a member's inability to serve for a full academic term.

- c. Submitting the names of those selected for confirmation by the appropriate governing body.

4.6.1.2 Appointment: The appointment of graduate students to the All-University Graduate and Undergraduate Student Governing Body Judiciary, the Student-Faculty Judiciary, and the University Student Appeals Board shall be confirmed by the All-University Graduate Student Governing Body. The appointment of undergraduates to the All-University Graduate and Undergraduate Student Governing Body Judiciary, the Student-Faculty Judiciary, and the University Student Appeals Board shall be confirmed by the All-University Undergraduate Student Governing Body. The appointment of student members to the University Academic Integrity Review Board shall be confirmed by the Student Council.

4.6.1.3 Terms of Office:

- a. Student members of the student judiciaries shall serve for one calendar year with opportunity for reappointment.
- b. Student members of the Student-Faculty Judiciary shall serve for two years with the opportunity for reappointment. (Initially, two undergraduates shall be appointed for one year, and two undergraduates and one graduate shall be appointed for two years.)
- c. Student members of the University Student Appeals Board shall be appointed for two years with the opportunity for reappointment.
- d. Student members of the University Academic Integrity Review Board shall be appointed for two years with an opportunity for reappointment.
- e. All terms of office shall begin with the fall academic term, except that some members may be appointed to serve the preceding summer on an interim basis.
- f. Removal of a student member shall require:
 - 1. Initiation of removal proceedings by a two-thirds (2/3) vote of the membership of the body in which the member serves.

- 2. A two-thirds (2/3) vote of the governing body which confirmed the appointment to withdraw the appointment.

4.6.2 Faculty members: The faculty members of the Student-Faculty Judiciary, the University Student Appeals Board, and the University Academic Integrity Review Board shall be appointed by the President of the University for terms of three years.

- a. Student-Faculty Judiciary: Initially, two faculty members shall be appointed for two years and two for three years.
- b. University Student Appeals Board: Initially, two faculty members shall be appointed for two years and two for three years.
- c. University Academic Integrity Review Board: Initially, two faculty members shall be appointed for two years and two for three years.
- d. Selection, appointment, and reappointment shall be in accordance with the Bylaws for Academic Governance.

4.6.3 Chairpersons: At the beginning of the academic year, each judicial body (the University Student Appeals Board, the University Academic Integrity Review Board, the Student-Faculty Judiciary, and the Student Judiciaries) shall select from among its voting members a chairperson and vice chairperson who shall serve for one year and who shall have voting privileges.

4.6.4 Members of Student Judiciaries: The constitutions of the respective groups shall provide for the manner in which members will be selected, appointed, reappointed, and, if necessary, removed.

4.7 Traffic Appeals Board

4.7.1 There shall be a Traffic Appeals Board.

4.7.1.1 Composition: The members of the Traffic Appeals Board shall be selected in accordance with the procedures established by the undergraduate and graduate student governing bodies.

4.7.1.2 Jurisdiction: The Traffic Appeals Board shall hear appeals arising from summonses issued for violation of the Student Motor Vehicle Regulations established by the MSU Board of Trustees and applicable to all registered students.

4.7.1.3 Procedures: The Traffic Appeals Board shall establish a code of operations to govern its internal procedures which shall ensure fairness in the review of appeals received.

4.7.1.4 Decisions: Decisions of the Traffic Appeals Board shall be consistent with the provisions for violations and penalties in the Student Motor Vehicle Regulations. In addition, the Traffic Appeals Board may refer students to the Student-Faculty Judiciary for alleged violation of general student regulations.

4.7.1.5 Appeals: Decisions of the Traffic Appeals Board may be appealed to the University Student Appeals Board only on the basis of improper procedure.

ARTICLE 5

Regulations, Policies, and Rulings

5.1 The University community's expectations for student and group conduct which hold the potential for disciplinary action shall be promulgated as General Student Regulations, Student Group Regulations, Living Group Regulations, and All-University Policies as defined herein. Administrative decisions which mediate the flow of services and privileges in the operation of the University are administrative rulings.

5.2 General Student Regulations

5.2.1 General student regulations shall be those regulations established within the University community to secure the safety of members of the University community and University facilities, maintain order, and ensure the successful operation of the institution. Such regulations shall apply to all students regardless of class level, place of residence, or group affiliation as well as to all governing bodies, governing groups, living groups, and registered student organizations.

5.2.2 Any governing body, governing group, living group, or registered student organization or any individual student, faculty, or staff member may initiate and propose amendments to the General Student Regulations by submitting such proposals to the University Committee on Student Affairs. Proposals may also originate within the University Committee on Student Affairs.

5.2.3 Proposals submitted to the University Committee on Student Affairs may be approved or rejected. If rejected, the University Committee on Student Affairs shall forward a written explanation to the initiator. The written explanation may include suggestions for modification of the proposal. If approved, the University Committee on Student Affairs shall forward the proposal to the Academic Council.

5.2.4 The Academic Council may approve or reject the proposal. If the Academic Council rejects the proposal, a written explanation of the rejection shall be forwarded to the University Committee on Student Affairs. The written explanation may include suggestions for modification of the proposal. If the proposal is approved, the Academic Council shall forward the proposal to the President and the regulation shall become operative upon his or her approval.

5.3 Student Group Regulations

5.3.1 Student group regulations shall be those regulations established within the University community to govern the conduct of the constituent members of a governing body or a governing group and the activities of living groups and registered student organizations under a governing body or governing group's jurisdiction. Such regulations shall apply only to the students, groups, and organizations specified by the regulations.

5.3.2 Any constituent member of a governing body or governing group or any living group or registered student organization under its jurisdiction may initiate and propose amendments to the Student Group Regulations by submitting such proposals to the governing body or group with the appropriate legislative authority. Proposals may also be initiated by the governing body or group.

5.3.3 Proposals submitted to the appropriate All-University Student Governing Body may be approved or rejected. If rejected, the All-University Student Governing Body shall forward a written explanation to the initiator. The written explanation may include suggestions for modification of the proposal. If approved, the All-University Student Governing Body shall forward the proposal to the University Committee on Student Affairs.

5.3.4 The University Committee on Student Affairs may approve or reject the proposal. If rejected, the University Committee on Student Affairs shall forward a written explanation to the appropriate All-University Student Governing Body. The written explanation may include suggestions for modification of the proposal. If approved, the proposal shall be forwarded to the Vice President for Student Affairs and Services, and the proposal shall become operative upon his or her approval.

5.4 Living Group Regulations

5.4.1 Living Group Regulations shall be those regulations established within the University community to govern the conduct of residents and other students who are visitors and guests while within the building or buildings defining the living group. Such regulations shall apply to all students regardless of class level, place of residence, or group affiliation.

5.4.2 Any constituent member of a living group may initiate and propose amendments to their own living group regulations by submitting such proposals to the living group with appropriate legislative authority. Proposals may also initiate with the living group.

5.4.3 Proposals submitted to the living group may be approved or rejected. If rejected, the living group shall forward to the initiator a written explanation. The written explanation may include suggestions for modification of the proposal. If approved, the living group shall forward the proposal to the appropriate All-University Student Governing Body. The All-University Student Governing Body may approve or reject the proposal. If rejected, the All-University Student Governing Body shall forward to the initiator a written explanation. If approved, the All-University Student Governing Body shall forward the proposal to the University Committee on Student Affairs, which may approve or reject the proposal. Written explanation of a rejection, together with any suggested modifications, shall be provided to the living group. If approved, the University Committee on Student Affairs shall forward the proposal to the Vice President for Student Affairs and Services, and the regulation shall become operative upon his or her approval.

5.5 All-University Policies

5.5.1 All-University Policies shall be those policies established within the University community to define and prescribe broad areas of institutional concern. Such policies shall apply to those individuals, groups, and organizations specified by the policies.

5.5.2 All-University Policies are established by the Board of Trustees, often following University-wide discussion and endorsement or as the result of a recommendation by an administrative unit or committee. Such policies may also be initiated and enacted by the Board itself.

5.6 Administrative Rulings

5.6.1 Administrative Rulings shall be those policies, procedures, and practices established within the University community to implement the functions of the institution's various and several administrative units. Such rulings shall apply to those individuals, groups, and organizations specified by the rulings. The various administrative units are delegated authority, by the Board of Trustees through the President, to establish Administrative Rulings.

5.6.2 The process by which Administrative Rulings are developed shall be consistent with the legislative and advisory duties and prerogatives of those bodies involved in academic governance. The process shall reflect concern for student input when the substance of a ruling affects students.

5.6.3 When a student is alleged to be noncompliant with an Administrative Ruling, a unit administrator shall confront the student and allow the student to clarify the situation.

5.6.3.1 The administrator shall determine whether the alleged acts may violate a General Student, Student Group, or Living Group Regulation, or an All-University Policy. If so, the student shall be referred for action under Article 4.

5.6.3.2 The administrator shall assess the situation and implement any non-punitive action appropriate to the circumstances: e.g. restrict service, require restitution. However, disciplinary sanctions may only be imposed through the judicial process described in Article 4.

5.6.3.3 The student shall be entitled to written notification of:

- a. Any non-disciplinary action of the administrator, and the rationale.
- b. The right to appeal the administrator's decision to the University Student Appeals Board, under 4.5.3.2d. of this document.

5.6.4 In common with regulations, Administrative Rulings applicable to students shall comply with Sections 1.5.1 through 1.5.7 and Section 1.5.11 of this document.

ARTICLE 6

Independent and University-Supported Student Publications

6.1 "Independent student publications" are those that are prepared and distributed, at least in part, by students and that are not funded by the administrative units of the University. Independent student publications are typically:

- a. Publications of student living units and governing groups.
- b. Publications of Michigan State University registered student organizations and Michigan State University student groups.

6.1.1 Students and student groups shall have maximum freedom to express opinions and communicate ideas by preparing and distributing independent student publications.

6.1.2 The University shall neither authorize nor prohibit the solicitation of advertising by an independent student publication.

6.2. "University-supported student publications" are those that receive funding from administrative units of the University.

6.2.1 Administrative units may provide advice and counsel, but all University-supported student publications shall be guaranteed freedom of content and editorial policy.

6.2.2 The withdrawal of financial support as a means of censorship over those University-supported student publications which are in substance a forum for free speech is recognized to be inappropriate.

6.3 The following guidelines governing independent and University-supported student publications are established.

6.3.1 Every publication shall identify the agency, group, or organization responsible for its preparation and distribution.

6.4 The following guidelines are established to govern the distribution of independent and University-supported student publications, whether free or for sale.

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

6.4.2 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 6.4.1 above.

6.4.3 In accordance with provision 6.4.1 above, each on-campus living unit shall decide what policies shall be formulated for distribution of publications within that living unit.

6.4.4 For buildings other than organized living units, the Secretary of the Board of Trustees and the all-University student governing bodies, after consultation with the administrative, faculty, and student occupants of the building, shall determine, in accordance with provision 6.4.1 above, the designated places of distribution of publications.

6.4.5 Distribution in living units, classroom and office buildings shall be limited to those places established in 6.4.2, 6.4.3, and 6.4.4 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.

6.4.6 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.

6.4.7 The offices of the Secretary of the Board of Trustees and the All-University Undergraduate Governing Body shall keep available for inspection an up-to-date list of places of distribution within campus buildings.

6.5 Any regulations necessary to implement these guidelines shall be developed in accordance with Article 5.

ARTICLE 7

Office of the Ombudsman

7.1 The Office of the Ombudsman: The President shall appoint a senior faculty member with the title of Ombudsman. The Ombudsman shall respect the sensitive and confidential nature of the position and the privacy of all persons soliciting assistance from the Office of the Ombudsman, thereby protecting them against retribution. The Ombudsman's functions shall include the following charges:

7.1.1 The Ombudsman shall establish simple, orderly procedures for receiving requests, complaints, and grievances of students.

7.1.2 The Ombudsman shall assist students in accomplishing the expeditious settlement of their problems and may advise a student that the student's request, complaint, or grievance lacks merit, or that the student should seek a remedy before another duly-constituted body or officer of the University; or the Ombudsman may deem it appropriate to assist the student in obtaining an informal settlement of the student's problem.

7.1.3 The Ombudsman shall have broad investigatory powers and direct and ready access to all University officials from the President down.

7.1.4 When necessary, the Ombudsman shall report directly to the President valid complaints for which no remedy has been found. The Ombudsman shall also report any recommendations regarding such complaints.

7.1.5 The Ombudsman shall make periodic reports to the President regarding the operation of the Office of the Ombudsman.

ARTICLE 8

Definitions

8.1 Various terms appearing in other articles of this document are defined below.

8.1.1 Administrators: Persons employed, either regular or temporary, full or part time, who manage budgets, direct work units, or formulate, evaluate, and/or administer University policy.

8.1.2 Academic Dishonesty: Refer to General Student Regulation 4.00, *Scholarship and Grades*.

8.1.3 All-University Student Governing Bodies: Associated Students of Michigan State University (ASMSU) and Council of Graduate Students (COGS).

8.1.3.1 All-University Graduate Student Governing Body: Council of Graduate Students (COGS).

8.1.3.2 All-University Undergraduate Student Governing Body: Associated Students of Michigan State University (ASMSU).

8.1.4 Class Day: A day on which classes are held, including days of Final Exam Week.

8.1.5 Complainant: A member of the University community who initiates judicial proceedings.

8.1.6 Counsel: A member of the student body, faculty, or staff of the University chosen by either the complainant or the respondent to assist in the preparation or presentation of a case. No member of the University's legal department shall serve as a counsel under these provisions.

8.1.7 Disciplinary Case: A case brought against a student respondent accused of violating a regulation, academic professional standard, or all-University policy. Such a case is heard under Section 4.3 or Section 2.4.7; if the allegations are upheld, the respondent is subject to disciplinary sanctions as defined in Section 4.2.4b herein.

8.1.8 Faculty: All persons appointed by the University, either regular or temporary, either under the rules of tenure or not, holding the rank of professor, associate professor, assistant professor, or instructor, persons appointed as librarians, or other persons with approved titles in the academic personnel system whose duties involve instructional activities.

8.1.9 Falsification of Admission or Academic Records: Refer to General Student Regulation 5.00, *Records and Identification* as it applies to records that are created and/or effectively maintained by the Office of the Registrar, the Office of Admissions and Scholarships, or academic units, (e.g. colleges, departments, and schools).

8.1.10 Graduate Student: A student enrolled with a Registrar's Classification of 6 or 7 (graduate degree). Those students who are enrolled in graduate non-degree programs shall be deemed graduate students.

8.1.11 Graduate-Professional Student: A student enrolled with a Registrar's classification of 8 or 9 (medical degree). Those students who are enrolled in graduate-professional non-degree programs shall be deemed graduate-professional students.

8.1.12 Living Group: Any unit of University-owned housing including on-campus residence hall, floor, apartment, or residence complex or off-campus housing including sorority or fraternity house; scholarship; cooperative; or religious living unit.

8.1.13 Hearing Body: A duly constituted judiciary as outlined in 4.5 above or a representative from the Office of Student Affairs authorized to hear judicial complaints, as outlined in 4.3.1.1 above.

