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2012-13 STUDENT HANDBOOK AND RESOURCE GUIDE

Information and Services
Rights and Responsibilities
Regulations

MICHIGAN STATE
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MSU is an affirmative-action, equal-opportunity institution

THE CHARACTER AND GOALS OF MSU

At Michigan State University excellence is a continuing tradition. MSU is a research intensive, land-grant university where people matter. The University is dedicated to educating tomorrow's leaders and scholars. Innovative and hard-working, MSU advances knowledge and transforms lives, extending learning to actively serve Michigan, the Nation and the international community.

Our core values and mission remain guided by and grounded in our land-grant history. This is reflected in our ongoing commitment to:

- **Quality:** Dedicating ourselves to achieving excellence in all of our endeavors—good enough for the proudest and recognized among the best
- **Inclusiveness:** Providing opportunity for learners from all backgrounds—bringing their passion and talent to join a vibrant, intellectual community built on mutual respect—to experience and to multiply the benefits of the power of knowledge throughout their lives
- **Connectivity:** Among one another, among academic enterprises, to society and to those we serve—locally, nationally, and globally

For the complete University Mission Statement refer to *president.msu.edu/mission/.*

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- •Career Events
- •On Campus Interviews
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- •Career Counseling
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- •Training

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www.neighborhoods.msu.edu

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- •Access to Neighborhood Resources
- •Referrals

Ms. Kelly High McCord, Engagement Director-Brody Neighborhood
160 Brody Hall, 884-6670
www.neighborhoods.msu.edu

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www.oresa.msu.edu

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- •Events and Conferences
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- •Maximizing Academic Growth in College (MAGIC) Student Transition Program

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- •Informal Drop-In Recreation
- •Special Populations Programs

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(Joint with Office of the Provost)
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- •Disability Services
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- •Student-Led, Issues-Focused, Community Engagement and Voluntary Action
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Dr. Denise B. Maybank, Interim Vice President for Student Affairs and Services and Director of Student Life
556 E. Circle Drive Room 101, 355-8286
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- •Greek Affairs
- •Judicial Affairs
- •Leadership Development
- •Off-Campus Housing & Commuter Programs
- •SexualAssault and Relationship Violence Prevention Program
- •Student Affairs Records
- •Student Government Advising
- •Student Organizations & Activities

Academic Affairs

Activities

Career Services

Employment

Financial Aid

Food

Governance at MSU

Health Services

Housing

Personal Security

Recreation

Service for Community Groups

Transportation

INFORMATION *and* *services*

INFORMATION & SERVICES

Michigan State University has a wealth of programs and services designed to enhance the student experience at Michigan State University. Aside from meeting your everyday needs as a student, it is also important that you take an opportunity to expand your horizons, explore different cultures and philosophies, develop new interests and skills, and prepare for active engagement in your community. Let this brochure serve as a reference guide for you to find the resources you need on this remarkable journey. For a comprehensive list of all the information highlighted here, please visit **Spartan Life On-line** at *http://www.SpLife.studentlife.msu.edu/.*

ACADEMICS

Each college or major can assist students with academic matters such as enrollment, changes of major, class changes, academic advising, and withdrawal and readmission procedures. For a list of each college and their related academic and support units, please visit *http://provost.msu.edu/units/.* In addition, students have access to a number of campus wide academic programs and services. What follows is only a sampling, but will provide a general idea as to what is available.

ACADEMIC SUPPORT

Through **The Learning Resources Center, The Office of Supportive Services, The Writing Center, The MSU Libraries,** and **The Testing Office,** students can improve **study skills, writing skills, time management and research strategies, and prepare for standardized testing.** For a list of these and other services, please visit *http://admissions.msu.edu/academics/support.asp.*

The University Ombudsperson provides assistance to students needing help to resolve complaints or conflicts with academic or non-academic matters. Visit *https://www.msu.edu/unit/ombud/.*

ACADEMIC TECHNOLOGY SERVICES

Through the **Help Desk, 24-hour Distance Learning Service, Computer Laboratories,** and the **MSU Computer Store** students can receive personal computing and MSU Angel course support, have repairs done, and obtain discounted prices on new technology and software. For more information, visit: *http://ats.msu.edu/.*

ADULT/LIFELONG LEARNERS

Those interested in taking courses for credit at the University who are not pursuing a University degree or a certificate granting program may apply for enrollment under the Lifelong Education status. For more information, or to apply online, visit: *http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp.*

STUDENT LIFE

MSU provides a comprehensive set of programs and services to support student learning outside the classroom as well. What follows is only a sampling, but will provide a general idea as to what is available.

ACTIVITIES AND ORGANIZATIONS

MSU has a number of student governing bodies and more than 660 registered student organizations including honoraries, academic interest groups, sports clubs, professional, Greek-letter, international, racial/ethnic, religious, political, service and volunteer, public relations and media organizations. Through such groups, MSU students can engage in community service, participate in various entertainment, social, and cultural activities, and visit gardens, animal farms, museums, theaters, and even our very own planetarium. Want to know what, when, and where "it's" happening? Visit *www.events.msu.edu* and *http://uabevents.com/.*

In addition, the Student Union offers shopping, dining, entertainment, banking and postal services, study space, and a host of meeting room facilities. To learn more about what is happening at the Union, visit the Union on-line at *http://www.hfs.msu.edu/union/.*

CAREER SERVICES AND PLACEMENT

The Career Services Network will assist students in every stage of career development, including choosing a major, exploring career options, gaining work experience and conducting a successful job search. For more information, visit *http://careernetwork.msu.edu* and *www.myspartancareer.com.*

EMPLOYMENT

Approximately 17,000 students are employed on campus each year in a wide range of positions, including clerical, technical, research assistance, project management and service roles. These opportunities and more can be found at *http://MySpartanCareer.msu.edu, http://studentjobs.lib.msu.edu, www.breslincenter.com/arena/students.html, http://www.givingto.msu.edu/tmjobs/, www.police.msu.edu/studentjobs.asp.*

FAMILIES

MSU coordinates information, resources and University initiatives to assist students with children and students managing the care of dependent elders through the Family Resource Center (FRC). For information about FRC programs and services call 432-3745 or visit their website at: *www.frc.msu.edu.*

FINANCIAL AID

Over 65 percent of MSU students receive financial aid, many from more than one source. Students seeking financial aid should file a Free Application for Federal Student Aid

(FAFSA) to apply for both need-based and non-need-based aid at MSU. This free form is available on the web at *www.fafsa.ed.gov.* For more information regarding **scholarship assistance, short-term loans,** visit *www.finaid.msu.edu*, **or use the eFinaid link on StuInfo at** *www.stuinfo.msu.edu.*

FOOD

There are many places to eat on campus, including the residence halls, the **International Center,** the **MSU Union,** and the **Kellogg Center State Room,** just to name a few. The **Sparty's** convenience stores, located across campus, offer a quick snack or meal. MSU students without a meal plan and in need of supplemental food and necessities may visit the **MSU Food Bank** as well. For more information on these and other options, visit *http://eatatstate.msu.edu/* and type in the bolded key words above.

GOVERNANCE

The ultimate policy-making authority at MSU is the Board of Trustees, however, faculty, staff, and students, play a vital role in the governance process. Undergraduate students, graduate students, and various living groups (i.e., residence hall students) are represented in a variety of ways. Each organization provides a variety of programs and services designed to support students and student organizations. For a listing of student governing bodies, please see "Governance at MSU" in **Spartan Life On-line** at *http://www.vps.msu.edu/SpLife/default.pdf* and *https://www.msu.edu/~acadgov/.*

HEALTH SERVICES

Students have access to a variety of medical, dental, counseling, psychological and health education services, most of which are free or offered at a very low cost. For more information on these services, visit *www.olin.msu.edu, www.counseling.msu.edu,* and *www.psychology.msu.edu/clinic/.*

HOUSING

A variety of on-campus living-learning environments are available for students, including campus residence halls and apartments. For more information visit *http://www.liveon.msu.edu.* For students who wish to live off-campus, options include Greek Letter Chapter Houses, Cooperative Living Units, Religious Living Units, and many area rental properties. For more information on off-campus housing related services, visit MSU Community Liaison, *www.collegelifeel.msu.edu* or the Department of Student Life at *www.studentlife.msu.edu.* The free MSU Off-Campus Housing Listing Service features multiple property listings and includes advanced search filters, a roommate finder, message boards, and educational resources. Visit *http://offcampushousing.msu.edu* to start your search.

MEDIA

Did you know that MSU has its own student radio station (WDBM "IMPACT 89FM" at 88.9 FM) and student run newspaper called The State News (*www.statenews.com*)? Students also operate an internet-only station called "The FIX" (*www.thefix.org*).

MULTICULTURAL PROGRAMS

MSU has a rich heritage and tradition of embracing pluralism and diversity through nationally renowned multicultural programs and services. The University's holistic consideration includes gender, racial-ethnic minorities, international populations, disabilities, and sexual orientation. For more information on the programs and services, please visit: *http://www.ocat.msu.edu, http://www.oiss.msu.edu/, www.rcpd.msu.edu, www.lbgtrc.msu.edu, www.wrc.msu.edu,* AND *www.msu.edu/~msuwomen.*

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 more information on religious and faith-based connections in the community, visit *http://www.msu.edu/~msuraa/.*

RECREATION & FITNESS

MSU offers state of the art recreation and fitness facilities for people of all ages and abilities. For those interested in recreational and competitive activities, MSU offers more than 40 Sports Clubs and dozens of individual and team sports options, including but not limited to **aerobics, basketball, bowling, downhill skiing, golf, ice skating, racquetball, swimming, and tennis.** For more information, visit *www.recsports.msu.edu/.*

SAFETY & SECURITY

MSU has its own police department which performs the duties of a similarly sized municipal department. Programs and services include **Homeland Security and Planning, special events, parking enforcement, Community Team Policing, bicycle security, and personal safety programs.** For information on these and other services, please visit: *www.police.msu.edu.*

TRANSPORTATION

The main campus consists of 2,000 acres of developed land, connected by 26 miles of roads and 100 miles of sidewalks. As a result, transportation is something that should be planned carefully. Faculty, staff and students have access to a variety of transportation services to support walkers, bicyclists, and those who prefer public and private transportation. For more information on the rights, responsibilities and services available with each option, please visit *www.police.msu.edu* and *http://www.cata.org.*

VETERANS

United States veterans may be certified for benefits through the Veteran Certification Office, 150 Administration, 355-5032, *www.reg.msu.edu.* Additional services for veterans and eligible dependents are offered through the Ingham County Veteran's Affairs Office, 5303 S. Cedar, Lansing, 887-4331. Student veterans are encouraged to visit Student Veterans of America at *https://www.msu.edu/~msusva/.* New and returning undergraduate veterans with a military-related disability who are Michigan residents and working on their first baccalaureate degree will qualify for an aid package that covers full costs without loans. Contact the Office of Financial Aid for additional information regarding the MSU Disabled Veteran's Assistance Program *http://finaid.msu.edu/veterans.asp.*

Legislative and Student Conduct Systems

Academic Freedom for Students at MSU

Graduate Student Rights and Responsibilities

Medical Student Rights and Responsibilities

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 governs undergraduate students. To the extent that interest motivates personal involvement, there continues to be broad avenues for student participation in the governance process.

- The Legislative System
- The Student Conduct System
- What does a Campus Judicial System do?
- Relationship of the Judicial System to Campus Governance
- Other Hearing Bodies
- The Anti-Discrimination Judicial Board (ADJB)
- Graduate Judicial Structure
- Employment Hearing or Grievance Procedures
- Medical Student Judicial Structure

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 Operation*
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.

CONDUCT AND GRIEVANCE SYSTEMS

Michigan State University has a number of hearing 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 hearing body to another, all operate in a manner designed to assure due process.

This overview focuses on the student conduct 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 and 2010.

WHAT DOES THE STUDENT CONDUCT SYSTEM DO?

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

RELATIONSHIP 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 grievance system is structured on the principle that legislative authority requires judicial responsibility. Accordingly, there is provision for a hearing body to parallel each legislative body, depending upon it for provision of members and having corresponding jurisdiction. All-student hearing bodies are established in general through the Academic Freedom Report, but may be defined more specifically in the constitution of the student governing bodies whose jurisdictions they share.

OTHER HEARING BODIES

Michigan State University has a number of hearing 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 hearing body to another, all operate in a manner designed to assure due process.

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 staff; and two representatives appointed by the President. ADJB has jurisdiction over violations of the *MSU Anti-Discrimination Policy*. It may hear complaints filed by students, faculty members, and staff. Parties involved in anti-discrimination proceedings may choose an advisor (counsel) from the faculty, staff or student body of the University. The ADJB may recommend the actions to be taken by the charged individual or organization to remedy a violation. Decisions of the Anti-Discrimination Judicial Board are sent as recommendations to the President of the University. (Consult the *Anti-Discrimination Judicial Board Procedures* 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

This document provides the framework for student rights and responsibilities at Michigan State University, including student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. This document also defines channels and procedures for student complaints and grievances.

ACADEMIC FREEDOM FOR STUDENTS AT MICHIGAN STATE UNIVERSITY

FOREWARD

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 150 years 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

Michigan State University is a community of scholars whose members include its faculty, staff, students[1], 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.

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.

The University cherishes many values, modes of thought, and standards of behavior that are better taught by example 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

1 For the purposes of this document, an individual is considered a student from the time he or she attends his/her first class until graduation, recess, dismissal, suspension, or withdrawal from the University or until he/she fails to register for more than one consecutive term.

seriously interfere with the basic purposes, necessities, and processes of the academic community, or with rights essential to other members of the community.

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

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.

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

B. 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.

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

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

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

F. 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.

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

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

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

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

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

K. Students accused of violating a regulation or University policy shall have the right to appear before a duly constituted hearing board as provided in this document. No student shall be suspended or dismissed from the University for disciplinary reasons, except through the procedures of this document or the applicable sections of the *Graduate Student Rights and Responsibilities* document or the *Medical Student Rights and Responsibilities* document.

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

M Student Handbook and Resource Guide: A handbook of the University's current regulations relating to student rights and responsibilities shall be made available to every member of the academic community.

ARTICLE 2
ACADEMIC RIGHTS AND RESPONSIBILITIES

I. Preamble

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.

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.

II. Role of the Faculty in the Instructional Process

A. 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.

B. 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.

C. No hearing board established under this document shall interfere with the evaluation of a student that 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 Section III.B.1 below, the dean of the relevant college shall cause the student's performance to be reassessed and a good faith evaluation to be made.

D. Colleges/department/schools 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 for an adversarial proceeding before any of the judicial bodies established in this document.

III. Rights and Responsibilities of the Student

A. 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.

B. The student has a right to academic evaluations that 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 course procedures at the beginning of the course. (See also the *Code of Teaching Responsibility.*)

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 (e.g., race, sex, personal animus).
2. The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.[2]
3. The student shall be free to take reasoned exception to information and views offered in the instructional context, and to reserve judgment about matters of opinion, without fear of penalty or reprisal.
4. The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned.
5. The student has a right to be governed by educationally justifiable academic regulations and professional standards. The administering unit shall inform students in writing of such regulations, including codes of professional behavior, at the time of the student's entry into the academic program.
6. The student has a right to accurate, timely, and clear information in writing[3] at the time of entry into an academic program concerning (a) general academic requirements for establishing and maintaining an acceptable academic standing, (b) the student's academic relationship with the University and the details of any special conditions that may apply, and (c) graduation requirements for the student's academic program.
7. 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.
8. The student has a right to protection against improper disclosure of his/her education records[4] and personal information such as values, beliefs, organizational affiliations, and health. (See also Article 3.)
9. The student has a right to be protected from personal exploitation and to receive recognition for scholarly assistance to faculty.
10. The student and the faculty share the responsibility for maintaining professional relationships based on mutual trust and civility.

ARTICLE 3
STUDENT RECORDS

I. 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 as well as current federal and state law.

II. Because of respect for the privacy of the individual student, record keeping must be performed only by University personnel whose job responsibilities require record keeping.

III. All policies and practices governing access to, and maintenance and release of, student records shall conform to the University's published guidelines (See the MSU Access to Student Information Guidelines).

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

2 Professional standards are defined as the codes of expected professional conduct. Such codes (sometimes referred to as honor codes) must be approved by the academic units, the dean, and in the case of college statements, the Office of the Provost. The development of such standards within academic units shall include student participation. The dean and the Office of the Provost shall consult with appropriate governance groups before approving professional standards.

3 The terms "in writing" or "written" refer throughout the AFR to documents that exist in paper or electronic form.

4 See the MSU Access to Student Information Guidelines for information regarding confidentiality of student education records.

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

VI. Students shall have the right to inspect any of their own educational records, except as waived by the student (e.g., confidential letters of recommendation). Student educational records include official transcripts, student disciplinary records, and records regarding academic performance.

VII. All policies and practices dealing with the acquisition and dissemination of information in student records shall be formulated with due regard for the student's right to privacy and access.

VIII. All student educational records shall include a notation of the name of the person who supplied the information and the date of its entry, with the exception of central, Student Information System records.

IX. Confidential records shall be responsibly handled. Units shall train persons handling such records in appropriate methods of keeping and disposing of confidential records.

X. 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 student's offenses against University regulations without the written permission of the student.

XI. 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, Section II of this document. These policies and practices shall conform to current federal and state law. In addition, any changes to the policies shall be made known to the student body through the appropriate student governance bodies.

ARTICLE 4
NON-ACADEMIC HEARING BOARD STRUCTURES

Consistent with the fundamentals of fair play in any judicial process is an opportunity for those accused to be heard by their peers. What follows is the foundation and structure of a representative peer review structure, embedded within the hearing procedures outlined within this document. This Article describes the composition and jurisdiction of all non-academic hearing boards. Academic hearing boards are described in Article 6 of this document.

I. General Guidelines

A. Student Membership and Selection

A nomination committee composed of undergraduate and graduate members from each of the hearing boards outlined in this Article, as well as representatives from ASMSU[5] and COGS[6], will be responsible for recruiting and nominating a full complement of students to serve on each hearing board. At its discretion, the committee may include faculty members in the nomination process. The committee will be advised by a designee of the Vice President for Student Affairs and Services, who shall be a non-voting member. The committee will develop and follow written procedures to govern the nomination process. The committee shall also develop procedures to recruit and nominate students primarily enrolled at MSU locations other than the main campus in East Lansing to serve on panels that may be convened to hear cases involving students from that location.

Throughout the course of the year, the committee may also identify replacements in case of resignations or a member's inability to serve for a full term. Once the nomination process is complete, the committee must submit the names of the candidates for appointment to the appropriate governing body (see Section I.B below). The names of candidates for appointment shall be submitted to the appropriate governing bodies no later than the sixth week of spring semester.

B. Student Appointment/Reappointment

COGS shall be responsible for the appointment of graduate students to the hearing boards described in this Article. RHA[7] shall be responsible for the appointment of residence hall students to the hearing boards described in this article. ASMSU shall be responsible for the appointment of undergraduates to the hearing boards described in this Article. All student appointments shall be made by the tenth week of spring semester.

In the event that mid-semester openings occur, or should students be unable to serve during the summer, each governing body shall make provisions for filling vacancies, including provisions for filling vacancies on an interim basis prior to completion of the appointment process.

C. Faculty Membership and Appointments

Faculty members on the hearing boards described in this Article shall be nominated pursuant to the *Bylaws for Academic Governance* and appointed by the President of the University. Faculty members may serve no more than two consecutive full-term appointments. In the event that mid-semester openings occur, or should faculty members be unable to serve during the summer, such vacancies will be filled on an interim basis by the President.

D. Advisors

Each hearing board described in this Article shall have an advisor designated by the Vice President for Student Affairs and Services. The role of the advisor is to see that each hearing board follows the provisions outlined in this document. The advisor shall serve as an ex-officio and non-voting member of the hearing board.

5 ASMSU (the Associated Students of Michigan State University) is the All-University Undergraduate Student Governing Body.
6 COGS (the Council of Graduate Students) is the All-University Graduate Student Governing Body.
7 RHA (the Residence Hall Association) is the Residence Hall Governing Body.

E. Code of Operations

Each hearing board described in this Article shall establish a written code of operations that will be reviewed by the University Committee on Student Affairs. Student only hearing boards described in Section II of this Article will submit their code of operations to their related major governing group for approval. The student-faculty hearing boards described in Section III and Section IV of this Article will submit their codes of operation to the University Committee on Student Affairs for approval. The codes of operation must be consistent with this document, including confidentiality provisions, procedures for determining whether a complaint warrants a judicial hearing, and how a hearing is to be conducted.

The codes of operation shall, at a minimum, require that board members be trained, provide for the appointment of board members to specific board roles, and establish procedures for the assessment of conflicts of interest and removal of board members if necessary. The codes of operation shall also define the quorum for the hearing board, which in no case shall be less than three board members or 50% of the total number of hearing board members, whichever is more. The codes of operation shall also address procedures for expedited consideration of urgent cases in which a temporary restraining action is sought and detail what, if any, special hearing procedures will be followed in cases involving sensitive issues, such as sexual assault and relationship violence.

II. Student Only Hearing Boards

A. University Housing Hearing Boards

The Owen Graduate Association[8], University Apartments Council of Residents (UACOR)[9], and RHA may establish their own hearing boards with jurisdiction over cases involving:[10]

1. Complaints of personal misconduct occurring in or around University housing, including alleged violations of General Student Regulations, Student Group Regulations, Living Group[11] Regulations, or University policies, where the possible sanction would not be expected to result in suspension or dismissal from the University.
2. Complaints regarding the constitution, bylaws, or policies of RHA, UACOR, or the Owen Graduate Association.

B. All-University Student Hearing Board

ASMSU and COGS shall form one All University Student Hearing Board to be comprised of at least three undergraduate students and three graduate students. This hearing board will have jurisdiction over cases involving:[12]

1. Complaints of personal misconduct occurring in or around University housing for which another hearing board is not available and where the possible sanction would not be expected to result in suspension or dismissal from the University.
2. Complaints alleging violations of General Student Regulations, Student Group Regulations, or University policies by individual members or constituent groups within ASMSU or COGS where the possible sanction would not be expected to result in suspension or dismissal from the University.
3. Complaints regarding the constitution, bylaws, or policies of ASMSU or COGS.

C. Terms of Appointment

Student members of these student only hearing boards shall serve for one full calendar year, commencing with summer semester following appointment, with opportunity for reappointment for one additional term. Student members appointed mid-semester will serve until the beginning of the next succeeding summer semester.

III. Student-Faculty Hearing Board

A. Composition

The Student-Faculty Hearing Board shall be comprised of five undergraduate students, three graduate students, and five faculty members.

B. Jurisdiction

The Student-Faculty Hearing Board shall have jurisdiction over cases involving:[13]

1. Complaints of personal misconduct, including alleged violations of general student, student group, or living group regulations, or University policies.
2. Complaints arising between or within major governing groups[14], student governing groups, living units, and/or registered student organizations that allege a violation of the group's, unit's, or organization's constitution, bylaws, or policies.
3. Complaints between ASMSU and COGS that allege a violation of either governing body's constitution, bylaws, or policies.

C. Terms of Office

Student members of the Student-Faculty Hearing

8 The Owen Graduate Association represents the residents of Owen Hall.

9 UACOR represents the residents of the University apartments.

10 University Housing Hearing Boards do not have jurisdiction over cases involving academic misconduct, except as described in Article 5, Section I of this document.

11 A living group is defined as any unit of University-owned housing, including a campus residence hall, floor, apartment, or residence complex.

12 The All-University Student Hearing Board does not have jurisdiction over cases involving academic misconduct, except as described in Article 5, Section I of this document.

13 The Student-Faculty Hearing Board does not have jurisdiction over cases involving academic misconduct, except as described in Article 5, Section I of this document.

14 Major governing groups include the Greek Governing Boards, Student Housing Cooperative, Owen Graduate Association, RHA, and UACOR.

Board shall serve for two years with the opportunity for reappointment for one additional two-year term. Faculty members shall serve for three years, with the opportunity for reappointment for one additional three-year term. All terms of office shall begin with the summer semester following appointment.

IV. University Student Appeals Board

A. Composition
The University Student Appeals Board shall be comprised of two undergraduate students, one graduate student, and three faculty members.

B. Jurisdiction
The University Student Appeals Board shall have appellate jurisdiction over appeals arising from sanctions imposed as a result of a hearing involving allegations of personal misconduct under any section of this Article and appeals arising out of cases heard pursuant to Section II of this Article. The University Student Appeals Board shall have original jurisdiction over nonacademic student grievances filed pursuant to Section II of this Article to challenge a University policy or regulation.

C. Terms of Office
Student members of the University Student Appeals Board shall serve for two years with the opportunity for reappointment for one additional two-year term. Faculty members shall serve for three years, with the opportunity for reappointment for one additional three-year term. All terms of office shall begin with the summer semester following appointment.

ARTICLE 5
ADJUDICATION OF NON-ACADEMIC CASES

I. Personal Misconduct Cases
The following procedures shall govern cases involving alleged acts of personal misconduct. The procedures contained in this Article apply to all students at Michigan State University. These procedures do not govern cases involving academic misconduct, which are governed by Article 7. The Vice President of Student Affairs and Services (the "Vice President") and the Provost will determine whether a case involving allegations of both personal misconduct and academic misconduct will be heard pursuant to Article 5 or Article 7 (or both).

A. Complaints
A complaint is defined as an allegation that a student has violated a University regulation, ordinance, or policy. Any member of the University community may file a complaint against a student.

