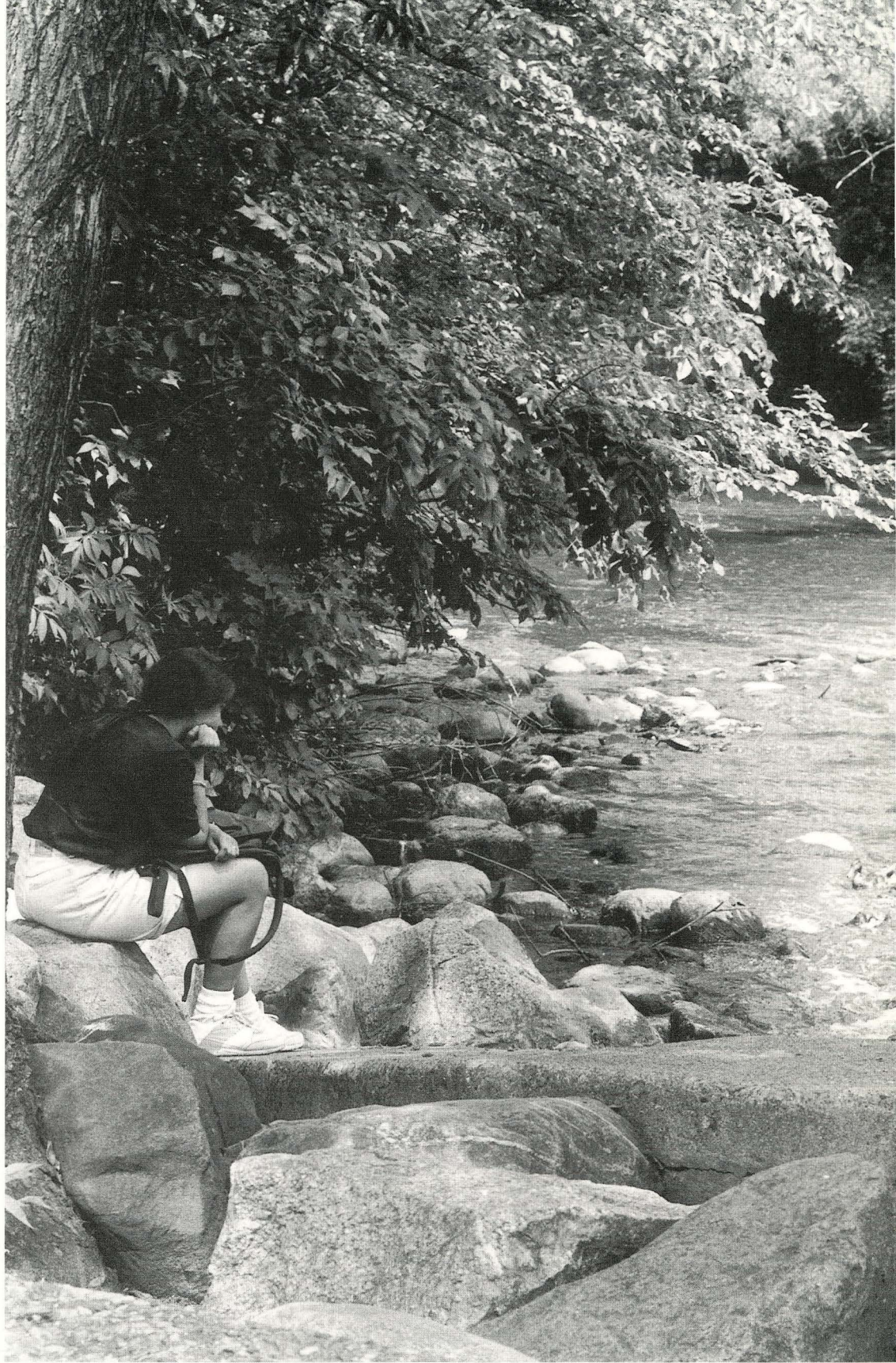


SPARTAN LIFE



53

Student Resource Guide & Handbook

**MICHIGAN STATE
UNIVERSITY**

EMERGENCY PHONE NUMBERS

Fire, Police, Ambulance	9-1-1	Listening Ear (24 hrs),	
Crisis Intervention		423 Albert, East Lansing	337-1717
MSU Safe Place		MSU Sexual Assault Crisis Line	
(Relationship Violence)	372-5572	(24 hrs)	372-6666
Council Against Domestic Assault	372-5572		

ONLINE WITH MSU

Online information created especially for MSU students is constantly expanding. Students using the public microcomputer labs on campus, or having access to a personal computer which is connected to Ethernet or MSUnet, have a direct link to both campus and global information. Here are some of the information sources available to students.

- Computer enrollment
- Electronic mail
- Stu-Info (lets students check their own academic and financial information)
- Library catalog and databases
- Gopher (host name: gopher.msu.edu)
Provides extensive campus info and links to other campuses. Topics on gopher's main and sub menus include the following:

About MSU

- Things to Do on Campus
- MSU Campus Events & Calendars
- News and Weather
- Phone Books and Other Directories
- Info for the MSU Community

Info for Students

- Career Services & Placement
 - Student Employment Office
 - Career Development Center
 - Service-Learning Center
 - Placement Services
 - Interviewing
 - Job Vacancies
 - Employment Research
 - Workshops & Career Programs
 - Career Fairs

- Alumni Services
- Directory of Referral Services
- Forward* (info for freshmen and sophomores from UUD)
- Graduate School Info
- Academic Programs* (MSU publication)
- Descriptions of Courses* (MSU publication)
- Office of Programs for Handicapper Students
- Overseas Studies
- Spartan Life* (text of this book)
- Spartan Connection message topics and code numbers (automatic phone info service)
- Student Organizations/Student Government
- Student Life
 - Communicating with Your International TA
 - Discipline Guide
 - Student Organization Handbook
 - Supplement to *Schedule of Courses*
 - Health and Safety
 - Policies and Procedures

➤ Worldwide Web

- Individual colleges
- Libraries

For more information contact the Computer Information Center (CIC), 305 Computer Center, 355-4500.

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Photos by Jennifer Bruno, senior in Journalism and
photographer for *The State News*.

The text of this publication is available on Gopher and accessible
from any campus public microcomputer lab or from a personal computer
connected to Ethernet or MSUnet. The address is: Gopher.msu.edu.
At the Gopher main menu, select "Info for the MSU Community," then
"Info for Students," then "Spartan Life."

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 Cheryl Gierman,
Joyce Brennan and Laurie Bryant

August 1995

Quick Reference Guide

Topic	Contact	Topic	Contact
Academic program planning, special credit	Academic adviser or Undergraduate University Division (see p. 8)	Course schedule book, distribution	Registrar's Office, 150 Adm Bldg
Academic record, enrollment schedule	Registrar, 150 Adm Bldg, 353-8741	Dial-A-Ride	145-1212 (Beeper)
Academic skills development, tutoring	Learning Resources Ctr, 209 Bessey, 355-2363 Writing Center 300 Bessey, 432-3610	Discipline/judicial matters	Judicial Affairs, 339 Student Services, 432-2471
Address change, off-campus	Registrar, 150 Ad Bldg, 355-3300	Discrimination	Office of Minority Student Affairs, 338 Student Services, 353-7745 VP, Student Affairs and Services, 153 Student Services, 355-2264 Judicial Affairs Office, 339 Student Services, 432-2471 Coordinator, Anti-Discrimination Judicial Board, 524 S. Kedzie, 353-3929
Admissions, advanced placement, dual enrollment AOP, ADS	Admissions Office, 250 Adm Bldg, 355-8332	Domestic Shelter	See Safe Place
Adult/non-traditional students	Adult Services, 51 Kellogg, 353-0791	Drop/add courses	Dept or school offering course
Alcohol/drug education programs	Student Life Center, 101 Student Services, 353-5509	Employment after graduation	Career Services and Placement, 113 Student Services, 355-9510, ext. 380
Counseling	Counseling Center, 355-8270	Employment while a student, summers	Student Employment Office, 110 Student Services, 355-9510, ext. 480
Art Museum, Kresge	355-7631	FAX machine	Copy Center, MSU Union, 337-8343
Asian Pacific Am Students	Office of Minority Student Affairs 338 Student Services, 353-7745 APASO, 328 MSU Union, 353-5255	Financial aid	Financial Aid Office, 252 Student Services, 353-5940 ASMSU/COGS Loans, 307 Student Services, 353-0659
Bicycle/car registration	Parking Office, 355-8440	Fraternity Rush	Interfraternity Council (IFC), 326 Student Services, 355-8250 Nat'l PanHellenic Council (NPHC), 325 Student Services, 355-8266
Black students (African-American)	Office of Minority Student Affairs 338 Student Services, 353-7745 BSA, 327 MSU Union, 353-5255	Gay-Bi-Lesbian concerns	Alliance for L-B-G Students, 442 MSU Union, 353-9795 Lesbian/Bi/Gay Coordinator 101 Student Services, 355-8286
Bookstore, MSU	International Center, 355-3450	Handicapper concerns	Prog for Handicapper Students, 120 Bessey Hall, 353-9642 ASMSU Handicapper Council, 327 MSU Union, 353-5255
Bus service, campus	353-5280	Handicapper transportation	On campus, 353-9642 or 353-5280 Off campus, 394-6230
Bus service, Lansing area	CATA, 394-1000	Harassment	See "Discrimination" and "Sexual Harassment"
Car registration	Parking Office, 355-8440	Health Education Office	Third Floor, Olin, 353-0718
Career Counseling	Counseling Center, 207 Student Services, 355-8270	Health Question Line	353-5558 (Olin Health Service)
Career advising, information	Career Services and Placement, 113 Student Services, 355-9510, ext. 380 Career Development Ctr, 6 Student Services, 355-9510, ext. 335 Academic adviser	Health Services	Olin Health Service, 355-4510 MSU Clinical Center, 353-3000
Check cashing	Cashier, 110 Adm Bldg, 355-5023	Hispanic students	Office of Minority Student Affairs 338 Student Services, 353-7745 CRU, 328 MSU Union, 353-5255
Child Care & Family Resources Program	432-3745, ext. 146	Honors courses/college eligibility	Honors College, 103 Eustace Hall, 355-2326
Complaints about academic/administrative matters	Instructor, dept head or dean Ombudsman, 129 N. Kedzie, 353-8830	Housing, Cooperatives	Intercooperative Council, 317 Student Services, 355-8313
Computer enrollment	355-3300	Housing—off-campus rentals	Student Life Center, 101 Student Services, 355-8303
Computer resources for students, consulting, sales	Computing Info Ctr, 305 Computer Ctr, 353-1800 (see p. 9)		
Copy services	ASMSU, 307 Student Services, 353-0659 COGS, 316 Student Services, 353-9189 MSU Union, 337-8343		
Counseling services (career, personal-social, substance abuse)	Counseling Center 207 Student Services, 355-8270 and 335 Olin, 355-2310		

Topic	Contact
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 Univ Apartments Office, 1205 S. Harrison, 355-9550
—families	
Housing—on campus, residence life	Dept of Residence Life, G-64 Wilson, 353-3780 Univ Apts Residence Life, G-64 Wilson, 353-9499
ID - 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, 27 Student Services, 353-4400
Insurance, student health	Staff Benefits, 353-4434
International Students	International Education Exchange- International Students and Scholars 103 International Ctr., 353-1720
Leadership development, opportunities	Student Life Ctr, 101 Student Services, 353-3860
Legal Services, student	329 Student Services, 353-3716
Lesbian-Bi-Gay concerns	See Gay-Bi-Lesbian concerns
Libraries, on campus	Main Library, 432-3533 (see p. 9)
Lost and found	MSU Union Post Office, 355-3497
Minority students (Racial-ethnic)	Office of Minority Student Affairs 339 Student Services, 353-7745 Multi-Ethnic Counseling Center Alliance, 207 Student Services, 355-8270
Movies schedule, RHA	355-0313
MSU Union	355-3460
Museum, MSU	355-2370
Native American students	Office of Minority Student Affairs 338 Student Services, 353-7745 NAISO, 327 MSU Union, 353-5255
Notary Public	MSU Union Post Office, 355-3497
Ombudsman	129 N. Kedzie, 353-8830
Orientation, academic	250 Adm Bldg, 353-5030
Orientation to campus life, MSyoU Preview	101 Student Services, 353-3860
Overseas Study Office	108 International Ctr, 353-8920
Passports	Lansing Post Office, 337-8713
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
Radio, student	WDBM-FM (Impact) and WFIX Cable FM, 353-4414, 310 Aud. (Fall '95: 4 Holden Hall)
Readmission	Registrar's Office, 50 Adm Bldg, A-K, 353-0828; L-Z, 353-5226

Topic	Contact
Rides - on campus at night	Dial-A-Ride, 145-1212 (beeper) Nite-Rider Bus, 353-5280
Safe Place, MSU Relationship Violence	Crisis assistance, 372-5572 Program info, 355-1100
Safety, security matters	Police and Public Safety, 355-2221
<i>Schedule of Courses</i> , distribution	Registrar's Office, 150 Adm Bldg
Service-Learning Ctr	27 Student Services, 353-4400
Sexual Assault Crisis and Safety Education	Counseling Center, 207 Student Services, 355-8270 24-hr crisis line, 372-6666
Sexual harassment	Women's Resource Center, 332 MSU Union, 353-1635 Ombudsman, 129 N. Kedzie, 353-8830 VP, Student Affairs and Services 153 Student Services, 355-2264
Social Security Card replacement	Student Employment Office, 110 Student Services, 355-9520, ext. 480
Sorority Rush	Panhellenic Council (Panhel), 325 Student Services, 353-2965 Nat'l PanHellenic Council (NPHC), 325 Student Services, 355-8266
StateWalk	General Office, 355-5271 Library dispatch, 355-5548 Emmons Hall, 432-3456 McDonel Hall, 432-3499
Student government	ASMSU, 334 Student Services 355-8266 COGS, 316 Student Services, 353-9189 RHA, G29 Holden, 355-8285 Residents Council, U Apts, 311 Student Services, 353-9499
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	432-1440
Tickets, PAC	Fairchild, 355-0148
Tickets, Wharton Ctr	432-2000
Tickets, parking	Parking Office, 355-8440
Tours, Campus	Student Alumni Fdn, 355-4458
Transcripts/diplomas	Registrar, 50 Adm Bldg, 355-5150
Veteran's Certification	190 Adm Bldg, 355-5032
Veteran's Affairs, Ingham County	5303 S. Cedar, Lansing, 887-4331
Volunteer programs	Service-Learning Ctr, 27 Student Services, 353-4400
Western Union	MSU Union Post Office, 355-3497
Withdrawal from the University	Your College Student Affairs Office or UUD or 355-3300
Women's issues	Women's Resource Center, 332 MSU Union, 353-1635 ASMSU Women's Council, 329 MSU Union, 353-5255
Writing Center	300 Bessey, 432-3610

August 1, 1995

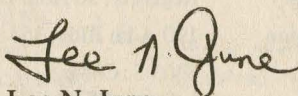
Dear MSU Student,

You are urged to become familiar with the many programs and services that can enrich your experience as a student at Michigan State University. As you pursue your academic studies in the classroom, you will also have many out-of-class opportunities to learn from people of different cultural backgrounds, to examine new philosophies, to develop new interests and skills, and to prepare for active participation in a rapidly changing global society. It is important that you take the initiative to expand your horizons and to take advantage of the programs and services that are available to help insure your success. Persons in the Division of Student Affairs and Services stand ready to assist you in this endeavor.

As an academic community, it is necessary to set standards that will promote an environment conducive to learning. Thus, policies, regulations and guidelines have been developed to provide an atmosphere that furthers opportunities for intellectual and personal development while protecting individual freedoms. As a student you are encouraged to exercise your rights and you are expected to meet your responsibility to adhere to the standards set. The second part of this guide serves to inform you of the rules, regulations, rights and responsibilities that have been established in the interest of all members of the University community.

We are proud of the students, faculty, and staff who have contributed in many ways to the important activities, programs and services of the University. It is our hope that each of you will actively pursue the many opportunities available for an exciting and rewarding student experience.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lee N. June". The signature is fluid and cursive, with the first and last names being more prominent.

Lee N. June

Interim Vice President for
Student Affairs and Services

LJ/cg

DIVISION OF STUDENT AFFAIRS AND SERVICES

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

Dr. Lee June, Interim Vice President

153 Student Services, 355-2264

Ms. Penny Wali, Budget and Personnel Administrator

153 Student Services, 355-7535

ASSISTANT VICE PRESIDENT (vacant)

STUDENT LIFE

Ms. Marie Hansen, Acting Director

153 Student Services, 355-7535

- Campus Life Orientation
- Health and Alcohol Education
- Internationalizing Student Life
- Judicial Affairs
- Off-Campus Housing & Commuter Programs
- Student Affairs Records
- Student Government Advising
- Student Organization Advising and Consulting
- Student and Student Leadership Development

ASSISTANT VICE PRESIDENT AND EDUCATIONAL AND SUPPORT SERVICES

Dr. Patricia Enos, Acting Ass't V.P.

162 Student Services, 353-6650

- Communication/Publications
- Data Resources /Research
- Graduate Practicum (EAD 876A)
- Library/Resource Center
- Office Automation/Computer Technology
- Staff Development
- Student Leadership Course (EAD 315)

MULTICULTURAL DEVELOPMENT

Mr. Rodney Patterson, Coordinator and Special Ass't to the V.P.

153 Student Services, 353-1966

- Racial/Ethnic Awareness Training
- Lesbian-Bi-Gay Issues & Support
- Multicultural Awareness Program (MAP)
- Culture Through the Arts Program

CAREER SERVICES AND PLACEMENT

Ms. Vernicka Tyson, Director

113 Student Services, 355-9510, Ext 333

- Career Development Center
- Student-Employer Interviews
- Alumni Credentials and Referrals
- Minority Programs
- Student Employment Office
- Collegiate Employment Research Institute
- International Placement Program
- Service-Learning Center

COUNSELING CENTER

Dr. Mary Clearing-Sky, Director

207 Student Services, 355-8270

- Counseling Offices:
 - Student Services/MECCA
 - Olin
- Counseling Therapy(personal/social)
- Consultation, Outreach, Preventive Education
- Career Counseling
- Minority Counseling
- Substance Abuse Counseling
- Self-Management Lab
- Sexual Assault Crisis and Safety Education
- Testing
- Training

INTRAMURAL SPORTS AND RECREATIVE SERVICES

Dr. Larry Sierra, Director

201 IM Sports-West, 355-5250

- Competitive Sports
- Exercise/Fitness
- Informal Drop-In Recreation
- Sports Clubs
- Special Populations Programs

RESIDENCE LIFE

Ms. Mary N. Haas, Director

G-64 Wilson, 353-3780

- Residence Life Operations for Residence Halls and University Apartments
 - Environmental Management
 - Student Group Advising
 - Educational and Social Programs
 - Development and Management
 - Summer Conference Coordination
 - Neighborhood Mediation Services
- Personnel and Recruitment
 - Divisional Graduate Assistant Recruitment
 - Departmental Recruitment, Selection and Training

UNIVERSITY CALENDAR 1995-96

FALL 1995

August

20	Su	Residence halls open, 8 a.m.
24	Th	Late Registration and Loan Disbursement begins at IM West
28	M	Classes begin
		Late enrollment fees begin

September

1	F	Last day to drop/add or change to/from Credit/No Credit or Visitor options
4	M	University closed for Labor Day
21	Th	End of 100% refund period. No refund after this date.