8.1.14 Non-disciplinary Case: A case brought by a student under Section 2.4.2 or Section 4.4 herein. Disciplinary sanctions discussed in Section 4.2.4b are not imposed in non-disciplinary cases; rather, the student bringing such a case seeks relief.

8.1.15 Penalty Grade: A grade assigned by an instructor who believes a student to have committed academic dishonesty. If no disciplinary case is instituted against the student, the penalty grade may be appealed under Section 2.4.9 above. If a disciplinary case is instituted and the charge is held not to be supported by a preponderance of the evidence, the penalty grade may be appealed under Section 2.4.8 above. In either such appeal of a penalty grade, the proceedings are non-disciplinary.

8.1.16 Preponderance of the Evidence: That which is more convincing, more credible, and of a greater weight. In disciplinary cases, a preponderance of evidence must overcome an appropriate presumption of innocence.

8.1.17 Professional Standards: Any codes of expected professional conduct must be approved by the academic units, the dean, and, in the case of college statements, the Office of the Provost. The procedure for the approval by the academic units should include student participation in accordance with 1.5.3. The dean and the Office of the Provost shall consult with appropriate governance groups before taking action. These codes are to be provided to students at the time of their admission to the program or to a course in the unit.

8.1.18 Respondent: An individual, formal and informal groups, recognized and unrecognized groups, or unit from the University community alleged to be responsible for a situation or conflict or for violation of a regulation or policy.

8.1.19 Staff: Employees of the University other than those specifically defined in this article.

8.1.20 Student: An individual is considered a student from the time of admission to Michigan State University until graduation, recess, dismissal, suspension, or withdrawal from the University, or non-registration for more than one consecutive term.

8.1.21 Student Organization: A group of students who have complied with formal requirements for becoming an organization and have registered with the appropriate all-University student governing body.

8.1.22 Undergraduate: A student enrolled with a Registrar's classification of 1, 2, 3, 4, or 5. Those students enrolled in undergraduate non-degree programs shall be deemed undergraduates.

8.1.23 University Community: All persons who are students, trustees, administrators, faculty, or staff.

ARTICLE 9

Procedures for Amending and Revising This Document

9.1 This document may be amended and revised according to the following procedures.

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

9.1.2 Any and all other amendments or revisions shall be reviewed by the University Committee on Student Affairs which shall approve, reject, or amend the proposal.

9.1.3 If the University Committee on Student Affairs approves the amendment or revision, then it shall forward the proposal to the appropriate All-University Student Governing Body(ies). The All-University Student Governing Body(ies) shall review the proposal and approve or reject it.

9.1.4 If any of the All-University Student Governing Body(ies) reject the proposal, a written explanation of the rejection shall be forwarded to the University Committee on Student Affairs. This explanation may include suggestions for alteration of the proposal.

9.1.5 If the All-University Student Governing Body(ies) approve the proposal, it shall be returned to the Chairperson of the University Committee on Student Affairs for presentation to the Academic Council.

9.1.5.1 Student Council must approve all revisions or amendments before presented to Academic Council.

9.1.6 The Academic Council shall review all amendments and revisions and either approve or reject them in accordance with the *Bylaws for Academic Governance*. If rejected, the Academic Council shall return the proposal to the University Committee on Student Affairs and the appropriate All-University Student Governing Body(ies) along with a written explanation for the rejection. This explanation may include suggestions for alteration of the proposal. If approved, the Academic Council shall forward the proposal to the President who shall present it to the Board of Trustees according to existing practices of Academic Council for such transmittal.

9.1.7 The Board of Trustees shall review all amendments and revisions 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.

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

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 |

Total revision

| | |
|------------------------|----------------|
| UCSA | March 10, 1983 |
| Student Board of ASMSU | March 8, 1983 |
| Academic Council | May 31, 1983 |
| Board of Trustees | June 24, 1983 |
| Amendment effective | June 24, 1983 |

Complete Revision

| | |
|-------------------------|-------------------|
| UCSA | February 28, 1983 |
| ASMSU Student Board | March 8, 1983 |
| UCSA | March 10, 1983 |
| Elected Student Council | April 12, 1983 |
| Academic Council | January 17, 1984 |
| Board of Trustees | July 27, 1984 |
| Revision effective | July 27, 1984 |

HISTORY OF APPROVAL

Original Document

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

GSRR

Graduate Student Rights and Responsibilities

ARTICLE 1: Graduate Student Rights and Responsibilities

ARTICLE 2: Academic Rights and Responsibilities for Graduate Students

ARTICLE 3: Student Records at Michigan State

ARTICLE 4: Graduate Student Support

ARTICLE 5: Adjudication of Cases Involving Graduate Student Rights and Responsibilities

ARTICLE 6: Academic Governance

ARTICLE 7: Procedure for Amending and Revising This Document

ARTICLE 8: Definitions

HISTORY OF APPROVAL

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES AT MICHIGAN STATE UNIVERSITY

Foreword

The foreword is not part of the document that follows. It supplies, however, a necessary perspective for interpreting the document. Graduate student rights and responsibilities at Michigan State University are part of 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 intellectual powers and uses them to advance the common good and to solve fundamental problems.

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 the sake of the academic community, but for the sake of society. All members of the academic community—students, staff, faculty, administrators, and trustees—enact a trust of which society beyond the university is the proper beneficiary.

This document is significant not merely because it establishes that graduate students have certain rights and responsibilities, but particularly because it affirms that they are a party to the social trust shared by all in the university community who are charged with preserving and advancing the genius of scholarship and the conditions of inquiry which society has entrusted to our care.

Preface

This report, the *Academic Freedom for Students at Michigan State University*, and the *Medical Students Rights and Responsibilities* document, contain guidelines to the rights and duties of graduate students in matters of conduct, academic pursuits, keeping of records, and employment. This report describes structures and procedures for formulating regulations governing graduate student conduct, for interpreting and amending the guidelines, for adjudicating graduate student disciplinary cases, and for channeling student complaints, grievances, or concerns to faculty, staff, and administrators for appropriate action.

For the most part these provisions simply make explicit what has been long understood and practiced at Michigan State University. This report identifies rights and duties of graduate students and provides for graduate students a carefully prescribed system of due process. Rather than expounding a generalized abstract definition of academic freedom, this report provides an operational definition with concrete application of the concept of academic freedom for graduate students.

ARTICLE 1

Graduate Student Rights and Responsibilities at Michigan State University

1.1 Michigan State University is a community of scholars whose members include its faculty, staff, students, and administrators. The basic purposes of the University are the advancement, dissemination and application of knowledge. The most basic condition 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 instruction, research, and service.

1.2 Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The graduate student, as a member of the academic community, has both rights and duties. Within that community, the graduate student's most essential right is the right to learn. The University has a duty to provide for the graduate student those privileges, opportunities and protections which best promote the learning process in all its aspects. The graduate student also 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 graduate students individually or collectively 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 limitations of acts which cannot be tolerated because they seriously interfere with the basic purposes and processes of the academic community, or with rights essential to other members of the community.

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

Guidelines

1.5 To protect graduate student rights and to facilitate the definition of graduate student responsibilities at Michigan State University, the following guidelines shall apply to those stipulations and conditions by which graduate conduct is regulated, broadly referred to as "regulations" in the remainder of this Article.

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

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

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

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

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

1.5.6 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.

1.5.7 Regulations shall respect the free expression of ideas and shall encourage competition of ideas from diverse perspectives.

1.5.8 Procedures and penalties for the violation of regulations shall be designed for guidance or correction of behavior only.

1.5.9 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 lack of adherence to the applicable procedures in the adjudication.

1.5.11 Every regulation shall specify to whom it applies and whether responsibility for compliance lies with graduate students either individually or collectively.

1.6 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.

ARTICLE 2

Academic Rights and Responsibilities for Graduate Students

2.1 Preamble

2.1.1 The freedom and effectiveness of the educational process depend upon the provision of appropriate conditions and opportunities for learning in an environment that is supportive of diversity among ideas, cultures, and student characteristics. 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 and preserved. The primary intellectual purpose of the University — its intellectual content and integrity — is the responsibility of the faculty.

2.1.2 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 together with shared dedication to the educational process.

2.2 Role of the Faculty in the Instructional Process

2.2.1 No provision for the rights of graduate students can be valid which suspends the rights of the faculty. The graduate student's right to competent instruction must be reconciled with the rights of the faculty, consistent with the principle that the competency of a professional can be rightly judged only by professionals. It is therefore acknowledged and mandated that competence of instruction shall be judged by the faculty.

2.2.2 Teaching units shall provide appropriate and clearly defined channels for the receipt and consideration of graduate student complaints concerning instruction. In no instance shall the competence of instruction form the basis of an adversarial proceeding before any of the judicial bodies established in this document.

2.2.3 Faculty shall have authority and responsibility for academic policy and practices in areas such as degree eligibility and requirements, course content and grading, classroom procedure, and standards of professional behavior in accordance with the *Bylaws for Academic Governance*, the *Code of Teaching Responsibility*, and other documents on faculty rights and responsibilities.

2.2.4 No hearing board established under this document shall direct a change in the evaluation of a graduate student which represents a course instructor's or guidance committee's good faith judgment of the graduate student's performance. In the event that an evaluation is determined to be based on inappropriate or irrelevant factors, the dean of the college shall cause the student's performance to be reassessed and good faith evaluation established. (See also Sections 2.3.10, 2.4.8, and Article 5.)

2.3 Rights and Responsibilities of the Graduate Student

2.3.1 The graduate student has a right to be governed by educationally justifiable academic regulations and professional standards.

2.3.2 In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of race, color, creed, gender, national origin, political persuasion, sexual preference, marital status, handicap, or age.

2.3.3 The graduate student has a right to accurate, timely, and clearly stated information concerning general academic requirements for establishing and maintaining an acceptable academic standing, the graduate student's academic relationship with the University and the details of any special conditions which may apply. Requirements for the student's academic program shall be made known by the administering unit at the time of the student's first enrollment. Graduate students are responsible for informing themselves of University, college, department, and school requirements as stated in unit publications and in the University catalog. In planning to meet such requirements, students are responsible for consulting with their academic advisers and guidance committees.

2.3.4 The graduate student, regardless of degree program, has a right to the best advice the unit can provide concerning program planning, research, professional expectations, selection of courses and professors, and general degree requirements.

2.3.5 Units shall maintain records for their graduate students, specifying and/or containing degree requirements, course waivers and substitutions, program changes, and other stipulations directly affecting their degree programs. Graduate students shall be provided access to and/or a copy of these records upon request.

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

2.3.7 Graduate students and faculty have a responsibility to maintain at all times the kind of classroom decorum and collegial atmosphere which insures that the process of teaching and learning can take place.

2.3.8 The graduate student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.

2.3.9 The graduate student is responsible for learning the content of a course of study according to standards of performance established by the faculty and for adhering to standards of professional behavior established by the faculty.

2.3.10 The graduate student has a right to academic evaluations which represent good faith judgments of performance by course instructors and guidance committees. Course grades shall represent the instructor's professional and objective evaluation of the graduate student's academic performance. The graduate student shall have the right to know all course requirements, including grading criteria, and procedures at the beginning of the course. Procedural guidelines are included in *The Code of Teaching Responsibility*.

2.3.11 The graduate student has a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations, and health. (See also Article 3.)

2.3.12 The graduate student has a right to scholarly relationships with faculty based on mutual trust and civility.

2.3.13 The graduate student has a right to be protected from personal exploitation and to receive recognition for scholarly assistance to faculty.

2.4 Academic Programming.

2.4.1 The department/school is responsible for informing all incoming master's candidates of program requirements and procedures.

2.4.2 Guidance Committee. It shall be the responsibility of each graduate student admitted to a doctoral program, to a Diploma for Advanced Graduate Study program, or to a master's program that requires a guidance committee, to form a guidance committee with the concurrence of the unit chairperson/director or designated representative. Composition of the guidance committee will be in accord with University, college, and department/school guidelines. In the event that a student is unable to form a guidance committee, it shall be the responsibility of the unit chairperson/director to intervene with the faculty of the unit in order to resolve the problem.

2.4.2.1 For graduate students in doctoral programs and Diploma for Advanced Graduate Study programs, the guidance committee shall be formed within the first three terms of doctoral study, or within three terms beyond the master's degree or its equivalent. Within one term after the committee is formed, the chairperson of the guidance committee shall file a guidance committee report with the dean of the college, listing all degree requirements. A copy of this guidance committee report shall also be given to the graduate student. This guidance committee report, as changed or amended in full consultation between the graduate student and the committee, and approved by the appropriate department chairperson or school director and the dean of the college, shall be regarded as the statement of program requirements. The program will not be considered binding unless signed by the student.

2.4.2.2 Once designated, the guidance committee has the responsibility to meet periodically to oversee the graduate student's progress as long as the graduate student continues in good standing. Any desired or required changes in the membership of the guidance committee may be made by the graduate student with the concurrence of the unit chairperson/director or designated representative or by the unit with the concurrence of the graduate student in accordance with University, college, and unit policy. The guidance committee, with the concurrence of the graduate student, may form a dissertation committee to supersede or supplement the guidance committee. Committee or dissertation chairpersons on leave shall provide for the necessary guidance of their advisees during their absence.

2.4.3 Residency. Academic residency requirements and residency fee policies shall be made known to the graduate student at the time of admission.

2.4.4 Time Limits. The time limitations for candidates seeking advanced degrees shall be made known to the graduate student at the time of first enrollment. Application for extension shall be submitted to the department/school and transmitted for approval by the dean of the college.

2.4.5 Program Changes. Each department/school shall establish procedures for altering individual graduate programs that have been approved in accord with the provisions of Section 2.4.2.1. Graduate students shall be involved in developing such procedures. (See also Section 6.1.1)

2.4.6 Dissertation and Thesis. The nature and scope of the doctoral dissertation and master's thesis (or its equivalent) shall be defined by the department/school or college and the guidance or dissertation committee according to the professional and scholarly research standards of the discipline. The department/school or college shall specify in advance the acceptable style and form of the dissertation or thesis in accordance with *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*.

2.4.6.1 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 microfilming and publication shall be established and published by The Graduate School.

2.4.7 Code of Professional Standards. Each department/school and college shall communicate to graduate students, at the time of their first enrollment in a degree program or in a course in the unit, any specific codes of professional and academic standards covering the conduct expected of them.

2.4.8 Evaluation. Graduate students have a right to periodic evaluation as a measure of their academic progress, performance, and professional potential. Evaluation of graduate students shall be made only by persons who are qualified to make that evaluation. Written descriptions of unit/program methods of evaluation and the general rationale employed shall be provided to graduate students and the faculty. Written evaluations shall be communicated to the graduate student at least once a year, and a copy of such evaluations shall be placed in the graduate student's file. (See also Section 2.5.2.4)

2.4.8.1 When determination is made that a graduate student's progress or performance is unsatisfactory, the student shall be notified.

2.4.8.2 If a graduate student's status in a program is in jeopardy, the graduate student shall be informed in writing, and a copy of the notice shall be placed in the student's file.