B. Filing a Complaint
To file a complaint, a complainant must submit a written, signed statement to the Department of Student Life. The statement must contain the following information:

1. The specific policy, ordinance, or regulation that has allegedly been violated;
2. The time, place, and specific description of the alleged violation;
3. The name of the student against whom the complaint is filed (the "respondent"); and
4. The name of the individual who is filing the complaint (the "complainant").

C. Notice of Complaint
Upon receipt of a complaint, a designee of the Vice President shall notify the respondent in writing within five class days that he or she has been accused of violating a University regulation, ordinance, or policy[15]. The respondent shall be required to meet with an individual designated by the Department of Student Life ("administrator") to discuss the complaint. The notice of complaint to the respondent shall include the following:

1. The specific policy, ordinance, or regulation that has allegedly been violated;
2. The time, place, and specific description of the alleged violation;
3. The name of the individual who is filing the complaint;
4. Notice of the opportunity to review the complaint in person;
5. A list of campus resources available to both parties; and
6. The deadline by which the respondent is required to meet with the administrator.

D. Administrative Meeting

1. The respondent will meet with the administrator, who will advise the respondent of his/her rights and responsibilities under this document. At that time, the respondent will be provided with a copy of the complaint and may admit or deny the alleged violation.
2. If the respondent fails to meet with the administrator or fails to admit or deny the alleged violation within five class days[16] of meeting with the administrator, the administrator may take one of the following actions:
   a. Place a hold on the respondent's registration until the respondent meets with the administrator.
   b. Refer the case to the appropriate hearing board for a formal hearing.
   c. Render a decision on the complaint, provided that the administrator may not impose the sanctions of suspension or dismissal. If the administrator renders a decision on the complaint, the respondent shall have five class days from the date of the administrator's decision to request a formal hearing before the appropriate hearing board. Such a request must be made in writing and filed with the administrator. Such a request voids the

15 Notices sent via electronic mail will be sent to the individual's official MSU e-mail account.
16 A "class day" is a day on which classes are held, including the days of Final Exam Week but excluding weekends.

administrator's decision, which will not be shared with the hearing board that hears the complaint. In the absence of such a request, the administrator's decision on the complaint will be final.

3. A respondent who admits his/her violation waives his or her right to a hearing on the matter of responsibility. In such a situation, the respondent may request that the administrator determine the sanction for the violation or request that the appropriate hearing board determine the sanction.
4. If the respondent denies the violation alleged in the complaint, the complaint will be referred to the appropriate hearing board. The hearing should follow in a timely manner.

E. Hearing Procedures

1. At least five class days prior to a hearing, both the complainant and respondent shall receive written notification of the hearing from the appropriate hearing board. This notice of hearing shall include:
   a. A copy of the notice of complaint;
   b. The date, time, and location of the hearing;
   c. The names of the hearing board members conducting the hearing;
   d. The names of the complainant's witnesses and advisor (if known).
2. The chair of the hearing board shall take necessary precautions to avoid any conflict of interest on the part of the hearing board's members. The complainant and the respondent shall have two class days from receiving the hearing notice to challenge any hearing board members for cause.[17]
3. The complainant and respondent shall have two class days from receiving the hearing notice to provide the chair of the hearing board with the names of his/her witnesses or advisors, if such names are not already listed on the hearing notice. The complainant and respondent will receive a second notice containing this information no less than one class day prior to the hearing.
4. Either party may request, for good cause, that the hearing be postponed.[18] The chair of the hearing board may grant or deny such a request.
5. The hearing shall be closed unless the respondent requests an open hearing. If the complainant is a student or the complaint was filed on behalf of a student, both the respondent and complainant must agree to an open hearing. The hearing board may close an open hearing at any time to maintain order or protect the confidentiality of information.[19] An open hearing is open to any member of the University community.
6. The complainant and respondent shall be expected to appear at the hearing to present their cases. If appearance in person is not feasible, the hearing board may permit either party to present his/her case through other communication channels (phone, webcam, video conference, etc.). If the complainant fails to appear, the hearing board may either postpone the hearing or dismiss the case. If the respondent fails to appear, the hearing board may either postpone the hearing or hear the case in the respondent's absence. The respondent's failure to appear does not mean the respondent may be presumed to have committed the violation in the complaint.
7. The complainant and respondent shall be entitled to:
   a. Receive a timely hearing.
   b. Call witnesses on their behalf. Witnesses must be members of the University community, unless the hearing board determines that they have direct knowledge of the alleged behavior in question. Witnesses may be present in the hearing only when testifying. Witnesses may submit written statements to the hearing board in lieu of attending only with the written permission of the chair of the hearing board. Expert or character witnesses are generally not allowed. The hearing board may limit the number of witnesses.
   c. Submit information in support of their positions.
   d. Be accompanied to the hearing by an advisor, who must be a member of the faculty, staff, or student body of the University. The respondent may have an attorney who is not a member of the faculty, staff, or student body at the hearing as his/her advisor if criminal charges related to the alleged violation are pending. If the respondent is criminally charged with a sex offense related to the alleged violation when the hearing occurs, the complainant may have an attorney present at the hearing as his/her advisor. The advisor/attorney may be present throughout the hearing but has no voice in the hearing unless the chair of the hearing board grants the attorney/advisor permission to participate.[20]

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17 The standard the chair of the hearing body shall follow in ruling on challenges for cause is whether, in light of the challenged person's knowledge of the case or personal or professional relationships with the complainant, respondent, or a witness, the challenged person would be able to fairly and impartially hear the case. If the challenge is to the chair of the hearing body, the challenge shall be decided by the Senior Associate Vice President for Student Affairs and Services.

18 "Good cause" includes, but is not limited to, circumstances outside of a party's control, such as illness, death in the family, or a class conflict.

19 The hearing board described in this document should refer to University policies and applicable laws regarding confidentiality of information.

20 The chair shall normally grant permission for a student representative from the undergraduate student defender program to have voice in the hearing.

e. Question any witness who appears at the hearing.

8. The hearing board shall determine whether each allegation has been supported by a preponderance of the evidence.[21] If an allegation is not supported by a preponderance of the evidence, the respondent shall be found "not responsible" for that allegation. If the allegation is supported by a preponderance of the evidence, the hearing board may impose one or more of the sanctions listed in Section H of this Article.
9. The hearing board shall prepare a written report within five class days of the hearing. The report shall include rationale for the hearing board's decision and notification of the right to appeal. A copy of the report shall be provided to the complainant and respondent, who will be required to maintain the confidentiality of the document.

F. Appeals

1. The University Student Appeals Board has jurisdiction over all appeals of decisions made by an administrator or hearing board under this Article.
2. A respondent may appeal an adverse decision on the basis that the information presented at the hearing does not support the decision reached by the hearing board or the sanction imposed or recommended by the hearing board.
3. Either the complainant or respondent may appeal on the basis that applicable procedures were not followed or there was a conflict of interest with a member of the hearing board.
4. A written appeal must be filed with the chair of the University Student Appeals Board within five class days after the date on which the hearing board's decision was sent to the parties. Any sanctions imposed will be held in abeyance while the appeal is pending.
5. The chair of the University Student Appeals Board shall take necessary precautions to avoid any conflict of interest on the part of the appellate board's members. Upon receipt of the appeal, the chair shall provide the complainant and respondent with written notice of the names of the members of the University Student Appeals Board. Both the complainant and respondent shall have two class days from receiving such notice to challenge any member for cause.
6. The University Student Appeals Board shall review the case and the procedures used, request additional information if needed, and then do one of the following:
   a. Reject the appeal for lack of jurisdiction[22].
   b. Affirm or reverse the original decision.
   c. Direct the original hearing board to rehear the case or to reconsider or clarify its decision.
   d. Conduct a hearing of its own, from which the University Student Appeals Board may affirm, reverse or modify the original decision.
7. The University Student Appeals Board shall issue a written decision, including the rationale for its decision, within ten class days of convening to consider the appeal or conducting a hearing. A copy of the decision shall be provided to the complainant and respondent, who will be required to maintain the confidentiality of the document.
8. Either party may file a written request with the Vice President to review a decision by the University Student Appeals Board within five class days of the appellate board's decision. A request filed by the respondent must allege that the information presented at the appellate hearing does not support the decision reached by the University Student Appeals Board or the information presented at the hearing does not support the sanction imposed. Either the complainant or the respondent may file a request alleging that the applicable procedures were not followed or there was a conflict of interest with a member of the hearing board. The Vice President's decision is final.

G. Requests for Reconsideration

Each hearing board shall make provision to allow a complainant or respondent to request reconsideration of a case within 30 calendar days of its decision on the basis that new information has arisen.[23] An exception to the 30-day time limit may be granted by the appropriate hearing board only upon a showing of good cause.

H. Sanctions for Personal Misconduct

Disciplinary sanctions imposed should be based on a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any. Such sanctions may include any one or more of the following:

1. Warning: An official written statement expressing disapproval of the behavior and notifying the student it must not occur again.
2. Probation: An official written statement establishing a period of time for observing and evaluating a student's conduct and indicating that any additional violations may result in more severe disciplinary action. This period may be accompanied by stipulations, including but not limited to restitution, participation in an educational program, or loss of specified University privileges.

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21 A preponderance of the evidence is defined as that which is more convincing more credible, and of a greater weight.

22 The appellate body must reject the appeal for lack of jurisdiction if the written appeal does not articulate one of the permissible bases for appeal or if the appeal deadline had already elapsed when the appeal was filed.

23 For the purposes of this document, "new information" is defined as relevant information or documents previously unavailable to the party, although the party acted with due diligence to obtain such information.

3. Restitution: A requirement that a student pay for property damages or losses resulting from acts committed by the student, with the date by which the restitution must be completed.
4. Change of Residence: The student shall be required to move from his or her current on-campus residence, either to an off-campus location or to another location within the University housing system.
5. Other: The student may be required to participate in an educational program deemed appropriate to a specific case or set of behaviors or lose specified University privileges.
6. Suspension: A suspension is temporary removal from the University for a particular period of time, at the conclusion of which the student is eligible to apply for readmission. A suspension may also be a conditional suspension, in which case the student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission.
7. Dismissal: A dismissal is a permanent removal from the University.

Dismissal and suspension sanctions may be imposed only by the Vice President or Provost. A decision by the Student Faculty Hearing Board or University Student Appeals Board that includes the sanction of dismissal or suspension must be approved and implemented by the Vice President or Provost, as appropriate.

I. Urgent Disciplinary Cases

If the Vice President is presented with credible information that a student's continued presence at Michigan State University poses a clear and present danger[24] to the health or safety of persons or property, the Vice President or his/her designee may temporarily suspend a student from the University. Before temporarily suspending a student, the Vice President will make a reasonable attempt to notify the student of the potential interim suspension and offer the student an opportunity to present information that he/she does not pose a threat to persons or property.

The interim suspension shall not preclude, render irrelevant, or predetermine the outcome of subsequent disciplinary action relating to conduct on which the interim suspension is based. Nor shall an interim suspension create a presumption of guilt. Students placed on interim suspension may petition for reinstatement at any time, with the following guidelines.

1. Such petitions will be considered by either the Vice President or the Provost (or their designees) as requested by the petitioner.
2. Within five class days after receipt of a student's petition, the Vice President or the Provost (or their designees) shall meet with the student for the sole purpose of deciding whether to continue the interim suspension or grant reinstatement.
3. The outcome of the meeting shall not preclude, render irrelevant, or predetermine the outcome of subsequent disciplinary action.

Students placed on interim suspension shall face disciplinary action for the underlying conduct pursuant to this Article, regardless of where the conduct occurred.

II. Non-Academic Student Grievances

Any student (the "grievant") may file a grievance against a registered student organization, student governing group, or University employee alleging a violation of this document or a violation of the student group's constitution, bylaws, or policies. Any student may also file a grievance pursuant to this section to challenge a University policy or regulation as being inconsistent with the guidelines established in this document.[25] Such grievances should be filed in writing with the Vice President.

A. Informal Resolution

Prior to filing a student grievance, the grievant should first attempt to resolve the grievance informally.

B. Jurisdictional Findings

A designee of the Vice President shall review the grievance and forward it to the appropriate hearing board to determine whether it has jurisdiction to hear the case. The hearing board shall then forward a copy of the grievance to the respondent and invite a written response. After considering all submitted information, the hearing board may:

1. Schedule a hearing.
2. Reject the request for lack of jurisdiction[26] and provide a written explanation for that decision.
3. Invite all parties to meet with the hearing board for an informal discussion of the issues. Such a discussion shall not preclude a subsequent hearing.

C. Hearing Procedures

1. At least five class days prior to a hearing, the parties shall receive written notification of the hearing from the appropriate hearing board. This notice of hearing shall include:
   a. The date, time, and location of the hearing;
   b. The names of the hearing board members; and
   c. The names of the parties' witnesses and advisors (if known).
2. Both the respondent and grievant shall have two class days from receiving the hearing notice to challenge any hearing board members

24 A "clear and present danger to the health or safety of persons or property" is defined as an immediate and significant danger.

25 A designee of the Vice President will identify the appropriate respondent in grievances that are filed to challenge a University policy or regulation.

26 The hearing board must reject the grievance for lack of jurisdiction if the grievance does not articulate one of the appropriate bases for a grievance.

for cause.[27]

3. The parties shall have two class days from receiving the hearing notice to provide the chair of the hearing board with the names of their witnesses and advisors, if such names are not already listed on the hearing notice. Both parties will receive a second notice containing this information no less than one class day prior to the hearing.
4. Either party may request, for good cause, that the hearing be postponed.[28] The chair of the hearing board may grant or deny such a request.
5. The hearing shall be open unless the hearing board determines that the hearing should be closed to protect the confidentiality of information. An open hearing is open to any member of the University community. The hearing board may close an open hearing at any time to maintain order or protect the confidentiality of information.
6. Both parties are expected to appear at the hearing to present their cases. If appearance in person is not feasible, the hearing board may permit either party to present its case through other communication channels (phone, webcam, video conference, etc.). If the grievant fails to appear, the hearing board may either postpone the hearing or dismiss the case. If the respondent fails to appear, the hearing board may either postpone the hearing or hear the case in the respondent's absence. The respondent's failure to appear shall not result in any presumption favoring the grievant.
7. Both parties shall be entitled to:
   a. Receive a timely hearing.
   b. Call witnesses on their behalf. Witnesses must be members of the University community, unless the hearing board determines that they have direct knowledge of the matter at issue. Witnesses may be present in the hearing only when testifying. Witnesses may submit written statements to the hearing board in lieu of attending only with the written permission of the chair of the hearing board. Expert witnesses are generally not allowed. The hearing board may limit the number of witnesses.
   c. Submit information in support of their positions.
   d. Be accompanied by an advisor, who must be a member of the faculty, staff, or student body of the University. The advisor may be present throughout the hearing but has no voice in the hearing unless the chair of the hearing board grants the advisor permission to participate in the hearing.[29]
   e. Question any witness who appears at the hearing.
8. The hearing board shall determine whether the allegation has been supported by a preponderance of the evidence.[30] If the allegation is not supported by a preponderance of the evidence, the grievance shall be decided in favor of the respondent. If the allegation is supported by a preponderance of the evidence, the hearing board may impose one or more of the sanctions listed in Section D below.
9. The hearing board shall prepare a written report within five class days of the hearing. The report shall include the rationale for the hearing board's decision and notification of the right to appeal. The hearing board will send a copy of its report to both parties, who will be required to maintain the confidentiality of the document.

D. Sanctions

1. Warning: An official written statement expressing disapproval of the behavior and notifying the respondent it must not recur.
2. Warning Probation: An official written statement establishing a period of time for observing and evaluating a student group's conduct and indicating that further violations may result in more severe consequences. This probation may be accompanied by conditions.
3. Revocation of privileges for a registered student organization or student governing group.
4. Revocation of registration of a student organization.
5. Other action deemed appropriate to the specific case.
6. A formal recommendation to the appropriate administrator to correct the action, policy, or regulation in question.

E. Appeals

Either party may appeal the decision of the hearing board on the basis that (1) the information presented does not support the decision reached by the hearing board, (2) the information presented does not support the sanction imposed or recommended by the hearing board, or (3) the procedures described above for adjudicating the case were not followed. A written appeal must be filed with the chair of the University Student Appeals Board within five class days after the hearing board's report has been sent to the parties. Any sanctions imposed will be held in abeyance while the appeal is pending.

F. Temporary Restraining Actions

1. The codes of operation for student judiciaries described in Article 4 of this document shall include provisions for expedited consideration

27 The standard the chair of the hearing body shall follow in ruling on challenges for cause is whether, in light of the challenged person's knowledge of the case or personal or professional relationship with a party or a witness, the challenged person would be able to fairly and impartially hear the case. If the challenge is to the chair of the hearing body, the challenge shall be decided by the Senior Associate Vice President for Student Affairs and Services.

28 "Good cause" includes, but is not limited to, circumstances outside of a party's controll, such as illness, death in the family, or a class conflict.

29 The chair shall normally grant permission for a student representative from the undergraduate student defender program to have voice in the hearing.

30 A preponderance of the evidence is defined as that which is more convincing, more credible, and of a greater weight.

of urgent cases in which a restraining action is sought because (1) a group action 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; or (2) a regulation or administrative decision allegedly threatens immediate and irreparable harm through infringement of rights defined by this document.

2. Upon receipt of such a request, the relevant hearing board shall conduct a preliminary review to determine whether a temporary restraining action is appropriate. This review should include opportunity for both the grievant and the respondent to present information, either in writing or in person at the discretion of the hearing board. The purpose of the review is to consider the nature and potential extent of irreparable harm and other alternatives to remedy the situation. The review shall not preclude, render irrelevant, or predetermine the outcome of the ultimate decision of the hearing board on the grievance in question.
3. If the hearing board decides to take a temporary restraining action, the appropriate individual, group, or administrative unit shall be required to postpone or withdraw the action in question pending a hearing on the merits of the grievance by the appropriate hearing board.
4. The hearing board shall make every reasonable effort to meet whatever exigencies of time may exist in such a case. If necessary, the hearing board may announce its decision regarding a temporary action without a written statement of its reasons, provided that such a statement of its reasons shall be made available to the parties as soon as is reasonably possible.

ARTICLE 6
ACADEMIC HEARING BOARD STRUCTURES

This Article describes the composition and jurisdiction of all academic hearing boards that hear cases involving undergraduate students. Academic hearing boards that hear cases involving graduate students are described in the *Graduate Student Rights & Responsibilities* document. Non-academic hearing boards are described in Article 4 of this document.

I. Department/School Level Hearing Boards

A. Jursidiction

Department/school hearing boards shall have initial jurisdiction over student academic grievances alleging violations of student academic rights. Department/school hearing boards also have jurisdiction over student grade disputes.

B. Composition

Department/school hearing boards shall be comprised of an equal number of undergraduate students and faculty and shall be drawn from the pool of potential hearing board members, as defined by the relevant department/school/college procedures. Those not selected shall serve as alternates. In addition, the chair of the hearing board shall be selected according to relevant department/school procedures and shall serve without vote, except in event of a tie.

C. Terms of Office

Terms of office shall be governed by department/school hearing board procedures. Students and faculty shall be selected for their department/school hearing board by the end of the tenth week of spring semester for the upcoming summer semester. Department/school hearing board procedures shall include provisions for filling vacancies, including provisions for appointments on an interim basis during summer semester.

D. Decisions

Department/school hearing boards may recommend whatever redress it may consider appropriate to the specific case.

E. Appeals

Decisions of department/school hearing boards may be appealed to the University Academic Appeal Board.

II. College Level Hearing Boards

A. Jurisdiction

College hearing boards serve as initial hearing boards for (1) allegations of violations of student academic rights in colleges without departments; (2) allegations of violations of student academic rights when the department/school hearing board has waived jurisdiction; (3) academic disciplinary hearings involving academic misconduct (including violations of professional standards)[31]; (4) allegations of violations of student academic rights occurring in courses or programs offered by a college, including integrative studies centers; and (5) cases of ambiguous jurisdiction in which the Associate Provost for Undergraduate Education has selected the board as the appropriate college hearing board.

B. Composition

College hearing boards shall be comprised of an equal number of undergraduate students and faculty and shall be drawn from the pool of potential hearing board members, as defined by the relevant department/school/college procedures. Those not selected shall serve as alternates. In addition, the chair of the hearing board shall be selected according to relevant college procedures and shall serve without vote, except in event of a tie.

C. Terms of Office

Terms of office shall be governed by college hearing board procedures. Students and faculty shall be selected for their college hearing board by the end of the tenth week of spring semester for the upcoming summer semester. College hearing board proce-

31 See Article 7, Section V and the the Integrity of Scholarships and Grades policy.

dures shall include provisions for filling vacancies, including provisions for filling appointments on an interim basis during summer semester.

D. Decisions

In cases involving allegations of violations of student academic rights, a college hearing board may make whatever recommendations on redress it may consider appropriate to the specific case before it. In cases involving academic disciplinary hearings, college hearing boards shall have available to them the full range of sanctions listed in Article 7, Section VI below.

E. Appeals

The decision of a college hearing board that served as the initial hearing board for alleged violations of student rights may be appealed to the University Academic Appeal Board. The decision of a college hearing board, acting as a disciplinary hearing body, for an allegation of academic misconduct by an undergraduate student may be appealed to the University Academic Appeal Board.

III. University Academic Integrity Hearing Board

A. Jurisdiction

The University Academic Integrity Hearing Board shall have jurisdiction over academic grievances brought by a student to contest a penalty grade based on a charge of academic misconduct.

B. Composition

The University Academic Integrity Hearing Board shall be comprised of three faculty members, excluding the chair, and three undergraduate students drawn from a pool representing each college. The pool shall consist of at least two faculty members and two undergraduate students from each college. The chair of the hearing board will be a faculty member with seniority and will serve without vote, except in the event of a tie. Members of the University Academic Integrity Hearing Board selected to hear a case shall include at least one faculty member and one undergraduate student from the college in which the alleged violation occurred and at least one faculty member and one undergraduate student from the college in which the student is enrolled (if applicable). Those not selected from the pool will serve as alternates. The Office of the Provost shall provide necessary support services for the University Academic Integrity Hearing Board.

C. Terms of Office

Student members of the University Academic Integrity Hearing Board shall serve for two years, with the opportunity for reappointment for one additional two-year term. Faculty members shall serve for three years, with the opportunity for reappointment for one additional three-year term. All terms of office shall begin with the summer semester following appointment.

D. Decisions

The University Academic Integrity Hearing Board shall have available to it the full range of sanctions listed in Article 7, Section VI below. In addition, the Board may make whatever recommendations to the appropriate dean that it may consider appropriate to the specific case before it.

E. Appeals

Decisions of the University Academic Integrity Hearing Board may be appealed to the University Academic Appeal Board.

IV. University Academic Appeal Board

A. Jurisdiction

The University Academic Appeal Board shall have appellate jurisdiction over (1) decisions by the University Academic Integrity Hearing Board in cases involving penalty grades for academic misconduct; (2) decisions by a college hearing boards acting as a disciplinary hearing body for an allegation of academic misconduct by an undergraduate student, and (3) decisions by department/school and college hearing boards in cases involving academic grievances alleging violations of student rights.

B. Composition

The University Academic Appeal Board shall be comprised of three faculty members, excluding the chair, and three undergraduate students drawn from a pool representing each college. The pool shall consist of at least two faculty members and two undergraduate students from each college. The chair of the hearing board will be a faculty member with seniority and will serve without vote, except in the event of a tie. Members of the University Academic Appeal Board selected to hear a case shall include at least one faculty member and one undergraduate student from the college in which the alleged violation occurred and at least one faculty member and one undergraduate student from the college in which the student is enrolled (if applicable). Those not selected from the pool will serve as alternates. The Office of the Provost shall provide necessary support services for the University Academic Appeal Board.

C. Terms of Office

Student members of the University Academic Appeal Board shall serve for two years, with the opportunity for reappointment for one additional two-year term. Faculty members shall serve for three years, with the opportunity for reappointment for one additional three-year term. All terms of office shall begin with the summer semester following appointment.

D. Decisions

If the University Academic Appeal Board agrees to hear an appeal of an academic disciplinary decision, the Board shall have available to it the full range of sanctions listed in Article 7, Section VI of this document. If the University Academic Appeal Board agrees to hear an appeal of an academic grievance decision, the Board may recommend any redress it considers appropriate to the specific case before it.

E. Appeals

All decisions of the University Academic Appeal Board are final unless appealed to the Provost, who may affirm or reverse the decision, reduce the sanction imposed, or direct that the case be reheard.

ARTICLE 7
ADJUDICATION OF ACADEMIC CASES

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.

I. Academic Grievances

A. For the purposes of this Article, a grievance is an allegation filed by a student against a faculty or staff member within the time periods set forth in Section III.C below.

B. A grievance may (1) allege a violation of any of the academic rights of students under this document, (2) challenge an academic evaluation on the grounds that the evaluation was based entirely or in part upon factors (e.g., race, sex, personal animus) other than a good faith judgment of the student's academic performance, including compliance with applicable professional standards, or (3) contest a penalty grade based on a charge of academic dishonesty.[32]

C. A student who has been dismissed by a college for lack of academic progress may file a grievance under this section alleging procedural violations. Students may not file a grievance challenging such a decision to dismiss on substantive grounds.

D. Where an instructor or a committee has rendered a judgment regarding a student's academic performance, that judgment is presumed to be made in good faith and the grievant bears the burden of proving the contrary, with the exception of allegations of academic dishonesty. In those cases, the instructor bears the burden of proof.

II. Academic Complaints

A. For the purposes of this Article, a complaint is an allegation filed by a member of the University community against a student within the time periods set forth in Section III.C below.

