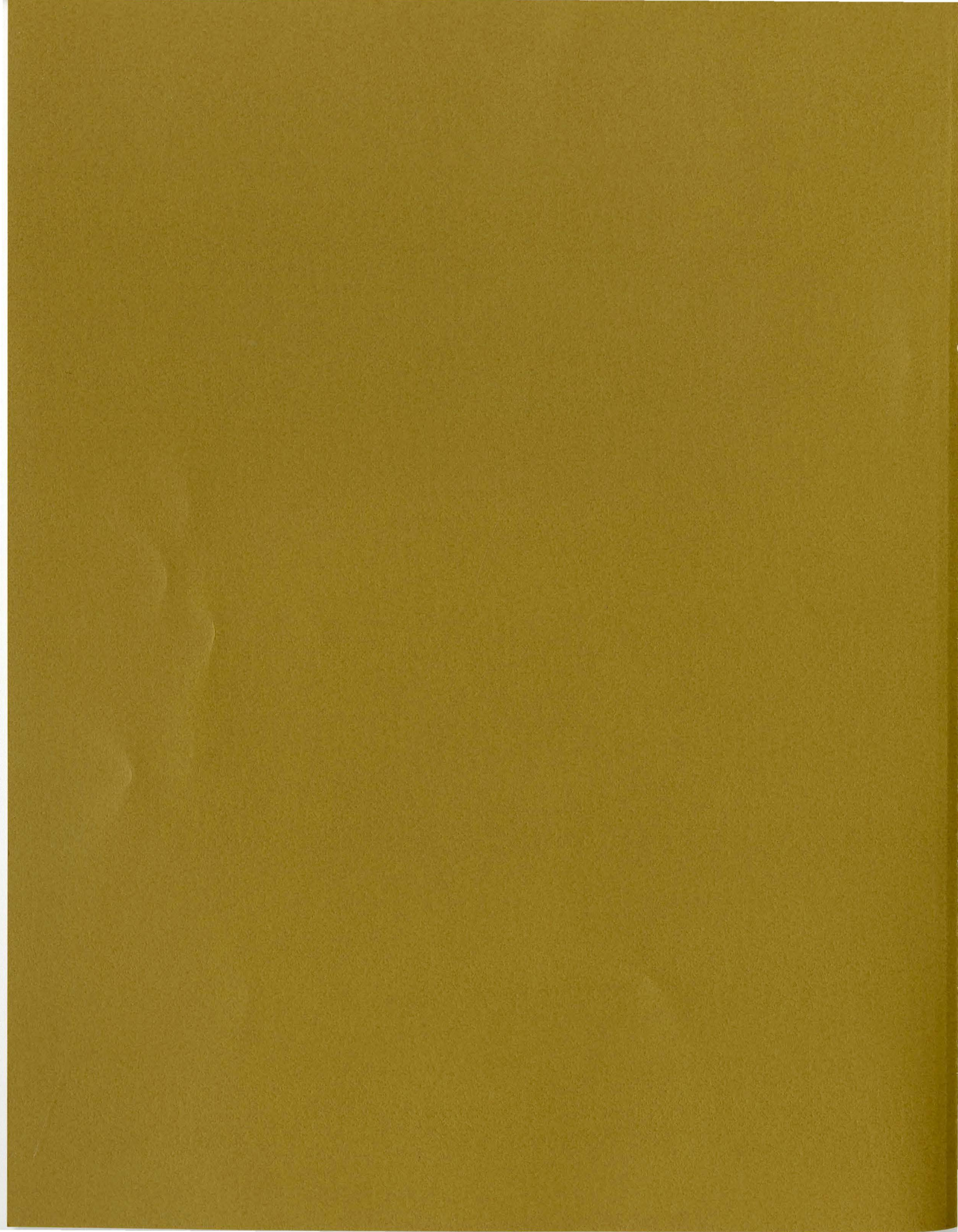


STUDENT HANDBOOK

Michigan State University

1977-79



STUDENT HANDBOOK

Michigan State University

1977-79

Student Activities Division
Vice President for Student Affairs and Services

MICHIGAN STATE UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES
STUDENT SERVICES BUILDING

EAST LANSING • MICHIGAN • 48824

Dear Students, Faculty and Staff:

This book is published to inform you of the University's regulations and procedures, and your rights and responsibilities.

Upon admission to the University, a student is expected to follow those regulations established by the University to regulate student conduct, as well as to meet those academic requirements specific to the student's academic program. The Michigan State University Catalog¹ and the Schedule of Courses and Academic Handbook² are the appropriate references for specific academic policies and requirements. This book contains those rules which govern student conduct in general, specifically the General Student Regulations, student group regulations, administrative rulings and all-University policies. There exist, in addition to these rules, a set of MSU Ordinances established by the University's Board of Trustees to govern the conduct of all persons on University property. Those ordinances most applicable to students are included here. The entire list of ordinances is contained in Michigan State University Ordinances 1974³. Students are expected to be aware of the regulations contained in this book, and are responsible for following them.

Students have established rights as well as responsibilities. Two documents, approved by the Board of Trustees, were created to define the scope of student rights and responsibilities: they are *Academic Freedom for Students at Michigan State University* and *Graduate Rights and Responsibilities*. Both documents are printed in total in this book.

Within the University governance structure there exist procedures for student representation in both the legislative and judicial branches. Included in this book are brief explanations of the legislative process, and major legislative bodies, as well as the judicial process, and major judicial bodies. Within the text of that explanation the appropriate references which contain the complete descriptions of the bodies and processes discussed are cited. The regulations, codifications of rights and responsibilities, and rules of legislative and judicial procedure contained herein have evolved through administrative, faculty and student effort in varying degrees, and represent the current perception of the balance between maximum freedom and necessary order. Any individual might well differ with this perception. Such disagreement is entirely appropriate. The system herein outlined functions best when continually infused with fresh perceptions, perceptions which use the thought and experience of previous legislative and judicial participants as background information. The contents of this book are not imbued with divine wisdom. Often, they in fact represent the outcome of hard won compromise. Individuals who perceive flaws in the system benefit themselves and the system best by contributing their own insights, seeking to establish their own principles, and encouraging others to do the same. It is true that practical concerns often influence the outcome of legislative and judicial decisions. It is also true that no governance system can long survive without a foundation of ideals to guide it, and no set of ideals can long remain viable without incorporating new information, and without submitting itself again and again to examination and challenge.

It is my hope that you will find this publication prepared by the Student Activities Staff helpful in your experiences at Michigan State University.

Sincerely,



Eldon R. Nonnamaker
Vice President for Student Affairs and Services

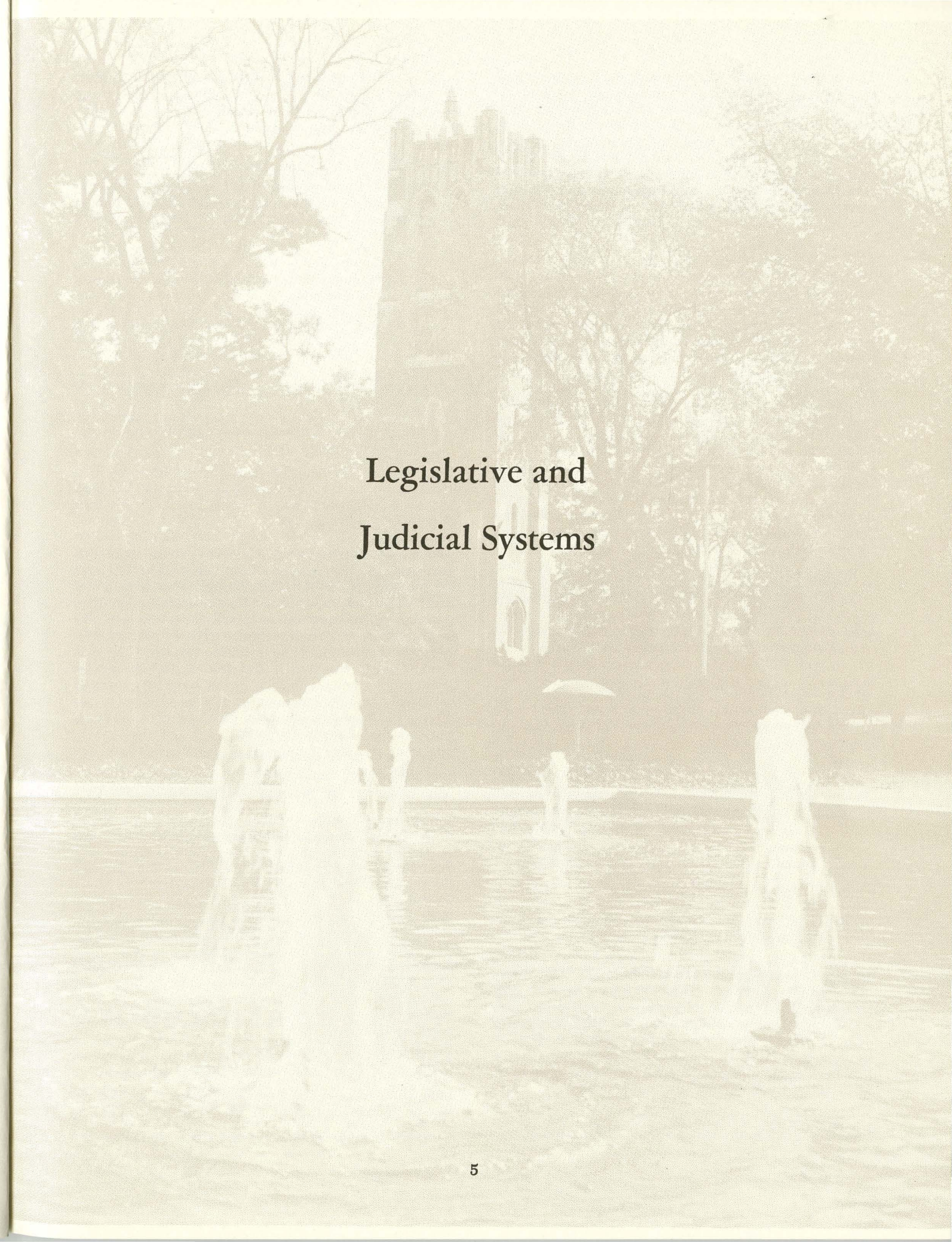
¹ Available in two parts — Academic Programs and Description of Courses — each part 50 cents, at the MSU Bookstore in the basement of the International Center, and at the Union Store, first floor, Union Building.

² Available free from the Office of the Registrar, 150 Administration Building.

³ Available for reference only in the Office of the Secretary of the Board of Trustees, 484 Administration Building.

Table of Contents

LEGISLATIVE AND JUDICIAL PROCEDURES	5
ACADEMIC FREEDOM FOR STUDENTS AT MICHIGAN STATE UNIVERSITY	11
GRADUATE RIGHTS AND RESPONSIBILITIES	23
REGULATIONS	31
INDEX	68



Legislative and
Judicial Systems

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

THE LEGISLATIVE SYSTEM

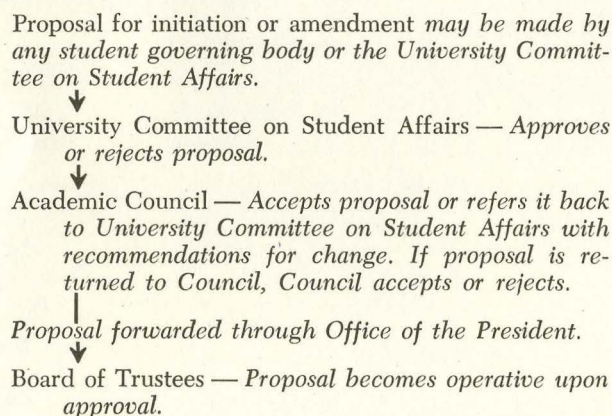
Michigan State University maintains two levels of regulations applicable to student conduct, all of which require student approval. In addition, there are rulings established by administrative offices and policies and ordinances established by the Board of Trustees. The procedures through which the various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

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

References for further information:

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

Figure One: General Student Regulations



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

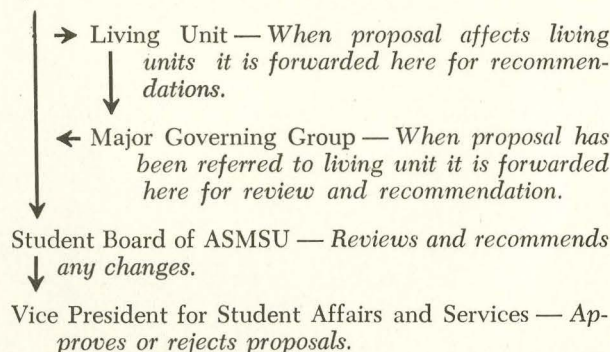
References for further information:

- a. ASMSU Constitution and Code of Operations

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

Figure Two: Student Group Regulations

Proposal for initiation or amendment may be made by any registered student organization, living unit governing body, major governing group or the Student Board of ASMSU.



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

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

References for further information:

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

All-University Policies — Policy statements are developed to define and prescribe broad areas of institutional concern. For example, the Anti-Discrimination Policy and Procedures (p. 37) addresses the relationship between the University and its students and employees; the Motor Vehicles policy (p. 56) states requirements and prohibitions regarding student possession and operation of motor vehicles on campus; and the Housing Policy (p. 53) specifies the on-campus living requirements for students. Such policies are established by the Board of Trustees. They may be adopted following university-wide discussion and endorsement, may result from recommendation by some internal office or committee or may be initiated and enacted by the Board itself.

References for further information:

- Bylaws of Board of Trustees*, Article VIII

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

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

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

References for further information:

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

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

- a. *MSU Catalog — Academic Programs*
- b. *MSU Catalog — Description of Courses*
- c. *Schedule of Courses and Academic Handbook*

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

THE JUDICIAL SYSTEM

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

The focus of most of the overview which follows is on the undergraduate judicial system established with the adoption of the report on *Academic Freedom for Students at Michigan State University* in 1967 with amendments approved by the Board of Trustees in 1971 and 1977. Students with interest in learning more about the judiciaries are encouraged to review pages 16-20 and 27-28, and consult the resources listed.

What Does a Campus Judicial System Do?

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

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

Structure and Organization of the System

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

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

Relationship of the Judicial System to Campus Governance

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

Jurisdictions

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

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

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

MICHIGAN STATE UNIVERSITY UNDERGRADUATE JUDICIAL STRUCTURE

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

APPEAL

STUDENT-FACULTY JUDICIARY

Composition & Selection:

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

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

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

APPEAL or REFER

ALL-UNIVERSITY STUDENT JUDICIARY

Composition & Selection:

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

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

APPEAL or REFER

LIVING UNITS

RESIDENCE HALLS FRATERNITIES SORORITIES CO-OPS

MAJOR GOVERNING GROUPS

RHA
IFC
Panhel
ICC

Jurisdiction:

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

Decisions:

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

Jurisdiction:

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

Decisions:

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

Composition:

Determined by governing group

Jurisdiction:

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

Jurisdiction:

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

Composition:

Determined by living unit

Decisions:

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

Decisions:

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

Processes and Procedures

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

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

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

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

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

Other Judicial Bodies

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

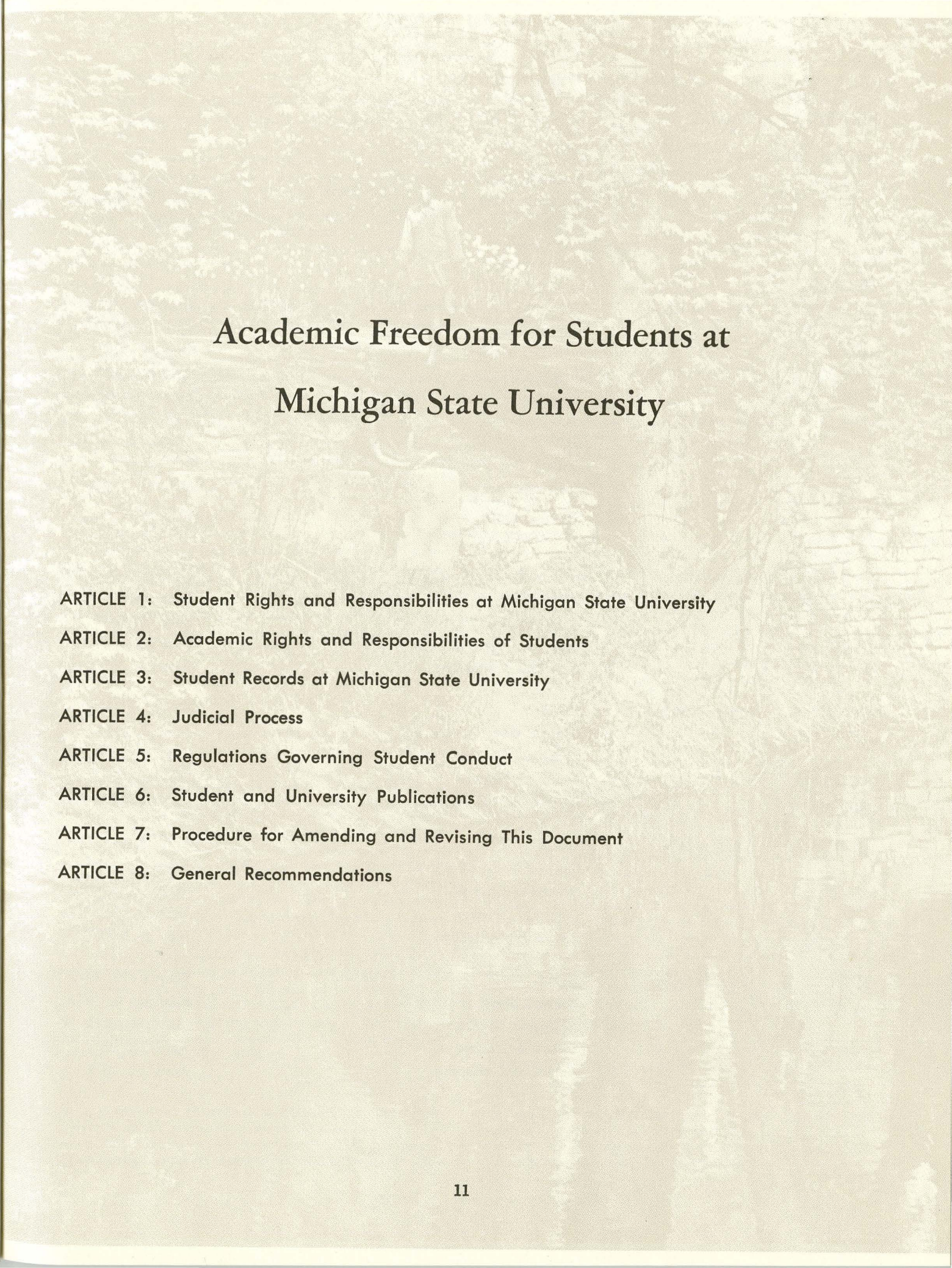
- A. **College and departmental hearing committees** have original jurisdiction over a student complaint that his/her academic rights have been violated by a faculty member. Composition and procedures of such committees vary. Decisions at the departmental level may be appealed to the college committee.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

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

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

and the labor employees, and two representatives of the MSU Employee Association, with an *ex-officio* secretary from the Department of Human Relations. The Board has jurisdiction over violations of the University policy against discrimination based on race, creed, ethnic origin, sex, age, political persuasion, or sexual preference. It may hear complaints filed by students, faculty members, or employees. Parties involved in anti-discrimination proceedings have unrestricted choice of counsel. The Board may specify the actions that must be taken by the charged individual or organization to remedy a violation. Intent is to remove the effects of discrimination rather than to punish violators. Decisions of the Anti-Discrimination Judicial Board are reviewed by the President of the University. (Consult the *Anti-Discrimination Policies and Procedures*, page 37, or the Department of Human Relations.)

- D. **Graduate Judicial Structure.** A completely separate judicial structure is provided for adjudicating cases brought by and against graduate students in the areas of: 1) academic rights and responsibilities; 2) professional rights and duties of graduate assistants; 3) professional rights and duties of other graduate students; and 4) University regulations. Judiciaries are provided for at the departmental, college and University levels. Each judiciary is composed of an equal number of faculty and student members with a faculty member serving as chairman. Decisions available including warning, probation with specific stipulations, and dismissal from the student's academic program. (Consult *Graduate Rights and Responsibilities*, page 23 or the Council of Graduate Students Office, or the Office of Advanced Graduate Studies.)
- E. **Employment Hearing or Grievance Procedures** include those for students, the faculty, the administrative-professional personnel, the unionized clerical-technical employees, and the unionized hourly employees. (Students consult the *Student Employment Policy Manual* or the Student Employment Office.)



Academic Freedom for Students at Michigan State University

ARTICLE 1: Student Rights and Responsibilities at Michigan State University

ARTICLE 2: Academic Rights and Responsibilities of Students

ARTICLE 3: Student Records at Michigan State University

ARTICLE 4: Judicial Process

ARTICLE 5: Regulations Governing Student Conduct

ARTICLE 6: Student and University Publications

ARTICLE 7: Procedure for Amending and Revising This Document

ARTICLE 8: General Recommendations

HISTORY OF APPROVAL

Original Document

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

Amendments

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

FOREWORD

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

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

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

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

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

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

PREFACE

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

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

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

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

— Faculty Committee on Student Affairs

ARTICLE 1

Student Rights and Responsibilities at Michigan State University

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 2

Academic Rights and Responsibilities of Students

2.1 Preamble and Guidelines

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

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

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

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

The Responsibility of the Student

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

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

The Academic Rights of the Student

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

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

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

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

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

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

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

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

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

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

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

2.2 The Professional Rights of the Faculty

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

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

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

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

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

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

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

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

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

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

2.3 Policies Determining the Academic Rights and Responsibilities of Students

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

ARTICLE 3

Student Records at Michigan State University

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

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

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

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

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

evaluations which are necessarily prepared on a confidential basis.