2.4.9 Terminations and Withdrawals. Each department/school and college shall establish criteria for the termination or withdrawal of graduate students enrolled in its graduate programs. Such criteria shall be published and made available to graduate students at the time they first begin their graduate programs. Should a decision to terminate a graduate student be made, the affected graduate student shall be notified in writing. All information regarding the decision is to be held in strict confidence between the student and faculty with responsibility for the student; release may be only with the written consent of the graduate 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 graduate student's temporary or permanent withdrawal from the University.

Should a decision to terminate be held in abeyance, pending completion of the stipulated conditions, these conditions must be communicated in writing to the student.

2.5 Educational Training of Graduate Students in Teaching Roles

2.5.1 Units are responsible for establishing orientation and in-service training programs for all graduate students in teaching roles. Such programs shall include an introduction to course goals, grading criteria and practice, and classroom procedures as well as periodic classroom visitation. The graduate student in a teaching role is held responsible for full and active participation in all such programs.

2.5.2 Graduate students who are involved in teaching roles are expected to fulfill effectively their assigned responsibilities at a high level of performance. To gain feedback for monitoring and increasing their teaching effectiveness, such graduate students shall use, where applicable, confidential instructional rating reports in each course that they teach. These reports shall be submitted to the unit in accordance with the stated policy of the Academic Council.

2.5.2.1 The coordinator of each course staffed by graduate students in teaching roles shall submit each term to the unit administrator or to the appropriate unit committee a formal written evaluation of each of the graduate students in teaching roles. After notifying the graduate student, appropriate members of the department/school should visit and observe the student's teaching in the instructional setting, and information from these visits and observations should be used in the evaluation.

2.5.2.2 The graduate student instructional rating reports (or summaries thereof), formal written evaluations, and any supplementary information shall be placed in a confidential file for use by the student and by faculty members in accordance with 2.5.2.3. This material shall remain on active file until the graduate student's teaching role is terminated, after which a copy of the file becomes the graduate student's personal property upon request.

2.5.2.3 Evaluation material described in 2.5.2.2 may be used in overall evaluations and in determining such matters as renewal of assistantships, teaching assignments, recommendations, and the need for further training.

2.5.2.4 An evaluation of teaching shall be given to the graduate student who has a teaching role at least once each year. (See also 2.4.8.)

ARTICLE 3

Student Records at Michigan State University

3.1 Achieving educational goals, providing direction to graduate 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 graduate student. Because of the professional and legal responsibilities involved, record keeping must be delegated only to responsible persons.

3.2 All policies and practices governing access, maintenance, and release of graduate student records shall conform to the University's published guidelines.

3.2.1 No record shall be made, duplicated or retained unless there is a demonstrable need for it which is reasonably related to the basic purposes and necessities of the University.

3.2.2 The University shall not make, duplicate, or retain records of a graduate student's religious or political beliefs without the graduate student's knowledge and consent.

3.2.3 A graduate student shall have the right to inspect the official transcript of his or her own academic record and shall also have the right to inspect reports and evaluations of his or her conduct.

3.2.4 All policies and practices dealing with the acquisition of information for records shall be formulated with due regard for the graduate student's right of privacy.

3.2.5 Every record containing information about a graduate student's character shall state when the information was acquired and the name and position of the person who gave it.

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

3.2.7 No one outside the faculty or administrative staff of Michigan State University, except as specified by law, may have access to the record of a graduate student's offenses against University regulations without the written permission of the student.

3.2.8 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 5.

ARTICLE 4

Graduate Student Support

4.1 Classes of Support

4.1.1 Students receiving support through the University fall primarily into three classes:

- (a) graduate assistants
- (b) University employees
- (c) fellowship, scholarships and grant recipients

4.2 Graduate Assistants

4.2.1 Graduate assistants are graduate students currently enrolled in degree programs who are appointed through established University procedures and according to University policy governing graduate assistantships. Duties assigned to graduate assistants may include (but not be limited to) classroom instruction, student advising, writing supervision, reading of papers and examinations, and research. The responsibilities delegated to a graduate assistant must be performed under the supervision of an appropriate faculty member or administrator.

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

- (a) criteria for selecting new graduate assistants
- (b) criteria for renewing and/or continuing graduate assistantships
- (c) stipends (see 4.2.4)
- (d) stipend advancement and promotion
- (e) tax status of stipends (according to IRS policy)
- (f) procedures for evaluating performance (see also 2.5.2-2.5.2.4)
- (g) length of term of appointment, including continuance and renewal of graduate assistantships
- (h) work load, duties, and vacation schedules
- (i) grievance procedures

4.2.3 By March 31st of each calendar year, units shall advise each graduate assistant in writing of one (or more) of the following: (a) that the 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. Evaluative judgments about students should be communicated in accordance with guidelines in 2.4.8. (See all Sections 2.5.2-2.5.2.4.)

4.2.4 The Office of the Provost shall establish a campus-wide policy for graduate assistant stipends, taking into account (a) the amount of stipend adequate in relation to the current cost of living, (b) the need to be competitive with other universities, and (c) the availability of resources for graduate assistant stipends. (The Office of the Provost shall consult with the Dean of The Graduate School and the University Graduate Council on graduate assistant stipend levels.)

4.2.5 Graduate assistants are entitled to all benefits normally accorded to full-time graduate students, except as specified under policies established in accordance with 4.2.7.

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

4.2.7 The Office of the Provost and the Office of the Vice President for Finance and Operations, in consultation with the Dean of The Graduate School and the University Graduate Council and other appropriate, duly authorized authorities, shall review and publish policies for graduate assistants relating to (a) sick leave, (b) parking privileges, (c) bus privileges, (d) travel off campus, (e) insurance, and (f) health care.

4.2.8 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.

4.3 University-Employed Graduate Students

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

4.3.2 The University's student employment office shall publish annually minimum and maximum salaries and hourly wages for University-employed graduate students. This office shall have the authority to approve unit requests for all payments above the established maximums.

4.3.3 The University shall not deny a regular employee's fringe benefits solely because the person is also registered as a student.

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

4.3.5 University employees who are pursuing graduate study are bound by collective bargaining agreements or other applicable University personnel policies and agreements.

4.3.6 Employment-related grievances of graduate students employed in non-academic positions should be filed with the employing units under their respective procedures.

4.4 Fellowship, Scholarship and Grant Recipients

4.4.1 A graduate student supported by a fellowship, scholarship, or grant shall have a right to such information as (a) the responsibilities and performance required for retention of support, (b) the privileges and status associated with support, and (c) grievance procedures.

4.5 University Policies Relating to Graduate Student Support Recipients

4.5.1 Michigan State University and all of its units are Affirmative Action/Equal Opportunity Employers. Therefore, (a) discrimination on the basis of race, color, creed, gender, national origin, political persuasion, sexual preference, marital status, handicap or age is expressly prohibited; (b) employment appointment policies shall be consistent with anti-discrimination policies of Michigan State University.

4.5.2 Graduate students shall be informed of all employment policies when a position is tendered.

4.5.3 The University retains the right to demote, suspend, terminate or otherwise discipline graduate students receiving support through the University for cause and for failure to meet their responsibilities. The University also retains the right to terminate a graduate student's participation in an academic program, which in turn may terminate the graduate student's assistantship or other support. Graduate students who believe they have a grievance under this article may utilize the judicial procedures outlined in Article 5.

4.5.3.1 In cases where the graduate student contends that the action of the University may cause irreparable harm, the graduate student may appeal to the appropriate judiciary for an expedited hearing.

ARTICLE 5

Adjudication of Cases Involving Graduate Student Rights and Responsibilities

5.1 Judicial Structure

5.1.1 To promote effective functioning of the system of graduate student rights and responsibilities, an appropriate judicial structure and process shall be established for hearing and adjudicating all cases brought by and against graduate students in the following areas:

- (a) Academic Rights and Responsibilities
- (b) Professional Rights and Duties of Graduate Assistants
- (c) Professional Rights and Duties of other Graduate Students

5.1.2 Department/School Level. Adjudication necessitated on the department/school level may be handled informally or, at the request of a party or parties, formally through a department/school hearing board. The hearing board shall be composed of the unit administrator or designee and equal numbers of faculty and graduate students selected by their respective groups in accordance with the department/school bylaws. If the unit administrator is involved in the case, neither the unit administrator nor the designee may serve on the hearing board.

5.1.3 College Graduate Hearing Board. Each college shall establish a judiciary composed of the chair of the college graduate committee or designee and equal numbers of faculty and graduate students selected by their respective groups in accordance with college bylaws.

5.1.4 University Graduate Judiciary. A judiciary shall be established at the University level composed of the Dean of The Graduate School or designee, who shall serve as chairperson, three elected faculty members of the University Graduate Council, and three graduate students chosen by the all-University Graduate Student Governing Body.

5.1.5 Each hearing board or judiciary shall be chaired by a member who has faculty rank and shall provide a suitable number of alternate members chosen in accordance with the procedures established above.

5.1.6 Term of Office. Hearing board or judiciary members 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.

5.1.7 Members of a judiciary involved or possessing other conflicts of interest in a case at issue shall be disqualified from sitting on the judiciary for that specific case.

5.2 Jurisdiction of Alleged Violations (other than grievances).

5.2.1 Except as specified in this document (particularly in Section 5.1), alleged violations of student group regulations, general student regulations or All-University policies as they apply to all students (undergraduate, graduate, graduate-professional) will be referred to the appropriate judiciary as outlined in the *Academic Freedom for Students at Michigan State University*.

5.3 Redress of Grievances

5.3.1 With respect to allegations of violation(s) by or against a graduate student in the areas cited in Section 5.1, where possible, a grievant is encouraged to seek resolution and redress informally with the appropriate individual(s).

5.3.2 If problems arise in the relationship between instructor and student, both should attempt to resolve them in informal, direct discussions. If the problem remains unresolved, then the unit administrator and/or the Ombudsman should be consulted. If still aggrieved, a student may then submit a formal, written grievance for consideration by an appropriate hearing board. The formal grievance alleging violations of academic rights must include a proposed remedy which could be implemented by a responsible administrator.

5.3.3 The University undertakes, within the limits of its resources and the limits imposed by due respect for the professional rights of the faculty, to supply an appropriate remedy for legitimate student grievances. (The limits of the University's resources proceed from factors that, while subject to its influence, are not always subject to its control.)

5.3.4 To overcome the presumption of good faith in course instructors' and graduate committees' judgments of performance, grievances concerning academic evaluations must demonstrate that an evaluation was based entirely or in part upon factors that are inappropriate or irrelevant to academic performance and applicable professional standards. (See Sections 2.2 as well as 2.3.11 and 2.4.8.)

5.3.5 Any member of the academic community of Michigan State University may initiate a grievance involving the rights and responsibilities of graduate students. Grievances alleging violation of the academic rights of an undergraduate student by a graduate student shall be heard by the unit level judiciaries outlined in the *Academic Freedom for Students at Michigan State University*.

5.3.6 In submitting a formal grievance to an appropriate hearing board (see Section 5.3.6.2) alleging violation(s) by or against a graduate student in the areas cited in Section 5.1, a grievant must submit a written, signed statement that specifies in sufficient particularity to justify proceedings the point(s) forming the basis of the grievance, the person(s) and/or unit(s) against whom/which the grievance is filed, and the redress that is sought.

5.3.6.1 Grievances must normally be initiated no later than mid-term of the quarter following the one wherein the alleged violation occurred (exclusive of summer term). If the involved instructor or student is absent from the University during that quarter, or if other appropriate reasons exist, an exception to this provision may be granted by the appropriate Hearing Board. If, before the formal grievance procedures are completed, the involved instructor is no longer employed by the University, the grievance process may nevertheless proceed.

5.3.6.2 Student grievances alleging violation of academic and professional rights must be initiated at the lowest administrative level feasible; normally, the department/school. With the approval of the college dean, departments/schools may waive jurisdiction and refer grievances to the college hearing board.

5.4 Judicial Procedures

5.4.1 Hearing boards shall establish their own procedures in a manner consistent with this document. A copy of procedures adopted by each unit shall be filed with the Office of the Ombudsman and with the office of the Dean of The Graduate School.

5.4.2 Procedures for the adjudication of grievances must proceed in a timely manner.

5.4.3 Upon receipt of a formal grievance, the chairperson of the hearing board shall transmit a copy of the grievance within ten (10) class days to the hearing board members and to the person or persons party to the matter.

5.4.4 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 hearing board or judiciary shall expedite the hearing and final disposition of the case.

5.4.5 A hearing board or judiciary is empowered to act on a request to direct an individual or unit to discontinue or postpone an administrative decision or action that threatens immediate and irreparable damage to any of the parties involved pending final disposition of the case. The hearing board or judiciary shall expedite the hearing and final disposition of this urgent case.

5.4.6 A department/school or college hearing board shall review each hearing request for jurisdiction and judicial merit and may then forward a copy of the request to the appropriate individual(s) and invite a written response. After considering all submitted information, the board may:

- a. Accept the request, in full or in part, and proceed to schedule a hearing.
- b. Reject the request and provide an appropriate explanation.
- c. Invite all parties to meet with the board for an informal discussion of the issues. Such a discussion shall not preclude a later hearing.

5.4.7 Notice of Hearing. At least three (3) class days prior to a formal hearing, both the respondent and the complainant shall be entitled to a written notification of hearing from the appropriate hearing body. This notice of hearing shall state:

- a. The nature of the issues, charges and/or conflicts to be heard with sufficient particularity to enable both the respondent and the complainant to prepare their respective cases.
- b. The time and place of the hearing.
- c. The body adjudicating the case.
- d. The names of the respondent and complainant.
- e. The name(s) of any potential witnesses.

5.4.8 Either the complainant or the respondent may request, with cause, a postponement prior to the scheduled time of a hearing. The hearing board may grant or deny such a request.

5.4.9 Both the respondent and the complainant shall be expected to appear at the hearing and present their cases to the judiciary.

- a. Should the complainant fail to appear, the judiciary may either postpone the hearing or dismiss the case.
- b. Should the respondent fail to appear, the judiciary may either postpone the hearing or, only in unusual circumstances, hear the case in his or her absence.
- c. The judiciary may accept written statements from a party to the hearing in lieu of a personal appearance, but only in unusual circumstances. Such written statements must be submitted to the judiciary at least one (1) day prior to the scheduled hearing.

5.4.10 Hearing boards shall ensure that a collegial atmosphere prevails in grievance hearings. Involvement of counsel should normally not be required. When present, counsel shall be limited to a member of the student body, faculty, or staff of the University.

5.4.10.1 During the hearing, parties to a grievance shall have an opportunity to state their cases, present evidence, designate witnesses, ask questions, and present a rebuttal.

5.4.11 The hearing board shall prepare a written report of findings and rationale for the decision and shall forward copies to the parties involved, to the responsible administrator(s), to the Ombudsman, and to the Dean of The Graduate School. The report shall indicate the major elements of evidence, or lack thereof, which support the hearing board's decision. All recipients are expected to respect the confidentiality of this report. When a hearing board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the responsible administrator to provide redress. The administrator, in consultation with the hearing board, shall implement an appropriate remedy.

5.4.12 Appeals. The decision of the original hearing board may be appealed by either party to a grievance only to the next level hearing board. If the original hearing was by a department/school hearing board, the appeal shall be made to the college hearing board. If the original hearing was by a college hearing board, the appeal should be made to the University Graduate Judiciary.