B. A complaint may allege academic dishonesty, violation of professional standards, or falsification of academic or admissions records[33] ("academic misconduct"). (See also Integrity of Scholarships and Grades policy.)

III. Filing a Request for an Academic Grievance Hearing

A. If problems arise in the relationship between instructor and student, they should attempt to resolve them in informal, direct discussions. If the problem remains unresolved, they should consult the unit administrator. If the problem remains unresolved, the student may file a request for a grievance hearing.

B. To file a request for a grievance hearing, the student must submit a written, signed statement that contains the following information to the chair of the hearing board of the department/school within which the violation is alleged to have occurred. In cases of ambiguous jurisdiction, the appropriate college hearing board will be selected by the Associate Provost for Undergraduate Education ("Associate Provost"). Anonymous grievances will not be accepted.

1. The specific basis for the grievance;
2. The person(s) against whom the grievance is filed; and
3. A concise statement of the sanction or remedy sought.

C. Grievances must be filed not later than the middle of the semester (including summer semester) following the one in which the event which is the basis for the grievance occurred. If the middle of the semester falls during a scheduled vacation period when students are not enrolled for classes, the grievance must be filed on the first class day after the vacation period. If either party to a grievance is absent from the University during that semester, or if other appropriate reasons exist, an exception to this time limit may be granted. If either party to the grievance leaves the University prior to its resolution, the grievance may proceed at the discretion of the chair of the hearing board.

IV. Judicial Procedures

A. Departments/colleges/schools shall establish hearing board procedures consistent with this document. A copy of these procedures shall be filed with the dean's office and the Office of the Ombudsperson. Units shall review their hearing board procedures every five years.

B. Grievance hearings normally must be initiated at the department/school level. With the approval of the relevant college dean, departments/schools may waive jurisdiction over a grievance and refer it to the college hearing board.

C. Each department/school/college shall provide training to its hearing board members regarding its hearing procedures and the requirements of this document.

D. The adjudication of grievances and complaints should proceed in a timely manner, as described

32 Instructors and deans seeking sanctions for academic dishonesty other than, or in addition to, penalty grades must file a complaint under Section II.B of this Article.

33 Allegations of falsification of records submitted for admission to the University are processed through the Office of the Provost to determine whether the individual's admission will be rescinded. A decision by the Associate Provost for Undergraduate Education or the Dean of the Graduate School (as appropriate) to rescind admission may be appealed to the Provost within ten calendar days of the decision. Allegations of falsification of records submitted by a current student for admission to a school, college, or program are handled through the academic disciplinary process as allegations of academic misconduct.

below.

1. Within five class days of its receipt, the chair of the hearing board shall forward a copy of the request for a complaint/grievance hearing to the hearing board members and to the respondent.
2. The chair of the hearing board shall take necessary precautions to avoid any conflict of interest on the part of the hearing board's members. The chair of the hearing board must promptly notify each party of the names of the hearing board members. Within three days of that notice, either party may submit a written challenge to the chair of the hearing board seeking to remove any member of the hearing board for cause. The challenge must explain the cause for removing the hearing board member. If the chair of the hearing board is the subject of the challenge, the challenge should be filed with the unit administrator.[34]
3. The chair of the hearing board or unit administrator shall rule promptly on any challenge, replace any removed hearing board member from the pool of hearing board alternates, and promptly forward the name of the new hearing board member to the parties.
4. Within five class days of being established, the hearing board shall review the request for a complaint/grievance hearing to determine whether it meets the requirements established by this Article. If it does, the chair of the hearing board shall invite a written response from the respondent. After considering the submitted documents, the hearing board shall:
   a. Accept the request, in whole or in part, and schedule a hearing.
   b. Invite the parties to meet with the hearing board to attempt to informally resolve the dispute. Such discussion does not preclude a later hearing.
   c. Reject the request for lack of jurisdiction[35] and refer the case to the appropriate hearing board (if any).
5. At least five days prior to the hearing, the chair of the hearing board shall provide the parties with written notice of the hearing. This notice shall include:
   a. The names of the parties;
   b. A copy of the request for a complaint/grievance hearing and the response to it; and
   c. The date, time, and place of the hearing.
6. At least three class days prior to the hearing, the parties shall provide the chair of the hearing board with the names of their witnesses (if any) and advisor (if any). The chair of the hearing board shall forward this information to both parties prior to the hearing.
7. Any amendment to a complaint/grievance must be filed at least five class days before the hearing.
8. Either party may request, with good cause,[36] that the chair of the hearing board postpone the scheduled hearing. The chair may grant or deny the request.
9. Each party is expected to appear at the hearing and present his/her case to the hearing board. If it is not feasible for a party to appear in person, the hearing board may permit that party to present his/her case to the hearing board through other available communication channels (phone, webcam, video conference, etc.).
10. The chair of the hearing board may permit either party to submit a written statement from a witness to the hearing board and to the opposing party if the witness is unavailable to testify at the hearing in person or by another means of communication. The statement must be submitted at least three class days before the scheduled hearing.
11. Should the respondent fail to appear at a scheduled hearing, in person or through another communication channel, the hearing board may (a) postpone the hearing if an acceptable excuse for the absence has been offered, (b) hear the case in the absence of the party, or (c) dismiss the case. Should the grievant/complainant fail to appear at a scheduled hearing, in person or through another communication channel, the hearing board may (a) postpone the hearing if an acceptable excuse for the absence has been offered, or (b) dismiss the case.
12. The hearing board shall maintain a collegial atmosphere in hearings.
13. Hearings are closed unless an open hearing is requested by the student. An open hearing is open to any member of the University community. The hearing board may close an open hearing to maintain order or protect the confidentiality of information.
14. Each party may choose to be accompanied to the hearing by a member of the faculty, staff, or student body of the University who is serving as that party's advisor. The respondent may be accompanied to the hearing by an attorney who is not a member of the faculty, staff, or student body if criminal charges related to the subject matter of the complaint/grievance are pending against the respondent at the time of the hearing. If the respondent is charged with a sex offense related to the subject matter of the grievance/complaint when

34 The standard to be used in ruling on challenges is whether, in light of the challenged person's knowledge of the case or personal or professional relationships with a party or witness, the challenged person would be able to fairly and impartially hear the case.

35 The hearing board must reject the complaint/grievance if the written complaint/grievance does not contain the information required in Section III.B above, if it has been filed with the wrong hearing board, or if the deadline for filing a grievance/complaint had already elapsed when it was filed.

36 "Good cause" includes, but is not limited to, circumstances outside of a party's control, such as illness, death in the family, or a class conflict.

the hearing occurs, the complainant may have an attorney present at the hearing as his/her advisor. The advisor/attorney may be present throughout the hearing but has no voice in the hearing unless the chair of the hearing board grants the attorney/advisor permission to participate.[37]

15. Witnesses must be members of the University community, unless the hearing board determines that they have direct knowledge of the matter at issue. Witnesses may be present in the hearing only when testifying. Expert witnesses are generally not allowed. The hearing board may limit the number of witnesses.
16. During the hearing, each party shall have an opportunity to make an opening statement, present evidence, question witnesses, ask questions of the opposing party, present a rebuttal, and present a closing statement. The chair of the hearing board may set time limits on each party's presentation.

E. The hearing board shall render a decision and prepare a written report of its findings and supporting rationale. As part of its decision, the hearing board shall recommend what, if any, redress or sanction should be implemented by the appropriate unit administrator.[38] The chair of the hearing board shall forward copies of the report to the appropriate unit administrator within three class days of the hearing.

F. Upon receipt of the hearing board's report, the appropriate unit administrator, in consultation with the hearing board, shall determine an appropriate redress or sanction within three class days. The chair of the hearing board will immediately forward copies of the final decision to the parties, the unit administrator who will implement the redress or sanctions, and the University Ombudsperson. All recipients of the report are expected to respect the confidentiality of the report. If an appeal is filed pursuant to Section VII below, any redress or sanctions imposed will be held in abeyance while the appeal is pending.

G. Either party to a hearing may request reconsideration of a hearing board's recommendation within 30 days of the hearing board's decision on the basis that new evidence has arisen.

H. At any time during the grievance/complaint hearing process, the parties may consult with the Office of the Ombudsperson.

V. Academic Disciplinary Hearings

A. In cases in which a complaint is filed against an undergraduate student for academic misconduct and the student's dean has requested an academic disciplinary hearing, the complaint will be forwarded to the Associate Provost.[39]

B. Upon receiving a complaint, the Associate Provost shall promptly notify the student in writing that he or she has been accused of academic misconduct and that the student's dean has requested an academic disciplinary hearing. The student shall be required to meet with the Associate Provost to discuss the alleged academic misconduct and review the academic disciplinary hearing process. The Associate Provost also will inform the student of his or her right to contest the allegation before the University Academic Integrity Hearing Board.

C. The student shall have ten class days to request an academic grievance hearing to contest a penalty grade based on a charge of academic dishonesty. If the student files a request for a grievance hearing, the student will not meet with the Associate Provost until the University Academic Integrity Hearing Board has heard the student's academic grievance and all appeals, if any, are final. If the University Academic Integrity Hearing Board determines that the student did not commit academic dishonesty, the student will not face any additional sanctions based on that charge.

D. In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving the violation of professional standards, the Associate Provost will meet with the student to determine the appropriate college hearing board for the hearing and review the academic disciplinary process.

E. In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving academic misconduct other than violation of professional standards, the Associate Provost will meet with the student to discuss the allegations and ask the student to select either an administrative hearing conducted by the Associate Provost or a disciplinary hearing conducted by the appropriate college hearing board. If the student chooses to have a college hearing, the Associate Provost will forward the complaint to the chair of the appropriate college hearing board. If the student requests an administrative hearing, the Associate Provost will proceed with the hearing.

F. A student who admits his/her academic misconduct to the Associate Provost waives the right to a hearing to contest the allegation. In such a situation, the Associate Provost shall impose an appropriate redress or sanction for the academic misconduct. The student may appeal the appropriateness of the sanction/redress imposed to the University Academic Appeal Board.

G. If a student fails to meet with the Associate Provost when so required by this Article, the academic misconduct complaint will be referred to the appropriate college hearing board. (See also *Integrity of*

37 The chair shall normally grant permission for a student representative from the undergraduate student defender program to have voice in the hearing.

38 The appropriate unit administrator is generally the head of the unit in which the hearing occurred.

39 An academic dean may request additional sanctions only in accordance with the *Integrity of Scholarships and Grades Policy*.

Scholarship and Grades Policy and *General Student Regulation 1.00: Protection of Scholarship and Grades.*)

H. In cases of ambiguous jurisdiction, the Associate Provost will select the appropriate college hearing board.

VI. Sanctions for Academic Misconduct

The academic disciplinary sanctions imposed on a student should be based on a consideration of all circumstances in a particular case, including the student's prior record of academic misconduct, if any. Such sanctions may include one more of the following:

A. Warning: An official written statement expressing disapproval of the behavior and notifying the student that it must not recur.

B. Probation: An official written statement establishing a period of time for observing and evaluating a student's conduct and indicating that further academic misconduct may result in more severe disciplinary action. This probation may be accompanied by stipulations, including, but not limited to, restitution, participation in an educational program, or the loss of specified privileges.

C. Restitution: A requirement that a student pay for property damages or losses resulting from acts committed by the student, with the date by which the restitution must be completed.

D. Other: The student may be required to participate in an educational program deemed appropriate to a specific case or set of behaviors or lose specified University privileges.

E. Suspension: A suspension is temporary removal from the University or a department/school/college for a particular period of time, at the conclusion of which the student is eligible to apply for readmission. A suspension may also be a conditional suspension, in which case the student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission.

F. Dismissal: A dismissal is a permanent removal from the University or a department/school/college.

Only the University Academic Appeal Board and the Associate Provost may impose the sanctions of suspension or dismissal from the University. Only the dean of the relevant college and the University Academic Appeal Board may impose the sanction of suspension or dismissal from a school/college.

VII. Appeals to the University Academic Appeal Board.

A. Appeals must be filed within five class days following the date of the hearing board's decision and may challenge the substance of the decision and/or the procedures employed in the adjudication. Any redress or sanctions imposed will be held in abeyance while the appeal is pending.

B. Appeals must be written and signed by the party filing the appeal and must specify the basis for appeal in sufficient detail to justify further proceedings. Presentation of new evidence will normally be inappropriate at an appeal hearing, unless the information was previously unavailable to the party submitting it and the party acted with due diligence to obtain such evidence.

C. The chair of the University Academic Appeal Board shall take necessary precautions to avoid any conflict of interest on the part of the appeal board's members. The chair must promptly notify each party of the names of the appeal board members and provide either party with an opportunity to file a written challenge to any hearing board member for cause. If the chair is the subject of the challenge, the written challenge should be filed with the Associate Provost.

D. The University Academic Appeal Board shall review the appeal and forward a copy of the appeal to the other party and invite a written response. After considering the appeal and response, the board may:

1. Decide that it does not have jurisdiction[40] and let the decision of the initial hearing board stand;
2. Direct the initial hearing board to rehear the case or to reconsider or clarify its decision; or
3. Decide that sufficient reasons exist for an appeal and schedule an appellate hearing in a timely manner.

E. When the University Academic Appeal Board finds that an academic grievance has merit and that redress is possible, it shall recommend that redress be provided. The relevant academic dean, after reviewing the decision of the appeal board, shall implement an appropriate remedy.

F. The University Academic Appeal Board shall issue findings and recommendations in a written report that includes its supporting rationale within ten class days of the appeal hearing. The appeal board may affirm, reverse, or modify the decision of the hearing board. The appeal board also may direct the initial hearing board to rehear the original complaint/grievance.

ARTICLE 8
REGULATIONS, POLICIES, AND RULING

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. All regulations, policies, and rulings promulgated by the University shall be consistent with this document.

I. General Student Regulations

A. General Student Regulations shall be those regula-

40 The University Academic Appeal Board must reject the appeal for lack of jurisdiction if the written appeal does not articulate one of the permissible bases for appeal or if the appeal deadline had already elapsed when the appeal was filed.

tions 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.

B. Any governing body, governing group, living group, or registered student organization or any individual student, faculty, or staff member may propose amendments to the General Student Regulations by submitting that proposal to the University Committee on Student Affairs. The University Committee on Student Affairs may also propose amendments to the General Student Regulations.

C. 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 of the proposal. The 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.

D. 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.

E. The President may approve or reject the proposal. If the President 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 amendment shall take effect upon its approval by the President.

II. Student Group Regulations

A. 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, bodies, groups, and organizations specified by the Regulations.

B. Any constituent member of a governing body or governing group or any living group or registered student organization under its jurisdiction may propose amendments to the Student Group Regulations by submitting that proposal to the governing body or group with the appropriate legislative authority. A governing body or governing group may also propose amendments to the General Student Regulations.

C. Proposals submitted to the appropriate student governing body (ASMSU or COGS) may be approved or rejected. If rejected, the student governing body shall forward a written explanation to the initiator of the proposal. The explanation may include suggestions for modification of the proposal. If approved, the student governing body shall forward the proposal to the University Committee on Student Affairs.

D. 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 student governing body (ASMSU or COGS). The 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

E. The Vice President for Student Affairs and Services may approve or reject the proposal. If the Vice President rejects the proposal, a written explanation of the rejection shall be forwarded to the University Committee on Student Affairs. The explanation may include suggestions for modification of the proposal. If the proposal is approved, the amendment shall take effect upon its approval by the Vice President.

III. Living Group Regulations

A. 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.

B. Any constituent member of a living group may propose amendments to that group's Living Group Regulations by submitting such proposals to the living group with appropriate legislative authority. Living groups may also propose amendments to their own Living Group Regulations.

C. Proposals submitted to the living group may be approved or rejected. If rejected, the living group shall forward a written explanation to the initiator of the proposal. The explanation may include suggestions for modification of the proposal. If approved, the living group shall forward the proposal to the appropriate student governing body.

D. The student governing body may approve or reject the proposal. If rejected, the student governing body shall forward a written explanation to the initiator of the proposal. If approved, the student governing body shall forward the proposal to the University Committee on Student Affairs.

E. 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 student governing body. The 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.

F. The Vice President for Student Affairs and Services may approve or reject the proposal. If the Vice President rejects the proposal, a written explanation of the rejection shall be forwarded to the University Committee on Student Affairs. The explanation may include suggestions for modification of the proposal. If the proposal is approved, the amendment shall take effect upon its approval by the Vice President.

IV. All-University Policies

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

B. All-University Policies are established by the Board of Trustees, usually following University-wide discussion and endorsement or as the result of a recommendation by an administrative unit or committee. It is the expectation that the appropriate academic governance bodies will be provided with an opportunity to review and provide input on such Policies as part of the approval process. All-University Policies may also be initiated and enacted by the Board itself.

V. Administrative Rulings

A. Administrative Rulings shall be those policies, procedures, and practices established to implement the functions of the University's various administrative units. Such Rulings shall apply to the 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.

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

C. When a student is alleged to be noncompliant with an Administrative Ruling that may result in disciplinary action under Article 5 of this document, the relevant unit administrator shall invite the student to a meeting to allow the student an opportunity to clarify the situation.

1. The administrator shall determine whether the alleged noncompliance may violate a General Student Regulation, Student Group Regulation, or Living Group Regulation, or an All-University Policy. If so, the administrator may refer the student for disciplinary action under Article 5 of this document.
2. The administrator shall assess the situation and decide whether any interim or temporary non-disciplinary actions must be taken during the pendency of his/her investigation (if applicable) or to prevent similar acts from occurring. The administrator may not impose disciplinary sanctions against a student without going through the judicial process described in Article 5 of this document.
3. The administrator shall notify the student, in writing, of any non-disciplinary action taken here, the rationale for the action, and whether the Administrative Ruling provides any avenue of appeal of the decision. The student may challenge the Administrative Ruling itself pursuant to Article 5, Section II of this document.

ARTICLE 9

INDEPENDENT AND UNIVERSITY-SUPPORTED STUDENT PUBLICATIONS

I. Definitions

A. Independent student publications: Publications 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 publications of student living units, governing groups, registered student organizations, or student groups.

B. University-supported student publications: Publications that receive funding from administrative units of the University.

II. General Guidelines

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

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

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

D. 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.

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

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

G. No door-to-door solicitations for sale shall be permitted in organized living units on the campus without permission from the proper governing authority for the living unit. Each on-campus living unit shall decide what policies shall be formulated for distribution of publications within that living unit.

H. 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 designated places for the distribution of publications.

I. Publications may be distributed in living units, classroom buildings, and office buildings, but only in the places established through the procedures described above. Hand-to-hand distribution is permitted in all public areas of campus buildings, subject only to building security and access rules and such limitations as are necessary to prevent interference with scheduled University activities.

J. Publications 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 for other purposes.

K. The offices of the Secretary of the Board of Trustees and ASMSU shall keep available for inspection an up-to-date list of places of distribution within campus buildings.

L. Any regulations necessary to implement these guidelines shall be developed in accordance with Article 8 of this document.

ARTICLE 10
OFFICE OF THE OMBUDSPERSON

I. The President shall appoint a senior faculty member or executive manager with the title of University Ombudsperson. The ombudsperson shall respect the sensitive and confidential nature of the position and the privacy of all persons soliciting assistance from the Office of the Ombudsperson, thereby protecting them against retaliation. The Ombudsperson's functions shall include the following charges:

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

B. The Ombudsperson 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 elsewhere in the University. The Ombudsperson may also assist the student in obtaining an informal settlement of the student's problem.

II. The Ombudsperson shall have broad investigatory powers and direct and ready access to all University officials, including the President.

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

IV The Ombudsperson shall make periodic reports to the President regarding the operation of the Office of the Ombudsperson.

ARTICLE 11
DEFINITIONS

Academic Disciplinary Case: A case brought against a student accused of academic misconduct involving sanctions other than or in addition to a penalty grade.

Academic Misconduct: Instances of academic dishonesty, violations of professional standards, and falsification of academic records or records for admission to a department/school/college. See also *General Student Regulation 1.00, Scholarship and Grades; Integrity of Scholarships and Grades Policy*.

Administrators: University employees who manage University budgets, direct work units, or formulate, evaluate, and/or administer University policy.

Advisor: A member of the student body, faculty, or staff of the University chosen by a party to assist in the preparation of a case.

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

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

Class Day: A day on which classes are held, including the days of Final Exam Week but excluding weekends.

Clear and Present Danger: An immediate and significant danger to the health or safety of persons or property.

Complainant: A member of the University community who initiates a judicial proceeding under this document.

Faculty: All persons appointed by the University to the rank of professor, associate professor, assistant professor, or instructor, all persons appointed by the University as librarians, and all other University employees with approved titles in the academic personnel system whose duties involve instructional activities.

Falsification of Admission or Academic Records: Falsification of any record submitted for admission to the University or an academic unit of the University. Falsification of any record created, used, and/or maintained by the Office of the Registrar, the Office of Admissions, or academic units (e.g. colleges, departments, and schools).

Good Cause: Good cause includes, but is not limited to, circumstances outside of a party's control, such as illness, death in the family, or a class conflict.

Graduate Student: A student enrolled in a master's, doctoral, or educational specialist program or in a graduate non-degree program, including Lifelong Education.

Hearing Body: A duly constituted judiciary as described in this document.

Living Group: A campus residence hall or residential complex, or a floor in such a residence hall or complex.

Major Governing Groups: The Greek Governing Boards, Student Housing Cooperative, Owen Graduate Association, RHA, and UACOR.

New Information: Relevant information or documents previously unavailable to a party athough the party acted

with due diligence to obtain such information.

Non-Academic Disciplinary Case: A case brought against a student accused of violating a General Student Regulation, University ordinance, or University policy.

Ombudsperson: The University Ombudsperson is a senior faculty member or executive manager who assists members of the MSU community in resolving complaints or concerns confidentially, informally, impartially, and independently.

Penalty Grade: A grade assigned to a student by a faculty member based on a charge of academic misconduct.

Preponderance of the Evidence: Evidence that is more convincing, more credible, and of greater weight.

Professional Standards: Codes of expected professional conduct, sometimes referred to as honor codes.

Respondent: An individual or group against whom or which a complaint or grievance is filed.

Staff: Employees of the University other than administrators or faculty.

Student: An individual is considered a student from the time he or she attends his/her first class until graduation, recess, dismissal, suspension, or withdrawal from the University, or he/she fails to register for more than one consecutive semester.

Undergraduate: A student enrolled in a program leading to a bachelor's degree or in an undergraduate non-degree program, including Lifelong Education.

University Community: All University students, Trustees, administrators, faculty, and staff.

ARTICLE 12
PROCEDURES FOR AMENDING AND REVISING THIS DOCUMENT

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

I. The University Committee on Student Affairs shall review this document at least once every five years.

II. Any member of the University community and any constituent body of the University may propose amendments to this document by forwarding them to the University Committee on Student Affairs.

III. The University Committee on Student Affairs shall review any such proposals. It may approve, reject, or amend the proposal.

IV. If the University Committee on Student Affairs approves the proposal, it shall forward the proposal to ASMSU and COGS. ASMSU and COGS shall review the proposal. Each may approve or reject it.

V. If either ASMSU or COGS rejects the proposal, it shall submit a written explanation of the rejection to the University Committee on Student Affairs. This explanation may include suggestions for alteration of the proposal.

VI. If ASMSU and COGS both approve the proposal, it shall be returned to the Chairperson of the University Committee on Student Affairs for presentation to the Academic Council.

VII. The Academic Council shall review the proposal and either approve or reject it in accordance with the *Bylaws for Academic Governance*. If it rejects the proposal, the Academic Council shall return the proposal to the University Committee on Student Affairs, ASMSU, and COGS, along with a written explanation for the rejection. This explanation may include suggestions for alteration of the proposal. If it approves the proposal, the Academic Council shall forward the proposal to the President who shall submit it to the Board of Trustees for action.

VIII. The Board of Trustees shall review the proposal. If the Board rejects the proposal, the Board shall return the proposal to Academic Council with an explanation. If the Board approves the proposal, the amendment shall take immediate effect, unless the Board specifies another effective date.

IX. The University community shall be promptly informed of all action taken on proposed amendments to this document.

HISTORY OF APPROVAL
ORIGINAL DOCUMENT

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

AMENDMENTS

Board of Trustees	June 18, 1971
Board of Trustees	June 24, 1977
Board of Trustees	July 1, 1971
Board of Trustees	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
UCSA	December 4, 2009
ASMSU Academic Assembly	December 8, 2009
COGS	December 9, 2009
Academic Council	January 26, 2010
Board of Trustees	February 12, 2010

GSRR

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

This document provides the framework for graduate student rights and responsibilities within the university, specifically regarding student conduct, academic pursuits, keeping of records, and employment. It describes procedures for formulating regulations governing graduate student conduct and for providing due process in the adjudication of graduate student disciplinary cases. It also defines channels and procedures for student complaints and grievances.

The term "graduate assistant" referred to in the GSRR, Article 4, refers to graduate assistants who are not covered by the Graduate Employees Union (GEU) collective bargaining contract. Graduate teaching assistants in the GEU are covered by the GEU contract; not by the provisions in Article 4.

GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES AT MICHIGAN STATE UNIVERSITY

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 that best promotes the University's basic purposes by providing an environment most conducive to the many faceted activities of instruction, research, and service.

1.2 Each right of an individual places a reciprocal responsibility upon others: the responsibility to permit the individual to exercise the right. The graduate student, as a member of the academic community, has both rights and responsibilities. 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 that best promote the learning process in all its aspects. The graduate student 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 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 that 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 also a citizen of the larger society who retains those rights, protections, and guarantees of fair treatment held by all citizens, which the University may not deny. The enforcement of the graduate student's duties to the larger society is, however, the responsibility of the legal and judicial authorities duly established for that purpose.

