

Student
Handbook

1971-1972



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MICHIGAN STATE UNIVERSITY

Published by the Office of the Vice President for Student Affairs.



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TABLE OF CONTENTS

General information	5
University organization	16
Policies and Procedures	28
Index	78



General information

When publishing a student handbook, the first question one must answer invariably is what information should the handbook contain. The staff of the Office of the Vice President for Student Affairs is concerned that, while most publications make commendable efforts to inform students of their responsibilities to the University and many try to give students a summary of their rights, little space is given to information about services available to students or to general information which would help students make use of University facilities.

This first section of the *Student Handbook* is designed to provide students with this latter type of information. It is our belief that explanations of services and facilities provided for student use are at least equally as important as explanations of regulations and procedures governing student conduct.

It should be mentioned that this handbook is a guide, and not a complete detailing of University operations. Lists of services are by no means exhaustive. This section contains explanations of those services which are most frequently used or needed by students and general information that is most commonly sought.

Finally, one item of general advice may be more helpful to students than any other information. Before going to a particular office, unless you are sure it is the correct office, use the telephone. Often the names of offices are confusing. Often rumored information about the right person to see is inaccurate. Call the office first and ask if it is the correct office for your business. Many unneeded trips across a rather large campus can be saved by calling first. Occasionally the entire matter may be handled by phone. Telephone numbers may be obtained from the University operator by dialing 355-1855.

SHORT GUIDE TO UNIVERSITY INFORMATIONAL PUBLICATIONS

There exist several Michigan State University (MSU) publications which contain information, useful to students and not contained in this handbook. Some of these publications are listed below with brief explanations of their content. In addition several others are distributed by various offices of the University. For example, the Library has several pamphlets explaining procedures and facilities. Students should feel free to request such booklets from the offices that they visit.

1. Academic Freedom for Students at Michigan State University

Commonly called the "Academic Freedom Report," this document which is available free from the Division of Student Activities, 101 Student Services Building, exists as a quasi-constitution within the University and provides guidelines for members of the University in the following areas:

- a. Student rights and responsibilities
- b. Academic rights and responsibilities of students
- c. Student records
- d. Judicial processes
- e. Procedures for passage of regulations governing student conduct
- f. Student and University publications
- g. Amendment of the document
- h. The Office of the Ombudsman and general recommendations for informing students of rights and responsibilities.

2. A Guide to Off Campus Living

This booklet, published by Off Campus Council, contains information of interest to students moving or living off campus. It includes information on how to find living space; leases; and means of legal protection and redress. It is available free from the Division of Student Activities, 101 Student Services Building, or Off Campus Council, 316 Student Services Building.

3. Bylaws of Academic Governance

This booklet contains the complete bylaws of faculty academic government, including the provisions for student participation at department, College, and University levels. It details the composition, function, and student membership on the various academic committees. It is free from the Office of the Secretary of the Faculties, Basement, East Wing, Library.

4. Campus Maps

Campus Maps—the several types including building location maps, student housing maps, maps of parking facilities and bus routes—are available from several offices of the University. The central distribution point is the Department of Information Services. These maps are available at no charge from 10 Agriculture Hall.

5. Faculty and Staff Telephone Directory

This publication lists names, phone numbers and addresses of all University employees by alphabetical listing, and by department and office. It also contains information concerning the academic organization and central administration of the University and is available for one dollar at the Union desk, Union Building.

6. Fraternity and Sorority Brochures

Students interested in obtaining brochures and information about Greek life and living units should contact Panhellenic Council for sororities, 319 Student Services Building, 353-2569, and Interfraternity Council for fraternities, 317 Student Services Building, 355-8250 or the advisers in the Division of Student Activities, 101 Student Services Building, 355-8288 or 355-5280.

7. Graduate Rights and Responsibilities Document

This document, available free from the Graduate Office, 246 Administration Building, is a comprehensive set of guidelines and procedures governing the many relationships which exist between graduate students on the one hand and the administration, the various academic units, and individual faculty members on the other. The document defines rights and responsibilities for graduate students in the following areas:

- a. Academic rights and responsibilities
- b. University employed graduate students and graduate assistants
- c. Judicial structure
- d. Academic governance
- e. Amendment of the document

8. Men's and Women's Intramural Handbooks

These handbooks contain information about the men's and women's intramural programs—awards, building hours and locations, sports calendar, eligibility for intramural competition, facilities, equipment, and sports and recreation clubs. The women's handbook is available free in 121 Women's Intramural Building, and the men's handbook, in 201 Men's Intramural Building.

9. Michigan State University Catalog

This book, revised annually, contains detailed information concerning all academic courses and programs, the annual academic calendar, and information about the official structure of the University. It is available for one dollar from the Union desk, Union Building.

10. Michigan State University Graduate Study

This catalog, revised annually, contains a description of courses and academic programs for graduate study, along with general information about University facilities, services and policies relating to graduate students. It is available free from the Graduate Office, 250 Administration Building.

11. Michigan State University Ordinances

This document contains all the ordinances duly approved by the Board of Trustees of MSU. These ordinances govern all persons on the land controlled by the Board, and are the equivalent of state laws. It is available free from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 Administration Building.

12. Residence Hall Room Folder

Policies and procedures relating to residence halls, including management rules and regulations, are contained in folders distributed to each room in the residence halls.

13. Schedule of Courses and Academic Handbook

This booklet, published each term, contains information concerning current regulations and structures relating to academic programs and procedures. Additionally, it lists course schedules for the current term. This is distributed free each term to all students and is available in the Office of the Registrar, 150 Administration Building.

14. This is Michigan State University (Facts Book)

This booklet, compiled by the Department of Information Services, contains diverse information about the University, including brief explanations of the functions of each office of the University, college, and extension facility and information about University officers, facilities, services, programs, events, and procedures. The booklet, organized by topic and revised annually, is available free in limited quantity from 10 Agriculture Hall.

ACADEMIC INFORMATION

The major references for academic information are the *Michigan State University Catalog* and the *Schedule of Courses and Academic Handbook*. Information is also available from academic advisers and the deans and assistant deans in each college.

BANKING SERVICE

The Cashier's Office, 110 Administration Building, will cash personal checks up to \$50 written on out-of-town banks and hold money for students in no-interest Student Passbook Accounts. The office is open from 8:15 a.m. to 4:15 p.m. Monday through Friday. The telephone number is 355-5023.

CAMPUS BUS PASSES

Campus bus passes can be purchased at the MSU Book Store, Union Ticket Office, and at registration. The procedures and regulations for usage of the campus bus pass and bus system will be available when a pass is purchased. The printed bus schedule is available to all students.

CENTER FOR URBAN AFFAIRS (CUA)

The Center for Urban Affairs is an academic unit whose primary function is to develop the University's potential for helping to solve urban problems and to meet urban needs. The programmatic efforts of the center are in the areas of curriculum development, community action, and research and evaluation. Each term the CUA is sponsoring with other University departments several graduate and undergraduate courses which may eventually lead to a degree program in urban affairs and ethnic studies. These courses are listed in the publication *Schedule of Courses and Academic Handbook* or a list may be obtained from the Center for Urban Affairs located on the first floor, West Wing, Owen Graduate Center. The CUA also has a number of ongoing programs in the Lansing community in which student volunteers sometimes participate.

COMMUNITY SERVICES—EAST LANSING

1. Draft Information Center

The Draft Information Center, 507½ East Grand River, East Lansing, is a complete counseling service on everything concerning the draft. Persons seeking help at the center can be counseled concerning all deferments and the draft law. Legal assistance is also available. The center is open 1-5 p.m. Monday through Friday and 6-8 p.m. Monday through Thursday. The telephone number is 351-5283. A one dollar donation is asked of persons who use the service.

2. Drug Education Center (DEC)

The Drug Education Center is a volunteer agency which was formed to provide information on drugs and drug-related topics for the residents of East Lansing and the surrounding communities. Persons interested in information pertaining to drugs or drug-related problems are welcome to call or to stop by the center at 405 Grove Street, East Lansing. The DEC is staffed by trained volunteers and is open 24 hours, seven days a week. A variety of other services such as lawyer referral, a free medical clinic, and drug analysis are also available. For more information call 351-8108.

3. Michigan Clergy for Problem Pregnancy Counseling

This service offers help to persons seeking information or counseling on sexual problems, contraception, pregnancy testing, or problem pregnancy. By telephoning 332-6410, the caller will hear a recorded message giving the names and telephone numbers of clergymen in the area who are available for consultation. There is no charge for this service.

4. The Listening Ear

The Listening Ear is a 24-hour-a-day crisis intervention center. Staffed by trained volunteers, the Listening Ear will help with a wide range of problems—from personal-emotional to need for referral to a community service. Persons wanting to talk over a problem or find an agency that can help them may call 337-1717 or stop by at 547½ East Grand River in East Lansing.

COUNSELING CENTER

The services of the Counseling Center, whose main offices are located in 207 Student Services Building, are available at no charge to all Michigan State University students. The Counseling Center offers individual and group counseling for assistance with a wide range of student concerns including educational-vocational planning, personal-social adjustment, and emotional problems. Complete testing services are available and occupational information libraries are maintained. Counseling Center offices are also located in the MSU Health Center, the Union Building, and in:

224 Brody (for residents of Brody Group)

229 West Fee Hall (for residents of Akers, Fee, Holmes, Hubbard, and McDonel)

S-36 Wonders Hall (for residents of Case, Holden, Wilson, and Wonders)

DEAN OF STUDENTS, OFFICE OF

The responsibilities of the Office of the Dean of Students are implemented through the Division of Graduate Education Programs and Research, the Office of Judicial Programs, the Residence Hall Area Directors, and the Division of Student Activities. These offices are located in the Student Services Building.

1. Graduate Education Programs and Research

The Division of Graduate Education Programs and Research is responsible for coordinating procedures for the readmission of students who have withdrawn from the University for non-academic and non-disciplinary reasons; the provision of draft education programs; the supervision for and direction of the practicum series in student personnel; the preparation of publications relating to college personnel administration; and undergraduate women's programs and activities. In addition, the personnel of this division coordinate and conduct research within areas of student affairs, and disseminate data relating to student development and student life at Michigan State University and other institutions of higher education.

2. Judicial Programs

The Office of Judicial Programs is responsible for facilitating and assisting all levels of the University's judicial process for students by providing information to students, faculty, and staff who are concerned with judicial matters; providing training to judiciary members and advisers; providing coordination and clarification of judicial procedures; and providing ongoing evaluation of the current judicial system. This office also receives complaints and appeals for referral to the All-University Student Judiciary, Student-Faculty Judiciary, and major governing group judiciaries.

3. Residence Hall Area Directors

The Office of the Dean of Students, through area directors, is responsible for the selection and training of the residence hall advisory staff; the implementation of policy within the residence halls; coordination of educational, social, and recreational programs within the individual residence halls; and the advisement of the individual living unit governments. It is also responsible for the Minority Student Aide Program which is planned to provide a staff person to work with minority students residing in residence halls and to assist them in becoming oriented to the University and in solving problems they may have.

4. Student Activities

The Division of Student Activities is responsible for advising the Student Board and the Cabinet of Associated Students of Michigan State University (ASMSU), the all-University events sponsored by ASMSU, and for coordinating the interest area student organizations. It is also responsible for the advisory program in sororities, fraternities, cooperatives, and religious living units; the implementation of policy within these units, the coordination of the educational, social, and recreational programs in these living units; and advisement of the major governing groups—Interfraternity Council, Panhellenic Council, Residence Halls Association, and Intercooperative Council. Through the Off Campus Housing Office, this division has the responsibility for implementing the off campus housing policies and advising the Off Campus Council. Education 415 (see page 10 of this handbook) is also coordinated through this Division.

DRAFT EDUCATION

Information about the draft can be obtained from the Office of Draft Education, 162B Student Services Building.

EDUCATION 415

In Education 415, Student Leadership Seminar, an opportunity is presented to students to accept a greater responsibility for their own education. Students in discussion with staff and resource personnel identify the principal areas of concern and decide how each area is to be explored. Generally topical areas selected have included: learning more about oneself (the identity crisis); learning more about interacting with others (group dynamics); learning more about the University (goals, purposes, structure). Discussions of current issues facing the University are an important part of the class. Students desiring to take the class should request approval from the Division of Student Activities, 101 Student Services Building, before registering for the course.

EQUAL OPPORTUNITY PROGRAMS (EOP)

Broadly defined, the Office of Equal Opportunity Programs (EOP) directs and coordinates those programs which are intended to assure non-discriminatory access of the disadvantaged minority populace to the University and to eliminate discriminatory practices by the University in all of its functions and programs, including employment. Recruitment and financial aid programs for black and other minority graduate students receive cooperation from EOP. Implementation of the Michigan State University Anti-Discrimination Policy and Procedures (see pages 36-40 of this handbook) is another responsibility of this office. The Office of Equal Opportunity Programs is in 312 Administration Building, 353-3922.