5.4.12.1 Appeals must allege either that applicable procedures for adjudicating the case were not followed in the previous hearing or that the findings of the hearing board were not supported by the preponderance of the evidence. (Presentation of new evidence will normally be inappropriate at an appeal hearing.)

5.4.12.2 All appeals must be written and signed and must specify the alleged defects in the previous adjudication(s) in sufficient particularity to justify further proceedings. The appeal must also specify the redress that is sought.

5.4.12.3 Appeals must be filed within ten (10) class days following a notice of a decision. The original decision shall be held in abeyance while under appeal.

5.4.12.4 An appellate board (i.e., a college hearing board or the University Graduate Judiciary) shall review each appeal request and may then forward a copy of the request to the appropriate individual(s) and invite a written response. After considering all submitted information, the appellate board may

- a. decide that sufficient reasons for an appeal do not exist and that the decision of the lower hearing body shall stand;
- b. direct the lower hearing body to rehear the case or to reconsider or clarify its decision; or

- c. decide that sufficient reasons exist for an appeal and accept the request, in full or in part, and proceed to schedule an appeal hearing.

5.4.12.4.1 Following an appeal hearing, an appellate board may affirm, reverse, or modify the decision of the lower hearing body.

5.4.13 Reconsideration. Each judiciary or hearing board shall make provision to allow the parties to a grievance to request reconsideration of a case within sixty (60) days if it is determined that new evidence has arisen. An exception to the time provision may be granted by the appropriate judiciary or hearing board.

5.5 Academic Dismissal and Academic Disciplinary Cases

5.5.1 When sanctions other than or in addition to a penalty grade are involved, the college hearing board has original jurisdiction, and the University Graduate Judiciary has appellate jurisdiction over academic dismissals and disciplinary cases against graduate students relating to academic dishonesty, violations of professional standards, or falsification of admission or academic records.

5.5.2 A student who receives a penalty grade based upon a charge of academic dishonesty and who is not referred for judicial action may seek a hearing from a department/school hearing board. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. The college hearing board shall proceed in compliance with applicable University and/or unit academic legislation on the integrity of scholarship, grades, and professional standards; and the procedural and appeal provisions of this document shall apply.

5.5.2.1 After hearing a case involving academic dismissal, dishonesty, professional standards, or falsification of admission or academic records, the college hearing board shall decide whether action is supported by the preponderance of evidence. If the finding is that disciplinary action is not warranted, the graduate student may challenge a penalty grade received in the case through the department/school and college hearing boards. If disciplinary action in addition to any penalty grade which has been assessed is supported by the preponderance of evidence, the hearing board may select from the following sanctions:

a. Sanctions in academic disciplinary cases:

- (1) **Warning.** An official written statement expressing disapproval of acts committed.

(2) **Warning Probation.** A probation indicating that further violations of regulations will result in more severe disciplinary action. This probation will be imposed for a specific period of time; and provided no further violations have occurred, the graduate student shall be automatically removed from probation when the imposed period expires. This probation may be accompanied by a requirement that restitution be made for University property damages or losses resulting from acts committed, or other requirements or special conditions as deemed appropriate.

(3) **Disciplinary Probation.** A period of time specified for observing and evaluating a graduate student's conduct, with or without special conditions, including a written reprimand, and indicating that (a) further violations while on probation may result in more severe disciplinary action including suspension, or (b) further violation while on probation of regulations of similar or greater severity will result in suspension. This probation will be imposed for a specific period of time; and, provided no further violations have occurred, the graduate student shall automatically be removed from probation when the imposed period expires.

(4) **Suspension.** A suspension from the University may be for a specified period of time, in which case the graduate student is eligible to apply for readmission at the end of the stated period of time; or it may be a conditional suspension, in which case the graduate student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission. A recommendation of suspension must be reviewed by the Dean of The Graduate School and the Provost who may affirm the decision or direct other appropriate redress in consultation with the hearing body.

(5) **Other:** Other action deemed appropriate to a specific case.

b. Sanctions in academic dismissal cases:

(1) Academic dismissal does not imply future readmission, nor does it mean that the person is forever barred from enrollment at Michigan State University. After a period of at least a year, and usually a minimum of two years, a student dismissed for academic reasons may apply for readmission. The applicant must be prepared to submit evidence indicative of capacity to perform graduate level work. Declarations of good intentions are not sufficient. Each application will be considered on its merits. If the student has attended another institution while on dismissal, an official transcript must be submitted.

5.6 The University Graduate Judiciary is the final hearing body within the judicial structure related to graduate academic rights and responsibilities.

5.6.1 The University Graduate Judiciary shall have available to it the full range of decisions provided to hearing boards through this document. In addition, the University Graduate Judiciary may make whatever recommendations it may consider appropriate to specific cases. When the Judiciary finds that a violation of academic rights has occurred and that redress is possible, the Judiciary shall direct the responsible administrator to provide redress. The administrator, in consultation with the University Graduate Judiciary, shall implement an appropriate remedy.

ARTICLE 6

Academic Governance

6.1 Graduate students shall participate in academic governance at the department, school, college, and University levels.

6.1.1 At the department/school 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.

6.1.1.1 Graduate student representatives shall participate as voting members on departmental/school committees relating to the policy-making process.

6.1.2 At the college level, graduate student participation shall include voting membership on those committees directly concerned with graduate student affairs.

6.1.2.1 The dean's advisory committee, or its equivalent, in consultation with graduate student representatives of the various departments/schools, shall determine which college level committees are directly concerned with graduate student affairs.

6.1.3 At the University level, graduate students shall be selected and shall have voting membership on the University Graduate Council, Academic Council and other such committees as specified by the *Bylaws for Academic Governance*.

ARTICLE 7

Procedure for Amending and Revising This Document

7.1 Any member of the Michigan State University community may initiate a proposal to amend or revise this document.

7.1.1 A graduate student shall submit a proposal to the all-University graduate student governing body for approval. The all-University graduate student governing body 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 University Graduate Council through the all-University graduate student governing body's regular representatives.

7.1.2 A faculty member shall submit a proposal to the 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 University Graduate Council through the college's regular representative(s).

7.1.3 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 School for transmission to the University Graduate Council.

7.2 All proposals to amend or revise this document must be approved by both the all-University graduate student governing body and the University Graduate Council by a majority vote of the members present.

7.3 If approved by the University Graduate Council and by the all-University graduate student governing body, the proposal, with recommendations for its approval, shall be submitted to the Academic Council.

7.4 The Academic Council shall review all amendments and revisions and either approve or reject them in accordance with the *Bylaws for Academic Governance*. A proposed amendment or revision that is rejected by the Academic Council shall be returned to the University Graduate Council and to the all-University graduate student governing body along with a written explanation for the rejection. This explanation may include suggestions for alteration of the proposal. A proposed amendment or revision that is approved by the Academic Council shall be forwarded to the President who shall present it to the Board of Trustees according to existing practices of Academic Council for such transmittal.

7.5 The Board of Trustees shall review all amendments and revisions 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.

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

ARTICLE 8

Definitions

8.1 Various terms appearing in other articles of this document are defined below.

8.1.1 Academic Disciplinary Case: A case brought against a graduate student accused of academic dishonesty, violation(s) of professional standards, or falsification of admission or academic records (involving sanctions other than or in addition to a penalty grade).

8.1.2 Academic Dishonesty: Refer to General Student Regulation 4.00, Scholarship and Grades.

8.1.3 Administrators: Persons employed, either regular or temporary, full or part time, who manage budgets, direct work units or formulate, evaluate, and/or administer University policy.

8.1.4 All-University Graduate Student Governing Body: Council of Graduate Students (COGS)

8.1.5 Class Day: A day on which classes are held, including a day during Final Exam Week.

8.1.6 Complainant: A member of the University community who initiates judicial proceedings.

8.1.7 Counsel: A member of the student body, faculty, or staff of the University chosen by either the complainant or the respondent to assist in the preparation or presentation of a case.

8.1.8 Faculty: All persons appointed by the University, either regular or temporary, either under the rules of tenure or not, holding the rank of professor, associate professor, assistant professor, or instructor, persons appointed as librarians, or other persons with approved titles in the academic personnel system whose duties involve instructional activities.

8.1.8.1 Regular Faculty: All persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the "regular faculty."

8.1.9 Falsification of Admission or Academic Records: Refer to General Student Regulation 5.00, Records and Identification, as it applies to records that are created and/or effectively maintained by the Office of the Registrar, the Office of Admissions and Scholarships, or academic units, (e.g. colleges, departments, and schools).

8.1.10 Graduate Student: A graduate student enrolled with a Registrar's classification of 6 or 7 (graduate degree). Those students who are enrolled in graduate non-degree programs shall be deemed graduate students.

8.1.11 Graduate-Professional (Medical) Student: A graduate student enrolled with a Registrar's classification of 8 or 9 (medical degree). Those students who are enrolled in graduate-professional non-degree programs shall be deemed graduate-professional students.

8.1.12 Hearing Body: A duly constituted judiciary as outlined in Section 5 above.

8.1.13 Non-Academic Disciplinary Case: A case brought against a student respondent accused of violating a regulation or all-University policy. Such a case is heard under Section 4.3 of the *Academic Freedom for Students at Michigan State University* document. If the allegations are upheld, the respondent is subject to disciplinary sanctions as defined in Section 4.2.4b of that document.

8.1.14 Penalty Grade: A grade assigned by an instructor who believes a student has been academically dishonest. If no disciplinary case is instituted against the graduate student, the student may request a hearing under Section 5.5.2 above.

8.1.15 Preponderance of the Evidence: That which is more convincing, more credible, and of greater weight. In disciplinary cases, a preponderance of evidence must overcome an appropriate presumption of innocence.

8.1.16 Professional Standards: Any codes of expected professional conduct must be approved by the academic units, the dean, and, in the case of college statements, the Office of the Provost. The procedure for the approval by the academic units should include student participation in accordance with Article 6. The dean and the Office of the Provost shall consult with appropriate governance groups before taking action. These codes are to be provided to students at the time of their enrollment in the program or in a course in the unit.

8.1.17 Respondent: An individual, formal and informal groups, recognized and unrecognized groups, or unit from the University community alleged to be responsible for a situation or conflict or for violation of a regulation or policy.

8.1.18 Staff: Employees of the University other than those specifically defined in this article.

8.1.19 Student: An individual is considered a student from the time of admission to Michigan State University until graduation, recess, dismissal, suspension, or withdrawal from the University, or non-registration for more than one consecutive term.

8.1.20 Undergraduate: A student enrolled with a Registrar's classification of 1, 2, 3, 4, or 5. Those students enrolled in undergraduate non-degree programs shall be deemed undergraduate students.

8.1.21 University Community: All persons who are students, trustees, administrators, faculty, or staff.

HISTORY OF APPROVAL

Original Document

Academic Council
Board of Trustees

May 19, 1971
June 18, 1971

Complete Revision

University Graduate
Council/COGS
Academic Council
Board of Trustees
Revision effective

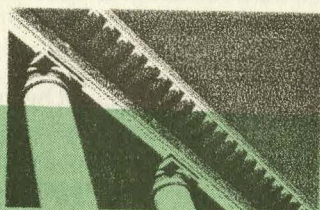
January 16, 1984
February 28, 1984
July 27, 1984
July 27, 1984

MSRR

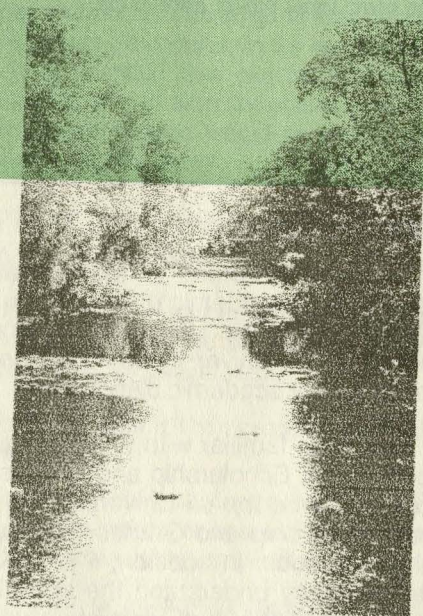
Medical Student Rights and Responsibilities

The *Medical Student Rights and Responsibilities*, was approved by the MSU Board of Trustees on June 6, 1986. This document applies to medical students enrolled in the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine. The MSRR closely parallels the *Graduate Student Rights and Responsibilities*, but contains provisions designed for the special circumstances of medical students.

Copies of the MSRR are available in the offices of the Deans of the Medical Colleges, the Graduate School, the Office of the Provost, the Office of the Ombudsman, and in 162 Student Services. The document is also printed in the *Graduate Student Handbook* published by the Council of Graduate Students.



REGULATIONS



General Student Regulations

Residence Hall Bill of Rights

**Residence Hall Regulations
Undergraduate**

**Residence Hall Regulations
Graduate**

**University Apartments Community
Bill of Rights and Responsibilities**

**Alphabetical listing of other
Regulations and Policies**

PART 3

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, and in the Student Life Center, 101 Student Services Building.)

General Student Regulations:

- a. Apply to the conduct of all registered students and organizations.
- b. Final approval by the University president.
- 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 those specified in the policy.
- 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, Residence Hall Regulations and University Apartments Regulations first. 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.

ACADEMIC HONESTY

Academic honesty is central to the educational process and acts of academic dishonesty are serious offenses within the University community. Suspension from the University could be the consequence for acts of academic dishonesty.

Students should be familiar with General Student Regulation 1.00 on Scholarship and Grades (see next page), and with the all-University policy on Integrity of Scholarship and Grades, also printed in Part III of this book. In addition, it is important that students clearly understand the specific expectations of their individual instructors with regard to this important matter. The process for adjudicating cases of academic dishonesty is outlined in Section 2.4 of *Academic Freedom for Students at Michigan State University*, pp. 58 - 59.

GENERAL STUDENT REGULATIONS

Introduction

General student regulations shall be those regulations established within the University community (students, trustees, administrators, faculty, and staff) to secure the safety of members of the University community and University facilities, maintain order, and ensure the successful operation of the institution. Such regulations shall apply to all students regardless of class level, place of residence, or group affiliation as well as to all governing bodies, governing groups, living groups, and registered student organizations (5.2.1 *Academic Freedom for Students at Michigan State University*).

The regulations apply to students and student groups while on the land governed by the Board of Trustees of Michigan State University or when students or student groups are engaged in University-sponsored or student group-sponsored (student governing groups and registered student organizations) activities off campus. The regulations relating to scholarship and grades, University functions and services, and University property, however, apply without reference to where the activity occurs. Because technology is constantly changing teaching, learning, and administrative processes, it is understood that the general principles which govern these regulations should be extended to apply to new and unanticipated situations.

Any member of the University community may file a complaint involving the alleged violation of these regulations by a student or student group. The University through its internal judicial system shall maintain jurisdiction over these regulations and conduct hearings in accordance with established University procedures. In the application of the regulations, it is intended that one be held accountable for conduct which fails to meet the standard of what a reasonable and prudent person would or would not have done under similar circumstances.

1.00 PROTECTION OF SCHOLARSHIP AND GRADES

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- 1.01 claim or submit the academic work of another as one's own.
- 1.02 procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- 1.03 complete or attempt to complete any assignment or examination for another individual without proper authorization.
- 1.04 allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.