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

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

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

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

3.2.08 No one outside the faculty or administrative staff of Michigan State University may have access to the record of a student's offenses against University regulations without the express permission of the student in writing.

3.2.09 Duplication of records shall be kept at a minimum.

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

3.2.11 All policies governing the maintenance and the selective release of records and of portions of records shall be made public in an appropriate manner and shall be subject to judicial review as provided in Article 4.

ARTICLE 4

Judicial Process

4.1 Introduction

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

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

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

4.2 Due Process

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

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

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

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

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

- b. The student may admit the alleged violation, and request a hearing before the appropriate judicial body.
- c. The student may deny the alleged violation, in which case the administrative officer shall refer him to the appropriate judicial body.

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

- a. Written notification of the time and place of the hearing.
- b. A written statement of the charges of sufficient particularity to enable the student to prepare his defense.
- c. Written notification of the names of the witnesses who are directly responsible for having reported the alleged violation to the University official, or, if there are no such witnesses, written notification of how the alleged violation came to the official's attention.

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

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

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

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

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

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

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

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

4.3 Judicial Structure

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

4.3.1 Living Unit Judiciaries

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

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

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

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

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

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

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

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

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

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

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

4.3.2 Governing Group Judiciaries

The following major governing groups shall have judicial

responsibility in cases involving both individual and group violations:

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

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

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

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

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

- a. *Not Guilty:* No violation of a regulation has been proved.
- b. *Guilty:* A violation of a regulation has been proved. In this case, the Judiciary may select from the following penalties:

- (1) **Warning:** An official written reprimand.
- (2) **Warning Probation:** A probation indicating that further violations may result in more severe disciplinary action. This probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires.
- (3) **Disciplinary Probation:** A probation indicating that further violations may result in suspension. In addition, the Judiciary may do any or all of the following: (a) withdraw the privilege of operating an automobile on campus; (b) withdraw the privilege of representing a living unit in residence hall or inter-residence hall events; (c) subject to approval of the Vice President for Student Affairs and Services, require that the student be assigned to a new room within the residence hall system, or be moved out of the residence hall system altogether. This probation shall be imposed for a specific period of time, and the student shall automatically be removed from probation when the imposed time limit expires.
- (4) **Other Actions:** In cases involving violations of a regulation by student organizations under the Judiciary's jurisdiction, the Judiciary may take any of the following actions: (a) an official written reprimand; (b) restriction on use of residence hall facilities for a definite period of time; (c) denial of specified privileges for a definite period of time; (d) other reasonable action subject to approval of the Vice President for Student Affairs and Services.

4.3.3 All-University Student Judiciary

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

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

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

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

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

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

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

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

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

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

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

4.3.4 Student-Faculty Judiciary

A Student-Faculty Judiciary shall be established.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 5

Regulations Governing Student Conduct

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

5.2 MSU General Student Regulations

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

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

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

5.3 MSU Student Group Regulations

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

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

ARTICLE 6

Student and University Publications

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

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

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

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

6.3.1 The University shall not sponsor any student publication.

6.3.2 Administrative units of the University or of its colleges, institutes, or departments, may authorize funds for and assume sponsorship of publications germane to that administrative unit. Such publications, such as the *Wolverine*, are designated as University publications. Full freedom of content and editorial policy is guaranteed to all such publications subject only to the advice and counsel of the administrator or administrative unit responsible. Such a policy shall be assured regardless of whether students are involved in publication.

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

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

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

6.3.6 Distribution of student and University publications:

6.3.6.1 The following guidelines shall apply to all publications, whether distributed free or for sale.

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

6.3.6.3 No door-to-door solicitations for sale shall be permitted in organized living units on the campus without permission from the proper governing authority of the living unit. Permission must be granted in accordance with provision 6.3.6.2 above.

6.3.6.4 In accordance with provision 6.3.6.2 above, each on campus living unit shall decide what policies shall be formulated for distribution of publications within that living unit.

6.3.6.5 For buildings other than organized living units, the Secretary of the University and the Student Board of ASMSU, after consultation with the administrative, faculty, and student occupants of the building, shall determine, in accordance with provision 6.3.6.2 above, the designated places of distribution of publications.

6.3.6.6 Distribution in living units, classroom and office buildings shall be limited to those places established in 6.3.6.3, 6.3.6.4, and 6.3.6.5 above. Hand-to-hand distribution shall be permitted in all campus buildings, subject only to such limitations as are necessary to prevent interference with scheduled University activities.

6.3.6.7 Distribution shall be permitted outside campus buildings, subject only to such limitations as are necessary to prevent interference with the use of streets, sidewalks, and building entrances.

6.3.6.8 The Offices of the Secretary of the University and ASMSU shall keep available for inspection an up-to-date list of places of distribution within campus buildings.

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

ARTICLE 7

Procedure for Amending and Revising This Document

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

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

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

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

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

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

ARTICLE 8

General Recommendations

8.1 Orientation of New Students Regarding Their Rights and Responsibilities

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

8.2 Handbook of Regulations and Structures

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

8.3 The Office of the Ombudsman

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

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

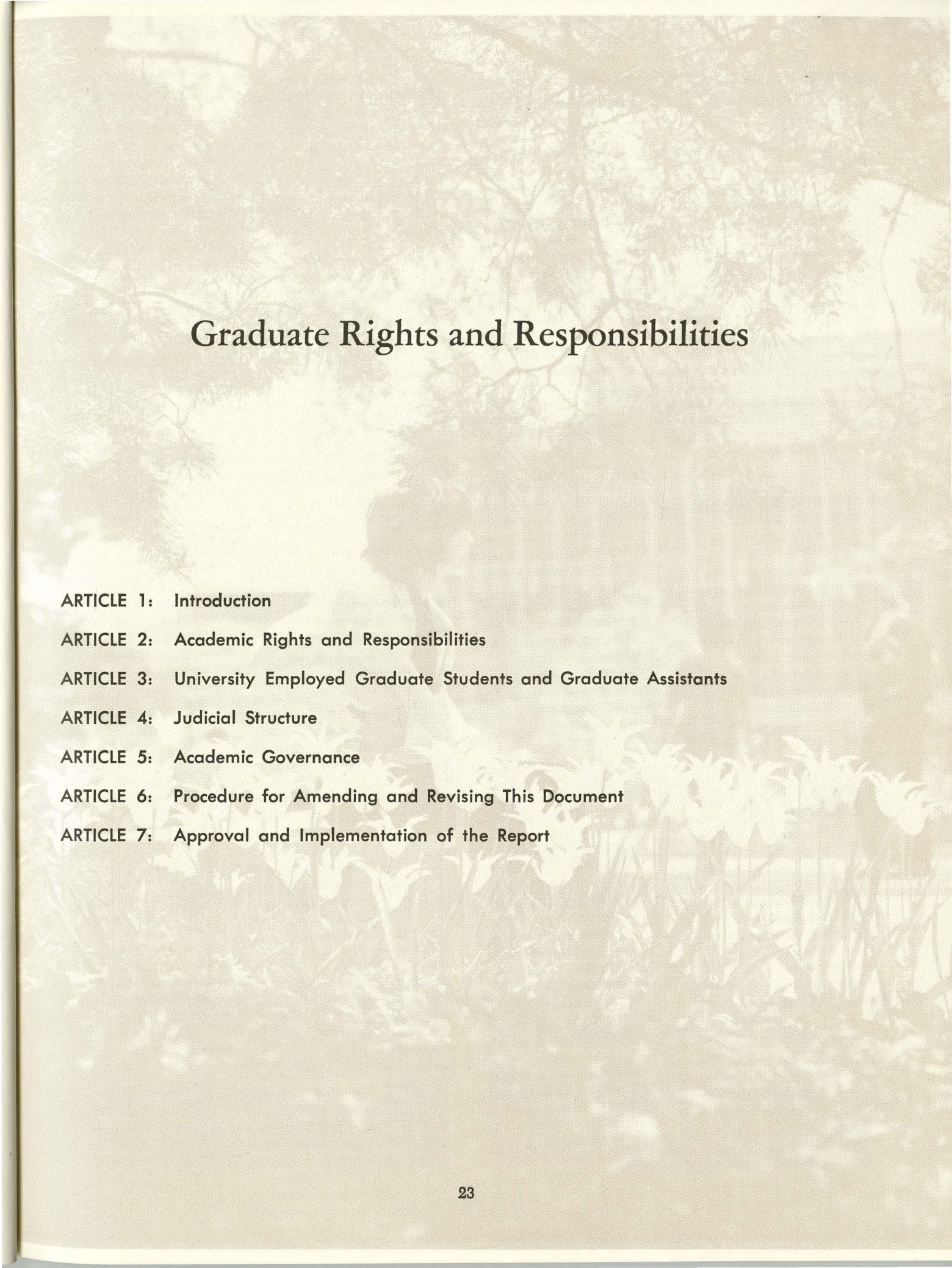
8.3.2 He shall assist students in accomplishing the expeditious settlement of their problems. He may advise a student that the student's request, complaint or grievance lacks merit, or that the student should seek his remedy before another duly constituted body or officer of the Uni-

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

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

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

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



Graduate Rights and Responsibilities

ARTICLE 1: Introduction

ARTICLE 2: Academic Rights and Responsibilities

ARTICLE 3: University Employed Graduate Students and Graduate Assistants

ARTICLE 4: Judicial Structure

ARTICLE 5: Academic Governance

ARTICLE 6: Procedure for Amending and Revising This Document

ARTICLE 7: Approval and Implementation of the Report

HISTORY OF APPROVAL

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

PREFACE

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

Committee on Graduate Rights and Responsibilities

ARTICLE 1

Introduction

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

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

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

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

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

ARTICLE 2

Academic Rights and Responsibilities

2.1 Grading and Evaluation

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

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

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

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

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

2.4 Academic Program

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

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

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

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

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

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

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

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

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

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

2.5 Instructor Evaluation

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

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

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

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

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

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

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

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

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

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

ARTICLE 3

University Employed Graduate Students and Graduate Assistants

3.1 Definitions

3.1.1 University graduate students fall primarily into two classes:

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

3.2 Graduate Assistants

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

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

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

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

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

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

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

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

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

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

3.3 University-Employed Graduate Students

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

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

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

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

3.4 Fellowships, Scholarships and Grants

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

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

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

3.5 All University-Employed Graduate Students and Graduate Assistants

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

3.5.2 Graduate students shall be informed of all employment policies when a position is tendered.

3.5.3 The University retains the right to demote, suspend, terminate or otherwise discipline graduate student employees and graduate assistants. The University also retains the right to terminate a graduate student's participation in an academic program, which in turn may terminate his/her assistantship. Students who believe they have a grievance under this article may utilize the judicial procedures outlined in Article 4.

3.5.3.1 In cases where the student contends that the action of the University may cause him/her irreparable harm, he/she may appeal to the appropriate judiciary under 4.3.8.1 for an expedited hearing.

ARTICLE 4

Judicial Structure

4.1 Judicial Structure. An appropriate judicial structure shall be established for hearing and adjudicating all cases brought by and against graduate students in the following areas:

- (1) Academic Rights and Responsibilities
- (2) Professional Rights and Duties of Graduate Assistants
- (3) Professional Rights and Duties of other Graduate Students
- (4) University Regulations

4.1.1 Departmental Level. Adjudication necessitated on the departmental level may be handled informally or, if a party or parties request, formally through a departmental judiciary. The judiciary shall be composed of the departmental chairman or designated deputy (to act as chairman) and an equal number of faculty and students selected by their respective groups so as to reflect the composition of their groups.³

4.1.2 College Graduate Judiciary. Each college shall establish a judiciary composed of the chairman of the college graduate committee or designated deputy (to act as chairman) and an equal number of faculty and students selected by their respective groups so as to reflect the composition of their groups.³

³Where a comparable group exists in the structure of the department or college, every effort should be made to allow this group to function as a judiciary. Certain units of the University (for example, the residential colleges) may find it impossible to establish judiciaries to the specifications required herein. Until such times as amendments covering such contingencies can be proposed, the establishment of judiciaries in such units shall be governed by the spirit of equity embodied in this document.

4.1.3 University Graduate Judiciary. A judiciary shall be established at the University level composed of the dean of the Graduate School or designated deputy (to act as chairman), three elected faculty members of the Graduate Council and three graduate students chosen by the Council of Graduate Students.

4.1.4 Each judiciary shall provide for a suitable number of alternate members, chosen in accordance with the procedures established above.

4.1.5 Term of Office. Judiciary members and alternates at all levels shall be selected in the fall of the year and shall serve one year. The one-year term shall not preclude reappointment of any member the following year.

4.1.6 Conflict of Interest. Members of a judiciary involved in a case at issue shall be disqualified from sitting on the judiciary for that specific case.

4.2 Judicial Process

4.2.1 Any member of the academic community of Michigan State University may initiate a case involving the rights and responsibilities of graduate students.

4.2.1.1 Any of the parties involved may appeal an adverse decision to a higher level.

4.2.1.2 In cases of appeal the appellate body shall hear the appeal or refer the case to another level.

4.2.1.3 A judiciary hearing a case may decide as follows:

- (1) NOT PROVEN.
 - (1) There has been no proven infringement of the rights of the graduate student.
 - (2) There has been no proven neglect on the part of the graduate student of his/her responsibilities.
- (2) PROVEN.
 - (1) There has been a violation of the graduate student's rights.
 - (2) The graduate student has neglected his/her responsibilities

4.2.1.4 In cases of proven violation of a student's rights, the judiciary handing down the decision shall direct appropriate and expeditious redress.

4.2.1.5 In cases of proven neglect by the graduate student the judiciary may select from the following penalties:

- (1) Warning: an official written reprimand.
- (2) Probation: a period of probation with specific stipulations.
- (3) Dismissal from the academic program in which he/she is enrolled.

4.3 Due Process

4.3.1 Introduction. The fundamentals of fair play in the adjudication of student violations and student grievances shall prevail. This is in keeping with Article VIII of the "Bylaws of the Michigan State University Board of Trustees." This article states in part:

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

The following guidelines for due process shall govern the above judicial procedures.

4.3.2 Once a grievance has been filed with a judiciary it shall be the responsibility of the chairman to notify, in writing, all parties involved within a period of 48 hours, excluding the period from 5:00 p.m. Friday to 8:00 a.m. Monday.

4.3.2.1 If the party charged in the grievance admits its validity, he/she may request the judiciary to take appropriate action according to the penalties cited above. Should the individual admit the grievance and be given a penalty, he/she may appeal the decision to the next higher judiciary.

4.3.2.2 If the party charged in the grievance denies its validity, the judiciary shall conduct a hearing according to the procedures outlined herein.

4.3.3 At least 72 hours prior to a hearing the chairman of a judiciary shall provide the following to all parties:

- (1) A written statement of the charges of sufficient particularity to enable the parties to prepare their cases.
- (2) Written notification of the time and place of the hearing.
- (3) A copy of this document and all other relevant documents.

4.3.4 All parties shall be entitled to appear in person to present their case to the judiciary, and may call witnesses on their behalf. Any party may elect not to appear before the judiciary, in which case the hearing shall be held in his/her absence. Absence of a party shall not be prejudicial to his/her case.

4.3.5 All parties shall be entitled to counsel of their choice, chosen from within the University community.

4.3.6 Any party or his/her counsel shall be entitled to ask questions of the opposing party or of any witnesses.

4.3.7 Any party shall be entitled to refuse to answer questions.

4.3.8 All parties shall be entitled to an expeditious hearing of a case.

4.3.8.1 In urgent cases in which it is alleged that a regulation, administrative decision or action threatens immediate and irreparable damage to any of the parties involved, the judiciary shall expedite the hearing and final disposition of the case. A judiciary is empowered to direct an individual or unit to discontinue or postpone, pending final disposition of the case, any action which threatens to cause irreparable harm.

4.3.9 Parties shall be entitled to an adequately explained written decision. It shall be the responsibility of the chairman of a judiciary to file a copy of this decision with the chairman of the department or unit, the dean of the college and the dean of the Graduate School. Adverse decisions shall be made a part of the person's record.

4.3.10 All parties shall be notified in writing of their right to appeal the decision of a judiciary. Should an appeal be instituted, any action, decision or penalty ordered by the judiciary shall be held in suspension until acted upon by a higher judiciary.

4.4 The dean of the Graduate School shall direct the implementation of any redress or penalty stipulated by any judiciary.

ARTICLE 5

Academic Governance

5.1 Graduate students shall participate in academic governance at the department, college, and University levels.

5.1.1 At the departmental level, graduate student participation in the policy-making process shall include, but not necessarily be limited to, the following:

Graduate curriculum and degree requirements.

Graduate financial aids and awards.

Graduate admissions criteria.

5.1.1.1 Graduate student representatives shall participate as voting members on departmental committees relating to the policy-making process.

5.1.2 At the college level, graduate student participation shall include voting membership on those committees directly concerned with graduate student affairs.

5.1.2.1 The dean's advisory committee, or its equivalent, in consultation with graduate student representatives of the various departments, shall determine which college level committees are directly concerned with graduate student affairs.

5.1.3 At the University level, graduate students shall have voting membership on the Graduate Council, Academic Council and other such committees as specified by the *Bylaws for Academic Governance*. The elected graduate student members shall be chosen by the Council of Graduate Students.

5.2 Within 90 days from the date of adoption of this document, each college shall file with the Graduate Office a full report of graduate student participation in academic governance in its respective units. A copy of this report shall also be sent to the Council of Graduate Students.

ARTICLE 6

Procedure for Amending and Revising This Document

6.1 Any member of the Michigan State University community may initiate a proposal to amend or revise this document.

6.1.1 A graduate student shall submit his/her proposal to the Council of Graduate Students for approval. The Council of Graduate Students may approve the proposal by a majority vote of the members present. If approved, the proposal, with recommendation for its adoption, shall be submitted to the Graduate Council through the Council of Graduate Students' regular representatives.

6.1.2 A faculty member shall submit his/her proposal to his/her college's Graduate Committee for its approval. The college Graduate Committee may approve the proposal by a majority vote of the members present. If approved, the proposal, with a recommendation for its adoption, shall be submitted to the Graduate Council through the college's regular representative(s).

6.1.3 Any other member of the Michigan State University community (not a graduate student or a regular faculty member) may submit a proposal to the Graduate Office for transmission to the Graduate Council.

6.2 All proposals to amend or revise this document must be passed by both the Council of Graduate Students and the Graduate Council by a majority vote of the members present.

6.3 If approved by the Graduate Council and the Council of Graduate Students, the proposal, with recommendation for its approval, shall be submitted to the Academic Council.

6.4 Proposed amendments and revisions approved by the Academic Council shall be forwarded, with recommendation for their approval, to the Board of Trustees through the President, and shall become operative upon Board approval.

ARTICLE 7

Approval and Implementation of the Report

7.1 This document as approved by the Graduate Council and the Council of Graduate Students shall be forwarded

to the Academic Council with the recommendation that it be approved and forwarded, with recommendation for its approval, through the President, to the Board of Trustees.