GUIDELINES

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

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

1.5.2 To the maximum extent feasible, graduate students shall participate in formulating and revising regulations governing graduate student rights and responsibilities.

1.5.3 All regulations governing graduate student rights and responsibilities shall be made public in an appropriate manner.

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

1.5.5 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.

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

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

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

1.5.9 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 that is alleged to be inconsistent with the guidelines in this document.
d. The lack of adherence to the applicable procedures in the adjudication.

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

1.6 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 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 that 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 that 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 Colleges and departments/schools 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 that 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 In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of race, color, gender, national origin, political persuasion, sexual orientation, marital status, disability, age, religion, height, weight, genetic information, or family status.

2.3.2 The graduate student has a right to be governed by written academic regulations. The graduate student has a right to accurate, timely, and clearly stated information concerning the 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 that may apply. Requirements for the student's academic program and written academic regulations, including codes of professional behavior, shall be made known and made available 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.

2.3.3 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.

2.3.4 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.

2.3.5 The graduate student shall be free to take reasoned exception to information and views offered in instructional contexts and to reserve judgment about matters of opinion, without fear of penalty or reprisal.

2.3.6 Graduate students and faculty share the responsibility of maintaining classroom decorum and a collegial atmosphere that ensures teaching and learning.

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

2.3.8 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 profes-

sional behavior established by the faculty.

2.3.9 The graduate student has a right to academic evaluations that 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. (See also the *Code of Teaching Responsibility*).

2.3.10 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.)

2.3.11 Graduate students and faculty members share the responsibility for maintaining professional relationships based on mutual trust and civility.

2.3.12 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 or college is responsible for informing, in writing, all incoming graduate students of program requirements and procedures.

2.4.2 Guidance Committee. It shall be the responsibility of each graduate student admitted to a doctoral 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 to resolve the problem.

2.4.2.1 For graduate students in doctoral programs, the guidance committee shall be formed within the first two semesters of doctoral study, or within two semesters beyond the master's degree or its equivalent. Within one semester 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 as 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 thesis/dissertation committee to supersede or supplement the guidance committee. Committee or thesis/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 or college shall establish procedures for altering individual student programs that have been approved in accordance 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 formatting, duplicating and binding of dissertations and theses – as well as the stipulations covering abstracts, numbers 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 in writing to its 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 evaluations to assess 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 in writing in a timely manner, and a copy of the notice shall be placed in the student's academic file.

2.4.8.2 When a graduate student's status in a program has been determined to be in jeopardy, the graduate student shall be informed in writing in a timely manner, and a copy of the notice shall be placed in the student's academic file.

2.4.9 Dismissals and Withdrawals. Each department/school and college shall establish criteria for the dismissal or withdrawal of students enrolled in its programs. Such criteria shall be published and given to students at the time they begin their programs. Should a decision to dismiss a student be made, the affected student shall be notified in writing in a timely manner. All information regarding the decision is to be held in strict confidence between the student and those faculty and administrators with responsibility for the student, on a need to know basis; release may be only with the written consent of the student involved unless the decision becomes the substance for a grievance procedure, in which case such information shall be released to the grievance committee. All records and information created under this article shall be released only in accordance with the University's published policies governing privacy and release of student records. The same privacy is to be accorded the reasons for a student's temporary or permanent withdrawal from the University. Should a decision to dismiss be held in abeyance, pending completion of the stipulated conditions, these conditions must be communicated in writing in a timely manner to the student.

2.5 Educational Training of Graduate Students in Teaching Roles (not covered by the Graduate Employees Union collective bargaining contract)

2.5.1 Colleges and department/schools 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 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 University Council.

2.5.2.1 The coordinator of each course staffed by graduate students in teaching roles shall submit each semester 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 college/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. If evaluations or summaries of them are kept beyond the student's tenure at the University, these records should be altered so as to be anonymous.

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 as well as current federal and state law.

3.1.1 Because of respect for the privacy of the individual graduate student, record keeping must be performed only by University personnel whose job responsibilities require record keeping.

3.2 All policies and practices governing access to, and maintenance and release of, graduate student records shall conform to the University's published guidelines. (See the *MSU Access to Student Information Guidelines*).

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

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

3.2.3 Graduate students shall have the right to inspect any of their own educational records, except as waived by the graduate student (e.g., confidential letters of recommendation). Student educational records include official transcripts, student disciplinary records, and records regarding academic performance.

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

3.2.5 All graduate student educational records shall include a notation of the name of the person who supplied the information and the date of its entry, with the exception of central, Student Information System records.

3.2.6 Confidential records shall be responsibly handled. Units shall train persons handling such records in appropriate methods of keeping and disposing of confidential records.

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.

3.2.8.1 These policies and practices shall conform to current federal and state law. In addition, any changes to the policies shall be made known to the graduate student body through the all-university graduate student governing body.

ARTICLE 4
GRADUATE STUDENT SUPPORT

4.0 The term "graduate assistant" in this Article refers to graduate assistants who are not covered by the Graduate Employees Union collective bargaining contract. Employment policies and the issues that are included with employment and involve students who are included in the collective bargaining unit shall be covered by the GEU contract.

4.1 Classes of Support

4.1.1 Students receiving support through the University primarily constitute three groups:
a. graduate assistants
b. university employees
c. fellowship, scholarship and/or 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 in accordance with University policies governing graduate assistantships. Duties assigned to graduate assistants may include (but are not 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 April 15th of each calendar year, units shall advise each graduate assistant in writing of one (or more) of the following: (a) the assistantship will be renewed for the following academic

year or a portion thereof; (b) the assistantship will be renewed provided the assistant is able to meet certain specified conditions; (c) the assistantship will be renewed provided the unit is able to meet certain specified conditions; (d) the assistantship will not be renewed for the following academic year. If the assistantship is not renewed, the reasons shall be indicated. When citing (b) above, the unit shall include the date the student must satisfactorily complete the specified criteria and the date the unit will notify the student about its decision to renew the assistantship for the appropriate semester(s). When citing (c) above, the unit shall include the date it will notify the student about its decision to renew the assistantship for the appropriate semester(s). 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 Committe on Graduate Studies 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 Committee on Graduate Studies 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, (f) health care, and (g) tuition waivers.

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 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.

4.3.2 The University shall not deny a regular employee's fringe benefits solely because the person also is registered as a student.

4.3.3 University employees who are pursuing graduate study are bound by collective bargaining agreements or other applicable University personnel policies and agreements.

4.3.4 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 and/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 is an Affirmative-Action, Equal-Opportunity Employer. Therefore, (a) discrimination on the basis of race, color, gender, national origin, political persuasion, sexual orientation, marital status, disability, age, religion, height, weight, genetic information, or family status 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 graduate students' participation in an academic program, which in turn may terminate the graduate student's assistantship or other financial 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 action of the University may cause irreparable harm, the 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 not covered by the Graduate Employees Union collective bargaining contract
c. Professional Rights and Duties of other Graduate Students

5.1.2 Department/School Hearing Boards. 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. Each college shall provide training to its hearing board members.

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 Committee on Graduate Studies, 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 during spring semester for the upcoming summer semester and shall serve one year. The one-year term shall not preclude reappointment of any member the following year. Hearing boards and judiciaries shall establish provisions for filling vacancies, including making appointments on an interim basis during summer semester.

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.

a. An approved alternate member from the appropriate faculty or student group will replace such person(s) in accordance with established guidelines.
b. Either party [complainant or respondent] may submit to the chair of the hearing board a challenge of judiciary members in instances of alleged conflicts of interest. Such challenges will be arbitrated by the chair in a timely manner and reported to both parties in writing three (3) class days after rendering a decision.
c. Either party may remove a total of two board members, barring the chair, without stated cause. The name(s) of the individual(s) must be transmitted to the chair no later than three (3) class days after receiving notification of the board's membership.

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 University Ombudsperson 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 that have judicial merit. (See Section 5.4.6). 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 profes-

sional 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 semester following the one wherein the alleged violation occurred (exclusive of summer semester). If the involved instructor or student is absent from the University during that semester, 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 Ombudsperson and with the Office of the Dean of The Graduate School. Departments/schools and colleges shall establish hearing board procedures in a manner consistent with this document. A copy of these procedures shall be filed with the Ombudsperson and with the Dean of the Graduate School. Departments/schools and colleges shall review their hearing board procedures every five (5) years.

5.4.2 Procedures for the adjudication of grievances must proceed in a timely manner as defined below.

5.4.3 Upon receipt of a request for a formal grievance, the unit chair/director shall forward a copy of the grievance request to the chair of the hearing board who in turn shall transmit a copy of the grievance request within five (5) 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 five (5) class days prior to a formal hearing, both the respondent and the complainant shall be sent 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 and the names of the members that make up the body, including the names of all alternate members.
d. The names of the respondent and complainant.

5.4.7.1 At least three (3) class days before the hearing, the parties shall provide the chair of the hearing board with the names of their witnesses (if any) and advisor (if any). The chair of the hearing board shall forward this information to both parties to the hearing.

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 three (3) class days prior to the scheduled hearing.

5.4.10 Hearing boards shall ensure that a collegial atmosphere prevails in grievance hearings. Either party shall have the right to be accompanied by an advisor (see definition in Article 8). Permission will be granted to the respondent to be accompanied by an attorney if there are criminal charges pending. If the respondent is charged with a sex offense, the complainant may also have an attorney present.

5.4.10.1 The advisor may be present throughout the hearing but has no voice in the hearing unless the chair of the hearing board grants the advisor permission to participate.

5.4.10.2 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.

5.4.10.3 Witnesses must be members of the University community, unless the hearing board determines that they have direct knowledge of the alleged behavior in question. Witnesses may be present in the hearing only when testifying. Witnesses may submit written statements to the hearing board in lieu of attending only with the written permission of the chair of the hearing board. Expert or character witnesses are generally not allowed. The hearing board may limit the number of witnesses.

5.4.10.4 Hearings are closed unless the student requests an open hearing. An open hearing is open to any member of the University community. The hearing board may close an open hearing to maintain order or protect the confidentiality of information.

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 University Ombudsperson, and to the Dean of The Graduate School. The report shall indicate the major elements of evidence, or lack thereof that 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 information 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 with the chair of the appropriate appellate board within five (5) 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 thirty (30) days if it is determined that new information 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 In cases in which a student is charged with academic misconduct and the student's dean has requested an academic disciplinary hearing, the complaint will be forwarded to the Dean of the Graduate School.

5.5.2 Upon receiving the request for an academic disciplinary hearing, the Dean of the Graduate School (or designee) shall promptly notify the student in writing that he or she has been accused of academic misconduct and that the student's dean has requested an academic disciplinary hearing. The student shall be required to meet with the Dean of the Graduate School (or designee) to discuss the alleged academic misconduct and review the academic disciplinary hearing process. (See 5.5.4 and 5.5.5.)

5.5.2.1 At this time, the Dean of the Graduate School (or designee) will also inform the student of his or her right to contest the allegation before the relevant department/school/college hearing board.

5.5.2.2 The student shall have ten class days to request an academic grievance hearing to contest a penalty grade based on a charge of academic misconduct. If the student files a request for a grievance hearing, the student will not meet with the Dean of the Graduate School (or designee) until the hearing board has heard the student's academic grievance and all appeals, if any, are final. If the hearing board determines that the student did not commit academic misconduct, the student will not face any additional sanctions based on that charge.

5.5.2.3 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 misconduct. The 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.

5.5.3 In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving the violation of professional standards, the Dean of the Graduate School (or designee) will meet with the student to determine the appropriate college hearing board for the hearing and review the academic disciplinary process.

5.5.4 In cases in which the student's dean (or designee) has requested an academic disciplinary hearing for a complaint involving academic misconduct other than a violation of professional standards, the Dean of the Graduate School (or designee) will meet with the student to discuss the allegations and ask the student to select either an administrative hearing conducted by the Dean of the Graduate School (or designee) or a disciplinary hearing conducted by the appropriate college hearing board. If the student chooses to have a college hearing, the Dean of the Graduate School (or designee) will forward the complaint to the chair of the appropriate college hearing board. If the student requests an administrative hearing, the Dean of the Graduate School (or designee) will proceed with the hearing.

5.5.5 A student who admits his/her academic misconduct to the Dean of the Graduate School (or designee) waives the right to a hearing to contest the allegation. In such a situation, the Dean of the Graduate School (or designee) shall impose an appropriate redress or sanction for the academic misconduct. The student may appeal the appropriateness of the sanction/redress imposed to the Provost.

5.5.6 If a student fails to meet with the Dean of the Graduate School (or designee) when so required by this document, the academic misconduct complaint will be referred to the appropriate college hearing board.

5.5.7 In cases of ambiguous jurisdiction, the Dean of the Graduate School will select the appropriate judiciary.

5.5.8 The academic disciplinary sanctions imposed on a student should be based on a consideration of all circumstances in a particular case, including the student's prior record of academic misconduct, if any. Such sanctions may include one or more of the following:

Warning: An official written statement expressing disapproval of the behavior and notifying the student that it must not recur.

Probation: An official written statement establishing a period of time for observing and evaluating a student's conduct and indicating that further academic misconduct may result in more severe disciplinary action. This probation may be accompanied by stipulations, including, but not limited to, restitution, participation in

an educational program, or the loss of specified privileges.

Restitution: A requirement that a student pay for property damages or losses resulting from acts committed by the student, with the date by which the restitution must be completed.

Other: The student may be required to participate in an educational program deemed appropriate to a specific case or set of behaviors or lose specified University privileges.

Suspension: A suspension is temporary removal from the University or a department/school/college for a particular period of time, at the conclusion of which the student is eligible to apply for readmission. A suspension may also be a conditional suspension, in which case the student must demonstrate that he/she has fulfilled stated conditions prior to applying for readmission.

Dismissal: A dismissal is a permanent removal from the University or a school/college.

Only the University Graduate Judiciary and the Dean of the Graduate School may impose the sanctions of suspension or dismissal from the University. Only the dean of the relevant college and the University Graduate Judiciary may impose the sanction of suspension or dismissal from a school/college.

5.6 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 misconduct, violations of professional standards, or falsification of admission or academic records.

5.7 The University Graduate Judiciary is the final hearing body within the judicial structure related to graduate academic rights and responsibilities, in cases that were initiated at the college level.

5.7.1 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 student representatives 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.

6.1.2 Graduate student representatives shall participate as voting members on all policy-making committees at the departmental/school and college levels that are directly concerned with graduate student affairs.

6.1.2.1 The department/school advisory committees or their equivalent, in consultation with representatives of graduate students in the unit, shall determine which unit-level committees are directly concerned with graduate student affairs.

6.1.2.2 Each department/school and college shall inform its graduate students in a timely way of the committee positions that graduate students may hold, the duties and lengths of appointment of said positions, the processes by which individuals are selected for appointment, and the names of the appointed representatives.

6.1.3 At the University level, graduate students shall be selected and shall have voting membership on the University Committee on Graduate Studies, University 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 Committee on Graduate Studies through the all-University graduate student governing body's regular representatives.

7.1.2 A faculty member shall submit a proposal to the colleges 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 Committee on Graduate Studies 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 Committee on Graduate Studies.

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 Committee on Graduate Studies by a majority vote of the members present.

7.3 If approved by the University Committee on Graduate Studies and by the all-University graduate student governing body, the proposal, with recommendations for its approval, shall be submitted to the University Council.

7.4 The University 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 University Council shall be returned to the University Committee on Graduate Studies 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 University Council shall be forwarded to the President, who shall present it to the Board of Trustees according to existing practices of University 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 University 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 student accused of academic misconduct involving sanctions other than or in addition to a penalty grade.

8.1.2 Academic Misconduct: Instances of academic dishonesty, violations of professional standards, and falsification of academic records or records for admission to a department/school/college. See also *General Student Regulation 1.00, Scholarship and Grades; Integrity of Scholarships and Grades Policy*.

8.1.3 Administrators: University employees who manage University budgets, direct work units, or formulate, evaluate, and/or administer University policy.

8.1.4 Advisor: A member of the student body, faculty, or staff of the University chosen by a party to assist in the preparation of a case.

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

8.1.6 Class Day: A day on which classes are held, including the days of Final Exam Week but excluding weekends.

8.1.7 Complainant: A member of the University community who initiates a judicial proceeding under this document.

8.1.8 Faculty: All persons appointed by the University to the rank of professor, associate professor, assistant professor, or instructor, all persons appointed by the University as librarians, and all other University employees 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: Falsification of any record submitted for admission to the University or an academic unit of the University. Falsification of any record created, used, and/or maintained by the Office of the Registrar, the Office of Admissions, or academic units (e.g. colleges, departments, and schools).

8.1.10 Good Cause: Good cause includes, but is not limited to, circumstances outside of a party's control, such as illness, death in the family, or a class conflict.

8.1.11 Graduate Student: A graduate student enrolled in a master's, doctoral or educational specialist program or in a graduate non-degree program, including Lifelong Education.

8.1.12 Graduate-Professional (Medical) Student: A graduate student enrolled in a medical degree program in the College of Human Medicine, College of Osteopathic Medicine, or College of Veterinary Medicine. Those students who are enrolled in graduate-professional non-degree programs shall be deemed graduate-professional students.

8.1.13 Hearing Body: A duly constituted judiciary as described in this document.

8.1.14 New Information: Relevant information or documents previously unavailable to a party to a proceeding, although the party acted with due diligence to obtain such information.

8.1.15 Non-Academic Disciplinary Case: A case brought against a student accused of violating a General Student Regulation, University

ordinance, or University policy. Such a case is heard pursuant to the *Academic Freedom for Students at Michigan State University* document.

8.1.16 Ombudsperson: The university ombudsperson is a senior faculty member or executive manager who assists members of the MSU community in resolving complaints or concerns confidentially, informally, impartially, and independently.

8.1.17 Penalty Grade: A grade assigned to a student by a faculty member based on a charge of academic misconduct.

8.1.18 Preponderance of the Evidence: Evidence that is more convincing, more credible, and of greater weight.

8.1.19 Professional Standards: Codes of expected professional conduct, including University-approved honor codes.

8.1.20 Respondent: An individual or group against whom or which a grievance is filed.

8.1.21 Staff: Employees of the University other than administrators or faculty.

8.1.22 Student: An individual is considered a student from the time he or she attends his/her first class until graduation, recess, dismissal, suspension, or withdrawal from the University, or he/she fails to register for more than one consecutive semester. An individual is considered a graduate student from the time he or she begins participation in official graduate programs or activities.

8.1.23 Undergraduate: A student enrolled in a program leading to a bachelor's degree or in an undergraduate non-degree program, including Lifelong Education.

8.1.24 University Community: All University students, Trustees, administrators, faculty, and staff.

HISTORY OF APPROVAL

ORIGINAL DOCUMENT

Academic Council	May 19, 1971
Board of Trustees	June 18, 1971

PARTIAL REVISION

Board of Trustees	February 12, 2010
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COMPLETE REVISION

University Graduate Council/COGS	January 16, 1984
Academic Council	February 28, 1984
Board of Trustees	July 27, 1984
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COMPLETE REVISION

University Graduate Council	November 4, 2002
Council of Graduate Students	November 17, 2002
Academic Council	February 25, 2003
Board of Trustees	April 11, 2003
Revision effective	April 11, 2003

MSSR
Medical Student Rights and Responsibilities

The *Medical Student Rights and Responsibilities,* was approved by the MSU Board of Trustees on June 6, 1986 and revised in 2006. 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 Ombudsperson, and in 162 Student Services. The document is also printed in the *Graduate Student Handbook* published by the Council of Graduate Students.

REGULATIONS

STUDENT CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. The following information is disclosed to you as a student at Michigan State University (MSU) in compliance with federal law. For additional information, including requesting a paper copy of any materials, please call the appropriate office or visit the indicated websites.

ACADEMIC PROGRAMS AND ACCREDITATIONS

Information concerning MSU's current educational programs and course descriptions is available at *http://www.reg.msu.edu/AcademicPrograms.* This includes information about instructional, laboratory, and other physical facilities that relate to the academic programs, as well as faculty and other instructional personnel. Plans for reviewing academic functions of a department, school, or interdisciplinary program to include MSU accountability indicators are available at *http://www.esp.msu.edu/APR.asp.* Academic Programs, the University catalog, *(http://www.reg.msu.edu/AcademicPrograms)* provides information related to institutional/program accreditations and approvals (enter "accreditation" in the search box), as well as transferring courses and credits to MSU (enter "transfer" in the search box). University-approved articulation and consortium agreements are available for reference at *(http://www.reg.msu.edu/UCC/consortium.asp).* The policies and procedures related to academic governance may be accessed at *http://www.reg.msu.edu/UCC/UCC.asp.*

ALCOHOL AND OTHER DRUG POLICY

The MSU Alcohol and Other Drug Policy can be accessed at *http://www.hr.msu.edu/documents/supportstaffpolproc/drug_alcohol.htm.* The Annual Security Report *(http://police.msu.edu/cleryreport.asp)* provides information about alcohol and other drug health risks, drug alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

CAMPUS SECURITY POLICIES, CRIME STATISTICS AND CRIME LOG

Information regarding public safety at MSU is provided in the Annual Security Report *(http://police.msu.edu/cleryreport.asp).* The Security Report includes crime statistics for the previous three years concerning certain crimes reported to have occurred on campus; in certain off-campus buildings or property owned or controlled by MSU; and on public property within, or immediately adjacent to and accessible from, the campus. The Security Report also includes information about police and public safety resources, reporting crimes, coordination between law enforcement agencies, fire and medical emergencies, crime prevention, victim support services, the law and MSU policies, campus facilities, residence hall security, timely warning policy statement, the MSU Policy on Sexual Harassment, and the MSU Alcohol and Other Drug Policy. Additional information regarding emergency action plans is available at *http://www.police.msu.edu/actionplans.asp.*

Pursuant to the Campus Sex Crimes Prevention Act, MSU's statement advising the campus community about registered sex offenders is available at *http://www.mipsor.state.mi.us/.* A crime log for the past 60 days is available at *http://police.msu.edu/clerylog.asp.* To obtain a paper copy of the Security Report or the crime log, contact the Michigan State University Police Department at (517)355-2221.

COPYRIGHT INFRINGEMENT AND PEER-TO-PEER FILE SHARING POLICIES AND SANCTIONS

The following links provide information about MSU policies and sanctions related to copyright infringement and unauthorized peer-to-peer file sharing, including disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using MSU information technology systems. The information also includes a notice that informs students that unauthorized distribution of copyrighted material may subject the students to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws is also provided.

- Copyright Permissions Center
- Digital Millennium Copyright Act Procedures
- Libraries, Computing and Technology Guidelines and Policies
- Notice of Written Plan for Copyright Provisions of the Higher Education Opportunity Act of 2008

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance. The separate, written notice of the penalties for drug violations provided to students upon enrollment may be accessed at *http://finaid.msu.edu/federal notices.asp.*

FINANCIAL AID

The Office of Financial Aid website *(http://finaid.msu.edu)* includes information about the following: need-based and non-need-based federal, state, local, private, and institutional financial assistance programs available to students; eligibility requirements and procedures for applying for aid; criteria for selecting recipients and determining amount

of award; methods and frequency of disbursements of aid; financial aid terms and conditions, including terms applicable to employment provided as part of a financial aid package; rights and responsibilities of students receiving Title IV, HEA loans; the availability of financial aid for study abroad programs; how financial aid is handled when students withdraw; and whom to contact for questions regarding financial aid. Federal notices concerning the terms and conditions of federal student loans, entrance and exit counseling information, drug violation penalties, and the code of conduct for financial aid professionals and advisory disclosure are available at *http://finaid.msu.edu/federalnotices.asp.*

GRADUATION AND RETENTION RATES (STUDENT RIGHT-TO-KNOW ACT)

Graduation data of degree-seeking, full-time undergraduate students at MSU is available at *http://dev.opb.msu.edu/msuinfo/index.asp?info.* Information concerning retention rates is available at the IPEDS Data Center *(http://nces.ed.gov/ipeds/).*

INTERCOLLEGIATE ATHLETIC PROGRAM PARTICIPATION RATES AND FINANCIAL SUPPORT DATA (EQUITY IN ATHLETICS DISCLOSURE ACT)

In compliance with the Equity in Athletics Disclosure Act, information on men's and women's athletic programs at MSU is available at *http://dev.opb.msu.edu/msuinfo/pdf/equityAthletics2009.pdf.* The report includes the number of participants by gender for each team, operating and recruiting expenses, coaches' salaries, revenues, and athletically related student aid. A copy of the report is available online on the U.S. Department of Education Office of Post-secondary Education Equity in Athletics Disclosure website at *http://www.ed.gov/finaid/prof/resources/athletics/eada.html.* A paper copy of the report may be obtained by contacting the MSU Office of Planning and Budgets at (517)355-9271.

MISSING STUDENT NOTIFICATION PROCEDURES

Notification procedures to be followed when a student residing in on-campus housing has been reported missing for more than 24 hours are available at *http://reg.msu.edu/read/pdf/MissingStudentPolicy.pdf.*

PLACEMENT OF GRADUATES

The Destination Survey Report (*http://careernetwork.msu.edu/destination-survey)* provides post-graduation outcomes of MSU baccalaureate degree recipients, including the types of graduate and professional education programs in which graduates enrolled. The report is prepared using information obtained annually from students who received a baccalaureate degree, offering a snapshot of their progress during the transition out of college.

PRICE OF ATTENDANCE

Information concerning the cost of attending MSU is available at *http://www.ctlr.msu.edu/COStudentAccounts/#maincontent.* These costs consist of tuition and fees, books and supplies, room and board, transportation, and any additional costs for a program in which the student is enrolled or expresses an interest.