- 1.05 alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- 1.06 fabricate or falsify data or results.

(See also: *Integrity of Scholarship and Grades*.)

2.00 PROTECTION OF INDIVIDUALS

Physical security and an environment free of harassment are necessary for individuals if they are to successfully pursue their educational endeavors and fulfill responsibilities; therefore, no student shall:

- 2.01 cause or threaten physical harm to another, or endanger the physical safety of another.
- 2.02 continuously or persistently intimidate another individual so as to coerce that individual into some action or avoidance of action.
- 2.03 possess or use any firearms, explosive materials, incendiary device or other dangerous objects or substance without proper University authorization.
- 2.04 obstruct or disrupt the activities or functions of another individual as protected by law, ordinance, regulation, or policy.
- 2.05 enter or remain in another individual's place of residence or work without permission of that individual or without proper authorization.
- 2.06 possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug prohibited by federal or state laws.
- 2.07 possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by state law and University ordinance.

(See also: *Alcoholic Beverages; Anti-Discrimination Policy and Procedures; Disorderly Assemblages or Conduct; Distribution of Literature; Facilities and Services; Residence Hall Regulations 1.0, 2.0 and 3.0; Residence Hall Room Entry Policy; and Safety*.)

3.00 PROTECTION OF STUDENT GROUPS

The functions of student groups serve to extend and provide support for the learning environment; therefore, no student shall:

- 3.01 obstruct or disrupt the activities or functions of a group as protected by law, ordinance, regulation, or policy.
- 3.02 continuously or persistently intimidate a group so as to coerce that group into some action or avoidance of action.
- 3.03 provide false information to a group for the purpose of gaining membership, service, or privilege.

- 3.04 represent a group falsely or use the resources of a group without proper authorization.

(See also: *All-University Events and Activities; Anti-Discrimination Policy and Procedures; Campaigning, Canvassing and Petition Drives; Disorderly Assemblages or Conduct; Distribution of Literature; Facilities and Services; Non-Disciplinary Judicial Process; Residence Hall Regulations 1.0, 2.0 and 3.0; and Safety.*)

4.00 PROTECTION OF PROPERTY

It is important that the property of individuals, student groups, and the University be protected if the University and the members of the academic community are to engage in their activities and to effectively discharge their responsibilities; therefore, no student shall:

- 4.01 damage, deface, or destroy the property of another person or the University.
- 4.02 tamper with or misuse University fire or safety equipment, including, but not necessarily limited to, fire extinguishers, fire hoses, and alarm systems.
- 4.03 copy, appropriate or use the property of another without proper authorization.
- 4.04 remove property or goods from their assigned place without proper authorization or accept or convey property or goods which have been procured without proper authorization.
- 4.05 use any University facility, equipment, or materials except for their authorized purposes.
- 4.06 procure, alter, damage, remove, manufacture, or use, any University key card, lock, password, or other security device without proper authorization.
- 4.07 without proper authorization enter or remain in any University building or designated area which is officially closed according to hours posted or which is restricted for designated purposes or to designated individuals.
- 4.08 place posters, signs, or handbills except on one's own personal property or in areas authorized by the University.

(See also: *Bicycles-Illegal Taking; Closing Hours; Distribution of Literature; Facilities and Services; Picknicing; Plant Materials; Residence Regulations 4.0, 6.0 and 7.0; Residence Hall Room Entry; Signs; Sorority/Fraternity Regulations;*

5.00 PROTECTION OF UNIVERSITY FUNCTIONS AND SERVICES

Functions, services, and processes of the University must be protected if the institution is to be effective in discharging its responsibilities; therefore, no student shall:

- 5.01 provide false information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the University.
- 5.02 interfere with the functions and services of the University (for example, including, but not limited to, classes, social, cultural, and athletic events, comput-

ing services, registration, housing and food services, governance meetings and judicial hearings) such that the function or service is obstructed or disrupted.

- 5.03 alter or forge any University document and/or record, including identification materials, issued or used by the University.
- 5.04 allow any University document and/or record, including identification materials, issued by the University for one's own use to be used by another.
- 5.05 use any University document and/or record for other than its authorized purpose, including identification materials issued to another.
- 5.06 act as an agent of the University unless authorized to do so.
- 5.07 fail to present correct identification issued by the University for the student's use when requested to do so by an authorized University agent acting in the performance of designated job responsibilities or who has reason to believe that the student may be involved in the violation of a regulation.
- 5.08 without proper authorization, sell or make contracts for purchase or delivery of any commercial merchandise or services for personal profit or gain, or solicit voluntary contributions for organizations.

(See also: *Campus Bus Policy, Disorderly Assemblages or Conduct; Distribution of Literature; Facilities and Services; Housing Policy; Non-Disciplinary Judicial Process; Records; Residence Hall Regulation 6.0; and Student Identification Cards.*)

—University Committee on Student Affairs,
February 19, 1988

—Academic Council, January 17, 1989

—President, to become effective September 1, 1989

FIRE SAFETY

It is imperative that students residing in University housing be confident that their neighbors and visitors not engage in acts that will increase the likelihood of fire or loss of life from fire. Setting off explosives (including firecrackers) or setting a fire in University housing, or falsely pulling a fire alarm in residence halls may result in suspension from the University and prosecution under the law.

Students should be familiar with General Student Regulation 2.01, 2.03, and 4.02 and Section 2 of the Residence Hall Regulations—Undergraduate Halls, Owen Graduate Center, and University Apartments Community. The Process for adjudicating alleged violations of these regulations is outlined in Article 4 of *Academic Freedom for Students at Michigan State University*, pages 60 - 68.

RESIDENCE HALL BILL OF RIGHTS— UNDERGRADUATE AND GRADUATE HALLS

(Student Group Regulation)

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— UNDERGRADUATE HALLS

(Student Group Regulation)

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 2.00 and 3.00.*)

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 2.00, 3.00 and 4.00.*)

3.0 Harassment 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 or abuse any other person. (This shall include, but not be limited to, harassment or abuse based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, or handicap.)
- 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, threaten, or harass any residence hall employee.
- 3.4 No person shall abuse, threaten, harass, or exhibit behavior that intimidates any complainant, respondent, counsel, witness, or judiciary member prior to, during, and after a judicial hearing.

(See also: *General Student Regulation 2.00 and 3.00.*)

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 4.00.*)

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.
- 5.4 No person shall possess or use a common source of alcohol (e.g., keg, trash can, etc.), nor shall any person participate in an event where a common source is present.

(See also: *General Student Regulation 2.00.*)

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 3.00, 4.00 and 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 2.00, 4.00 and 5.00.*)

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

—Amended July 18, 1984

—Amended August 8, 1988

RESIDENCE HALL REGULATIONS — OWEN GRADUATE CENTER

(Student Group Regulation)

The following regulations are established to govern the conduct of individuals living and visiting in Owen Graduate Center. They shall apply to all students regardless of class level, place of residence or group affiliation when they are in or around Owen Graduate Center.

1.0 Individual Responsibilities and Community Rights

The Owen Graduate Center Bill of Rights provides a clear statement of each individual's rights within the 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 Owen Graduate Center or areas immediately surrounding the hall. (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 room, suite, apartment, work area or office in Owen Graduate Center.
- 1.5 No person shall play any athletic games in a common area of Owen Graduate Center 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 Owen Graduate Center. (Non-carnivorous 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 report a violation of which one has knowledge.

(See also: *General Student Regulation 2.00 and 3.00.*)

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 insure that safety hazards are eliminated, fire equipment is maintained, and fire procedures are 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 from a hall window or balcony.
- 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 Owen Graduate Center, 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 Owen Graduate Center or areas immediately associated with the hall.
- 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.)
- 2.8 No person shall use unauthorized cooking appliances in his or her room, suite, floor study room or other unauthorized hall facilities. (Unauthorized cooking appliances include hot plates, toasters, toaster ovens, rice cookers, woks, crock pots and other electrical devices intended for the preparation, heating or cooking of substantial food items.)

(See also: *General Student Regulation 2.00, 3.00 and 4.00.*)

3.0 Harassment 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 Owen Graduate Center.

- 3.1 No person shall harass or abuse any other person. (This shall include, but not be limited to, harassment or abuse based on race, creed, ethnic or national origin/citizenship, sex, age, political persuasion, sexual orientation, or handicap.)
- 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, threaten or harass any hall employee.
- 3.4 No person shall abuse, threaten, harass or exhibit behavior that intimidates any complainant, respondent, counsel, witness or judiciary member prior to; during or after a judicial hearing.

(See also: *General Student Regulation 2.00 and 3.00.*)

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 Owen Graduate Center.
- 4.3 No person shall damage, deface or destroy any property.

(See also: *General Student Regulation 4.00.*)

5.0 Alcohol*

Owen Graduate Center 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.

- 5.1 No person shall possess open alcoholic beverages within areas of Owen Graduate Center that are publicly accessible (e.g., lobby, cafeteria, serving area, hallways).
- 5.2 No person shall organize or participate in an unapproved student group event where alcohol is consumed without obtaining an Owen Graduate Center Alcohol Permit.
- 5.3 No person shall allow the presence of more than five times the normal occupancy (excludes over and under assignment) in a student room or suite where alcohol is being consumed.

*This section of the bill of rights should be viewed in light of the administrative ruling on use of alcohol, p. 97.

(See also: *General Student Regulation 2.00.*)

6.0 Identification of Individuals

Certain privileges are extended to individuals by virtue of their residency in Owen Graduate Center. In order to protect the residents' 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 Owen Graduate Center facilities, equipment or events.
- 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 Owen Graduate Center facilities, equipment or events.

- 6.3 No person shall, upon request, refuse to provide his or her name and show appropriate identification to a staff member performing his or her duty.

(See also: *General Student Regulation 3.00, 4.00 and 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.

- 7.1 No person shall initiate or otherwise engage in throwing food, utensils or other objects in Owen Graduate Center Cafeteria or hall facilities.

- 7.2 No person shall, without authorization, remove any utensils, equipment or condiments from Owen Cafeteria.

(See also: *General Student Regulation 2.00, 4.00 and 5.00.*)

8.0 Visitors

All residents of Owen Graduate Center have some responsibility to help secure the residents' 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 Owen Graduate Center, including one's 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 shall interfere with the entertaining of a visitor by another, unless the visitor is infringing upon his or her rights.

- Owen Graduate Student Association
- Associated Students of Michigan State University
- Council of Graduate Students
- Vice President for Student Affairs and Services
- June 6, 1986

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 Apartment 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 harassment, intimidation or assault. (This shall include, but not be limited to, written harassment, physical attack, peeping Toms, harassment by telephone, verbal harassment, 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.

(See also: *General Student Regulation 2.00, 3.00 and 4.00.*)

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

ACADEMIC POLICIES AND REQUIREMENTS

All-University academic requirements and policies that apply to both undergraduate and graduate study are stated in the *Academic Programs*. Students are encouraged to consult their academic advisers concerning academic requirements.

ADDRESS CHANGE

(Administrative Ruling)

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

—Vice President for Student Affairs and Services
—January 26, 1984

ALCOHOL AND ILLICIT DRUGS

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989, Michigan State University has a comprehensive alcohol and other drug prevention program which includes policy, education and treatment services.

General Student Regulation 2.06 and 2.07 prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Michigan State University property or as part of any of its activities. Also see Section 5.0 of the Residence Hall Regulations. The University process for adjudicating alleged violations of these regulations is outlined in Article 4 of *Academic Freedom for Students at Michigan State University*, pp. 61-62. University sanctions may include, but are not limited to, required attendance at educational programs, treatment and disciplinary penalties, and suspension from school.

Information about education and treatment services may be obtained from the Health and Alcohol Education Office, 101 Student Services, 353-5509.

ADDRESS WITHHOLDING POLICY

(Administrative Ruling)

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

—Office of the Registrar
—June 1972

ALCOHOLIC BEVERAGES

1. MSU 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 building 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

Michigan Law prohibits, among other things, possession, purchase, and consumption of alcoholic beverages by persons under 21 years of age. It also prohibits the sale and furnishing of alcoholic beverages to persons under 21 years of age.

There is a potential for legal responsibility when an individual, even if unlicensed, furnishes alcoholic beverages to persons under 21 years of age. If a minor to whom the beverage was furnished subsequently has an accident attributable to the beverage, then the unlicensed furnisher may be found to be legally liable.

Also under state law, open or unsealed containers of alcoholic beverages may not be transported in the passenger compartment of motor vehicles.

Students are encouraged to become familiar with their responsibilities under the State Liquor Control Act, which may be found in the MSU Library.

3. East Lansing Ordinances

East Lansing ordinances prohibit the possession of any alcoholic beverage in an open container or a container with a broken seal in any public place or private area open to the public, except a licensed liquor establishment or elsewhere as provided by ordinance. Partying and tailgating on public property with alcoholic beverages is prohibited within the city's jurisdiction.

City ordinance also prohibits the use of any type of false identification to enter a bar or to purchase liquor from a carry-out store and requires liquor establishments to confiscate suspected false identification and turn it over to the Police Department.

Students are encouraged to become familiar with their responsibilities under East Lansing Ordinances, which may be obtained at East Lansing City Hall.

4. 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 and around 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 Regulations."

b. Registered Student Organizations

Social events held in non-housing areas of 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 Assistant Director of Student Life (Student Activities), 101 Student Services Building.

—Vice President for Student Affairs and Services
—July 31, 1981

(See also: *General Student Regulation 2.00.*)

ALL-UNIVERSITY EVENTS AND ACTIVITIES

(Student Group Regulation)

All-University events and activities sponsored on the campus by registered student organizations, living unit organizations, and major governing groups must be calendared through the Student Life Center, 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.

(See also: *Residence Hall Regulation 1.0.*)

DISCRIMINATED AGAINST?

Discrimination on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, or handicap, is prohibited at MSU. Discriminatory actions can be addressed through formal or informal processes. Staff within the Dept. of Human Relations, Ombudsman's Office, Student Affairs and Services, and academic units can assist students in determining a course of action. Within Student Affairs and Services, the Office of Minority Student Affairs should be contacted if the discrimination is based on race or ethnic origin; concerns regarding other discrimination should be taken to the Office of the Vice President.

Formal complaints may be filed against students under General Student Regulations, Residence Hall Regulations, or University Apartments Regulations. Complaint forms are available from residence life staff or from the Judicial Affairs Office. Formal complaints against any member of the University community may be filed under the Anti-Discrimination Policy in the Dept. of Human Relations.

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, sexual preference, or handicap.
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, sexual preference, or handicap.

1 Article 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."

3. Harassment based on race, creed, ethnic origin, sex, age, political persuasion, sexual preference, or handicap.

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 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 the 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.

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.

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 4.43 through 4.48) 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 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

Amended March 31, 1978

(See also: *General Student Regulation 2.00 and 3.00 and Residence Hall Regulation 3.0.*)

BAD CHECK AND RETURNED CREDIT CARD CHARGE COLLECTION

(Administrative Ruling)

General Policy: Each individual is sent written notification that his or her check or bank charge has been returned, requesting redemption, either by cash, money order, or certified check, within a period of ten days. A personal check may be used to redeem a returned bank charge.