October

17	Tu	Middle of the semester
		Last day for withdrawal or dropping courses with no grade reported
		Final date to report completion of work for I-Incomplete grade from previous Spring or Summer semester to the Office of the Registrar
27	F	Final date for degree candidates to submit applications for graduation for Fall semester in the Office of the Registrar in order that their names might appear in the commencement program

November

17	F	Final date to initiate withdrawal from the University
23-26	Th-Su	Thanksgiving recess

December

8	F	Classes end
8-9	F-Sa	Commencements
11-15	M-F	Final exams
15	F	Residence halls close, 8 p.m.
25	M	Holiday, University closed
26	Tu	Holiday, University closed

SPRING 1996

January

1	M	Holiday, University closed
2	Tu	Holiday, University closed
7	Su	Residence halls open, 12 noon
9	Tu	Late Registration and Loan Disbursement begins at IM West
10	W	Classes begin
		Late Enrollment fee begins
16	Tu	Last day to drop/add or change to/from Credit/No credit or Visitor status

February

2	F	End of 100% refund period
12	M	<i>Schedule of Courses</i> for Summer 96 available
28	W	Middle of the semester
		Last day for withdrawal or dropping courses with no grade reported
		Final date to report completion of work for I-Incomplete grade from previous Summer or Fall semester to the Office of the Registrar

March

4-8	M-F	Spring break
11	M	<i>Schedule of Courses</i> for Fall 96 available
11-25		Computer/Telephone enrollment period for Summer 96

April

5	F	Final date to initiate withdrawal from the University
26	F	Last day of classes
29	M	Final exams begin

May

1	W	Minimum tuition and fee payment due for Summer 96
3	F	Final exams end
3	F	Residence halls close, 8 p.m.
3-4	F-Sa	Commencements

SUMMER 1996

May

8	W	Residence halls open, 8 a.m.
13	M	Classes begin for first session
27	M	Holiday, University closed

June

5	W	Middle of the first session
27	Th	Final exams, first session

July

1	M	Classes begin for second session
4	Th	Holiday, University closed
24	W	Middle of second session

August

15	Th	Final exams for second session
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A more detailed calendar appears in the *Schedule of Courses*.

INFORMATION and SERVICES

Academic Affairs
Activities
Career Planning
Employment
Financial Aid
Food
Governance at MSU
Health Services
Housing
Information
Legal Services
Personal Security
Recreation
Services for Special Groups
Transportation



ACADEMIC AFFAIRS



STUDENT ACADEMIC AFFAIRS

College Offices

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...	
332 Business College Complex	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...	
C-103 E. Fee Hall	353-7741
Social Science...	
201 Berkey	
Last name A-K	355-6678
L-Z	355-6679
Veterinary Medicine...	
A-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 56 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 (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 UUD's offices.

UUD provides services through its Student Academic Affairs Offices and the Learning Resources Center. UUD has advisers to assist you if you need 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, 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 offers improvement programs in reading, study skills, and test-taking skills. The staff is there to help you in 209 Bessey Hall. Hours: Monday through Thursday, 8 a.m. - 9 p.m. and Friday, 8 a.m. - 5 p.m. Faculty may be seen by appointment, 8 a.m. - noon and 1 - 5 p.m. Call 355-2365. The Learning Lab, 204 Bessey, is open 9 a.m. - 9 p.m., Monday through Thursday and 9 a.m. - 5 p.m. on Friday. Free tutoring is also provided in Wilson Hall. Call 355-2363 for information.

Supportive Services

The Supportive Services office provides assistance to students who may require additional academic support. Services include personal and academic counseling, tutorial assistance and skill-building workshops, and assistance in planning to fulfill realistic goals. The development of basic academic skills is combined with coping and self-management procedures to help students succeed at MSU.

All entering College Achievement Admission Program (CAAP) students, and any others 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 information, call 353-5210 or visit 209 Bessey Hall.

Pre-Professional Advising

The College of Natural Science has several advisors who specialize in assisting students interested in careers in Dentistry, Medicine, Pharmacy, Physical Therapy, Podiatry or Optometry. Students may visit the College of Natural Science Dean's Office, 103 Natural Science Building or call 355-4470 for their pre-professional advisor assignments.

The Writing Center

The Writing Center has consultants available to talk with writers at all levels of proficiency at all stages of the composing process. Call for an appointment or stop by and be seen on a first-come, first-served basis. Hours are Monday - Thursday, 10 a.m. to 9 p.m.; Friday, 10 a.m. to 2 p.m.; and Sunday, 1 to 6 p.m. Located in 300 Bessey, 432-3610.

LIBRARIES

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. Break and holiday hours vary. For information on hours, call 355-8981.

Self-guided tours of the Main Library are available at the Information Desk, 1st floor, East Wing. For information and other services, call 432-3533. Library policies are printed in the *Academic Programs* and are on Gopher.

Other Libraries are open to all students. For hours and lending policies of a particular library, call the listed number.

Africana

3rd West, Main Library, 355-2366

Agricultural Economics

29 Agriculture Hall, 355-6650

Animal Industries

Closed for renovation

Contact Science Reference

Audio-Visual - Fourth Floor, West Wing

Main Library, 353-1753

Business

Eppley Center, 355-3380

Chemistry

426 Chemistry Bldg., 355-9715, ext. 363

Clinical Center

A137 Clinical Center, 353-3037

Conrad Hall Library, 353-1738

Engineering

A101 Engineering Bldg., 355-8536

Fine Arts (Art & Music)

Fourth Floor, West Wing,

Main Library, 353-4593

Geology

5 Natural Science Bldg., 353-7988

Government Documents

Ground Floor, Main Library, 353-8707

Information Referral Center - First Floor, East Wing

Main Library, 353-8700

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

Periodical Reading Room/Microforms

First Floor, East Wing, Main Library

353-9765

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 Medical Center, 353-5099

COMPUTERS

Public microcomputer laboratories, equipped with PC-Compatible, Macintosh, NeXT, or Sun computers, are available for all students to use for computer enrollment; classroom assignments; programming; electronic mail; Gopher, Worldwide Web (WWW), and Internet access; and other tasks. Stu-Info, a service of special interest to students, is available in the public labs. Stu-Info lets students check their own academic and financial information, including financial aid, grades, class schedules, and more.

Access to the Library catalog and databases, word processing, student PILOT e-mail, computer enrollment, Stu-Info, and other network resources is available in all public microcomputer labs. In addition, many labs are equipped with page layout, spreadsheet, programming language software, graphics, statistical packages, and other applications. All public lab systems are connected to MSUnet, the campus network, and provide access to the University's mainframe computers, Gopher, and the Internet.

Public labs are located in the Main Library, the MSU Union, the Computer Center, and in numerous classroom buildings and residence halls. A list of public labs and available software is available on MSU Gopher. For more information visit the Computing Information Center, 305 Computer Center, 355-4500.

Many colleges and departments also have labs. Contact your college or department for information.

The Computing Information Center (CIC), 305 Computer Center (355-4500) distributes reference materials and provides information and support services related to academic computing services for MSU. The CIC includes: the Computing Resource Center (355-4500) with various reference and self-instructional training materials and demonstration software; a computer loaner pool; a consulting service for general mainframe, networking, and software usage questions; and the MSU Computer Store, described below. You are encouraged to take advantage of all services regardless of your level of computer knowledge and experience.

The MSU Computer Store (355-4500) offers personal microcomputer systems and software to full-time students, faculty and staff at discounted prices. Certain restrictions apply. Store consultants can help prospective buyers evaluate their needs and make an appropriate selection.

Training and Educational Offerings are provided by the Computer Laboratory through the Computing and Technology Training Program (CTTP). Courses on use of popular hardware and software are free or discounted for students. Offerings range from mainframe operating systems and applications to microcomputer hardware and software applications. Course options include introductory classes for a Macintosh, NeXT, or PC-Compatible system; word processing (Microsoft Word and WordPerfect); spreadsheets; electronic mail and networks; Pagemaker, SAS, and more. Course levels encompass introductory, intermediate, and advanced topics. For information about CTTP courses, call 353-4420, ext 311 or 355-4500.

The acceptable use of computing systems, software, and the University digital network is detailed in the document, "MSU Acceptable Use Policy." This document is available in the CIC (305 Computer Center) and from ftp.msu.edu; gopher.msu.edu; or the MSU Worldwide Web homepage <http://web.msu.edu>.

The MSU Computer Laboratory, including all of the above units, is part of Computing & Technology.

NATIONAL TESTS

National group tests such as the Graduate Record Exam, Medical College Admissions Test, and Law School Admissions Test are administered by the Testing Office, part of the Counseling Center. Applications are available in 207 Student Services, 355-8385.

SPECIAL LEARNING OPTIONS

The Honors College provides opportunities for exceptionally talented students, working closely with specially chosen faculty Honors advisers in their major fields, to plan individualized programs instead of following tightly pre-

scribed courses of study. The result is increased depth in the major field, along with enriched breadth outside it.

International Studies and Programs (ISP) offers many study options, language programs, services, and grants through its centers for African, Asian, European and Russian, Latin American and Caribbean, and Canadian studies. Additional thematic study units offer programming related to International Agriculture, Health, Development, Business, Education, and Women and International Development. Call 355-2350 or visit 207 International Center.

Overseas Study...The Office of International Education Exchange-Overseas Study facilitates MSU study programs in Europe, Asia, the Middle East, Africa, Latin America, and Australia. Financial Aid and scholarships are available to qualified students. The office provides information on other programs sponsored by American and foreign institutions. The office also sells Youth Hostel and International Student Identity Cards as well as Eurail and BritRail passes. Located in 108 International Center, 353-8920.

MSU Regional Offices provide Michigan residents with close-to-home credit courses, degree programs, and a variety of MSU information and services. Offices are located in Birmingham, Kalamazoo, Midland, Novi, Grand Rapids, Marquette, and Traverse City. During the summer, undergraduates from Grand Rapids and the Detroit area may enroll in MSU courses near their homes. On campus, information on the regional offices and instructional programs can be obtained from the Office of the Vice Provost for University Outreach, 60 Kellogg Center, 353-1771, or the Office of Adult Services, 51 Kellogg Center, 353-0791.


Service-Learning is the term for experience gained through volunteer work in a career or course-related field that supplements or complements course work. (See the Career Development section of this book.)

RECORDS

The Registrar's Office keeps your academic records. Call Current Records, 353-8748.

GRIEVANCES

Ombudsman's Office: 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 129 North Kedzie, 353-8830.

 The official and most complete source of information on academic matters is the *Academic Programs* book. Consult it for academic policies, regulations, requirements, and procedures.



ACTIVITIES

STUDENT ORGANIZATIONS

There are over 500 student organizations on campus including honoraries; professional organizations and professional fraternities and sororities; recreational and athletic groups; international, racial/ethnic, religious, academic interest area, political, social service, volunteer, and printed media organizations. Each organization has its own membership criteria and requirements. Meetings, programs, and activities such as speakers, symposia, films, and cultural, recreational, and entertainment events sponsored by these organizations are widely publicized. A list of these organizations is available on Gopher, or visit the Student Life Center, 101 Student Services, 355-8286.

All-University Programming: The ASMSU Programming Board (see Governance) programs on the all-University level in a wide range of areas encompassing: travel; films; concerts; speakers; racial/ethnic, international and cross-cultural programs; audio-visual; MSU Union activities; and theater. Watch for announcements of coming events.

THE ARTS

Concerts: The ASMSU Programming Board has four student-run concert/activity departments (see Student Governance). These departments produce and promote rock, jazz, rhythm and blues, urban contemporary, and other forms of popular music, as well as comedians. The Residence Halls Association (RHA) Special Events produce a variety of musical activities and other entertainment.

Theater: The Department of Theatre, through its Performing Arts Company, sponsors three or four major dramatic productions each year. Performances are generally in Fairchild Theatre or on the Wharton Center Festival Stage. Call the box office at 355-0148.

The Council for Performing Arts (part of the ASMSU Programming Board) also presents experimental theater produced and sponsored by students. An undergraduate playwriting contest is held annually and the winning play is produced by undergraduates each spring. Call 353-5255 for information.

Wharton Center for Performing Arts: Wharton Center offers a full schedule of world-famous soloists, symphony orchestras, dance troupes, and Broadway shows, as well as performances by the MSU Department of Theatre and School of Music, Greater Lansing Symphony Orchestra, and Opera Company of Mid-Michigan. Special prices admit students to the 2500-seat Great Hall and the more intimate 600-seat Festival Stage. For information, call 432-2000. Tickets may be purchased at the box office on the first floor. Handicappers call for special arrangements.

Breslin Student Events Center: The Center hosts a variety of concerts, in addition to being the home of Spartan basketball. The facility is fully accessible for handicappers. Purchase tickets for special events at the box office on the main floor, 432-1440. (MSU basketball tickets are sold through the Athletic Ticket Office in Jenison.)

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; three jazz bands; jazz combos; three concert bands; three orchestras; and seven choirs, including the Choral Union, a University and community ensemble. For specific information call the Band Office, 355-7654; Orchestra Office, 355-7670; Choir Office, 355-7667; or Jazz Office, 353-6485. Additional instruction in music is available through the Community Music School, 355-7661. 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 prehistoric to 20th century art as well as 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. June - July hours are: weekdays, 11 a.m. to 4 p.m.; weekends, 1 to 4 p.m. 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. Events are publicized. 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 Lansing 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, consult Gopher ("Student Organizations") or contact 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. The garden is always open. All plants have descriptive labels.

A Conservatory with houses for arid, temperate, and tropical plants (including a large orchid collection) and a butterfly house, is located in the greenhouses at the west side of the North Campus Commons (behind the Old Horticulture, Student Services, and Natural Science buildings). This teaching facility is open to visitors on weekdays and Sunday afternoons. It offers a quiet break between classes.

Hidden Lake Gardens, a 670-acre arboretum, features a conservatory 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. Summer entry fee is \$1 per person on weekdays; \$3 on weekends and holidays. Winter fee is \$1 everyday. For information call 517-431-2060.

The Horticulture Demonstration Gardens: Six beautiful theme gardens, including a children's garden, fountain and

pool, are located on 7.5 acres behind the Plant and Soil Science Building on Bogue Street.

FILMS

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

The Residence Halls Association (RHA) Movie Program offers an array of recent films on a weekly basis. Admission is free for residents who have paid their RHA tax. Others pay \$3. RHA also maintains three video offices where students who have paid their tax may borrow movies.

University Housing Channel 12 shows 60 popular movies a semester, sponsored by RHA for on-campus residents. Selections include new releases, classics, and films from the ATL/IAH film series. Information and show times are found in the monthly newsletter, Cable Connections, distributed through residents' mailboxes.

The World Travel Series offers feature-length color films narrated in person by globe-trotting explorer-photographers. Showings are on Saturday evenings in the University Auditorium. Season tickets are available at the Wharton Center Box Office at a special student price.

OTHER SPECIAL ATTRACTIONS

The MSU Museum offers anthropological, biological, geological, and historical displays. Located across from the Library on East Circle Drive, it is open to the public 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. Closed on holidays. Call 355-2370 for information.

Planetarium programs are offered in the Sky Theater on Friday and Saturday evenings and Sunday afternoons. Admission is \$3.00 for adults, \$2.50 for students and senior citizens, and \$2.00 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 show information call 355-4672. For current information on the night sky, call 332-STAR.

PARKS AND OUTDOOR AREAS

MSU Farms welcome visitors to the farm animals. Located at the south side of campus between Mt. Hope and Jolly roads, they are within easy cycling distance. MSU barns are open Monday through Saturday, 9 a.m. to 4 p.m. Group tours may be arranged through the Student Alumni Foundation, 355-4458.

Kellogg Bird Sanctuary 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 with picnic space. Native waterfowl are featured with some exotic species on exhibit. Open 365 days, 9 a.m. to 6 p.m. during summer and 9 a.m. to 5 p.m. from November to April. Admission is \$2 for adults and \$.50 for children 4 through 12. For information call 199-2510 (from on campus) or 1-616-671-2510 (from off campus).

COMMUNITY ACTIVITIES

For things to see and do in the Greater Lansing Area, consult the "Community Profile" pages in the front of the Lansing telephone directory. They contain information on the arts, museums, parks and other attractions, along with a list of annual events and maps of the local area.

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, greeting cards, gifts, magazines, and more.

MSU Union Financial Center...consists of two privately contracted automated teller machines accessing Magic Line, Cirrus, Network I, Quantum, Plus, Honor, Pulse, Tyme, and Shazam. Service includes withdrawals, deposits, transfers and inquiries.

One Union Square...features four privately contracted restaurants offering burgers, pizza, oriental, 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, pinball and amusement games.

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

Catering...offers complete food service for all group needs including refreshments, luncheons, dinners, seminars, ban-

quets, 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...is a relaxing, shaded outdoor dining patio (between the building and Grand River).

Other services provided are:

Distribution of printed information for community and University	Post Office, including:
Lounges	Notary Public
Barber/Hairstyling Shop	Western Union Station
Cap & Gown Rental & Sales	Campus Lost & Found
Barter & Ride Boards	

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 ASSISTANCE, INFORMATION

Career Services and Placement in Room 113 Student Services offers individual advising on career planning and job search strategies. Call 355-9510, ext. 380, for an appointment.

The Career Development Center (CDC), a part of Career Services and Placement, is located in 6 Student Services, 355-9510, ext. 335. The CDC offers: MSU curriculum information, occupational materials, guides to graduate and professional schools, career exploration resources, employer literature, resume and interviewing materials, and video presentations on many topics. The media center provides career exploration and job search video and software resources, including Internet and World Wide Web access.

Career Fairs and other special information programs are held throughout the year. The Minority Careers Program and the Government Career Fair, sponsored by Career Services and Placement, and the Career Expo sponsored by the School of Hotel, Restaurant and Institutional Management are examples. A list of career fairs and workshops is available in Rooms 113 and 6 Student Services.

A **Career Planning Guide**, with things to do and think about as you progress through your college years is available in the Career Development Center. The guide focuses on four areas: academic preparation, personal awareness, social development, and career planning and placement. Themes for each stage are:

- Freshman— Assess Yourself and Broaden Your Horizons
- Sophomore— Explore Options and Establish Your Initial Goals
- Junior— Pursue Contacts that Support Your Academic/Career Plans
- Senior— Take Action and Launch Your Career

Career counselors can be helpful when making complex decisions about career directions. They assist in dealing with factors such as family pressures, issues of adequacy, motivation, uncertainty concerning aptitudes or interests, or generalized problems in decision making. Visit a Counseling Center office, 8 a.m. to noon and 1 to 5 p.m.:

207 Student Services (including MECCA), 355-8270
335 Olin Health Center, 355-2310

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. Information and applications are available in 27 Student Services, 12 noon to 5 p.m. weekdays.

COMPUTERIZED ASSISTANCE

Interactive computer-based guidance systems provide individual assistance in making informed career decisions and plans. They help you gather information, explore options, and develop a strategy for decision making. For information on the computer-based guidance systems available on campus and assistance in determining which may best suit your needs, contact the Career Development Center, 6 Student Services.

COLLEGES AND DEPARTMENTS

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

1995-96 CAREER FAIRS & SEMINARS

Oct 2-3	Engineering Student-Employer Exchange
Oct 26	Government Career Fair
Oct 30-Nov 2	Accounting Internships
Nov 1	Graduate & Prof School Recruitment Day
Nov 2-3	Minorities in Com Arts & Sciences Midwest Conference
Nov 7	Hotel & Restaurant Mgt Career Expo
Nov 14	Career Conference
Jan 24	MBA Career Conference
Jan 25	Minority Career Fair
Feb 15	Summer Employment Fair
Feb 20	Human Ecology Career Info Fair
Feb 26	Overseas Teacher Recruitment Fair
Feb 26-28	Accounting Internships
Apr 18	Teacher Recruitment Day
TBA	Packaging Fair



EMPLOYMENT

PLACEMENT SERVICES

Career Services and Placement, 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:

113 Student Services, 355-9510, ext. 380

Career Development Center, 6 Student Services,
355-9510, ext. 335

Student Employment Office, 110 Student Services,
355-9510, ext. 480

Gopher provides computer access to information and job listings.

Individual advising sessions may be scheduled with staff members who are specialists in specific interest areas. Resumes and employment correspondence may be critiqued.

Summer jobs, paid internships 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 vacancies are published in the *Vacancy Bulletin*. In addition, numerous periodicals which contain job listings are available for reference in the Career Development Center.

The Career Services and Placement Interviewing and Career Events Bulletin announces campus interviewing opportunities with visiting employers. The Bulletin is available each Thursday after 1 p.m. in 113 Student Services Building or computer access is available through Gopher. Campus interviews are limited to currently enrolled MSU students.

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

Written materials on resume writing, interviewing and many occupational fields are available from the Career Development Center.