PRIVACY OF STUDENT RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students the right to review their education records, to request amendment of their records, to consent to disclosures of personally identifiable information, and to file complaints with the U.S. Department of Education. Additional information regarding student rights under FERPA is available at *http://www.reg.msu.edu/read/NotificationandDirectoryInformationNotice.pdf.* This information includes MSU procedures for reviewing and requesting amendment of education records, notice of the types of information MSU has designated as directory information, and students' right to opt-out of directory information. The Michigan State University Access to Student Information guidelines, a FERPA PowerPoint presentation, and the directory restriction request form may be accessed at *http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp.* If you have any questions about your rights under FERPA, please contact the Office of the Registrar at (517)355-3300.

REFUND POLICY, REQUIREMENTS FOR WITHDRAWAL, AND RETURN OF TITLE IV, HEA FINANCIAL AID

If a student withdraws or drops a course, MSU will adhere to its refund policy as published in Academic Programs, the University catalog, available at *http://www.reg.msu.edu/AcademicPrograms* (enter "refund" in the search box). Information regarding the requirements and procedures for students seeking to withdraw officially is also available in Academic Programs at *http://www.reg.msu.edu/AcademicPrograms* (enter "withdrawal" in the search box). Requirements for return of Title IV, HEA grant or loan aid are available at *http://www.ctlr.msu.edu/COStudentAccounts/operationPolicies.aspx#Financial AidRefPolicy.*

SERVICES FOR STUDENTS WITH DISABILITIES

The Resource Center for Persons with Disabilities (RCPD) provides disability-related information and referrals; documents disability and conducts needs assessments; facilitates reasonable accommodations; and provides disability-related technical assistance, auxiliary aids/services, and advocacy and training. Visit the RCPD homepage *(http://www.rcpd.msu.edu)* for additional information on services and resources available to students with disabilities.

STUDENT BODY DIVERSITY

Information about student body diversity, including the number of enrolled full-time students by gender and race/

ethnicity, is provided in the Common Data Set *(http://dev.opb.msu.edu/msuinfo/index.asp?info)*. The number of undergraduate students who receive a Federal Pell Grant is available at *http://nces.ed.gov/collegenavigator.*

TEXTBOOK INFORMATION/REQUIRED COURSE MATERIALS

Detailed lists of required course materials will be made available to students through Schedule of Courses.

VACCINATION POLICIES

MSU policies regarding vaccinations are available at *http://uphys.msu.edu/forstudents/immunize/index.html.*

VOTER REGISTRATION

Information on voting in local, state, and federal elections, including a copy of the Michigan voter registration application form, may be accessed at *http://youvote.msu.edu.*

TYPES OF RULES AND REGULATIONS

The University has established several types of rules which govern the conduct of students and organized student groups 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 at the Information Desk, Main Library, or at *www.msu.edu/dig/DOCUMENTS/ordinances.html*)

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.

Note: All regulations, policies, administrative rulings and ordinances are subject to change.

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 Protection of Scholarship and Grades, and with the all-University policy on Integrity of Scholarship and Grades. 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.*

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, or when the conduct of student poses a clear and present danger to the health or safety of person or property. 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; Plant Materials; Residence Regulations 4.0, 6.0 and 7.0; Residence Hall Room Entry; Signs.)*

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, computing 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.*

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. (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 anoth-

er 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 Police and 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 disability.)

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 disability.)

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 Council of Residents (UACOR), establishes this document.

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

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

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

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

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

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

4. All University Apartments residents shall enjoy the right to live free from 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 Council of Residents (UACOR), RCUA, 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
- Acceptable Use for MSU Information Technology Resources
- Address Change
- Address Withholding Policy
- Alcoholic Beverages
- MSU Drug and Alcohol Policy
- All-University Events and Activities
- Animals
- Anti-Discrimination Policy
- Appropriate Use of MSU E-Mail Services By Internal Users on MSUNET
- Bad Check/Returned ACH Collection
- Bicycles
- Campaigning, Canvassing, and Petition Drives
- Camping
- Campus Mail Service
- Closing Hours in University Residences
- Code of Teaching Responsibility
  - Hearing Procedures
- Conflict of Interest In Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships
- Copyright Notice
- Disorderly Assemblages or Conduct
- Distribution of Literature
- Distribution of Material in Residence Halls
- E-Mail Notice for Students
- Examinations
- Facilities and Services, University
- Financial Accounts-Student Organizations
- Firearms or Weapons
- Fires
- Food, Public Sale on Campus
- Fund-Raising and Revenue-Producing Projects
- Funding Student-Sponsored Programs and Activities by University Administrative Units, Criteria For
- Holds on Enrollment, Registration, Readmission, and University Services
- Housing Policy, Student
- Identification Cards
- Insurance
- Integrity of Scholarship and Grades
- Library Policy
- Officer Eligibility-Student Organizations
- Outside Speakers Sponsored by Registered Student Organizations
- Parades, Processions, and Sound Trucks
- Plant Materials
- Public Address Equipment
- Records
- Registered Student Organizations
- Religious Observance, Policy On
- Residence Hall Room Entry Policy
- Roller Skates and Similar Devices
- Safety
- Selling and Advertising
- Selling and Solicitation Central Guidelines
- Sexual Harassment, Policy On
- Signs and Structures
- Smoke-Free Policy, MSU
- Smoking
- Student Events-Social
- Student Disorderly Conduct Policy, MSU
- Student Fee Collection
- A Statement on Free Speech and Outside Speakers
- Undercover Surveillance Involving MSU Student Organizations
- University Trademarks
- Vehicles
- Impounded Vehicles
- Withdrawal Procedures and Policies
- Other 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, www.msu.edu/~ucandc.* Students are encouraged to consult their academic advisers concerning academic requirements.

ACCEPTABLE USE FOR MSU INFORMATION TECHNOLOGY RESOURCES

(Administrative Ruling)
January 27, 2012

A trusted and effective information technology environment ("IT environment") is vital to the mission of Michigan State University. To that end, the University provides an IT environment which includes an array of institutional electronic business systems, computing services, networks, databases, and other resources (collectively, "MSU IT resources" or "resources"). These resources are intended to support the scholarship and work activities of members of the University's academic community and their external collaborators, to support the operations of the University, and to provide access to services of the University and other publicly available information.

Access to and usage of MSU IT resources entails certain expectations and responsibilities for both users and managers of the IT environment. These are stated below.

I. APPLICABILITY

1.1 This Policy applies to all individuals using MSU IT resources ("Users"), regardless of affiliation and irrespective of whether these resources are accessed from MSU's campus or from remote locations.

1.2 Within MSU's IT environment, additional rules may apply to specific computers, computer systems or facilities, software applications, databases and data sources, data types, or networks, and to the uses thereof, or to local workplaces, or to specific types of activities (collectively, "local rules"). Local rules must be consistent with this Policy, but also may impose additional or more specific requirements or responsibilities on Users.

1.3 Users will be notified of, or given ready access to (e.g., on a website), this Policy and local rules that govern use of MSU IT resources.

II. PURPOSES AND APPROPRIATE USES

2.1 MSU IT resources are provided for University-related purposes, including support for the University's teaching, research, and public service missions, its administrative functions, and student and campus life activities.

2.2 Users are granted access to MSU IT resources for the purposes described in this Policy. Use should be limited to those purposes, subject to Section 2.3.

2.3 Incidental Personal Use

2.3.1 Users may make incidental personal use of MSU IT resources, provided that such use is subject to and consistent with this Policy, including Article 3 of this Policy. In addition, incidental personal use of MSU IT resources by an MSU employee may not interfere with the fulfillment of that employee's job responsibilities or disrupt the work environment. Incidental personal use that inaccurately creates the appearance that the University is endorsing, supporting, or affiliated with any organization, product, service, statement, or position is prohibited.

2.3.2 Users who make incidental personal use of MSU IT resources do so at their own risk. The University cannot guarantee the security or continued operation of any MSU IT resource.

III. USER RESPONSIBILITIES

3.1 Users are responsible for informing themselves of any University policies, regulations, or other documents that govern the use of MSU IT resources prior to initiating the use of MSU IT resources.

3.2 Use of Resources Accessed through MSU IT Resources

3.2.1 When using MSU IT resources or resources owned by third parties that are accessed using MSU IT resources, Users must comply with all applicable federal and state laws, all applicable University rules, ordinances, and policies, and the terms of any contract or license which govern the use of third-party resource and by which the User or the University is bound.

3.2.2 In amplification and not in limitation of the foregoing, Users must not utilize MSU IT resources to violate copyright, patent, trademark, or other intellectual property rights.

3.3 Users may not engage in unauthorized use of MSU IT resources, regardless of whether the resource used is securely protected against unauthorized use.

3.4 Privacy of Other Users

3.4.1 Users are expected to respect the privacy of other Users, even if the devices and systems by which other Users access MSU's IT resources, the content other Users place on MSU IT resources, or the identities and privileges (rights to access and use certain systems and/or data), of other Users are not securely protected.

3.4.2 Unauthorized use by a User of another User's personal identity or access (log-in) credentials is prohibited.

3.5 MSU IT resources have a finite capacity. Users should limit their use of MSU IT resources accordingly and must abide by any limits MSU places on the use of its IT resources or on the use of any specific IT resource. In particular, no User may use any IT resource in a manner which interferes unreasonably with the activities of the University or of other Users.

3.6 MSU IT resources may not be used to fund raise, advertise, or solicit unless that use is approved in advance by the Univeristy.

3.7 Partisan Political Activities

3.7.1 MSU IT resources may not be used to engage in partisan political activities on behalf of, or in opposition to, a candidate for public office.

3.7.2 MSU IT resources may not be used to promote or oppose the qualification, passage, or defeat of a ballot question that does not affect the University's interests. MSU IT resources may not be used to promote or oppose the qualification, passage, or defeat of a ballot question that affects the University's interests unless that use is approved in advance by the President.

3.7.3 These prohibitions do not apply to private devices that are attached to the University's network, provided that MSU IT resources are not used in a way that suggests the University endorses or supports the activity originating on the private device.

3.8 MSU IT resources may not be used to operate a business or for commercial purposes unless that use is approved in advance by the University.

3.9 MSU IT resources may not be used to support the operations or activities of organizations that are not affiliated with the University unless that use is

approved in advance by the University.

3.10 Pornography and Sexually Explicit Content

3.10.1 Unless such use is for a scholarly or medical purpose or pursuant to a formal University investigation, Users may not utilize MSU IT resources to store, display, or disseminate pornographic or other sexually explicit content. This prohibition does not apply to private devices that are attached to the University's network.

3.10.2 Child pornography is illegal. The use of MSU IT resources to store, display, or disseminate child pronography is absolutely prohibited. Any such use must be reported immediately to the MSU Police Department.

3.11 In operating its IT environment, the University expects Users to engage in "safe computing" practices, such as establishing appropriate access restrictions for their accounts, setting strong passwords and guarding those passwords, keeping their personal operating systems and software applications up-to-date and patched, and employing security measures on their personal devices.

IV. ENFORCEMENT

4.1 Use of MSU IT resources is a privilege and not a right. A User's access to MSU IT resources may be limited, suspended, or terminated if that User violates this Policy. Alleged violations of this Policy will be addressed by the Deputy CIO of IT Services or his/her designee.

4.2 Users who violate this Policy, other University policies, or external laws may also be subject to disciplinary action and/or other penalties. Disciplinary action for violation of this Policy is handled through the University's normal student and employee disciplinary procedures.

4.3 In addition to its own administrative review of possible violations of this Policy and other University policies, the University may be obligated to report certain uses of MSU IT resources to law enforcement agencies. See, e.g., Section 3.10.2.

4.4 If the Deputy CIO of IT Services determines that a User has violated this Policy and limits, suspends, or terminates the User's access to any MSU IT resources as a result, the User may appeal that decision to the Vice Provost for Libraries and IT Services ("VPLITS"). If the User believes that his/her appeal has not been appropriately addressed by the VPLITS, he/she may seek further redress as follows:

4.4.1 if an undergraduate student, through the Vice President for Student Affairs, or his/her designee;

4.4.2 if a graduate or professional student, through the Dean of the Graduate School, or his/her designee;

4.4.3 if a member of the faculty or academic staff, through the Associate Provost and Associate Vice President for Academic Human Resources, or his/her designee;

4.4.4 if an employee covered by a collective bargaining agreement, through the Director of Employee Relations, or his/her designee.

4.5 Alleged violations of local rules will be handled by the local systems administrator, network administrator, or employee supervisor/unit manager, depending on the seriousness of the alleged violation. These individuals will inform and consult with the Deputy of IT Services or his/her designee regarding each alleged violation of a local rule and the appropriate consequences for any violation of a local rule. Users who object to the limitation, suspension, or termination of their access to any MSU IT resources as a consequence of their violation of a local rule may appeal to the VPLITS.

4.6 The VPLITS may temporarily suspend or deny a User's access to MSU IT resources when he/she determines that such action is necessary to protect such resources, the University, or other Users from harm. In such cases, the VPLITS will promplty inform other University administrative offices, as appropriate, of the action. Local MSU IT resource administrators may suspend or deny a User's access to the local resources they administer for the same reasons without the prior review and approval of the VPLITS, provided that they immediately notify the Deputy of IT Services and the VPLITS of that action.

V. SECURITY AND OPERATIONS

5.1 The University may, without further notice to Users, take any action it deems necessary to protect the interests of the University and to maintain the stability, security, and operational effectiveness of its IT resources. Such actions may be taken at the institutional or local level, and may include, but are not limited to, scanning, sanitizing, or monitoring of stored data, network traffic, usage patterns, and other uses of its information technology, and blockade of unauthorized access to, and unauthorized uses of, its networks, systems, and data. Local and central institutional IT resources administrators may take such actions in regard to the resources they manage without the prior review and approval of the VPLITS as long as the actions involve automated tools and not direct human inspection.

VI. PRIVACY

6.1 General Provisions

6.1.1 Responsible authorities at all levels of the MSU IT environment will perform management tasks in a manner that is respectful of individual privacy and promotes User trust.

6.1.2 Monitoring and Routine System Maintenance

6.1.2.1 While the University does not routinely monitor individual usage of its IT resources, the normal operation and maintenance of those resources requires the backup of data, the logging of activ-

ity, the monitoring of general usage patterns, and other such activities. The University may access IT resources as necessary for system maintenance, including security measures.

6.1.2.2 The University's routine operation of its IT resources may result in the creation of log files and other records about usage. This information is necessary to analyze trends, balance traffic, and perform other essential administrative tasks. The creation and analysis of this information may occur at central institutional and local levels.

6.1.2.3 The University may, without further notice, use security tools and network and systems monitoring hardware and software.

6.1.3 The University may be compelled to disclose Users' electronic records in response to various legal requirements, including subpoenas, court orders, search warrants, discovery requests in litigation, and requests for public records under the Michigan Freedom of Information Act ("MIFOIA").

6.1.4 The University reserves the right to monitor and inspect Users' records, accounts, and devices as needed to fulfill its legal obligations and to operate and administer any MSU IT resource.

6.1.5 The University may disclose the results of any general or individual monitoring or inspection of any User's record, account, or device to appropriate University authorities and law enforcement agencies. The University may also use these results in its disciplinary proceedings.

6.2 Provisions Regarding Inspections and Disclosure of Personal Information

6.2.1 General provisions:

6.2.1.1 In order to protect User privacy, the VPLITS or his/her designee must review and approve *any* request for access by a person to an individual User's personal communications or electronically stored information within MSU IT resources.

6.2.1.2 Incidental access to the contents of an individual User's personal communications or electronically stored information resulting from system operational requirements described elsewhere in the Policy does not require the prior review and approval of the VPLITS.

6.2.2 The University, acting through the VPLITS, may access or permit access to the contents of communications or electronically stored information:

6.2.2.1 When so required by law. If necessary to comply with the applicable legal requirement, such disclosures may occur, without notice to the User and/or without the User's consent.

6.2.2.2 In connection with an investigation by the University or an external legal authority into any violation of law or of any University policy, rule, or ordinance. When the investigational process requires the preservation of the contents of a User's electronic records to prevent their destruction, the VPLITS may authorize such an action.

6.2.2.3 If it determines that access to information in an employee's electronic account or file is essential to the operational effectiveness of a University unit or program and the employee is unavailable or refuses to provide access to the information.

6.2.2.4 If it receives an appropriately prepared and presented written request for access to information from an immediate family member or the lawful representative of a deceased or incapacitated User.

6.2.2.5 If it must use or disclose personally identifiable information about Users without their consent to protect the health and well-being of students, employees, or other persons in emergency situations, or to preserve property from imminent loss or damage, or to prosecute or defend its legal actions and rights.

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 on the web at *www.reg.msu.edu*. 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, restrict the release of Directory information. To do so, go to *www.reg.msu.edu*.

—Office of the Registrar
—June 2004

ALCOHOLIC BEVERAGES

1. MSU Ordinance 21.00

.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 consumption and possession of alcoholic beverages is prohibited (a) in classrooms, lecture halls, laboratories, the libraries, and the chapel, and (b) during all intercollegiate athletic contests and during entertainment programs that are open to the general public, in the concourses and outdoor seating areas at Spartan Stadium, the arena and concourses at Breslin Student Events Center, and in all other athletic facilities.

.03 The possession of open or uncapped containers of alcoholic beverages and the consumption of alcoholic beverages is prohibited in all public areas of lands governed by the Michigan State University Board of Trustees and in all public areas of campus buildings, except with respect to locations, events, or occasions for which the Secretary of the Board of Trustees has approved, in writing, an exception to this prohibition. Exceptions to this prohibition will be made pursuant to guidelines approved by the Board of Trustees.**

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.

Zero Tolerance

Michigan has a "zero tolerance" policy for drivers under 21, meaning their blood alcohol concentration cannot exceed .02 percent. This means that even one beer is too many.

Minors who have been consuming, possessing or purchasing alcohol are subject to arrest resulting in a misdemeanor and a criminal record. Penalties may include fine, community service, suspension of driver's license, and substance abuse screening at the individual's expense. Suspension of the driver's license can occur whether or not the individual was driving at the time of arrest. Repeated offenses result in more severe penalties.

Use of fraudulent identification to purchase alcohol is also a misdemeanor and may result in fine, loss of license, and substance abuse screening.

Anyone 21 or older who furnishes alcohol to a minor will be fined $1,000 and face up to 60 days in jail.

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.

—Approved by the Board of Trustees
—September 15, 1964
—Revised April 17, 1970, December 10, 1994, April 14, 1995, November 14, 2003, February 11, 2005, September 16, 2005

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.

EMPLOYEES[1]

Consistent with State and Federal Law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or

*Denotes Civil Infraction
**trustees.msu.edu/pdf/GUIDELINES_FOR_EXCEPTIONS_TO_ORDINANCE2021.pdf
1 This policy applies to all University employees, including but not limited to: faculty, academic staff, support staff and student employees.

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.

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 Olin Health Education Service's Alcohol and Other Drug Program.

—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 Office, 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 Service animals providing assistance to individuals with disabilities
- .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

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

.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.*)

—Board of Trustees
—September 15, 1964
—Revised February 25, 1972
—Revised December 10, 1994
—Revised June 15, 2007

ANTI-DISCRIMINATION POLICY

(All-University Policy) (Policy #02-03-01)
(Applicable to University employees as well as students.)

ARTICLE I: Purpose
ARTICLE II: Prohibited Discrimination
ARTICLE III: Mediation and Adjudication
Appendix A
Interim Anti-Discrimination Policy Student Disciplinary Hearing Procedures

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 to the University's contractors in the execution of their University contracts or engagements[1] 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[2]:

1. Discriminate against any University community member(s) through inappropriate limitation[3] of employment opportunity[4], access to University residential facilities, or participation in educational, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity[5], disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability 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 encouraged.[6]

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.

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 The Anti-Discrimination Policy User's Manual, University ordinances, written regulations and policies, and published ADJB decisions approved by the President, provide guidance on the conduct prohibited by Article II of this Policy.
3 Limitations are inappropriate if they are not directly related to a legitimate University purpose. The Anti-Discrimination Policy User's Manual provides additional guidance on inappropriate limitation as defined by this policy.
4 For purpose of this policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.
5 For the purposes of this Policy, the reference to "gender identity" shall be interpreted to include protection against gender stereotyping based on a person's gender expression. In other words, gender stereotyping is impermissible discrimination or harassment based on a failure to conform to stereotypical gender norms.
6 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 Ombudsperson; the Office of Cultural and Academic Transitions; 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.

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"

"MSU 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

—Board of Trustees
—Enacted: February 28, 1970
—Amended: February 19, 1971, April 21, 1972, February 25, 1977, April 9, 1993, December 5, 2008, April 13, 2007

INTERIM ANTI-DISCRIMINATION POLICY STUDENT DISCIPLINARY HEARING PROCEDURES

Background

The University prohibits acts of harassment through its Anti-Discrimination Policy, Sexual Harassment Policy, and General Student Regulations.

All complaints of alleged harassment in violation of the Anti-Discrimination Policy[1] ("ADP") are invesitgated by, or under the oversight of, the Office for Inclusion and Intercultural Initiatives (I3). If that investigation results in a finding that harassment in violation of the ADP has occurred, I3[2] will file a complaint with the Department of Student Life, and such a complaint will be processed under the student disciplinary code to determine the appropriate sanction. In those cases, I3 will be identified as the complainant and it will be the prerogative of the victim to determine in what, if any, capacity he/she will participate (i.e., co-complainant, witness, or no participation).

Complaints that have been investigated and subsequently referred to the student judiciary by I3 call for a unique set of procedural considerations. Federal law compels the University to conduct a prompt, thorough, and impartial investigation of complaints of unlawful harassment (including sexual assault). If that investigation results in a finding that the University's ADP has been violated, the University must take prompt, remedial action to remedy the harassment. Referral to the student judiciary to determine the appropriate sanction is an important part of the University's obligation to take prompt, remedial action.

Interim Procedures

Given guidance issued by the US Department of Education, Office for Civil Rights regarding the University's obligations to address unlawful harassment (including sexual assault), the following interim student disciplinary hearing procedures will be followed while a thorough review of the Academic Freedom for Students at Michigan State University ("AFR") and other relevant University policies is conducted in consultation with Academic Governance. Where the interim procedures are silent on an issue, the normal student judicial procedures outlined in the AFR govern. These procedures will apply to all complaints filed after January 27, 2012.

I. ADP Hearing Board

The University will create an ADP Hearing Board to adjudicate all student judicial cases involving allegations of harassment prohibited under the ADP.

A. Composition

The ADP Hearing Board shall be comprised of three undergraduate students, one graduate student, two faculty members, and two staff members. Members shall be appointed by the Office of the Provost from a list of current members of the Anti-Discrimination Judicial Board and the Student Faculty Hearing Board. If necessary, the Office of the Provost may also appoint members from the student, faculty, and staff ranks to fill vacancies in the event that mid-semester openings occur, members are unable to serve during the summer, or interim members are necessary to meet quorum requirements. Consistent with University policy and applicable law, every reasonable effort will be made to assure diversity on the Board.

B. Terms of Office

Members of the ADP Hearing Board shall serve until the completion of the review of the AFR and other relevant policies by Academic Governance.

C. Hearing Board Jurisdication

The ADP Hearing Board shall convene to review the findings of I3 and determine the appropriate sanction to be imposed. The Hearing Board shall not disregard the findings of I3 unless the Board determines that the decision was arbitrary and capricious or resulted from procedural error. A finding is arbitrary and capricious when the application of the policy has no reasonable basis in fact. The party alleging that the finding was arbitrary

1 References in these procedures to the ADP also encompass the Sexual Harassment Policy, as conduct that violates the Sexual Harassment Policy also violates the ADP.

2 References in these procedures to I3 also encompass the Title IX and ADA Coordinator and the individual Institutional Equity Coordinators who conduct harassment and discrimination investigations under the oversight of the Director of I3.

and capricious or resulted from procedural error bears the burden of proof.

II Hearing and Appeals Procedures

The ADP Hearing Board and the University Student Appeal Board will follow the same administrative, hearing, and appeal procedures outlined in Article 5 of the AFR for the adjucation of non-academic cases, with the following clarifications:

A. The complainant will be provided the same opportunity as the respondent to meet with an administrator after filing the complaint. The administrator will advise the complainant of his/her rights and responsiblities under the AFR. (See Article 5, Section I.D.) If the complainant is I3, the victim(s) may also attend this administrative meeting.

B. The parties (and their advisors) will not be permitted to personally question or cross-examine each other during the hearing. The Hearing Board will continue to be permitted to ask clarifying questions of either party during the hearing.

C. Either party may appeal a decision of the ADP Hearing Board to the University Student Appeals Board on the basis that the applicable procedures were not followed, there was a conflict of interest involving a member of the Hearing Board, or the information presented at the hearing does not support the decisions reached by the Hearing Board or the sanction imposed. Appeals must be filed within five class days after the date on which the Hearing Board's decision was sent to the parties.

D. Either party may appeal a decision of the University Student Appeals Board to the Vice President for Student Affairs and Services on the basis that the applicable procedures were not followed, there was a conflict of interest involving a member of the Appeal Board, or the information presented at the hearing does not support the decision reached by the Appeal Board or the sanction imposed. Appeals must be filed within five class days of the Appeal Board's decision. The Vice President's decision is final.

III. Training

Members of the ADP Hearing Board and the University Student Appeals Board will be required to attend training regarding prohibited harassment (including sexual assault under Title IX) and the University's Anti-Discrimination Policy prior to serving on a hearing panel.