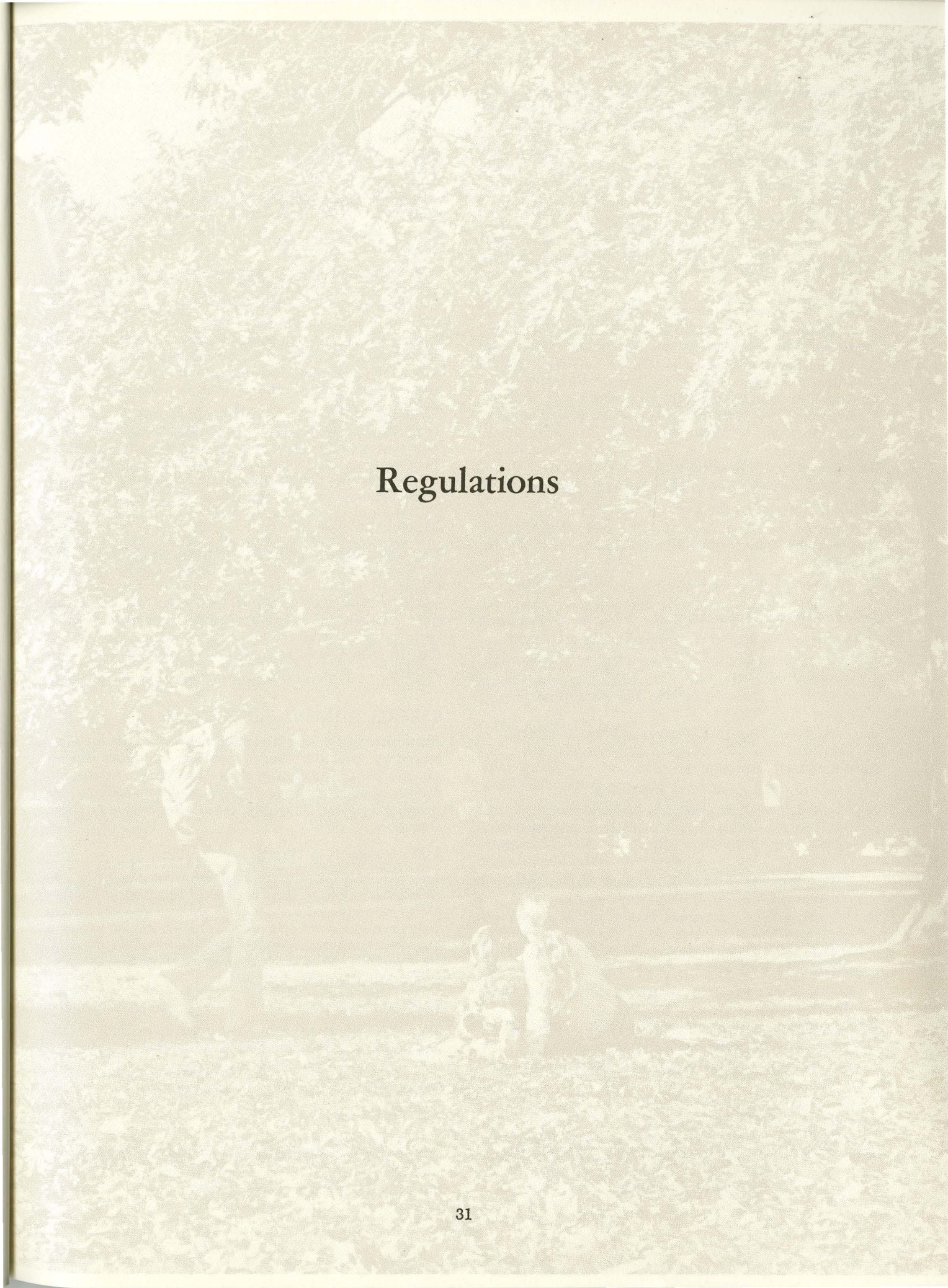
7.2 If approved by the Board of Trustees, this report shall become operative as early as possible and not later than 90 days from the date of approval.

7.3 It shall be the responsibility of the Graduate Office to inform the several colleges, departments and units of the University of their responsibilities under this report.

7.4 It shall be the responsibility of the Graduate Office to print and distribute copies of this report to all appropriate units of the University and to all incoming graduate students.

7.5 It shall be the responsibility of the Graduate Office to see that the articles of this report are fully implemented.



A faded, sepia-toned photograph of a large tree with a person and a dog sitting on the grass in the foreground. The text "Regulations" is centered over the image.

Regulations

The University has established several categories of rules which govern the conduct of students and organized student groups, each of which is described briefly below.

University Ordinances:

- a. Apply to all individuals — students, employees, visitors on campus
- b. Final approval by the Board of Trustees.
- c. Enforced by the Department of Public Safety with the support of students, faculty, and administrative personnel.
- d. Adjudicated through criminal court proceedings in the same manner as city ordinances or state laws.

(Although this book contains only selected ordinances, everyone is expected to comply with all University ordinances, which are available for reference in the Office of the Secretary of the Board of Trustees, 450 Administration Building; in the Division of Student Activities, 101 Student Services Building; and at each residence hall reception desk.)

General Student Regulations:

- a. Apply to the conduct of all registered students.
- b. Final approval by the Board of Trustees.
- c. Enforced by all students, faculty, and administrative personnel, with support of the Department of Public Safety.
- d. Adjudicated through University judicial procedures.

Student Group Regulations:

- a. Apply to those students specified in the regulation.
- b. Final approval by the Vice President for Student Affairs and Services.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through University judicial procedures.

Administrative Rulings:

- a. Apply to those specified in the ruling.
- b. Adopted by various offices of the University for implementing delegated administrative responsibility, usually after consultation with student-faculty advisory committees.
- c. Enforced by administrative personnel in the respective offices, supported by students and faculty.
- d. Adjudicated through administrative action and/or judicial procedures.

All-University Policies:

- a. Apply to all students or, if specified, all members of the University.
- b. Final approval by the Board of Trustees for carrying out major University responsibilities.
- c. Enforced by students, faculty, and administrative personnel.
- d. Adjudicated through University judicial procedures.

In general, all-University policies and administrative rulings apply only to those individuals registered as students. Some, however, also apply to University employees. Where such is the case, mention is made of the fact immediately before the text of the policy or ruling.

Additional Regulations

The governing bodies of living units recognized by the University (specifically residence halls, sorority houses, fraternity houses and cooperative living units) have authority to regulate the conduct of residents. No such regulations are included in this book. Students are, however, responsible for compliance with any such existing regulations. The texts of all regulations in force in a given living unit are available either from its governing body or its staff advisor.

Students are, of course, expected to live in accordance with local, state, and national laws. The enforcement of such laws is the responsibility of the legal and judicial authorities duly established for that purpose. Conduct alleged to have violated both law and University regulations may be handled concurrently through the courts and University disciplinary proceedings. The complainant may choose whether to file criminal charges and/or an internal judicial complaint.

The legislative procedure for approval of regulations; the judicial procedure for adjudication of alleged violations; the guarantees of students' rights to be free from unnecessary regulation; the procedures for substantive challenge of regulations; and the statements of principle limiting the nature of regulations are each in turn discussed elsewhere in this book.

The regulations which follow are arranged so as to list the General Student Regulations first as a body. All other regulations follow, arranged alphabetically by title. Each regulation includes, besides the text, an identification of type; a citation of approving agencies and date of final approval or most recent amendment; and a cross reference to other regulations on the same topic where applicable.

GENERAL STUDENT REGULATIONS

The following General Student Regulations have been approved by Associated Students of Michigan State University and the University Committee on Student Affairs, endorsed by the Academic Council and approved by the Board of Trustees, on an interim basis, to become effective December 1, 1970.

1.00 Statement of Purpose

1.01 The Michigan State University community hereby adopts the following General Student Regulations that apply to all registered students and are essential in order to secure the successful operation of the University, maintain good order, promote the designed objectives of the University, and obviate unnecessary and improper interferences with University activities.

2.00 Enforcement

2.01 The enforcement of these regulations shall be the responsibility of the duly-established University agencies.

2.02 The members of the University community are responsible for the support of these regulations.

3.00 Adjudication

3.01 The University Judicial System shall have jurisdiction over all General Student Regulations, and, upon a verdict of guilty, will set penalty on the basis of an established disciplinary code.

4.00 Scholarship and Grades

The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects that students will honor these principles and in so doing protect the integrity of the University grading system.

4.01 No student shall knowingly, without proper authorization, procure, provide or accept any materials which contain questions or answers to any examination or assignment to be given at a subsequent date.

4.02 No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.

4.03 No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him or her by another person.

4.04 No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own. (In addition see *Integrity of Scholarship and Grades*, pages 54-58.)

5.00 Records and Identification

If the University community is to function effectively it must be able to rely upon the accuracy of information contained in its official records and upon the materials used to identify its members.

5.01 No student shall knowingly provide false information to the University for any purpose.

5.02 No student shall, with intent to defraud, alter or forge any official University document, including identification materials issued by the University.

5.03 No student shall, with intent to defraud, knowingly allow University documents, including identification, that were issued for his or her use, to be used by another person.

(In addition see: *Campus Bus Policy*, page 40; *Counterfeiting, Altering, and Copying*, page 41; *Housing Policy, Student*, pages 53-54; *Identification Cards*, page 54; and *Records*, page 59.)

6.00 University Facilities, Materials, and Services

The facilities and educational materials provided by the University are important to the accomplishment of its objectives and must be protected.

6.01 No student shall, without proper authorization, remove any University property from its assigned place.

6.02 No student shall, without proper authorization, intentionally damage, deface or destroy any University property.

6.03 No student shall, without proper authorization, convey any University property to another person.

6.04 No student shall knowingly accept any University property procured for him or her without proper authorization.

6.05 No student shall, without proper authorization, enter or remain in any construction area, building under construction, tunnel, or restroom of the opposite sex.

6.06 No student shall, without proper authorization, enter or remain in any University building when it is officially closed, (as per hours posted on all entrances).

6.07 No student shall, without proper authorization, procure, manufacture, or have manufactured a University key, key card, or unlocking device.

6.08 No student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University.

6.09 No student shall, without proper authorization, sell or make contracts for purchase or delivery of any merchandise or services.

6.10 No student shall, without proper authorization, erect posters or handbills which advertise any commercial product, service, or activity, except on his or her personal property.

(In addition see: *Bad Check Collection Policy*, page 39; *Bicycles - Illegal Taking*, page 39; *Buildings*, page 40; *Closing Hours*, page 41; *Counterfeiting, Altering and Copying*, page 41; *Distribution of Literature*, pages 42-43; *Facilities and Services*, pages 43-48; *Financial Accounts*, page 49; *Fund-Raising*, page 50; *Hold Card Policy*, pages 51-53; *Library*, pages 55-56; *Plant Materials*, page 57; *Property Removal*, page 58; *Residence Hall Rooms*, pages 59-60; *Signs*, page 61; and *Social Regulations*, pages 61-64.)

7.00 The Individual

If the University is to accomplish its many objectives, there must be a recognition that the integrity of the individual is of primary importance.

7.01 No student shall appropriate the property of another person, permanently or temporarily, without the permission of the owner.

7.02 No student shall knowingly endanger the health or safety of another person.

7.03 No student shall, without proper authorization, possess or use any firearm or explosive material on grounds governed by these regulations.

7.04 No student shall intentionally interfere with the educational or service functions of the University to such an extent that his or her activity prohibits the continuation of any of those functions.

(In addition see: *Bicycles - Illegal Taking*, page 39; *Disorderly Assemblage*, page 42; *Distribution of Literature*, pages 42-43; *Facilities and Services*, pages 43-48; *Firearms or Weapons*, page 49; *Molesting*, page 56; *Residence Hall Bill of Rights*, page 62; *Safety*, page 60; and *Safety in Residence Halls*, page 60.)

ORDINANCES, STUDENT REGULATIONS, ADMINISTRATIVE RULINGS, AND ALL-UNIVERSITY POLICIES

ACADEMIC POLICIES AND REQUIREMENTS

1. All-University academic requirements and policies that apply to both undergraduate and graduate study are stated in the "General Information" section of the *Michigan State University Catalog*. The "Undergrad-

uate Education" section of the catalog states policies related to the undergraduate study; the "Graduate Education" section has reference to graduate study. The programs of study and the requirements of the individual colleges are stated in the section of the catalog entitled "The Colleges and Programs of Study." Students are encouraged to consult their academic advisers concerning academic requirements.

2. The *Schedule of Courses and Academic Handbook*, which is published each term and is available at the Office of the Registrar, 150 Administration Building, should be used as a reference for the general procedures and regulations that pertain to the academic programs, including the following:

Academic Record

Academic Actions

- Academic Dismissal
- Academic Recess
- Minimum Academic Progress Scale (MAPS)
- Readmission

Change of Enrollment

- Adding and Dropping Courses
- Adjustment of Fees

Class Attendance

Code of Teaching Responsibility

Credits

- Class Standing
- Credit Load

Fees and Tuition

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

Final Examinations

Grading Systems

- Grade Correction
- Grade-Point System

Privacy and Release of Student Records

mitted in housing facilities (rooms, suites, and apartments) assigned by Michigan State University.

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

. . . The use of alcoholic beverages is expressly prohibited in all public areas of campus buildings except as indicated in the sections below.

. . . The use of alcoholic beverages at non-student social events, subject to state law, is permitted in areas designated by, and with the approval of, the Office of the Secretary of the Board of Trustees.

. . . The use of alcoholic beverages at student social events, subject to state law, is permitted in areas designated by, and with the approval of, the Office of the Vice President for Student Affairs and Services.

2. State Law

State law, as indicated in Ordinance 22.00, refers primarily to the following State Statutes. The Michigan Statutes Annotated incorporate the State Liquor Control Act, 1968 Publication. Included here are amendments resulting from the Michigan Age of Majority Act of 1971 (Public Act 79).

- a. State Statute 18.1004 (1). State Liquor Control Act 436.33, as amended by Public Act 13, 1972 Sec. 33. No alcoholic liquor shall be sold to any person unless he shall have attained the age of 18 years.
- b. State Statute 18.1004 (1). State Liquor Control Act 436.33a, as amended by Public Act 13, 1972 Sec. 33a. No person under the age of 18 years shall purchase or knowingly possess or transport any alcoholic liquor, or knowingly possess, transport, or have under his control in any motor vehicle any alcoholic liquor unless said person is employed by a licensee under this act and is possessing, transporting or having such alcoholic liquor in a motor vehicle under his control during regular working hours and in the course of his employment.
- c. State Statute 28.336 (1). Michigan Compiled Laws 750.141a. Any person, who willfully gives or furnishes any alcoholic beverage to a minor except upon authority of and pursuant to a prescription of a duly licensed physician, shall be guilty of a misdemeanor.
- d. State Statute 18.988. State Liquor Control Act 436.17. . . . No licenses shall be issued by the commission to sell alcoholic liquor either on or off the premises, in such cases in which the property or establishment to be covered by the license is situated in or on any state owned lands. (Except that as amended by Public Act 417, 1976.) The commission may issue to the governing board of a college or university . . . a license to sell alcoholic liquor for consumption on the premises of a conference center operated by the governing board. Licenses granted under this section may be used only for the sale of beverages at regularly scheduled conference center activities.
- e. State Statute 18.997 (3). State Liquor Control Act 436.26c. No person shall maintain, operate, lease or otherwise furnish to other persons any premises or place which

ADDRESS CHANGE (All-University Policy)

The *Student Housing Policy*, pages 53-54, states the following: "Every student is required to report their correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which the student is living, or failure to notify the University of a change of address within five class days after the change becomes effective, will be considered as falsification of University records. (Change of off-campus address is made in the Office of the Registrar, 150 Administration Building. Change of on-campus address is made in the office of the living unit manager.)"

— Board of Trustees
— July 16, 1971

ADDRESS WITHHOLDING POLICY

(Administrative Ruling)

Students may, upon request, withhold their name and address information from publication in the *Student Directory*. Such students should turn in a signed written request at 150 Administration Building during the first five days of classes fall term.

— Office of the Registrar
— June 1972

ALCOHOLIC BEVERAGES

1. Alcoholic Beverages (Ordinance 22.00)

. . . The use or possession of alcoholic beverages, including beer and wine, subject to state law, is hereby per-

is not licensed under this act, wherein such other persons may engage in the drinking of alcoholic beverages, for a fee or for any other consideration, including the sale of food, mixes, ice or other fluids used with alcoholic drinks or the storage of alcoholic liquors.

- f. State Statute 18.1015. State Liquor Control Act 436.44 Any person engaged in the business of selling or keeping for sale alcoholic liquor in violation of the provision of this act, whether as owner, clerk, agent, servant or employee, shall be equally liable, as principal, both civilly and criminally, for the violation of the provisions of this act, or any person or principal shall be liable, both civilly and criminally, for the acts of his clerk, servant, agent or employee, for the violation of the provisions of this act.

3. University Residence Hall Alcohol Policy

GENERAL POLICY (Student Group Regulation)

Any residence hall may elect to permit the use of alcoholic beverages within the hall. Each residence hall which permits the use of alcoholic beverages shall submit to the Vice President of Student Affairs and Services a policy which will show the process used to control the use of alcohol and the process of referral and judicial action taken in the event of violations of the policy. This policy must be approved by the head adviser and manager of the residence hall and shall include the following three provisions:

- a. The possession and consumption of alcoholic beverages within the residence hall shall be restricted to those persons 18 years of age or older.
- b. The primary responsibility for the proper use of alcoholic beverages shall not rest with resident assistants, but shall be the responsibility of all those living in the hall.
- c. Each hall shall include within its alcohol policy a roommate bill of rights.
 - Residence Halls Associations
 - Associated Students of Michigan State University
 - University Committee on Student Affairs
 - Vice President for Student Affairs and Services
 - January 1, 1972

POLICY IMPLEMENTATION AND INTERPRETATION (Administration Ruling)

Registration Procedure for Social Events Involving Alcohol in Michigan State University Residence Halls:

- a. Purpose of having a registration procedure:
- Registration and approval of social events involving alcohol is required as the means of implementing Michigan State University Ordinance 22.05, which states that "the use of alcoholic beverages at student social events, subject to state law, is permitted in areas designated by, and with the approval of, the Office of the Vice President for Student Affairs and Services." This ordinance places responsibility on the Office of the Vice President to insure that social events at which alcohol is consumed meet the conditions set forth by

state law and Ordinance 22.00. In addition, the process of registration and approval of such events allows some system of insuring that student social regulations, local residence hall alcohol policies, and a Roommate Bill of Rights are followed. The registration system further provides a way of determining the individual or individuals responsible and accountable for the conduct of residence hall social events involving alcohol.

- b. Effective January 1, 1972, the Vice President for Student Affairs and Services has delegated to the head resident advisers the authority to register and approve social events in their residence halls at which alcohol will be consumed. This authority is delegated in accordance with the recommendations of the University Committee on Student Affairs, ASMSU, and the Residence Halls Association. Head advisers will develop registration procedures in accordance with the requirements below:

- (1) Registration of social events within the residence hall will be required in the following situations:
 - (a) Any event at which alcohol will be consumed in common areas of the residence hall approved for such events by the hall alcohol policy.
 - (b) Any alcohol-related social event within the common areas of a house or precinct. Social event is interpreted to mean any event attended by 10 or more individuals. (This arbitrary number is a guideline to help students be aware of the fact that a house event is large enough to require registration.) Common areas of a house or precinct would include the hallway, common bathroom, study rooms, lounges or other areas of the house used in common by house residents.
- (2) Registration and approval for social events as defined above shall be the responsibility of the residence hall head adviser. Space bookings for such events held in the approved common areas of the hall (excluding the house or precinct) shall be made by the hall manager, in accordance with policies governing the use of space in residence halls. (See pages 45-48 of this book.)
 - (a) Registration procedures will require that the student or students sponsoring the alcohol social event indicate to the head adviser that they understand their responsibility for keeping the event's activities within the scope of the state law, MSU Ordinances, regulations, and hall policies pertaining to alcohol possession and use.
 - (b) Registration procedures will also include providing the sponsoring student or students copies of the aforementioned laws, ordinances, and regulations.
- (3) Registration of social events where alcohol is served *not* required in student rooms, suites, or apartments. Also, registration is *not* required for any event held in the common areas of a house or precinct at which nine or less individuals are in attendance.
- (4) It shall be the responsibility of those students assigned to a room, suite, or apartment to insure that any social event involving alcohol held within their room, suite, or apartment will be conducted in ac-

cordance with state law, University Ordinance 22.00, and the *University Residence Hall Alcohol Policy*.

c. Enforcement procedures and responsibility:

- (1) Violations of University social regulations or hall policies governing use of alcohol, including violations of the registration requirements, shall be adjudicated within the framework established by *Academic Freedom for Students at Michigan State University*.
- (2) Responsibility for enforcing the provisions rests primarily with the residence hall students designated as responsible in sections (2) (a) and (4) above for a social event within a room, suite, or apartment, and house or hall area. Failure on the part of those students with primary responsibility to enforce the provisions of the alcohol policy will require the intervention of the house or hall government and/or a member of the advisory staff.
- (3) In the event a house or hall government official and/or advisory staff member must intervene, they will attempt to correct the situation causing the violation of the alcohol policy. If such action does not correct the violation, a referral of the responsible student(s) through judicial channels is appropriate.

Administrative Rulings Governing the Development of Residence Hall Alcohol Policies

The following administrative ruling establishes the requirements for developing a residence hall alcohol policy. Such a hall policy must be approved by the residence hall governing body, head adviser(s), and hall manager and must be on file with the Vice President for Student Affairs and Services (via the area director) before it is in effect.

Each hall, in order to have social events involving consumption of alcohol within the common areas of house or halls, must develop a hall alcohol policy in accordance with the following provisions:

- a. Common areas of the residence hall where social events involving consumption of alcohol may be held must be specified. These areas are not to include those prohibited by University Ordinance 22.02.
- b. Any alcohol-related social event of the hall to be held in approved common areas must be registered according to the procedure for registration.
- c. Any alcohol-related event within the common areas of the house or precinct attended by 10 or more people must be registered in accordance with the registration procedure.
- d. In accordance with the *University Residence Hall Alcohol Policy*, the hall policy must contain the hall's Roommate Bill of Rights.
- e. In accordance with the *Academic Freedom for Students at Michigan State University* requirement that all regulations be made accessible to students, each hall governing body shall make available to hall students copies of applicable State Statutes, University Ordinance 22.00, and University and hall policies related to alcohol.

f. Responsibility for an alcohol-related event held in a house, precinct, or common area of the hall shall rest with those students designated under the registration procedure. Such events held in common areas of the house or precinct not required to be registered (attended by nine or less individuals) shall be the responsibility of those attending the event.

g. In accordance with the University registration procedure, responsibility for alcohol-related events held in student rooms, suites, or apartments shall lie with the students assigned to those rooms, suites, or apartments.

h. Alleged violations of the provisions of University and hall policies and administrative rulings concerning alcohol shall be adjudicated within the framework of *Academic Freedom for Students at Michigan State University*.