FACILITIES AND SERVICES

A list of University facilities and services available to student organizations is available in the Division of Student Activities, 101 Student Services Building. Policies related to the use of University facilities are on pages 46-48 of this handbook.

FINANCIAL AID PROGRAMS

Grants, Loans, Scholarships, and Work-Study Program

- a. The Office of Financial Aids and Withdrawals of the Office of the Vice President for Student Affairs administers the following financial aid programs: 1) the Federal Education Opportunity Grants (EOG) Program; 2) student loan programs, including the Michigan State University (MSU) Short-term Loan Program, the National Defense Education Act Loans, the Michigan Higher Education Assistance Authority Loans, the United Student Aid Program, and the various out-of-state higher education loan programs; 3) scholarships for undergraduate students currently enrolled

at MSU; 4) the Work-Study Program; and 5) Student Aid Grants. Information regarding the policies and regulations that pertain to specific financial aid programs listed above is available in the Office of Financial Aids and Withdrawals, 264 Student Services Building.

- b. Associated Students of Michigan State University (ASMSU) has a loan fund, from which registered undergraduate students may borrow a maximum of \$20 for up to a three-week period. The ASMSU Loan Office is located at 307 Student Services Building.

HEALTH CENTER

The Michigan State University Health Center provides facilities for students who are in need of medical, surgical, or psychiatric care. An office for the ASMSU student insurance program is located in the Health Center. Policies of the MSU Health Center are on pages 49-51 of this handbook.

INTRAMURAL ACTIVITIES AND FACILITIES

The Intramural Department is interested in providing informal and organized intramural and recreational activities to all students. Information and handbooks regarding these activities as well as sport club opportunities may be obtained from the Women's Intramural Office, 121 Women's IM Building and the Men's Intramural Office, 201 Men's IM Building. The *Women's Intramural Handbook* and the *Men's Intramural Handbook* should be used as a reference for information pertaining to:

Building Hours	Intramural Eligibility Rules
Facilities Available to Students	Intramural Sports Calendar
Informal Recreation Programs	Sports Equipment Available (Students may check out any available sports equipment by presenting their ID Cards.)
Intramural Competition (Individual and Team)	

IDENTIFICATION (ID) CARDS

If you lose your identification card, you can obtain a replacement by going to the Student and Faculty Identification Cards Division, 142 Administration Building, 355-5055. A replacement plastic name card for library use can also be obtained at this office. If possible bring your fee receipt for the current term. The replacement fee for your identification card or plastic name card for library use is \$2.00 each. Name changes should be reported to the Registrar's Office, 150 Administration Building, for a free new card. Policies related to identification cards are on page 56 of this handbook.

LIBRARIES

1. Main Library

The University Main Library is open during the regular terms 8 a.m.-11 p.m., Monday through Friday; 9 a.m.-11 p.m., Saturday; 10 a.m.-11 p.m., Sunday. The hours during vacations are: 8 a.m.-6 p.m., Monday through Friday; 9 a.m.-5 p.m., Saturday; and closed Sunday. The policies and procedures of the Library are on pages 57-59 of this handbook.

2. Branch Libraries

The following branch libraries are open to students. The hours and lending policies of a particular branch may be obtained by calling the listed telephone number.

Agricultural Economics—29 Agriculture Hall—355-6650

Agricultural Engineering—217 Agricultural Engineering Building—355-4720

Animal Industries—208 Anthony Hall—355-8483

Art—116 Kresge Art Center—355-7640

Audio—Fourth Floor, West Wing, Main Library—353-1753

Business—Eppley Center—355-3380

Chemistry—426 Chemistry Building—355-8512
 Conrad Hall—353-1738
 Continuing Education—Ground Floor, West Wing, Main Library—355-2345
 Cyclotron—7 Cyclotron Building—355-9671
 Engineering—308 Engineering Building—355-8536
 Geology—105 Natural Science Building—355-4626
 Instructional Resources Center—133 Erickson Hall—355-1753
 Learning Resources Room—205 Bessey Hall—353-6610
 Mathematics—A304 Wells Hall—353-8852
 Music—253 Music Building—355-7660
 Physics—228 Physics-Astronomy Building—355-9704
 Veterinary Medicine—153 Giltner Hall—355-6537
 Voice Library—Fourth Floor, West Wing, Main Library—355-5122
 Wilson Hall—Wilson Hall—355-1522

OFF CAMPUS HOUSING OFFICE

The Off Campus Housing Office, 101 Student Services Building, has listings of available supervised and unsupervised off campus housing. Staff members in this office also provide assistance in student problems resulting from off campus housing situations.

OMBUDSMAN, OFFICE OF

The Office of the Ombudsman was established with the adoption of the *Academic Freedom Report*. The Ombudsman is an official, chosen from among the senior faculty, to whom students may appeal for redress of grievances involving faculty and administration. He must decide the validity of the complaint and recommend or take action to resolve it. To assist him in his work he has broad powers of investigation, including direct and ready access to University officers and faculty and to official records. The Office of the Ombudsman is located in 101 Linton Hall, and students are encouraged to visit this office.

PLACEMENT BUREAU

The Placement Bureau, located in the Student Services Building, provides assistance to graduating students seeking jobs in business, industry, government, and the teaching profession. Employment opportunities offered through the bureau are listed in the *State News* and in the *Placement Bureau Bulletin*, which is published weekly. Through the Student Employment Office, the bureau assists students seeking part-time employment on and off campus and summer employment.

STUDENT GOVERNMENT SERVICES

The Associated Students of Michigan State University (ASMSU) provides the following services:

1. Electronics Workshop

The Electronics Workshop offers low cost repair of stereos, televisions, and radios. The Electronics Workshop is located in 326 Student Services Building.

2. Great Issues

The Great Issues series brings individuals of current national interest to the campus to speak. Great Issues programs are announced in the *State News*.

3. Insurance

ASMSU sponsors a student insurance program which is available to students carrying seven credits or more per term. Information regarding the student insurance policy can be obtained from 3-5 p.m. every day in the MSU Health Center.

4. Legal Aid

A law firm has been retained by ASMSU for registered students seeking advice on legal problems. To use this service, students must make an appointment and pay a three dollar fee per consultation. The lawyer's office hours are 9 a.m.-5 p.m. Wednesday and 1-5 p.m. Thursday. An appointment can be made by calling 353-0659.

5. Loan Program

A loan fund, which provides a maximum loan of twenty dollars (\$20) for a maximum of three (3) weeks, is available to registered undergraduate students. The ASMSU Loan Office is located in 307 Student Services Building.

6. Man and Nature Bookstore

The Man and Nature Bookstore, located in 326 Student Services Building, carries paperback books, posters, comic books, and textbooks at a discount rate. Yogurt and pop are also available in the bookstore.

7. Mimeographing and Silk Screen Service

Mimeographing and silk screen service are available to registered students and registered student organizations. There is a minimum fee charged. For information regarding these services students may call 353-1749 or visit the office in 25 Student Services Building.

8. Popular Entertainment

The ASMSU Popular Entertainment series presents two or three concerts per term. Dates for the concerts and ticket prices are announced in the *State News*. Entertainers featured are nationally known groups from all facets of the popular music field.

9. Travel Service

The Student Travel Service of ASMSU provides information to registered students on low cost transportation during the holiday periods. A special tour is also sponsored during spring vacation. Information concerning student travel may be obtained by calling 353-2966, 327 Student Services Building.

STUDENT ORGANIZATIONS

1. Interest Area Organizations

The categories of interest area organizations are honorary organizations; professional organizations and professional fraternities and sororities; recreational and athletic organizations; religious organizations; and academic interest area, political, social, and service organizations. These student organizations are registered with the Associated Students of Michigan State University (ASMSU). A list of these organizations and additional information are available in the Division of Student Activities, 101 Student Services Building, 353-3860.

2. Major Governing Groups

Information pertaining to the functions of major governing groups is on pages 19-21 of this handbook.

3. Programming Organizations

a. Association of Collegiate Women (ACW)

Association of Collegiate Women, (ACW), formerly the Association of Women Students, has refocused the role of their organization to the changing nature of this campus and to the increasing interest, nationally, in the status of women. These concerns have resulted in a primary commitment on the part of ACW to sponsor educational programs for women students, programs that seek to create greater understanding of the possibilities and responsibilities of educated womanhood in an everchanging society. In addition to providing the *Who's Who* and

What's What handbook, ACW is involved in sponsoring "Lantern Night", (a recognition event for the outstanding 50 women graduating seniors of MSU) and assists related organizations in the development and funding of programs primarily for women. It also presents "Women's Week" during the fall term. The programs and services of ACW are coordinated by a general council composed of 14 undergraduate women. ACW, at MSU, is a member of the national women's organization, Intercollegiate Association of Women Students. Information regarding the ACW organization can be obtained by calling 355-8324.

b. Office of Black Affairs

The Office of Black Affairs, which is in the Cabinet of ASMSU, works to develop programs and plan events for the black students on campus. First established in 1969, the office has recently expanded in staff and scope so that it handles such tasks as distributing newsletters and newspapers to enrolled black students, orienting new black students to Michigan State University life, maintaining contacts with black students in other colleges, and sponsoring campus events.

The office is directly responsible to the Black United Front, the representative black student organization on campus. Located in 308 Student Services Building, the office is run by a five-member Board of Directors, appointed by the Black United Front.

c. Senior Class Council

The Senior Class Council consists of approximately 14 seniors. The council assumes responsibility for the following projects: selection of the '72 Club members and arrangements for the '72 Club banquet; presentation of outstanding faculty awards; selection of the class gift; planning for commencement; and special projects, e.g. career opportunity convocation.

d. Union Board

Union Board is responsible for planning programs designed to offer meaningful service to the University community. Members of Union Board direct programs which include a ride bureau, charter flights, dances, Activities Carnival, an activities calendar, flea market, browsing room, message center, travel office, service scholarships, book drive, theatre trips, and music programs.

Students are encouraged to recommend new programs. Applicants for committee membership are welcome, and applications may be obtained at the Union Board Office, Union Building.

UNION BUILDING

The Union Building is a cultural, social, recreational, and service center for students, faculty, administration, alumni, and guests of Michigan State University. Included among its facilities are a cafeteria, grill room, catering service, meeting rooms, ticket office, information desk, campus lost and found department, bowling alley, billiard room, barbershop, lounge, browsing room, ballroom, private dining rooms, and the offices of the MSU Alumni Association, the Radio and TV department, the Counseling and Guidance Center for Minority Students, the Retirees Club, the Student Water Resources Publications, and the Student Union Board.

VETERANS' GUIDANCE CENTER

The Veterans' Administration maintains an office in the Student Services Building to assist veterans and war orphans who are in attendance at the University under one of the various public acts. The primary concern of this office is with educational and vocational counseling of students, but assistance with problems relating to the Veterans' Administration will be given.

VOLUNTEER PROGRAMS

The Michigan State University (MSU) Office of Volunteer Programs, 26 Student Services Building, provides information, assistance, coordination, and encouragement to students seeking volunteer positions in community and social service projects. The office is divided into two functional units, the MSU Volunteer Bureau and the MSU Volunteer Transportation Pool. The bureau receives requests for volunteer assistance from community agencies and individuals, recruits MSU volunteers, and makes the appropriate assignment or referral. The transportation pool maintains a fleet of vehicles solely for the transportation of MSU volunteers from the campus to their volunteer assignments. In addition, information concerning national volunteer programs, such as VISTA, Peace Corps, and Teacher Corps, is available in the Office of Volunteer Programs, 353-4400.



University organization

The information in this section of the handbook, rather than being all-inclusive, is intended to be a reference and one of the initial points for students seeking to understand the organization of Michigan State University and some of the structures through which students participate in the decision-making process. Any explanation of the operation of the University must begin with the Board of Trustees, which exercises final authority for all University governance, within the limits established by the State Constitution. The Trustees delegate authority to various divisions of the University through the President. The officers of the University, the academic administration, academic governing bodies, student governing bodies, and student-faculty-administrative committees each are delegated a portion of the authority for decision-making or adjudication within the University. Brief descriptions of some of these divisions are contained in the following pages.

BOARD OF TRUSTEES

The Board of Trustees, elected by the voters of the State of Michigan and responsible to all of the people of Michigan, exercises the final authority in the government of the University, within the limits fixed by the State Constitution. In exercising its responsibility, the Board delegates to the President of the University and through him to the faculty and students, appropriate authority and jurisdiction over matters for which they are held accountable to the Board of Trustees. These matters include educational policy and the development of a strong and efficient organization with which to accomplish the objectives of the University.

The Board consists of eight members serving eight-year terms, which expire at staggered intervals. The Trustees meet monthly, first in a private financial business meeting as a committee of the whole, and then in an open public meeting in the board room, fourth floor, Administration Building. The names of current Board members are printed annually in the *Student Telephone Directory*. Information regarding meeting times and procedures for placing business on the Board agenda is available from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 Administration Building.