Salary data and reports on the job market, employment trends, and new career fields are available in the Career Development Center.

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

Credential Referral Services. Credential files are maintained for students actively seeking employment.

Alumni Placement. Placement Services annually works with alumni who are seeking employment.

Handicapper Assistance. Students needing assistance or accommodation to participate in any program or service should contact the office in advance so arrangements can be made.

STUDENT EMPLOYMENT OFFICE

Located in 110 Student Services, the Student Employment Office helps students find part-time work, summer jobs, and paid internships. In addition, the office develops policies and procedures for student employees, processes all on-campus student employment applications, handles grievances, and maintains student employment records.

All jobs are posted on large bulletin boards inside the office. Students may also access the job postings through computers at the computer laboratories on campus. Instructions to do this are available at the Student Employment 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, and sales positions. New jobs are listed daily.

Work-study positions are obtained through the Student Employment Office. Work-study is a form of federal financial assistance and students must qualify by applying through the Office of Financial Aid.

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 semester except summer. You must be willing to work at least one full semester plus go through a 12-15 hour training program. Most of the jobs involve handling audio-visual equip-

ment. For further information, contact the Distribution and Facility Services Office, IMC Room 26.

Intramural Officiating Positions are available each semester. 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.

Summer Employment

Summer employment opportunities are listed for camps, parks and resorts nationwide. Positions range from house-keeping and waiting tables to managing the waterfront.

A referral program exists for students seeking **paid internships** in business, industry and government nationwide. Interested students should inquire in 110 Student Services.

Students should also review the weekly yellow *Career Development and Placement Services Interviewing Bulletin*. Companies and organizations interviewing potential interns and 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.

This year's date: February 15 & 16, 1996

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 eligibility 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 a W-4 form and present document(s) for employment verification.

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 (e.g. driver's license, school identification card with photograph, U.S. Passport, Alien Registration Receipt card) 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, ext. 480.

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, ext. 480.

DISABILITIES, REHABILITATION, HANDICAPPERS

Americans With Disabilities Act, Section 504 of The Rehabilitation Act of 1973 and The Michigan Handicappers' Civil Rights Act

Under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (504), and the Michigan Handicappers' Civil Rights Act (MHCRA), qualified applicants and employees with handicaps are protected from discrimination in hiring, promotion, discharge, pay, job training, benefits and other aspects of employment. These laws provide that qualified individuals with a handicap must be provided with reasonable accommodations that do not impose undue hardship.

The MHCRA requires an employee to request accommodation within 182 days from the date the employee discovered or should have discovered the need for accommodation. Failure to notify the employer of this need within 182 days releases the employer from its

obligation to accommodate under the MHCRA. The employer is not released from its obligation to accommodate under ADA and Section 504; however, complaints alleging discrimination prohibited by the ADA and 504 must be filed within time limits set forth in the statutes and implementing regulations.

The ADA, Section 504 and the MHCRA also provide that each University program, service and activity, when viewed in its entirety, must be handicapper accessible unless assuring accessibility would fundamentally alter the program, service or activity.

Questions should be directed to the Student Employment Office at 355-9520, ext. 480.

MICHIGAN RIGHT-TO-KNOW LAW

The Michigan Right-to-Know Law requires that all employees who may be exposed to hazardous chemicals receive chemical safety awareness training. Student employees who are known to be, or who could potentially be, exposed to hazardous chemicals must be informed of their rights under the law and of specific safety procedures necessary to work with these materials. Student employees who are not working with hazardous chemicals or who have a low probability of exposure must also be informed that they may request the same training concerning their rights under the law. This may be accomplished in the same manner used for other employees—written communications, video presentations, and in-house training. The Office of Radiation, Chemical and Biological Safety should be contacted at 355-0153 for additional information and assistance regarding video presentations and training.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 provides eligible student employees with up to twelve weeks of unpaid, job-protected leave. To be eligible, a student employee must have been employed by MSU for at least 12 months and have at least 1,250 hours of service in a twelve-month period. Leave is granted to care for the employee's child following birth, or placement for adoption or foster care; to care for an employee's spouse, son, daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. Upon return from FMLA leave, student employees will be returned to their original or an equivalent position. Questions may be directed to the Student Employment Office at 355-9520, ext. 480.

RULES GOVERNING PERSONAL CONDUCT OF EMPLOYEES

Rules of personal conduct for employees (including student employees) are intended to promote the orderly and efficient operation of the University, as well as to protect the rights of all employees. The Rules Governing Personal Conduct of Employees may be viewed in the Student Employment Office, 110 Student Services Building. Students having questions or concerns regarding employee conduct

should contact the Student Employment Office at 355-9520 ext. 480.

Drug-Free Workplace Act applies to student employees

The federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 apply to MSU and all MSU employees, including students. The MSU Drug and Alcohol Policy for employees and students is printed in Part III of this book. Students are advised to be familiar with this policy.

Who Works for You at MSU?

During 1994-95, MSU had a total of **12,316** faculty and staff employees. Total student employees numbered 19,527, with an average of about 9,500 per pay period.

Faculty & academic staff	3,996
(This includes 2,629 ranked faculty and 62 executive management employees.)	
Graduate assistants	approximately 3,300
Administrative-Professional	1,828
Confidential A-Ps	33
Clerical-Technical	1,926
Confidential C-Ts	3
Nurses	99
Resident advisors	23
Stage hands	5
Fraternal Order of Police (police officers) . .	37
Labor	
Custodial (Local 1585)	816
Skilled Trades (Local 999)	209
Power plant operators (Local 547)	41
Student employees	9,500
at any given time	
(This is 24% of students enrolled.)	

—MSU Facts in Brief, 1994-95

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 Aid distributes more than 139 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 are available to answer your questions and discuss your needs. Visit:

252 Student Services 353-5940

Talk with a financial aid advisor 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 Aid. 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 Aid administers state, federal and institutional funds. Typically, **financial aid applications for an academic year must be submitted early in the preceding spring semester.** Some aid programs have limited funds. If funds have been committed or spent, long-term student loans, Pell Grants and work opportunities may be your best alternatives. Contact the Office of Financial Aid for more information.

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.

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

Federal Pell Grant...is a federal grant. When you apply for financial aid through the Free Application for Federal Student Aid (FAFSA), you are automatically considered for the Federal Pell Grant. You must be an undergraduate working on a first degree, and enrolled in a degree-granting program. The U.S. Department of Education will send you a Student Aid Report stating whether or not you qualify for a Federal Pell Grant.

DISTRIBUTION AND SOURCE OF FINANCIAL AID 1993-94

Program	Number of Awards	Federal	State	M.S.U.	Private	Total
Grants	28,536	10,121,617	462,701	13,087,460	—	23,671,778
Scholarships	12,439	—	4,561,504	7,154,256	5,159,392	16,875,152
Loans	43,402	87,098,160	621,116	6,372,332	1,072,227	95,163,835
Work-Study	3,051	2,845,895	689,940	—	—	3,535,835
		100,065,672	6,335,261	26,614,048	6,231,619	139,246,600

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

Federal Perkins Loan...is a federal loan which may only be obtained through general financial aid application. The interest rate is five percent.

Federal Direct Stafford/Ford Loan...is a federal loan obtained through the general financial aid application. There is a subsidized and an unsubsidized version. Depending upon eligibility, a student might receive either or both types of loan.

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.

Free Application for Federal Student Aid (FAFSA)...is the general application 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."

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 federally established criteria to be considered "independent" for aid purposes. If you do not meet these criteria, you will have to

For the 1995-96 aid period (including Summer Sessions 1996) an independent student is one who:

—is 24 or older by December 31, 1995; 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.

provide parental information on the financial aid application.

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.

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

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

Student Aid Report (SAR)...is a form you receive from the U.S. Department of Education as a result of completing the FAFSA. The SAR can be used to make corrections to information originally reported on the FAFSA.

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 Aid 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 \$75 for up to four weeks. It is available to registered undergraduate and graduate students who have paid their ASMSU or COGS tax. The ASMSU/COGS Loan Office is in 307 Student Services, 353-0659. A valid MSU picture ID must be presented.

COGS LOAN PROGRAM

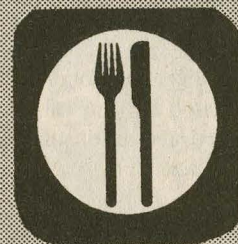
This loan fund, administered by the Office of Financial Aid, allows graduate and medical students to receive interest-free loans of \$250 for 60 days.

BUDGETING

Budgeting for the entire year is essential. If you are receiving financial aid, the Financial Aid 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) and is carried over campus/community cable television.

FOOD



PUBLIC EATERIES

Crossroads Food Court, International Center

Weekdays, hours to be announced

Union Station Cafe

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

Kellogg Center Cafeteria

Monday - Friday 7 a.m. - 3 p.m.
(Hot food service ends at 2 p.m.)

Owen Graduate Center Cafeteria

Monday - Friday 7 a.m. - 11:30 p.m.
Saturday - Sunday 8 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 semester 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 with their MSU ID.

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 Monday breakfast of Check-In Week through lunch on the last day of final examinations fall semester and Monday breakfast when the halls re-open through lunch on the last day of finals spring semester. No meals are served starting Wednesday dinner through Sunday during the Thanksgiving recess.

If you have classes through "normal" lunch hours, all cafeterias are open until 2 p.m. weekdays.

SNACKS AND QUICK MEALS

Most **residence halls** have convenience stores. Hours vary from hall to hall. Food courts with a variety of offerings are located in Wilson and Akers.

"**Take Five**" snackshops offer prepared sandwiches, snack items and beverages in several campus locations:

- Administration Building
- Clinical Center
- Fee Hall
- Plant & Soil Sciences Building
- Veterinary Clinic
- Forest Akers Golf Course

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, 353-4499

Monday - Friday	6:30 a.m. - 10 a.m. 11:30 a.m. - 2 p.m. 5 p.m. - 9 p.m.
Saturday	7:30 a.m. - 10:30 a.m. 11:30 a.m. - 2 p.m. 5 p.m. - 9 p.m.
Sunday	7:30 a.m. - 10:30 a.m. 11:30 a.m. - 2 p.m.

Lafayette Square at Brody Hall, 353-6696

Friday - Saturday	5 p.m. - 8 p.m.
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MSU DAIRY STORE

Ice cream continues to be served in the temporary quarters of the MSU Dairy Store in Farrell Hall (Ag Engineering) on Farm Lane. (No cheese will be sold during 1995-96.) Call 355-8466 for information. Hours:

Monday - Friday	10 a.m. - 6 p.m.
Saturday	Noon - 5 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. 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 a two-part mission: to represent and to serve the undergraduate student population at Michigan State University. All activities and programs are funded through a student tax collected at registration.

Representation

Representation is accomplished through a bicameral system of government made up by the Academic Assembly and the Student Assembly.

ASSOCIATED STUDENTS OF MICHIGAN STATE UNIVERSITY

ACADEMIC
ASSEMBLY

STUDENT
ASSEMBLY

The **Academic Assembly** is the group of elected undergraduate representatives to the Academic Governance system. It is comprised of two representatives from each college and one representative from each of the Minority and Progressive student groups: Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Association, Asian Pacific American Student Association, Alliance of Lesbian-Bi-Gay Students, Women's Council, and Handicapper Council.

The **Academic Assembly** represents students on academically related issues, provides a forum to discuss these issues, and approves appointments to Academic Governance Standing Committees. Contact: 333 and 312 Student Services, 355-8266.

The **Student Assembly** is composed of proportional representation elected from each college and one representative elected from each of the following: Intercooperative Council, Interfraternity Council, Panhellenic Council, National Panhellenic Council, Off-Campus Council, Residence Halls Association, University Apartments Residence Council, Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Association, Asian Pacific American Student Association, Alliance of Lesbian-Bi-Gay Students, Women's Council, and Handicapper Council. The Student Assembly Chairperson acts as the official spokesperson of the Student Assembly to the University administration and other outside bodies.

The **Student Assembly** represents students on student life related issues, provides a forum for discussion for these issues and approves appointments of undergraduates to various University Committees. Contact: 333 and 335 Student Services, 355-8266.

The **Executive Staff**, directed by the External Vice Chairperson, handles issues dealing with three areas. Staff may be contacted in 308 Student Services, 355-8266.

Campus Affairs does research on issues facing students on the University campus level and represents ASMSU on various University committees.

Community Affairs does research on issues facing students in the community, provides a liaison relationship to the City of East Lansing, and coordinates community service activities within ASMSU.

Legislative Affairs does research on issues facing students on the legislative front and provides for student lobbying to the state legislature.

The Executive Cabinet, supervised by the Chief of Staff, oversees the internal operations of ASMSU. The Executive Cabinet is made up of the directors for the following areas. Contact: 333 and 336 Student Services, 355-8266.

Human Resources is responsible for the promotion of and selection for all ASMSU staff and personnel and for recruitment and retention for ASMSU.

Public Relations is responsible for relations with the media and publicity of ASMSU programs and functions.

Minority and Progressive Student Affairs provides a liaison relationship between ASMSU and the minority and progressive student groups, develops recruitment programs for minority and progressive students and implements the ASMSU Affirmative Action Plan.

The Steering Committee is made up of the Chairperson, Internal Vice Chairperson and External Vice Chairperson of each Assembly and the ASMSU Chief of Staff. This committee decides which issues each assembly will handle.

Services

ASMSU serves the undergraduate student population through the following departments:

The ASMSU Programming Board provides students with educational and diverse entertainment and programming. Programming is accomplished through the following twenty-one departments, all of whom may be reached through the Programming Board Business Office, 319 MSU Union, 353-5255.

Arab Student Organization (ASO)
ASMSU Travel
Asian Pacific American Student Organization (APASO)*
Alliance of Lesbian-Bi-Gay Students (ALBGS)*
Black Student Alliance (BSA)*
Black Notes Minority Video Productions (BNMVP)
Council of Performing Arts
Cross Cultural Committee
Classic Films
Cultural de las Razas Unidas (CRU)*
Ebony Productions
Great Issues
Handicapper Council*
Mariah Productions
MSU Telecasters
North American Indian Student Organization (NAISO)*
Pop Entertainment
Student Union Programming (SUP)
Showcase Jazz
Women's Council*

*These organizations also have representation on Academic and Student Assemblies.

The ASMSU Funding Board provides funding to Registered Student Organizations, Major Governing Groups and Organized Living Units. These groups can apply for funding for a wide variety of programming including speakers, entertainment, educational programming, newspapers, pamphlets and other special projects. Applications are available in 332 Student Services and must be submitted at least two weeks prior to the event. Contact: 332 Student Services, 355-8266.

Health Insurance...for all registered students is sponsored by ASMSU and COGS. Information is available in Staff Benefits, 353-4435, ext. 170. (Student office located in 308 Student Services, 432-2376.)

Market Media...assists all ASMSU departments and student organizations with their Advertising and public relations needs. Located in 311B Student Services, 355-4610.

Freshman Class Council...serves as the voice of the freshman class to ASMSU and the University as a whole. Located in 323 Student Services, 355-8266.

Senior Class Council...provides such services and programs as: the career conference; senior receptions; outstanding senior, faculty and staff awards; and the class gift. Located in 323 Student Services, 355-8286.

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

Red Cedar Annual...the University yearbook, is produced, marketed and sold by students. Officed in 311A Student Services, 355-8263.

The ASMSU Business Office, supervised by the ASMSU Comptroller, is located in 307 Student Services, 353-0659. It provides the following services:

Loan Program...provides up to \$75, interest free, 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, weekdays, 9 a.m. - 4:30 p.m.

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

An Annual
Student Leadership Conference
is held each year.

Sponsored by ASMSU and
the Department of Student Life

This year's date:
January 20, 1996

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 \$75 for 4 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/COGS 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-NIZANCE...COGS publishes a quarterly newsletter for graduate students keeping them informed of current issues that affect their educational experience at MSU.

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 for all graduate students.

MAJOR GOVERNING GROUPS

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

Interfraternity Council (IFC) governs and coordinates activities among IFC fraternities at MSU. The IFC officers and assembly representatives assist member chapters and promote the growth and development of the Greek system at MSU. Fraternities rush every semester. If 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 three 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. Elected officers and representatives meet weekly and address hall and resident concerns, as well as plan and finance hall activities. Contact the Complex Director's Office, 355-4210 for information.

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, 353-2965.

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. Services include: a weekly movie program; a movie series carried on Housing Ch 12; video checkout locations in Akers, Brody and Holden; and StateWalk, the nighttime walking service. 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.

The Residents Council for University Apartments serves undergraduate, graduate, faculty and staff residents of Cherry Lane, University Village, and Spartan Village. It has an executive board composed of a president, vice-president, and secretary/treasurer. Meetings are held monthly for executive officers, eight elected representatives, guests, and interested residents. Town meetings are held each semester and serve as a forum for all residents to make suggestions, voice concerns, and become informed. Elected executive officers receive a small stipend. The Council sponsors many activities and serves as an advocate for residents with community agencies and University offices. The Council works to make University Apartments a better place to live. For information call the Residents Council Office in 311 Student Services, 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, administrators 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 ASMSU Academic Assembly and the Faculty Council. All operations are guided by the *Bylaws for Academic Governance*.

Committees

Academic Council Standing Committees have student members appointed by the ASMSU Academic Assembly. (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...nominates 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 in the section titled "Organization of Michigan State University" at the front of the *Faculty-Staff Directory*. Contact: 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, 339 Student Services, 432-2471.

Campus judiciaries include:

Residence Hall Area Judiciaries
All-University Student Judiciary/Student Traffic Appeals Board
Student-Faculty Judiciary
University Student Appeals Board
College and department hearing bodies
University Academic Integrity Review Board
University Graduate Judiciary
University Graduate-Professional Judiciary
Anti-Discrimination Judicial Board

Student Leadership Training (EAD 315)

A 3-credit, P-N graded course is offered each semester in multiple sections. It is designed to develop leadership skills for working with diverse groups in a variety of settings.



HEALTH SERVICES

OLIN HEALTH CENTER

Olin Health Center is an outpatient health care facility providing medical, dental, optical and health education services to the students of MSU. It is on East Circle Drive between Berkey and Morrill Halls. Olin Health Center is nationally accredited by the Joint Commission on Accreditation of Health Care Organizations, and is staffed with board certified physicians and other certified health care professionals.

Students carrying seven or more credits, doctoral students carrying six or more credits, graduate assistants and those who have purchased a special Health Service card are eligible for unlimited office visits with Olin Health Center physicians, physician assistants, and nurse practitioners at no charge; and limited psychiatric visits at no charge.

Part-time students, unenrolled students (for one semester), and spouses of students who do not purchase a Health Service card may be treated, however, they will be charged for office visits.

Since laboratory, pharmacy, physical therapy, dental, optometry and radiology services are on a fee-for-service basis, medical insurance is highly recommended. Olin Health Center Services include:

Appointment Clinic and Walk-In Clinic

Monday - Friday, 8 a.m. - 4:45 p.m.

These clinics provide management of both short-term and long-term medical problems within the scope of general medical care.

Additional specialty clinics include gynecology, dentistry, optometry, immunization, 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 (353-4660); however, the Walk-In Clinic is available to those not having an appointment.

Urgent Care Clinic

Monday - Friday, 8 a.m. - 4:45 p.m.

Saturday, 9 a.m. - 12 noon (Summer hours may vary.)

An Urgent Care Clinic is available for minor trauma and illnesses that do not require the full facilities of a hospital

emergency room, but do require immediate care that cannot wait for either the appointment or walk-in services, such as lacerations, bone fractures or food poisoning. Medical problems requiring hospitalization or the facilities and personnel of a hospital emergency department are referred as appropriate.

Health Education/Public Health Services

Monday - Friday, 8 a.m. - 4:45 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, sports nutrition, and weight management. The Lifestyle Inventory and Fitness Evaluation and Prescription (L.I.F.E.: Rx) Program provides exercise testing and lifestyle assessment services for students. The Health Education Resource Center provides students access to consumer health information, brochures, books and videotapes. The Olin Health Advocate Program offers students the opportunity to work in the health education/health promotion field for academic credit.

Health Education/Public Health Services also provides for students, faculty and staff an HIV (AIDS) Education, Counseling and Testing Program; pre-marital certification classes; and group presentations, videotapes and printed materials to further awareness of HIV (AIDS) and other sexually transmitted diseases.