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

Written notification is sent to each student indicating that a check or charge was returned and requesting the student to redeem the check or charge or contact the Cashier's Office within ten (10) days. The notice also indicates that the student's registration may be cancelled if the check or charge is not redeemed by the due date on the notice. A student whose registration has been cancelled may be allowed to re-register during the term subject to class availability, department approval, and the payment of all outstanding obligations with certifiable funds. A returned item service charge of \$40 is assessed unless the student presents a letter from his or her bank stating that the bank made an error.

2. Checks or bank charges negotiated for reasons other than registration:

Written notification is sent to a person indicating that his or her check or charge has been returned. This notice requests redemption of the check or charge within a period of ten (10) days by cash, money order, or certified check plus a \$15 service charge. A personal check may be used to redeem a returned bank charge.

a. **Non-Student Checks or Bank Charges**—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 or charge is charged back to the department concerned. If the check or charge amount and service charge is \$25 or more it is sent to Delinquent Receivables to be referred to a collection agency.

b. **Student Checks or Bank Charges**—If the student does not make restitution on the bad check or charge 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. A student, who has issued three (3) checks to the University that have been returned, will be sent written notification 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 student whose registration has been cancelled for nonpayment of a registration check or charge will be immediately placed on the bad check list.

b. Placement on the bad check list may be cause for denying future short term loans.

c. A student may request that his or her name be removed from the bad check list one year from the date his or her last returned check was paid in full by writing a letter to the Cashier's Office.

5. Floor limit on future charges:

A student whose bank charge has been returned will be sent a letter advising him or her that all future charges will be limited to a maximum of \$299.00.

6. Other Sanctions:

In addition, the University reserves the right to take one or both of the following actions:

a. Refer the student to the Office of Student Affairs and Services for disciplinary action.

b. Refer past-due unpaid returned checks and charges to an external collection agency and report the balance to a credit bureau.

c. Bring action against the individual for the amount of a check not redeemed within 30 days of the time he or she receives notice and, if the check is less than \$500.00, damages for double the amount of the check, such damages to be not less than \$50.00 nor more than \$500.00. This action may be taken pursuant to Act No. 276 of the Public Acts of 1984.

—Vice President for Finance and Operations and Treasurer

—January 1, 1975

(Amended 1981, 1982, 1985, 1988, 1989, 1990)

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, East Lansing, Lansing Township or Meridian Township. 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, in vehicle parking areas, or next to poles, posts, trees, handicapper rails, etc.
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

(See also: *General Student Regulations 2.00 and 4.00.*)

CAMPAIGNING, CANVASSING, AND PETITION DRIVES

Persons interested in conducting political activities on the University campus should contact the Student Life Center, 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 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, academic buildings, commuter parking areas,

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. Commuter bus passes are valid only on the commuter route. Services are published in bus schedules available on buses and wherever passes are sold. New passes are available each term or may be bought annually. Passes may be purchased at early registration, the MSU Union, the MSU Bookstore, all residence halls, and the University Apartments Office. Persons with specific questions regarding bus pass purchases may 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 busses 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, MSU Library, 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. 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 a pro-rated reduced price upon showing 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

—Revised July, 1983

(See also: *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 United Way), sales or collections by campus organizations or individuals, church announcements, club announcements, notices of political or organizational meetings except meeting of learned and professional societies.³

(NOTE: Student organizations having questions regarding the use of the Campus Mail Services should contact the Student Life center, 101 Student Services Building.)

—Board of Trustees
—May, 1965

CLOSING HOURS IN UNIVERSITY RESIDENCES

(Student Group Regulation)

Closing Hours:

- a. All residence halls and sororities 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.

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

3 Private 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.

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

(See also: *General Student Regulation 4.00.*)

CODE OF TEACHING RESPONSIBILITY

The teaching responsibilities of instructional staff members (herein referred to as instructors) are among those many areas of university life which have for generations been a part of the unwritten code of academicians. The provisions of such a code are so reasonable to learned and humane individuals that it may appear redundant or unnecessary to state them. However, the University conceives them to be so important that performance by instructors in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Instructors are responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors are also responsible for stating clearly to students in their classes the instructional objectives of each course at the beginning of each term. It is expected that the class activities will be directed toward the fulfillment of these objectives and that the bases upon which student performance is evaluated will be consistent with these objectives.
2. Instructors are responsible for informing students in their classes of the methods to be used in determining final course grades and of any special requirements of attendance which differ from the attendance policy of the University. Course grades will be determined by the instructor's assessment of each student's individual performance, judged by standards of academic achievement.
3. Examinations and other assignments submitted for grading during the term should be returned with sufficient promptness to enhance the learning experience. Unclaimed final examination answers will be retained by the instructor for at least one term so that they may be reviewed by students who desire to do so. Examination questions are an integral part of course materials, and the decision whether to allow their retention by

students is the responsibility of the instructor. Term papers and other comparable projects are the property of students who prepare them. They should be returned to students who ask for them and those which are not returned should be retained by the instructor for at least one term. Instructors who desire to retain a copy for their own files should state their intention to do so in order that students may prepare additional copies for themselves.

4. Instructors are expected to meet their classes regularly and at scheduled times. Instructors will notify their units if they are to be absent and if appropriate arrangements have not been made so that suitable action may be taken by the unit if necessary.
5. Instructors of courses in which assistants are authorized to perform teaching or grading functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.
6. Instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students when there are schedule conflicts. The minimum number of office hours is to be agreed upon by the teaching unit, and specific times should be a matter of common knowledge.
7. Instructors who are responsible for academic advising are expected to be in their offices at appropriate hours during pre-enrollment and enrollment periods. Arrangements shall also be made for advising during registration.

Hearing Procedures

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the *Code of Teaching Responsibility* directly with that instructor.
2. Students may also take complaints directly to teaching units' chief administrators or their designates.* If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

3. Complaints coming to the University Ombudsman* will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman's opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.
4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in *Academic Freedom for Students at Michigan State University*, *Graduate Student Rights and Responsibilities* document, or *Medical Student Rights and Responsibilities* document.

*Such complaints must normally be initiated no later than mid-term of the quarter following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the quarter following the one wherein alleged violations occurred.

Reprinted from *Academic Programs* 1989-91

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 into 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 living unit should fully understand the terms and duration of a lease or housing contract. Guidelines to leasing are available in the Student Life Center, 101 Student Services Building and from the Housing Resource Center, 300 Bailey Street, East Lansing, 337-9795.

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 nor-

mal 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 extra-curricular 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 "Independent and University-supported Student 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.⁴
- 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).
- 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

There shall be no door-to-door distribution of any nature.

4. Commercial distribution

No advertising for commercial and/or non-University interests shall be permitted, other than regular United States mail fully addressed with the student's name and room number.

5. Bulletin boards

- a. All notices and publicity for recognized and authorized student organizations (registered student organizations, living unit organizations, major governing groups, and ASMSU) to be posted in residence halls shall be cleared through 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 inches x 18 inches.
- 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.

⁴ U.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.

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
—Dept. of University Housing
—University Committee on Student Affairs
—Vice President for Student Affairs and Services
—May, 1965
—Revised February 27, 1973
—Revised July 22, 1983

(See also: *General Student Regulation 2.00, 3.00, 4.00 and 5.00.*)

FACILITIES AND SERVICES, UNIVERSITY

1. All-University Policy for Use of Michigan State University Facilities and Services, Exclusive of Residence Halls, Food Stores and Kellogg Center, by Students; and for Revenue-Producing Projects of Students (Student Group Regulation)

a. Use of Facilities and Services

- 1) All qualified registered student organizations, living unit organizations, major governing groups, Council of Graduate Students (COGS), and Associated Students of Michigan State University (ASMSU) are to be allowed to use University facilities and services. These activities and their time, place, and manner must be scheduled according to University policies and procedures. 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, ethnic origin, age, political persuasion, marital status, handicapper status, 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 Article IV 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) No revenue-producing event held on campus or in University facilities may directly benefit financially the individual officers and/or members. Any exceptions to this must be approved through the Student Affairs and Services Division.
- 3) Only registered student organizations, living unit organizations, major governing groups, COGS, and ASMSU may conduct revenue-producing projects on campus.
- 4) Registered student organizations sponsoring revenue-producing events on the campus or in University facilities must have a University financial account and all revenues and expenditures of the revenue-producing event must go through this account unless the revenues are under \$50 per day. The University, through the Student Affairs and Services Division, reserves the right to review and audit this account.
- 5) All revenue-producing projects must be registered with the Student Affairs and Services Division 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*.)

- 6) 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 advisor and presiding officer. These signatures will indicate the sponsoring organization's approval of said project.
- 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. There may also be a rental charge for the use of some facilities. 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.

—Associated Students of Michigan State University
—Council of Graduate Students
—University Committee on Student Affairs
—Vice President for Student Affairs and Services
—May 17, 1971, Revised June 6, 1986

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 lo-

- cated 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 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 Life Department. Such events must be registered with the Student Life Department prior to seeking hall space. (Information on procedures for registration of revenue projects is available in the Student Life Center, 101 Student Services.)

- b) Granting permission to use hall space for such revenue producing events remains the responsibility of the hall government, 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*, in the Student Life Center, 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) at-

tended by residents of that hall and their invited guests.

b) an event or activity planned and attended by a hall group, which has been formally recognized by the hall government, and that group's invited guests. Hall groups which are so formally recognized are those which have received financial appropriations from the government, or have been formally approved and registered by the government (i.e., photography group, weightlifting group, Black Caucus, radio station). Such groups should be listed in the space use policy of each hall.

c) an event or activity planned and attended by resident members of the residential college or academic unit housed within that hall and their invited guests.

2) Within-hall groups must assume responsibility for the meetings, events, or activities they plan. If a particular group does not have demonstrated financial resources (i.e., a University account) a representative of that group must sign a statement agreeing to assume financial responsibility for any charges.

3) Within-hall groups may not sponsor activities of groups which fall under Section 2.c., "other groups," thus giving the event "within-hall group" status and thereby circumventing the specific provisions of Section 2.c. which pertain to "other groups."

4) Charges for within-hall groups or activities are under the following guidelines. These procedures differ from those for other groups outside the specific hall for two reasons: first, these residents have paid for the use of these facilities through their room and board; second, these groups have recognized financial resources available through the hall government.

a) Charges are not rental charges, but represent additional labor, supplies, material, or repair costs required to accommodate the event. The unit manager, in conjunction with advisors and student government representatives, determines whether or not volunteer help can be accepted to assist in set-up or clean-up. Care should be taken in planning events with respect to day, time, and location, so as to utilize all facilities to the best advantage with lowest possible labor costs.

b) Charges for set-up and clean-up are made if an event is presented for residents of a hall

or complex and an admission, collection, or donation is accepted from participants.

c) Charges are made for any event sponsored for all students in residence halls or all University students regardless of whether the event is free or by paid admission.

d) Should an admission or donation be requested solely for the purpose of covering costs (not to raise funds) no charges other than for damages will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the hall manager. If a profit is realized, charges will be assessed.

e) Charges will be made if additional labor is required to prepare the space for use the following morning.

f) Charges are made for the use of hall dining rooms where major set-up or cleaning is required. However, the following halls are entitled to one such event each term at no charge so long as the event is non-profit. (This is due to the lack of multi-purpose space adequate to accommodate all residents at a given hall event.)

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

c. Use of Space in Residence Halls 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, 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, be-

comes 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 con-

ference 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

(See also: *General Student Regulation 2.00, 3.00, 4.00 and 5.00.*)

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, Associated Students of Michigan State University, and Council of Graduate Students may request to have a financial account with the Controller's Office, and shall be given an account upon request.
- c. Registered student organizations sponsoring revenue-producing events on the campus or in University facilities must have a University financial account and all revenues and expenditures of the revenue-producing event must go through this account unless the revenues are under \$50 per day. The University through the Student Affairs and Services Division reserves the right to review and audit this account.
- 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 an account exists. The University may require that cash payments be made in advance.
- e. 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. Organizations are not required to designate an advisor as the authorized person.
- f. Student organizations and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University account.
- g. The University will not be obligated to process authorized expenditures, if there are not sufficient funds in the student organization's University ac-

count. All other authorized expenditures will be processed, unless prohibited by law or applicable University regulations.

- h. If a registered student organization fails to re-register by the end of the second week of the fall term, the organization's account will be closed automatically.

—Associated Students of Michigan State University
—Council of Graduate Students
—University Committee on Student Affairs
—Vice President for Student Affairs and Services
—June 20, 1969
—Revised June 6, 1986

2. Procedures (Administrative Ruling)

Procedures related to financial transactions involving the use of a University account have been developed and approved by the Controller's Office. Copies of these procedures may be obtained in the Controller's Office (Accounting Department, 360 Administration Building) or in the Student Life Center, 101 Student Services.

(See also: *General Student Regulation 4.00 and 5.00.*)

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 Housing and Food Services Division 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*.

(See also: *General Student Regulation 4.00 and 5.00.*)

FUNDING STUDENT-SPONSORED PROGRAMS AND ACTIVITIES BY UNIVERSITY ADMINISTRATIVE UNITS, CRITERIA FOR

Freedom of expression and communication is recognized as essential to the basic purposes of the University. "The freedom and effectiveness of the educational process depends upon the provision of appropriate conditions and opportunities for learning in an environment that is supportive of diversity among ideas, cultures, and student characteristics." (Academic Freedom Report, Article 2.1.1, *Spartan Life*).

Within this context, student organizations can further opportunities for learning through co-curricular programs which they sponsor. The Outside Speakers Policy specifically encourages student groups to invite speakers to the campus in order to foster 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." (*Spartan Life*).

Student groups may seek funding for the programs they choose to sponsor from a variety of sources.

The All-University Policy on Student Fee Collection, (*Spartan Life*), provides for students to tax themselves in order to provide programs and services of particular interest to members of the student body. Further, the University has specific provisions, under the All-University Policy for the Use of Michigan State University Facilities and Services (*Spartan Life*), whereby student groups can utilize University facilities and services for revenue-producing projects. Under this policy student groups may sell tickets or charge admission to public activities or events, as well as solicit voluntary contributions or sell student-produced goods and student-provided services. In order to support their programs and activities, student groups are encouraged to look to revenue-producing projects and funding from those student organizations that distribute student tax revenues.

Beyond utilization of student tax dollars and revenue-producing projects, student groups may solicit the support of other student groups on campus to co-sponsor programs of mutual interest.

University funds may be provided directly to student groups by administrative units for student-sponsored programs and activities if the following criteria are met.

1. The group must be either a registered student organization or student governing body recognized by the University.
2. The funds allocated must be designated for defined programmatic purposes, e.g., conferences, speakers, exhibits.
3. Allocations of funds should, in the judgement of the unit(s), promote the educational, programmatic objectives of the unit(s).