OFFICERS OF THE UNIVERSITY

The President of Michigan State University is elected by the Board of Trustees and is an ex officio member of the Board without the right to vote. The other officers of the University are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the officers of Michigan State University: President, Provost, Vice President for Business and Finance and Treasurer, Executive Vice President and Secretary to the Board of Trustees, Vice President for Research Development, Vice President for Student Affairs, Vice President for University Relations, and University Attorney. The names, office numbers, and telephone numbers of these officers are in the *Faculty and Staff Telephone Directory*.

1. Office of the President

All offices of the University report directly or indirectly to the President, and through him to the Board of Trustees. Directly under the Office of the President are the Offices of the Vice Presidents, the Provost, the Executive Vice President and Secretary to the Board of Trustees, the Ombudsman, and several divisions within the University organization. One of the President's responsibilities is to preside at meetings of the Board of Trustees. He also presides as an ex officio member at meetings of the Academic Council and the Academic Senate. The Office of the President is located in 450 Administration Building.

2. Office of the Provost

The Provost is the chief academic officer of the University and all academic offices ultimately report through him to the Board of Trustees. Some of the academic offices reporting to the Provost are the deans of the colleges, the Dean for the School of Advanced Graduate Studies, the director of the Honors College, the director of the Library, the director of the Center for Urban Affairs, and the director of the Office of Institutional Research. The Office of the Provost is located in 438 Administration Building.

3. Office of the Vice President for Student Affairs

The Vice President for Student Affairs has the general administrative responsibilities for all student personnel matters. The multiple services of the Office of Student Affairs are carried out through the Office of the Dean of Students, the Counseling Center, the Michigan State University Health Center, the Office of Intramural Programs, the Office of Volunteer Programs, and the Office of Financial Aids and Withdrawals. Information regarding each of these areas is listed within the alphabetical categories in the first section of this handbook.

The Vice President is also delegated authority for decision-making in the legislative process used in approving regulations governing student conduct as outlined in Article 5 of the *Academic Freedom Report* (for further explanation, see "Procedures—Student Regulations", page 26). As outlined in Article 4 of this report, the Vice President serves as the final appeal in the process of adjudication of violations of regulations. The Office of the Vice President for Student Affairs is located in 152 Student Services Building.

ACADEMIC SENATE

The Academic Senate is composed of all faculty members who hold the rank of professor, associate professor, and assistant professor, and who are appointed within the rules of the tenure system. Additionally, the President and Provost serve as members. Senate meetings are open only to members and invited guests and are chaired by the President or, in his absence, the Provost. The secretary of the Senate is appointed by the President and is designated the Secretary of the Faculties.

Senate action is taken on issues of major importance relating to matters of educational policy. The Academic Council by majority vote determines whether a matter must have Senate action. The Senate may bring up for consideration any matter within the jurisdiction of the faculty which pertains to the general welfare of the University.

ACADEMIC COUNCIL

The Academic Council, as established in the *Bylaws of Academic Governance*, is composed of the President, the Provost, the elected faculty representatives, the undergraduate and graduate student representatives, the student representatives-at-large, the deans of the colleges, the members of the Steering Committee, and designated ex officio members. The Academic Council, which acts for and on behalf of the Academic Senate, has several functions, which include advising the President on all matters of educational policy; approving or rejecting major changes in courses and curricula; considering any proposals on matters pertaining to the general welfare of the University; and advising the President on any matters he may present. Several standing committees (several of which are discussed below in this section) report to the Council on specific areas of University policy and operation. The Council holds monthly open meetings. The Secretary of the Faculties, Basement, East Wing, Library, should be consulted for the time and place of meetings.

STUDENT GOVERNMENT

Student governing bodies consist of local living unit governing groups, major governing groups, the Associated Students of Michigan State University (ASMSU), and the Council of Graduate Students (COGS). Through these groups, as established in Article 5 of the *Academic Freedom Report*, students participate in the review, evaluation, and recommendations of regulations governing student conduct. For a summary of these procedures see "Procedures—Student Regulations" pages 26-27 of this handbook.

The Student Board of ASMSU and COGS are responsible for student appointments to various student-faculty-administrative committees and judicial bodies. A description of ASMSU, each of the major governing groups, and COGS follows.

1. Associated Students of Michigan State University (ASMSU)

The all-University student government of MSU is a 19-member governing body called the Student Board. This board is composed of 14 voting representatives from geographic districts, two voting representatives appointed by the Office of Black Affairs, the presidents, who serve with vote, of Residence Halls Association and Off Campus Council, a voting chairman (elected by the group) and the presidents, who serve without vote, of Interfraternity Council, Intercooperative Council, and Panhellenic Council. The Student Board organizes and administers the cabinet which carries out the policies and programs of the board. A judiciary branch has original

jurisdiction over cases involving student infractions of University rules, regulations and policies. ASMSU directs its efforts in four major areas: the initiation, evaluation, and recommendation of all-University policy; the welfare and rights of students; direct student benefits; and the coordination of organizations. Information regarding student government services is on pages 12-13 of this handbook.

2. Intercooperative Council (ICC)

The Intercooperative Council (ICC) is the governing group for cooperative living units, the six for men and the one for women. Co-ops are student owned and managed houses that contribute to the living experiences, social benefits, and economic savings of the members. The ICC meets regularly to discuss and coordinate problems of cooperative living and is represented on the ASMSU Student Board. The council states as its purposes: continual expansion, holding open membership recruitment, and the settling of any judicial matters arising within the houses.

Information about cooperative living is available by calling 355-8313 or the president of each cooperative living unit listed below.

Beal House	Howland House
Bower House (SHC)	Montie House
Eleutheria (SHC)	New Community (SHC)
Elsworth House (SHC)	Ulrey House (Women) (SHC)
Hedrick House (SHC)	

To facilitate expansion and continuity, six of the cooperative living units have joined in forming the MSU Student Housing Corporation (SHC), a non-profit organization holding the mortgages, leases, and land contracts of the member houses. With this financial base, and with the help of a hired staff, the members of the co-operatives hope to improve their present system as well as to make available more low-cost student housing at Michigan State University.

3. Interfraternity Council (IFC)

The Interfraternity Council (IFC) is the governing body for the 34 fraternities at Michigan State University. It is responsible for the coordination of the fraternity system. The President's Council, composed of the presidents of each chapter, is the legislative body of the IFC. The executive and judicial arm of IFC is the Executive Board, which is responsible for executing and administering IFC policy and enforcing the rules and regulations specified by the IFC Constitution and by the University. The IFC continually works toward fostering communication between the houses; encouraging scholastic achievement, service, social, and athletic programs; and promoting the continual improvement and welfare of the fraternity system.

The individual fraternities are listed below, and the names of the presidents can be obtained from the IFC adviser in the Division of Student Activities.

Alpha Gamma Rho	Phi Beta Sigma
Alpha Kappa Psi (Professional)	Phi Delta Theta
Alpha Phi Alpha	Phi Gamma Delta
Alpha Tau Omega	Phi Kappa Psi
Beta Theta Pi	Phi Kappa Sigma
Delta Chi	Phi Kappa Tau
Delta Sigma Phi	Phi Sigma Kappa
Delta Sigma Pi (Professional)	Pi Kappa Phi
Delta Tau Delta	Psi Upsilon
Delta Upsilon	Sigma Alpha Epsilon
FarmHouse	Sigma Alpha Mu
Kappa Alpha Psi	Sigma Chi
Kappa Sigma	Sigma Nu
Lambda Chi Alpha	Sigma Phi Epsilon
Omega Psi Phi	Tau Delta Phi

Theta Chi
Theta Delta Chi

Triangle
Zeta Beta Tau

Open rush for freshmen and upper classmen begins the first full week of classes fall term. To become a pledge a student must be asked to join by the individual fraternity.

The period of pledgship begins no sooner than the first Sunday after the beginning of rush week and extends for a period of one term. Information regarding joining a fraternity is available in the Interfraternity Council Office, Student Services Building, 355-8250 or in the *State News* during the first week of each term.

4. Off Campus Student Association (OCSA)

The Off Campus Student Association (OCSA) exists within the framework of ASMSU as the governing group representing the interests of off campus students. All students not living in residence halls, Greek living units, or University-recognized co-operatives are members of OCSA unless they decline membership in writing. Elections are held each spring for Off Campus Council (OCC) which is the 11-member governing board of OCSA. As a governing group OCC communicates the views of off campus students to the ASMSU Student Board, to the University administration, and to other University policy-making bodies. As a work group OCC initiates and conducts projects and services of value to the off campus student community. Projects completed include publication of *A Guide to Off Campus Living*, an investigation of automobile towing practices, and support of the passage of a towing reform ordinance by the East Lansing City Council. A continuing effort is mediation of tenant-landlord grievances. Projects planned include support for a state-wide security deposit reform bill, formation of a tenants' union, and publication of material designed to give information on efficient and economical home management to students living off campus. The OCC Office is in 316 Student Services Building, 355-8300. Any interested student is welcome to participate in OCC activities and projects.

5. Panhellenic Council (Panhel)

Panhellenic Council is the governing group for the 23 national sorority chapters at Michigan State University. It is composed of two representatives from each chapter who meet weekly to discuss and act on such matters as membership, rush rules, and chapter activities. Panhellenic Council helps to sponsor various philanthropic, academic, and social events.

The individual sororities are listed below, and the names of the presidents may be obtained from the Panhellenic adviser in the Division of Student Activities or the Panhellenic Office, 319 Student Services Building, 353-2965.

Alpha Chi Omega
Alpha Delta Pi
Alpha Epsilon Phi
Alpha Gamma Delta
Alpha Kappa Alpha
Alpha Phi
Alpha Xi Delta
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Sigma Theta
Delta Zeta

Gamma Phi Beta
Kappa Alpha Theta
Kappa Delta
Kappa Kappa Gamma
Phi Mu
Pi Beta Phi
Sigma Delta Tau
Sigma Gamma Rho
Sigma Kappa
Zeta Phi Beta
Zeta Tau Alpha

Panhellenic Council sponsors sorority rush for all undergraduate women throughout the school year as follows:

Fall Term—Informal rush

Open houses for coeds rushing winter term.

Winter Term—Formal, structured rush

Spring Term—Informal rush

1. Eligibility

- a. A coed must be registered for rush in accordance with the current Panhellenic policies.
- b. A rushee must be registered with MSU for ten (10) or more academic credits for the term she is rushing. Improvement courses may not be counted.
- c. With the exception of a first term student, a rushee must have a 2.00 all-University average and a 2.00 average the term preceding rush for ten (10) academic credits exclusive of improvement courses.

2. Rush Registration

Rush registration will be held during a special sign-up period. Panhellenic Council will announce the dates in the *State News*.

6. Residence Halls Association (RHA)

Residence Halls Association (RHA) represents the highest level of residence hall government and is the governing body for all University residence halls. Membership is composed of an elected representative from each hall on campus. RHA is recognized as a legitimate part of the University decision-making process and its purposes include: developing communication between individual halls and the University community; sponsoring and coordinating all-University activities for students living in residence halls; formulation of policy and regulations pertaining to residence hall students; and representing areas of interest and concern to such students. In addition RHA also has judicial responsibilities implemented through the RHA judiciary. Workshops, the RHA Movie Program, newsletters, and special events are included in the activities sponsored by this organization. All residents of MSU residence halls are members of RHA and can exercise their voting rights and opinions through the representative of their respective hall.

7. Council of Graduate Students (COGS)

The Council of Graduate Students (COGS) represents all registered Michigan State University graduate students, and is composed of one representative from each constituent academic department; the graduate student representatives on the Graduate Council, Academic Council, and standing committees of the Academic Council; and the seven officers. COGS exists to promote the academic, social, and economic aims of graduate students; to establish effective communication among graduate students; and to create channels of communication with other student organizations and with the academic and administrative units of the University. COGS maintains an office in 4, Student Services Building.

STUDENT-FACULTY-ADMINISTRATIVE COMMITTEES

Student-faculty-administrative committees provide an opportunity for students, faculty, and administrators to work together in evaluating, recommending, and implementing policy. This university community approach to decision-making and policy formulation creates a better understanding of the total University and gives each segment an equal opportunity to discuss various points of view. Depending on their origin, these committees are responsible to the Board of Trustees, the President of the University, the Provost, the Vice President for Student Affairs, and/or the Academic Council.

Individual students may express their views and ideas to members of a specific committee or they may initiate discussion within their respective major governing groups, the Student Board of Associated Students of Michigan State University

(ASMSU), or the Council of Graduate Students (COGS) with these groups in turn communicating with the various committees. Procedures for the selection of students to serve on the committees described below are discussed on page 26.

1. All-University Health Center Advisory Board

The purpose of the All-University Health Center Advisory Board is to provide an opportunity for members of the University community to advise the MSU Health Care Administrative Committee on matters relating to the policies and services of the Health Center. The composition of the committee is five undergraduate students nominated by ASMSU and each representing the following areas: residence halls, off campus, foreign students, minority group students, and married students; one graduate student nominated by COGS; one faculty member nominated by the Committee on Committees; one representative from the administrative-professional employees; and one representative nominated by the Personnel Office. Ex officio members serving on the committee represent the offices of the Vice President for Business and Finance and Treasurer, the College of Human Medicine, the College of Osteopathic Medicine, the University Health Services, and the Vice President for Student Affairs (other than Health Services). The administrator of the Health Center and a physician nominated by the Ingham County Medical Society also serve as ex officio members.