IV. Timeframes

The normal timeframes contained within Article 5 of the AFR apply, with the following clarifications:

A. The ADP Hearing Board will normally convene to hear a case within three weeks after the complaint has been referred for a hearing. This timeframe may be extended during the periods when classes are not held (i.e., Spring Break, final examination week, etc.

B. The ADP Hearing Board will normally render a decision in writing within two weeks after the hearing.

C. The Vice President for Student Affairs will normally issue a decision in writing within two weeks after receiving a written appeal. This timeframe may be extended for good cause, provided that the parties are provided with notice of the extension and the expected date of the decision.

D. Interim measures imposed pending the outcome of the investigation process shall remain in place until a final determination is made under these procedures.

APPROPRIATE USE OF MSU E-MAIL SERVICES BY INTERNAL USERS ON MSUNET

(Administrative Ruling)
June 22, 2009

I. BACKGROUND

Michigan State University (MSU) provides e-mail services to its students, faculty, and staff to facilitate the academic and administrative functions that support the University's mission of teaching, research, and service. The University's e-mail services are neither open to the general public, nor are they intended for general public communication. The University's e-mail services are not intended as a forum for the expression of personal opinions. Other means exist in the University community for the expression and dissemination of personal opinions on matters of interest within the University community. Rather, the University's e-mail services are provided to support the University's instructional, public service, research, and administrative objectives. This Administrative Ruling regulates the use of e-mail by internal users of MSUnet, Michigan State University's data network.[1]

II. APPLICABILITY

This Administrative Ruling applies to all internal users of MSU e-mail services and to all e-mails sent to or from a MSU e-mail account, regardless of the location or name of the source account from which those users may send e-mail messages.

III. DEFINITIONS

A. Bulk e-mail: The transmission of an identical or substantially identical e-mail message within a 48-hour period from an internal user to more than 10 other internal users who have not elected to receive such e-mail.

B. Internal user: Any University employee, student, or other individual who is assigned a University NetID.

1 Other University policies may also regulate the use of the University's electronic resources, including the *Acceptable Use Policy for MSU Information Resources.*

C. **Unsolicited E-mail:** E-mail received by a person who has not elected to receive the e-mail by having indicated a prior interest and willingness to receive communications from the sender (e.g., having previously sent a communication to the sender to which the sender may be responding; being an acquaintance of the sender; belonging to a set of individuals who have chosen to affiliate and communicate with one another for a particular University purpose). Unsolicited e-mail is often known colloquially as "spam."

IV. PERSONAL AND COMMERCIAL USE OF THE UNIVERSITY'S E-MAIL SERVICE

The University's e-mail services are not provided for private or personal use. Incidental personal uses of the e-mail system are permitted as long as they do not violate: the law; restrictions that derive from the University's tax-exempt status; University policies, ordinances, rules, and guidelines; and contracts the University has made. The University's e-mail services may not be used for commercial or profit-making purposes unrelated to University business.

V. REGULATIONS REGARDING BULK-E-MAILING

The volume of unsolicited e-mail ("spam") that users of University e-mail services receive is large and continues to increase. Significant University resources must be expended to identify, process, delete, and block unwanted "spam" e-mail. This "spam" also diminishes the perceived value of other e-mail received and may obscure important messages. Therefore, this Administrative Ruling regulates the use of bulk e-mail in order to promote institutional operating efficiency and the effectiveness of electronic communications within the MSU community.

A. Broad Cross-University Mailing

University offices may use bulk e-mail only to send academic or administrative communications necessary to some aspect of the University's operations or mission. Such communications typically involve action to be taken individually by the recipients of the communications. Such communications include:

- Dissemination of urgent information regarding the health and safety of University students and employees.
- Distribution of information regarding changes to University policies or procedures, or actions that affect employment or compensation status or status as a student.
- Notices (for example, to University employees) that are required by law, regulation, or University policy for which bulk e-mail replaces paper transmittal.

B. Targeted Mailing

University offices may create and use mailing lists for communicating with targeted University audiences having a special interest in the specific information being distributed (e.g., account signers, budget and business officers, academic advisors). Offices are encouraged to use alternate methods of communication, such as listservs and websites, as much as possible for distribution of information of interest to specific sets of internal users. Faculty and other instructional staff may e-mail targeted sub-populations having a special interest in the information being distributed, such as students enrolled in a particular course.

Students, faculty, staff, and administrative offices may use e-mail targeted to members of committees, clubs or organizations, work groups, and other sets of individuals who are affiliated for a particular University purpose, if the e-mail is relevant to their business or concerns. Academic governance bodies, standing committees of Academic Council, all-University student government groups, and major governing groups wishing to communicate by bulk e-mail with internal users outside of their regular constituencies must obtain approval from the appropriate administrative office prior to sending such communications.[2] All-University student government groups and major governing groups must obtain approval from the Office of the Vice President for Student Affairs and Services. Academic governance bodies and standing committees of Academic Council must obtain approval from the Office of the Provost.

Use of mailing lists and listservs which recipients may voluntarily opt-in and opt-out of is encouraged. Because the recipients have elected to participate in the listserv and mailing list, this type of e-mail distribution is not included in the definition of "bulk e-mail" in this Administrative Ruling.

C. Uses Within Administrative Units

Any individual academic or administrative unit (major administrative unit, department, division, office) may, at its own discretion and solely within its own unit, permit the use of bulk e-mail for communications among the unit's faculty, students, and staff, such as announcements, newsletters, and notices on the unit's own governance and concerns.

D. Surveys

Academic and administrative units, committees, registered student organizations, work groups, and other sets of individuals who are affiliated for a particular University purpose may perform surveys by e-mail within the group membership if the survey is relevant to the group's business or concerns. For example, a survey may be conducted with the faculty or students within an academic program for administrative and assessment purposes; administrative units, committees, or registered student organizations may survey their constituents about matters related to governance or internal concerns; event or program administrators may survey participants for assessment and program evaluation purposes.

All other surveys conducted by e-mail, particularly sur-

2 For example, the regular constituency of ASMSU is all undergraduate students; the regular constituency of COGS is all graduate and graduate-professional students; the regular constituency of UCFA is all faculty.

veys in which the intended survey subjects are outside of the surveyor's "regular constituency" (in the sense described in Paragraph 2 of Section V.B) or would perceive the survey request as "unsolicited" (in the sense of Definition III.C), must receive prior approval by the appropriate University office(s), as set forth below. Surveys may not interfere with MSU's employee relationships developed through collective bargaining agreements, or with MSU's own surveying or related activity bearing on University interests such as research, external reporting, or participation in multi-institutional studies. If a proposed survey involves related follow-up or sequential surveys and clearly describes these in the initial request for approval, the subsequent surveys will not require separate approvals if the initial proposal is approved.

1. **Approvals:**
   - Surveys that are intended to include students must be approved by and coordinated through the Office of the Registrar. The Registrar will consult with and obtain the approval of the Dean of Undergraduate Studies for surveys intended to include undergraduate students, the Dean of the Graduate School for studies intended to include graduate students and, in turn, the Chair of the Committee on Release of Confidential Information and Surveys that are not being sent to students must be approved by and coordinated through *IT Services*. IT Services will expect that additional applicable approvals will have been obtained by the requestor, and may assist the requestor in consulting with the appropriate offices to obtain those approvals.
   - Surveys intended to include MSU employees must be reviewed and approved in advance by the Office of Employee Relations. The Office of Employee Relations will consult with and obtain the approval of Academic Human Resources for surveys intended to include MSU faculty or academic staff, and the Dean of the Graduate School for surveys intended to include graduate student employees. Employee Relations may also consult with or need to obtain the approval of the appropriate collective bargaining unit(s).
   - For all surveys, if the results of a survey might be published, the survey must be approved in advance by the MSU Human Research Protection Program *(http://www.humanresearch.msu.edu/)*.
2. **Other requirements:**
   - All surveys must be carefully targeted to reach only legitimate subjects of the survey. Surveys of large groups (e.g., all faculty, all staff) should be conducted through stratified samples of the group rather than by surveying all group members.
   - Bulk e-mail associated with a survey should be minimal in content, containing an invitation to the survey explaining its purpose and providing a link to the survey itself at a separate Website.
   - *The Office of the Registrar* or *IT Services* may charge a fee for assisting with a survey.
   - Survey requests are rarely accepted from non-University requestors.

VI. DESIGN GUIDELINES

Judicious and well-managed use of e-mail, even for permitted purposes, is critical to maintaining recipients' perception of the validity and effectiveness of electronic communications. The following design guidelines are strongly suggested for e-mail distributions originating within the MSU community:

A. Use bulk e-mail infrequently and for reasons of high value to the recipients.

B. Keep bulk e-mail messages short.

C. Always use a valid MSUnet address in the "From" line.

D. Always use a clear, specific and non-empty subject line.

E. Use plain text; avoid HTML.

F. For bulk e-mailing, clearly identify in the body of the message the originating unit or individual, the set of individuals being e-mailed, and the purpose of the message.

G. Use URLs rather than attachments to refer readers to policy or practice statements, and to long content.

H. Do not include or attach personal, confidential, or sensitive information. To assure the integrity of student education records, consult Michigan State University Access to Student Information (*http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542*).

I. Carefully target lists of recipients to minimize the number of people who receive any given bulk e-mailing.

J. Do not assume that all targeted individuals will receive the e-mail (i.e., do not disadvantage those who may not receive the e-mail).

K. Send large quantities of bulk e-mail at non-peak times for e-mail traffic (e.g., after 5:00 pm and before noon).

L. Use existing targeted mailing lists and listservs whenever possible, within the permitted uses of the lists. Recipients should be allowed to opt-in and opt-out of listservs at their own discretion.

M. Use the "blind carbon copy" (bcc:) address field to suppress a long list of addresses in the "To" field.

N. E-mail sent to students must comply with the *Family Educational Rights and Privacy Act*; see MSU's Student Records and the Federal Family Educational Rights and Privacy Act (FERPA) *(http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s541)*, and should be sent using the "Blind Carbon Copy" (BCC:) address field to suppress names of students to whom the e-mail is being addressed.

VII. COMPLAINTS

Complaints regarding alleged violations of this Administrative Ruling should be directed to abuse@msu.edu for consideration by MSUnet administrators. Users who violate this Administrative Ruling may be subject

to revocation or limitation of e-mail privileges or referral for disciplinary action under established University procedures.

VIII. HISTORY

This document was originally implemented on November 21, 2004 and was updated in September 2007 and May 2009. In June 2009 edits were made to clarify the Surveys section and to correct name and Web address references. The following groups were consulted in the development of this document:

—Council of Deans (Fall 2003)
—Provost's staff (Fall 2003, Spring 2004)
—Vice President for Finance and Operations staff (Fall 2003, Spring 2004)
—CORE group of vice presidents (Summer 2004)
—Communications and Computer Systems Advisory Committees
• Network Communications Committee (Fall 2004)
• Instructional Computing and Technology Committee (Fall 2004)
—Information Services and Technologies Coordinating Council (March 2009)
—University Committee on Student Affairs (April 2009)
—University Committee on Faculty Affairs (April 2009)

Questions regarding this Administrative Ruling should be directed to the Vice Provost and CIO for Libraries and IT Services, Computer Center, 450 Auditorium Road, Room 400, East Lansing, MI 48824. Phone (517)353-0722.

BAD CHECK/RETURNED ACH COLLECTION

(Administrative Ruling)

General Policy: Each individual is sent written notification that his or her check/ACH has been returned, requesting redemption, either by cash, money order, or certified check, plus a service charge within a period of three (3) weeks.

1. **Check/ACH negotiated for the purpose of registering, including payment of holds, tuition, board and room:**

   Immediately upon receipt of the unpaid check/ACH by the University, a financial hold is placed against the student. Written notification is sent to each student indicating that a check/ACH was returned and requesting the student to redeem the check/ACH or contact the Cashier's Office within three (3) weeks.. The notice also indicates that the student's registration may be cancelled if the check/ACH is not redeemed by the due date on the notice. A student whose registration has been cancelled may be allowed to reregister during the semester subject to class availability, department approval, and the payment of all outstanding obligations with certifiable funds. A service charge of $75 is assessed unless the student presents a letter from his or her bank stating that the bank made an error. The $75 service charge is comprised of a $25 returned item service charge and a late registration fee of $50.

2. **Check/ACH negotiated for reasons other than registration:**

   Written notification is sent to a person indicating that his or her check/ACH has been returned. This notice requests redemption of the check/ACH within a period of three (3) weeks by cash, money order, or certified check plus a $25 service charge.

   a. Non-Student Check/ACH—If there is no response to the notice, a follow-up letter will be mailed allowing three (3) more weeks in which to pay. If unpaid by the due date on the notice, the check/ACH is charged back to the department concerned. If the check/ACH amount and service charge totals $25 or more it is sent to Delinquent Receivables and may be referred to a collection agency.
   b. Student Check/ACH—Immediately upon receipt of the unpaid check/ACH 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. **Check/ACH 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 a check/ACH referred to the Department of Police and Public Safety must make restitution at that office.

4. **Bad Check List:**

   a. A student, who has issued three (3) checks and/or ACH's to the University that have been returned within a 12 month period, will be sent written notification that his or her name is being placed on the Bad Check List. A student whose registration has been cancelled for nonpayment of a registration check/ACH will be immediately placed on the Bad Check List. All future payments to the University must be by cash, money order, or certified check.
   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/ACH was paid in full by completing a form in 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 past-due unpaid returned checks/ACH and service charge to an external collection agency and report the balance to a credit bureau.
   b. Refer the student to the Office of Student Affairs and Services for disciplinary action.
   c. Bring action against the individual for the amount of a returned check/ACH not redeemed within 30 days of

the date of the notification letter and $250 in costs. In addition, the court could rule that you must also pay the greater of $100 or two times the amount of the returned check/ACH. If you pay the total amount due within 30 days, no civil action will be taken against you.

—Vice President for Finance and Operations and Treasurer
—January 1, 1975
(Amended 1981, 1982, 1985, 1988, 1989, 1990, 1993, 1994, 1998, 1999, 2000, 2003, 2011)

BICYCLES

(Abridges text from ordinances 10.00 and 33.00)
If a bicycle is operated, parked or possessed on MSU property, the MSU Police remind you that a bicycle must bear a current, valid and properly affixed permit issued by the Michigan State University Department of Police and Public Safety, the City of Lansing, the City of East Lansing, Lansing Township or Meridian Township.

1. **Registering.** Any bicycle operated or possessed on campus must bear a current, valid and properly affixed permit issued by the Michigan State University Department of Police and Public Safety, the City of Lansing, the City of East Lansing, Lansing Township or Meridian Township. Permits issued by the University are available online at *www.police.msu.edu*. The bicycle's serial number or a self-selected number that has been engraved into the frame of the bicycle (engravers are available at the Police Desk) must be provided to register the bicycle. Permits must be attached according to the instructions on the back of the permit (to the frame post located below the bicycle seat).
2. **Parking.** Unattended bicycles must be placed in bicycle racks and locked. Under no circumstances shall bicycles be parked in shrubbery, near building exits or entrances, in vehicle parking areas, or next to poles, posts, trees, hand rails, etc.
3. **Impounding.** Bicycles not properly parked, not registered, parked unlocked or in disrepair may be impounded. It may be reclaimed Monday-Friday, 8:00 a.m.–4:30 p.m., at the MSU Parking Office upon proof of ownership and payment of the established impound fee. Impounded bicycles will be held at least 30 days, after which, unclaimed bicycles will be transferred to MSU Surplus to be sold.
4. **Annual Cleanup.** Starting the week after spring semester and during the summer, MSU Parking performs an annual bike cleanup. Bikes that are not registered with a valid permit will be impounded whether they are attached to a bicycle rack or not. Impoundment includes bikes that are in disrepair, or attached to meters, signs, railings, etc. A bicycle in proper repair that is locked to a bicycle rack and bears a current, valid and properly affixed permit issued by the Michigan State University Department of Police and Public Safety, the City of Lansing, the City of East Lansing, Lansing Township or Meridian Township should not be impounded.
5. **Operation.** State law and local ordinances require 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, using bicycle lanes when available. Riding on sidewalks or footpaths, riding more than two abreast or riding against traffic is prohibited.
6. **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.
7. **Enforcement and Administration.** MSU Police is responsible for the enforcement and administration of the University Traffic Ordinance, the Michigan Motor Vehicle Code and the bicycle licensing (registering) and control provisions thereof.

General bicycle information may be found at the MSU Police Website or in the Student Parking and Driving Regulations at *www.police.msu.edu*. Ordinance information may be found at *www.trustees.msu.edu*.

CAMPAIGNING, CANVASSING, AND PETITION DRIVES

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

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

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

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

Specific regulations and ordinances which apply and which are included by reference within the guidelines are listed below. All are printed in 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.

—Board of Trustees
—Enacted: September 15, 1964
—Amended: October 12, 1990 December 10, 1994

CAMPUS MAIL SERVICE

(All-University Policy)

1. By action of the MSU Board of Trustees and the United States Postal Service Private Express Statutes, Campus Mail Service is limited to the distribution of official university communications and the collection of mail for off-campus processing. (Code of Federal Regulations, 39CFR310.3)
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]

—Board of Trustees
—May, 1965

(**NOTE:** Student organizations having questions regarding the Campus Mail Service should call the Mail Services department at 355-1700.)

CLOSING HOURS IN UNIVERSITY RESIDENCES

(Student Group Regulation)

CLOSING HOURS:

a. All residence halls will be closed at the following hours: 12 midnight–7 a.m. seven days a week.

ARRIVAL AND ABSENCES

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

b. **Absences**
All students are encouraged to inform their Mentor (Resident Assistant) of prolonged absences of more than 24 hours so they may be reached in case of an emergency.

—Residence Halls Association
—Associated Students of Michigan State University
—Vice President for Student Affairs and Services
—February 7, 1973

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

SECURITY PROCEDURES:

a. Campus Living Services and Residence Life, 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 Association
—Associated Students of Michigan State University
—Vice President for Student Affairs and Services
—June 16, 1972

CODE OF TEACHING RESPONSIBILITY

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities 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. **Course content:** Instructors shall be 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 University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
2. **Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
   (a) instructional objectives;
   (b) instructor contact information and office hours;
   (c) grading criteria and methods used to determine final course grades;
   (d) date of the final examination and tentative dates of

1 Private Express Statues (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.

required assignments, quizzes, and tests, if applicable;

(e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;

(f) required and recommended course materials to be purchased, including textbooks and supplies; and

(g) any required proctoring arrangements to which students must adhere (effective Spring 2013).

3. **Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods (effective Spring 2013) should be appropriate to the learning objectives of the course. In the context, instructors are expected to take reasonable steps to create an assessment that promotes academic integrity. When proctoring or other security measures are necessary to ensure integrity of assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.

4. **Testing Documents:** Instructors shall be responsible for returning a students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or midsemester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

5. **Term Papers and Comparable Projects:** Instructors shall be responsible for returning a students term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

6. **Class Meetings:** Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.

7. **Applicability of the Code of Teaching Responsibility to Student Assistants:** Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

8. **Instructor Accessibility to Students:** Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

9. **Commercialization of Course Notes and Materials:** The University prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

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, the student must submit a written, signed statement to the chair of the hearing board of the department/school within which the violation is alleged to have occurred (see AFR Article 7 III. A and B). 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. 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.

History of Approval

Original Document:
—Academic Council, November 4, 1969
—Academic Senate, November 19, 1969

Revisions

—Academic Council, May 19, 1976
—Academic Council, February 27, 1996
—Academic Council, April 19, 2005
—Board of Trustees, February 12, 2010, Effective August 16, 2011

CONFLICT OF INTEREST IN EDUCATIONAL RESPONSIBILITIES RESULTING FROM CONSENSUAL AMOROUS OR SEXUAL RELATIONSHIPS[1,2]

(All-University Policy) (Policy #04-17-05)

An amorous or sexual relationship between a student and a faculty member, a graduate teaching assistant or another University employee who has educational responsibility for that student may impair or undermine the ongoing trust needed for effective teaching, learning and professional development. Because of the faculty member, graduate assistant or other employee's authority or power over the student, inherently conflicting interests and perceptions of unfair advantage arise when a faculty member, graduate teaching assistant or other employee assumes or maintains educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations.

It is, therefore, the policy of Michigan State University that each faculty member, graduate teaching assistant and other University employee who has educational responsibilities for students shall not assume or maintain educational responsibility for a student with whom the faculty member, graduate teaching assistant or other employee has engaged in amorous or sexual relations, even if such relations were consensual. Whether such amorous or sexual relationships predate the assumption of educational responsibility for the student, or arise out of the educational relationship, the faculty member, graduate teaching assistant or other employee shall immediately disclose the amorous or sexual relationship to the relevant unit administrator, who shall promptly arrange other oversight for the student.

In unusual circumstances, the achievement of the affected student's academic requirements may necessitate continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee who has engaged in amorous or sexual relations with that student. In such circumstances the unit administrator shall, therefore, have authority, after consulting the affected student, to permit the continued oversight of the affected student by the faculty member, graduate teaching assistant or other University employee, provided that the faculty member, graduate teaching assistant or other University employee shall not grade or otherwise evaluate, or participate in the grading or other evaluation of, the work of the affected student, and that the alternative arrangements for grading or evaluating the affected student's work treat the student comparably to other students.

—Academic Council
—April 23, 1996
—Board of Trustee
—November 8, 1996

COPYRIGHT NOTICE

Notice of Written Plan for Copyright Provisions of the Higher Education Opportunity Act

August 26, 2010

BASIS

Michigan State University's *Procedures for Addressing Instances of Possible Copyright Infringement on Michigan State University's (MSU) Computing Resources and Network* forbid the unlawful copying or disbribution of copyrighted works in any form.

This document is the "written plan" required of the University under the copyright-related regulations associated with the Higher Education Opportunity Act of 2008.

A. Annual disclosure

Each year, close to the beginning of Fall Semester, a notice is sent by e-mail to every individual having a MSU network ID to inform them that illegal distribution of copyrighted material is prohibited and may subject them to criminal or civil liability. The notice provides a link to MSU's Procedures for Addressing Instances of Possible Copyright Infringement on Michigan State University's (MSU) Computing Resources and Network (MSU's Digital Millennium Copyright Act (DMCA) procedures).

B. Combating unauthorized distribution of copyrighted material

The University addresses unauthorized distribution of copyrighted material through a variety of educational, technical, and disciplinary means. These include:

- Informs all network users and (more frequently) students of their obligations to follow copyright laws, of MSU policies and practices regarding copyright infringement; enhanced communications now a part of our SecureIT safe computing campaign;
- Presentations, posters, press articles, hand-outs, and other informational and educational mechanisms explaining the difference between appropriate and inappropriate use of copyrighted materials;
- Library, online, and other resources to assist students, faculty and staff with copyright questions and copyright clearances;
- Full cooperation with copyright owners or their agents to investigate and take appropriate actions on their complaints of alleged infringement of their copyrights;
- DMCA policy and a vigorous program for accepting and promptly responding to DMCA notices;
- Standardized and consistent handling of procedural and disciplinary response to alleged violations of the University's copyright policies. Student network access may be suspended on a first complaint and is suspended for second complaints; second complaint also involves mandatory in-person meeting of student

1 The Board of Trustees approved this policy statement on November 8, 1996. The Board of Trustees adopted a subsequent motion which emphasized the view of the Board that consensual amorous or sexual relations between faculty and students are discouraged.

2 Other relevant policies include "Supervision of Academic Work by Relatives" and "Conflict of Interest in Employment".

with an administrator; third complaint results in automatic referral to student judiciary system and may result in suspension from school; each level of student complaint involves a mandatory fee which escalates with subsequent complaints; employees referred into appropriate employee disciplinary process;

- Blocks unsolicited inbound Internet connections to all DHCP network addresses (i.e., to computers not officially set up as servers);
- Asymmetric bandwidth availability at residence hall ports slows uploading (10 Mbps inbound; 768 Kbps outbound).

C. Aternatives to illegal downloading

The market for legal downloads is constantly changing. *EDUCAUSE* provides a well-updated online list of legal sources of downloads and accessing media.

D. Periodic review

This document and the associated practices and processes will be reviewed at least annually (reviews may be triggered more frequently when circumstances change in ways that suggest a review should be undertaken) by the Vice Provost and CIO for Libraries and IT Services in consultation with the offices of the Provost, Human Resources, Student Affairs and Services, and General Counsel.

—Revised June 20, 2012

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.

.11 No person shall urinate or defecate in any public place or upon any public or private property, except in a sanitary facility intended for such activities.

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.

—Board of Trustees
—Enacted: September 15, 1964
—Amended: April 20, 1973 December 10, 1994
February 10, 2005

(See also: *Student Disorderly Conduct Policy, MSU Policy #: 06-11-01)*

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 9, entitled "Independent and University-supported Student Publications."

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 complex directors, Campus Living Services and Residence Life, residence hall 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, and Campus Living Services and Residence Life director. Halls which have no organized, functioning government refer jurisdiction to RHA, Guest Services Manager, and the Assistant Director of Campus Living Services and Residence Life.

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 Campus Living Services and Residence Life, G-55 Wilson Hall.

b. All other notices or publicity shall be cleared by the complex director. A blanket approval may be issued by the Director of Campus Living Services and 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 complex 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, Campus Living Services and Residence Life, and the University Committee on Student Affairs.