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

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 FACULTY GROUP PRACTICE CLINICAL CENTER SITE

138 Service Road, 353-3000

The MSU Faculty Group Practice serves the public with more than 180 physicians, 30 nurses and 100 allied health professionals, such as nutritionists and therapists. It is a university group practice offering primary and specialty services by allopathic physicians (M.D.), osteopathic physicians (D.O.) and nurses.

Patients have access to the latest research and medical advancements because all providers are faculty members in the Michigan State University Colleges of Human Medicine (M.D.), Nursing or Osteopathic Medicine (D.O.). Providers teach students and other providers, and see patients in both inpatient and outpatient settings.

One of the missions of the Faculty Group Practice is to provide health care education. Under the guidance of staff physicians and nurses, students often participate in patient care programs. These may include graduate physicians in residency training, and medical or nursing students.

Providers are located at many sites throughout the Lansing area. The Clinical Center, located at 138 Service Road, just west of Hagadorn Road, is the largest service site of the MSU Faculty Group Practice. It offers numerous services and clinics, conveniently located in one building. Support services, including a laboratory, radiology (x-ray and MRI), and a pharmacy are all available in the building. Some of the specialties include cardiology, hematology/oncology, internal medicine, neuro-ophthalmology, obstetrics and gynecology, pediatrics, primary care and rehabilitation medicine. Hours are 8 a.m. to 5 p.m. weekdays.

Payment is due at the time services are rendered. If a patient is unable to pay at time of service, the Patient Accounts Department will set up a payment arrangement. Many types of insurance are accepted.

The Clinical Center is accessible by bus and has convenient parking. For information, call 353-3000.

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 in conjunction with the Ingham County Health Department. A physician is present at each clinic. The clinic is on the third Saturday of the month from 9 a.m. to 11:45 a.m. For information, call 353-7806.

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. Career and substance abuse counseling are also provided. Special group counseling services are available and may be discussed during the initial meeting with the counselor. A Self-Management Program provides resources for students considering self-directed behavioral changes.

Two offices, each providing a range of services, are open weekdays, 8 a.m. - noon and 1 p.m. - 5 p.m.

207 Student Services, 355-8270
335 Olin Health Center, 355-2310

The Multi-Ethnic Counseling Center Alliance (MECCA), for racial/ethnic and international students who wish to work with counselors who are multi-culturally competent, is located in the Student Services office.

A Testing Office, also in Student Services, provides complete testing services for students working with counselors in the assessment of their personal attributes.

ALCOHOL AND OTHER DRUG EDUCATION

Staff of the **Alcohol and Other Drug Education Program** provide information to students in the area of substance abuse. A resource center with written and video information is open to students, staff and faculty, 8 a.m. - noon and 1 p.m. - 5 p.m., Monday - Friday. Staff advise or support several student organizations concerned about alcohol and other drugs. These include the PROJECT IMPACT groups led by the Student Action Team Roundtable. Individual assistance and referral is available by calling 353-5509 or by visiting 101 Student Services.

OTHER ON-CAMPUS SERVICES

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. Clinic will be closed from July 1 through August 26, 1995.

Speech-Language 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 at 355-8780. The Clinic is located in the Herbert J. Oyer Speech-Language and Hearing Clinic, Wilson Road.



HOUSING

ON CAMPUS

Residence halls accommodate 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 may choose apartments in Akers and Van Hoosen, or rooms without a food plan in Williams.

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

For information on housing options refer to: *Academic Programs*, or call the Residence Halls Assignment Office, 355-7460 and the University Apartments Office, 355-9550, both at 1205 S. Harrison, East Lansing.

Residence Life staff foster living environments that support the academic, social, and emotional well-being of students. Staff members provide educational programs, advise student groups, mediate interpersonal disputes, enforce community standards, and serve as liaisons and referral agents for students seeking additional campus or community resources.

OFF CAMPUS

The University has no formal relationship with individual off-campus living units.

Greek Living Units. The Interfraternity Council fraternities and the Panhellenic Council sororities offer the small-group Greek living units various social, athletic, and scholastic activities. 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 offering social and economic benefits for 12 to 55 members. Each house is run democratically. Co-ops are listed in the front of the *Student Directory*. Contact the Inter-Cooperative Council, 317 Student Services, 355-8313, 10 a.m. - 5 p.m. Monday - Friday.

Religious Living Units. Religious living units are listed in the front of the *Student Directory*, or contact the Student Life Center, 101 Student Services, 355-8303.

Apartments, Houses, and Rooms. A computerized listing of available rental units is provided in the Student Life Center, 101 Student Services. Rental units are listed by type and include: distance from campus, cost, lease required, and pets allowed. Listings are updated twice a week and may be used in the office or purchased. The three types are:

- (1) Entire Accommodations to Rent — houses and apartments that are unoccupied;
- (2) Accommodations to Share — roommate situations; and,
- (3) Rooms — shared or private rooms in private homes, cooperatives, fraternities, sororities, or boarding houses.

The office provides a telephone for local calls and information on leasing, transportation, legal services and other housing-related matters. Hours are 8 a.m. - 5 p.m. Monday through Friday (except holidays). Telephone: 355-8303.

Assistance for Renters

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 on matters such as leasing, security deposits, maintenance, eviction, and discrimination. Located at 300 Bailey Street, East Lansing, 337-9795. Open 9 a.m. to 5 p.m. weekdays.

The Lansing office provides counseling on housing concerns, and: 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) 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. Located at 300 N. Washington Square, Suite 103, 487-6051.

ASMSU Legal Services, 329 Student Services (353-3716), provides assistance with tenant-landlord disputes.



INFORMATION

TELEPHONE SOURCES

The University Operator provides directory assistance. From a campus phone, dial "0"; off-campus, dial 355-1855.

Call the **Library Information-Referral Center**, 353-8700, during regular library hours with questions concerning services and events at MSU.

Department of Police and Public Safety is available around the clock for questions regarding police or other safety matters. Call 355-2221. For emergencies only, call 9-1-1.

Spartan Connection is an automatic telephone information service for students. See page 126.

Health Information 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. For general or specific questions.

INFORMATION LINES:

Abrams Planetarium Programs	355-4672
Breslin Student Events Center	432-1440
Intercollegiate Athletics	355-1610
Kresge Art Museum	355-7631
MSU Helpline	353-4MSU
MSU Museum	355-2370
Music Dept Events	355-3345
RHA Movie Schedule	355-0313
Theatre Dept Performances	355-0148
Wharton Center Events	432-2000

NEWSPAPERS

The State News provides campus, local, state, and national news. It is available at many campus locations. (A fee for the paper is paid at registration.) Main offices are in 345 Student Services Building, 355-8252.

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

COMPUTER SOURCES

An increasing array of information is accessible to students using the campus public micro labs or having modem connections to MSUnet, the campus network.

Stu-Info lets students check their own current academic and financial information 24 hours a day.

Gopher provides electronic access to many essential University publications. See listing on the opposite page and inside the front cover. A variety of campus and national/international bulletin boards are also available.

MAGIC gives access to MSU's catalog of library resources from a micro lab or from home with a modem.

For more information see "Computers" on page 9.

RADIO AND TV

MSU Student Radio

WDBM, "Impact," comes to you at **89 FM**, 24 hours a day, 365 days a year with alternative music, news, sports and talk on campus issues. The FCC licensed, non-commercial station can be heard at distances of 50 miles or more. ("Impact" is also carried over the MSU cable system at 89.3 FM.)

WFIX, "The FIX," is found at **91.5 FM** over the MSU cable system. WFIX carries specialty programming not found on WDBM, including commercial-free Retro hits during the day and Rap, Hip Hop and House music at night. WFIX operates on the academic calendar.

The goals of Student Radio are diversity in programming, professionalism in presentation, and education. Both stations are supported by a fee collected from all students each semester. Students may apply for paid positions or to work as volunteers. Offices and studios will move from 310 Auditorium to handicapper accessible facilities in **Room 4 of Holden Hall** during Fall 1995. For information call 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 PBS programs, the stations broadcast local

programs, including MSU sports and cultural events. Program guides are sent to those who contribute to the operational costs of the stations. Student rates apply. For information call 355-6540 (radio) or 355-2300 (TV).

MSU Information Channels

MSU classes and information are broadcast over campus closed circuit TV and over cable TV throughout Greater Lansing. Announcements regarding campus events are aired when classes are not being carried. Consult your cable guide for the channel in your area.

University Housing Cable Channel 12

University Housing Channel 12 is part of a multi-channel cable system for students living in campus residence halls. Its purpose is to enhance student life through information, entertainment, and education by drawing on campus resources and the local cable system. A 24-hour bulletin board lists everything from daily menus to safety tips to promotion of campus events. RHA-sponsored movies and selected teleconferences are features of Channel 12. The bulletin board service is also presented off campus on a TCI cable channel. For more information call 432-2191.

PUBLICATIONS

Basic References

Academic Programs and Descriptions of Courses is MSU's two-volume "University catalog" for undergraduate and graduate students. Volume one includes academic programs, graduation requirements and academic policies and procedures. Volume two gives a brief description of each course offered by MSU. The two books are available for reference in most University offices and may be accessed by computer through **Gopher**. For sale at the MSU Bookstore for \$3.00 per volume.

Schedule of Courses, published twice annually by the Office of the Registrar, contains class times and locations, fee and registration information, and final exam schedules. Distributed in March for the next academic year and in February for the summer sessions. Available from the Registrar's Office, 150 Administration Building.

Spartan Life (what you are reading) is published by the Division of Student Affairs and Services as a resource guide for students. It is distributed to on-campus residences, off-campus organized living units and University offices. Available in 162 Student Services, 353-6650. **On Gopher.**

Student Directory lists the local and home addresses and the local telephone numbers of students. It is provided to residence hall rooms. For sale at the MSU Bookstore. **On Gopher.**

Faculty & Staff Directory. Part I shows the organization of the University. Part II lists office and home addresses and telephone numbers for all MSU employees. Part III lists faculty and staff by department and office. For sale at the MSU Bookstore. **On Gopher.**

Bylaws for Academic Governance contains the operating rules and procedures for the Academic Governance System (see Governance). 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 Office of the Secretary of the Board of Trustees, 450 Administration Building; the Information Desk of the Main Library; and the Student Life Center, 101 Student Services.

Specialized References

Student Organizations Directory lists registered student organizations and contact persons, organized living units, and student government groups. Available at the end of fall semester in the Student Life Center, 101 Student Services. **On Gopher.**

Student Organization Handbook is a resource for student leaders and advisors. It contains information on: how to register a student organization and schedule activities on the campus; facilities and services student organizations can utilize; relevant University policies and procedures; the role of the organization advisor; and how to be an effective organization leader. **On Gopher.**

Religious Advisors Association—Programs and Resources is provided to students by member organizations of the Religious Advisors Association. Available in the residence halls and Student Life Center, 101 Student Services.

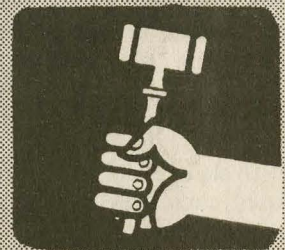
Service-Learning Center general information brochure explains the types of community service-learning placements available to students interested in volunteer work or in gaining work experience and skills. Contact the Service-Learning Center, 27 Student Services, 353-4400.

Intramural Calendar and Handbook provides information about recreational sports activities on campus. Available at all IM buildings. **On Gopher.**

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

Career Services and Placement Interviewing and Career Events Bulletin, published weekly during the academic year, announces opportunities to interview with visiting employers. It is available **on Gopher** and copies are distributed at 113 Student Services each Thursday after 1 p.m.

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/COGS LEGAL SERVICES

ASMSU/COGS 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 for landlord-tenant problems, criminal misdemeanors, drunk driving and other traffic offenses, debtor-creditor problems and other civil concerns.

Through the Student Defender program, the office also provides advice and counsel for students involved in any University or departmental judiciary action. Student defenders are trained to act as counsel for residence hall problems, academic dishonesty, non-disciplinary challenges, and other intra-university concerns.

The legal services 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 p.m.

ABOUT STUDENT ID CARDS

Your MSU Student Identification Card (with picture) is vital to "doing business" on the campus. It must be presented when: using campus services, such as the library, health center, MSU buses, and IM facilities; cashing checks; and making purchases at student rates. The ID may be required for admission to classrooms, laboratories and exams.

The card is provided upon completion of initial enrollment and may be used for five years. It carries student name, student number (PID), photo, a library bar code, and date of issue. On the back of the card are a signature block and two magnetic stripes containing personal data. These will be used to verify current enrollment or eligibility for access to selected services, such as Olin Health Center and IM facilities.

OTHER SERVICES

American Civil Liberties Union (ACLU)...concerns itself with citizens who believe that constitutional liberties and civil rights as a citizen have been violated. The Lansing ACLU chapter may be contacted at 484-3176.

Consumer Complaints 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, TDD 373-1111.

Lawyer Referral Service is provided by the Ingham County Bar Association. Offices are located in the Lansing City Hall, 124 W. Michigan, 482-8816. A half-hour consultation costs \$20.

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.

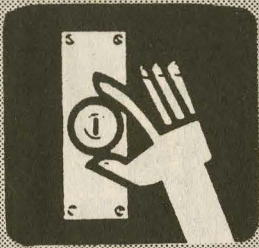
Small Claims Courts...handle civil matters of less than \$1750. In East Lansing, the court is located at 101 Linden. Call 351-1730. In Lansing, contact the District Court Office, 483-4426. There is a small filing fee.

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.

Replacements for lost or stolen cards may be obtained, for a charge, in 150 Administration Building upon presentation of identification.

Do not loan your ID card or borrow someone else's. Misused IDs may be confiscated and result in disciplinary referral, as well as great inconvenience. (See General Student Regulation 5.00. Also see "Identification" in Part III of this book.)

Spouses of full-time students may obtain IDs entitling them to certain privileges. Required for proof of status are the registered student's ID card and proof of marriage. Cost is \$10 for one year. Available in 110 Administration. (Policy under review)



PERSONAL SECURITY

MSU DEPARTMENT OF POLICE AND PUBLIC SAFETY

The department performs a variety of tasks for the benefit of individual citizens, organizations, and institutional agencies that comprise the University community. The department is divided into three divisions.

Police Services...performs the duties of a similarly sized municipal department, plus many non-police oriented services. The telephone number for non-emergencies is 355-2221. For emergencies only, call 9-1-1.

Safety & Public Health...includes specialists trained in the areas of public health and safety, occupational health and safety, fire safety, integrated pest management, and emergency planning. 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.

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. (Approximately ninety-five percent of all parking tickets are issued by student employees.) The division issues licenses for bicycles and parking permits for motor vehicles operated on campus. 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 apartment, or a house, be cautious about protecting your property and yourself within your living space. MSU police indicate that most offenses against students in the residence halls are "crimes of opportunity." Wherever you live, denial of opportunity for crime is key to your personal security.

1. Always lock your door, even if you leave for "just a minute." This is the single best deterrent to intruders.
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 to strangers.
5. Close your curtains at night.
6. Do not take in overnight guests that you do not know.
7. Do not carry a key chain with your name, address, or car license number on it.
8. Do not let strangers into the building after closing.
9. Do not prop exterior doors open after closing.
10. Work out an agreement with neighbors to watch for suspicious activity or persons. Report anything suspicious to the police.

PERSONAL SAFETY

We all like to think of the campus as a safe place—BUT don't walk alone at night! Go with a friend, use the Nite-Rider bus service, call StateWalk, or call Dial-A-Ride.

StateWalk is an on-campus nighttime walking service sponsored by the Residence Halls Association in cooperation with the Department of Police and Public Safety. Pairs of trained student volunteers walk with individuals from certain locations to their cars, residence halls, or other campus destinations. Hours are dusk to 1 a.m., Sunday through Thursday (except during breaks and summer semester). The service is offered from: the Main Library, Room W-122 (near the Red Cedar exit), 355-5548; Emmons Hall, 432-3456; and McDonel Hall, 432-3499.

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 Dial-A-Ride. Become familiar with the locations of Green Light telephones as you walk the campus—just in case. (See back cover for map.)

The **Nite-Rider bus service** and **Dial-A-Ride** are offered by the Campus Bus Service. Nite-Rider has a fixed route and schedule, while Dial-A-Ride responds to special requests. For hours and instructions, see: "Campus Bus Services" in the Transportation section of this book.

PERSONAL PROPERTY

Personal property, such as radios, stereos, cameras and calculators, should be marked for identification. 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 Police and Public Safety.

Do not take valuables into the intramural buildings as their security cannot be guaranteed. Lockers are available for your use; bring your own lock or rent one for a quarter. Don't take a chance by leaving valuables "on the sidelines."

BICYCLE SECURITY

The Department of Police and Public Safety has published a pamphlet on bicycle security. Copies are available in the Parking Office. Following are theft prevention tips recommended by the MSU police.

1. Register your bicycle with the Department of Police and 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.

SELF DEFENSE AND SEXUAL ASSAULT PREVENTION

Workshops on self-defense and sexual assault awareness are offered throughout the year by: The Sexual Assault Crisis and Safety Education Program (located in the Counseling Center), 207 Student Services, 355-8270; the Women's Resource Center, 353-1635; or the Self-Defense for Women Program at IM-Sports West, 355-5250.

A **one-credit course** in women's self-defense (PES 106L) is offered regularly.

To Prevent Sexual Assault

In general

- ◆ Learn self-defense. It's easier than you may think.
- ◆ Be assertive. If you have a feeling something is wrong, be safe, NOT polite.
- ◆ Be discreet about your personal plans.
- ◆ Be aware; rapists are often not strangers.

While walking

- ◆ Keep alert.
- ◆ Don't take shortcuts through deserted areas.
- ◆ If followed, head for lights and people.
- ◆ Use shriek alarms or whistles to draw attention; chemical devices are of limited use.
- ◆ On campus, use green light telephones or residence hall front entrance phones to summon help.

In your car

- ◆ Check the back seat for intruders.
- ◆ Lock the doors when driving or parked.
- ◆ Lean on horn if you feel threatened.
- ◆ If followed, drive to a busy area or police station.

At a party

- ◆ You are very vulnerable when you've been drinking or are high. Don't leave a party or go to a secluded room with a casual acquaintance under these circumstances.
- ◆ A buddy system is useful. Prior to the party, discuss with friends what you do or don't want to happen and arrange a signal or phrase that means "help me out."

For Men

- ◆ Men are victims, too. Follow guidelines for safety offered above.
- ◆ Consent by both parties to any sexual contact is what discriminates sexual assault from legal sexual activity. A sober yes to anything from a kiss to intercourse is your best protection against being accused of assaulting someone.

Be cautious about accepting rides—anytime, anywhere.

24-HOUR RAPE CRISIS LINE: 372-6666

SEXUAL HARASSMENT

Sexual Harassment is a form of unlawful discrimination. For an explanation of acts prohibited and a list of sources for assistance, please refer to the "Sexual Harassment Policy" in Part III of this book.

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

MSU SAFE PLACE

The MSU Safe Place program reflects the University's commitment to provide an environment free from relationship violence (emotional, physical and sexual abuse) for students, staff, faculty, retirees and their partners. This program works in conjunction with the Council Against Domestic Assault (CADA) to provide many programs. For preventive educational programs, support, an advocate, counseling or other business matters, call 355-1100. For immediate 24-hour crisis support and shelter (at CADA or MSU Safe Place), call 372-5572.



RECREATION

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 MSU and photo identification. 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 valid University identification.

Special Population Program

Intramural Sports and Recreative Services celebrates the diversity inherent in our large international institution. In order to respond to recreative needs of this diverse community, special programs such as Self-Defense for Women, Family Rec, Friendship Games for International students, Handicapper Services, and special Health and Fitness activities are offered. In addition, the department offers a variety of student employment opportunities in all program areas.

Students are encouraged to call the IM Sports West office at 355-5250 for more information regarding any of these programs.

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, join one of the 40 Sports Clubs, or participate on a team in one of the four leagues—residence hall, fraternity-sorority, co-rec, or independent. An Intramural Schedule of Events is distributed each semester to living units or may be picked up at any IM office.