2. All-University Traffic Committee

The All-University Traffic Committee, as established by the Board of Trustees, is charged with recommending to the President any changes in the faculty and student driving and parking regulations. It also has the responsibility of evaluating requests for exceptions to the driving and parking regulations. At the time of publication of this handbook, the composition of the committee was being reevaluated.

3. Athletic Council

The Athletic Council as established by the Board of Trustees is composed of six faculty members, two alumni members, and five ex officio members with votes. The ex officio members are the faculty representative to the Intercollegiate Conference, the director of athletics, the director of alumni relations, the Vice President for Business and Finance and Treasurer, and the chairman of the Student Board of Associated Students of Michigan State University. The faculty members are nominated by the Committee on Committees and appointed by the President.

The Athletic Council is responsible for formulating policy as it relates to athletic schedules, athletic tickets, television and radio broadcasts of athletic contests, and athletic awards. It serves in an advisory capacity to the director of athletics, to the faculty representative to the Intercollegiate Conference and to the University administration on matters of intercollegiate athletic policy.

4. Lecture-Concert Series Advisory Council

The Lecture-Concert Series Advisory Council is composed of 11 faculty members, two of whom are nominated by the Committee on Committees to the Provost, and nine of whom are appointed by the Dean of the College of Arts and Letters; one member appointed by the Office of Alumni Relations; one graduate student appointed by COGS; two undergraduate students appointed by ASMSU; the director of the Lecture-Concert Series, who sits ex officio; and the Dean of the College of Arts and Letters, who sits ex officio and chairs the committee.

The responsibilities of this committee are to advise in the formulation of policies regarding the Lecture-Concert Series, to review the cultural offerings on the campus and to make recommendations to the director of the Lecture-Concert Series and the Dean of the College of Arts and Letters.

5. Military Education Committee

The Military Education Committee is an advisory committee authorized by the Academic Council. Membership of this committee includes six faculty members selected by the Committee on Committees; two undergraduate students appointed by the ASMSU Student Board; and three ex officio members—representatives of the Office of the Provost, the Department of Aerospace Studies, and the Department of Military Science. This committee functions as an advisory committee which recommends curricular and policy changes in the area of military education to the appropriate committees and the Office of the Provost.

6. Student Advisory Group

The Student Advisory Group consists of the director of Cabinet Services and the chairman of the Student Board of the Associated Students of Michigan State University (ASMSU) and another appointed member of ASMSU, the president of the Council of Graduate Students (COGS) and another appointed member of COGS, the presidents of the major governing groups—Intercooperative Council, Interfraternity Council, Panhellenic Council, Off Campus Council, and Residence Halls Association, and the editor of the *State News*. The students meet regularly with the President, the Provost, the Vice Presidents, and the Dean of Students to discuss matters of interest to both and to advise the administrative officers of the students' views and recommendations.

7. Student-Faculty Judiciary Committee

The Student-Faculty Judiciary Committee, as established in Article 4, Section 3 of the *Academic Freedom Report*, is composed of four students appointed by the ASMSU Student Board from nominees submitted by the All-University Student Judiciary; seven faculty members selected according to the pattern employed for establishing the membership of faculty-student standing committees; and one member appointed by the Vice President for Student Affairs who serves ex officio with no vote and who also serves as secretary to the judiciary.

The *Academic Freedom Report* establishes the original and appellate jurisdiction of the Student-Faculty Judiciary. In addition the Student-Faculty Judiciary may 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") of the *Academic Freedom Report*.

8. University Committee on Academic Governance

The University Committee on Academic Governance, a standing committee of the Academic Council, is charged with conducting a continuing study of the steps being taken to involve students in academic government, and with undertaking a continual review of the *Bylaws of Academic Governance*. It has the responsibility for making recommendations to the Council for whatever changes in the bylaws the committee's investigations indicate. The committee is composed of one faculty member from each college, one faculty member representing the non-college faculty, one student member from each college, two student members-at-large, and one additional faculty member representing the lower faculty ranks.

9. University Committee on Building, Lands, and Planning

A standing committee of the Academic Council, the University Committee on Building, Lands, and Planning consists of 14 elected faculty members, three undergraduate students, one graduate student, two student members-at-large, and, serving ex officio, the Executive Vice President, the director of Campus Park and Planning, the director of Space Utilization, and the University Architect. The committee is charged with studying and making recommendations with respect to

building priorities, proposals for land utilization, ecological implications of land utilization, traffic planning, and appearance and location of buildings. In addition, the committee advises the President concerning the financing, location, and appearance of physical facilities on University property.

10. University Committee on Business Affairs

Membership on this committee consists of 14 elected faculty members, three undergraduate students, two graduate students, two student members-at-large, and three ex officio members—the Vice President for Business and Finance and Treasurer, and two designees from his office. This committee examines and evaluates policies within the service functions and business office that relate directly to the academic and research programs of the University. This does not include the allocation of financial resources. The committee recommends to the Vice President for Business and Finance and Treasurer appropriate policies for the Business Office and informs the Academic Council of any such policy recommendations.

11. University Committee on Honors Programs

The standing committee on Honors Programs reviews and evaluates programs for honors students, and counsels the director of the Honors College on policies, procedures, possible alterations in present programs, and plans for future activities. The committee counsels with departments and colleges on the institution and strengthening of honors programs within their areas; reviews and evaluates honors programs; and recommends to the Academic Council appropriate standards for the granting of honors degrees. Committee membership consists of 14 elected faculty members, six undergraduate students, one graduate student, and two student members-at-large. The director of the Honors College serves ex officio.

12. University Committee on Public Safety

Membership on the University Committee on Public Safety, an Academic Council standing committee, consists of seven faculty members (two from the lower faculty ranks), four undergraduate students appointed by ASMSU, one graduate student selected by COGS, and two student members-at-large. The director of the School of Criminal Justice and the director of the Department of Public Safety serve ex officio. The committee examines policies affecting the public safety of the University, holds regular, open meetings at which members of the academic community may bring to the committee's attention issues affecting the public safety of the University, and places under continuous study current and projected needs of the University with respect to public safety.

13. University Curriculum Committee

An Academic Council standing committee, the University Curriculum Committee's specific responsibilities are to review, evaluate, and approve or disapprove minor course changes; to review, evaluate, and recommend approval or disapproval of all major course changes to the Academic Council; to review, evaluate, and recommend approval or disapproval of degree requirements to the Academic Council; to suggest procedures for the elimination of courses that do not enroll a sufficient number of students; to suggest the need for new courses or curricula where the need seems evident; and to maintain a close working relationship with the Graduate Council. The voting membership of the Curriculum Committee consists of 16 elected faculty members, six undergraduate students, one graduate student, and two student members-at-large. The Registrar and a representative of the Provost's Office serve ex officio. The Office of the Provost names an executive secretary who serves ex officio.

14. University Educational Policies Committee

The voting membership of the University Educational Policies Committee, an Academic Council standing committee, consists of 16 elected faculty members, six

undergraduate students, three graduate students, and two student members-at-large. The Provost and/or his designee serves ex officio. This committee examines and evaluates policies relating to subject matter, methods of instruction, facilities, and support for research of faculty members and students; curriculum organization, including establishment or disbandment of departments, divisions, and colleges; and curriculum revisions.

15. University Faculty Tenure Committee

This Academic Council standing committee is the judicial and investigatory agency for all tenure actions. It interprets tenure rules and acts on cases of deviation from the rules. The committee reviews existing tenure regulations and advises the Provost and the Academic Council concerning appropriate changes; suggests policies and procedures for the dismissal of tenured faculty to the Provost and the Academic Council; and investigates any matter pertaining to tenure which the committee deems significant. The voting membership of the committee consists of 14 elected faculty members, three undergraduate students, one graduate student, and two student members-at-large. A representative of the Provost's Office serves ex officio. Provisions of the *Bylaws of Academic Governance* prohibit the student members of the committee from voting on cases involving the status of individual faculty members.

16. University International Projects Committee

The University International Projects Committee has several functions which include advising the Dean of International Programs, the Provost, and the Academic Council with respect to the coordination of the University's overseas projects with the University's academic program. It also examines, evaluates, and suggests policies concerning types of overseas projects in which the University should engage; relation of University-sponsored projects to government agencies, foundations, other fund-granting agencies and other universities; qualifications for employment of non-university project members; informational benefits to on-campus curricular research activities deriving from such projects; and any aspect of project activity which may affect the reputation of the University or its faculty, either nationally or internationally. The voting membership of this Academic Council standing committee consists of 14 elected faculty members, three undergraduate students, two graduate students, and two student members-at-large. The Dean of International Programs serves ex officio.

17. University Library Committee

The voting membership of this committee, which is a standing committee of the Academic Council, consists of 14 elected faculty members, three undergraduate students, two graduate students, and two student members-at-large. The director of Libraries serves ex officio. The Library Committee has the responsibility to study and evaluate library services, facilities, and policies and to advise the Provost, director of Libraries, and the Academic Council thereupon.

18. University Student Affairs Committee

The University Student Affairs Committee examines, studies, and evaluates all policies of the Office of the Vice President for Student Affairs as they affect academic achievement in the University and advises the Vice President for Student Affairs, the Dean of Students, and the Academic Council thereupon. In addition, this committee initiates amendments and reviews proposed amendments to the *Academic Freedom Report*, General Student Regulations, and policies relating to the academic rights and responsibilities of students. The voting membership of this Academic Council standing committee consists of six faculty members, five undergraduate students appointed by ASMSU, four graduate students selected by COGS, and two student members-at-large. The Vice President for Student Affairs

and the Dean of Students serve ex officio. Article 5 of the *Academic Freedom Report* should be used as a reference for further explanation of the committee's role in developing General Student Regulations. Article 7 of the report explains the committee's role in amendment of the report.

PROCEDURES—SELECTION OF STUDENTS TO SERVE ON COMMITTEES

Students interested in serving on any of the committees listed in this section should consult the following sources for selection procedures and the responsibilities of committee members.

Source of Information

ASMSU (for undergraduates)
and
COGS (for graduate students)

Committee

All-University Health Center Advisory Board
All-University Traffic Committee
Athletic Council (No graduate student seat)
Lecture-Concert Series Advisory Council
Military Education Committee (No graduate student seat)
University Committee on Public Safety
University Student Affairs Committee

Assistant Deans of the Colleges
Bylaws of Academic Governance

College Committees
University Committee on Academic Governance
University Committee on Building, Lands, and Planning
University Committee on Business Affairs
University Committee on Honors Programs
University Curriculum Committee
University Educational Policies Committee
University Faculty Tenure Committee
University International Projects Committee
University Library Committee

Departmental Chairmen
Judicial Programs Office

Departmental Committees
Student-Faculty Judiciary

PROCEDURES—STUDENT REGULATIONS

Article 5 of the *Academic Freedom Report* outlines the legislative process used by Michigan State University to enact regulations governing student conduct. The following charts will illustrate the procedures outlined in Article 5.

General Student Regulations

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



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



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



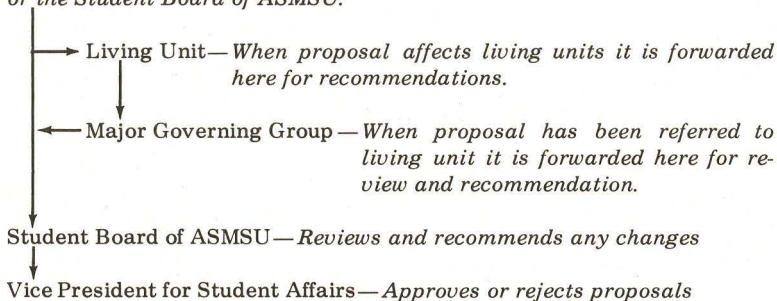
Proposal forwarded through Office of the President.