— Vice President for Business and Finance

— January 1, 1975

4. Off Campus Organized Living Units

a. The use of alcoholic beverages by students within the confines of their organized living unit is governed by State Statutes (see Section 2, page 34) and ordinances of the City of East Lansing.

b. The use of alcoholic beverages at social functions sponsored on campus by the members of an organized living unit is permitted in areas designated by, and with the approval of the Office of the Vice President for Student Affairs and Services. Information regarding designated areas and approval may be obtained in the Division of Student Activities, 101 Student Services Building.

5. Registered Student Organizations

Information regarding the necessary approval for the serving of alcoholic beverages at social functions sponsored on campus may be obtained in the Division of Student Activities, 101 Student Services Building.

ALL-UNIVERSITY EVENTS AND ACTIVITIES

(Student Group Regulation)

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

ANIMALS (Ordinance 25.00)

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

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

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

. . . No person shall bring any animal into any University area such as the Beal Botanical Garden or the Horticul-

ture Gardens when such areas are posted to prohibit the presence of animals.

. . . Exceptions to the above provisions shall include:

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

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

(Applicable to University employees as well as students.)

Article 1. Purpose

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

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

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

Article 2. Discrimination

A. Kinds of discrimination prohibited:

1. Disparity of treatment in employment, job placement, promotion or other economic benefits on the basis of race, creed, ethnic origin, sex, age, political persuasion or sexual preference.

2. Limitation of access to residence, or to participation in educational, athletic, social, cultural or other activities of the University because of race, creed, ethnic origin, sex, age, political persuasion or sexual preference.

3. Harassment based on race, creed, ethnic origin, sex, age, political persuasion or sexual preference.

B. These policies and procedures shall apply to:

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

Article 3. The Anti-Discrimination Judicial Board

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

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

1. Three students appointed by the Student Board of ASMSU, from nominees submitted by the All-University Student Judiciary. All those appointed shall be juniors and shall serve for two years (unless appointed to fill an unexpired term). At least one member shall be a minority² and one female. One graduate student shall be selected by the Council of Graduate Students for a two-year term. Three faculty members shall be selected by the University Committee on Academic Governance for three-year terms. At least one shall be a minority and one female. One member of the Board shall be selected by the Administrative Professional Association to serve for three years. Two members shall be selected by the MSU Employees Association for terms of three years. AFSCME Union Local 1585 shall select one member of the Board to serve for three years. Members of the Anti-Discrimination Judicial Board shall not serve concurrently on any other committee or council established by the Department of Human Relations. Provision may be made for alternate members of the Board.
2. The Department of Human Relations shall provide staff services for the Board including an Executive Secretary who shall serve ex officio with no vote on the Board.

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

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

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

3. At the first meeting of the academic year, the voting members of the Anti-Discrimination Board shall elect from among their number a chairperson, who shall serve in that capacity for one year.

C. Jurisdiction of the Anti-Discrimination Judicial Board.

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

D. Procedures of the Anti-Discrimination Judicial Board.

1. Upon receipt of a claim by an individual as described in C.1. above, the executive secretary to the Board shall conduct an informal investigation and seek to achieve resolution of the matter through mediation.
2. If no resolution is reached under D.1. within 20 working days, the executive secretary shall report immediately in writing to the chairperson of the Anti-Discrimination Judicial Board who shall appoint a fact-finding committee of three (one faculty, one student,

and one other employee) voting members of the Board to investigate the claim. Utilizing the office of the executive secretary, these members shall initiate their investigation within seven working days of the notification of their assignment. They shall, without undue delay, render a decision in the claim and report their decision to the chairperson of the Board and to both parties to the dispute. The fact-finding committee may conclude: a) that a claim lacks merit in which case it shall dismiss the claim for lack of probable cause to credit the allegation, b) that there was insufficient evidence to substantiate the claim in which case it shall dismiss the claim on that basis, c) that the Anti-Discrimination Judicial Board has no jurisdiction in which case it shall dismiss the claim for lack of jurisdiction, d) that a conciliation has been effected in which case it shall order the case closed as adjusted, or, e) that there is probable cause to credit the allegation in which case the committee's decision shall state the finds that support the conclusion and shall specify the action or actions that must be taken to remedy the violation of the University policy against discrimination. Unless appealed, the decision shall become binding on both parties, provided, however, that any recommendation for the payment of money shall be referred by the President to the Board of Trustees of Michigan State University as an item of appropriation. Members of the fact-finding committee shall not participate further in any hearing by the Anti-Discrimination Judicial Board in the event the decision is appealed.

3. Either party may appeal the decision of the fact-finding committee by filing a written request with the chairperson of the Board for a hearing before the other eight members of the Board. Such appeal to be considered must be filed within 14 working days following notification of the decision and state the reasons for the appeal request.
4. The Anti-Discrimination Judicial Board shall, within 14 working days, hold a formal hearing to consider the appeal. At this appeal hearing both parties may present evidence and may be accompanied by counsel of their choice. Both parties shall have the same rights of due process that are guaranteed to students by Article IV (Sections 4.2.1.03 through 4.2.1.10) of the Academic Freedom for Students document and to faculty by Article IV (Sections 4.2 through 4.8) of the Interim Faculty Grievance Procedure. Such appeal hearings shall be closed unless both parties consent to an open hearing.
5. The Anti-Discrimination Judicial Board shall promptly render a Decision following the conclusion of the appeal hearing. Its Decision shall specify the action or actions recommended to be taken to remedy the violation of the University policy against discrimination. In the case of a tie vote by the Anti-Discrimination Judicial Board, the decision of the fact-finding committee shall stand. Any recommendation for the payment of money shall be referred by the President to the Board of Trustees of Michigan State University for its consideration as an item of appropriation.
6. The Board, through its executive secretary, shall make regular reports to the President of the University, who shall in turn share these with the Board of Trustees.

Article 4. Final Resolution

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

Article 5. Other Provisions

A. Time Limits

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

Approved by the Board of Trustees February 28, 1970

Amended February 19, 1971

Amended April 21, 1972

Amended February 25, 1977

BAD CHECK COLLECTION POLICY

(Administrative Ruling)

The following is the Policy for Collection of Bad Checks.

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

1. Checks negotiated for the purpose of registering, including payment of holds, tuition, board and room:
A written notification is sent to each student by certified mail notifying him or her that his or her check was returned and requesting him or her to redeem the check or contact the Cashier's Office within seven (7) days. The notice also informs the student that his or her registration will be cancelled if the check is not redeemed by the due date on the notice and his or her registration will not be reinstated during the term in question. A late registration charge of \$20 is assessed unless the student brings a letter from his or her bank denoting that the bank made an error.
2. Checks negotiated for reasons other than registration:
Only one written notice is sent to a person notifying him or her that his or her check has been returned by his or her bank. This notice requests that he or she redeem the check within a period of seven (7) days by cash, money order, or certified check plus a \$4.00 service charge.

- a. Non-Student Checks — If there is no response to the notice, an attempt will be made to contact the person on the telephone. Those who cannot be reached by telephone or do not respond to telephone calls are charged back to the department cashing the check. If the check amount exceeds \$10.00, it is sent to departmental receivables to be referred to a collection agency.
 - b. Student Checks — If the student does not make restitution on the bad check by the deadline, the student's name is placed on the registration hold list. If a student has three (3) checks that he or she does not redeem by the required deadline, his name will be referred to the Office of the Vice President for Student Affairs and Services for judicial action.
3. Checks negotiated when it appears that the individual has full knowledge that funds were not available or the person admits to securing money under false pretenses:
 - a. If the individual or student fails to make restitution as a result of normal follow-up procedures, and it appears that the individual has full knowledge that funds were not available, or the person admits to securing money under false pretenses, the case will be reviewed for possible prosecution.
 - b. Students who issue three (3) checks in one term and fail to make restitution by the deadline stated on the notices will be referred to the Vice President for Student Affairs and Services for judicial action.
 - c. Individuals wishing to make restitution on checks referred to the Department of Public Safety must make restitution at that office.
 4. Bad Check Lists — A student, who has issued three (3) checks to the University that have been returned by his or her bank, will be sent a letter advising him or her that his or her name is being placed on the bad check list. This letter also advises him or her that all future payments to the University must be by cash, money order, or certified check.
 - a. Removal of name from bad check list — A student may request that his or her name be removed from the bad check list one year from the date of his or her notification letter by writing a letter to the Cashier's Office.

— Vice President for Business and Finance
— January 1, 1975

(In addition see *General Student Regulation 6.00*, page 33.)

BICYCLES

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

I. Licensing

Every bicycle operated or possessed on the campus must be licensed either by the University for a fee of 50 cents, or by the cities of Lansing or East Lansing. Licenses issued by the University are available in the Vehicle Office, in the Department of Public Safety Building. Licenses must be immediately attached to the bicycle.

2. Parking

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

3. Operation

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

4. Equipment

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

5. Impounding

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

6. Illegal Taking

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

7. Annual Cleanup

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

8. Enforcement and Administration

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

— Board of Trustees

(In addition see *General Student Regulations 6.00* and *7.00*, page 33.)

BUILDINGS (Ordinance 13.00)

... The Secretary of the Trustees of Michigan State University is hereby empowered to establish regulations restricting or prohibiting access to and/or use of University buildings and property by employees and students of the University and by members of the general public when such regulations are deemed desirable for the convenient and efficient conduct of the affairs of the University or for the management and protection of its property; provided such regulations must be posted at the entrances to the facility or portion of the facility or building affected.

... No person or persons shall willfully destroy or damage or in any manner deface, destroy, or injure any prop-

erty not his own, or any public building, bridge, fire hydrant, alarm box, street light, street sign, or shade tree belonging to Michigan State University, or mark or post handbills on or in any manner mar the walls of any public building, or any fence, tree, or pole within the confines of Michigan State University, or take, or meddle with any property belonging to Michigan State University or remove the same from the building or place where it may be kept, placed, standing, or stored, without authority from the Secretary of the Board of Trustees or his designated agent.

(In addition see *General Student Regulation 6.00*, page 33.)

CAMPAIGNING, CANVASSING, AND PETITION DRIVES

Persons interested in conducting political activities on the University campus should contact the Division of Student Activities, 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.

CAMPING (Ordinance 14.00)

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

CAMPUS BUS POLICY (Administrative Ruling)

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

a. Bus Passes

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

b. Bus Tickets

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

Building, Married Housing, Kellogg Center, and all residence halls.

c. **Conditions of Use**

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

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

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

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

— July 6, 1977

(In addition see *General Student Regulation 5.00*, page 33.)

CAMPUS MAIL SERVICE

CAMPUS MAIL (All-University Policy)

1. At its May, 1965 meeting the Board of Trustees reaffirmed that MSU Mail Service is intended only for the distribution on Campus of official University communications and the collection and metering of mail for off-campus mailing.

2. Examples of communication that will be handled are: Notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to current University business. Those that cannot be distributed are requests for contributions (except Community Chest), sales or collections by campus organizations or individuals, church announcements, club announcements, notices of political or organizational meetings except meetings of learned and professional societies.¹

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

— Board of Trustees
— May, 1965

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

CLOSING HOURS IN UNIVERSITY RESIDENCES (Student Group Regulation)

1. Closing Hours:

a. All residence halls, sororities and supervised off campus housing will be closed at the following hours:

Sunday-Thursday: 12 midnight - 6:00 a.m.

Friday-Saturday: 1:00 a.m. - 6:00 a.m.

2. Security Procedures:

a. Residence Hall Management, Residence Halls Association, and Vice President for Student Affairs and Services personnel shall establish guidelines for security in residence halls in accordance with this policy.

b. Each residence hall shall establish internal security procedures consistent with the guidelines of 2.a. above, which reflect unique differences in the needs and desires of the residents of each hall, and differences in the physical design and construction of each hall.

— Residence Halls Associations

— Associated Students of Michigan State University

— Vice President for Student Affairs and Services

— June 16, 1972

(In addition see *General Student Regulation 6.00*, page 33.)

3. Arrival and Absences

a. **Registration Week**

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

b. **Absences**

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

— Residence Halls Associations

— Associated Students of Michigan State University

— Vice President for Student Affairs and Services

— February 7, 1973

CONTRACTS, HOUSING

1. A student living in a residence hall should consult the manager of the hall for information and policies regarding housing contracts.

2. A student living in an off campus organized living unit should consult the individual unit for information and policies regarding housing contracts.

COUNTERFEITING, ALTERING AND COPYING (Ordinance 15.00)

. . . No person or persons with intent to injure or defraud shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter, any writing, record, document

or identification used or maintained by Michigan State University.

. . . No person or persons shall knowingly possess, display or cause or permit to be displayed any writing, record, document or identification form used or maintained by Michigan State University knowing the same to be fictitious, altered, forged, counterfeited or made without proper authority.

. . . No person or persons without proper authority shall knowingly possess, make, or cause to be made, any key, card, or unlocking device, to operate any lock or locking mechanism used or maintained by Michigan State University.

(In addition see *General Student Regulations 5.00 and 6.00*, page 33.)

CURFEW (Ordinance 21.00)

. . . No minor who is 16 years of age or younger shall be in or upon any public street, alley or park within the confines of Michigan State University between the hours of 10 p.m. and 7 a.m. unless accompanied by a parent or guardian, or person delegated by such parent or guardian, or where the minor is upon an errand or other legitimate business directed by his parent or guardian.

. . . Any person of the age of 17 years or over assisting, aiding, abetting, allowing, permitting or encouraging any child under the age of 17 years to violate the provisions of the above section shall be in violation of this Ordinance.

DISORDERLY ASSEMBLAGES OR CONDUCT (Ordinance 16.00)

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

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

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

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

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

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

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

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

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

(In addition see *General Student Regulation 7.00*, page 33.)

DISTRIBUTION OF LITERATURE

The right of students to express opinions and communicate ideas in writing is viewed by the University as fundamental, subject to regulation only with regard to the manner of distribution, and the identification of the author. For this reason, the over-riding principles governing student publications are contained in the document codifying student rights and responsibilities, *Academic Freedom for Students at Michigan State University*, specifically in Article 6, entitled "Student and University Publications." The entire text of this article is printed on pages 20 through 21, and should be referred to at this point.

In addition to the stipulations in Article 6, there exists a regulation governing the distribution of materials (not exclusively student publications) within campus residence halls. This regulation follows.

Distribution of Material in Residence Halls (Student Group Regulation)

1. Mailbox distribution

Material may be placed in University residence hall mailboxes provided it qualifies as one of the following:

- a. U.S. mail.
- b. Campus mail with student's name and room number.
- c. Material from head resident adviser, residence hall programs, management, area managers, hall government or Residence Halls Association (RHA).
- d. Registered student organizations, living unit organizations, major governing groups and ASMSU, if the material carries the student's name and room number. RHA is excepted from this provision.
- e. Material presented to the desk receptionist if the material has the student's name and room number. (This is to be understood as communication between individuals, not mass distribution.)

The above procedures are to protect all the occupants of the halls from mass distribution of material that is generally not of interest to the majority of the occupants; to protect the privacy of the individual; and

to facilitate a method of circulation which is feasible and effective.

2. Free-will, pick-up distribution

Mass distribution of material, on a free-will, pick-up basis, may be accomplished in the University residence halls at the designated distribution center. Any University or student group or organization may distribute at this center, provided the name of the individual or individuals responsible for the material appears on the item to be distributed. If the organization or group is registered or has obtained a charter, the name of the organization shall appear on the material. This material may be removed after three days of exposure.

Any petitioning or leafleting within the halls which requires the use of hall space requires the permission of that hall government, manager, and head adviser. Halls which have no organized, functioning government refer jurisdiction to RHA, the area manager, and the area director.

3. Door-to-door distribution

The following guidelines were adopted by Residence Halls Association on September 26, 1973, on an interim basis and was updated on June 11, 1975.

Solicitation and Distribution: Solicitation for non-revenue producing purposes and distribution of materials for non-revenue producing purposes shall be permitted in residence halls subject to the following regulations:

- a. Person-to-person solicitation and distribution of materials for non-revenue-producing purposes is prohibited within residence hall cafeterias and in cafeteria lines.
- b. Solicitation and distribution is prohibited at any time that the residence hall is not officially open.
- c. Solicitators and distributors must sign in at the reception desk of a residence hall and specify the period of time they intend to be in the hall.
- d. All individuals are subject to hall escort and visitation policies.
- e. Solicitors and distributors must observe the wishes of residents who post their rooms, "No Solicitors or Distributors."
- f. The foregoing restrictions are designed solely to protect the privacy of residents and to maintain building security. They are not to be considered as prohibiting or discouraging solicitation for non-revenue-producing purposes in the residence halls.
- g. Aside from enforcement of the foregoing restrictions, residence hall staff shall in no way prohibit legitimate solicitation or distribution for non-revenue-producing purposes, censor materials to be distributed, or otherwise interfere with individuals or groups engaged in such activity.

4. Commercial distribution

No advertising for commercial and/or non-University interests shall be permitted, other than regular United States mail fully addressed with the student's name and room number.

5. Bulletin boards

- a. All notices and publicity for recognized and authorized student organizations (registered student

organizations, living unit organizations, major governing groups, and ASMSU) to be posted in residence halls shall be cleared through the Office of Residence Hall Programs, 338 Student Services Building.

- b. All other notices or publicity shall be cleared by the head adviser. A blanket approval may be issued by the manager of residence halls or the Office of Residence Hall Programs.
- c. No advertising for commercial interests will be permitted.
- d. Size of notices and publicity shall not exceed 12" x 18".
- e. Each individual residence hall shall have final authority to make exceptions in regard to its policy of bulletin board maintenance.

6. Violation of this policy

- a. Any student in a University residence hall who does not comply with this policy will be referred to the student's head adviser. The head adviser may refer the student to the hall judiciary if deemed necessary.
- b. Any other student will be referred to the Office of the Vice President for Student Affairs and Services.
- c. Any individual outside the University community who does not comply with this policy will be referred to the proper authorities.

7. Revisions

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

- Residence Halls Associations
- Residence Hall Programs
- Residence Hall Management
- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- February 27, 1973

(In addition see *General Student Regulation 6.00* and *7.00*, page 33.)

FACILITIES AND SERVICES, UNIVERSITY

1. All-University Policy for Use of Michigan State University Facilities and Services, Exclusive of Residence Halls, Food Stores and Kellogg Center, by Students; and for Revenue-Producing Projects of Students (Student Group Regulation)

a. Use of Facilities and Services

- (1) All registered student organizations, living unit organizations, major governing groups, and Associated Students of Michigan State University (ASMSU) are to be allowed to use University facilities and services. In addition, individual students and/or unregistered student groups having written permission from ASMSU and the Division of Student Activities and upon

certification of financial responsibility, are to be allowed to use University facilities and services. The activity for which a facility is requested cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements.

- (2) All events and meetings held on University property or in University facilities which are not "for members only" shall be deemed public meetings open to the University community and any member of that community shall be admitted without discrimination as to race, creed, religion, national origin, sex, or sexual orientation.

Meetings and events which are "for members only" must be so designated when facilities are requested. In addition, the organization must have a record of the individual members prior to requesting facilities and may invite only the pre-determined membership to the meeting or event.

- (3) Security measures for public meetings shall be routinely cleared through and approved by the Department of Public Safety. Should security procedures, as determined by the Department of Public Safety, result in more than routine security costs, the additional costs shall be assumed by the group sponsoring the event. In the event that the sponsoring group contests the ruling of the Department of Public Safety as requiring excessive precautions, the group may appeal the ruling under Section 4.3.4.5 of *Academic Freedom for Students at Michigan State University*.

b. Revenue-Producing Projects

- (1) For the purposes of this policy, all activities involving the collection of money by student groups are defined as revenue-producing projects. Revenue-producing projects include the selling of printed materials, political materials, student-produced goods, student-provided services, the selling of tickets and/or charging admission to public activities or events, the soliciting of voluntary contributions, and the selling of other goods and services.
- (2) Only registered student organizations, living unit organizations, major governing groups, and ASMSU may conduct revenue-producing projects on campus.
- (3) All revenue-producing projects must be registered with ASMSU and the Division of Student Activities 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*. These guidelines are on pages 20-21 of this book.)

- (4) The following guidelines are established and apply to all revenue-producing projects conducted on campus:

- (a) The date, location, and a brief description of the revenue-producing project must accompany the registration which must be signed by the sponsoring organization's presiding officer. This signature will indicate the sponsoring organization's approval of said project. (NOTE: The Activity Planning Form that is to be used for registration of this information is available in the Division of Student Activities, 101 Student Services Building.)
- (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 Union Building and in the lobby of the International Center.
- (e) Revenue-producing projects conducted on campus, outside of campus buildings, may not interfere with the use of streets, sidewalks, and building entrances or classes, and other organized educational activities.
- (f) Organizations may be required to pay a standard service charge only for any additional University services that might be required because of the revenue-producing project. The decision to assess such charges may not be based on the method of collection of revenues, the purpose of the revenue-producing project, or the nature and/or composition of the sponsoring group.

c. Conferences

Requests for facilities for conferences or meetings which extend beyond individuals in this University, such as district, regional, or national conferences, must be registered with ASMSU and the Division of Student Activities. Procedures for registering such requests have been developed jointly by ASMSU and the Division of Student Activities and are available in the Division of Student Activities, 101 Student Services Building.

d. Violations of this policy

The sponsoring organization(s), officers of the sponsoring organization(s), and/or individuals involved in an alleged violation of this policy may be referred to the appropriate judiciary — All-University Student Judiciary or University Graduate Judiciary.