Available Sports for Organized Competition

Teams:

touch football	table tennis
badminton	swimming
team tennis	ice hockey
soccer	innertube
softball	waterpolo
golf	floor hockey
indoor soccer	track
volleyball	wallyball
3-on-3 basketball	sand volleyball
basketball	

Individual:

wrestling	table tennis
tennis	weightlifting
swimming	badminton
golf	track

Sports Clubs

Sports clubs, organized through the IM program, provide instruction and competition. Clubs vary in size, from less than 50 to over 300 in the Ski Club. Many clubs plan trips and can provide information about places off campus to engage in their activities. The Sports Club Office is in 205 IM Sports-West, 355-5250. New clubs may be organized each year according to student interests. Current Sports Clubs include:

Aikido Yoshinki	Kendo MSU
Alpine Ski Team	Kung-Fu & Tai Chi
Archery	Lacrosse (men and women)
Badminton	Mountaineering
Bowling	MSU Karate
Creative	MSU Motion
Anachronism	MSU Rollerhockey
Crew (men and women)	Orchesis
Cricket	Outing
Frisbee (men and women)	Rugby (men)
Green Splash	Rugby (women)
Ice Hockey	Sailing
Judo	

Scuba	Water Polo (men and women)
Shorin Ryu Karate	Water Ski
Skydiving	Weightlifting
Spartan Ski Club	Yoga
Tae Kwon Do Karate	
Volleyball (men and women)	

OTHER ON-CAMPUS 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. For locations of community facilities, see the Yellow Pages or the "Community Profile" pages of the Lansing telephone directory.

Aerobics. Classes are held Monday through Friday at 5 p.m. in IM-Circle and IM-East and at noon in IM-West. Step and water aerobics programs are also available.

Basketball. Courts can be reserved in the three IM buildings. Many outdoor courts are available throughout campus.

Bowling. The MSU Union has 16 lanes for open play, classes, leagues, and tournaments.

Canoeing. The Red Cedar Yacht Club, 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 12 noon to 8 p.m. on Friday and 10 a.m. to 8 p.m. on Saturday and Sunday. Rental fees are \$3.00 per hour. No reservations are necessary. Call 355-3397 for further information.

Downhill Skiing. Michigan has about 50 fully developed ski areas. The Spartan Ski Club provides ski trips for students or can help you choose your slopes. Call 355-5250 for information.

Exercise-Fitness. Exercise/Fitness Rooms in IM-Circle and IM-East and a Weightlifting Room in IM West are available daily for individual workouts. Nautilus, bikes and other equipment are provided. Beginner orientation clinics are held regularly. A daily user fee is charged and term passes are available. For information, call 355-4710 (IM-Circle) or 353-3136 (IM-East). Individual fitness assessments are available at Olin Health Center, 353-4660.

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.

Hiking/Walking. In addition to trails on campus—along the Red Cedar, through the gardens, the Sanford Natural Area or the Baker Woodlot—a five-mile River Walk follows the Red Cedar to downtown Lansing. The Outing Club, 355-5250, has suggestions and information on club trips.

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. Beware of skating on the Red Cedar. River ice 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. Races are common in the spring and fall. Watch *The State News* for announcements.

Racketball/Handball/Paddleball/Squash. Courts are located in IM-East, and IM-West. **Wallyball** is also available in the IM-East and IM-West courts. For reservations call 355-5044 (IM-West) or 353-3223 (IM-East).

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.

Sailing. The MSU Sailing Club has its home on the south shore of Lake Lansing. Call 355-5250.

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. Water aerobics and learn-to-swim classes are available.

Tennis. Thirty 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.

Team, individual and co-rec tournaments are offered by the IM Department.

Weightlifting. Weight rooms and fitness rooms are located in all IM buildings. Some residence halls have weight rooms for resident use. Check with your RA or at the reception desk.

OTHER ACTIVITIES

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

SERVICES FOR SPECIAL GROUPS



AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

The Office for Affirmative Action Compliance and Monitoring 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 office is located in 303 Administration Building, 353-3922.

DIVERSITY AND MULTI-CULTURAL PROGRAMS

The Provost/Vice President for Academic Affairs, the Vice President for Finance and Operations, and the Vice President for Student Affairs and Services share responsibility for providing pluralism, diversity, and multi-cultural programs. The University's holistic approach includes such themes as gender, racial-ethnic minority, handicapper, and sexual orientation. A Multi-Cultural Council serves in an advisory and advocacy capacity.

The Coordinator for Multicultural Development in the Office of the Vice President for Student Affairs and Services gives special attention to the development of multicultural competencies for both students and staff. The coordinator plans and conducts training programs and works with a variety of multicultural issues and projects.

The Office of Minority Student Affairs (OMSA), a department within the Office of the Provost initiates, coordinates and implements a range of services and programs that attempt to positively impact the quality of life for racial/ethnic minority students. The office serves as a support and advocacy network through which racial/ethnic students are provided effective assistance during their academic tenure. The office also assists in the formation of policies and procedures that impact students at Michigan State University.

Typical programs include: annual Minority Student Orientation and Welcome Receptions; Cultural Programs, which provide forums to enhance intellectual, social and personal development for students; and the Minority Aide Program, which consists of 57 undergraduate students assigned to the residence halls to act as resource agents for students and staff. OMSA maintains a liaison relationship with the four racial/ethnic student organizations described below—APASO, BSA, CRU and NAISO. The office is located in 338 Student Services, 353-7745.

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 Vice Provost for University Outreach, facilitates a variety 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 office 51 Kellogg Center.

American Indian Students are represented by the North American Indian Student Organization (NAISO). (See ASMSU.) 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 Pow Wow is open to the public and attracts participants from several states. NAISO offices are located in the 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 in student government by the Asian Pacific American Student Organization (APASO). (See ASMSU.) APASO 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 communication linkage of the Black student community and addresses the academic, political, and social needs of Black students. Programs include: the Black Student Welcome Reception, Co-Sponsor of the Annual Black Student Retention Conference, and coordination of Black History Month events. (See ASMSU.) 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.

Latino/Hispanic Students (Mexican-American, Chicano, Puerto Rican, Cuban, and other Hispanics/Latinos) are represented in student government by the Culturas de las Razas Unidas (CRU). (See ASMSU.) CRU provides cultural and social programs and workshops on academic skills. The group also monitors and responds to University programs and issues on behalf of Hispanic students. The CRU office is located in 328 MSU Union, 353-5255. (Liaison relationship with Office of Minority Student Affairs, 353-7745.)

International Students (and their families) receive special assistance through the Office of International Education Exchange (OIEX), 103 Center for International Programs, 353-1720. OIEX provides advising and support on academic, personal, immigration, health insurance, and financial matters, and develops cultural educational programs and orientations for international students. It also houses SAIL, a cross-cultural education program utilizing the talents of international and internationally experienced U.S. students to help MSU students and faculty learn about other countries and cultures; the Sponsored Student Program which provides special assistance to sponsored students and their sponsors; and the Community Volunteers for International Programs (CVIP) who provide valuable support services to families of international students and scholars through the invaluable work of volunteers.

Handicapper Students may receive assistance and information from the Office of Programs for Handicapper Students (OPHS), 120 Bessey Hall, 353-9642 (Voice or TTY). OPHS coordinates sign language interpreters for academic program requirements. Alternative reading resource rooms and a variety of alternative format equipment are located in the OPHS office. Learning strategies tutoring for alternative learners is available through a learning specialist. Tower Guard Honorary and Service-Learning volunteers help OPHS provide readers, scribes, and other assistance to handicapper students. A variety of student resource groups meet regularly and provide opportunities for advocacy and support.

OPHS helps MSU implement its commitment toward accessible and usable University facilities and programs. Staff members facilitate the assessment of student needs to match the assignment of housing units which accommodate wheelchair users and other handicappers. Transportation services are available to students for whom on-line or routed bus service is not accessible.

Call 353-9642 for further information regarding identification of handicapper status and/or for more specific information on any of these services.

Handicapper Council represents handicappers in student government and provides programs and activities for handicapper students as well as to educate the general student population about handicappers. Located in 327 MSU Union, 353-5255.

Lesbian/Bi/Gay Students are served through a staff office and a student organization. A Lesbian/Bi/Gay Coordinator works within the Multicultural Development unit in the Office of the Vice President for Student Affairs and Services. The coordinator provides assistance and support to individual students, consults with lesbian/bi/gay student groups and organizations, and works with other staff to enhance the environment for lesbian/bi/gay students. The office is located in 101 Student Services, 355-8286.

The Alliance of Lesbian-Bi-Gay Students (ALBGS) provides representation in student government and seeks to educate the public on lesbian, bi-sexual, and gay issues. ALBGS provides support groups, speakers/discussions, and social activities. Volunteers staff an office in 442 MSU Union, 353-9795.

The Child and Family Care Resources Program (CFCR) coordinates information, resources and University initiatives to assist student-parents and students managing the care of dependent elders. Students may contact the CFCR coordinator at 432-3745, ext. 146 for information about programs and services, including the following:

- ◆ a resource and referral service contracted with the Office for Young Children, to help student-parents find child care;
- ◆ a temporary well-child care service contracted with Spartan Kid Care, Inc. and offered at Spartan Child Development Center. The service offers three days of child care per year, at no charge to parents, to meet short-term and emergency child care needs;
- ◆ financial assistance which may be available through such sources as local scholarship programs, the MSU Office of Financial Aid, and federal and state government programs;
- ◆ support groups for student-parents;
- ◆ child care offered at Spartan Child Development Center located in the Spartan Village apartment complex. The center attempts to meet the special child care needs of student-parents with a sliding pay scale and varied scheduling options. Full-day, half-day and drop-in care is offered for children aged two weeks to six years; and
- ◆ assistance with elder care issues.

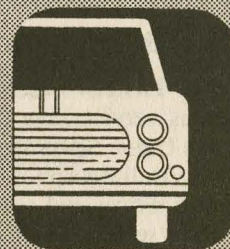
Veterans may be certified for benefits through the Veterans' Certification Office, 190 Administration, 355-5032. Educational/vocational counseling for veterans and eligible dependents is through the Ingham County Veteran's Affairs Office, 5303 S. Cedar, Lansing, 887-4331.

A Women's Resource Center (WRC) serves the interests of women students, faculty and staff with information, consultation, programs and a monthly newsletter, "Wisdom, Words, and Women." Located in 332 MSU Union, 353-1635; e-mail: wrc02@msu.edu.

The ASMSU Women's Council represents women students within student government and sponsors programs throughout the year. Located in 329 MSU Union, 353-5255. Women students also comprise the Women's Advisory Committee to the Vice President for Student Affairs and Services, and serve on the Women's Advisory Committee to the Provost.

MSU Safe Place works with relationship violence and is described in the section on "personal security."

TRANSPORTATION



VEHICLES

If you drive a vehicle (including a moped) on campus, you are subject to the Student Motor Vehicle regulations. Please refer to "Motor Vehicles" in Part III of this book for information regarding registration requirements and fees. The complete Student Motor Vehicle Regulations, including a map of campus parking areas, is available from the Parking Office. The regulations should be read carefully as they are strictly enforced. Tickets cost as much as \$35 and retrieving your vehicle after it has been towed costs \$35, not to mention the inconvenience.

Requirements and fees for registration, hours that students may drive on campus, and the fine schedule are subject to change.

For assistance or clarification, visit the Parking Office in the Police and Public Safety Building at the south end of Red Cedar Road, or call 355-8440.

All-University Traffic Committee (AUTC): This committee recommends motor vehicle regulations for students and employees; recommends changes in the University Traffic Ordinances; establishes reserved parking spaces for individuals and departments; reviews plans and designs for traffic ways and parking facilities and recommends changes if deemed necessary; and acts upon appeals for parking and/or driving privileges not granted by the Student Motor Vehicle Regulations. The committee is composed of four undergraduate students, two graduate students, three faculty members, three staff members, and four ex officio members representing the offices of Police and Public Safety, Campus Park and Planning, Housing and Food Services, and Automotive Services. To contact AUTC, call the Parking Office, 355-8440.

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.")

License Plates: If your car needs them, you should visit a Secretary of State's branch office. Those listed below under "driver's license" have staff to help you.

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

400 Albert, East Lansing	334-8305
5015 S. Cedar, Lansing	334-8305
221 W. Washtenaw, Lansing	334-8305
325 S. Waverly, Lansing	334-8305
7064 Crouner Drive, Lansing	322-8305
807 Kerns, Mason	676-3013

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.

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.

If you need a bike, the MSU Salvage Yard regularly sells bicycles that have been abandoned, stolen and not claimed, or otherwise separated from their owners. Bikes are individually priced and are available on a first-come, first-served basis. Call the Salvage Yard, 355-0364 to find out whether there are any for sale.

PLEASE GET A GOOD LOCK AND CHAIN.

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 free service is coordinated by the Capitol Area Transportation Authority. Participants in the Lansing area are "computer-matched" on the basis of location and schedule so they can carpool. Call 393-7433.

TRANSPORTATION SERVICES

Campus Bus Service

Passes & Tickets: Passes and tickets for regular campus transit bus service may be purchased at the MSU Book Store, the Union Store, University Apartments Office, at all Residence Hall Reception Desks, and the Automotive Services office. Prices and schedules are also available at these places. Bus service is free during registration periods before the beginning of each semester to allow people to become acquainted with the system.

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 also available and 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.

MSU/CATA Link: CATA (city buses) white transfers are accepted by all MSU buses at any MSU bus stop. MSU red transfers are accepted at any CATA bus stop along routes #1 (East Lansing/Meridian Mall) from Frandor Mall east to the Meridian Mall; #17 (Towar Gardens), #19 (North Harrison), #20 (South Harrison), and #21 (Burcham Hagadorn). Transfers are marked with the current date and time and must be used within the time limit.

Nite-Rider is a fixed route bus service providing regularly scheduled on-campus transportation to all residence halls, the Union Building, the Library and many other academic buildings during late evening hours. Nite-Rider buses operate during fall and spring semesters, excluding school breaks, holidays, and holiday weekends, from 10 p.m. until 2:30 a.m., Sunday through Saturday.

Dial-A-Ride supplements Nite-Rider and is a telephone requested service providing on-campus transportation to buildings and areas not served by the Nite-Rider bus (most generally University Village, Spartan Village and Commuter Lots). Service is available for up to three persons traveling to the same destination. Dial-A-Ride operates during fall and spring semesters, excluding school breaks, holidays and holiday weekends, from 10 p.m. to 2:30 a.m., Monday through Friday, and 6 p.m. to 2:30 a.m., Saturday and Sunday. Call 145-1212 (a beeper).

Handicapper Transportation is provided for those individuals who have permanent or temporary mobility characteristics preventing them from using regularly scheduled bus routes. Fees are comparable to those charged for other campus bus services. Handicapper transportation is available from 7:30 a.m. to 10:15 p.m., Monday through Friday and 10 a.m. to 6 p.m., Saturday and Sunday. Nite-Rider and Dial-A-Ride are also handicapper accessible. TTY service is available on a 24-hour, 7-day per week basis by telephoning 355-2374.

If you have questions concerning qualifications for these services, please contact Automotive Services at 353-5280 or the Office of Programs for Handicapper Students at 353-9642.

For further information, see "Campus Bus Policy" in Part III of this book or call Automotive Services, 353-5280.

Lansing Bus Service

CATA, the Greater Lansing Area bus service, 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. Hours are: 6 a.m. to 11 p.m. Monday through Friday. Weekend hours on selected routes are: 8 a.m. to 11 p.m. on Saturday; and 9 a.m. to 7 p.m. on Sunday.

Handicappers: All buses are equipped with wheelchair lifts. CATA also has a service called "Spec-Tran" which meets specialized needs. Spec-Tran runs on a reserved-ride schedule and uses lift-equipped buses. For more information, call 394-6230.

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

Fares: Cash, 85¢ weekdays, 75¢ weekends; CATA COINS (bus tokens), 80¢; CATA CARD (monthly bus pass), \$25 for students. CATA CARDS may be purchased at the MSU Union, Student Book Store, 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, and the Meridian Mall (outside East 4 theaters).

For additional information call 394-1000.

TRAVEL

Travel Help: ASMSU provides a travel service headquartered in 318 MSU Union. The phone number is 353-5255, ext. 55.

Passports: For information call the Main Post Office, 4800 Collins Road (south of Akers Golf Course), 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



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.

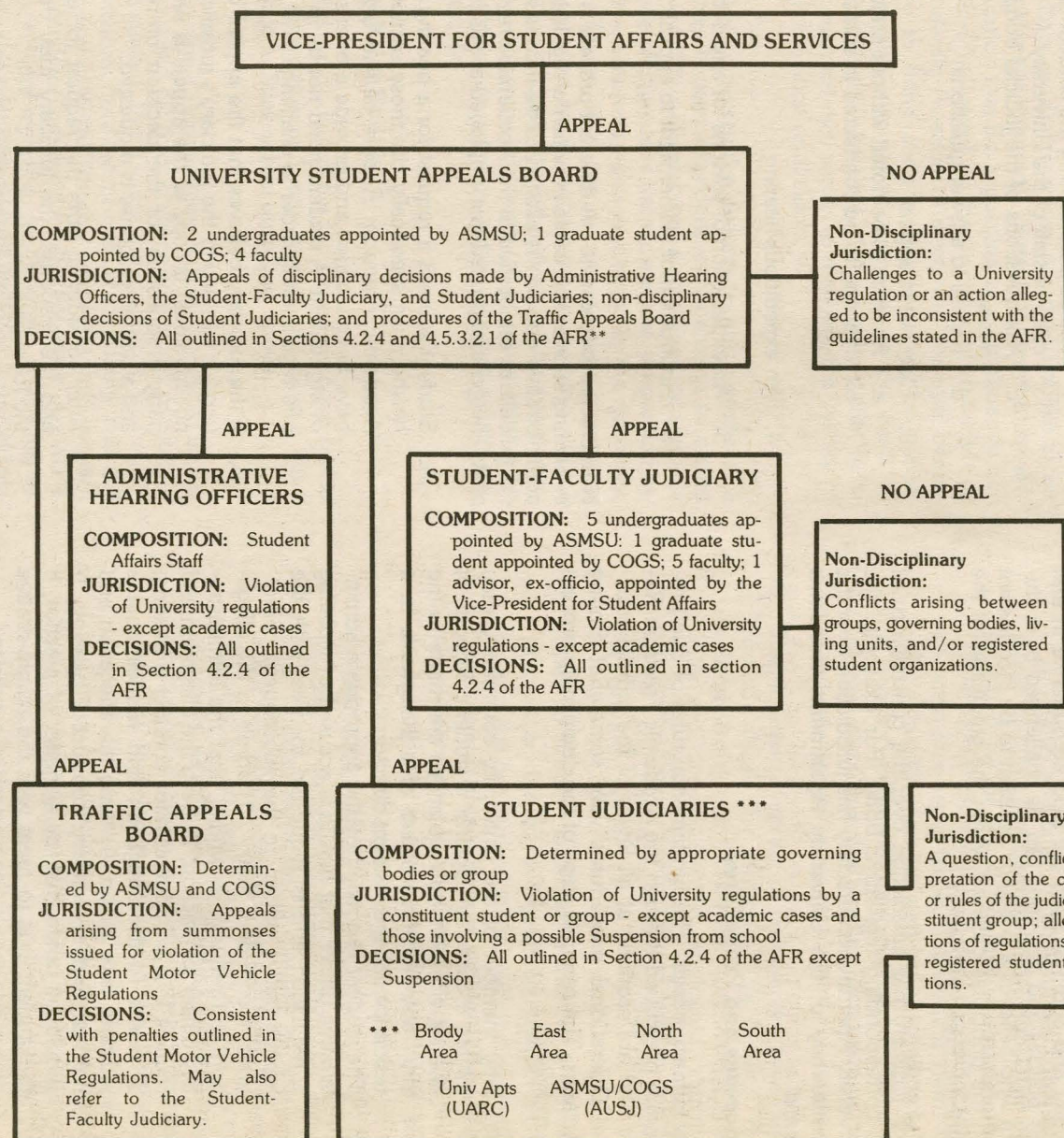
Structure and Organization of the System

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.