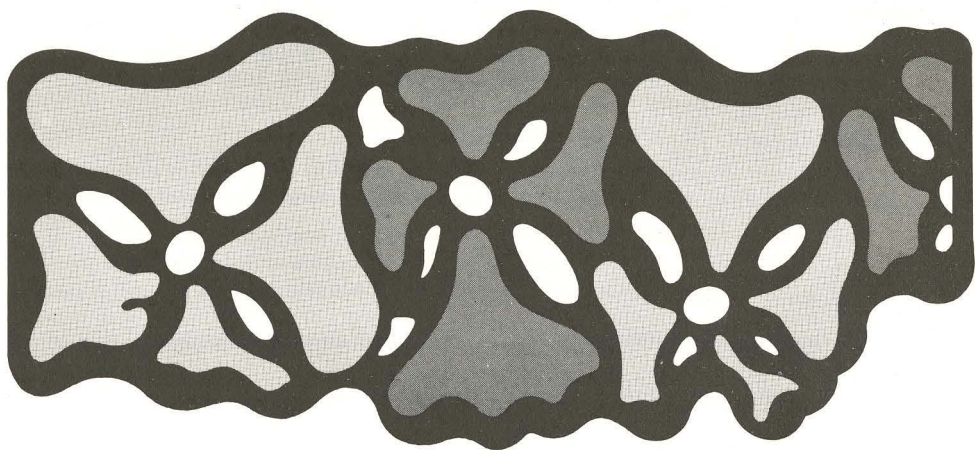


Board of Trustees—*proposal becomes operative upon approval.*

Student Group Regulations

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.*





Policies and Procedures

The purpose of this section of the handbook is to provide information concerning current regulations relating to student rights, responsibilities, and duties. It contains regulations that pertain to students as individuals and regulations that relate to the activities and programs sponsored by student organizations. This section should be viewed as a reference and an initial point for students in understanding their responsibilities and the regulations at Michigan State University. Other references are listed in the first section of this handbook. It should be noted that the *Michigan State University Catalog* and the *Schedule of Courses and Academic Handbook* should be used as references for specific academic policies and requirements.

The content of the ordinances, student regulations, administrative rulings, and the all-University policies presented in this handbook reflect the University's expectations for students. The format for presenting these expectations begins with a listing of the General Student Regulations. Following these regulations is an alphabetical listing, by topic, of the ordinances, additional student regulations, administrative rulings, and all-University policies. Responsibility for understanding these regulations is as important as understanding the University's academic expectations. While the source and authority for a particular regulation and the adjudication of a violation may vary, students are expected to be equally responsible for each.

University ordinances established by the Board of Trustees of Michigan State University are those rules and regulations which apply equally to all individuals—students, employees, and visitors—on campus. Although this handbook contains selected ordinances, everyone is expected to comply with all the University ordinances, which are available for reference in the Office of the Executive Vice President and Secretary to the Board of Trustees and in the Division of Student Activities, Office of the Dean of Students.

A student regulation, in contrast to a University ordinance, is applicable only to those individuals who are registered as students. A specific student regulation is

designated as either a General Student Regulation or a Student Group Regulation. A General Student Regulation applies to all registered students regardless of living unit or student group affiliation. A Student Group Regulation governs student conduct within student groups, specifically living unit student groups and registered student organizations and applies only to those groups specified within the regulation.

In addition to University ordinances and student regulations, this section also presents information regarding administrative rulings and all-University policies. Administrative rulings and procedural guidelines are developed by various offices of the University as a means of implementing delegated administrative responsibilities. In developing these rulings and guidelines, administrative staff may consult with advisory committees composed of students and faculty.

All-University policies are similar to student regulations and are proposed by existing decision-making bodies within the University or by committees appointed for a specific purpose. In general all-University policies and administrative rulings apply to those individuals registered as students. However, there are some policies, such as the Anti-Discrimination Policy and Procedures and the Safety Policy, which also apply to all employees of the University.

It should be noted that in many instances a statement concerning the University's purpose or goal precedes the actual policy statement or regulation. The Anti-Discrimination Policy and Procedures, for example, states in the first paragraph "... The Board of Trustees of Michigan State University reaffirms its commitment (Article 8, *Bylaws of the Board of Trustees*) to a policy of no discrimination on the basis of race, creed, ethnic origin or sex ..."

To further understand one's rights, responsibilities, and duties, a student should be cognizant of those regulations which have been developed by the governing body of one's respective living unit. Information regarding these student regulations is available in the student's living unit.

In addition to University regulations and ordinances, students are expected to live in accordance with local, state, and national laws. Normally the enforcement of such laws is the responsibility of the legal and judicial authorities duly established for that purpose. The University has become involved, however, in the disposition of such cases when invited to do so by the appropriate authority or when in the judgment of the University an individual act constitutes a significant danger to the University community.

Article 4 of the *Academic Freedom Report* should be used as a reference for information regarding the process for the adjudication of violations of student regulations. This article also contains the procedural guidelines for due process which are used by the University's various judicial bodies. The University judicial bodies established in this report include living unit judiciaries, major governing group judiciaries, the All-University Student Judiciary, and the Student-Faculty Judiciary. This article also describes the procedures whereby a student may challenge the substance of any regulation or administrative decision on the grounds that it is in violation of the guidelines of this report.

In addition to the judicial bodies described in Article 4 of the *Academic Freedom Report*, the ASMSU constitution provides for a Student Traffic Appeal Court to hear the appeal of a summons issued for a violation of the Student Motor Vehicle Regulation. The Anti-Discrimination Judicial Board has been established by the Board of Trustees to hear cases involving violations of the University's policy against discrimination as defined in the Anti-Discrimination Policy and Procedures.

Violations of University ordinances may be adjudicated through the local court system or be referred by the Office of the Vice President for Student Affairs to one of the University's judicial bodies. Cases involving violations of administrative rulings may be referred through the Office of the Vice President for Student Affairs to one of the judicial bodies established within Article 4 of the *Academic Freedom Report*.

Information regarding the procedures for recommending changes in all-University policy, administrative rulings, and ordinances is available in the Division of Student

Activities, Office of the Dean of Students, 101 Student Services Building. The procedures utilized by students to initiate or amend General Student Regulations and Student Group Regulations are established in Article 5 of the *Academic Freedom Report*. Charts illustrating these procedures are on pages 26-27 of the second section of this handbook which provides information regarding the decision-making process at Michigan State University.

GENERAL STUDENT REGULATIONS

The following General Student Regulations have been approved by Associated Students of Michigan State University and the University Student Affairs Committee, endorsed by the Academic Council and approved by the Board of Trustees, on an interim basis, to become effective December 1, 1970. (These General Student Regulations are followed by an alphabetical listing, by topic, of other regulations—ordinances, additional student regulations, administrative rulings, and all-University policies. Students are expected to be equally cognizant of these other regulations.)

1.00 STATEMENT OF PURPOSE

- .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

- .01 The enforcement of these regulations shall be the responsibility of the duly-established University agencies.
- .02 All members of the University community are responsible for the support of these regulations.

3.00 ADJUDICATION

- .01 The University Judicial System shall have jurisdiction over all General Student Regulations, and, upon a verdict of guilt, 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.

- .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.
- .02 No student shall, without proper authorization, complete, in part or in total, any examination or assignment for another person.
- .03 No student shall, without proper authorization, knowingly allow any examination or assignment to be completed, in part or in total, for him by another person.
- .04 No student shall knowingly plagiarize or copy the work of another person and submit it as his own.

(In addition see *Integrity of Scholarship and Grades*, pages 56-57.)

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.

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

- .02 No student shall, with intent to defraud, alter or forge any official University document, including identification materials issued by the University.
- .03 No student shall, with intent to defraud, knowingly allow University documents, including identification, that were issued for his use, to be used by another person.
(*In addition see: Counterfeiting, Altering, and Copying, page 43; Housing Policy, Student, pages 54-56; Identification Cards, page 56; and Records, pages 63-69.*)

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.

- .01 No student shall, without proper authorization, remove any University property from its assigned place.
- .02 No student shall, without proper authorization, intentionally damage, deface or destroy any University property.
- .03 No student shall, without proper authorization, convey any University property to another person.
- .04 No student shall knowingly accept any University property procured for him without proper authorization.
- .05 No student shall, without proper authorization, enter or remain in any construction area, building under construction, tunnel, or restroom of the opposite sex.
- .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).
- .07 No student shall, without proper authorization, procure, manufacture, or have manufactured a University key, key card, or unlocking device.
- .08 No student shall knowingly refuse to meet, when due, a legitimate financial obligation to the University.
- .09 No student shall, without proper authorization, sell or make contracts for purchase or delivery of any merchandise or services.
- .10 No student shall, without proper authorization, erect posters or handbills which advertise any commercial product, service, or activity, except on his personal property.

(*In addition see: Buildings, page 41; Closing Hours, page 42; Counterfeiting, Altering, and Copying, page 43; Distribution of Literature, pages 44-46; Facilities and Services, pages 46-48; Financial Accounts, page 48; Fund-Raising, page 49; Hold Card Policy, pages 51-54; Library, pages 57-59; Residence Hall Rooms, pages 69-70; Signs, page 71; and Social Regulations, pages 71-73.*)

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.

- .01 No student shall appropriate the property of another person, permanently or temporarily, without the permission of the owner.
- .02 No student shall knowingly endanger the health or safety of another person.
- .03 No student shall, without proper authorization, possess or use any firearm or explosive material on grounds governed by these regulations.
- .04 No student shall intentionally interfere with the educational or service functions of the University to such an extent that his activity prohibits the continuation of any of those functions.

(*In addition see: Disorderly Assemblage, pages 43-44; Distribution of Literature, pages 44-46; Facilities and Services [Revenue-Producing], pages 46-48; Firearms and Weapons, page 49; Fire, page 49; and Safety, pages 70-71.*)

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 "Undergraduate Education" section of the catalog states policies related to 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

ADDRESS CHANGE

The Student Housing Policy states the following: "Every student is required to report his correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which he 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.)"

ALCOHOLIC BEVERAGES

1. Michigan State University Ordinance 22.00

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

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

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

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

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.

- a. State Statute 18.1004 (1). State Liquor Control Act 436.33
Sec. 33. No alcoholic liquor shall be sold to any person unless he shall have attained the age of 21 years.*
- b. State Statute 18.1004 (1). State Liquor Control Act 436.33a
Sec. 33a. No person under the age of 21 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). State Liquor Control Act 750.141a
Sec. 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.
- 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 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 Dean of Students 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

*Any revision in this State Statute due to the change in the legal age of majority will be announced after January 1, 1972, the date of effect of the lowering of the age of majority to 18 years of age.

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 21 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.
 - Men's Hall Association
 - Women's Inter-Residence Council
 - Associated Students of Michigan State University
 - University Student Affairs Committee
 - Vice President for Student Affairs
 - April 24, 1970

Policy Implementation and Interpretation (Administrative Ruling)

- a. Each hall must determine whether it shall elect to permit the use of alcoholic beverages within its hall, according to state law. A cover letter attached to the hall policy, should delineate the method utilized by the hall governing body in determining the finalized hall policy related to alcoholic beverages.
- b. Each hall governing body shall make available to each resident copies of the state laws, MSU Ordinance 22.00, University Residence Hall Alcohol Policy and hall policy as they relate to alcohol. This is in accordance with the *Academic Freedom Report* which specifies that all regulations shall be made accessible to students.
- c. Any hall policy, relating to alcohol, should incorporate statements from the MSU Ordinance and University Residence Hall Alcohol Policy as they specifically relate to residence halls.
- d. The hall policy should provide evidence that the governing body and residents have given serious consideration to the statement . . . "the proper use of alcoholic beverages shall . . . be the responsibility of all those living in the hall." Evidence of such consideration should be reflected in the section of the hall policy which defines the process used to control the use of alcohol.
- e. Violations of the hall policy, encompassing statements from MSU Ordinance 22.00 and the University Residence Hall Alcohol Policy, shall be referred in the manner defined by the *Academic Freedom Report*. Any individual retains his right to report violations of state laws directly to legal authorities. All policies should contain a reference to this individual right as well as a reference to the proper judicial channels within the living unit.
- f. The hall policy shall make reference to designated hall areas where alcohol may be consumed. The definition of "rooms, suites, and apartments" may be expanded to mean the house living area. The house living area shall not include any areas used in common with other residents of the hall. Additional hall areas may be designated only under the provisions of Ordinance 22.05.
- g. A roommate bill of rights that will address itself to problems resulting from the excessive or abusive use of alcoholic beverages has been specified as a necessary portion of the hall policy.
- h. Ordinance 22.05 refers to the use of alcoholic beverages at student social functions. The hall policy should reflect consideration of the following points:
 - (1) Evidence that the hall has an internal method of social registration.

*Any revision in this policy statement due to the change in the legal age of majority will be announced after January 1, 1972, the date of effect of the lowering of the age of majority to 18 years of age.

- (2) Specific reference to the method the hall and/or house intends to utilize to assure the fact that alcoholic beverages served at a social function will be provided only to those individuals eligible under state law.
- (3) Alcoholic beverages may not be sold. State Statutes which apply to sale are in Section 2. e and 2. f, page 33.
- (4) A hall policy shall specify designated areas in which social events, involving the consumption of alcohol, may be scheduled.

Acceptance of a hall policy, by all parties specified, does not give a house and/or hall approval to plan and execute such a social event without prior approval from the Vice President for Student Affairs for each individual event. Consideration for approval for individual social events will be given when the request to hold the event has been forwarded to the head adviser, area director and Vice President for Student Affairs.

Individual residence halls will be eligible to implement hall policies when the appropriate policy has been approved by the unit manager and head adviser and has been placed on file in the Office of the Dean of Students via the area director.

— Vice President for Student Affairs
— April 29, 1970

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 33) 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. 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

1. (Administrative Ruling)

Dogs, cats, or other animals are not permitted in University residences. (This policy is based on health and sanitation requirements.)