- Associated Students of Michigan State University
- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- Secretary of the Board of Trustees
- May 17, 1971

2. Use of Space in Residence Halls (Student Group Regulation)

Residence halls at Michigan State University have been designed to include multipurpose space for academic, social, cultural, governmental, and recreational programs. Residence hall space is primarily for the use and benefit of those students who reside in residence halls during a regular academic term (which is defined as the first day of hall opening through hall closing for that term). For this reason, the recognized governing body of a hall or its authorized representative, the manager, and head advisor/hall director are responsible for the granting of permission to use space in that hall. (The manager and head advisor/hall director will assume all responsibility if a student government does not exist in a given hall.) These three groups should not become simply a booking agent, but should recognize that through their responsibility for reserving hall space they can provide hall residents with opportunities for an expanded range of experiences and involvement. **This responsibility includes both educational and financial considerations which extend beyond the mechanics of booking rooms. Furthermore, this responsibility must include a concern for the safety and security of the residents and the hall.**

a. General Guidelines for Space Use

- (1) Initial contact for the approval and booking process for use of classrooms, kivas, lounges, conference rooms, dining rooms, and similar space, outside of regularly scheduled day and evening classes within a particular hall is initiated by contacting one of the three groups necessary for approval — the head advisor/hall director, the hall manager, or the hall student government. In this initial contact the steps in the approval and booking process specific to the particular hall will be explained.
- (2) The hall student government, head advisor/hall director, and hall manager shall develop and have available copies of its specific policy for use of space within that particular hall. It shall include:
 - (a) procedures for obtaining approval and registration for use of space.
 - (b) the means and procedures for covering labor, set-up and clean-up costs; the method of financing; the collection of deposits, if

applicable; and the assessment of damage charges to the person and/or the group making the booking.

- (c) a list of groups that have automatic approval to book specific facilities for meetings through the manager's office for the purpose of making booking regularly scheduled meetings more expedient. These groups could include academic groups located within the hall, residential colleges within the hall, hall governments, advisory staff, management and possibly other groups as appropriate.
- (d) a list of the facilities in the hall which are available and any limitations on the use of each facility which are appropriate including fire safety limitations.
- (e) a list of the specific groups in a given hall that qualify as "within-hall groups" as defined in Section 2.b.
- (f) a statement about "other groups" as defined in Section 2.b. of this policy. This statement will allow for an individual hall to restrict its space based on such considerations as the size of the group, alcohol use, and the nature of the activity.
- (g) a statement which indicates the closing hours for events. All events or activities held within the living area are expected to end at hall closing — 12:00 midnight, Sunday through Thursday and 1:00 a.m., Saturday and Sunday mornings. However, halls may identify specific facilities outside the living area which could be used for events continuing past closing. Such events may be planned only by "within-hall groups." The facilities for such events must be in locations which result in no disturbance to residents in the living areas. If such facilities can be identified in a given hall and agreed upon by hall government, the head advisor/hall director, and the manager, a proposal for such an after-hours policy should be forwarded for examination and approval by the Area Director and Area Manager. Such a proposal should also contain explicit expectations for the way in which the hall escort policy will be maintained during such events without excessively overburdening the night receptionist. It would include, furthermore, a stipulation that such events will end promptly at the agreed upon closing time at the initiative of the residents planning the event and without the need for intervention by advisory staff. Subsequent to approval of such a policy, only the head advisor/hall director, hall manager, and hall government will need to give approval for a given event.
- (h) procedures to be taken against a group which violated agreements or policies governing the use of residence hall space.
- (i) other, as may be appropriate to each individual hall.

- (3) Carpeted dining rooms may be used for dances if a suitable floor covering is provided to protect the carpeting. If damages to carpeting occur as a result of dances or any other activity, the use of dining rooms for such purposes will be discontinued.
- (4) Food service, cleaning, set-up, and similar services must be secured through the hall manager. Listed below are general guidelines and exceptions to these guidelines may be made by the hall manager according to limitations of that particular hall or the requirements of a given event:
- (a) Events requiring food service need two weeks advance notification after approval is obtained and booking procedures completed.
 - (b) Events requiring special set-up or maintenance need one week advance notification after approval is obtained and booking procedures completed.
 - (c) Events requiring no special set-up need three working days advance notification after approval is obtained and booking procedures completed.
- (5) Since approval for use of residence hall facilities must be made jointly by the hall government, the head advisor/hall director, and the hall manager, any one of the parties may veto the use of a hall facility by any group. Such an action should be based upon a sound rationale: for example, a group which failed to fulfill its obligations in the past might be disallowed any further use of space. Primary responsibility for such decisions exists at the hall level and any dissatisfaction with such a decision should be discussed, first, at the hall level. An appeal is possible, but not to be considered routine, if a group thinks it has been treated unjustly. An appeal board consisting of the area director, area manager, and RHA designate can be convened by contacting one member.
- (6) Any event involving the **collection of funds** shall comply with the *All-University Policy for Use of Michigan State University Facilities and Services, exclusive of Residence Halls, Food Stores, and Kellogg Center by Students; and for Revenue-Producing Projects of Students* (see pages 43-44 of this Handbook) and with *Ordinance 30.00* regarding selling and advertising (see page 50 of this Handbook). Only those organizations specifically enumerated in these policies shall be eligible to collect funds for any event.
- (a) All student revenue producing events fall under the jurisdiction of ASMSU, RHA, and the Student Activities Office. Such events must be registered with the Student Activities Office prior to seeking hall space. (Information on procedures for registration of revenue projects is available in the Office of Student Activities, 101 Student Services Building.)
 - (b) Granting permission to use hall space for such revenue producing events remains the responsibility of the hall government, head advisor/hall director, and hall manager.
- (7) Any group requesting use of space in a residence 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 *University Residence Hall Alcohol Policy* (see pages 35-36 of this Handbook) 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*, pages 42-43, *Fundraising and Revenue-Producing Projects*, page 50; and *Signs*, page 61).
- (9) Any **petitioning or leafleting** within the halls which requires the use of hall space requires the permission of that hall government, manager, and head advisor/hall director. Halls which do not have an organized, functioning government defer jurisdiction to RHA. (See also: *Distribution of Material in Residence Halls*, pages 42-43, and *Guidelines for Campaigning, Canvassing, and Petition Drives on the Michigan State University Campus*, available in the Student Activities Office, 101 Student Services Building.)
- (10) Once space is approved for an All-University event/meeting to be held in residence hall facilities it shall be deemed a public meeting or event open to the entire University community. Any member of that community shall be admitted without discrimination due to race, creed, religion, national origin, sex, or sexual orientation. Similarly, any activity, event, or meeting approved for a house, hall, or complex shall be open to their members of the specific community without discrimination.
- Exceptions to the above such as special meetings or events which are "for members only" must be so designated when facilities are requested and advertised as such. In addition, the organization must have a record of individual members prior to requesting facilities and may invite only the pre-determined membership.
- (11) Formally scheduled classes should be conducted in facilities scheduled for that purpose unless prior approval for change is obtained from the academic department, the Office of Space Utilization, the hall manager, the hall governing body, and the head advisor/hall director.
 - (12) Should the need for special academic services occur, (i.e., testing, tutoring, help sessions, or make-up classes) prime consideration should be given to making such space available.
 - (13) Groups which fail to adhere to the responsibilities outlined in this policy or specific hall policies may be denied future use of space. However, before disciplinary/administrative action can be taken against a group, the basic tenets of due process must be followed.

- (a) The group shall be informed in writing that they are accused of space use policy violations. The disciplinary/administrative process may be initiated by either the hall government, the manager or the advisory staff.
- (b) The group shall have the opportunity to defend itself against the alleged accusations to a committee comprised of representatives of the hall government, management and advisory staffs. If an allegation is not contested by the group, the decision of the hall government, management and advisory staff becomes effective.
- (c) The group shall be informed, in writing, by the hall government, management and advisory staff of any disciplinary/administrative action being taken against it. Specific restrictions or sanctions should be detailed and included in the written notification.
- (d) Final appeal may be addressed to a committee comprised of the Area Director, Area Manager and RHA representative.
- (e) RHA, RHPO, and Management will keep a list of groups not adhering to the responsibilities outlined in this policy and will make such information available, upon request, to the halls.

b. Use of Space by Within-Hall Groups

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

- (1) Within-hall groups qualify for the use of residence hall facilities. Such within-hall groups and activities include three major categories:
 - (a) an event or activity planned by the hall, house, or hall government and, 1) attended solely by residents of that hall, or 2) attended by residents of that hall and their invited guests.
 - (b) an event or activity planned and attended by a hall group, which has been formally recognized by the hall government, and that group's invited guests. Hall groups which are so formally recognized are those which have received financial appropriations from the government, or have been formally approved and registered by the government (i.e., photography group, weightlifting group, Black Caucus, radio station). Such groups should be listed in the space use policy of each hall.
 - (c) an event or activity planned and attended by resident members of the residential college or academic unit housed within that hall and their invited guests.
- (2) Within-hall groups must assume responsibility for the meetings, events, or activities they plan. If a particular group does not have demonstrated financial resources (i.e., a University account) a representative of that group must sign a statement agreeing to assume financial responsibility for any charges.

- (3) Within-hall groups may **not** sponsor activities of groups which fall under Section 2.c., "other groups," thus giving the event "within-hall group" status and thereby circumventing the specific provisions of Section 2.c. which pertain to "other groups."
- (4) Charges for within-hall groups or activities are under the following guidelines. These procedures differ from those for other groups outside the specific hall for two reasons: first, these residents have paid for the use of these facilities through their room and board; second, these groups have recognized financial resources available through the hall government.
 - (a) Charges are not rental charges, but represent additional labor, supplies, material, or repair costs required to accommodate the event. The unit manager, in conjunction with advisors and student government representatives, determines whether or not volunteer help can be accepted to assist in set-up or clean-up. Care should be taken in planning events with respect to day, time, and location, so as to utilize all facilities to the best advantage with lowest possible labor costs.
 - (b) Charges for set-up and clean-up are made if an event is presented for residents of a **hall or complex** and an admission, collection, or donation is accepted from participants.
 - (c) Charges are made for any event sponsored for all students in residence halls or all University students regardless of whether the event is free or by paid admission.
 - (d) Should an admission or donation be requested solely for the purpose of covering costs (not to raise funds) no charges other than for damages will be assessed, provided tickets are used and a statement of income and expenses for the event is presented by the government to the hall manager. If a profit is realized, charges will be assessed.
 - (e) Charges will be made if additional labor is required to prepare the space for use the following morning.
 - (f) Charges are made for the use of hall dining rooms where major set-up or cleaning is required. However, the following halls are entitled to one such event each term at no charge so long as the event is non-profit. (This is due to the lack of multi-purpose space adequate to accommodate all residents at a given hall event.)

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

c. Use of Space in Residence Hall by Other Groups

- (1) Groups other than the within-hall groups outlined in Section 2.b. of this policy should be directed to use other facilities on campus unless their program, meeting, or event is of di-

rect 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* (see pages 43-48 of this Handbook) are eligible to request permission. This section lists registered student organizations, living unit organizations, major governing groups and ASMSU. Guidelines in this section as well as the general guidelines in Section 2.a. pertain to these groups requesting space in a residence hall.
- (3) All events planned by groups under this section must end by hall closing.
- (4) Hall government, head advisor/hall director, and the manager shall require the organization requesting to use space to handle the following:
 - (a) Cash deposit (as necessary depending on the nature of the activity).
 - (b) Payment as necessary for set-up, clean-up, and damage.
 - (c) Collection of funds.
 - (d) Staffing for supervision and enforcement of existing building and/or University regulations, ordinances, and policies.
 - (e) Admission procedures.
 - (f) The signature of a group representative on a statement of liability and responsibility.
- (5) All groups which fall under this section and which request the use of space in a residence hall shall be charged a deposit for the use of that space according to the hall's individual policy. Such a deposit will vary depending on the facility requested and the nature of the activity or event. The deposit shall be returned to the organization when all charges for labor, set-up, physical damage, or similar expenses are paid. A deposit shall not be retained for reasons other than payment for services or physical damage. **NOTE:** Facilities cannot be rented.
- (6) Organizations receiving permission to use facilities will be held responsible by the hall government, head advisor/hall director, and manager and will be charged for any costs to the hall or University (labor, supplies, materials, damages, etc.) incurred by their activity within the hall. A representative of the organization must sign an agreement with the hall manager accepting financial responsibility. Failure by the group to pay any charges will result in a hold card against the group's representative based on his or her contractual agreement. In addition, judicial action may be undertaken, future requests from that group may be denied, and/or a request may be made to ASMSU to revoke that group's status as a registered student organization.

— Residence Halls Association
— Residence Hall Programs
— Vice President for Student Affairs and Services
— May 26, 1976

3. Residence Halls Association Conference Housing Policy (Student Group Regulation)

a. Introduction

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

Residence Hall Management does not book conferences utilizing occupied student rooms during the academic year. However, a variety of conferences are held in halls during the summer months. They are generally placed in halls not occupied by students. Conferences held between terms (e.g., FFA Conference) utilize common areas only and/or empty rooms, and unoccupied student rooms.

The following Residence Halls Association (RHA) conference policy applies only to student conferences held during the academic year.

b. Procedures for Obtaining Permission to House Conference Delegates in Residence Halls:

- (1) Tentative approval for the conference must first be obtained from the Associated Students of Michigan State University (if the sponsoring group is a registered student organization), or from a department of the University.
- (2) Following tentative approval, the sponsoring group must complete the conference housing application. The application should be returned to Residence Halls Association at least six months (during which school is in session) prior to the planned conference.
- (3) The application must be approved by:
 - (a) Residence Halls Association
 - (b) Residence Hall Programs
 - (c) The department of Residence Hall Management
 - (d) All individual halls in which housing is desired
- (4) After RHA has approved the conference, a coordinator will be assigned from the central staff of RHA. The coordinator will assist in making all further arrangements for housing, feeding, and other facilities.
- (5) The group sponsoring the conference will be financially responsible for all costs incurred, including meals, linen, keys, rental of meeting rooms, stolen articles, and damage to the facilities used.
- (6) No later than 15 days prior to the conference, the sponsoring group must submit to the conference coordinator the exact number of delegates to be housed (with names and room numbers if possible).

— Residence Halls Association
— Associated Students of Michigan State University
— Vice President for Student Affairs and Services
— May 5, 1972

(In addition see *General Student Regulations 6.00* and *7.00*, page 33.)

FALSIFICATION OF UNIVERSITY RECORDS

See *General Student Regulation 5.00, Records and Identification*, page 33; and *Counterfeiting, Altering, and Copying Ordinance 15.00*, page 41.

FINANCIAL ACCOUNTS — STUDENT ORGANIZATIONS (Student Group Regulation)

1. General Policy

- a. The University does not require student organizations to have their financial accounts with the Controller's Office. They are, however, encouraged to follow good accounting principles and effective financial control of their funds.
- b. Registered student organizations, on campus living unit organizations, major governing groups, and Associated Students of Michigan State University may request to have a financial account with the Controller's Office, and shall be given an account upon request, except incorporated student groups.
- c. Student organizations conducting events to which the public (other than members of the organization) is invited and a stated admission or contribution is collected are encouraged to use tickets issued by the Controller's Office, following established procedures. Failure to follow these procedures may result in forfeiting the privilege of using the accounting services.
- d. Student organizations having the right to use University facilities and services have the option of paying for the use of University facilities and services either by cash, or through their University account, if such account exists. The University may require that cash payments be made in advance.

2. Policies Related to Financial Accounts Held With the Controller's Office

- a. A signature card designating the person and/or persons authorized to sign forms calling for the expenditure of funds from the organization's University account must be on file with the Controller's Office and with ASMSU. Organizations are not required to designate an adviser as the authorized person.
- b. Student organizations are responsible for accounting for any funds received and the allocations of those funds. Specifically, the accounting procedures of those student organizations are not subject to review by any agency of the University or by ASMSU.
- c. Student organizations and their officers are responsible for any financial obligations incurred by the organization and for any overdraft in their University account.
- d. The University will not be obligated to process authorized expenditures, if there are not sufficient funds in the student organization's University account. All other authorized expenditures must be processed.

e. Violations shall be referred to the appropriate judicial body.

- Associated Students of Michigan State University
- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- June 20, 1969

3. Procedures

Information regarding the current procedures, including service fee charges and account termination, related to financial transactions involving the use of a University account may be obtained from the Bookkeeping Division, Controller's Office, 360 Administration Building. These procedures are authorized and approved by the Controller's Office.

(In addition see *General Student Regulation 6.00*, page 33.)

FIREARMS OR WEAPONS (Ordinance 19.00)

. . . No person shall possess any firearm or weapon anywhere upon the lands governed by said Board: Provided, however, that the provisions hereof shall not apply to such possession within the residences of those persons lawfully residing in the married housing facilities of the campus who fulfill all applicable requirements of the state statutes pertaining thereto.

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

. . . The use of any such device is prohibited anywhere upon the lands governed by the Board except those areas specifically set aside and supervised as range facilities, or as part of the regular educational process.

. . . The provisions of this section shall not apply to the sworn police officers employed by the Department of Public Safety and other legally established law enforcement agencies.

(In addition see *General Student Regulation 7.00*, page 33.)

FIRES (Ordinance 20.00)

. . . It shall be unlawful for any person or persons to set a fire upon the lands governed by said Board except in approved stoves and grills in designated picnic areas or as required by University personnel in the dump area.

FOOD, PUBLIC SALE ON CAMPUS (Administrative Ruling)

(Applicable to University employees as well as students.)

Food offered for public sale on the campus must, in general, be handled only through the facilities of the Division of Housing and Food Services. This policy does not affect departments or colleges which have established cooperative coffee services that are offered only to their staff and guests. Such service, by agreement, is limited to donuts, rolls, coffee, and soft drinks.

In order to accommodate University organizations, both student and staff, who want the option to offer limited food service to invited guests either as a service to these guests or as a money raising project (or both), and in order at the same time to protect the University and its public, the University allows organizations to offer food for sale under the following guidelines or conditions.

- a. Sales shall be limited to special events or projects and not for general sale to the campus public.
- b. Location and/or time must be such that sales would not be in competition with an established food service. (When the University has a food operation in a building, food will be sold only by that unit.)
- c. Location must meet health standards of the State of Michigan. These locations will be inspected by the Concessions Department with any needed help from the University sanitarian.
- d. Only packaged or prepared food may be served, including but not necessarily limited to donuts, soft drinks, and packaged snack items.
- e. No food requiring preparation by health certified personnel may be served. Food prepared by outside vendors is not approved.
- f. Food may be obtained from the Concessions Department and charged at cost plus handling.
- g. The sponsoring organization must be responsible for any loss of or damage to loaned equipment.
- h. This organization must also be responsible for cleanup of any academic or other facilities and arrangements must be cleared with Physical Plant for any such needed service. An appropriate job request will be necessary for this.

(NOTE: Student organizations offering food for sale must register the event and/or activity according to Section b, "Revenue-producing Projects" of the *All-University Policy on University Facilities and Services* (see pages 43-48) and have it reviewed by the Housing and Food Services Division.)

— Housing and Food Services Division
— March 26, 1968

FUND-RAISING AND REVENUE-PRODUCING PROJECTS

1. Selling and Advertising (Ordinance 30.00)

. . . No person, firm or corporation shall engage in the business of selling, hawking, or peddling any goods, wares, merchandise or services, or take orders or make contracts for the purchase or delivery thereof, either at the time or in the future, within the boundaries of Michigan State University.

. . . No person shall erect or otherwise display, except on his personal property, any sign or poster or distribute handbills upon property governed by the Board which advertises or otherwise calls attention to any commercial product, service or activity.

2. Exception

An exception to the above ordinance for student organizations is provided in Section b., "Revenue-producing Projects" of the *All-University Policy for Use of*

University Facilities and Services. The text of this Student Group Regulation is on pages 43-48.

(In addition see *General Student Regulation 6.00*, page 33.)

HEALTH CENTER POLICY (Administrative Ruling)

1. General Policy

Michigan State University Health Center provides facilities for Michigan State University (MSU) students who are in need of medical, surgical, or psychiatric care.

2. Office Hours

Monday-Friday: 8:30 a.m. to 11:15 a.m. and 1:30 p.m. to 4:45 p.m.

Saturday-Sunday: for emergencies and urgent cases only.

3. Appointments

a. Appointments may be made up to two weeks in advance, by calling the Health Center Appointment Office, 353-4660, Monday through Friday from 8 a.m. to 4:45 p.m.

b. Students who prefer to come to the Health Center without an appointment will be seen according to time of arrival. Patients will be seen by a registered nurse in Office No. 1 where pertinent information will be obtained for the attending physician. The nurse is under the direct supervision of the physician on duty.

4. Fees¹

a. No fee is charged for the student for his or her visit to the Health Center if the visit occurs during the hours of 8 a.m. to 5 p.m. Monday through Friday. A service fee is charged for students requesting service between the hours of 5 p.m. and 8 a.m. All patients' visits on Saturday and Sunday will similarly be charged a service fee. In addition to this service fee, students are charged conventional drug and other fees applicable to their case.

b. All medications and medical supplies are dispensed at cost plus a reasonable handling fee.

c. The services of the X-ray, Clinical Laboratory, and Physical Therapy departments are charged according to type of service provided.

d. Students who have procured special medications or allergy vaccines at their own expense may have these substances stored at the Health Center, and may have the scheduled administration of the products performed there for a minimal service fee for each treatment.

e. Students who are too ill to attend classes are hospitalized in the Health Center. A daily room and board charge will be made in addition to the conventional drug and special service charges.