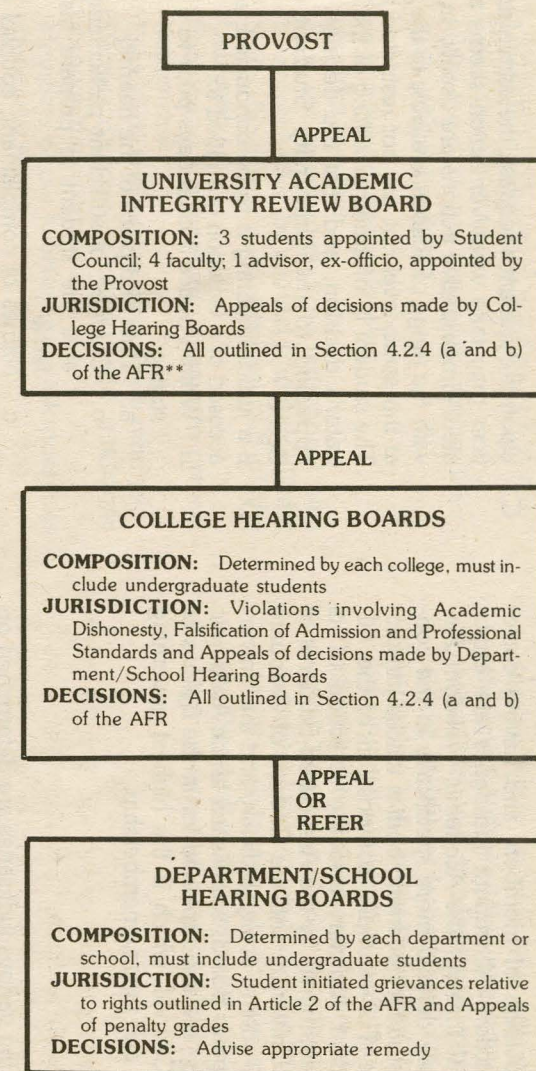
Relationship of the Judicial System to Campus Governance

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 (ADJB) is composed of: three undergraduates and one graduate student; four faculty and specialists; four representatives from the recognized bargaining units and the non-unionized support employees; and two representatives appointed by the President. An ADJB Coordinator reports to the President. ADJB has jurisdiction over violations of the MSU Anti-Discrim-

ination Policy. It may hear complaints filed by students, faculty members, or employees. Parties involved in anti-discrimination proceedings may choose an advisor (counsel) from the faculty, staff or student body of the University. The ADJB 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 Policy* or the ADJB Coordinator.)

- 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.

HISTORY OF APPROVAL

Original Document

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

Amendments

ARTICLE 2 Section 2.1.4

University Committee on Student Affairs (UCSA)	April 11, 1977
Student Board of ASMSU	April 19, 1977
Academic Council	May 31, 1977
Board of Trustees	June 24, 1977
Amendment effective	June 24, 1977

Section 2.3

UCSA	March 31, 1970
Student Board of ASMSU	April 1, 1970
Academic Council	May 12, 1970
Board of Trustees	June 18, 1971
Amendment effective	June 18, 1971

ARTICLE 4 Section 4.3.2.

Student Board of ASMSU	February 1, 1977
UCSA	February 28, 1977
Academic Council	May 31, 1977
Board of Trustees	June 24, 1977
Amendment effective	June 24, 1977

ARTICLE 5 Total revision

UCSA	March 31, 1970
Student Board of ASMSU	April 1, 1970
Academic Council	May 12, 1970
Board of Trustees	June 18, 1971
Amendment effective	June 18, 1971

ARTICLE 6 Total revision

UCSA	April 8, 1970
Student Board of ASMSU	April 17, 1970
Academic Council	May 12, 1970
Board of Trustees	February 19, 1971
Amendment effective	July 1, 1971

ARTICLE 7 Total revision

UCSA	February 8, 1971
Student Board of ASMSU	February 9, 1971
Academic Council	March 2, 1971
Board of Trustees	April 16, 1971
Amendment effective	April 16, 1971

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

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 establishes 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

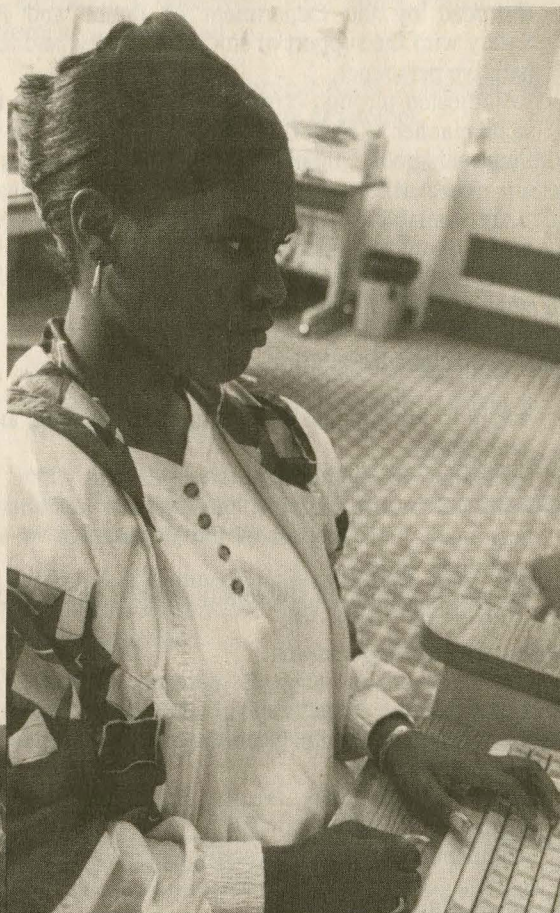
Residence Hall Bill of Rights

Residence Hall Regulations
Undergraduate

Residence Hall Regulations
Graduate

University Apartments Community
Bill of Rights and Responsibilities

Alphabetical listing of other
regulations and policies



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 Police and Public Safety with the support of students, faculty, and administrative personnel.
- d. Adjudicated through criminal court proceedings in the same manner as city ordinances or state laws.

(Although this book contains only selected ordinances, everyone is expected to comply with all University ordinances, which are available for reference in the Office of the Secretary of the Board of Trustees, 450 Administration Building; in the Student Life Center, 101 Student Services Building; and at the Information Desk, Main Library.)

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 Police and 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

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.

Arrangement of this section

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. 45 - 62.

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 50 - 58.

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.

(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.

ACCEPTABLE USE OF COMPUTING SYSTEMS, SOFTWARE AND THE UNIVERSITY DIGITAL NETWORK

(Administrative Ruling)

"Acceptable Use of Computing Systems, Software and the University Digital Network" is a comprehensive statement of the privileges and obligations accorded to each student, faculty and staff user of MSU's computing systems and software, as well as internal and external data networks. Each user is responsible for knowing and complying with the standards established regarding privacy, copyright and licensing, priorities and eligibility for usage, and respect for the integrity of systems and networks. The administrative ruling covers: Definitions, Implications of Diversity in the Information Technology Environment, Good Citizenship in "Cyberspace," and Enforcement and Adjudication. Included are appendices containing the acceptable use policies for: NSFNET Backbone Services, CICNet, and MichNet (MERIT).

The complete ruling on "Acceptable Use" may be obtained in printed form from the Computing Information Center, 305 Computer Center (355-4500), or electronically through Gopher. For electronic access: Enter Gopher; from the main menu select "Information for the MSU Community;" then select "Policies and Procedures;" then select "MSU."

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

ADDRESS WITHHOLDING POLICY

(Administrative Ruling)

Students may, upon request, withhold their name and address information from publication in the *Student Directory*. To do so, fill out a Directory Exclusion Form in 150 Administration Building during the first eight days of classes fall semester.

—Office of the Registrar
—June 1972

ALCOHOLIC BEVERAGES

1. MSU Ordinance 22.00

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

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

.03 The use of alcoholic beverages is prohibited in all public areas of campus buildings except with respect to events or occasions where such is approved or authorized by the Secretary of the Board of Trustees, pursuant to express criteria which have been prepared by the Secretary and reviewed by the Office of the General Counsel.

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.

MSU DRUG AND ALCOHOL POLICY

(All-University Policy)

(Applicable to University employees as well as students)

Congress has passed and the President has signed the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. The following is Michigan State University's Drug and Alcohol Policy for employees and students.

Employees¹

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 substance.² The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are 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 unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol 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 and referral for prosecution.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to the Office of Human Resources, Academic Human Resources or Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by University employees. The Employee Assistance Program provides preventative programs and counseling for employees experiencing substance-dependency problems. Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate labor contract or policy.

Students

Michigan State University's compliance with provisions of the Drug-Free Schools and Communities Act Amendments of 1989 applying to students is achieved through a comprehensive alcohol and other drug prevention program which includes policy enforcement, education programs and treatment services.

General Student Regulations 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. These regulations are as follows:

- 2.06 "No student shall possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug prohibited by federal or state laws."
- 2.07 "No student shall possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by state law and University ordinance."

Alleged violations of MSU regulations are adjudicated through the MSU student judicial process. Consequences for violations may include, but are not limited to, some form of disciplinary probation, required attendance at educational programs, referral for assessment and treatment, relocation to a new living environment, and suspension from Michigan State University for sale of illegal drugs or repeated violations of the regulations. In addition, students can expect to be arrested and fined for violations of State Law on campus.

1 This policy applies to all University employees, including but not limited to: faculty, academic staff, support staff and student employees.

2 Five schedules of controlled substances are defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21 U.S.C. 812.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by students. Information about education and treatment services may be obtained from the Alcohol and Other Drug Education Office, Student Life Center.

—President
—Provost and Vice President for Academic Affairs
—Vice President for Finance and Operations and Treasurer
—Vice President for Student Affairs and Services
—Board of Trustees, October 12, 1990

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 23.00)

.01 No person owning or being responsible for an animal brought upon property governed by the Board shall do so without securing the animal by appropriate use of a leash.

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

.03 No person shall bring any animal onto a University bus.

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

.05 Exceptions to the above provisions shall include:

.051 Animals used to assist persons due to vision and/or hearing impairments

.052 Animals brought for treatment to the Veterinary Medical facilities or for University sponsored research

.053 Animals being transported and which remain inside a vehicle

.054 Animals brought to animal related University sponsored events

.055 Animals brought to animal related events sponsored by registered student organizations which have received prior authorization from the Office of the Secretary of the Board of Trustees

.056 Animals subject to the control of any police officer during the course of the police officer's duties

(See also: *Residence Hall Regulation 1.0.*)

ANTI-DISCRIMINATION POLICY

(All-University Policy)

(Applicable to University employees as well as students.)

Article I. Purpose

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and the University's contractors in the execution of their University contracts or engagements¹, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

Article II. Prohibited Discrimination

Unlawful acts of discrimination or harassment are prohibited.

In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they:

1. Discriminate against any University community member(s) through inappropriate limitation² of employment opportunity³, access to University residential facilities, or participation in educational, athletic, social, cultural, or other University activities on the basis of age, color, gender, handicapper status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight⁴ or

1 This policy does not apply to the conduct of a contractor's internal affairs, nor does it apply to the conduct of contractual engagements to which the University is not a party.
2 Limitations are inappropriate if they are not directly related to a legitimate University purpose.
3 For purposes of this policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.
4 University ordinances, written regulations and policies, and published ADJB decisions approved by the President, provide guidance on the discriminatory acts prohibited by Section 1 and the harassing acts prohibited by Section 2.

2. Harass any University community member(s) on the basis of age, color, gender, handicapper status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

These prohibitions are not intended to abridge University community members' rights of free expression or other civil rights.

Article III. Mediation and Adjudication

Mediation of claims and disputes, through consultation provided by offices serving the University, is encouraged¹.

Complaints under this policy may be submitted for non-disciplinary adjudication according to the provisions of the "Procedures of the Anti-Discrimination Judicial Board." Upon its review, the ADJB may recommend that appropriate disciplinary proceedings be initiated, if such has not already occurred. Disciplinary proceedings are governed by the documents listed in Appendix A.

Excepting the President and the General Counsel, any University community member may be named in a complaint.

APPENDIX A

The contracts, policy documents, and procedures listed below provide avenues for the consideration of disciplinary complaints or actions against the various members of the Michigan State University community.

"Academic Freedom for Students at Michigan State University"

"Bylaws of the Medical Staff, Colleges of Human and Osteopathic Medicine: Michigan State University"

"Cooperative Extension Service Continuing Employment Policy and Dismissal Hearing Procedure"

"Dismissal of Tenured Faculty for Cause"

"Faculty Grievance Procedure"

"General Grievance Procedure for Non-Unionized Employees"

"Graduate Student Rights and Responsibilities"

"Librarian Personnel Handbook of Policies, Procedures, and Practices: Michigan State University"

"Medical Student Rights and Responsibilities"

Michigan State University collective bargaining agreements

Personnel Policies and Procedures Manual

PROCEDURES OF THE ANTI-DISCRIMINATION JUDICIAL BOARD

Article I. Composition and Selection of the Anti-Discrimination Judicial Board

1. The Anti-Discrimination Judicial Board (ADJB) shall consist of at least fourteen individuals serving staggered terms, and shall include at least two minority persons², five women, five men, and one handicapper. Membership shall comprise:
 - a. Three junior-status, undergraduate students selected by ASMSU. Each student shall serve for a term of two years.
 - b. One graduate student, to serve for a term of two years, selected by the Council of Graduate Students.
 - c. Four members selected by the University Committee on Academic Governance from the tenure system faculty and job security system specialists. Each such member shall serve for a term of three years.
 - d. Four individuals, to serve for terms of three years, selected by the Vice President for Finance and Operations from a slate comprised of two nominees from each recognized bargaining unit and two nominees from the non-unionized support employees.
 - e. Two individuals, to serve for terms of two years, appointed by the President. All selectors shall strive to ensure membership diversity, being cognizant of the factors listed in Article II of the MSU Anti-Discrimination Policy. Additional Presidential appointments shall be made if necessary in any given year to ensure the minimum diversity of membership mandated above. When and if necessary, such appointees shall serve for two years.

No member of the ADJB shall serve more than two consecutive terms. All selecting groups and University officers are expected to give due consideration to the necessity for a diverse total membership.

- 1 Consultation with one or more of the following may be useful:
 - > the chairperson, director, or dean of the relevant unit,
 - > supervisory support personnel,
 - > the Women's Resource Center,
 - > the Ombudsman,
 - > the Office of Minority Student Affairs,
 - > Student Life or Residence Halls staff,
 - > Sexual Assault Crisis & Safety Education,
 - > faculty or staff academic advisors,
 - > the MSU Counseling Center, and
 - > the Faculty Grievance Official.

- 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 (African-American); and d. Hispanic.

2. Terms on the ADJB shall begin on August 15th. Thereafter, the ADJB shall select one of its members to serve as chairperson for the entire year. Vacancies during terms shall be filled in accord with these procedures. The chairperson shall appoint members of hearing panels, as provided herein.
3. The position of "ADJB Coordinator" shall be established, reporting to the President of Michigan State University. The ADJB Coordinator shall ensure the provision of appropriate staff support services for the ADJB and generally facilitate the efficient operation of the group. In addition, at all hearings and appeals, the ADJB Coordinator shall:
 - preside without vote to ensure consistency and equity in procedure;
 - provide the legal advice needed by the ADJB; and
 - draft majority and minority opinions for finalization and approval by the ADJB, at the request of the group's members.

Procedural rulings made by the ADJB Coordinator while presiding over hearings and appeals may be appealed in writing to the President, upon completion of the ADJB proceedings.

Article II. Jurisdiction

1. The ADJB shall have jurisdiction only over those complaints filed by and pertaining to members of the University community which allege discrimination as defined in the All-University Policy entitled "MSU Anti-Discrimination Policy."
2. A complaint filed with the ADJB must be filed within thirty (30) calendar days of the alleged discrimination. Either the ADJB Coordinator or the full ADJB by majority vote may waive the 30-day time limit for good cause shown. A complaint must simply, concisely and directly specify the time, place, and nature of the alleged discrimination, as well as the individual(s), group, or entity alleged to be responsible for the discrimination. The complaint must also contain a short and plain statement of the remedy sought.
3. The ADJB shall not proceed to consider any claim: (a) for which another procedure for final and binding adjudication is provided within the University by contract, unless both contracting parties agree to submit the matter to this ADJB or (b) which, based on the same set of facts, has been submitted for adjudication under the rules of another University procedure. However, when a complaint has been adjudicated under another University procedure, the ADJB may review such findings upon the written request of the complainant, to assure itself that any non-disciplinary matters relating to prohibited discrimination were satisfactorily addressed. If, in its judgment, such non-disciplinary matters were not

adequately addressed, it may accept the complaint for further consideration on the basis of the non-disciplinary charges of discrimination only.

4. The ADJB shall have no jurisdiction respecting disciplinary charges against individuals, and no disciplinary sanctions shall be imposed through the procedures set forth herein. Alternative disciplinary channels exist for the consideration of such charges against any member of the University community. (See Appendix A.) On the basis of its non-disciplinary proceedings, the ADJB may recommend that separate, *de novo* disciplinary proceedings be initiated by relevant administrators for alleged violations of the "MSU Anti-Discrimination Policy" when such actions were known, or reasonably should have been known, to be prohibited by that policy.
5. The ADJB shall address all jurisdictional questions by a majority vote of the full Board. Immediate presidential review of jurisdictional decisions may be requested under Article IV by either party to a dispute.

Article III. Procedures

1. Initial Filing of a Complaint

- a. When an individual files a complaint with the ADJB, the ADJB Coordinator shall refer the matter in writing to the chairperson of the ADJB, who shall appoint five voting members of a Hearing Panel to be convened and presided over by the ADJB Coordinator. The ADJB Coordinator shall provide a copy of the complaint to the party or parties against whom it is made.
- b. A contested matter shall be heard without undue delay. The hearing and its record shall be closed unless both parties consent to an open hearing. The ADJB Coordinator shall give the parties reasonable notice of the hearing, which notice shall include:
 - 1) A statement of the date, hour, place and nature of the hearing; (a hearing shall not be continued or adjourned except for good cause and in the discretion of the ADJB Coordinator);
 - 2) A copy of this policy and the general rules of conduct for hearings.
- c. The complainant is required to establish the basis for and produce evidence in support of the complaint. Complainants assume the burden of proof, which must be met by a preponderance of the evidence¹.
- d. After the complainant presents his/her case, the respondent shall present his/her case. Respondent may elect to forego answering a complaint.

¹ I.e., that which is more convincing, more credible, and of greater weight than contrary evidence.

- e. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during a hearing but shall have no official voice in the proceeding. Advisors must be members of the faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own case. Each party shall have the opportunity to present witnesses, and to question witnesses presented by the other.
- f. The Hearing Panel shall render a decision in writing, without undue delay, and the ADJB Coordinator shall transmit copies of it promptly to the ADJB chairperson and the parties. The Panel's decision shall address all major questions raised. The recommended relief, if any, shall be tailored to remedy charges which have been substantiated. The decision shall state the name(s) of the prevailing party/ies and the party/ies against whom any complaints have been substantiated. The Panel shall carefully and clearly state its factual findings and the reasoning supporting its decision.

2. Appellate Procedures

- a. A party may appeal the decision of the Hearing Panel to the full ADJB by filing a written request with a short, written statement in support of the party's position on appeal with the ADJB Coordinator. The appeal shall be filed within 14 calendar days of receipt of the Panel's decision, and a copy shall be provided to the opposing party. The opposing party shall have 14 calendar days from receipt of the request in which to submit a written statement in support of its position on appeal.
- b. Appeals shall be based on the record established at the initial hearing and shall be limited to the following two issues:
 - 1) whether the evidence previously presented provides a reasonable basis for the resulting findings and recommended remedies (if any), and
 - 2) whether specified procedural errors were so substantial as to effectively deny the appealing party fundamental fairness.
- c. The ADJB chairperson shall provide written notice to both parties of the scheduled hearing date.
- d. With the exception of the ADJB Coordinator, members of the initial Hearing Panel shall not participate in the appellate hearing or deliberations. An appellate quorum shall be necessary to hear any appeal and shall consist of a majority of those ADJB members who did not serve on the original hearing Panel.
- e. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during an appeal but shall have no voice in the proceeding. Advisors must be members of the

faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own appeal.