— Dormitories and Food Services, July 1953

2. Pets (Ordinance 25.01)

No person owning or having under his control a dog, cat or any other animal shall permit such animal to be upon the property of Michigan State University without a leash suitably attached to said animal so as to restrain its movements, unless said animal is confined within a suitable enclosure sufficient to restrain its movements to the area of said enclosure.

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

Article I. 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 that we do not discriminate against minority groups. The University must also strive actively to build a community in which opportunity is equalized and use its facilities and human resources to develop the skills and opportunities of the members of all groups so they 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.

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

Article II. 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, or ethnic origin;
2. Limitation of access to residence, or to participation in educational, athletic, social, cultural or other activities of the University because of race, creed, or ethnic origin;
3. Discrimination of the foregoing types on the basis of sex, unless based on bona fide job requirements or generally accepted and socially approved distinctions in housing, sanitary facilities, athletics and similar facilities or activities;
4. Harassment based on race, creed, ethnic origin, or sex.

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 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 III. Committee Against Discrimination

A. The Committee Against Discrimination shall be established.

B. Composition and selection of the Committee Against Discrimination and its staff.

1. This committee shall be composed of an executive-secretary with voice but no vote and nine representatives of the faculty, administrative and professional personnel, clerical and technical staff, labor employees and students. The nine members shall be distributed as follows: three faculty, one administrative-professional, one clerical-technical, one labor, one graduate student, and two undergraduate students.

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

"It shall be the policy of the Board to provide equal educational 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. The members of the Committee Against Discrimination shall be chosen by the several participating units of the University as follows. The Faculty Committee on Committees will select the three faculty members, at least one of whom shall be non-white and one of whom shall be female, for three year terms except that the initial terms shall be one, two, and three years. The Associated Students of Michigan State University (ASMSU) shall select the undergraduate members, one of whom shall be non-white and one female for two year terms except that the initial term of one shall be for one year. The Council of Graduate Students shall select the graduate student member for a two year term. American Federation of State, County, and Municipal Employees (AFSCME) Union Local 1585 shall select the labor member for a three year term. The Administrative and Professional Association shall select the member from the administrative and professional staff for three year terms except the first term shall be two years. And the Association of Clerical and Technical Workers shall select its member for three years except that the initial term shall be for one year.
3. At the first meeting of the academic year the Committee Against Discrimination shall select a chairman from among its members to serve for one year. Five voting members will constitute a voting quorum for action.
4. The director of the Equal Opportunity Program or a person designated by him and approved by the committee shall serve as executive-secretary of the Committee Against Discrimination and shall make staff and legal counsel reporting to the University attorney available as requested by the committee.

C. The duties and procedures of the committee are as follows:

1. The committee may conduct or direct its staff to conduct periodic reviews of the operation of the several units of the University, to identify policies or practices which may reflect discrimination after appropriate notification of the President. Upon formal request by majority vote of the Committee Against Discrimination any unit of the University shall provide access to any and all records necessary for carrying out such reviews. Any such review in the name of the committee and under authority granted in this statement of policy shall be undertaken only after specific authorization of the committee and shall be under the continuing supervision of the committee. To the maximum extent consistent with the purposes of this procedure the confidentiality of personal records and the principle of privileged communication shall be respected by the committee and its staff. Any alleged abuse of the investigative powers of this committee may be appealed at any time directly to the President of the University who shall have authority to take appropriate action.
2. The committee shall identify policies, practices, or patterns of behavior which may reflect discrimination as defined in this document and report same to the responsible officials of the unit. The committee shall also recommend to such responsible officials such corrective action as it deems appropriate.
3. Any person or persons having knowledge of prohibited discrimination, but without a personal grievance, shall have the right to file a complaint with the Committee Against Discrimination reciting the facts of such alleged discrimination and requesting corrective action in the same manner as a person aggrieved. Such complainants shall have the same right as an aggrieved person to appeal to the Anti-Discrimination Judicial Board in the same manner as provided in Article IV.C.1. of this document.
4. All complaints which should more appropriately be investigated by an exclusive bargaining agent, the East Lansing Human Relations Commission, or other agencies shall be referred to these bodies. The committee shall maintain a public record of such referrals and the actions taken by the agencies to which referred.

5. Any complaint by a member of any of the constituent agencies of the Committee Against Discrimination (AFSCME, the Administrative and Professional Association and Clerical-Technical Association) that he is not being properly represented by his organization because of his race, creed or ethnic origin or sex shall be referred to the member of the committee representing that constituent agency. The committee shall also have authority to offer the good offices of its staff to resolve such complaints between the member and his organization, provided, however, that such good offices shall not include participation in collective bargaining or grievance negotiation with representatives of the employer.
6. If policies, practices or patterns of behavior, or individual acts which the committee finds discriminatory are not corrected without delay this committee shall initiate action for a hearing before the Anti-Discrimination Judicial Board.
7. Complaints involving interpersonal relations not connected with the official functions of the University or not involving discrimination as defined above shall be referred to appropriate agencies.
8. The committee through its executive-secretary shall make regular monthly reports to the President of the University, who shall in turn share these with the Board of Trustees from time to time.

Article IV. 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 shall be appointed by the Student Board of ASMSU, from nominees submitted by the All-University Student Judiciary. Initially two juniors shall be appointed for two years and one senior for one year. Thereafter, 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 non-white 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 Faculty Committee on Committees for a three year term. Initial appointments shall be for one, two and three years. At least one shall be non-white and one female.

One member of the board shall be selected by the Administrative and Professional Association to serve for three years. One member shall be selected by the Association of Clerical and Technical workers for a term of three years except the initial appointment shall be for one year.

The AFSCME Union Local 1585 shall select one member of the board to serve for three years except that the initial appointment shall be for two years.

Members of the Committee Against Discrimination shall not serve concurrently on the Anti-Discrimination Judicial Board.

2. The President of the University shall appoint a secretary to the board who shall serve ex officio with no vote.
3. At the first meeting of the academic year, the voting members of the Anti-Discrimination Judicial Board shall elect from among their number a chairman, who shall serve in that capacity for one year.

C. Jurisdiction of the Anti-Discrimination Judicial Board.

1. The board shall have jurisdiction over cases involving alleged violations of the University policy against discrimination as defined in this document, filed by individuals (University faculty, University students, or University employees) who claim that they were the victims of such discrimination by any other employee or student or University organization. Such claims, to be entitled to consideration, shall specify the time, the place, and the exact nature of the alleged

discrimination; shall identify in specific terms the individual, group, organization, or office believed by the complainant to be responsible for the alleged discrimination; and shall specify the remedy being sought by the complainant.

2. The board shall have jurisdiction over cases involving alleged patterns of violation of the University policy against discrimination filed by the Committee Against Discrimination as authorized by the section establishing that committee.
3. The board shall not have jurisdiction to consider any claim for which another procedure for final and binding adjudication is provided by law or by contract, unless both the complaining party and the party against whom the complaint is directed agree to submit the case to this board.

D. Procedures of the Anti-Discrimination Judicial Board.

1. Upon receipt of a claim by an individual, as described in C. 1. above, the chairman of the Anti-Discrimination Judicial Board shall appoint three (one faculty, one student, one other employee) voting members of the board to investigate the claim. In the course of such investigation, these members shall make every reasonable effort to achieve a settlement of the dispute. These members shall without undue delay report to the chairman of the Anti-Discrimination Judicial Board whether or not in their judgment there is sufficient basis for holding a formal hearing. After the filing of such report, the three members who investigated the claim shall not participate further in any hearing or in the preparation of any decision and order that may be rendered by the Anti-Discrimination Judicial Board.
2. In the case of an individual claim, the Anti-Discrimination Judicial Board shall decide, after receipt of the report described in D. 1. above, whether or not a formal hearing shall be conducted. In the case of a claim of a pattern of discrimination filed by the Committee Against Discrimination as provided in C. 2. above, the Anti-Discrimination Judicial Board shall promptly decide whether or not to hold a formal hearing on the basis of the claim filed. If the board decides not to hold a formal hearing, the secretary of the board shall so notify the individual who filed the claim or the Committee Against Discrimination; such notification shall include a brief statement of the reasons for the board's decision.
3. In any formal hearing conducted by the Anti-Discrimination Judicial Board, the party charged with violation of the University policy against discrimination shall have the same rights of due process that are guaranteed to students by Article 4 (Sections 4.2.1.03 through 4.2.1.10) of the *Academic Freedom Report*; provided, however, that such a party shall have unrestricted choice of counsel. Both parties shall have the right of counsel paid by the University and selected from a panel established by the University attorney. If either party chooses counsel outside the panel the University assumes no responsibility for payment.

Formal hearings would normally be closed, but may be opened by the Judicial Board after consultation with both parties. The formal rules of evidence shall not necessarily be binding in a hearing before the Anti-Discrimination Judicial Board.

4. Following a formal hearing, the Anti-Discrimination Judicial Board shall render a decision and order. The board may conclude that a claim lacks merit, in which case its order shall dismiss the claim. The board may conclude that there is merit to the claim, in which case its decision shall state the findings that support the conclusion, and its order shall specify the action or actions that must be taken by the charged individual or organization to remedy the violation of the University policy against discrimination. It should be understood that the purpose of the decision and order is not to punish the violator but to remove the effects of the discrimination or prevent its continuation or repetition. The Judicial Board in reaching a conclusion shall bear in mind the principles of pre-

sumption of innocence and the proof of guilt by preponderance of the evidence. All policies of the Board of Trustees affecting job security and academic freedom remain in full force and effect.

5. The board through its secretary shall make regular monthly reports to the President of the University who shall in turn share these with the Board of Trustees from time to time.

Article V. Appeals

- A. A refusal of the Anti-Discrimination Judicial Board to conduct a formal hearing may be appealed to the Anti-Discrimination Appeal Board herein authorized, if at least two members of the Judicial Board dissented from the decision. The Anti-Discrimination Appeal Board may direct the Anti-Discrimination Judicial Board to conduct such a hearing, or it may affirm the Judicial Board's decision that such a hearing is not justified.
- B. A decision and order issued by the Anti-Discrimination Judicial Board after a formal hearing may be appealed to the Anti-Discrimination Appeal Board by any participant in the hearing before the board. The Appeal Board shall have the authority to review the decision and order of the board, and to affirm it, rescind it, modify it, or return it to the Anti-Discrimination Judicial Board for reconsideration, amplification, or such further proceedings as the Appeal Board may deem appropriate.
- C. When an appeal is taken from a decision and order of the Anti-Discrimination Judicial Board, or from a refusal by this board to conduct a formal hearing, an Anti-Discrimination Appeal Board shall be established in the following manner to consider the appeal:
 1. The organization or person charged with violation of the University policy against discrimination, and the organization or person making the charge, shall each designate one member of the Anti-Discrimination Appeal Board. Such members shall be chosen from the University community (University faculty, University students, or University employees).
 2. The two members thus designated shall attempt to agree upon a third member to serve as chairman of the Appeal Board. This third member need not be chosen from the University community.
 3. If the two members thus designated are unable to agree upon the third member within five days, they shall so notify the President of the University. The President shall then request the American Arbitration Association to appoint a qualified person to serve as the third member and chairman of the Appeal Board. The fees and expenses, if any, of the third member and chairman shall be paid by the University.
 4. All hearings conducted by the Appeal Board shall observe the principles of due process that are set forth in the *Academic Freedom Report* (Sections 4.2.1.03 through 4.2.1.10). Both parties shall have choice of counsel as provided in Article IV, D. 3. of this document.
- D. All actions taken by the Appeal Board shall be reported to the President of the University who shall in turn share these with the Board of Trustees.

ENDORSED: Academic Council

APPROVED: Board of Trustees, February 28, 1970

AMENDED: Board of Trustees, February 19, 1971

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.

1. 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-Bicycle Office, Quonset 103. 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. 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

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 property 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 hand bills 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 31.)

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 MESSENGER SERVICE — CAMPUS MAIL (All-University Policy)

1. At its May 1965 meeting, the Board of Trustees reaffirmed that the 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. So that the purpose could be more clearly understood the name was changed to Messenger Service.
2. Examples of communications 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 University business. Those that cannot be distributed are: requests for contributions (except Community Chest); sales or collections by campus organizations; notices of political or organizational meetings (except meetings of learned and professional societies); church announcements; etc. (Student organizations having questions regarding the use of the Messenger Service should contact the Division of Student Activities, 101 Student Services Building.)

— Board of Trustees.

CLOSING HOURS IN UNIVERSITY RESIDENCES (Student Group Regulation)

1. University Closing Hours

- a. Women's residence halls, sororities, and supervised off campus housing will be closed by the following hours:

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

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

2. Signing Out and Signing In

a. Registration Week

Every coed is required to sign in, in person, when she arrives at her residence hall during registration week.

b. Beyond the Greater Lansing Area

Anytime a coed plans to leave the Greater Lansing Area (this area is defined as including those locations designated by the Lansing Area Telephone Directory) she is encouraged to sign out.

c. Overnight Absence

- (1) Although coeds are not required to sign out for overnight absences, it is recommended that they do so, especially for an absence of more than 24 hours.