4. In the absence of actual unit sponsorship, allocations by an administrative unit must serve to supplement funding, not provide sole support for programs and activities under the auspices of a student organization.
5. The amount of any allocations typically reflects factors such as the overall budget a student group believes is needed to meet its program objectives, the available sources of funding for student-sponsored programs and activities, the availability of funds within the unit for such purposes, and the unit's practice of funding similar programs and activities.
6. Administrators shall advise student groups that any programs and activities funded by an administrative unit must meet the requirements set forth in University policies and Student Group Regulations, e.g., the Outside Speakers Policy, the All-University Policy for Use of Michigan State University Facilities and Services, and the Anti-Discrimination Policy.
7. Administrators who allocate funds to student organizations are held accountable for these allocations and their programmatic implications within the context of the University's usual procedures. The unit must maintain a record of funds directly allocated to student organizations. Further, for public events (e.g., outside speakers), the unit's contribution to the event should be visible on materials related to the program.

These criteria do not apply to activities for students sponsored by administrative units.

Office of the Provost
Office of the Vice President for Student Affairs and Services
June 7, 1990

HOLD CARD POLICY

(Administrative Ruling)

Authority for Hold Card Use

1. 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 Finance and Operations 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 *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 Traffic Appeals Board 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.

(NOTE: This section is currently under review in light of the revised General Student Regulations. Any revision made prior to the next publication of *Spartan Life* will be available in Student Affairs and Services, 153 Student Services.)

2. 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." The manner of discipline is specified in *Academic Freedom for Students at Michigan State University*, *Graduate Student Rights and Responsibilities*, or *Medical Student Rights and Responsibilities*. 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.

3. 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."

Criteria for Hold Card Use

1. Financial Hold Cards

Criteria for use of the financial hold card shall be:

- a. 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 or returned credit card charges 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.
- b. 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.)

- c. Except in the case of bad checks or returned credit card charges, 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.
- d. A current list of all University agencies authorized by the Vice President for Finance and Operations and Treasurer to issue hold cards shall be maintained by the Student Receivables Division, Controller's Office.
- e. 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.

2. Judicial Hold Cards

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

- a. Hold cards may be issued against a student who has been suspended under the procedures outlined in *Academic Freedom for Students at Michigan State University*, *Graduate Student Rights and Responsibilities*, or *Medical Student Rights and Responsibilities*, to prevent the student's re-enrollment.
- b. 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.

3. Condition-of-Enrollment Hold Cards

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

- a. 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.
- b. 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.

- c. Prior to hold card use, an agency shall have authorization from the Office of Student Affairs and Services for hold card use for the purpose in question. The agency shall demonstrate to the satisfaction of that office that the above criteria are met. A current list of all University agencies authorized by the Office of Student Affairs and Services to issue hold cards shall be maintained by the Office of Student Affairs and Services.

NOTE: Procedures followed in placing hold cards for mental health review may be obtained in 162 Student Services.

Further General Stipulations

- 1. Agencies of the University shall make every effort to minimize hold card use, and shall employ alternative methods to accomplish their purpose whenever feasible.
- 2. Procedures for financial hold card use shall be developed by the Office of the Vice President for Finance and Operations and Treasurer. Procedures for judicial hold card use shall be developed by the Office of Student Affairs and Services. Procedures for condition-of-enrollment hold card use shall be developed by the Office of Student Affairs and Services. The above parties shall cooperate with the Office of the Registrar. All procedures shall include provision for the following:
 - a. Adequate prior notice to the student (including all pertinent details) of pending hold card use, prior to issuance of the hold card.
 - b. Due process to the student, prior to hold card use.
 - c. Nonissuance of a hold card against a student while he or she is in the process of appealing the case in question.
 - d. Accurate and current hold card use. The offices responsible for developing procedures shall be responsible for insuring that those procedures are followed.

Judicial Review

This policy and all procedures and administrative decisions stemming therefrom, shall be subject to judicial review as provided in *Academic Freedom for Students at Michigan State University*.

—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
 —Amended, 1979

HOUSING POLICY, STUDENT

(All-University Policy)

Michigan State University, in its housing system, seeks to provide an educational environment which is maximally conducive to the learning process of students. Consistent with this philosophy, a variety of living options that are supported by student fees is made available in University housing. The University has requirements for on-campus residence to promote an optimum learning environment for students. Any undergraduate student enrolled in seven or more credits at Michigan State University for a term, summer term excluded, is subject to the University's housing regulations. Compliance with the University housing policy is a condition of enrollment. Regulations and procedures are to be developed by appropriate administrative offices to ensure that this policy is implemented.

—Board of Trustees
—May 27, 1983

Housing Requirements and Procedures (Administrative Ruling)

In accordance with the University Housing Policy, the following stipulations apply:

1. **Freshmen and Sophomores**—All freshman and sophomore students, including transfer students (0 - 84 credits accumulated), are required to reside in University housing, with the following exceptions:⁵
 - a. Married students
 - b. Students who will be twenty years of age by the last official day of registration fall term of the current academic year (The current academic year is fall term through spring term.)
 - c. Veterans with one or more years of active service
 - d. Students living with parents or legal guardian
 - e. Students taking 6 or less credits during the term in question.
2. **Juniors and Seniors**—Juniors and seniors are encouraged to live on campus, though this is not required. Moreover, the University will always seek to achieve some balance of juniors and seniors in each housing unit.

Enforcement

Those students for whom the housing requirement is a condition of enrollment will be asked to verify their adherence to it. Failure to maintain the required residency could result in termination of enrollment by the Division of Student Affairs and Services. Enforcement of the housing regulations is the responsibility of the Division of Student Affairs and Services. The housing requirement does not apply to students during a term in which they are enrolled for 6 or less credits or during the summer term. In any subsequent term during which the student carries 7 or more credits the requirement will again become applicable.

Address

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

Housing Contract

University housing contracts are in effect for the period stated in terms of the contract. Any student, regardless of class standing, is obligated to fulfill the duration of the housing contract unless an authorized release is obtained. (Note: Application for release may be made through the living-unit resident director.) This regulation applies to all students (freshmen, sophomores, juniors, seniors, special and graduate) who enter into a contract for on-campus housing.

Assignment

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

Special Permission

Any student may apply for an exception to the housing requirements. Information on the special permission procedure and criteria for exceptions can be obtained by contacting the Judicial Affairs Office, 101 Student Services Building. Applications will be considered by a committee appointed by the Vice President for Student Affairs and Services. The committee will have one representative from each of the following offices: Department of Student Life, Department of Residence Halls, University Housing Programs, and Associated Students of Michigan State University. The committee in making its decision shall take into account any professional recommendations of the University staff qualified to judge the category of exception. A student may appeal the decision of the committee to the Vice President for Student Affairs and Services.

Off-campus living units that were recognized by the University as "supervised" housing units in the Spring of 1983 will continue to be eligible to house students consistent with past practice. Specific conditions that will ensure this eligibility will be developed by the Vice President for Student Affairs and Services and in consultation with appropriate off-campus living units. The residents of these units must be advised that the unit is neither supervised by nor under the jurisdiction of the University and that the University assumes no responsibility for the program, the facility, or persons associated with the unit.

—Vice President for Student Affairs and Services
—January 26, 1984

5 The sophomore student (41 - 84 credits accumulated) requirement may be waived by administrative action on a yearly basis.

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

(See also: *General Student Regulation 5.07*.)

INSURANCE

(Administrative Ruling)

All foreign students are required by the University to purchase an accident and health insurance policy during registration, unless such insurance is provided by their government or private sponsor.

—Office of the President
—September 4, 1962

INTEGRITY OF SCHOLARSHIP AND GRADES

(All-University Policy)

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty.

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is

assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.

2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending 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 a judgment made by a department, school, or a college to either the University Academic Integrity Review Board, University Graduate Judiciary, or University Graduate-Professional Judiciary, depending on student level.
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 for judicial review.
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 or school chairperson and to the hearing board of the college within which the violation is alleged to have occurred, which shall have original jurisdiction.

(For further information refer to: *Academic Freedom for Students at Michigan State University*, Article 4; *Graduate Student Rights and Responsibilities*, Article 5; or *Medical Student Rights and Responsibilities*, Article 5.)

—Academic Council
—Academic Senate
—November 18, 1969
—Revised July, 1990

(See also: *General Student Regulation 1.00*.)

LIBRARY POLICY

(Administrative Ruling)

Consult the section on "Academic Support Services" 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*.

(See also: *General Student Regulation 4.00 and 5.00*.)

MOTOR VEHICLES

(All-University Policy)

1. Motor vehicles are defined as all motor driven vehicles, such as automobiles, trucks, motorcycles, motor bicycles, motor scooters, and mopeds.
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 affect all persons enrolled for "0" or more credits and their spouses.
 - a. Freshmen, unless married, physically disabled, or residing off campus, and first-year Agricultural Technology students are prohibited from possessing or operating a motor vehicle on campus except as noted in the current Student Motor Vehicle Regulations. All other students may operate duly registered motor vehicles on the campus subject to this regulation.
 - b. A student shall not possess or operate a vehicle on MSU property without having first registered it and properly 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. (Consult current Student Motor Vehicle Regulations for vehicle registration fees.)
 - 2) Present a valid driver's license.
 - 3) Submit proof of personal or immediate family ownership of the vehicle.
 - e. An interim registration permit, effective until 4:30 p.m. of the next business day, may be obtained by an eligible student at the Public Safety Building. This permit can be acquired for any motor vehicle, regardless of ownership, at no cost and is valid only in the appropriate student storage lot.
 - 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 Traffic Appeal Board via the Vehicle Office. All appeals are considered by the Traffic Appeals Board. 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.

OWEN GRADUATE CENTER BILL OF RIGHTS

(See Residence Hall Bill of Rights)

OWEN GRADUATE CENTER REGULATIONS

(See Residence Hall Regulations—
Owen Graduate Center)

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 vehi-

cle 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 Life Department; 3) Department of Public Safety. (Forms for this permission can be obtained in the Student Life Center, 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.

(See also: *General Student Regulation 4.00.*)

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 Life Center, 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 Life Department.)
- 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 Life Center, 101 Student Services, must be completed and signed by the Student Life Department 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*.

(See also: General Student Regulation 5.00.)

REGISTERED STUDENT ORGANIZATIONS

(Student Group Regulation)

A. Introduction

An MSU registered student organization is a volunteer group comprised of enrolled students organized to obtain certain goals and objectives. The goals and objectives of these organizations are met through educational, social, cultural, religious, or philanthropic activities. These activities should enhance and support MSU students, the University, and the community. Membership in organizations benefits students' growth and education while attending the University.

The University acknowledges the importance registered student organizations have on campus. As such, these organizations have the use of University facilities and services to assist them in meeting their goals and objectives.

It is the responsibility of each registered student organization to adhere to the mission of this University and its supporting bylaws and statutes. An organization's goals, objectives, and activities are not to deviate from established University policies or regulations.

Due to the cyclical nature in the goals and objectives of these organizations, the Vice President of Student Affairs and Services, or his/her designee, shall review this document every five years (starting in 1991) with ASMSU, COGS, and other appropriate student groups.

B. Registration Requirements

1. In order to exercise the privileges accorded registered student organizations, a student group which is not a living-unit organization must register with the Student Affairs and Services Division.
2. Registration shall be valid from the date of registration until the end of the second week of the succeeding fall term. **Student Organizations Must Register Each Year.** Registration for an academic year can begin as early as June 1 of the previous academic year.
3. Registered Student Organizations must have an advisor(s).
 - a. For undergraduate organizations, an advisor must be an MSU faculty member, staff member, or graduate student. For graduate student organizations, the advisor must be an MSU faculty or staff member.
 - b. Advisors must sign an agreement form acknowledging their understanding of advisor responsibilities.
4. A constitution must be included in the organization's file. A written constitution must provide:
 - a. A statement of purpose.
 - b. Eligibility of voting membership including that only students registered with Michigan State University are eligible to be officers and/or voting members.
 - c. Necessary operating procedures such as committees, rules of order, etc.
 - d. That no discrimination on the basis of race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, handicapper status, or marital status shall exist within the organization.
 - e. Procedures for amending the constitution.

5. To be registered, a student organization must also file the following information with the Student Affairs and Services Division:

- a. The name of the organization.
- b. The names, addresses, phone numbers, and student numbers of four members including the organization's officers and their titles.
- c. The purpose of the organization.
- d. The name(s) of the advisor(s).

(NOTE: Sample constitutions and registration forms will be available through the Division of Student Affairs and Services.)

6. The Student Affairs and Services Division and the organization's advisor must be notified of any change made in the original required information. The information must be presented within four weeks after an organization has instituted the change.
7. If the required information is not submitted, a group will be denied registration.
8. Registered student organizations may also submit (if available) to the Student Affairs and Services Division the following information:
 - a. Notification of national affiliations.
 - b. Notification of dates, times, and locations of regularly scheduled meetings.
 - c. Notification of dates, times, and locations of regular and special activities for the following year.
9. No organization may have its registration denied or suspended on the grounds of its beliefs or its attitude except that an organization's goals, objectives, and activities are not to deviate from established University policies or regulations.
10. A student organization may have its registration suspended if:
 - a. The organization is found to be in violation of submitting falsified required information by the Student Affairs and Services Division.
 - b. The organization is found to be in violation of an ordinance or written policy or regulation of Michigan State University by the Student Affairs and Services Division.
11. Any or all parts of a decision by Student Affairs and Services Division personnel to suspend the registration of a student organization may be appealed to the All-University Student Judiciary. The student organization can continue to operate

within University guidelines, procedures, and regulations until the appeals process is exhausted.

12. Upon request, a student organization will be provided with a list of University facilities and services available to qualifying registered student organizations.

—Associated Students of Michigan State University
—Council of Graduate Students
—University Committee on Student Affairs
—Vice President for Student Affairs and Services
—September 1, 1968, Amended, June 1980,
—Revised, June 6, 1986

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.

—Residence Halls Association
—University Housing Programs
—University Housing
—Vice President of Student Affairs
Approved, May 1977, 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

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 Division of Environmental Health and Safety of the University Department of Public Safety, Department of Public Safety Building.

(See also: *General Student Regulation 2.00 and 3.00.*)

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 Life Center 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 Life Center, 101 Student Services Building. The size may not exceed 3' x 5'.

(See also: *General Student Regulation 4.00.*)

NONSMOKING GUIDELINES, UNIVERSITY

In an effort to consider the needs and concerns of smokers and nonsmokers alike and to provide a healthy, comfortable, and productive environment for employees, students and visitors, Michigan State University has established these guidelines on nonsmoking to be effective January 1, 1987. All employees, students and visitors are expected to adhere to the nonsmoking regulations detailed in these guidelines.

These guidelines are in compliance with the requirements of the Michigan Clean Indoor Air Act, Public Act 368 of 1978 as amended. Amendments to these guidelines are effective immediately.

These guidelines are minimum standards which must be followed. Administrators are not precluded from adopting more stringent standards for work areas under their control, including designating the entire work area as "smoke free."

Smoking Prohibited Areas

Smoking will be absolutely prohibited in the following areas:

1. Any area in which a fire or safety hazard exists.
2. Common areas, including, but not limited to:

Auditoriums/Theatres
Classrooms/Laboratories
Museums
Clinic Service Areas
Computer/Word Processor Areas
Copier Rooms
Elevators
Mail Rooms
Open Office Areas
Reception Areas
Storerooms
Hallways/Stairways/Lobbies

Other Areas and Considerations

1. Private offices (occupied by one individual and enclosed by floor-to-ceiling wall) may be designated

"smoking permitted" or "no smoking" by the occupant. However, the occupant should refrain from smoking in his or her office at the request of nonsmoking employees, students or other visitors.