¹ As of July 1, 1974, all charges under \$5.00 must be a cash transaction. If the patient is unable to pay cash within 48 hours, he/she will be billed at a \$5.00 minimum. If unable to pay, bill will be mediated with Director of Health Center Business Office.

— Health Care Authority
— July 3, 1974

- f. Consultants are called upon the recommendation of the staff physician, and their professional fees are charged to the respective students.
- g. A professional fee for all surgery, excepting minor surgery, is charged to the student.
- h. All anesthetist fees are charged to the student.
- i. All laboratory, X-ray or other special medical service will be provided at the Health Center and charged to the student according to the current fee schedule.
- j. The University will not pay for ambulance service unless the need for such service arises from injuries sustained through classroom work or University employment. The ambulance fee in all other cases will be charged to the involved student.

5. Persons Eligible for Care

- a. All students regularly enrolled in the University and taking seven or more credits are entitled to health service during the term in which they are enrolled. Graduate assistants regularly enrolled in the University and working toward a graduate degree, are considered eligible. **The student identification card must be presented when service is requested.** Part-time students taking six credits or less are not eligible for care. Faculty members employed full-time and enrolled in one or more courses are not considered students and are not eligible for care at the Health Center.
- b. **A student is entitled to use the Health Center facilities only when he or she is enrolled in the University. The date and time limitations of enrollment are established from the University calendar which is printed in the Michigan State University Catalog.**

The following is the only exception to this rule:

Any student who has been eligible for Health Center care in the immediate past term will be eligible for care during an inter-term recess provided he or she intends to enroll in the ensuing subsequent term. If a student utilizes the facilities of the Health Center during an inter-term recess period, and then fails to enroll for the subsequent term, he or she will be billed for the services rendered at the prevailing fee for this area.

6. Class Excuses

The Health Center is authorized to issue class absence excuses only to those students who have been hospitalized in the Health Center. These excuses cover only the period of time that the student has been a hospital patient. **No other class absence excuse can or will be issued by Health Center personnel except in those cases where a very temporary infirmity prevents participation in physical education classes.**

7. Notification of Parents

The Health Center notifies by telephone the parents of students under 18 years of age whenever such a student is hospitalized for any of the following reasons:

- a. Serious or significant illnesses;
- b. Surgical observation or emergency surgery;
- c. Traumatic cases (auto accidents, significant falls, etc.);

- d. Prolonged hospitalization anticipated;
- e. Significant emotional upsets.

If any student is in the hospital 72 hours after admission and his or her parent has not been notified because the case did not appear to fall into any of the above categories, the parent is then notified by phone, unless he or she has visited the student or has been contacted by the student during the 72-hour post-admission period.

— Director, Health Center
— June 1973

HOLD CARD POLICY (Administrative Ruling)

1. Purpose of the Hold Card

Michigan State University makes use of a "hold card" procedure, whereby a card is placed in a student's card packet at registration to insure that the student shall not be allowed to complete registration until the specific conditions which caused use of the hold card are met. Hold cards are used for the following general purposes:

a. Financial Hold Cards

A properly authorized agency of the University may place a hold card against a student who has failed to meet a legitimate financial obligation to the University when due.

b. Judicial Hold Cards

A properly authorized administrative officer or judiciary may place a hold card against a student who has been suspended, through due process procedures, for violation of a University regulation, or in order to contact a student regarding pending judicial or administrative proceedings against the student.

c. Condition-of-Enrollment Hold Cards

A properly authorized agency of the University may place a hold card against a student who has been demonstrated not to have fulfilled a duly established condition of enrollment.

2. Authority for Hold Card Use

a. Financial Hold Cards

Use of financial hold cards by any agency of the University draws its authority from Article IV of the *Bylaws* of the Board of Trustees, which states that the Vice President for Business and Finance and Treasurer "shall be responsible for the collection, custody and accounting for all monies due the University." Students are required to meet legitimate monetary obligations to the University under the following regulations: (1) the Student Motor Vehicle Regulations, and (2) General Student Regulation 6.08, which states, "no student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University." University judiciaries are authorized by Article 4 of *Academic Freedom for Students at Michigan State University* to adjudicate alleged violations of regulations, and are authorized by this policy to initiate use of a hold card against a student who has been judged guilty under General Student Regulation 6.08. The Student Traffic Appeal Court is authorized under this policy to initiate use of the finan-

cial hold card against a student judged guilty of violating the Student Motor Vehicle Regulations.

b. Judicial Hold Cards

Use of judicial hold cards by an administrative officer or judicial body draws its authority from Article VIII of the *Bylaws* of the Board of Trustees, which states that "Students who fail to comply with [reasonable rules and] regulations may be disciplined in such a manner as may be determined by the faculty or the Board." Article 4 of *Academic Freedom for Students at Michigan State University* specifies the manner of discipline. Administrative officers and judicial bodies are specifically authorized under this policy to initiate use of the judicial hold card to enforce a "suspension" decision against a student, and to contact a student to notify him or her of alleged violation of a regulation and pending judicial or administrative proceedings.

c. Condition-of-Enrollment Hold Cards

Use of condition-of-enrollment hold cards by any agency of the University draws its authority from Article VIII of the *Bylaws* of the Board of Trustees, which states that the Board "may require students to agree and abide by [reasonable rules and] regulations as a condition of admission to and retention in the University." Agencies of the University are authorized under this policy to initiate use of the condition-of-enrollment hold card to prevent the registration of students deemed to be in non-compliance with a duly established "condition-of-enrollment."

3. Criteria for Hold Card Use

a. Financial Hold Cards

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

- (1) Hold cards may be employed to collect any obligations due to the University's operating funds or to student loan funds. Examples of these obligations are: student tuition, residence hall room and board, deferred payments, traffic violations, charges for damages to University property, University housing apartment rent, past due loans, library fines, bad checks cashed by students or presented in payment of student indebtedness, charges originating in various operating units (such as the Health Center, Union, Veterinary Clinic, etc.), overdrafts in student organization accounts, etc.
- (2) Hold cards may not be used for collection of debts owed to any non-University agency. For purposes of this policy, registered student organizations, student government organizations and student newspapers are defined as non-University agencies. (*Exception: ASMSU Student Loan Fund.*)
- (3) Except in the case of bad checks, hold cards may be used only in those cases in which the student has been given or sent adequate notice of his or her indebtedness and warning of hold card use prior to issuance of the hold card.
- (4) A current list of all University agencies authorized by the Vice President for Business and

Finance and Treasurer to issue hold cards shall be maintained by the Student Receivables Division, Office of the Controller.

- (5) Students are entitled to appeal the legitimacy of charges placed against them through established due process procedures. Students are expected to exercise these rights at the time of original notification of indebtedness.

b. Judicial Hold Cards

Judicial bodies and administrative officers may make use of a judicial hold card in two cases:

- (1) Hold cards may be issued against a student who has been suspended under the procedures outlined in Article 4 of *Academic Freedom for Students at Michigan State University* to prevent the student's reenrollment.
- (2) Hold cards may be issued against a student in order to provide the student with a written statement of alleged violation of regulations and impending judicial or administrative proceedings when attempts to reach the student by certified mail and by telephone have proved unsuccessful. The Vice President for Student Affairs and Services shall authorize each instance of hold card use under the terms of this criterion.

c. Condition-of-Enrollment Hold Cards

Criteria for use of the Condition-of-Enrollment hold card shall be as follows:

- (1) The student shall have been demonstrated to be in non-compliance with a condition of enrollment which has been so designated by the Board of Trustees. Examples of such conditions of enrollment are: the Student Housing Policy which requires on-campus residence of designated categories of students; foreign student health insurance; and English proficiency testing for foreign students. Within this category are those regulations with which a student must comply *prior to* enrollment. Hold cards may be issued to prevent a student's enrollment until the student has complied with the regulation.
- (2) The student shall have had reasonable opportunity to be informed of and to comply with the condition of enrollment and shall have been given or sent warning prior to issuance of the hold card.
- (3) Prior to hold card use, an agency shall have authorization from the Vice President for Student Affairs and Services for hold card use for the purpose in question. The agency shall demonstrate to his or her satisfaction that the above criteria are met. A current list of all University agencies authorized by the Vice President for Student Affairs and Services to issue hold cards shall be maintained by the Office of the Vice President for Student Affairs and Services.

4. Further General Stipulations

- a. Agencies of the University shall make every effort to minimize hold card use, and shall employ alternative methods to accomplish their purpose whenever feasible.

b. Hold Card Procedures

Procedures for financial hold card use shall be developed by the Office of the Vice President for Business and Finance. Procedures for judicial hold card use shall be developed by the Office of the Vice President for Student Affairs and Services. Procedures for condition-of-enrollment hold card use shall be developed by the Office of the Vice President for Student Affairs and Services. The above parties shall cooperate with the Office of the Registrar. All procedures shall include provision for the following:

- (1) Adequate prior notice to the student (including all pertinent details) of pending hold card use, prior to issuance of the hold card.
- (2) Due process to the student, prior to hold card use.
- (3) Nonissuance of a hold card against a student while he or she is in the process of appealing the case in question.
- (4) Accurate and current hold card use. The offices responsible for developing procedures shall be responsible for insuring that those procedures are followed.

5. Judicial Review

This policy and all procedures and administrative decisions stemming therefrom, shall be subject to judicial review as provided in Sections 4.3.4.5 and 4.3.4.6 of *Academic Freedom for Students at Michigan State University*.

6. Publication

It shall be the responsibility of the Registrar to insure that Sections 1-5 of this policy are published in each edition of the *Schedule of Courses and Academic Handbook*. It shall be the responsibility of the Vice President for Student Affairs and Services to insure that Sections 1-5 of this policy are published in each edition of the *Student Handbook*. Copies of procedures developed under this policy and of lists of agencies authorized to use hold cards shall be made available to any member of the University community upon request by the office responsible for developing the procedures and lists.

- University Business Affairs Committee
- University Committee on Student Affairs
- Vice President for Business and Finance and Treasurer
- Vice President for Student Affairs and Services
- May 17, 1971

(In addition see *General Student Regulation 6.00*, page 33.)

HOUSING POLICY, STUDENT (All-University Policy)

1. Housing Requirement

The University in its residence halls seeks to provide an educational environment which is maximally conducive to the learning process of students. A wide array of options and services are offered including quiet

houses, limited-visitation houses, apartments, and room-only contracts. Counseling, academic advising, and course components are available in many of the residence halls. The requirements for on-campus residence are thus a part of the University's efforts to insure an optimum learning environment.

This housing requirement is a condition of enrollment which must be met throughout the time specified. Students will be asked to produce evidence of compliance with this requirement. (See Section 2, Enforcement).

a. **Freshmen** — All freshman students, including transfers (0-40 credits accumulated), are required to reside in a University residence hall, with the following exceptions:

- (1) married students
- (2) students who will be twenty years of age by the last official day of registration fall term of the current academic year. (The current academic year is fall term through summer term.)
- (3) veterans with one or more years of active service
- (4) students living with parents or legal guardian
- (5) students taking 6 or less credits during the term in question.

b. **Sophomores** — All sophomore students, including transfers (41-84 credits accumulated), are required to reside in a University residence hall, or in University supervised housing,¹ with the following exceptions:

- (1) married students
- (2) students who will be twenty years of age by the last official day of registration fall term of the current academic year. (The current academic year is fall term through summer term.)
- (3) veterans with one or more years of active service
- (4) students living with parents or legal guardian
- (5) students taking 6 or less credits during the term in question.

c. **Juniors and Seniors** — Juniors and seniors are encouraged to continue to live on campus, though this is not required. Moreover, the University will always seek to achieve some balance of juniors and seniors in each residence hall.

2. Enforcement

Those students for whom the housing requirement is a condition of enrollment will be asked to verify their adherence to it. Failure to maintain the required residency will result in termination of enrollment. Enforcement of the housing regulations is the responsibility of the Office of Student Affairs. The housing requirement does not apply to a student during a term in which he/she is enrolled for six or less credits. In any subsequent term during which the student carries seven or more credits the requirement will again become applicable.

¹Note: University supervised housing includes University recognized fraternities, sororities, cooperatives, religious living units and certain rooming houses. The complete list is available in the Off-Campus Housing Office, 101 Student Services Building.

3. Address

Every student is required to report a correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which the student is living, or failure to notify the University of a change of address within five class days after the change becomes effective, will be considered as falsification of University records. (Change of off-campus address is made in the Office of the Registrar, 150 Administration Building. Change of on-campus address is made in the office of the living unit manager.)

(In addition see *General Student Regulation 5.00*, page 33.)

4. Housing Contract

Residence hall contracts are in effect for the period stated in the terms of the contract. Any student, regardless of class standing, is obligated to fulfill the duration of the housing contract unless an authorized release is obtained. (NOTE: Application for release may be made through the living unit head adviser.) This regulation applies to all students (freshmen, sophomores, juniors, seniors, special and graduate students) who enter into a contract for on-campus housing.

5. Assignment

Only currently enrolled Michigan State University students who have received official housing assignments may live in University residence halls.

6. Special Permission

Any student may apply for an exception to these requirements.² Information on the special permission procedure can be obtained by contacting the Off-Campus Housing Office, 101 Student Services Building. Applications will be considered by a committee consisting of one staff member from the following units: the Off-Campus Housing Office, Residence Halls Management, Residence Hall Programs, the office of the Executive Vice President, and one student appointed by ASMSU. Specific criteria are available from the Off-Campus Housing Office. The burden of proof rests with the student; the responsibility of decision rests with the committee. The committee shall take into account any professional recommendations of the University office qualified to judge the category of exception. A student may appeal the decision of the committee to the Vice President for Student Affairs and Services.

The decisions of the committee are advisory to the Vice President for Student Affairs and Services who may meet with the committee from time to time in order to discuss their policies and criteria regarding exceptions to the requirements.

— Board of Trustees

— July 16, 1971

IDENTIFICATION CARDS (Administrative Ruling)

1. Upon completion of registration each student shall be provided an identification card which shall remain in his or her possession.

² Note: Requests for special permission will not be accepted while the student is considered to be in non-compliance with the housing requirement.

2. Students who withdraw or are withdrawn within a term shall surrender to the proper University authorities said identification cards.
3. The falsification, alteration, or unauthorized transference (loaning) of said identification cards or any other University records or documents may be a violation of *General Student Regulation 5.00, Records and Identification*, page 33.
4. In case of violation of any rule or regulation of the University or of any local, state, or federal ordinances or laws, students shall, upon demand, surrender said identification cards to the appropriate University authorities charged with the conduct of student affairs or to a member of the Department of Public Safety.

— Vice President for Student Affairs and Services

INSURANCE (Administrative Ruling)

1. All foreign students are required by the University to purchase an accident and health insurance policy during registration, unless such insurance is provided by their government or private sponsor.

— Office of the President

— September 4, 1962

INTEGRITY OF SCHOLARSHIP AND GRADES (All-University Policy)

The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty.

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
3. In instances where only a failing grade in a course is given for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
4. The student who receives a failing grade based on a charge of academic dishonesty may appeal to the Student-Faculty Judiciary a judgment made by a department or a college. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.b[3].)
5. When, in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the Student-

Faculty Judiciary which shall have original jurisdiction. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.a[2].)

6. In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his or her departmental chairman and to the student's academic dean. The dean will then refer the case to the Student-Faculty Judiciary which shall have original jurisdiction. (Refer to *Academic Freedom for Students at Michigan State University*, Article 4, Section 4.3.4.2.a[2].)

— Academic Council
— Academic Senate
— November 18, 1969

In addition to the above statement, Michigan State University has the following ordinance (18.00) on examinations:

. . . No person or persons shall take, steal, or otherwise procure in any unauthorized manner any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

. . . No person or persons shall sell, give away, lend or otherwise furnish to any unauthorized individual any piece or pieces of writing which, as can be shown by competent authority, contain the questions or answers to an examination scheduled to be given, at some subsequent date, to any individual or group enrolled in any course of study offered by Michigan State University.

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

(In addition see *General Student Regulation 4.00, Scholarship and Grades*, page 33.)

LIBRARY POLICY (Administrative Ruling)

The Main Library consists of the Undergraduate and Science Libraries, which are open to all patrons, and a Research Library, which is open to faculty, staff, and graduate students. However, undergraduate students have access to materials in the Research Library by using the paging service at the Circulation Desk or by applying for either a one-day stack permit (Undergraduate Library or Reference Desk) or a term pass (Circulation Desk). In addition to the Main Library, specialized other libraries also are available. The following regulations apply to the Main Library. These regulations may vary slightly in the other libraries.

1. All users of the Library are required to present their ID card and their plastic library card before being permitted to check out any materials.
2. The Library's lending regulations are as follows:
 - a. Materials from Regular Collection: Most books may be borrowed for a two-week period, but this loan period may vary at the end of a term or during the summer term. All students may borrow books on a research loan for a period of 70 days

provided the book: has not been charged out by another reader more than once during the past twelve months; is not from the Undergraduate Library; is not a thesis; and is not designated "Do Not Circulate." Bound journals may be borrowed from the Research and Science Libraries for one day by graduate students. No journals may be borrowed from the Undergraduate Library.

- b. Assigned Reading Materials: Materials circulate for two hours, twenty-four hours, or three days as requested by the instructor. Most two hour materials may be charged for overnight use after 9:00 P.M. but must be returned the following day by 9:15 A.M. (10:15 A.M. on Saturday and 2:15 P.M. on Sunday). There are restrictions as to the number of assigned reading items which a patron may charge out at one time.
3. Library materials may be renewed with the following exceptions: titles from Browsing collection; bound periodicals; uncataloged materials (such materials must be cataloged before they can be renewed); materials which have outstanding reserves or fines. Materials eligible for renewal may be renewed an indefinite number of times. The patron is required to bring the materials to the Library for renewal because the circulation system does not allow for renewals by telephone or by mail.
4. After an initial loan period of 14 days, books are subject to be called in immediately if requested by another borrower. If an item is needed for assigned reading, it will be called in immediately even if the initial loan period has not expired.
5. The following fines are currently in effect for overdue materials:
 - a. Materials from Regular Collection:
 - (1) A fine of twenty-five cents (\$0.25) per day per item will be assessed for items overdue. Materials returned to the book drops after Circulation Desk closing time will be considered as having been returned the following day.

Books. No fine is charged if a book is returned any time before the Circulation Desk closes on the third day overdue. On the fourth day the fine is retroactive (i.e., \$1.00).

Periodicals. Fines are charged beginning with the first day overdue.
 - (2) Maximum fines. The maximum overdue fine is ten dollars (\$10.00) per item.
 - b. Assigned Reading Materials:
 - (1) **Two hour and twenty-four hour materials.** The fine rate is twenty-five cents (\$0.25) for the first hour and ten cents (\$0.10) for each additional hour, accumulating to a maximum of fifteen dollars (\$15.00) per item.
 - (2) **Three day materials.** The fine rate is one dollar (\$1.00) per day per item for each day beyond the date due, accumulating to a maximum of fifteen dollars (\$15.00) per item.
 - (3) **One week materials.** The fine rate is twenty-five cents (\$0.25) per day per item, beginning on the first day overdue and accumulating to

a maximum of fifteen dollars (\$15.00) per item.

- (4) **Improper return.** A fine of one dollar (\$1.00) will be charged if Assigned Reading materials are not returned to the Assigned Reading Desk.

Exception: Assigned Reading materials may be returned to the book drops outside the Main Library when the building is closed.

- c. Fines for Reserves and Call-Ins: A fine of ten dollars (\$10.00) will be assessed for all materials not returned within seven (7) days of the date that the recall notice is mailed. If the item is still unreturned at the time of quarterly billings, an unreturned material fine will also be assessed (\$15.00 for books, \$20.00 for periodicals); this charge will be deleted when the item is returned.
- d. Policy Applicable to Both Regular Collection and Assigned Reading Materials and Reserve/Call-Ins:
- (1) Fines for all materials accumulate during regularly scheduled vacations, periods between terms and when the library is closed. However, books may be charged out over term breaks.
 - (2) Bills for overdue fines and unreturned materials will be mailed quarterly. Any accounts with a total amount due of \$9.99 or less on materials from the Research, Science, Art and Undergraduate stacks will be deleted at this time. All fines accrued from Assigned Reading, Branch Libraries and special units within the Main Library will be billed.
 - (3) Collection of Fines:
Fines for materials from the regular collection are collected at the Circulation Desk after a bill has been generated.

Fines for materials from Assigned Reading or special units within the Main Library can be paid when returned or after a bill is generated.

Fines for materials from the Branch Libraries can be paid at the branch when the item is returned or at the Circulation Desk after a bill has been generated.
6. Any Library patron is required to replace or pay for library materials which are lost or mutilated.
- a. If the patron decides to replace the material(s):
 - (1) It is his or her responsibility to purchase the replacement copy. The replacement copy must be the same or a newer edition than the one being replaced and it must be in good condition.
 - (2) In addition to the replacement copy, the patron will be assessed a fee of not less than \$2.00 or the difference between the amount paid for the replacement copy and the maximum fine for that type of material, whichever is greater. In other words, the total cost to the patron may be greater than but shall not be less than the maximum overdue fine for that type of material.
 - b. If the patron decides to pay for the material, a fixed charge will be assessed according to the

type of material unless the current market value is more than the fixed charge. In the latter case, the charge will be the current market value.