—Residence Halls Association
—Campus Living Services and Residence Life
—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.*)

E-MAIL NOTICE FOR STUDENTS

MSU Student E-mail Communications Notice

Michigan State University (MSU) uses e-mail as one of several means of communication with students. In the context of this notice, "student" refers to all persons who have been admitted to MSU as a student, whether or not they have registered or enrolled for classes. An official MSU e-mail address is issued to each student at the time he or

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.

she is admitted to MSU. This official MSU e-mail address takes the form of a person's MSU NetID followed by "@msu.edu" (e.g., sparty@msu.edu) and resides in MSU's Mail.msu e-mail system (mail.msu.edu). This is the only e-mail address that the University will centrally maintain for sending official communications to students, and the only e-mail address that the University will use for sending official communications to students after they enroll.

Students are responsible for activiting their MSU NetID and e-mail account; both of these may be accomplished on the NetID website at *http://netid.msu.edu/*. Students must check e-mail regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official University communications sent to the students' official MSU e-mail addresses does not absolve students from knowing and complying with the content of those communications.

Each student must manage his or her University e-mail account to ensure that the Inbox file has sufficient space to allow for e-mail delivery. Students act at their own risk and should take precautions if they choose to have their e-mail forwarded to an e-mail address other than their official MSU e-mail address. Commercial and other e-mail services sometimes block e-mail from external sources. "Spam" filters applied outside of the MSU Mail.msu e-mail service may block e-mail that the student needs to receive. MSU is not responsible for any difficulties that may occur in the proper or timely transmission of or access to e-mail forwarded to any e-mail address other than the official MSU e-mail address, or which may be blocked by spam filters other than those applied by the Mail.msu e-mail system itself. Any such difficulties will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official MSU e-mail addresses.

Use of e-mail for official communications with students will comply with other applicable MSU policies and business practices.

—Originally published February 15, 2006
—Revised February 28, 2006

EXAMINATIONS

(Ordinance 17.00)

.01 No person shall procure in any unauthorized manner any examination question or answer related to any course of study offered at Michigan State University, regardless of the form or format in which such question or answer may originally have been maintained.

.02 No person shall furnish to any unauthorized person any examination question or answer related to any course of study offered at Michigan State University, regardless of the form or format in which such question or answer may originally have been maintained.

.03 The unauthorized possession of any of the aforesaid examination documents shall be considered prima facie evidence of an attempt to violate the provisions of this section.

—Board of Trustees
—September 15, 1964
—Revised December 10, 1994
—Revised April 14, 1995

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, disability 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 predetermined 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 solicitation of the voluntary contribution may take place at the approximate time of the event and in the area of the classroom building designated for the event.
   d) The establishment of booths and/or tables for selling literature, publications, permitted goods and services, and tickets, and the solicitation of voluntary contributions is permitted in the main concourse of the MSU Union and in the lobby of the International Center.
   e) Revenue-producing projects conducted on campus, outside of campus buildings, may not interfere with the use of streets, sidewalks, and building entrances or classes, and other organized educational activities.
   f) Organizations may be required to pay a standard service charge only for any additional University services that might be required because of the revenue-producing project. There may also be a rental charge for the use of some facilities. The decision to assess such charges may not be based on the method of collection of revenues, the purpose of the revenue-producing project, or the nature and/or composition of the sponsoring group.

—Associated Students of Michigan State University
—Council of Graduate Students
—University Committee on Student Affairs
—Vice President for Student Affairs and Services
—May 17, 1971, Revised June 6, 1986

2. USE OF SPACE IN RESIDENCE HALLS
(Student Group Regulation)

Residence halls at Michigan State University have been designed to include multipurpose space for academic, social, cultural, governmental, and recreational programs. Residence hall space is primarily for the use and benefit of those students who reside in residence halls during a regular academic 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 and hall director are responsible for the granting of permission to use space in that hall. (The hall director will assume all responsibility if a student government does not exist in a given hall.) The Hall Director and governing body of the hall 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 the Campus Living Services and Residence Life Booking Manager. 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 and hall director 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 booking 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 and the hall director, a proposal for such an after-hours policy should be forwarded for examination and approval by the Assistant Director and Associate Director. 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, the Campus Living Services and Residence Life Booking 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 Residential Hospitality and Services Culinary Service Manager. Listed below are general guidelines. Exceptions to these guidelines may be made by the Residential Hospitality and Services Culinary Service Manager according to limitations of that particular hall or the requirements of a given event:

   a) Events requiring food service need two to three 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 Campus Living Services and Residence Life Booking Manager, any one of the parties may veto the use of a hall facility by any group. Such an action should be based upon a sound rationale: for example, a group which failed to fulfill its obligations in the past might be disallowed any further use of space. Primary responsibility for such decisions exists at the hall level and any dissatisfaction with such a decision should be discussed, first, at the hall level. An appeal is possible, but not to be considered routine, if a group thinks it has been treated unjustly. An appeal board consisting of the area director, Campus Living Services and Residence Life Booking 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 27.00* 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 Department of Student Life. Such events must be registered with the Department of Student Life 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 responsibil-

ity 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 the Campus Living Services and Residence Life Booking Manager. (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 Office, 101 Student Services.)

10) Once space is approved for an all-University event/meeting to be held in residence hall facilities it shall be deemed a public meeting or event open to the entire University community. Any member of that community shall be admitted without discrimination due to race, creed, religion, national origin, sex, or sexual orientation. Similarly, any activity, event, or meeting approved for a house, hall, or complex shall be open to their members of the specific community without discrimination.

    Exceptions to the above such as special meetings or events which are "for members only" must be so designated when facilities are requested and advertised as such. In addition, the organization must have a record of individual members prior to requesting facilities and may invite only the pre-determined membership.

11) Formally scheduled classes should be conducted in facilities scheduled for that purpose unless prior approval for change is obtained from the academic department, the Office of Space Utilization and the Campus Living Services and Residence Life Booking Manager.

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 Residence Life staff or the Campus Living Services and Residence Life Booking Manager.

    b) The group shall have the opportunity to defend itself against the alleged accusations to a committee comprised of representatives of the hall government, the Residence Life staffs and the Campus Living Services and Residence Life Booking Manager. If an allegation is not contested by the group, the decision of the hall government, Campus Living Services and Residence Life Booking Manager and Residence Life staff becomes effective.

    c) The group shall be informed, in writing, by the hall government, or Campus Living Services and Residence Life Booking Manager 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 Directors, and RHA representative.

    e) RHA and Campus Living Services and Residence Life 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. Campus Living Services and Residence Life staff and student government representatives, determines whether or not volunteer help can be accepted to assist in set-up or clean-up. Care should be taken in planning events with respect to day, time, and location, so as to utilize all facilities to the best advantage with lowest possible labor costs.
   b) Charges for set-up and clean-up are made if an event is presented for residents of a hall or complex and an admission, collection, or donation is accepted from participants.
   c) Charges are made for any event sponsored for all students in residence halls or all University students regardless of whether the event is free or by paid admission.
   d) Should an admission or donation be requested solely for the purpose of covering costs (not to raise funds) no charges other than for damages will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the hall manager. If a profit is realized, charges will be assessed.
   e) Charges will be made if additional labor is required to prepare the space for use the following morning.
   f) Charges are made for the use of hall dining rooms where major set-up or cleaning is required. However, the following halls are entitled to one such event each term at no charge so long as the event is non-profit. (This is due to the lack of multi-purpose space adequate to accommodate all residents at a given hall event.)

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

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 Campus Living Services and Residence Life Booking 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 may be charged a deposit for the use of that space. 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 the Campus Living Services and Residence Life Booking 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 Campus Living Services and Residence Life Booking 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
—Campus Living Services and 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 confer-

ence during the academic school year is a distinct privilege which can be extended to only a few of the many worthwhile groups.

Campus Living Services and Residence Life 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) Campus Living Services and Residence Life
   c) 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 Except as permitted by state law regulating firearms, 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, biological, radioactive, 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.

.05 This ordinance does not alter the terms of any University policies that regulate the use of possession of firearms

—Board of Trustees
—September 15, 1964
—Revised December 11, 1987, December 10, 1994, April 14, 1995, April 12, 2002, June 19, 2009

FIRES

(Ordinance 19.00)

.01 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.

—Board of Trustees
—September 15, 1964
—Revised December 10, 1994

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 Residential and Hospitality 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 Residential and Hospitality 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 clean-up 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

See: *Selling and Advertising and Facilities and Services* 1.b. "Revenue-Producing Projects"

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).

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".

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,* 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* 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, READMISSION, AND UNIVERSITY SERVICES

(Administrative Ruling)

- Authority for Hold Use
- Criteria for Hold Use
- Further General Stipulations
- Judicial Review

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,* and *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, delinquent parking tickets, charges for damages to University property, University housing apartment rent, past due loans, library fines, bad checks/ACH cashed by students or presented in payment of student indebtedness, charges originating in various operating units (such as the Health Center, MSU Union, Veterinary 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 checks/ACH, 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 financial 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 reenrollment 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 an alleged violation of regulations and impending judicial or administrative proceedings when attempts to reach the student by certified mail and by telephone have proven unsuccessful.

c. A judicial hold may prevent a student from being readmitted 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 readmission, has failed to take the international 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.

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 international 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 purposes 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/ ACH.
   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) (Abridged version of policy #: 06-09-03)

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
—Enacted: May 27, 1983

HOUSING REQUIREMENTS AND PROCEDURES

(Administrative Ruling)

In accordance with the Campus Living Services and Residence Life 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 first day of classes of 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 on the web at *www.reg.msu.edu*. 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

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

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 new student prior to moving into residence halls 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 Student Life Office, 101 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, Campus Living Services and 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 2006

IDENTIFICATION CARDS

(Administrative Ruling)

1. Each student of Michigan State University is issued an ID card following initial enrollment.
2. The ID card is the property of Michigan State University.
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.*)

MORE ABOUT STUDENT ID CARDS

Library privileges, access to university buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request. The card is also used for residential meal plans and Spartan Cash. You are responsible for all use of your ID card whether authorized or unauthorized. Do not loan your ID card or leave it where it might be used by an unauthorized person.

Your first ID card is issued to you at no cost. Replacement cards are $20.

The ID Office is located in 170 International Center. A government issued photo ID such as a driver's license, state ID or passport is needed to obtain your ID including replacement IDs.

Hours of operation: M-F, 8-5. For more information, you can call 517-355-4500 or send an e-mail to idoffice@msu.edu.

Spouses of registered students may obtain IDs entitling them to certain privileges. The student and spouse must appear together in person in 170 International Center and present the student's MSU ID card and proof of marriage. There is no charge for the initial ID. A replacement card for a spouse costs $5.

INSURANCE

(Administrative Ruling)

All international students are required by the University to purchase an accident and health insurance policy during registration, unless insurance that equals or exceeds that obtained through the University is provided by their government or private sponsor.

—Office of the President
—September 4, 1962
—Amended 1999

INTEGRITY OF SCHOLARSHIP AND GRADES

The following statement of University policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct. [See *General Student Regulation 1.00, Protection of Scholarship and Grades.]*

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects both instructors and students to honor these principles and, in so doing, to protect the validity of University education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.
2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible

for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. [For a definition of "penalty grade," see *Academic Freedom Report* (AFR) 11 and *Graduate Students Rights and Responsibilities* (GSRR) 8.1.17.]

3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must provide a written description of the details of the academic misconduct to the student and to the student's academic dean. The student's academic dean will add the written description to the student's academic record, where it will remain, unless the student successfully grieves the allegation.
4. In notifying the student's academic dean of the student's act of academic misconduct, the instructor may request the student's academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.
5. When in the judgment of the student's academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., dismissal from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. [See AFR 7.V, GSRR 5.5.]
6. An undergraduate student accused of academic misconduct may request an academic grievance hearing to contest a penalty grade based on a charge of academic misconduct before the University Academic Integrity Hearing Board. A graduate student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board of the department, school, or college in which the alleged academic misconduct occurred. In cases involving academic misconduct, no student may be dismissed from a program of study without an academic disciplinary hearing.
7. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies for undergraduate students and the Dean of The Graduate School for graduate students.
8. In cases involving undergraduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the Associate Provost for Undergraduate Education. The Associate Provost will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. [See AFR 7V.D., E.]
9. In cases involving graduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the Dean of The Graduate School. The Dean of The Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the Dean of The Graduate School or a disciplinary hearing conducted by the college hearing board within the student's college. In cases of ambiguous jurisdiction involving graduate students, the Dean of The Graduate School will select the appropriate judiciary. [See GSRR 5.5.2. and 5.5.4.]
10. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. [See AFR 6.IV.A, 7.VII and GSRR 5.5.5.]

(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
—Editorial revisions as printed in *Academic Programs 2000*
—Revised February 24, 2009
—Board of Trustees
—February 12, 2010, Effective August 16, 2011

LIBRARY POLICY

(Administrative Ruling)

The library loan policy is available at *www.lib.msu.edu/circ*

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

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.

OUTSIDE SPEAKERS SPONSORED BY REGISTERED STUDENT ORGANIZATIONS

- I. Preamble
- II. Policy
- III. Procedures
- IV. Other Policies
- V. Questions/Complaints
- VI. History

I. PREAMBLE

Michigan State University is committed to the principles of free speech and free expression embodied in the 1st Amendment to the Constitution of the United States. Freedom of speech is central to academic freedom and the related notion that a university should be an open marketplace for the exchange of ideas.

The University also has a longstanding commitment to the principles of freedom of inquiry and freedom of dissent. These freedoms are vital to a robust intellectual exchange and the pursuit of knowledge. Different and competing views expressed as part of this exchange may cause discomfort or even offend members of the campus community. The University does not impose restraints on speech for these reasons, including the speech of outside speakers. The University will respond to situations involving disruption of University activities, violence, or other illegal activity, which results from the remarks of outside speakers and to comments or actions by outside speakers which are themselves illegal.

II. POLICY

Registered student organizations may sponsor a group or individual to speak on campus, subject to the following provisions:

A. A student organization which has been properly registered under University policies must sponsor the speaker.

B. Public announcements concerning the speaker must contain statements that clearly and accurately identify the speaker, the sponsoring organization, the subject of the speech, and whether admission to the event at which the speech will occur is restricted to members of the organization or open to the University community or the general public.

C. During the speech, the speaker must not violate any law (including any University ordinance) or incite the audience to take action which is illegal.

D. Adequate time must be provided for questions and answers at the conclusion of the speaker's remarks for all events open to the University community or the general public.

E. The University reserves the right to regulate the time, place, and manner of any speech sponsored by a registered student organization under this Policy to prevent interference with other University activities and to ensure that the event complies with applicable safety and security requirements, such as occupancy limitations and maintaining access to or egress from buildings in the event of fire or another emergency.

It is the responsibility of the sponsoring organization to inform its speaker of these provisions.

III. PROCEDURES

The Vice President for Student Affairs and Services shall develop procedures consistent with this Policy for registered student organizations to sponsor outside speakers.

IV. OTHER POLICIES

Events under this Policy are subject to other University policies, including, without being limited to, *Ordinance 15.00 Disorderly Assemblages or Conduct*[1] and the *All-University Policy for Use of Michigan State University Facilities and Services.*

V. QUESTIONS/COMPLAINTS

Questions regarding this Policy should be directed to the Vice President for Student Affairs and Services.

Complaints alleging that a registered student organization has violated this Policy should be filed pursuant to the *Registered Student Organizations* student group regulation or the *Academic Freedom Report for Students*[2]. A registered student organization found to be in violation of this Policy is subject to the possible sanctions outlined in those documents.

Complaints alleging that a speaker has violated this Policy should be filed with the Vice President for Student Affairs and Services. An outside speaker who violates this Policy may be restricted from speaking at future events on campus.

Complaints of unlawful activity should be filed with the MSU Police Department.

VI. HISTORY

This Policy was approved by the Board of Trustees on December 14, 1962 and revised on June 19, 2009.

PARADES, PROCESSIONS, AND SOUND TRUCKS

(Ordinance 39.00)

.01 No funeral, procession, 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.)

—Board of Trustees
—April 14, 1995

Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:

1 The MSU Police Department follows its *Dissent and Disruption* protocol when responding to disruptions at campus events involving outside speakers.

2 Complaints involving outside speakers sponsored by individuals or groups other than registered student organizations are processed by the unit administrator that has oversight for the sponsoring individual/organization.

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 Office, 101 Student Services.)

b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.

c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.

d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be held responsible for compliance with the current motor vehicle regulations and traffic ordinances.

e. Noise-making equipment shall be operated only when the parade or procession is moving.

f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

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.*)

—Board of Trustees
—September 15, 1964
—Revised December 10, 1994
—Revised April 14, 1995

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 follow-

ing 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* and on the web at *www.reg.msu.edu.*

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 for 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 August 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 the organization agrees to abide by the terms of the University's Anti-discrimination policy.

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

RELIGIOUS OBSERVANCE, POLICY ON

It has always been the policy of the University to permit students and faculty to observe those holidays set aside by their chosen religious faith.

The faculty and staff should be sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. It is also the responsibility of those faculty who wish to be absent to make arrangements in advance with their chairpersons, who shall assume the responsibility for covering their classes.

As Michigan State University has become increasingly multicultural, the incidence of conflicts between mandatory academic requirements and religious observances has increased. In the absence of a simple and dignified way to determine the validity of individual claims, the claim of a religious conflict should be accepted at face value. Be aware that some degrees of observance may have a more extensive period of observance. Instructors may expect a reasonable limit to the number of requests by any one student. Some instructors attempt to cover all reasons for student absences from required academic events such as quizzes or exams with a blanket policy, e.g., allowing the student to drop one grade or two quizzes without penalty. If this is meant to extend to religious observances, the instructor should state this clearly at the beginning of the term. If instructors require make-up exams, they retain the right to determine the content of the exams and the conditions of administration, giving due consideration to equitable treatment.

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, chemi-

cals, 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 MSU Police. 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 Campus Living Services and Residence Life, 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
—Campus Living Services and Residence Life
—Vice President of Student Affairs
—Approved, May 1977, Revised April 1979

ROLLER SKATES AND SIMILAR DEVICES

(Ordinance 38.00)

.01 *Coasters, roller skates, roller blades, in-line roller skates, skateboards, and similar devices are restricted. No person on roller skates, roller blades, or a skateboard, 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, a skateboard, in-line skates or similar device shall go in or upon any parking ramp, buildings, gardens or any other posted areas. Restricted areas will be clearly marked.

* Denotes Civil Infraction

—Board of Trustees
—Enacted: April 14, 1995
—Amended: June 14, 1996

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 Police.

SELLING AND ADVERTISING

1. Selling and Advertising (Ordinance 27.00)

.01 *No person or entity may sell or solicit sales of items or services, or solicit contributions, on University premises without an authorized written permit, which permit must be promptly exhibited to any requesting University representative.

Authority to set standards for and to grant permits is vested in the Secretary of the Board of Trustees. The Secretary may prohibit sales and solicitations or regulate the time, place and manner of sales and solicitations, as to all University properties or as to specified areas or facilities. The Secretary may designate other University administrators to grant permits for specified areas or facilities in accordance with established standards.

.02 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.

* Denotes Civil Infraction

—Board of Trustees
—Enacted: September 15, 1964
—Amended: September 1, 1986 June 14, 1996.

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.* Policy # 02-06-04

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

SELLING AND SOLICITATION CENTRAL GUIDELINES

In accordance with Michigan State University ordinance 27.01, the Secretary of the Board of Trustees of Michigan State University promulgates these general standards concerning the grant of permits to sell or solicit sales or contributions on University premises:

1. Scope.

Ordinance 27.01 and these standards do not apply (a) to University departments or divisions whose operations include sales or solicitations, (b) with respect to charitable solicitations in which the University participates as an institution or de minimis sales for charity by University employees or students who derive no personal financial gain from the sales, or (c) in connection with sales to the University.

2. Limitations.

(a) Permits will be granted only to (i) registered student organizations, living unit organizations, and major student governing groups, (ii) non-student University affiliated organizations, (iii) academic and administrative university units, (iv) groups selling or soliciting in conjunction with authorized activities at University facilities, and (v) vendors or suppliers with which the University has a contractual relationship, provided that a vendor or supplier which has entered into a formal contractual relationship with the University concerning sales or solicitation activities shall not be required to have a permit separate from an executed contract or purchase order, except for sales activities not described in the contract or purchase order.

(b) Permits will be granted only for sales or solicitation activities which (i) do not violate or conflict with University ordinances, guidelines, or regulations or other applicable laws or regulations, (ii) do not infringe upon the University's trademark or other intellectual property rights, (iii) do not result in a breach of University contracts or compete with University or University-contracted operations, (iv) do not jeopardize public or individual safety, (v) will be conducted by members of the organization holding the permit, and (vi) are covered by such insurance as may be deemed necessary by the University's Department of Risk Management and Insurance.

(c) Permits will not be granted for the sale of alcoholic beverages, tobacco products, or firearms.

3. Grant of Permits.

(a) Permits will be granted by the offices responsible for the proposed sale or solicitation location (list under development). Each such responsible office (i) may prohibit sales entirely in all or a portion of its facility(s) or location(s) or in conjunction with a specified program or function or (ii) may establish additional standards specific to its facility(s) or area(s), which address time, place and manner restrictions and are approved by the Secretary of the Board of Trustees. To the extent that time and place

restrictions result in a limited number of permits being available, permits shall be granted in the order applications are received by the appropriate office.

(b) Grant of a sales or solicitation permit shall imply neither approval nor disapproval of the purposes of the group, the activities conducted, the content of any materials distributed or any items being sold.

—Secretary of the Board of Trustees
—October 1996

SEXUAL HARASSMENT, POLICY ON

I. INTRODUCTION

Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible—an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. It is not tolerated at Michigan State University.

Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is made unlawful by Title VII of the *Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972,* and *Michigan's Elliott-Larsen Civil Rights Act* make sexual harassment unlawful. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment.

This Policy applies to all members of the University community—faculty, staff, and students This policy also exhibits sexual harassment by third parties towards members of the University community.

II. PROHIBITION

Members of the University community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, up to and including discharge for employees and dismissal for students. The University also prohibits sexual harassment by third parties toward members of the University community.

III. DEFINITION

A. What is Sexual Harassment?

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:[1]

1. submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
2. submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or
3. such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
   a) alters the terms or conditions of a person's employment or educational experience, or
   b) unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

A person's subjective belief that behavior is offensive does not necessarily make that behavior sexual harassment. The behavior must also be objectively unreasonable.

The determination as to whether behavior is sexual harassment must take account of the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior. However, a single incident may constitute sexual harassment depending on the severity of the conduct and on factors such as: the degree to which the conduct affected the student's education or the employee's work environment; the type, and duration of the conduct; and the identity of and the relationship between the alleged harasser and the student or employee.

B. Examples of Sexual Harassment

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive.

- sexual violence, including sexual assault, rape, sexual battery, and sexual coercion
- threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the University
- sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
- sexually explicit e-mails or text messages
- sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images and voyeurism
- unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other University programs or activities
- repeatedly using sexually degrading words or sounds to describe a person
- unwanted and unnecessary touching, patting, hugging, or other physical contact
- recurring comments or questions about an individual's

[1] Harassment based on gender that does not involve unwanted sexual attention is prohibited gender discrimination under the University's Anti-Discrimination Policy.

sexual prowess, sexual deficiencies, or sexual behavior

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and, like other behavior that is unprofessional, disruptive or violates policy, could warrant discipline.

C. First Amendment Protections

This policy shall not be interpreted to abridge First Amendment rights or to infringe academic freedom, as defined in the *Faculty Handbook*, the Faculty Rights and Responsibilities policy, and the document entitled *Academic Freedom for Students at Michigan State University*. The protections of the First Amendment must be carefully considered in all complaints involving speech or expressive conduct. The fact that speech or a particular expression is offensive is not, standing alone, a legally sufficient basis to establish a violation of this policy. In order to violate this policy, speech or expressive conduct must constitute sexual harassment, as defined in Section III.A above. Speech or expressive conduct that constitutes sexual harassment is neither legally protected expression nor the proper exercise of academic freedom.

IV. VIOLATIONS: TITLE IX COMPLAINT PROCEDURES

A. Reporting Sexual Harassment

A member of the University community who wishes to file a complaint about sexual harassment by an employee or student of the University **should take the following action:**

- **If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator or to the University's Title IX Coordinator.**
- **If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator's superior or to the University's Title IX Coordinator.**
- **If the alleged harasser is a student, the complaint should be made to the Department of Student Life [2] or to the University's Title IX Coordinator.**

The University can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs.

The University can only take corrective action when it becomes aware of problems. Therefore, the University encourages persons who believe that they have expriienced sexual harassment to come forward with their complaints and seek assistance within the University. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. In addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment to the Title IX Coordinator.

A member of the University community who believes that she or he has been sexually harassed may also elect to file a complaint with the Anti-Discrimination Judicial Board ("ADJB") for violation of the University's Anti-Discrimination Policy or to file a grievance against the alleged harasser under any applicable University procedure. However, the submission of such a complaint or grievance does not affect the University's ability to conduct an investigation, take disciplinary action, or take other administrative action regarding the subject matter of the complaint or grievance even though the complaint is still pending.

Reports of sexual assault and other crimes should be directed to the MSU Police Department, regardless of whether the matter is also reported and being investigated as sexual harassment.

B. Contact Information

1. Title IX Coordinator:
   Paulette Granberry Russell
   Office for Inclusion and Intercultural Initiatives
   101 Olds Hall
   East Lansing, MI 48824
   (517) 353-3922
   inclusion@msu.edu
2. Department of Student Life:
   101 Student Services Building
   East Lansing, MI 48824
   (517) 355-8286
3. MSU Police Department:
   87 Red Cedar Road
   East Lansing, MI 48824
   (517) 355-2221
   Emergencies: 911
4. ADJB Office:
   101 Olds Hall
   East Lansing, MI 48824
   (517) 432-3898

C. Sexual Harassment by Third Parties

The University prohibits sexaul harassment by third parties towards members of the University Community when the third party has been brought into contact with the member of the University community through a University program or activity. Although individuals who are not students or employees of the University are not subject to discipline under the University's internal processes, the University will take prompt, corrective action to eliminate sexual harassment and prevent its recurrence in those circumstances.