- f. The ADJB shall give each party the opportunity to present an oral argument, based on the record established at the initial hearing, in support of his/her position on appeal.
- g. The hearing shall be closed unless both parties consent to an open hearing.
- h. The ADJB's review on appeal shall be limited to the record established at the initial hearing, the Hearing Panel's decision, the written statements submitted by the parties, and the parties' oral arguments. Findings of fact by the Hearing Panel may not be overturned unless clearly erroneous.
- i. The ADJB shall render a decision without undue delay. The ADJB may affirm or reverse the Hearing Panel's decision in whole or in part and/or remand it to the original Hearing Panel for reconsideration. Recommended relief, if any, shall be tailored to remedy those charges which have been substantiated.

Article IV. Final Resolution

- 1. Decisions issued by the ADJB (including those of jurisdiction) and unappealed decisions of its Hearing Panels shall be forwarded to the President by the ADJB Coordinator in the form of a recommendation, without undue delay.
- 2. Within 30 calendar days, the President shall either concur with the decision and direct appropriate action to implement it, or for stated cause, shall overrule or modify the decision. When the President overrules or modifies a decision, he/she shall provide written reasons to the ADJB and to the parties.

Article V. The ADJB's Advisory Function

The ADJB shall meet with the ADJB Coordinator regularly (at least once annually and no more than monthly at the discretion of the Board) to review and consider any policies or practices brought to its attention, which may have contributed to allegations of unlawful discrimination or harassment. The ADJB may meet with University administrators to obtain information regarding relevant policies and practices. Upon discussion and review, the ADJB may make such advisory operational recommendations to the President as it deems appropriate.

Article VI. Other Provisions

1. Time Limits

With the exception of the thirty-day filing deadline in Section II of Article II, all time limits set forth above shall be suspended during regularly scheduled vacations or semester breaks in the University's academic year. Summer semesters shall similarly be excluded from consideration when calculating time limits applicable to complaints brought by students not then enrolled.

2. Regular Reports

The ADJB Coordinator shall make annual reports to the President, who shall share them with the Board of Trustees and University community.

3. Assistance with Complaints

Individuals considering filing complaints with ADJB may obtain advice and procedural assistance through the ADJB coordinator and, as appropriate, the bodies listed in footnote #5 of Article III (footnote 1, p. 89) of the MSU Anti-Discrimination Policy..

—Approved by the Board of Trustees
April 9, 1993

BAD CHECK COLLECTION

(Administrative Ruling)

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

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

Written notification is sent to each student indicating that a check was returned and requesting the student to redeem the check 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 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 semester subject to class availability, department approval, and the payment of all outstanding obligations with certifiable funds. A returned item service charge of \$68 is assessed unless the student presents a letter from his or her bank stating that the bank made an error.

2. Checks negotiated for reasons other than registration:

Written notification is sent to a person indicating that his or her check has been returned. This notice requests redemption of the check within a period of ten (10) days by cash, money order, or certified check plus a \$18 service charge.

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

placed against the student. If the check and service charge remain unpaid, 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 Police and 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 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. Other Sanctions:

In addition, the University reserves the right to take one or more 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, 1993, 1994)

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 Police and 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 Parking Office, in the Department of Police and Public Safety Building. Licenses must be immediately attached to the bicycle.
2. **Parking.** Unattended bicycles must be placed in bicycles 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 Police and 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 semester and summer term will be impounded by the Department of Police and Public safety. Each year an area will be designated for the parking of bicycles during the break between semesters and for summer storage. Those students using summer storage must remove

their bicycles by midnight of the first day of classes fall semester.

8. **Enforcement and Administration.** The Department of Police and 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 and Structures (Ordinance 28)
Distribution of Material in Residence Halls
University Facilities and Services
Residence Hall Space Use Policy
Parades, Processions, and Sound Trucks
Public Address Equipment
Disorderly Assemblages or Conduct (Ordinance 15)

CAMPING

(Ordinance 13.00)

Except in connection with approved University activities which require overnight occupancy at the site of the activity, no person shall camp within the confines of land governed by the Board. "Camping" means the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag or other bedding material for use, parking of a motor vehicle, motor home, or trailer for the apparent purpose of overnight occupancy. It shall be a violation of this ordinance to camp without a permit.

CAMPUS BUS POLICY

(Administrative Ruling)

The Campus Bus System operates during fall and spring semesters 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.

- 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 semester (fall or spring) or may be purchased annually in the fall. Passes may be purchased at the MSU Union, the MSU Bookstore, all residence halls, the University Apartments Office, and the Automotive Services 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 buses without payment of an additional fare when more than one route is necessary to reach a desired destination. Tickets may be purchased at the MSU Bookstore (International Center), MSU Union Store, the University Apartments Office, MSU Library, all residence halls, and the Automotive Services Office.
- c. **Conditions of Use.** Bus passes are non-transferable and must be affixed directly to the front of 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. 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 for disciplinary action up to and including referral to the Department of Police and 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; July, 1991; June, 1992; July, 1993

(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 Community Charitable Campaign), 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.¹

(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

1 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.

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 a.m.

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

Security Procedures:

- a. University Housing, 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

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 semester. 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 semester 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 semester 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 semester. 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 advising 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*, or *Medical Student Rights and Responsibilities*.

*Such complaints must normally be initiated no later than the middle of the semester 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 semester following the one wherein alleged violations occurred.

Reprinted from *Academic Programs 1993*

DISORDERLY ASSEMBLAGES OR CONDUCT

(Ordinance 15.00)

- .01 No person shall, without authorization, assemble together anywhere on the campus for the purpose of creating any excessive noise or disturbance, riot, raid, or disruption, or assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of University buildings and facilities, or prevents or obstructs the normal operations of the University.
- .02 No person shall disrupt the normal operation of any properly authorized class, laboratory, seminar, examination, field trip or other educational activity of the University.
- .03 No person shall disrupt the normal use of any campus building or area which has been assigned or scheduled by appropriate means for educational or extracurricular activities. Included within, but not limited to the foregoing, is the

use of appropriate buildings or areas for dramatic or musical presentations, lectures, athletic events, military exercises, orientation meetings, registration, commencement ceremonies, and placement activities.

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

.05 No person shall disrupt the normal activity or molest the property of any person, firm or agency while that person, firm or agency is carrying out service, activity or agreement for or with the University.

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

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

.08 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.

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

.10 No person shall make, or continue, cause or permit to be made, orally or by use of any device, any unnecessary noise disturbance. Noncommercial public speaking and public assembly activities conducted on any public space or public right of way shall be exempt from this section, except as otherwise provided herein.

The following acts, and the causing thereof, are hereby declared to be violations of this section: Sound Production and Reproduction System. The playing, using or operating, or permitting the playing, using or operating, of any television or radio receiving set, musical instrument, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance, or at any time with a louder volume than is reasonably necessary for convenient hearing for the person(s) present in the room, vehicle or other place in which such instrument, machine, set or device is operated and who are voluntary listeners thereto. The operation of any such television or radio receiving set, instrument, machine or device between 11:00 p.m. and 7:00 a.m. of the following day in such a manner as to be plainly audible at a distance of seventy-five feet from the building, structure, vehicle or other place in which it is located shall be prima facie evidence of a violation of this section. This subsection shall not apply to noncommercial speech.

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.¹
- b. Campus mail with student's name and room number.
- c. Material from hall directors, Department of Residence Life, 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 the Department of Residence Life, G-64 Wilson Hall.
- 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 Department of Residence Life.
- 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.

7. Revisions

Any revision of any part of this policy must be approved by Residence Halls Association, the Department of Residence Life, the Department of University Housing, and the University Committee on Student Affairs.

—Residence Halls Association
—Department of Residence Life
—Dept. of University Housing

—University Committee on Student Affairs

—Vice President for Student Affairs and Services

—May, 1965; Revised February 27, 1973; July 22, 1983

(See also: *General Student Regulation 2.00, 3.00, 4.00 and 5.00.*)

¹ 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.

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 Police and Public Safety. Should security procedures, as determined by the Department of Police and 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 Police and 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 so-

licitation 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 semester (which is defined as the first day of hall opening through hall closing for that semester). For this reason, the recognized governing body of a hall or its authorized representative, the manager, and hall director are responsible for the granting of permission to use space in that hall. (The manager and hall director will assume all responsibility if a student government does not exist in a given hall.) These three groups should not become simply a booking agent, but should recognize that through their responsibility for reserving hall space they can provide hall residents with opportunities for an expanded range of experiences and involvement. This responsibility includes both educational and financial considerations which extend beyond the mechanics of booking rooms. Furthermore, this responsibility must include a concern for the safety and security of the residents and the hall.

a. General Guidelines for Space Use

- 1) Initial contact for the approval and booking process for use of classrooms, kivas, lounges, conference rooms, dining rooms, and similar space, outside of regularly scheduled day and evening classes within a particular hall is initiated by contacting one of the three groups necessary for approval — the hall director, the hall manager, or the hall student government. In this initial contact the steps in the approval and booking process specific to the particular hall will be explained.
- 2) The hall student government, hall director, and hall manager shall develop and have available copies of its specific policy for use of space within that particular hall. It shall include:
 - a) procedures for obtaining approval and registration for use of space.
 - b) the means and procedures for covering labor, set-up and clean-up costs; the method of financing; the collection of deposits, if applicable; and the assessment of damage charges to the person and/or the group making the booking.
 - c) a list of groups that have automatic approval to book specific facilities for meetings through the manager's office for the purpose of making booking regularly scheduled meetings more expedient. These groups could include academic groups located within the hall, residential colleges within the hall, hall governments, advisory staff, management and possibly other groups as appropriate.
 - d) a list of the facilities in the hall which are available and any limitations on the use of each facility which are appropriate including fire safety limitations.
 - e) a list of the specific groups in a given hall that qualify as "within-hall groups" as defined in Section 2.b.
 - f) a statement about "other groups" as defined in Section 2.b. of this policy. This statement will allow for an individual hall to restrict its space based on such considerations as the size of the group, alcohol use, and the nature of the activity.
 - g) a statement which indicates the closing hours for events. All events or activities held within the living area are expected to end at hall closing—12:00 midnight, Sunday through Thursday and 1:00 a.m., Saturday and Sunday mornings. However, halls may identify specific facilities outside the living area which could be used for events continuing past closing. Such events may be planned only by

"within-hall groups." The facilities for such events must be in locations which result in no disturbance to residents in the living areas. If such facilities can be identified in a given hall and agreed upon by hall government, the hall director, and the manager, a proposal for such an after-hours policy should be forwarded for examination and approval by the Area Director and Area Manager. Such a proposal should also contain explicit expectations for the way in which the hall escort policy will be maintained during such events without excessively overburdening the night receptionist. It would include, furthermore, a stipulation that such events will end promptly at the agreed upon closing time at the initiative of the residents planning the event and without the need for intervention by advisory staff. Subsequent to approval of such a policy, only the hall director, hall manager, and hall government will need to give approval for a given event.

- h) procedures to be taken against a group which violated agreements or policies governing the use of residence hall space.
 - i) other, as may be appropriate to each individual hall.
- 3) Carpeted dining rooms may be used for dances if a suitable floor covering is provided to protect the carpeting. If damages to carpeting occur as a result of dances or any other activity, the use of dining rooms for such purposes will be discontinued.
 - 4) Food service, cleaning, set-up, and similar services must be secured through the hall manager. Listed below are general guidelines and exceptions to these guidelines may be made by the hall manager according to limitations of that particular hall or the requirements of a given event:
 - a) Events requiring food service need two weeks advance notification after approval is obtained and booking procedures completed.
 - b) Events requiring special set-up or maintenance need one week advance notification after approval is obtained and booking procedures completed.
 - c) Events requiring no special set-up need three working days advance notification after approval is obtained and booking procedures completed.
 - 5) Since approval for use of residence hall facilities must be made jointly by the hall government, the 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 dis-

lowed 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 dis-

crimination 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 Residence Life 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 Residence Life staffs. If an allegation is not contested by the group, the decision of the hall government, management and Residence Life staff becomes effective.
 - c) The group shall be informed, in writing, by the hall government, management and Residence Life 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, the Department of Residence Life and the Department of University Housing will keep a list of groups not adhering to the responsibilities outlined in this policy and will

make such information available, upon request, to the halls.

b. Use of Space by Within-Hall Groups

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

- 1) Within-hall groups qualify for the use of residence hall facilities. Such within-hall groups and activities include three major categories:
 - a) an event or activity planned by the hall, house, or hall government and, 1) attended solely by residents of that hall, or 2) attended by residents of that hall and their invited guests.
 - b) an event or activity planned and attended by a hall group, which has been formally recognized by the hall government, and that group's invited guests. Hall groups which are so formally recognized are those which have received financial appropriations from the government, or have been formally approved and registered by the government (i.e., photography group, weightlifting group, Black Caucus, radio station). Such groups should be listed in the space use policy of each hall.
 - c) an event or activity planned and attended by resident members of the residential college or academic unit housed within that hall and their invited guests.
- 2) Within-hall groups must assume responsibility for the meetings, events, or activities they plan. If a particular group does not have demonstrated financial resources (i.e., a University account) a representative of that group must sign a statement agreeing to assume financial responsibility for any charges.
- 3) Within-hall groups may not sponsor activities of groups which fall under Section 2.c., "other groups," thus giving the event "within-hall group" status and thereby circumventing the specific provisions of Section 2.c. which pertain to "other groups."
- 4) Charges for within-hall groups or activities are under the following guidelines. These procedures differ from those for other groups outside the specific hall for two reasons: first, these residents have paid for the use of these facilities through their room and board; second, these groups have recognized financial resources available through the hall government.
 - a) Charges are not rental charges, but represent additional labor, supplies, material, or repair costs required to accommodate the event. The unit manager, in conjunction with Residence Life staff and student government repre-

sentatives, 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
 —Department of Residence Life
 —Vice President for Student Affairs and Services
 —May 26, 1976

3. Residence Halls Association Conference Housing Policy

(Student Group Regulation)

a. Introduction

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

University Housing 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) Department of Residence Life
 - c) The Department of University Housing
 - d) All individual halls in which housing is desired
- 4) After RHA has approved the conference, a coordinator will be assigned from the central staff of RHA. The coordinator will assist in making all further arrangements for housing, feeding, and other facilities.
- 5) The group sponsoring the conference will be financially responsible for all costs incurred, including meals, linen, keys, rental of meeting rooms, stolen articles, and damage to the facilities used.

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

—Residence Halls Association

—Associated Students of Michigan State University

—Vice President for Student Affairs and Services

—May 5, 1972

(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 account. 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.*)

FIREARMS OR WEAPONS

(Ordinance 18.00)

.01 No person shall possess any firearm or weapon anywhere upon property governed by the Board. Persons residing on property governed by the Board shall store any and all firearms and weapons with the Department of Police and Public Safety.

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

.03 The use of any firearm or weapon is prohibited upon property governed by the Board except those areas specifically set aside and supervised at range facilities, or as part of the regular education process, or as outlined in Ordinance 37.02 (wildlife) and its subsections.

.04 This ordinance shall not apply to Police Officers and other legally established law enforcement officers.

FIRES

(Ordinance 19.00)

... Except in connection with approved University activities and authorized University operations, no person shall set a fire upon property governed by the Board, except in approved stoves, or in grills in designated picnic areas. It shall be a violation of this Ordinance to set a fire upon property governed by the Board which is not approved, as provided.

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 27.00)

... 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.

... No person shall display a vehicle upon property governed by the Board for the principle purpose of sale.

... No person shall sell merchandise from a vehicle except in a duly established market place, or when so authorized or licensed under this ordinance.

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

HOLDS ON ENROLLMENT, REGISTRATION, RE-ADMISSION, AND UNIVERSITY SERVICES

(Administrative Ruling)

Authority for Hold Use

1. Financial Holds

The Vice President for Finance and Operations and Treasurer is responsible for the collection, custody and accounting for all monies due the University. Holds may be employed to collect any financial obligations due to the University's operating funds or to student loan funds.

2. Judicial Holds

The procedures for student discipline are 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 administrative ruling to request of the Provost or the Vice President for Student Affairs and Services the use of the judicial hold to enforce a "suspension" decision against a student, and to contact a student to notify him or her of an alleged violation of a regulation and pending judicial or administrative proceedings.

3. Academic Holds

Academic holds are used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the academic hold for this purpose.

4. Administrative Holds

Administrative holds are also used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the administrative hold for this purpose.

Criteria for Hold Use

1. Financial Holds

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

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

nary Clinic, etc.), overdrafts in student organization accounts, etc.

- b. Holds may not be used for collection of debts owed to any non-University agency. For purposes of this administrative ruling, 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, holds 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 use prior to issuance of the hold.
- d. A current list of all University agencies authorized by the Vice President for Finance and Operations and Treasurer to issue holds 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.
- f. A student will not be permitted to enroll for courses, be registered, be re-admitted to the University, have an application for admission to a new program of study processed, or receive services such as transcripts and diplomas, if a financial hold has been placed on the student. Additionally, in some circumstances, financial aid processing may be withheld if a financial hold has been placed.
- g. If a student has enrolled for courses and has not paid the financial obligation which created the financial hold by a specified due date, the student will be dropped from the courses in which he/she is enrolled.

2. Judicial Holds

Judicial bodies and administrative officers may make use of judicial holds in two cases:

- a. Holds 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 and/or registration.
- b. Holds may be issued against a student in order to require the student to appear at an administrator's office so that the student can be provided 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.

- c. A judicial hold may prevent a student from being re-admitted to the University, having an application for admission to a new program of study processed, enrolling in courses, and registering (paying of fees) depending upon the time within the academic semester when the hold is placed.
- d. The Office of the Vice President for Student Affairs and Services or the Office of the Provost shall authorize each instance of judicial holds under the terms of the criteria in the above sections.

3. Academic Holds

- a. The Provost and College deans and their designees are authorized to issue an academic hold which prevents a student from enrolling in courses and registering (paying of fees) because the student (1) has not met or needs to complete an academic requirement, e.g., has not declared a major, has failed to meet conditions of reinstatement or re-admission, has failed to take the foreign student English proficiency test, has failed to supply required transcripts; (2) has been recessed or dismissed; (3) needs to see an academic adviser due to academic-related issues; or (4) has not met or needs to complete a recognized obligation incurred in the regular course of an academic program or in utilizing an academic service.
- b. The student shall have had reasonable opportunity to be informed of and to comply with the academic requirement and shall have been given or sent warning prior to issuance of a hold.
- c. To ensure that the above conditions and criteria are being met, the persons and agencies authorized to issue academic holds shall provide a copy of their hold use procedures to the Office of the Provost for review and approval.

NOTE: Procedures followed in placing holds for mental health review may be obtained in 162 Student Services.

4. Administrative Holds

- a. The Office of the Vice President for Student Affairs and Services will authorize agencies which may place an administrative hold which prevents students from enrolling in courses and registering (payment of fees) and/or financial aid processing. Administrative holds are placed on students who have failed to meet a requirement which has been established by University policy or regulation such as, but not limited to, financial aid requirements, student housing policy, and foreign student health insurance. Within this category are those regulations with which a student must comply prior to enrollment. A current list of all University agencies authorized by the Office of the Vice President for Student Affairs and Services to issue administrative holds shall be maintained by the Office of the Vice President for Student Affairs and Services.

- b. The student shall have had reasonable opportunity to be informed of and to comply with the administrative requirement and shall have been given or sent warning prior to issuance of a hold.
- c. To ensure that the above conditions and criteria are being met, the persons and agencies authorized to issue administrative holds shall provide a copy of their hold use procedures to the Office of the Vice President for Student Affairs and Services for review and approval.