- (1) The schedule of fixed charges for all materials other than assigned reading is: books, \$15.00; bound periodicals, \$20.00; unbound periodicals, \$5.00.
- (2) For assigned reading materials the schedule of fixed charges is: books, \$20.00; bound periodicals, \$25.00; unbound periodicals, \$5.00; uncataloged materials: 1-25 pages, \$5.00; 26-65 pages, \$10.00; 66 or more pages, \$20.00.

7. Students who have unpaid fines or who have not returned books will be placed on the financial hold card list. They will not be permitted to register or receive a diploma or transcript until their account with the Library is cleared.

— Director of Libraries
— June 1, 1974

(In addition see *General Student Regulation 6.00*, page 33.)

MOLESTING (Ordinance 24.00)

. . . No person shall accost, molest, or otherwise annoy, by word of mouth, whistle, sign or motion any person upon the lands governed by the Board.

(In addition see *General Student Regulation 7.00*, page 33.)

MOTOR VEHICLES (All-University Policy)

1. Motor vehicles are defined as all motor driven vehicles, such as automobiles, trucks, motorcycles, motor bicycles, and motor scooters.
2. The current Student Motor Vehicle Regulations, approved by the Board of Trustees, governs the possession and operation of motor vehicles on the Michigan State University campus. Copies of this regulation in its entirety are available at the Vehicle Office in the Department of Public Safety Building located at the South end of Red Cedar Road. Listed are several provisions of this regulation, which affects all persons enrolled for "0" or more credits, and their spouses.
 - a. Freshmen, unless married, physically disabled, or residing off campus, and first year Agricultural Technology students are prohibited from possessing or operating a motor vehicle on campus except as noted in the current Student Motor Vehicle Regulation. All other students may operate duly registered motor vehicles on the campus subject to this regulation.
 - b. A student *shall not* possess or operate a vehicle on MSU property during the effective hours of the regulation. (**NOTE:** A listing of the effective hours is contained in the printed Motor Vehicle Regulation, available from the Vehicle Office, without having first registered it and properly affixed the permit.)
 - c. A student registers a motor vehicle at class registration (fall term only) or at the Vehicle Office. When the Vehicle Office is closed the Department of Public Safety may issue an interim registration

certificate which will be valid only until 4 p.m. of the first University business day that follows:

- d. To register a motor vehicle a student must:
 - (1) Pay an annual registration fee at class registration at the Vehicle Office.
 - (a) Six (6) dollars if first registered during fall term.
 - (b) Four (4) dollars if first registered during winter term.
 - (c) Two (2) dollars if first registered during spring or summer terms.
 - (d) Exceptions to the above fee schedule are stated in the current Student Motor Vehicle Regulation.
 - (2) Present a valid driver's license.
 - (3) Submit proof of personal or immediate family ownership of the vehicle.
 - e. A short-term registration permit, effective for a 72-hour period, may be purchased by an eligible student at the Vehicle Office for \$1. This permit can be acquired for any motor vehicle regardless of ownership.
 - f. The student registering a vehicle shall be responsible for its operation.
3. The current Student Motor Vehicle Regulation (copies available at the Vehicle Office) should be referred to for information pertaining to:
 - a. Driving permits and regulations;
 - b. Motor vehicle violations, penalties, and fine payments;
 - c. Parking regulations;
 - d. Permits.
 4. Motor Vehicle Violations — Traffic Appeals:

Students who wish to appeal a summons issued for a violation of the Student Motor Vehicle Regulation may submit an appeal to the Student Traffic Appeal Court via the Vehicle Office. All appeals are received by the Student Traffic Appeal Court and are answered by mail. Students who are not satisfied with the court's decision in the absence of a hearing may make an appointment for a hearing by contacting the Vehicle Office.
 5. Proper registration and operation of motor vehicles in accord with the Student Motor Vehicle Regulation is a condition of enrollment as a student of MSU.

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

OFFICER ELIGIBILITY — STUDENT ORGANIZATIONS

As stated in the *Student Organization Registration Policy*, pages 64-65, only students registered at Michigan State University may hold an office in a registered student organization. Honoraries and professional organizations may request that this requirement be waived, so that Michigan State University faculty and staff may hold office in these organizations. Other than these provisions, the University

does not stipulate any eligibility requirements for students holding an office. Each registered student organization and each living unit organization is encouraged to develop the eligibility requirements for its officers.

PARADES AND PROCESSIONS

1. University ordinance 40.14 states the following:

Permits required for parades, processions, and sound trucks: No funeral, procession or parade, excepting the forces of the United States Armed Services, the military forces of this State, and the forces of the police and fire department shall occupy, march or proceed along any street or roadway except in accordance with a permit and such other regulations as are set forth herein which may apply. No sound truck or other vehicle equipped with amplifier or loudspeaker may be used unless written authorization is obtained from the Secretary of the Board of Trustees. (NOTE: See pages 58-59 for information regarding this authorization.)
2. Permits to conduct parades or processions are obtained by individual registered students and registered student organizations according to the following all-University policy:
 - a. Permission to conduct parades and processions must be secured in the following order: 1) president of ASMSU; 2) Division of Student Activities; 3) Department of Public Safety. (Forms for this permission can be obtained in the Division of Student Activities, 101 Student Services Building.)
 - b. If any portion of the route involves travel on an East Lansing street, permission must also be secured from the East Lansing Police Department.
 - c. The person applying for the permission to conduct a parade or procession will be held responsible for proper conduct of those persons participating in the event.
 - d. There shall be no more than 12 vehicles in the procession and they shall not stop along the route except as necessary to comply with traffic laws. Drivers of the vehicles will be held responsible for compliance with the current motor vehicle regulations and traffic ordinances.
 - e. Noise-making equipment shall be operated only when the parade or procession is moving.
 - f. Parades and processions may be held on weekdays only between 5:30 p.m. and 6:30 p.m.

PICNICKING (Ordinance 26.00)

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

PLANT MATERIALS (Ordinance 27.00)

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

(In addition see *General Student Regulation 6.00*, page 33.)

PROPERTY: LOST, FOUND, STOLEN OR ABANDONED (Ordinance 28.00)

... It shall be the duty of the director of the Department of Public Safety of Michigan State University to maintain an accounting of all moneys, goods, wares and merchandise deposited in his office as lost or abandoned property which has been found within the campus of said institution. On the first secular day in the months of January, April, July, and October in each year, or more often as necessary, said director of the Department of Public Safety shall cause a notice of all such property as shall remain unclaimed to be posted in four conspicuous places on said campus for three successive weeks to all persons interested or claiming such property: Provided, however, that if any of such goods, wares, merchandise or chattels shall be of a perishable nature or expensive to keep, then it shall be lawful for said director of the Department of Public Safety to sell the same at public auction at such time and after such notice as shall to him and the Board seem proper.

... It shall be the duty of the director of the Department of Public Safety, on receiving satisfactory proof of ownership, to deliver such property to the owner thereof on payment of all necessary and reasonable expenses which may have been incurred in the recovering, preservation or sustenance of such property and the expense of advertising the same unless the University Attorney or the prosecuting attorney of the County of Ingham shall otherwise direct.

... It shall be the duty of the director of the Department of Public Safety to cause all property unclaimed after the expiration of the notice specified in Section 1, money excepted, to be sold at public auction to the highest bidder or through normal sales procedures established by the University Salvage Yard, unless the prosecuting attorney of the County of Ingham shall direct that it shall remain unsold for a longer period to be used as evidence in the administration of justice; and the proceeds thereof shall be forthwith paid to the University's Business Office together with all money, if any, which shall remain in his hands after such notice as aforesaid, first deducting actual charges of said sale.

PROPERTY REMOVAL (Ordinance 29.00)

... No person shall remove any property from lands or buildings owned and operated by Michigan State University. Such property shall include books, films, documents, maps, charts, soil, plant material, construction materials, tools, vehicles, refuse or any other items having value or not that is owned by Michigan State University.

... No person shall take or remove property owned by or in custody of Michigan State University from the custody or control of the University department or agency responsible for its use and maintenance or to whose inventory it is assigned, without authorization of the head of that department or agency or his designated subordinates, or without following the regulations established by appropriate University authority for borrowing such property.

... The use of University equipment or other property for other than University business is prohibited.

(In addition see *General Student Regulation 6.00*, page 33.)

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units — Sound Trucks

As stated in Ordinance 40.14, written authorization from the Office of the Secretary of the Board of Trustees, 450 Administration Building, must be obtained before a sound truck or other vehicle equipped with amplifier or loudspeaker may be used on the Michigan State University campus. An Activity Planning Form should be obtained from the Division of Student Activities, 101 Student Services Building, 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 Division of Student Activities.)
- b. Permission must be obtained from the East Lansing authorities if the equipment is used in East Lansing proper.

2. Public Address Equipment

University ordinance 16.04 states the following:

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

The following guidelines govern the implementation of this ordinance.

Guidelines for Use of Public Address Equipment (Administrative Ruling)

(Applicable to University employees as well as students)

a. Students

- (1) Under Ordinance 16, the use and location of public address equipment, including bullhorns or other methods of sound amplification, at outdoor events must be approved by the Office of the Secretary of the Board of Trustees. An Activity Planning Form, available in the Division of Student Activities, 101 Student Services Building, must be completed and signed by the Division of Student Activities 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. - 12 midnight

Sunday — 1 p.m. - 6 p.m.

The use of public address equipment for concerts in the vicinity of Beaumont Tower is not permitted.

- (b) The use of public address equipment for rallies, speakers, and concerts in residential areas of the campus must have the approval of the students, advisory staff, and area director within the residential location requested. Any one event is limited to 4 hours within the following hours:

Friday — 6 p.m. - 12 midnight
Saturday — 12 noon - 12 midnight
Sunday — 1 p.m. - 7 p.m.

- (c) The use of public address equipment for rallies, speakers, and concerts in other campus locations is permitted if the use and event does not conflict with a prior scheduled event or on-going functions of the University. Any one event is limited to 4 hours during the following hours:

Saturday-Sunday — 12 noon - 6 p.m.

- (d) Any exceptions to the above guidelines must have the recommendation of the Dean of Students Office and be approved by the Office of the Secretary of the Board of Trustees.

- (3) Information concerning the use of sound trucks and other mobile units will be found on page 58 of this handbook and in University Ordinance 40.14. In general, their use is restricted to the period from 5:30 p.m. to 6:30 p.m.
- (4) The use of temporary or permanent public address systems within University buildings for concerts, dances, rallies, demonstrations, and student meetings must be approved by those responsible for the scheduling or management of the building.
- (5) Development of policies concerning the use of equipment such as stereos, radios, and musical instruments inside the residence halls is the responsibility of the residence hall government, the advisory staff, and residence hall management.

b. Non-Students

- (1) Faculty, staff, and others should contact the Office of the Secretary of the Board of Trustees, 450 Administration Building, concerning their request for public address equipment. A form will be available for those requesting authorization to use public address equipment.
- (2) In general, approval for the use of public address equipment at outdoor events will be granted if it would not be disruptive to ongoing functions of the University, such as faculty and administrative offices, research and laboratory facilities, libraries, classroom teaching, and other scheduled University events. Locations for use of equipment will be assigned or approved accordingly.

— Office of the Vice President for Student Affairs and Services

— Office of Secretary of the Board of Trustees

— April 26, 1972

RECORDS

1. Guidelines Governing Privacy and Release of Student Records

These guidelines are printed each term in the *Schedule of Courses and Academic Handbook*.

2. Student Personnel Records — Graduate and Undergraduate (All-University Policy)

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*, pages 11-22.

(In addition see *General Student Regulation 5.00*, page 33.)

RESIDENCE HALL ROOMS, POLICY ON ENTERING (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 persons on the 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 resident, unless under conditions of immediate and serious threat to the safety or well being of persons or property or for reasons stated in this policy. Under such conditions a staff member may enter a student's room whether the residents are present or not. If it is believed such danger is connected with fire, chemicals, explosives, weapons, or other items that would cause serious personal problems or injury, the staff member should, if possible, contact the Department of Public Safety for assistance. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Others (staff or students) may be asked to assist in an emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

1.2 Entry of police officers into a student's room for purposes of investigation of illegal activity is governed by state and federal law. Examples include, but are not 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.

1.3 Residence hall staff shall not, except as noted in 1.1 and 1.2, 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 the health, safety, and welfare, e.g., firearms, combustibles, or explosives, the staff member should direct the disposition of the object or substance under the advice of the Department of Public Safety. Subsequently, the student may be referred for judicial and/or legal action.

4.0 Physical Maintenance

4.1 For purposes of safety, sanitation, and general upkeep, the University reserves the right to enter student's rooms at any time during the working day for the above purposes, whether a resident is present or not. In cases of emergency, rooms may be entered in the presence or absence of the room's occupants, at times other than regular working hours.

4.2 Between terms residence hall rooms are exclusively under the control of the Department of Residence Halls, and not of the student, even though the student plans to return to the same room the following term. During these periods the University reserves the right to inspect, maintain, and make repairs in residence hall rooms. Further the University reserves the right to replace damaged or obsolete furniture and to remove from the room without the owner's permission any objects or materials which constitute a safety or sanitation hazard, or are property of the University at any time.

4.3 Between terms when maintenance staff is inspecting, cleaning, and repairing rooms, the University shall exercise reasonable care with respect to protecting against the loss or theft of personal equipment belonging to the student. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost, or stolen.

- Residence Halls Associations
- Department of Residence Hall Management
- Residence Hall Programs
- Vice President for Student Affairs and Services
- Approved May, 1977

(In addition see *General Student Regulation 6.00*, page 33.)

SAFETY (All-University Policy)

(Applicable to University employees as well as students.)

It is the desire of the Board of Trustees of Michigan State University to conserve the human resources of the University by prevention of accidents to University personnel, students, and visitors which may cause property damage, injury, or loss of life. Humanitarian motives impel the enunciation of the University policy on accident prevention.

It is the policy of Michigan State University to prevent accidents in work, class, and other activities which the University supervises, is responsible for, or sponsors. Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activ-

ities of others is administratively responsible for their safety during such work or activities. Investigation of accidents to University personnel and students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

It is the intention of the University that there shall be compliance with safe practice standards which are a matter of professional knowledge and with official codes and regulations.

Each department is responsible for the establishment and preservation of safe conditions and safe practices within the area of jurisdiction of the department.

— Board of Trustees

— June 15, 1961

NOTE: Pursuant to this policy, each student organization is responsible for the establishment and preservation of safe conditions and safe practices within its area of activity and for the prevention of accidents to members and guests. Questions regarding safety standards, codes, and regulations including those standards pertaining to decorations, food sanitation, public assemblage, fire safety, and accident prevention should be directed to the Office of Safety Services of the University Department of Public Safety, Department of Public Safety Building.

(In addition see *General Student Regulation 7.00*, page 33.)

SAFETY IN RESIDENCE HALLS (Student Group Regulation)

The safety of persons and property in Michigan State University residence halls is of utmost concern and requires the cooperation of all those who use the halls. The following regulations, which apply to all residents of Michigan State University residence halls, are established to protect residents, visitors, personal property, and University property from harmful and hazardous conditions. Violations of these regulations will be subject to judicial action as provided in *Academic Freedom for Students at Michigan State University*. Any judicial action based on these regulations does not preclude concurrent legal action based on personal injury or property damage; nor does such legal action preclude judicial action based on these regulations. In addition to whatever judicial and/or legal action may ensue, the University may bill a resident for any damage caused to University property:

1.0 Dangerous Weapons and Substances

1.1 No resident shall possess or use firecrackers, other fireworks, firearms, or other dangerous weapons in any residence hall or area associated with residence halls. Dangerous weapons shall include, but not necessarily be limited to, the following: B-B guns, pellet guns, shotguns, rifles, handguns, switchblade knives, other large knives, bows and arrows, crossbows, and any other instrument which is considered to be a projectile throwing device. (NOTE: firearms and hunting devices may be stored with the Department of Public Safety and may be checked out for use by the owner.)

1.2 No resident shall possess and misuse any chemical or other dangerous substance or compound which may injure, molest, or cause damage in any residence hall or area associated with residence halls. Dangerous substances shall

include, but not be limited to, the following: explosives, flammable materials, or caustic chemicals.

2.0 Fire Equipment and Control

2.1 Use of Fire Equipment for Other than Fire Prevention or Fire Control:

No resident 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 hoses, and any other fire fighting device.

2.2 Fire Control

No resident shall falsely report a fire, nor interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.

2.3 Fires

No resident shall intentionally set a fire in residence halls or areas immediately associated with residence halls.

- Residence Halls Association
- Associated Students of Michigan State University
- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- June 14, 1973

SIGNS (Ordinance 31.00)

... No person shall erect or otherwise display, except on bulletin boards erected by Michigan State University, any sign or poster advertising or otherwise calling attention to any person or activity of the students or staff of Michigan State University. (Student organizations should contact the Division of Student Activities regarding exceptions to this provision.)

... No person shall efface, alter, tamper with, destroy or remove any sign or inscription of any property governed by the said Board.

... It shall be unlawful for any person to attach any sign or poster to any property other than a bulletin board governed by said Board.

(Information regarding permission to erect A-frames and sandwich boards outside of campus buildings is available in the Division of Student Activities, 101 Student Services Building. The size may not exceed 3' x 5'.)

(In addition see *General Student Regulation 6.00*, page 33.)

SMOKING (Ordinance 32.00)

... Smoking is hereby prohibited:

... in barns and farm buildings except where specifically approved for smoking by the Director of the Department of Public Safety;

... In and adjacent to all buildings used primarily for storage of combustible materials and/or flammable liquids; provided, however, that all buildings and areas other than classrooms shall be clearly posted as "No Smoking" areas.

Board of Trustees Resolution, May 21, 1976, smoking is prohibited in indoor areas in which organized academic activity is taking place.

SOCIAL REGULATIONS (Student Group Regulation)

a. Guest in Women's Residences

Allowing guests in women's residence halls and sorority chapter houses between the closing hour (see page --- for information regarding closing hours) and the official opening provides an opportunity for students to experience a more equitable living situation without jeopardizing hall or house security. However, with this policy comes added responsibility. The responsibility of maintaining personal conduct in a manner which is in accordance with the policies and ordinances of Michigan State University falls to the individual residents of the hall or sorority house. An added responsibility falls to those electing to have guests. They must act with consideration and respect in regard to roommates and other concerned parties. It also is not the intent of this policy to condone premarital sexual intercourse or cohabitation. Violations of these responsibilities shall be subject to judicial action, and repeated and consistent disregard and misuse of this policy may be grounds for this policy's review and possible amendment.

POLICY IMPLEMENTATION AND RULES

- (1) Procedures and policies for the establishment of a guest policy in women's residence halls between the official closing and opening hours shall be agreed upon by the governing council, head adviser, and manager. These procedures shall be set, and on file, for the residence halls in the Office of Residence Hall Programs, the Office of Residence Hall Management, and with the Residence Halls Association.
- (2) Procedures and policies for the establishment of a guest policy in sorority chapter houses between the official closing and opening hours shall be agreed upon by the chapter members, their alumnae adviser, and the Panhellenic Council adviser. These procedures shall be set, and on file, for the chapter houses in the Division of Student Activities and the Office of Panhellenic Council.
- (3) Guests must have a specific escort between the official closing and opening hours. In the absence of a specific hall policy to the contrary, the following shall apply. In Co-residential halls the escort may be any member of the hall (male or female). Night receptionists are required to check Identification Cards of persons entering the living area of the opposite sex if they do not have an escort. If the person lives in the same named hall he/she will be allowed entry, upon show of an Identification Card to verify hall residency.
- (4) A proposed guest policy shall be initiated by the governing council of an individual living unit consistent with the established procedures for policy making. It is recommended that the living unit governing councils investigate and establish procedures and policies for the protection of roommate privacy.
- (5) The governing council shall be responsible for complying with the closing hours regulation.

- Residence Halls Association
- Associated Students of Michigan State University

- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- June 6, 1974

b. Open House Policy

An open house is an event by which a living unit can create a more desirable living experience for the residents, and greater interpersonal relationships can be developed among students of both sexes. It is for these reasons that this policy exists; but with its existence, so must there exist an acceptance of responsibility on the part of the students. The responsibility of this policy rests upon the individual who must maintain the element of academic privacy in the living areas, maintain his or her conduct in a manner which is in consideration of roommates or other concerned parties, and act in accordance with all policies and ordinances of Michigan State University. Further, it is not the intent of this policy to condone premarital sexual intercourse or cohabitation. Violations of these responsibilities shall be subject to judicial action, and repeated and consistent disregard and misuse of this policy may be grounds for this policy's review and possible amendment.

POLICY IMPLEMENTATION AND RULES

- (1) Procedures and policies for open house shall be agreed upon for the residence halls by the governing council, head adviser, and manager, and for all others by the governing council, adviser and the advisers in the Division of Student Activities. These procedures shall be set, and on file, for the residence halls in the Office of Residence Hall Programs, and the Office of Residence Hall Management, and the respective governing body. All others shall be on file with the respective governing body and the Division of Student Activities.
- (2) A proposed open house shall be initiated and planned by the governing council of an individual living unit consistent with the established procedures. It is recommended that living unit governing councils investigate and adopt procedures and policies for protection of roommates' privacy, and for escorting of guests to rooms.
- (3) The governing council shall be responsible for complying with all social regulations of the major governing groups.

- Associated Students of Michigan State University
- University Committee on Student Affairs
- Vice President for Student Affairs and Services
- November 1969

c. Residence Hall Bill of Rights

Each person, as a resident of Michigan State University residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations of rights and responsibilities of hall residents, in

actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents.