- (2) A coed can stay as a guest in another Michigan State University residence provided that guest provisions (see Social Regulations, pages 71-73) have been made in accordance with the current University regulations.

— Women's Inter-Residence Council

— Associated Students of Michigan State University

— University Student Affairs Committee

— Vice President for Student Affairs

— April 27, 1970

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.

CURFEW (Ordinance 21.00)

... No minor under the age of 17 years shall loiter, idle, or congregate in or on any public street, highway, alley, park or public building between the hours of 10 o'clock p.m. and 7 o'clock a.m. unless the minor is accompanied by a parent or guardian or some adult delegated by the parent or guardian to accompany the child.

... 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 Section 21.01 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.

DISTRIBUTION OF LITERATURE — STUDENT AND UNIVERSITY PUBLICATIONS (*Academic Freedom Report*)

The following guidelines, which pertain to the sale and distribution of student and University publications, are from the *Academic Freedom Report*, Article 6, adopted by the Board of Trustees, March 16, 1967 and amended effective July 1, 1971.

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

... Publications of student living units and governing groups;

... Publications of MSU registered student organizations and MSU student groups.

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

... The following guidelines governing student and University publications are established:

... The University shall not sponsor any student publication.

... 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.

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

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

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

... Distribution of student and University publications.

... 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.

....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.

....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.

....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 Distribution in living units, classroom and office buildings shall be limited to those places established in points 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.

.....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.

.....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.

... Any regulations necessary to implement these guidelines shall be developed according to the procedures described in Article 5, *Academic Freedom Report*.

— Board of Trustees

Policy for Distribution of Material in Residence Halls (Student Group Regulation)

The following, as developed in May, 1965 by Women's Inter-Residence Council (WIC), Men's Halls Association (MHA), Office of Residence Hall Programs, and the Department of Residence Hall Management, is the policy for the distribution of material in residence halls at Michigan State University.

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, manager, or the hall student organization.
- d. Material from chartered and authorized University or student organizations (registered student organizations, living unit organizations, major governing groups, and ASMSU), if the material carries the student's name and room number.
- 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 (3) days of exposure.

3. Door-to-door distribution

There shall be no door-to-door distribution of any nature.

4. Commercial distribution

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

5. Bulletin boards

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

(registered student organizations, living unit organizations, major governing groups, and ASMSU) to be posted in residence halls shall be cleared through the 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 Dean of Students.
- 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 Student Affairs Committee.

DRESS REGULATIONS (Living Unit Regulation)

The governing body of each organized living unit or residence hall living unit establishes dress regulations for its own members. Students should consult the governing body of their living unit for its current policy.

FACILITIES AND SERVICES, UNIVERSITY (Student Group Regulation)

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 is as follows:

1. Use of Facilities and Services

- a. 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 Office of the Director 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 on-going facility requirements.
- b. All events 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, sex, or national origin.
- c. 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 the *Academic Freedom Report*.

2. Revenue-Producing Projects

- a. 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.
- b. Only registered student organizations, living unit organizations, major governing groups, and ASMSU may conduct revenue-producing projects on campus.
- c. All revenue-producing projects must be registered with ASMSU and the Office of the Director of Student Activities except:
 - (1) Revenue-producing projects in which only the membership of the sponsoring registered student organization or living unit organization is solicited.
 - (2) Sales of student and University publications. (This shall be in accordance with the guidelines established in the *Academic Freedom Report*. These guidelines are on pages 44-45 of this handbook.)
- d. The following guidelines are established and apply to all revenue-producing projects conducted on campus:
 - (1) 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.)
 - (2) 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.
 - (3) The establishment of booths and/or tables 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 event.
 - (4) The establishment of booth 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.
 - (5) 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.
 - (6) 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.

3. 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 Office of the Director of Student Activities. Procedures

for registering such requests will be developed jointly by ASMSU and the Division of Student Activities.

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

FALSIFICATION OF UNIVERSITY RECORDS

See General Student Regulation 5.00, Records and Identification, pages 30-31; and Counterfeiting, Altering, and Copying Ordinance 15.00, page 43.

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 Comptroller'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 Comptroller'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 Comptroller'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 Comptroller'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 Comptroller'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 Student Affairs Committee
- Vice President for Student Affairs
- June 20, 1969

3. Procedures

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

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 lands 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.

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.

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 2: "Revenue-producing Projects" of the All-University Policy for Use of University Facilities and Services. The text of this Student Group Regulation is on page 47 of this handbook.

HEALTH CENTER (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 physicians on duty.

4. Fees

- a. No fee is charged 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.
- 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 not ordered by Health Center personnel, but requested by individuals outside the University, will be provided at the Health Center and charged to the student according to the current medical fee schedule effective in this area.
- 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 es-

tablished 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. In the instance of the summer term enrollees, this privilege is extended only to students who are enrolled in the full summer term and is not applicable to half (5 week session) summer term enrollees. 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

Parents are notified by the Health Center, at once, through a person-to-person long distance telephone call whenever 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 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 has visited the student or has been contacted by the student during the 72-hour post-admission period.

—Administrative Ruling in consultation with Health Center Advisory Committee
—September 1971

HOLD CARD POLICY (Administrative Policy)

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 the *Academic Freedom Report* to adjudicate alleged violations of regulations, and are authorized by this policy to initiate use of a hold card against a student who has been judged guilty under General Student Regulation 6.08. The Student Traffic Appeal Court is authorized under this policy to initiate use of the financial hold card against a student judged guilty of violating the Student Motor Vehicle Regulations.

b. Judicial Hold Cards

Use of judicial hold cards by an administrative officer or judicial body draws its authority from Article VIII of the bylaws of the Board of Trustees, which states that "Students who fail to comply with [reasonable rules and] regulations may be disciplined in such a manner as may be determined by the faculty or the Board." Article 4 of the *Academic Freedom Report* 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 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.

- (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 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 Comptroller.
- (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 the *Academic Freedom Report* 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 Dean of Students 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 Dean of Students for hold card use for the purpose in question. The agency shall demonstrate to his satisfaction that the above criteria are met. A current list of all University agencies authorized by the Dean of Students to issue hold cards shall be maintained by the Office of the Dean of Students.

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 Dean of Students. Procedures for condition-of-enrollment hold card use shall be developed by the Office of the Dean of

Students. 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 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 the *Academic Freedom Report*.

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 Dean of Students 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 Student Affairs Committee
- Vice President for Business and Finance and Treasurer
- Vice President for Student Affairs
- May 17, 1971

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,* 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 by the Dean of Students. Enforcement of the housing regulations is the responsibility of the Dean of Students. The housing requirement does not apply to a student during a term in which he 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.

3. Address

Every student is required to report his correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which he 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.)

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 his housing contract unless he obtains an authorized release. (Note: Application for release may be made through the living unit head adviser.) This regulation applies to juniors, seniors and graduate students who enter into a contract for on-campus housing.

5. 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.** 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 Off-Campus Housing Office, one staff member from Residence Halls Management, one staff member from Residence Hall Programs, one staff member from the Office of the Executive Vice President,

*Note: 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.

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

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 Dean of Students.

The decisions of the committee are advisory to the Dean of Students 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

— Supersedes action of Board of Trustees, March 19, 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. Students who withdraw or are withdrawn within a term shall surrender to the proper University authorities said identification cards.
3. The falsification or alteration of said identification cards or of any other University records or documents is a violation of General Student Regulation 5.00, Records and Identification, pages 30-31 of this handbook.
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.

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.
2. Information regarding the student insurance program sponsored by Associated Students of Michigan State University (ASMSU) is on page 12 of this handbook.

INTEGRITY OF SCHOLARSHIP AND GRADES (General Student Regulation)

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 responsibility to take appropriate action. Depending on his judgment of the particular case, he 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 the *Academic Freedom Report*, 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 the *Academic Freedom Report*, 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 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 the *Academic Freedom Report*, Article 4, Section 4.3.4.2.a [2].)

— Academic Council

— Academic Senate

In addition to the above statements, 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 30.

LIBRARY (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 branch libraries, which are listed on pages 11-12, also are available. The following regulations apply to the Main Library. These regulations may vary slightly in the branch 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. Graduate students may borrow books on a research loan for one term 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; 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 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 11:15 A.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: bound periodicals; materials on assigned reading; uncataloged materials (such materials must be cata-

logged 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. Materials which have been renewed or are overdue 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: The fine is 25 cents per day, per book. Materials returned through the outside book chutes after closing time will be considered as having been returned the following day. An additional 50 cents will be charged if the fine is not paid when the book is returned or if a second computer generated overdue notice is required. Therefore, it is possible for an extra fee of \$1.00 to be attached to the total fine if both of those conditions exist. The maximum fines are \$10.00 for two-week books and \$15.00 for bound periodicals.
 - b. Assigned Reading Materials: For two hour materials, 25 cents for the first hour and 10 cents for each additional hour accumulating to a maximum amount of \$15.00. For three hour materials, \$1.00 per day accumulating to a maximum amount of \$15.00. An additional fine of \$1.00 will be charged if Assigned Reading materials are not properly charged out or are returned to some area other than the Assigned Reading Section.
 - c. Policies Applicable to both Regular Collection and Assigned Reading Materials: Fines for all materials accumulate during regularly scheduled vacations and periods between terms. Fines are not assessed for days that the Library is closed.
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 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 and not more than the difference between the amount paid for the replacement copy and the maximum fine for that type of material. 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(s), a fixed rate will be assessed according to the type of material unless the current market value of the material(s) is more than the fixed rate. If the latter is the case, the required payment will be in the amount of the current market value. The schedule of fixed rates is as follows:
 - (1) Materials from Regular Collection: Two-week books (\$15.00); bound periodicals (\$25.00); individual issues of unbound periodicals (\$5.00); free materials (\$3.00); uncataloged materials which are Library owned (\$15.00).
 - (2) Assigned Reading Materials: Two-hour and three-day books (\$20.00); bound periodicals (\$25.00); individual issues of unbound periodicals (\$5.00); uncataloged materials which are Library owned (1-25 pages, \$5.00; 25-65 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 until their account with the Library is cleared.
8. All books, brief cases, book bags etc. will be checked upon leaving the Library.

— Administrative Ruling in Consultation with library advisory committees

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.

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 Regulation, 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-Bicycle Office in Quonset 103. Listed are several provisions of this regulation, which affects all persons enrolled for "0" or more credits, and their spouses.
 - a. Freshmen, unless married, age 21, 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 without having first registered it and properly affixing the permit. (This required registration is effective twenty-four [24] hours, seven [7] days a week.)
 - c. A student registers a motor vehicle at class registration (fall term only) or at the Vehicle-Bicycle Office in Quonset 103. When the Vehicle-Bicycle Office is closed the Department of Public Safety, Quonset 104, 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 (no refunds) at class registration or at the Vehicle-Bicycle Office in Quonset 103.
 - (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. (No fee is initially charged if the student is enrolled for 0-6 credits—but must be paid if at a later date the student enrolls for seven or more credits.)
 - (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.
 - (4) Possess liability and property damage insurance.
 - e. A short-term registration permit, effective for a 72-hour period, may be purchased by an eligible student at the Vehicle-Bicycle 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-Bicycle Office in Quonset 103) 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-Bicycle Office, Quonset 103. 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-Bicycle Office, Quonset 103.
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

OFFICER ELIGIBILITY — STUDENT ORGANIZATIONS

As stated in the Student Organization Registration Policy, only students registered at Michigan State University may hold an office in a registered student organization. Honoraries and professional organizations may request that this requirement be waived, so that Michigan State University faculty and staff may hold office in these organizations. In placing a student on disciplinary probation, the All-University Student Judiciary may withdraw the privilege of holding an office in a campus organization. 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. A 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 to the Board of Trustees. (NOTE: See page 63 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) cabinet 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 in accord with Section 2.03.

PREGNANCY POLICY (All-University Policy)

It shall be the general policy of Michigan State University to treat coed pregnancy on an individual basis. In the case of the unwed mother, particularly, the University recognizes that in addition to there being medical aspects to the situation, there may be serious psychological and social aspects as well. Within reasonable limits, the University shall attempt to be of assistance in all of the above areas during early pregnancy.

The University does not, however, maintain maternity facilities and cannot provide hospital care for childbirth.

In trying to be of assistance to the pregnant coed, the University has four major concerns.

1. Medical

The first of these concerns is medical. The University is concerned that the pregnant coed is under the care of a physician. This is the reason that even though the coed may make use of the services of the MSU Health Center physicians during early pregnancy, it is recommended that she obtain the services of an off campus physician who can see her through her pregnancy. The Health Center personnel shall be happy to assist in making an appropriate referral.