Further General Stipulations

1. Agencies and authorized personnel of the University shall make every effort to minimize the use of holds and shall employ alternative methods to accomplish their purpose whenever feasible.
2. Procedures for financial hold use shall be developed by the Office of the Vice President for Finance and Operations and Treasurer. Procedures for judicial hold use shall be developed by the Office of the Vice President for Student Affairs and Services and the Office of the Provost. Procedures for academic hold use shall be developed by the Office of the Provost. Procedures for administrative hold use shall be developed by the Office of the Vice President for Student Affairs and Services. All procedures shall include provision for the following:
 - a. Adequate prior notice to the student (including all pertinent details) of pending placement of a hold, prior to issuance except in the case of bad checks.
 - b. Procedures for the student to challenge the placement of a hold, prior to the issuance of a hold.
 - c. While a student is in the process of appealing the case in question, the hold will not be issued.
 - d. Review by the offices responsible for developing hold use procedures to ensure that the administrative ruling on holds is being accurately and consistently followed.
3. When a student has satisfied the conditions which precipitated a hold, the responsible agency or administrator placing the hold will ensure that the hold is removed.

Judicial Review

This administrative ruling 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, 1993, 1995

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 optimal learning environment for students. Any undergraduate student enrolled in seven or more credits at Michigan State University for a semester, summer semester 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 - 55 credits accumulated), are required to reside in University housing, with the following exceptions:¹
 - a. Married students
 - b. Students who will be twenty years of age by the last official day of registration fall semester of the current academic year (The current academic year is fall semester and spring semester.)
 - 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 semester in question.
2. **Juniors and Seniors**—Juniors and seniors are encouraged to live on campus. 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 semester in which they are enrolled for 6 or less credits or during the summer semester. In any subsequent semester 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 or manager.) This regulation applies to all students (freshmen, sophomores, juniors, seniors, special and graduate) who enter into a contract for on-campus housing.

Assignment

Only those persons 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, 339 Student Services. 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, University Housing, Department of Residence Life, and Associated Students of Michigan State University. 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; Amended 1993

IDENTIFICATION CARDS

(Administrative Ruling)

1. Upon payment of fees each student shall be provided an ID card which shall remain in his or her possession.

1 The sophomore student (28 - 55 credits accumulated) requirement may be waived by administrative action on a yearly basis.

2. The ID card is the property of Michigan State University. Students who withdraw or are withdrawn within a semester shall surrender to the proper University authorities said ID card.
3. The falsification, alteration, or unauthorized transference (loaning) of said ID cards or any other University records or documents may be a violation of *General Student Regulation 5.00*.
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 ID cards to the appropriate University authorities charged with the conduct of student affairs or to a member of the Department of Police and 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. (See *General Student Regulation 1.00, Scholarship and Grades*, for specific regulations.) 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 a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.

4. The student who receives a failing grade based on a charge of academic dishonesty may appeal to the University Academic Integrity Review Board a judgment made by a department, school, or a college. Refer to *Academic Freedom for Students at Michigan State University*.
5. When in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the University Academic Integrity Review Board which shall have original jurisdiction. Refer to *Academic Freedom for Students at Michigan State University*.
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 student's academic dean. The dean will then refer the case to the University Academic Integrity Review Board which shall have original jurisdiction. Refer to *Academic Freedom for Students at Michigan State University*.

(See also: *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

—Additional revisions as printed in *Academic Programs 1993*

LIBRARY POLICY

(Administrative Ruling)

Complete information on loan periods and fines for overdue materials is printed in the *Academic Programs*. Also, see "Libraries" in Part I of this book.

(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 Parking Office in the Department of Police and 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. All students, except unmarried freshmen and first-year agriculture technology students residing in residence halls, are eligible to operate a motor vehicle on campus providing it is properly registered

and driven in accordance with the conditions in the current Student Motor Vehicle 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 the Parking Office. When the Parking Office is closed the Department of Police and Public Safety may issue an interim registration certificate which will be valid only until 5 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 the Parking 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 5 p.m. of the next business day, may be obtained by an eligible student at the Police and 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 Parking 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 Parking Office. All appeals are considered by an Appeals Coordinator. If a student is not satisfied with the decision of the Appeals Coordinator, an additional appeal can be made by submitting a further appeal to the Traffic Appeals Board. Students may make an appointment for a hearing by contacting the Parking 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; July, 1991; July, 1993

OFFICER ELIGIBILITY — STUDENT ORGANIZATIONS

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

PARADES, PROCESSIONS, AND SOUND TRUCKS

1. University ordinance 39.00 states the following:

No funeral, procession, or parade, excepting the forces of the United States Armed Services, the military forces of this State and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained as indicated in (Ordinance) Section 2.03 (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) Department of Student Life; 3) Department of Police and 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.

PLANT MATERIALS

(Ordinance 24.00)

.01 No person shall break or cut branches or flowers or fruit, or otherwise damage or mutilate any tree, shrub, herbaceous plant, or flower upon property governed by the Board of Trustees, or remove from the same any identification tag or sign.

.02 Plant samples for teaching and research may be collected from University property in Ingham County with a permit issued by the Secretary of the Board of Trustees or his or her designee.

(See also: *General Student Regulation 4.00.*)

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units — Sound Trucks

As stated in Ordinance 39.00, 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 Department of Student Life.)
- 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 15.04 states the following:

... No person shall use public address equipment, bullhorns, or other methods of sound amplification anywhere upon the campus except through written permit 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 15, 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 Department of Student Life 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 39.00*. 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 Residence Life 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 semester. **Student Organizations Must Register Each Year.** Registration for an academic year can begin as early as May 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 Police and 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 Police and 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 semesters, residence hall rooms are exclusively under the control of University Housing, and not of the student, even though the student plans to return to the same room the following semester. 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 semesters 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
—Department of Residence Life
—University Housing

—Vice President of Student Affairs

Approved, May 1977, Revised April 1979

ROLLER SKATES AND SIMILAR DEVICES

(Ordinance 38.00)

Coaster, roller skates, roller blades, in-line roller skates and similar devices restricted. No person upon roller skates or roller blades, or riding in or by means of any coaster, toy vehicle or similar device, shall go upon any roadway except while crossing a street within a crosswalk. In so crossing the street, such person holds the rights and is subject to the duties applicable to pedestrians. No person upon roller skates, roller blades, in-line skates and similar devices shall go in or upon any parking ramp or in any building, gardens or other posted areas. This section shall not apply with respect to any street while set aside as a play street, as provided elsewhere herein.

SAFETY

(All-University Policy)

(Applicable to University employees as well as students.)

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

(See also: *General Student Regulation 2.00 and 3.00.*)

Each student organization is responsible for 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, emergency planning, fire safety, and accident prevention may be directed to the Division of Safety and Public Health of the MSU Department of Police and Public Safety.

SEXUAL HARASSMENT POLICY

(All-University Policy)

(Applicable to University employees as well as students.)

Sexual harassment is reprehensible and will not be tolerated at Michigan State University. Such behavior subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.

The University prohibits sexually harassing behavior, including that made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Elliott-Larsen Civil Rights Act. University policy and the law also prohibit retaliation against persons who report sexual harassment.

1. Confidentiality

To the extent permitted by law, the confidentiality of each party involved in a sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the University's ability to investigate the allegations or take corrective action.

2. Prohibited Acts

No member of the University community shall engage in sexual harassment. Persons who engage in sexual harassment are subject to disciplinary action, including dismissal for employees and/or suspension for students.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other behavior of a sexual nature when

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- b. submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance in a course, program, or activity, or of creating an intimidating, hostile, or offensive environment in which one engages in employment, a course, a program, or an activity.

3. Examples of Sexual Harassment

Sexual harassment encompasses any unwanted sexual attention. Examples of behavior encompassed by the above definition include, but are not limited to:

- a. physical assault;
- b. threats or insinuations which cause the victim to believe that sexual submission or rejection will affect his/her reputation, education, employment, advancement, or any conditions which concern the victim's standing at the University;
- c. direct propositions of a sexual nature;
- d. subtle pressure for sexual activity, an element of which may be conduct such as unwelcome sexual leering;
- e. conduct (not legitimately related to the subject matter of the work, course, program, or activity in which one is involved) intending to or having the effect of discomfort-

ing and/or humiliating a reasonable person at whom the conduct is directed. This may include, but is not limited to, comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes, and unnecessary touching, patting, hugging, or brushing against a person's body.

Depending upon the circumstances, any of the above types of conduct may be sexual harassment and subject to disciplinary action, even if that conduct only occurs once.

4. Seeking Assistance or Filing a Complaint

Students, faculty, and staff who believe they are the victims of sexual harassment may seek information and assistance from:

- the chairperson, director, or dean of the relevant unit
- supervisory support personnel
- the Women's Resource Center
- the Ombudsman
- Student Life or Residence Life staff
- the MSU Counseling Center
- the Sexual Assault Crisis and Safety Education program at the MSU Counseling Center
- faculty or staff academic advisors
- the Faculty Grievance Official
- the Antidiscrimination Judicial Board Coordinator
- the Office of Student Employment

If the student, faculty member, or staff member wishes to file a complaint, s/he may take the following action(s):

- a. If the alleged harasser is a faculty or staff member, the affected individual(s) may make a written complaint to that employee's unit administrator.
- b. If the alleged harasser is the unit administrator, the affected individual(s) may make a written complaint to the unit administrator's superior or another unit administrator within the department.
- c. If the alleged harasser is a student, the affected individual may file a complaint with the Office of Judicial Affairs.

A student, faculty, or staff member also may elect to file a written complaint with the Antidiscrimination Judicial Board for nondisciplinary relief, or with another appropriate dispute resolution body. The filing of such a complaint does not prevent the University administration from taking independent disciplinary action.

5. Awareness

Members of the University community are responsible for knowing and understanding the University's policy prohibiting sexual harassment. Students who do not understand the policy should contact the Office of the Vice President for Student Affairs. Faculty and staff who do not understand the policy should contact their unit administrators. Unit administrators who need assistance in understanding, interpreting, or applying the policy should contact Human Resources or the Assistant Provost for Academic Human Resources, whichever is appropriate.

—Office of the President
September, 1992

SIGNS AND STRUCTURES

(Ordinance 28.00)

28.01 Signs

- .011 No person shall erect or otherwise display in a public area of property governed by the Board, any sign or poster that advertises or otherwise calls attention to a person or activity except on bulletin boards provided by Michigan State University. (Student organizations should contact the Student Life Center regarding exceptions to this provision.)
- .012 No person shall efface, alter, tamper with, destroy or remove any sign or inscription of any property governed by the Board.
- .013 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.

(See also: *General Student Regulation 4.00.*)

Information regarding permission to erect A-frames and sandwich boards outside of campus buildings is available in the Student Life Center, 101 Student Services. Size limit is 3' x 5'.

28.02 Structures - Erection and Maintenance of

- .021 No person shall construct or otherwise erect or maintain any structure anywhere within the confines of property governed by the Board unless a permit has been granted by the Secretary of the Board of Trustees or his/her designee. It shall be a violation of this ordinance to construct, erect or maintain any structure without a permit.
- .022 Areas may be designated by University regulations and/or administrative rulings for the erection and/or maintenance of structures relating to authorized activities taking place on campus and for the erection and/or maintenance of symbolic structures representing constitutionally protected expression. Reasonable time, place and manner regulations which are consistent with preservation of the campus landscape and environment, protection of university activities, and protection of the health and safety of all users of the area may be enacted by University units and incorporated into permits. No person shall violate the terms and conditions of a permit.
-
- .027 A person who violates subsection .021 of this ordinance shall be guilty of a misdemeanor and shall be punished as provided by law. A person who violates subsection .022 of this ordinance and who has no prior violations is responsible for a civil infraction and is liable for a civil fine of \$100. A person who violates subsection .022 of this ordinance and who has a prior violation under this section shall be guilty of a misdemeanor and shall be punished as provided by law.

Temporary Structures, Erection of

(Administrative Ruling)

- A. In accordance with constitutional rights of freedom of expression, symbolic structures representing constitutionally protected expression may be erected by students, student groups and registered student organizations in the area lying between the Red Cedar River, the International Students Center, Erickson Hall and Wells Hall in accordance with this administrative ruling.
- B. Registration for a permit shall be initiated in the Office of the Vice President for Student Affairs and Services (Student Life Center) during normal business hours on forms provided by that office. Permits for the erection of such temporary structures shall be issued after proper registration on a first-come first-served basis unless it is determined that the approval would result in interference with the public health and/or public safety or in unreasonable interference with the operations and/or use of university buildings or grounds. The duration of a permit shall not exceed fourteen (14) consecutive days. Permits may be renewed for additional periods of fourteen (14) days upon renewal of registration, provided that there has been no breach of the terms of the permit, the number of registrants who can be accommodated in the area is not exceeded and there are no other registrants waiting to use the area.
- C. Individuals who are issued permits shall abide by the following terms:
 - 1. Symbolic structures shall be erected only within the above-described area and restricted to the boundaries indicated on the attached map. (Available in 101 Student Services.)
 - 2. Symbolic structures shall not exceed thirty-two (32) square feet at the base, eight (8) feet in height, nor be located less than twenty-four (24) feet from any other structure.
 - 3. Symbolic structures shall not be inhabited, slept in, camped in or used as shelters.
 - 4. Persons to whom permits have been granted (permit holders) shall be personally responsible for any symbolic structure erected.
 - 5. Permit holders shall maintain the structure and immediately surrounding area in such manner and by such means as will leave the area unimpaired and free from trash, garbage and litter.
 - 6. Signs, posters, placards, and banners shall not be attached to any trees, shrubs or buildings. Symbolic structures shall not be affixed to the grounds or any trees, shrubs or buildings.
 - 7. Individuals who have erected structures or directed the erection of structures are responsible for and liable to the University for the costs of removal, storage or other disposition of any structure which is impounded by the University for violation of any of these guidelines.

8. Violation of the terms of any permit by a permit holder may result in prosecution and/or penalties as provided in Ordinance No. 28.

D. Any permit may be revoked or modified if the activities of the participants interfere with the public health and/or safety or unreasonably interfere with the operations or use of University buildings or grounds or if the terms and conditions of the permit are violated.

E. Every effort will be made to complete the processing of the registration for a permit expeditiously but not later than three (3) class days.

—Secretary of the Board of Trustees
—Vice President for Student Affairs and Services
—Vice President for Finance and Operations
—November 11, 1990

SMOKE-FREE POLICY, MSU

(All-University Policy, Ordinance 29.02)

(Applicable to University employees as well as students)

The compelling scientific findings, as summarized by the United States Surgeon General (1986)¹ and the Environmental Protection Agency (1989,² 1992³), indicate that the simple separation of buildings into "smoking" and "non-smoking" sections does not eliminate the unequivocal health risks that result from Environmental Tobacco Smoke (ETS). In light of these findings, Michigan State University is committed to eliminating harmful exposures to environmental tobacco smoke unwanted by students, faculty, staff and visitors, and adopts the following SMOKE-FREE policy.

1. Smoking will not be permitted in any enclosed space, regardless of location, except specifically designated private residential space and hotel rooms. Smoking will not be permitted near exits and entrances of buildings, except at a reasonable distance or unless otherwise designated.
2. Cigarettes and other tobacco products will not be sold on university grounds.
3. This smoke-free policy applies to all Michigan State University facilities and vehicles, owned or leased.

Smoking cessation programs provided by Healthy U and Olin Health Center are available to assist persons who wish to quit smoking. Questions, problems and complaints regarding this policy should be handled through existing departmental administrative channels and administrative procedures, including the Housing Options Committee. Persons found to have violated this policy will be subject to disciplinary action in the same manner and magnitude as violations of other University policies.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All employees share in the responsibility for adhering to and enforcing this policy.

—Board of Trustees
—July 16, 1993

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.)

1 Health Consequences of Involuntary Smoking: A Report of the United States Surgeon General (December, 1986). DHHS (CDC) 87-8398.

2 Indoor Air Facts, No. 5: Environmental Tobacco Smoke (June 1989). United States Environmental Protection Agency, Office of Air and Radiation (ANR-445).

3 Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders (December 1992). United States Environmental Protection Agency, Office of Air and Radiation, EPA/600/6-90/0067.

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, Residents Council for University Apartments, 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, Residents Council for University Apartments, 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 semester.
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 semester 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 in a manner prescribed by the Vice President for Student Affairs and Services. 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 in a manner prescribed by the Vice President for Student Affairs and Services. 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 semester 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 fall registration, new fee takes effect summer registration; a referendum conducted spring 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 semester. 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 semester. 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 any term 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 Semester. A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester, or prior to the end of the sixth week of a summer session. After the end of the twelfth week of a semester or the sixth week of a summer session voluntary withdrawal is not permitted.

The withdrawal procedure begins in the office of the assistant dean of the college in which the student is enrolled or in the Office of the Registrar, Room 150 Administration Building.

Upon official voluntary withdrawal from the University, symbols are assigned to courses in which the student was enrolled according to the effective date of the withdrawal as follows:

1. If withdrawal is before the middle of the semester or summer session as given in the *Schedule of Courses*, no symbols will be assigned to courses in which the student was enrolled.
2. If withdrawal is after the middle of the semester or summer session as given in the *Schedule of Courses* and prior to the end of the twelfth week of a semester or prior to the end of the sixth week of a summer session, symbols will be assigned by instructors to courses in which the student was enrolled as follows: W (no grade) to indicate passing or no basis for grade regardless of the grading system under which the student is enrolled, N to indicate failing in a course authorized for P-N grading, or 0.0 to indicate failing in a course authorized for numeric grading.

In case of official withdrawal from the University, 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* semesters of school are missed subsequent to withdrawal, excluding summer sessions, the student must apply for readmission through the Office of the Registrar, Administration Building.

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

Unauthorized. A student who leaves the University during a semester or summer session 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 to the assistant dean of the college in which the student is enrolled or the Office of the Registrar, Room 150 Administration Building.

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 semester should present orders for induction at the office of the assistant dean of the college in which the student is enrolled or at the Office of the Registrar for appropriate action.

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

See the calendar on page 6 of this book regarding deadlines for receiving refunds.

—Revised 1993

OTHER ORDINANCES

The University has other ordinances in addition to those selected for inclusion here. All are published in, *Michigan State University Ordinances, 1995*, available for reference in the office of the Secretary of the Board of Trustees, 450 Administration Building; at the Information Desk in the Main Library; 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 they 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.



A
PROGRAM
for
VIOLENCE
in
RELATIONSHIPS

- On university campuses nationwide, 25-30% of the student population experiences domestic/dating violence.
- Abuse occurs across all cultural, racial, and socioeconomic groups, as well as in lesbian and gay relationships.

If you or someone you know needs help, call MSU Safe Place.

For information 355-1100
For crisis intervention 372-5572



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Division of Student Affairs and Services



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Spartan Connection 355-9991 Telephone Information

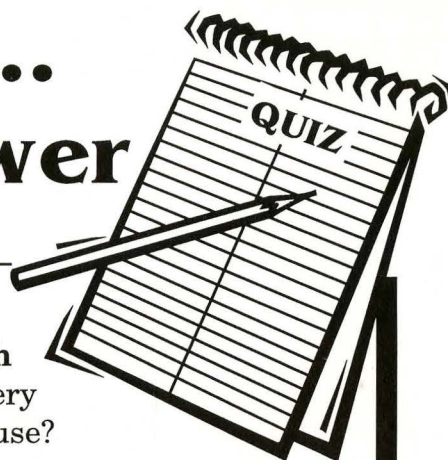
The service is automatic, available 24 hours a day and can be accessed from any touch-tone telephone. The system contains over 150 three-minute messages. General categories of messages include:

- Academic Affairs
- Academic Computing
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- Adult Services
- 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

- Handicappers
- Health (emotional and physical)
- Housing, On-campus and Off-campus
- Library
- Placement Services (Employment)
- Racial/Ethnic Minority Students
- Registration, Enrollment, Graduation
- Roommate Relationships
- Safety, Fire and Personal
- Sexual Assault and Safety Education
- Sexual Orientation
- Student Organizations
- Testing
- Transportation
- Women's Programs

After calling 355-9991 from a touch-tone phone, you must enter a code number for the message you want to hear. The complete list of code numbers is printed in the front page of the *Faculty-Staff Directory* and the *Student Directory*. Spartan Connection Guides are also available in 162 Student Services (353-6650), 101 Student Services, and at the Information Desk in the Main Library.

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A:  **MICHIGAN STATE UNIVERSITY**
FEDERAL CREDIT UNION

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