If a University student believes that she or he has been sexually harassed in a University program or activity by an individual who is not a University employee or student, the student should report the alleged sexual harassment to the Title IX Coordinator or the unit administrator (e.g., department chair or dean) responsible for that

2 Complaints filed directly with the Department of Student Life will be referred to the Title IX Coordinator for investigation before any student disciplinary proceedings are initiated.

program or activity.

If a University employee (including a student employee) believes that he or she has been sexually harassed within the scope of his or her employment activities by an individual who is not a University employee or student, the University employee should report the alleged sexual harassment to his or her supervisor or to the Title IX Coordinator.

D. Options Outside the University for Resolution of Sexual Harassment

Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education. Contact the Office for Inclusion and Inercultural Initiatives for current contact information.

Faculty and staff may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education in certain circumstances; under Title VII, with the Equal Employment Opportunity Commission; or under the Elliott-Larson Civil Rights Act with the Michigan Department of Civil Rights. Contact the Office for Inclusion and Intercultural Initiatives for current contact information.

E. Processing Complaints

All complaints of alleged sexual harassment are investigated under the oversight of the University's Title IX Coordinator. The University will process all formal complaints of sexual harassment it receives regardless of where the conduct which is the basis for the complaint allegedly occurred.[3] The Title IX Coordinator may also determine that an investigation is warranted without a formal complaint if the University has sufficient notice that sexual harassment may have occurred.

1. Investigating Timelines

   Timeframes for completion of each step of the investigation process are outlined in the 13 Complaint Procedures (*www.inclusion.msu.edu/files13_COMPLAINT_PROCEDURES.pdf)*. Investigations of sexual harassment will normally be completed within 90 calendar days with an additional 30 calendar days to complete a formal report where appropriate. If the investigation cannot be completed within that timeframe, the complainant and the respondent will be informed of the reasons for the delay and an estimated date of completion.

2. Interim Measures

   The University may take interim measures it deems necessary during an investigation. Interim measures will be taken within the context of University policies and might include changes to class or housing assignments for students or work assignments for employees.

3. Complaints in Which a Student is the Alleged Harasser

   Complaints of alleged sexual harassment by a student will be investigated under the oversight of the University's Title IX Coordinator. If the investigation results in a finding that sexual harassment has occurred, the Title IX Coordinator will file a complaint with the Department of Student Life and such complaint will be processed under the student disciplinary code. In those cases, the Title IX Coordinator will be identified as the Complainant and it will be the prerogative of the victim to determine in what capacity, if any, he/she will participate (i.e., co-complainant, witness, or no participation).

4. Complaints in Which an Employee is the Alleged Harasser

   Complaints of alleged sexual harassment by a faculty or staff member will be investigated under the oversight of the University's Title IX Coordinator. Complaints made to the Title IX Coordinator will be referred to the unit administrator of the alleged harasser or, if the alleged harasser is the unit administrator, to the unit administrator's superior. Complaints made or referred to the unit administrator of the alleged harasser or the unit administrator's superior will be processed by those individuals under the oversight of the Title IX Coordinator.

   The Office for Inclusion and Intercultural Initiatives will assist units with processing and investigating complaints of harassment. Depending on the circumstances of a particular complaint, the Office for Inclusion and Intercultural Initiatives may be the primary investigator of the complaint.

   In addition to conferring with the Office for Inclusion and Intercultural Initiatives, the responsible administrator may confer with the Office of the General Counsel and with academic or human resources administrators. Guidelines for investigating allegations of sexual harassment are available to administrators at *www.inclusion.msu.edu/page/sexual_harassment/*. Guidelines for investigations conducted by the Office for Inclusion and Intercultural Initiatives are available at *www.inclusion.msu.edu/files/13_COMPLAINT_PROCEDURES.pdf.*

F. Investigations Generally

Each complaint of sexual harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Informal resolution efforts are voluntary and either party may request that the formal investigation of the complaint be commenced at any time. Informal resolution is facilitated by the Title IX Coordinator and does not involve any requirement that the parties meet unless both parties request such a meeting and the Title IX Coordinator determines such a meeting would be appropriate. Informal resolution, such as mediation, will not be used to resolve sexual violence complaints.

Other complaints will result in investigations, including interviews and the review of evidence, such as

3 The University generally does not investigate allegations of harassment or discrimination that fall outside the jurisdictional limits of the Anti-Discrimination Policy. Nevertheless, the University will process all complaints of sexual harassment in accordance with this policy, regardless of where the conduct which is the basis of the complaint allegedly occurred, in order to evaluate whether there is a hostile environment on campus that would be contrary to the University's legal obligations.

electronic and written material, if any exists. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial action, including, where appropriate, disciplinary action, to eliminate the harassment and prevent its recurrence. The Title IX Coordinator, in cooperation with the relevant University officials, will also confirm that the appropriate non-disciplinary remedies have been provided to the complainant and will monitor the matter to assure that harassment does not recur.

G. Confidentiality

The review of sexual harassment complaints, including formal investigations, will be conducted confidentially to the extent permitted by law, except insofar as information needs to be disclosed so that the University may effectively intestigate the matter or take corrective action.

H. Retaliation

Persons who complain about sexual harassment, or who cooperate in the University's investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, even if the University finds that no sexual harassment occurred. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Assistant Vice President for Human Resources (staff), the Associate Provost/Associate Vice President for Academic Human Resources (faculty and academic staff), the Vice President for Student Affairs and Services (students), or the Title IX Coordinator (faculty, staff, or students).

I. Cooperation

Members of the University community are expected to cooperate in the University's investigations of alleged sexual harassment. If cooperation does not occur, the investigation will generally proceed based on the information available.

J. Assistance with Processing Complaints

The Office for Inclusion and Intercultural Initiatives is responsible for monitoring the University's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. Unit administrators set the tone regarding acceptable conduct and climate within their units.

Unit administrators, under the oversight of the Title IX Coordinator, are responsible for processing complaints, under this policy, in which the alleged harasser is an employee. Unit administrators who need assistance in applying this Policy, education and training with respect to the Policy and who have questions about sexual harassment prevention may contact: the Assistant Vice President for Human Resources or the Associate Provost/Associate Vice President for Academic Human Resources, whichever is appropriate; the Director of the Office for Inclusion and Intercultural Initiatives; and/or the Office of the General Counsel.

K. University Investigations Without A Complaint

When necessary to meet its commintment to provide an envirnment free of unlawful harassment, the University may investigate alleged incidents of sexual harassment of which it becomes aware, even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation. If a University employee becomes aware of specific and credible allegations of sexual harassment, whether through a complaint or otherwise, the allegations should be reported promptly to the Title IX Coordinator.

L. Reporting Requirements

To assure University-wide compliance with this policy and with federal and state law, the Title IX Coordinator must be advised of all reported incidents of sexual harassment and their resolution. The Office for Inclusion and Intercultural Initiatives will monitor repeated claims within the same unit or against the same individual, where identified, to assure that such claims are appropriately handled.

M. False Complaints

Any member of the University community who knowlingly files a false complaint of sexual harassment, or who knowingly provides false information to or intentionally misleads University officials who are investigating or reviewing a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

V. PREVENTION AND RESOURCES

A. Education

The University is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published on the University's website. Information regarding sexual harassment and this policy will be included in orientation materials for new students, faculty, and staff and made available in the Office for Inclusion and Intercultural Initiatives, as well as its website, and in other appropriate campus locations. In addition, the University will conduct educational sessions to (1) inform faculty, and staff about identifying sexual harassment and the problems it causes, (2) advise members of the University community about their rights and responsibilities under this policy, and (3) train personnel in the administration of this policy. Each unit is responsible for obtaining this training for its staff.

B. Liaisons

Each college and major administrative unit must designate at least one individual as a contact person under this policy who is trained to answer questions and provide information about this policy and to take and refer, as appropriate, complaints of sexual harassment. This individual is responsible for attending sexual harassment training programs and regularly meeting with the Office of Inclusion and Intercultural Initiatives to receive training updates and to discuss issues arising in his/her college or unit.

C. Other Relevant University Policies

Since sexual harassment is a form of unlawful gender discrimination, a member of the University community

who violates this Policy also violates the University's Anti-Discrimination Policy. Other University policies relevant to behavior of a sexual nature by members of the University community include Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships, Conflict of Interest in Employment, Article 2.00 of the General Student Regulations, Article 3.00 of the Graduate and Undergraduate Residence Hall Regulations, and Ordinance 22.00.

Sexual Harassment Reported

You Need To...

- Review the Sexual Harassment Policy.
- Know that the University does not tolerate sexual harassment. Such behavior subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.
- Remember that members of the University community are responsible for knowing and understanding the University's policy prohibiting sexual harassment.
- Reveiw the Sexual Harassment Policy for the steps to take should an employee/co-worker decide to file a complaint.

—Office of the President
—September 1, 1992
—Revised May 1999, January 2011 and June 2011

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 Office regarding exceptions to this provision.)

.012 No person shall efface, alter, tamper with, destroy or remove any sign or inscription on 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.*)

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

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 38 x 58.

SMOKE-FREE POLICY, MSU

(All-University Policy) (Policy # 02-09-04)
(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], 1992[3]), 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. No person shall smoke 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

SMOKING

(Ordinance 29.00)
(Applicable to University employees as well as students)

.01 *No person shall smoke in any closed 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.

.02 *Cigarettes and other tobacco products will not be sold on university grounds.

.03 *This smoke-free ordinance applies to all Michigan State University facilities and vehicles, owned or leased.

*Denotes civil infraction

—Board of Trustees

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

—Enacted September 15, 1964
—Amended May 16, 1969; December 10, 1994; October 13, 1995

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 from the Department of Student Life, 101 Student Services. The scheduling process must begin at least 21 calendar days prior to the desired date for the event.

STUDENT DISORDERLY CONDUCT POLICY, MSU

(All-University Policy) (Policy # 06-11-01)

Prohibition

Michigan State University students shall not engage in disorderly conduct at or in connection with a riot.

Definitions

"Riot" means five or more persons, acting in concert, who engage in violent conduct and thereby intentionally or recklessly cause or create a serious risk of causing public terror or alarm.

"Acting in concert" means acting with a common intent or purpose.

"Disorderly conduct at or in connection with a riot" includes, but is not limited to, setting fires; throwing bottles or other projectiles; damaging, destroying, or defacing property not the student's own; obstructing, interfering with, or disrupting the activities of peace officers or public safety personnel engaged in the lawful performance of their official duties; intentionally or recklessly causing or threatening physical harm to another; endangering the physical safety of another; tampering with or misusing fire or safety equipment; theft or looting; resisting arrest; and conspiring with others or inciting others to do any of the foregoing.

Application

This Policy applies to all Michigan State University students whenever the prohibited conduct occurs on the land governed by the Board of Trustees of Michigan State University (the "campus"), when students are engaged in University-sponsored or student group sponsored (student governing group and registered student organization) activities off campus, in all local government jurisdictions adjacent to the campus, or on any other college or university campus.

Enforcement

Violations of this Policy will be adjudicated according to procedures outlined in Article 4 of *Academic Freedom for Students at Michigan State University.*

Students found through University disciplinary proceedings to have violated this Policy may be subjected to a variety of sanctions as described in Section 4.2.4 of *Academic Freedom for Students at Michigan State University.* These sanctions may include: No Action, Warning, Warning Probation, Disciplinary Probation or Suspension from the University. Either probation may also include stipulations requiring a student living on campus to move to another location on or off campus. Students may also be required to make restitution for damage to University property.

In addition to sanctions outlined in Section 4.2.4 of *Academic Freedom for Students at Michigan State University,* violators of this Policy may also be required to make restitution for damage to public and private property.

In some instances, students accused of violating this Policy may be suspended on an interim basis.[1]

Behaviors violating this Policy may also be in violation of professional standards established by colleges and professional schools at Michigan State University. Procedures for adjudicating these alleged violations are outlined in *Graduate Student Rights and Responsibilities, Medical Student Rights and Responsibilities,* and documents from Michigan State University-Detroit College of Law.

Interpretation

This Policy shall not be interpreted to restrict or limit any student's First Amendment rights to freedom of speech or assembly.

Note: All members of the University community must abide by standards of behavior that reflect the collegial nature of their endeavors. Faculty members and staff members are subject to the disciplinary policies set forth in the *Faculty Handbook* and the *Employee Handbook,* respectively.

—Board of Trustees, Interim Policy, April 9, 1999
—Revised and Adopted
—Academic Council, October 24, 2000
—Board of Trustees, December 8, 2000

1 See Article 5, Section I.I of *Academic Freedom for Students at Michigan State University* which reads: If the Vice President is presented with credible information that a student's continued presence at Michigan State University poses a clear and present danger[24] to the health or safety of persons or property, the Vice President or his/her designee may temporarily suspend a student from the University. Before temporarily suspending a student, the Vice President will make a reasonable attempt to notify the student of the potential interim suspension and offer the student an opportunity to present information that he/she does not pose a threat to persons or property. The interim suspension shall not preclude, render irrelevant, or predetermine the outcome of subsequent disciplinary action relating to conduct on which the interim suspension is based. Nor shall an interim suspension create a presumption of guilt. Students placed on interim suspension may petition for reinstatement at any time, with the guidelines.

STUDENT FEE COLLECTION (STUDENT TAXATION)

(All-University Policy)

Michigan State University will have a student tax system that will allow students to assess themselves taxes for the purpose of supporting student sponsored programs and services. The all-University student governing bodies (Council of Graduate Students and the Associated Students of Michigan State University) and the on-campus residence unit governing groups (Residence Halls Association, University Apartments Council of Residents, and Owen Graduate Association) are authorized to collect refundable and mandatory student taxes from their constituent groups subject to initial student referendum and renewal referendum every three years. Additional criteria, procedures, and accountability measures for the use of University collection procedures by the above mentioned groups are to be developed by appropriate administrative offices.

Until further action by the Board, an exception will exist for The State News, Inc., which will continue to collect student tax assessments under the same procedures that have been in effect since The State News, Inc., became a separately incorporated organization.

—Board of Trustees
—December 2, 1983

Student Fee Collection Criteria and Procedures (Administrative Ruling)

I. All-University Student Governing Bodies and On-Campus Residence Governing Groups

University policy provides that Michigan State University will collect mandatory and refundable fees for all-University student governing bodies (Associated Students of Michigan State University and Council of Graduate Students) and on-campus residence governing groups (Residence Halls Association, University Apartments Council of Residents, 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

A Statement on Free Speech and Outside Speakers

Office of the President, Michigan State University

Historically, great universities have benefited from outside speakers and the diverse perspectives their speeches present. Underlying an openness to such speakers are the principles of the First and Fourteenth Amendments of the Constitution of the United States and the right to free speech that they protect, which are fundamental to the academy.

Free speech is at the heart of academic freedom and the notion that a university should be an open marketplace for the free exchange of ideas. Yet, adherence to the tenets of free speech is not the sole core value of the academy. Intellectual honesty in the pursuit of truth is also fundamental. Other key values include inclusion, openness to and tolerance for new ideas, and civility.

Visiting speakers can cause discomfort: at times because they disturb our self-image or complacency, and at times because they propagate views we consider or suspect to be erroneous.

Ideally, the members of a university community who exercise their First Amendment rights should each listen to the ideas and beliefs of others, reflect critically on their own ideas and beliefs, accept individual responsibility for their actions and words, and commit themselves to contribute to the positive, scholarly tenor and richness of the intellectual debate.

Both malice and reckless disregard of truth are wrong, but the academy and our society as a whole accept their possibility to ensure the great blessing of open inquiry. Under the civil and criminal law, as well as the University's ordinances and policies, it is impermissible for an individual or group to deny free expression to others who are engaged in peaceable discourse or dissent, to deny any person's freedom of movement on the University's property, to obstruct ingress and egress with respect to buildings or public areas, to endanger or threaten to endanger any person on University property, or to otherwise disrupt the ability of other persons to participate and enjoy the benefits of campus life. MSU has addressed these issues in the context of student organizations through its 1962 board-approved "Speakers On Campus" policy and in its 1990 "Criteria for Funding Student-Sponsored Programs and Activities by University Administrative Units."

These documents are printed annually in the MSU publication Spartan Life. Copies are available in 162 Student Services Building. This information is also available electronically at *www.vps.msu.edu/SpLife/default.pdf.*

Student groups, their advisors, and other organizations are urged to familiarize themselves with the policy and the criteria. Others in the MSU community should be aware that the general principles the policy promotes—including accuracy of publicity and provision of opportunity for questions and discussion in case of controversy—guide us all.

Members of our campus community should take responsibility to uphold both the tenets of free speech and our shared and core values. Dialogue between affected groups before and after an occasion sparking debate should be encouraged in the spirit of our core values.

June 5, 2006

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

UNDERCOVER SURVEILLANCE INVOLVING MSU STUDENT ORGANIZATIONS[1]

In its Resolution of September 17, 2001, the MSU Board of Trustees directed that undercover surveillance of student organizations should occur only in "extraordinary circumstances" and should not be a part of normal police operations. The Board further directed that the University President is responsible for implementation of this

1 These recommendations are applicable to undercover police surveillance of registered student organizations as well as to student groups which are not registered student organizations. In other words, the recommendations apply to student organizations as broadly understood. The recommendations do not, however, restrict undercover police activity with respect to groups of students who may be committing crimes for personal benefit like selling drugs or fencing stolen property. The main purpose of the recommendations is to protect individual liberties in the context of political and social activism.

Resolution.

Undercover surveillance potentially threatens the delicate balance in an academic community between protecting freedom and ensuring security. To safeguard individual liberties, the President should consider the mission of the university before responding to a request to approve undercover surveillance of student organizations. In addition, the President must have a workable definition of "extraordinary circumstances" to guide him or her.

This statement defines "extraordinary circumstances" as situations in which reasonable cause exists to conclude that actions of MSU student groups on campus could lead to loss of life, physical harm or substantial property damage. Peaceful protests or demonstrations are not "extraordinary circumstances."

Guidelines for Conducting Undercover Surveillance of MSU Student Organizations

1. If the Police Chief and his or her immediate supervisor (currently the Vice President for Finance and Operations) have reason to believe that the conditions for "extraordinary circumstances" have been met, they must inform the President before taking action.
2. The President then determines if the situation constitutes "extraordinary circumstances."
3. Before determining that undercover surveillance is necessary, the President should seek advice and options from the following:
   a. General Counsel
   b. Vice President for Student Affairs and Services
   c. Provost
4. If feasible, the President should seek student input.
5. Given the advice and options provided by these parties, the President should determine an appropriate course of action to ensure the safety of the campus and an environment that promotes and protects individual liberties.
6. If the President determines that undercover surveillance of a student organization is appropriate, he or she should set clear goals and the parameters for the surveillance. Any need for significant changes in the goals or parameters of the surveillance shall be reported to the President to determine whether those changes are authorized in accordance with this procedure.
7. The Police Chief will provide weekly reports regarding the ongoing undercover surveillance to the Vice President for Finance and Operations and the President.
8. Approval for undercover surveillance of an MSU student organization will expire when the "extraordinary circumstances" no longer exist and, in all cases, after a four month period, unless the President extends the surveillance.

Records Regarding Undercover Surveillance of MSU Student Organizations

If the President authorizes an undercover surveillance, the University will prepare and maintain indefinitely a written record available to the public containing the following procedural information:

1. The fact that undercover surveillance was conducted of an MSU student organization.
2. The fact that such undercover surveillance was approved in accordance with these guidelines, including a list of any other options considered, and a list of University officials consulted.
3. The dates of the surveillance.
4. Whether an arrest or conviction occurred as a result of the surveillance.

If the Police Chief requests an undercover surveillance of an MSU student organization, and if the President refers the matter to a law enforcement agency external to MSU, the University will prepare and maintain indefinitely a written record of this referral.

To protect the privacy of the parties investigated, this written record will not contain the names of the individuals or organizations that were the subject of undercover surveillance.

The maintenance and release of other records, if any, regarding the undercover surveillance will be governed by applicable law and existing university record-keeping and destruction policies.

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/or the state of Michigan. 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 brand, 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 with the University.

Registered student organizations and campus units planning to use these marks on merchandise are directed to *www.licensing.msu.edu* where a Licensing Authorization Form is available under the "Campus Use Information" link.

VEHICLES

All vehicles, including mopeds, motorcycles and bicycles, operated or parked on MSU property by a MSU student, must be registered with the MSU Parking Office and bare a current and valid permit in accordance with the Student Parking and Driving Regulations.

All students, except those with fewer than 20 MSU accepted credits and first-year agriculture technology students residing in residence halls are eligible to register a vehicle on campus. An exception may be made after a special parking application and requested information has been submitted, reviewed by the Parking Office, and approval granted.

Undergraduate and graduate students (including graduate assistants) commuting from off-campus (commuters) or residing in residence halls or University Apartments, need to register on-line via the website: *www.police.msu.edu.* Parking information may be found under "Parking". Those not mentioned above or who have questions regarding on-line registration may contact the Parking Office at 517-355-8440 to inquire about obtaining a parking permit.

If eligible to register at the Parking Office, the following must be presented:

1. Current state-issued vehicle registration
2. MSU Student ID (Spartan Card)
3. Proof of credits MSU has finalized
4. Lease agreement (only for Spartan Village or University Village residents)
5. Payment for the permit (cash, check or money order made out to Michigan State University, or VISA, MC, DISC and AMEX are accepted)

Illegally parked vehicles are subject to violations and may be towed. In accordance with state law, the registered owner will be held responsible for the fines incurred. The student registering a vehicle shall be responsible for its operation.

All parking violations must be paid or appealed within seven (7) days from the date of issuance.

A FINE MAY BE PAID:

1. Via our on-line payment system. Go to *www.police.msu.edu* to access
2. Via mail (check or money order payable to Michigan State University)
3. In the drop box in the MSU Police Department lobby (24 hours/7 days)
4. At the Parking Office during business hours

If a fine is not paid within seven (7) days after issuance, late and delinquent fees shall be added to the fine. In addition, failure to pay violations could result in additional fees, a hold being placed with the Registrar's Office, a warrant issued for the registered owner's arrest (if the violation is transferred to 54-B District Court) and/or impoundment of the vehicle at which time unpaid violations, the impoundment fee and storage fees must be cleared to release the vehicle.

APEALS MAY BE INITIATED:

1. Via our website: *www.police.msu.edu*
2. Via mail—letter
3. Via phone (set verbal appeal appointment)

Visitors (non-MSU student) to students should secure a visitor pass. A residence hall visitor pass may be purchased at the residence hall reception desk or at the Parking Office.

General parking and driving information may be found in the Student Parking and Driving Regulation, go to *www.police.msu.edu*. Detailed parking and driving information may be found at the Michigan State University ordinance website: *www.trustees.msu.edu/ordinances.htm.*

IMPOUNDED VEHICLES

(Ordinance 36.03)

.03 Impound vehicles. The Department of Police and Public Safety is authorized to impound and remove to a place of safekeeping any vehicle found on the lands governed by the Board of Trustees, at the expense of the vehicle's registered owner, when it is determined that the owner has failed to answer 6 (six) or more parking violation notices or citations regarding illegal parking. The vehicle shall be released to the owner or the agent of the owner when the impoundment fee for the vehicle has been paid and when all outstanding parking violation notices and citations regarding illegal parking relating to the vehicle has been cleared. The fee for impoundment shall be of such amount as shall reimburse the University for all towing and impoundment costs and for storage. Impounded vehicles not claimed shall be disposed of as provided by law.

—Board of Trustees
—Enacted: September 15, 1964
—Amended: June 8, 1990, December 10, 1994, December 8, 2000, June 6, 2003

WITHDRAWAL PROCEDURES AND POLICIES

(Administrative Ruling)

The Withdrawal Procedures and Policies administrative ruling provides students with the criteria and obligations for a voluntary withdrawal from the University. For a full listing of the policies and procedures associated with a voluntary withdrawal, visit: *www.reg.msu.edu/ROInfo/Notices/Withdrawal.asp.*

OTHER ORDINANCES

The University has ordinances in addition to those included here. All are published in, Michigan State University Ordinances, available for reference at the Information Desk in the Main Library; and at website: *www.trustees.msu.edu/ordinances.html.* Included is information on enforcement powers, duties of police officers, and penalties.

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PURCHASE YOUR
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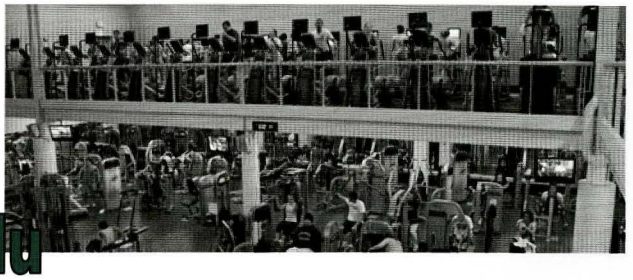
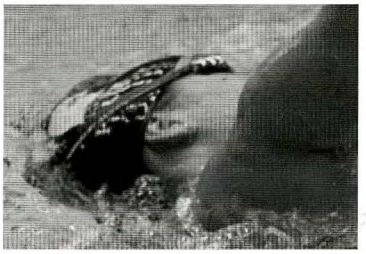


www.recsports.msu.edu

FIND OUT ABOUT INTRAMURAL LEAGUES ON FACEBOOK

MSU Recreational Sports & Fitness Services



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