2. Restrooms are generally nonsmoking areas except in buildings in which both smoking and nonsmoking restrooms are available. Signs will be posted in those areas where smoking is permitted.
3. Residence Hall living space and University Apartments are considered private living space where smoking decisions are made by the occupants.
4. Where smoking is permitted in conference rooms, lounges or break rooms, smoking and nonsmoking areas must be designated. Seating should be arranged to provide, as nearly as possible, a smoke-free area; existing physical barriers and ventilation systems shall be used to minimize the smoke in both smoking and adjacent nonsmoking areas; nonsmokers must be located closest to the source of fresh air. In those rooms which are shared by smokers and nonsmokers, at least one half of the entire room shall be reserved for nonsmokers.
5. Individuals will refrain from smoking when in University vehicles with nonsmokers.
6. Food Service operations are required to designate smoking and nonsmoking areas.
7. Special consideration is to be given to individuals with a hypersensitivity to tobacco smoke. An employee who is hypersensitive to tobacco smoke and requires accommodation should make his/her needs known to his/her immediate supervisor so that necessary measures may be taken to accommodate them. A student should make his/her needs known to the Director of Student Life or, if the student lives in a residence hall, s/he should make his/her needs known to his/her residence hall manager. In recognition of the fact that each individual's needs are different, the method of accommodation will be based on the circumstances involved.

General Information

1. Copies of this amended statement will be distributed to all employees and students by way of publication in University handbooks or other printed materials.
2. All areas in which smoking is permitted will be identified by a sign stating "DESIGNATED SMOKING AREA." Signs reading "SMOKING PROHIBITED EXCEPT IN DESIGNATED AREAS" will be posted at all building entrances.
3. Ashtrays shall be removed from all nonsmoking areas.

Complaints and Investigations

The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers.

Supervisors should attempt to protect nonsmokers from exposure to smoke. Whenever the rights of smokers and nonsmokers conflict, some reasonable accommodation should be attempted. When this is not possible, the rights of the nonsmoker should prevail.

Supervisors should set the tone on nonsmoking and enforce location guidelines. In classrooms, laboratories and other instructional settings, faculty or other instructional staff members should set the nonsmoking tone and enforce location guidelines.

Where conflicts arise and attempts to compromise prove unsuccessful: Faculty and staff members should make a complaint to their immediate supervisor (e.g., supervisor, dean, director or department chairperson). That individual will be the investigator. The investigator shall investigate the complaint by reviewing relevant factual information. An appeal of the investigator's determination may be made to his/her supervisor for a final determination.

Students may file a complaint with the administrator, faculty, or staff member who has responsibility for the activity taking place in the location where the alleged violation occurred. If the alleged violation occurred in a common area of the building, a complaint may be filed with the unit or building manager. The individual receiving the complaint will become the investigator. S/he shall investigate the complaint by reviewing relevant factual information. An appeal may be made to the investigator's immediate supervisor. If the investigator or, if an appeal is made, the investigator's supervisor deems that the guidelines have been violated, a referral will be made into the appropriate student judicial system.

Enforcement

Faculty, staff and students who violate these guidelines will be considered in violation of University policy and will be subject to discipline in accordance with applicable disciplinary and dismissal policies.

—Amended July 23, 1990

SORORITY/FRATERNITY REGULATIONS

(Student Group Regulation)

a. Guests 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 re-

sponsibilities 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 Life Department 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 Life Department. These procedures shall be set, and on file, with the respective governing body and the Student Life Department.

- 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 Assistant Director of Student Life (Student Activities) to certify that all appropriate steps have been taken before the event is officially scheduled.

(NOTE: The registration forms and information regarding the Outside Speakers Policy are available in the Student Life Center, 101 Student Services.)

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 Assistant Director of Student Life (Student Activities) is responsible for establishing programs whereby organizations shall be informed about the University's policy on speakers.
8. The Assistant Director of Student Life (Student Activities), 101 Student Services Building, shall receive the speaker registration forms.

—Board of Trustees
—December 14, 1962

STUDENT EVENTS—SOCIAL

Social events (e.g., dances, mixers) that occur on the Michigan State University campus and to which persons beyond the sponsoring organization's membership are invited must be in compliance with the procedures for scheduling such events. These procedures may be obtained at the Student Life Center, 101 Student Services. The scheduling process must begin at least 28 calendar days prior to the desired date for the event.

STUDENT FEE COLLECTION (Student Taxation)

(All-University Policy)

Michigan State University will have a student tax system that will allow students to assess themselves taxes for the purpose of supporting student sponsored programs and services. The all-University student governing bodies (Council of Graduate Students and the Associated Students of Michigan State University) and the on-campus residence unit governing groups (Residence Halls Association, University Apartments Residents Council, and Owen Graduate Association) are authorized to collect refundable and mandatory student taxes from their constituent groups subject to initial student referendum and renewal referendum every three years. Additional criteria, procedures, and accountability measures for the use of University collection procedures by the above mentioned groups are to be developed by appropriate administrative offices.

Until further action by the Board, an exception will exist for The State News, Inc., which will continue to collect student tax assessments under the same procedures that have been in effect since The State News, Inc., became a separately incorporated organization.

—Board of Trustees
—December 2, 1983
Student Fee Collection Criteria and
Procedures

(Administrative Ruling)

I. All-University Student Governing Bodies and On-Campus Residence Governing Groups

University policy provides that Michigan State University will collect mandatory and refundable fees for all-University student governing bodies (Associated Students of Michigan State University and Council of Graduate Students) and on-campus residence governing groups (Residence Halls Association, University Apartments Residents Council, and Owen Graduate Association). The criteria and procedures follow:

- A. All-University student governing bodies and on-campus residence governing groups shall meet the following provisions before the University will collect fees from constituents of the all-University student governing bodies or the on-campus residence governing groups:

1. The all-University student governing bodies and the on-campus residence governing groups shall have constitutions duly ratified by their student constituencies and recognized by the University.

2. The power to assess fees of student constituents must be granted in their constitutions. These all-University governing bodies and the on-campus residence governing groups have the right to assess fees on their student constituencies.

3. The Student Affairs and Services Division and the Business and Finance Division will establish the procedures for collection of mandatory and refundable fees in consultation with the all-University student governing bodies and on-campus residence governing groups.

4. The all-University student governing bodies and the on-campus residence governing groups will establish procedures to refund collected fees to students making the request within the first 10 class days of each academic term.

5. The all-University student governing bodies and the on-campus residence governing groups will make available a yearly financial report to the student population and to the Division of Student Affairs and Services formatted by the executive committee of each all-University student governing body or on-campus residence governing group. If an all-University student governing body or on-campus residence governing group has subdivided its total fee assessment by major governing groups, organizations, or programs (see I.B.), the yearly financial report of the parent all-University student governing body or on-campus residence governing group must contain information from these constituent major governing groups, organizations, or programs. The availability of this report shall be publicized by November 1 in a publication that is distributed campus-wide to their constituent students.

- B. Constituent major governing groups, organizations, and programs of the all-University student governing bodies and on-campus residence governing groups may petition or request from their parent governing body or group monies to fund their activities.

The all-University student governing bodies and on-campus residence governing groups may, however, allow their student constituencies to authorize through referendum process the collection of a fee assessment for a specific major governing group, organization or program (see Section III). If such a fee collection is authorized through the referendum process, the parent all-University student governing body or on-campus residence governing group may develop requirements and procedures that govern the use of the fees collected by the

specific major governing group, organization, or program.

- C. The mandatory and refundable fee collected by the University on behalf of these all-University student governing bodies or on-campus residence governing groups shall be subject to renewal by referendum of the affected student constituency every three years.

1. If an all-University student governing body or on-campus residence governing group has subdivided its total fee assessment by major governing groups, organizations, or programs, the renewal referendum will be conducted on each major governing group, organization, or program every three years.

2. Renewal of the fee requires an approval by a majority of the students voting.

II. Incorporated Student Organizations

University collection procedures may not be used by an all-University student governing body, major student governing group, or student organization which is separately incorporated.

III. Referendum for Establishment, Modification, or Removal

An additional referendum for either establishment, modification, or removal of an all-University student governing body or on-campus residence governing group will be held if the following conditions have been met:

- A. A student, major governing group, organization, or program has obtained, by written petition, the written support of at least thirty percent of the affected student constituency for such a referendum. The petition must fairly represent the action that is being requested. Petitions may be circulated from the first day of early registration to the last day of the fifth week of the term in which the early registration applied. The petitions will be validated by the Vice President for Student Affairs and Services at the expense of the student, major governing group, organization, or program.

1. Upon validation of the petitions, a referendum shall be held as part of the registration procedure during the next entire registration procedure except summer term. A majority (fifty percent plus one) of the affected student constituency must vote, and the referendum must be approved by a majority of those voting. Renewal procedures are outlined in Section IV.

2. The costs of all initial and renewal referenda authorized by the procedure outlined in the section of the administrative ruling (III.A.) will be borne by the requesting student, major governing group, organization, or program.
- B. An all-University student governing body or on-campus residence governing group may request a referendum to establish a mandatory fee assessment of a new and different student constituency or they may request a referendum to authorize the collection of fees for a specific major governing group, organization, or program. This referendum shall be held during the next entire registration procedure except summer term. The referendum will be open only to the proposed student constituency. A majority of that constituency (fifty percent plus one) must vote on the referendum, and approval for the referendum must be by a majority of those voting.
1. At the time of renewal for fees authorized by the procedure outlined in this section of the administrative ruling (III.B.), the all-University student governing body or on-campus residence governing group that initially requested the referendum for the specific major governing group, organization, or program must decide if it wishes to continue to support the specific major governing group, organization, or program. Renewal referendum procedures are outlined in Section IV. If the all-University student governing body or on-campus residence governing group withdraws its support, the renewal referendum will not be held and the collection of taxes will cease after the spring term of the third year that the taxes have been collected for the specific major governing group, organization or program.
 2. The costs of all initial and renewal referenda authorized by the procedure outlined in this section of the administrative ruling (III.B.) will be borne by the requesting major governing group, organization, or program (or all-University student governing body or on-campus residence governing group if a new and different student constituency is being taxed).
- C. An all-University student governing body or on-campus residence governing group may request a referendum for modification or removal of any previously established fee under its jurisdiction. A specific major governing group, organization, or program may also request a referendum for modification or removal of any fee it is receiving. These referenda shall be held during the next entire registration procedure except summer term. The referenda must be approved by a majority of students voting.

- D. When a student fee is established or modified through a referendum, the new fee will take effect two registration periods after the registration period in which the referendum was conducted (e.g., a referendum conducted winter term registration, new fee takes effect summer registration; a referendum conducted spring term registration, new fee takes effect at fall registration).

IV. Referendum for Renewal

- A. Renewal referenda on the taxes collected for the all-University student governing bodies and on-campus residence governing groups shall be conducted on a rotating basis during spring term registration. Not more than two renewal issues shall be on the ballot during the same period. Renewal of the fees requires an approval by a majority of the students voting.
- B. If the referendum is not approved, fees will not be collected commencing with the following fall term. An all-University student governing body or an on-campus residence group may request a new referendum to re-establish the fee. This referendum may be conducted at any registration period except summer term. Re-establishment of the fee requires that a majority (fifty percent plus one) of the affected student constituency must vote in the referendum. The referendum must then be approved by a majority of those voting.

V. University Authorization for Tax Collection

The Vice President for Student Affairs and Services shall be the University official empowered to authorize tax collections and/or referenda if the all-University governing bodies or on-campus residence governing groups have met the appropriate provisions of this Administrative Ruling.

VI. Violation of Regulations and Procedures

If it is alleged that any all-University student governing body, on-campus residence governing group, major governing group, organization or program is violating the regulations and procedures in this Administrative Ruling, the Vice President for Student Affairs and Services or his/her designee shall conduct a hearing on this matter. If it is the judgment of the Vice President for Student Affairs and Services that violation of procedures is evident, the affected group(s) may be suspended from collection privileges.

VII. Petition, Referendum, and Collection Costs

The costs associated with validating petitions, conducting referenda, and collecting fees will be borne by the requesting group(s) or student(s).

—Vice President for Student Affairs and Services
—June, 1984

UNIVERSITY TRADEMARKS

The trademarks of Michigan State University are the exclusive property of the Michigan State University Board of Trustees, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State. The University reserves ownership of any trademark, service mark, logo, insignia, seal, design, or other symbol or device associated with or referring to Michigan State University.

To protect its reputation both aesthetically and financially, Michigan State has established the Office of University Licensing Programs. Persons and businesses wishing to use these marks commercially are required to enter into a license agreement and submit royalties to the University.

Registered student organizations and individual students using these names, marks, and symbols are directed to the Office of University Licensing Programs, 216 MSU Union, 355-3434, where approval must be obtained and specific instructions secured, prior to use.

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, (Student Life Center), Room 101, 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, symbols will be assigned to courses in which the student was enrolled as follows: the W (no grade) symbol will be assigned if the instructor has indicated passing or no basis for grade regardless of the grading system under which the student is enrolled. If the instructor has indicated *failing*, N will be assigned in a course authorized for P-N grading; otherwise a grade of 0.0 will be assigned.

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 readmission 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 101, 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.

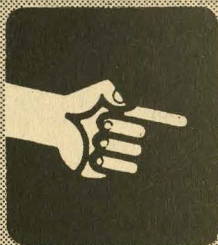
Involuntary. A student who is called into the Armed Forces during the term should present orders for induction at the Office of Withdrawals, Room 101, Student Services Building, for appropriate action.

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 on page 6 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 and in the Student Life Center, 101 Student Services. The booklet includes information on enforcement powers, duties of public safety officers, and penalties.



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MICHIGAN STATE FIGHT SONG

On the banks of the Red Cedar
Is a school that's known to all
Its specialty is winning
And those Spartans play good ball
Spartan teams are never beaten
All thru the game they fight
Fight for the only colors,
Green and White

Chorus:

Go right thru for MSU
Watch the points keep growing
Spartan teams are bound to win,
They're fighting with a vim,
Rah, Rah, Rah,

See their team is weakening
We're going to win this game
Fight! Fight! Rah! Team Fight!
Victory for M. S. U.



M.S.U. SHADOWS

(Alma Mater)

M. S. U. we love thy shadows
When twilight silence falls,
Flushing deep and softly paling
O'er ivy covered halls;
Beneath the pines we'll gather
To give our faith so true,
Sing our love for Alma Mater
And thy praises M. S. U.

When from these scenes we wander
And twilight shadows fade
Our memory still will linger
Where light and shadows played;
In the evening oft we'll gather
And pledge our faith anew,
Sing our love for Alma Mater
And thy praises M. S. U.

MICHIGAN STATE UNIVERSITY CAMPUS

CITY OF EAST LANSING

Campus Emergency Phones
Look for the green light

Buildings which are accessible
(at least enterably to handicapped)
are indicated by a green light.
For more information,
call 353-3642.

Campus maps available in the MSU Geographic Center,
Department of Geography,
East from the Division of Campus Planning and Planning
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