- (1) Primary rights of the hall resident 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 hall resident 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 guests: All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above stated rights of the host's roommates and of other hall residents.

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 Halls Association
- Associated Students of Michigan State University

— Vice President for Student Affairs
and Services

— May 5, 1972

(In addition see *General Student Regulation 7.00*, page 33.)

d. Residence Hall Guest Policy

In order to provide an opportunity for students to experience as natural a living situation as possible and to provide opportunity for visits to the campus by friends of students, the University and the Residence Halls Association recognize the right of MSU students to host guests in their residence hall rooms.

(1) Definitions:

- (a) *Guests* — are defined as any individual or individuals who reside temporarily in an MSU residence hall room at the invitation of one of the assigned room residents. Because cohabitation is not condoned at Michigan State, guests of the opposite sex are not permitted.
- (b) *Visitors* — are defined as any individual or individuals who visit a student room in an MSU residence hall, but who do not reside in the room temporarily. Visiting is regulated by the *Open House Policy* (see page 62 of this book).
- (c) *Host* — is defined as any student assigned to a residence hall space who invites a guest or visitor to the room.

(2) Responsibilities of Hosts:

- (a) To limit the guests' stay in residence hall facilities to no more than three continuous days during any given week.
- (b) To encourage registration of the guest. Procedures are to be agreed upon by the hall government, hall manager, and head adviser, if the guest will be staying overnight.
- (c) To insure guest and visitor compliance with hall and/or University regulations.
- (d) To show proper concern for the rights of roommates, as provided for in the *Residence Hall Bill of Rights* (see page 62 of this book).
- (e) To help the guest or visitor purchase a meal ticket, if he or she desires to enter the dining room, and to arrange for additional linen, towels, and sleeping space, etc. for the guest.

(3) Special Considerations:

- (a) All residence halls are locked at closing hours to help maintain building security, insure the protection of property and persons, and to maintain reasonable privacy for the residents. For these reasons, *guests and visitors of residents of all halls are to have a specific escort between the official closing and opening hours of the hall* (see *Guests in Women's Residence*, page 61 and *Open House Policy*, page 62 of this book).
- (b) As the University has no direct responsibility for non-student guests or visitors nor any direct relationship with them, hosts are held accountable to exercise reasonable responsibility for the actions of these individuals. Should circumstances and/or incidents arise in which a non-student guest or visitor is in violation of

laws or University ordinances this person can be held liable for civil action. Should the host not make every reasonable effort to assure guest or visitor compliance with University and/or hall policies and regulations, the host may be subject to judicial action.

- (c) Student guests and student visitors have direct relationships with the University. They and their hosts are responsible for compliance with University and hall policies and may be subject to judicial action if violation occurs.
- (d) A visitor or guest is not only being sponsored by the host but is in actuality also being sponsored through the courtesy of the host's roommate(s), and other residents of that floor. Visitors and guests should recognize this courtesy and respect the rights of residents to carry on their functions as students at the University, i.e., sleeping, studying, etc.
- (e) Occasionally, an uninvited person is present in a hall or a house. This situation may mean that the person is not hosted by a resident student, or does not have legitimate reason for being in the hall or house. For reasons of safety and security, all residents should be aware of the jeopardy to security and are encouraged to immediately notify an advisory staff member, or, if circumstances warrant, the campus police, when unidentified persons are seen in the house or hall.

(4) Interpretation:

It is not the intent of this policy to authorize, condone, or permit the following:

- (a) Extended visits and/or re-registration by guests. Three days is sufficient length for a visit by a guest in residence hall facilities. After three days an individual's guest privilege will expire and the guest may be asked to leave the hall. Failure to do so may result in civil action against the guest and/or judicial action against the host. The extended presence of the individual results in too great a burden on roommate's privacy, space utilization, ability to study, hall and personal security, etc. *Exception:* In the judgment of the head adviser and hall manager, the visit may be extended beyond three days, but only in the event of exceptional and unique circumstances.

(b) Cohabitation:

The policy in no way is intended to provide the opportunity for or to encourage cohabitation.

(5) Adjudication and Enforcement:

- (a) Violations of this policy are subject to adjudication under *Academic Freedom for Students at Michigan State University* and the University judicial process.
- (b) Depending on the nature of the violation and the status of the hosted party, civil authority may be contacted.

— Residence Halls Association

— Associated Students of Michigan
State University

— Vice President for Student Affairs
and Services

— June 16, 1972

e. Visiting Hours

(1) Designated public areas of residence halls, sororities, and fraternities are open to both sexes at any time provided:

(a) The areas designated shall be agreed upon by the student governing group, management, and the adviser.

(b) An individual living unit may set time limits if it desires.

(c) The student governing body shall assume reasonable responsibility for behavior of students in these areas.

— Panhellenic Council

— Women's Inter-Residence Council

— Associated Students of Michigan
State University

— University Committee on Student
Affairs

— Vice President for Student Affairs
and Services

— April 27, 1970

**SPEAKERS POLICY, OUTSIDE (Student Group
Regulation)**

General Policy

It is the policy of Michigan State University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and, therefore, are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available. Therefore, registered student organizations are encouraged to invite speakers to the campus subject only to the following provisions:

1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the student organization to inform speakers of these prohibitions.
2. Sponsorship must be by a student organization which has been registered under the general regulations approved by the appropriate University authorities.
3. For purposes of preserving a record of all such public meetings and/or coordinating them with the calendar of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, the form to be certified by the signature

of the appropriate officer of the organization. All rules for administration of requests from registered student organizations must conform to the provisions stated above. It shall be the responsibility of the director of the Division of Student Activities to certify that all appropriate steps have been taken before the event is officially scheduled.

(NOTE: The registration forms and information regarding the Outside Speakers Policy are available in the Division of Student Activities, 101 Student Services Building.)

Michigan State University Implementing Policy

4. Any student organization violating the provisions of this bylaw is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.
5. Public announcements concerning the speaker shall contain statements that clearly and accurately identify him or her.
6. At meetings dealing with controversial issues, ample time shall be allowed for questions and free discussion of the ideas presented.
7. The director of the Division of Student Activities of the Office of the Dean of Students is responsible for establishing programs whereby organizations shall be informed about the University's policy on speakers.
8. The director of the Division of Student Activities, 101 Student Services Building, shall receive the speaker registration forms.

— Board of Trustees

— December 14, 1962

**STUDENT ORGANIZATION REGISTRATION
POLICY (Student Group Regulation)**

1. In order to exercise the privileges accorded to registered student organizations, a student group which is not a living unit organization must register with Associated Students of Michigan State University (ASMSU).
2. Registration shall be valid from the date of registration until the end of the fourth week of the succeeding fall term. Student organizations must register each year.
3. Registered student organizations have the option of having an adviser(s).
4. To be registered, a student organization must file the following information with ASMSU:
 - a. The name of the organization.
 - b. The names and titles of the officers.
 - c. The purpose of the organization.
 - d. The name(s) of the adviser(s), if any.
 - e. A constitution and/or written statement providing that:
 - (1) Only students registered with Michigan State University are officers and/or voting members.

(a) The Student Board of ASMSU, upon request of honorary and/or professional societies, may waive this requirement so that Michigan State University faculty and administrative staff may be included as officers and/or voting members.

(2) No discrimination on the basis of race, creed, religion, or national origin shall exist within the organization.

(NOTE: The registration forms are available in the Division of Student Activities, 101 Student Services Building.)

5. ASMSU must be notified of any change made in the original required information (as indicated in Section 4 above) presented to ASMSU within four weeks after an organization has instituted the change.
6. If the required information is not submitted, a group will be denied registration.
7. Registered student organizations may submit to ASMSU for informational purposes:
 - a. Notification of national affiliations.
 - b. Notification of dates and times and locations of regularly scheduled meetings.
 - c. Notification of dates and times and locations of regular and special activities.
8. No organization may have its registration denied or suspended on the grounds of its beliefs, its goals, or its attitudes.
9. A student organization may have its registration suspended by ASMSU if:
 - a. The organization is found guilty of submitting falsified required information.
 - b. The organization is found guilty of violating an ordinance or written policy or regulation of Michigan State University or written policies of the Associated Students of Michigan State University (ASMSU).
10. The University may request ASMSU to suspend the registration of a student organization if:
 - a. The organization is found guilty of violating an ordinance or written policy or regulation of Michigan State University.
 - b. The organization is found guilty of failing to discharge its financial obligations to the University.
11. Any or all parts of a decision by ASMSU to suspend the registration of a student organization may be appealed to the All-University Student Judiciary.
12. This policy shall go into effect on September 1, 1968.
 - Associated Students of Michigan State University
 - University Committee on Student Affairs
 - Vice President for Student Affairs and Services
 - September 1, 1968

TAX COLLECTION CRITERIA — STUDENT GOVERNING GROUPS AND ORGANIZATIONS (All-University Policy)

The All-University Policy on criteria for Use of University Collection Procedures by Student Governing Groups and Student Organizations is as follows:

1. Major Student Governing Groups

- a. A major student governing group shall meet the following provisions before requesting the University to collect its assessment:
 - (1) The group must have a constitution duly ratified according to its articles of ratification and be recognized as such by the University.
 - (2) The power to tax and/or assess its student constituents must be specifically granted in its constitution.
 - (3) The governing group must have specific constitutional provisions for amendment by referendum of its constituency, to provide for a change or removal of the tax and/or assessment.
 - (4) The constituency to be taxed must be a readily identifiable group within the University's existing procedures.
 - (5) The governing group, the Office of the Vice President for Student Affairs and Services, and the Office of Business and Finance by mutual agreement, will establish the procedures for collection of fee assessment.

2. Student Organizations

- a. A student organization requesting the use of University collection procedures must meet the following requirements:
 - (1) The organization must be registered according to the *Student Organization Registration Policy* (see pages 64-65, as administered by the Division of Student Activities)
 - (2) The organization must have been registered for at least three full consecutive academic terms before being eligible for the use of University collection procedures.
 - (3) The number of students to whom the tax will apply must be equal to at least ten per cent of the student body.
 - (4) After compliance with sections (1), (2), and (3) above, the organization must then obtain by petition, written support of at least 30 per cent of the group subject to the tax. The petition must fairly represent the organization's goals and funding procedures. Petitions may be circulated from the first day of early registration to the last day of the seventh week of the term to which the early registration applied. The petitions will be validated by the Office of the Vice President for Student Affairs and Services at the organization's expense.
 - (5) Upon validation of the petitions, a referendum shall be held as a part of the registration procedure during the next entire registration period. A majority (50 per cent plus one) of the students subject to the assessment must vote in the referendum. The referendum then must be approved by a majority of those voting.

- b. The organization, the Office of the Vice President for Student Affairs and Services, and the Office of Business and Finance, by mutual agreement, will establish the procedures for collection of the fee assessment. As part of the procedure the collection of the fee will be made on a voluntary basis at registration. The constituency to be taxed must be a readily identifiable group within the University's existing procedures.
- c. The organization must agree to reimburse the University for all administrative costs incurred in collecting the fee.
- d. The organization must agree to a procedure which adequately protects the rights of those students who do not wish to lend financial support to the organization's program. Therefore:
 - (1) If over a period of two calendar years an average of less than 20% of the students subject to the assessment voluntarily pay the fee, the fee collection may be discontinued by the University. However, this does not revoke the power of the organization to assess its members.
- e. The organization must agree to submit to an annual audit by an independent accountant (at the organization's expense). The auditor's findings will be made available to the student population and the University. Funds must be used in accordance the purposes of the organization as stated in its constitution.
- f. The organization must agree to be both non-partisan and non-profit in its activities.
- g. University collection procedures may not be used by any student organization which is separately incorporated except for the *State News*.
- h. A specific implementation procedure will be designed for each particular proposal to accomplish the provisions of these criteria.
- i. These criteria do not apply to any organization which currently has Board of Trustees approval for use of University collection procedures.

3. Referendum

- a. Any tax collected by the University on behalf of a student governing group, organization or publication shall be subject to modification or removal by referendum. The Board of Trustees will direct that such a referendum be held when either of the following conditions have been met:
 - (1) Any student subject to such a tax may initiate a referendum calling for the revocation of the University collection procedure for such tax by following the steps enumerated in Sections 2.a.(4) and 2.a.(5), exclusive of the compliance provisions in Section 2.a.(4); provided, however, that such referendum does not revoke the power of the governing group, organization or publication to assess its own members.
 - (2) The governing group, organization or publication may request a referendum for modification or removal of a previously established tax.

— Board of Trustees
— February 15, 1974

TELEPHONES (Ordinance 33.00)

. . . It shall be unlawful for any person to telephone any other person repeatedly for the sole purpose of harassing or molesting such other person or his family, whether or not conversation ensues.

. . . It shall be unlawful for any person to use threatening, vulgar, indecent, obscene, immoral or insulting language over any telephone instrument or equipment.

. . . It shall be unlawful to summon, as a joke or prank or otherwise, without any good reason thereof, by telephone or otherwise, the police or the fire department or any public or private ambulance to go to any address where the service called for is not needed.

TUITION REGULATIONS, OUT-OF-STATE

The regulations governing determination of in-state or out-of-state tuition are contained in the *Out-of-State Tuition Regulations*, printed in the *Schedule of Courses and Academic Handbook*, which is available from the Office of the Registrar, 150 Administration Building.

WASHING VEHICLES (Ordinance 48.00)

. . . No person shall attach a hose to any University water supply for the purpose of washing non-University owned vehicles.

. . . This does not prohibit the washing of vehicles through the use of a pail or similar container.

WILDLIFE (Ordinance 49.00)

. . . All lands and water under control of and governed by said Board are designated as a wildlife, fish and bird sanctuary and the shooting or taking or molesting of birds, fish or wildlife is hereby prohibited.

WITHDRAWAL PROCEDURES AND POLICIES (Administrative Ruling)

Voluntary During a Term: A student may voluntarily withdraw from the University prior to the end of the eighth week of a regular term, or prior to the end of the fourth week of the five week summer term. After the end of the eighth week of a regular term or the fourth week of the summer term voluntary withdrawal is not permitted.

The withdrawal procedure begins in the Office of Withdrawals, Room 302, Student Services Building.

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

1. If before the middle of the term as given in the *Schedule of Courses and Academic Handbook*, withdrawal will be without grades.
2. If withdrawal is after the middle of the term as given in the *Schedule of Courses and Academic Handbook* and prior to the end of the eighth week or prior to the end of the fourth week of the five week summer term, grades will be given by the faculty according to the following stipulations: N will be given in all courses on the numerical system in which the student

is passing at the time of withdrawal; 0.0 will be given in all courses on the numerical system in which the student is failing at the time of withdrawal. N will be given in courses on the P-N system regardless of whether the student is passing or failing at the time of withdrawal.

In case of official withdrawal from the University, term fees are subject to refund according to the refund policy shown under the *Fees and Tuition* section in the *Schedule of Courses and Academic Handbook*.

A student living in a residence hall should consult the manager regarding the policy on the refund of room and board. (It should be noted that a student withdrawing during the last two weeks of any term will not receive a refund for room and board.)

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

If one or more *complete* terms of school are missed, the student must apply for readmission through the Office of the Registrar, Administration Building.

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

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

The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must be initiated by the student. If this cannot be done in person, it can be initiated by writing the Office of Withdrawals, Room 302, Student Services Building.

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

Involuntary: A student who is called into the Armed Forces during the term should present orders for induction at the Office of Withdrawals, Room 302, Student Services Building, for appropriate action.

Disciplinary: If a student is dismissed for disciplinary reasons, grades of N will be given if passing at the time of dismissal; grades of O.O will be given if failing on the numerical system; NC on the CR-NC system; or N on the P-N system.

- Grading Policies, Assistant Deans, Academic Colleges
- Refund Policies, Controller's Office

Academic Freedom for Students at Michigan State

University	11-22	Firearms	49
Amendment Procedure	21-22	Fires	49
History of Approval	12	Food, Public Sale on Campus	49-50
Academic Governance-Graduate Student Participation	28	Fund-raising	50
Academic Policies	33-34	<i>General Student Regulations</i>	32-33
Academic Records	59	General Student Regulations: Definition	6, 32
Academic Requirements	33-34	Graduate Assistants	26-27
Academic Rights and Responsibilities:		<i>Graduate Rights and Responsibilities</i>	23-29
All Students	14-15	Amendment	28-29
Graduate Students	24-26	History of Approval	24
Faculty	15	Graduate Student Employees	26-27
Activity Registration: See All-University Events	36	Guests in University Housing: See Social Regulations	61-64
Address Change	34	Guests in Women's Residences	61
Address Withholding Policy	34	Guns: See Firearms	49
Administrative Rulings: Definition	6, 32	Health Center	50-51
Alcoholic Beverages	34-36	Hold Card Policy	51-53
MSU Ordinance	34	Housing Policy, Student	53-54
Off Campus Organized Living Units	36	Identification (ID Cards)	54
Residence Halls	35-36	Individual, The (General Student Regulations)	32-33
State Law	34-35	Insurance	54
Student Organizations	36	Integrity of Scholarship and Grades	54-55
All-University Events and Activities	36	Judicial Hold Cards: See Hold Card Policy	51-53
All-University Policies: Definition	6, 32	Judicial Process and Structure	5-10, 16-20, 27-28
Animals	36-37	Legislative Process: Student Regulations	6-11
Anti-Discrimination Judicial Board	37-39	Library	55-56
Anti-Discrimination Policy and Procedures	37-39	Liquor: See Alcoholic Beverages	34-36
Automobiles: See Motor Vehicles	56-57	Loitering: See Curfew	42
Bad Check Collection Policy	39	Living Unit Regulations: Definition	6
Bicycles	39-40	Mail Service, Campus	41
Buildings	40	Mobile Sound Units: See Public Address Equipment	58
Bus Pass Policy, Campus	40-41	Molesting	56
Campaigning, Canvassing, and Petition Drives	40	Money-raising Activities: See Fund-raising	50
Camping	40	Motor Vehicles	56-57
Campus Bus Policy	40-41	Motorcycles: See Motor Vehicles	56-57
Campus Mail Service	41	Off Campus Housing Regulations: See Housing Policy	53-54
Canvassing: See Campaigning	40	Officer Eligibility-Student Organizations	57
Cars: See Motor Vehicles	56-57	Ombudsman	22
Change of Address	34	Open House Policy: See Social Regulations	62
Cheating: See Integrity of Scholarship and Grades	54-55	Ordinances, MSU: Definition	6, 32
Closing Hours: University Residences	41	Parades and Processions	57
Conference Housing Policy: See Facilities and Services	48	Parking: See Motor Vehicles	56-57
Contracts, Housing	41	Petition Drives: See Campaigning	40
Counterfeiting, Altering, and Copying	41-42	Pets: See Animals	36-37
Curfew	42	Picnicking	57
Cycles: See Motor Vehicles	56-57	Plant Materials	57
Disorderly Assemblages or Conduct	42	Property: Lost, Stolen or Abandoned	58
Distribution of Literature	42-43	Property Removal	58
Distribution of Material in Residence Halls	42-43	Public Address Equipment	58-59
Drinking: See Alcoholic Beverages	34-36	Publications	20-21, 42-43
Driving Permits: See Motor Vehicles	56-57	Readmission: See Withdrawals	66-67
Entering Residence Hall Rooms	59-60	Records	15-16, 59
Facilities and Services, University	43-48	Academic	59
Faculty: Professional Rights	15	Student Personnel	15-16, 59
Falsification of University Records	49	Records and Identification (General Student Regulation) ..	33
Financial Accounts: Student Organizations	49	Refund of Fees, See Withdrawals	66-67
Fines:		Registration: Motor Vehicles	56-57
Library	55-56	Registration Withholds: See Hold Card Policy	51-53
Parking	56-57		

Regulations:		Sound Trucks: See Public Address Equipment	58-59
Amendment and Initiation	6	Speaker's Policy, Outside	64
Definition	6, 32	Student Group Regulations:	
Residence Hall Alcohol Policy	35-36	Amendment	6
Residence Hall Bill of Rights	62	Definition	6, 32
Residence Hall Guest Policy	63-64	Student Motor Vehicle Regulations	56-57
Residence Hall Rooms, Policy on Entering	59-60	Student Organization Registration Policy	64-65
Residence Hall Space Use	45-48	Student Personnel Records: See Records	15-16, 59
Residence Halls Association Conference Housing Policy ..	48	Student Publications	20-21, 42-43
Revenue-Producing Projects Policy: See Fund-raising	50	Student Rights and Responsibilities	13-14
Safety	60	Tax Collection Criteria: Student Governing Groups	
Safety in Residence Halls	60-61	and Organizations	65-66
Scholarship and Grades (General Student Regulations)	32-33	Telephones	66
Security Procedures-Residence Halls: See Closing Hours ..	41	Traffic Appeals: See Motor Vehicles	56-57
Signs	61	Tuition Regulations: Out-of-State	66
Smoking	61	University Facilities Materials and Services (General	
Social Regulations	61-64	Student Regulation)	32-33
Guests in Women's Residences	61	Visiting Hours: See Social Regulations	64
Open House Policy	62	Washing Vehicles	66
Residence Hall Bill of Rights	62	Weapons	49
Residence Hall Guest Policy	63	Wildlife	66
Visiting Hours	64	Withdrawal Procedures and Policies	66-67
Solicitation: See Fund-raising	50		