2. Course of Action

This concern relates primarily to unwed coeds. Appropriate University personnel are ready and available to provide counsel and advice to the unwed coed with respect to various courses of action she may take, including such alternatives as marriage, making use of various social agencies designed to assist unmarried mothers, and the like. If the coed wishes, these personnel also shall be happy to work with the coed's parents in finding an appropriate solution.

3. Living Environment

This concern primarily relates to the unwed coed. The University is concerned that the coed's environment during pregnancy is conducive to her health and well-being. This is true whether she is living off campus or in a residence hall. The University recognizes that the environment in a residence hall, especially during a coed's last trimester of pregnancy, may not be conducive to the coed's health or well-being, or be in the best interests of the hall residents. Should this be the case, the University will arrange to help the coed find other suitable housing.

4. Academic Environment

The University is concerned with certain aspects of the academic environment which may not be conducive to the health or well-being of the pregnant coed. This

may include such things as laboratory courses in which certain chemicals are used, standing for long hours at lab desks, and the like. In such cases the University shall advise the coed against taking such courses during pregnancy.

The above concerns shall be used as general guidelines by University personnel in advising and counseling pregnant coeds. Within the limits of its personnel and facilities the University shall attempt to be of as much assistance as possible to both married and unmarried pregnant coeds. In the final analysis, the matter of whether a coed, married or not, shall continue at the University during her pregnancy shall rest with her physician. If the coed is unmarried and under 21,* the matter of whether her parents should be notified also shall rest with her physician.

It is recognized, depending on the individual case, that a coed may have to be absent from the campus for a period of time during her pregnancy. The University shall encourage the coed to return to complete her education as soon after pregnancy as her health permits and stands ready to provide whatever personnel and facilities it can to assist to that end.

- Associated Students of Michigan State University
- University Student Affairs Committee
- Vice President for Student Affairs
- January 26, 1968

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.

*Any revision in this policy statement due to the change in the legal age of majority will be announced after January 1, 1972, the date of effect of the lowering of the age of majority to 18 years of age.

PUBLIC ADDRESS EQUIPMENT

1. Mobile Sound Units—Sound Trucks

As stated in Ordinance 40.14, written authorization from the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 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 Executive Vice President and Secretary to 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

A 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 to the Board of Trustees.

An Activity Planning Form should be obtained from the Division of Student Activities, 101 Student Services Building, before the Office of the Executive Vice President and Secretary to the Board of Trustees, 484 Administration Building, is contacted for approval.

RECORDS

1. Academic Records

Michigan State University recognizes the responsibility to maintain records for each individual student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student; and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the University. The general principles and procedures governing the release of information by the University from student academic records is stated in the *MSU Catalog* and the *Schedule of Courses and Academic Handbook*.

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

a. Introduction

Article 3 of the *Academic Freedom Report* begins with a statement that: "Achieving educational goals, providing direction to students and extending service to society demand that the University keep records." It is for these purposes that student personnel records are kept. Such records are necessary if both faculty and administrative staff are to better understand the individual student and assist him in achieving his educational, vocational, and life goals.

b. University Guidelines Governing Student Records

The *Academic Freedom Report* establishes the following guidelines with respect to student records at Michigan State University:

- (1) 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.

- (2) The University shall not make or retain records of a student's religious or political beliefs without his knowledge and consent.
 - (3) 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.
 - (4) All policies and practices dealing with the acquisition of information for records shall be formulated with due regard for the student's right of privacy.
 - (5) Every record containing information about a student's character shall state when the information was acquired and the name and position of the person who gave it.
 - (6) Evaluation of students shall be made only by persons who are qualified to make that evaluation.
 - (7) All persons who handle confidential records shall be instructed concerning the confidential nature of such information and concerning their responsibilities regarding it.
 - (8) 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.
 - (9) Duplication of records shall be kept at a minimum.
 - (10) All policies relating to the keeping of records shall be brief, clear and specific.
 - (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, of the *Academic Freedom Report*.
- c. Practices Governing Student Records
- (1) In keeping with the above guidelines, the Office of the Dean of Students has developed certain practices with respect to the collection, recording, and releasing of information about students. The kinds of information collected and recorded and the practices governing its use are as follows:
 - (a) Name.
 - (b) Student number.
 - (c) Date and place of birth.
 - (d) Sex.
 - (e) Identification picture.
 - (f) Home address and phone.
 - (g) Parents' or guardians' name, address and phone.
 - (h) If graduate, degree and date of graduation.
 - (i) If married, spouse's name, address, and phone.
 - (j) College and major.
 - (k) Grade reports and G.P.A.
 - (l) Test scores.
 - (m) Previous academic experience.
 - (n) Academic actions.
 - (2) The above information shall be recorded in both the student's living unit, if a residence hall, and in the Records Office of the Office of the Dean of Students.

- (3) If the student moves from one living unit to another such information shall be forwarded to the new living unit. At such time as the student leaves the University housing, such information shall be destroyed.
- (4) Personal data as indicated above, shall be recorded permanently in the Records Office of the Office of the Dean of Students.
- (5) Of the above personal data, only that of a public or "directory" nature may be released publicly. Such information is as follows:
 - (a) Name
 - (b) Student number
 - (c) Campus address
 - (d) Campus phone
 - (e) Home address
 - (f) Sex
 - (g) Marital status
 - (h) Class*
 - (i) Major*
 - (j) Date of graduation and degree*
- (6) Personal data, other than listed in "(5)" above, may be released to faculty and staff of the University if it is necessary in the discharge of their respective responsibilities. Such personal data shall be released to other sources only with the written consent of the student with the exception that a student's number of credits and grade point average may be released to advisers of registered student organizations which require such information as a condition of membership. The student may, however, request in writing that this information not be released for these purposes.
- (7) Disciplinary Record

The *Academic Freedom Report* states that: "Procedures and penalties for the violation of regulations shall be designed for guidance or correction of behavior rather than for retribution." In addition, the report goes on to state: "Repeated violations may justify increasingly severe penalties." For the above reasons it is important and necessary that disciplinary actions be recorded.

- (a) Disciplinary actions taken in a University residence shall be recorded in that residence. When the student moves from a residence the record of disciplinary action in that residence shall be destroyed unless the action is current and its conditions have not yet been fulfilled.
- (b) Disciplinary action taken against a student at any and all levels of the University judicial structure shall be recorded in the Records Office.⁺ Such records shall be retained for five years after the graduation of the student or five years after a non-graduate withdraws from the University.
- (c) A student's disciplinary record may be released to members of the faculty and administrative staff of the University if such information is necessary in the discharge of their respective responsibilities. A student's disciplinary record shall be released to other sources only with

*This information may be released publicly but not officially. Official certification of class, major and degree is the responsibility of the Office of the Registrar.

⁺The Records Office referred to in this policy shall be the Records Office of the Office of the Dean of Students unless otherwise designated.

the written consent of the student, except that if the student is under 21 years of age,* his parents may be notified of any action taken.

- (d) The only disciplinary action which shall be noted in the official academic transcript is that of suspension. This notation shall be removed from the transcript if the student is readmitted to the University.
- (e) Police reports shall be included in the student's record in the Records Office only if:
 - (i) The report is a notation of court action taken after conviction for a criminal or civil act.
 - (ii) The prosecutor has referred a violation of law to the Office of the Dean of Students for its consideration.
 - (iii) The report has to do with a problem of a medical or psychological nature.

Such information shall be retained for five years after the student's graduation or five years after a non-graduate withdraws from the University. Such information shall not be released to any source. Requests for information concerning police reports shall be directed to the Department of Public Safety.

(8) Activities and Organizations

Student activities and organizations are recognized as an important part of the educational program. Many students wish to have their participation in such activities recorded for future use. The form used for this listing shall plainly indicate that any information given by the student is submitted voluntarily and is not required by the University. The practices governing the recording and release of such information are as follows:

- (a) Upon entering a University residence a form shall be provided for the student to list organizations and activities in which he has participated. The student, if he wishes, may voluntarily submit such information. When the student transfers to another University residence, this information shall be forwarded. When the student leaves a University residence this information shall be destroyed.
- (b) At each registration period the student shall be given an opportunity to list organizations and activities in which he has participated on the Dean of Students card. The listing of such information shall be voluntary and the card provided shall indicate this clearly. The Office of Dean of Students shall assume that if the information is listed the student wishes it recorded in the Records Office. The student may, at any time, request that information of this sort be added or deleted, or completely destroyed.
- (c) Information concerning organizations to which the student belonged or activities in which the student participated shall not be released to any source without explicit written consent of the student.

(9) Evaluations

Some students wish to have a personal evaluation of their leadership ability, character, personality, and similar traits filed with the Records Office for subsequent release to other units of the University, graduate schools, and the like. Such evaluations can also be helpful to members of the staff of the Office of the Dean of Students in counseling and advising

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the student. The practices governing the recording and release of such information are as follows:

- (a) A standard evaluation form shall be provided each year to each student in each University residence. For off campus students these forms shall be available in the Office of the Dean of Students.
- (b) If a student wishes to be evaluated he may request that a residence staff member (resident assistant, graduate adviser, head adviser) complete the evaluation form. Or, if he wishes, he may ask any other member of the faculty or the staff of the Office of the Dean of Students to complete the evaluation form.
- (c) The evaluator may, at his discretion, discuss the evaluation with the student.
- (d) The evaluation form shall be filed in the Records Office at the written request of the student.
- (e) Personal evaluations shall be held confidential and shall not be released to any source outside of the Office of the Dean of Students without the explicit written consent of the student.
- (f) Such evaluations shall be retained for five years after the student's graduation or five years after a non-graduate withdraws from the University unless the student requests, in writing, that such evaluations be destroyed before the five-year period has elapsed.

(10) References

A student may wish to list names and addresses of references with the Records Office. Practices governing such listings are as follows:

- (a) Not more than three references may be listed.
- (b) Names of references may be changed or completely withdrawn at any time.
- (c) Names listed by the student shall become a part of the permanent record.
- (d) Names of references may, at the discretion of the Records Office, be released to inquiring sources without the written consent of the student, however the student shall be notified of such release and to whom it is made.

(11) Letters of Recommendation

Copies of letters of recommendation by faculty and staff shall not be filed in the Records Office. Such letters should more properly be directed to the Placement Bureau.

(12) Letters of Commendation

Copies of letters of commendation by members of the staff of the Office of the Dean of Students or other members of the University community may be filed in the Records Office. Such letters shall be destroyed five years after the student's graduation or five years after a student withdraws from the University. Information contained in such letters shall not be released to any source outside of the Office of the Dean of Students without written consent of the student.

(13) Privileged Information

Personal information about a student obtained by members of the staff of the Office of the Dean of Students, in the performance of their responsibilities, will be treated in the confidential manner prescribed by professional ethics.

(14) Psychological or Medical Problems

Occasionally a student will suffer a psychological or medical illness which makes it necessary to evaluate the advisability of permitting the student to remain at the University. It is the responsibility of residence staff to report such conditions to members of the central staff of the Office of the Dean of Students designated to handle such problems. It is the responsibility of such designated central staff to make appropriate referrals to the Counseling Center and Health Center and to involve members of these organizations in the evaluation process. Any and all information which shall be accumulated in the course of the evaluation shall be held confidential. Should the student be withdrawn from the University and/or held from registration until such time as his condition warrants readmission, a notation reporting the withdrawal and/or hold from future registration will be filed in the Records Office. A similar notation shall be filed with the Office of the Registrar and shall be placed on the transcript. Such notation shall remain in both the Records Office and Office of the Registrar until the student is readmitted. At that point it shall be removed.

- (a) The notation shall be only a record of the action taken.
- (b) The facts upon which the action was taken shall be filed in a confidential file and shall be retained for five years after the student's graduation.
- (c) The facts upon which the action was taken shall not be released to any source outside the Office of the Dean of Students without written consent of the student. Members of the Office of the Dean of Students may have access to the facts if they are essential in the performance of assigned responsibilities.

(15) Financial Record

For administrative purposes it is essential that a record be made of loans and scholarships. Such a record is also essential in evaluating the need and eligibility for continued financial assistance. Practices governing the recording of such information are as follows:

- (a) Copies of loan and scholarship applications and awards shall be filed in the Records Office, but shall be considered a separate part of the student personnel file.
- (b) Information concerning loans and scholarships may be released to faculty and administrative staff if such information is needed in the performance of their respective responsibilities. Such information shall not be released to any other source unless the student requests specifically and in writing that his financial record, or any part of it be released.
- (c) Information concerning loans and scholarships which is filed in the Records Office shall be retained for five years after the student's graduation or five years after the student withdraws from the University.

(16) Withdrawal Record

It is essential to keep a record of withdrawals in case some question arises at a later date with respect to refund or grades assigned when the student withdraws. Practices governing the recording of this information are as follows:

- (a) A record shall be made in the Records Office of all within-term withdrawals.

- (b) Information concerning withdrawals, except as noted in Section (14) of this policy, may be released to faculty and administrative staff if such information is needed in the performance of their respective responsibilities. Such information shall not be released through the Office of the Dean of Students to any source without the written consent of the student except that parents shall be notified if the student who withdraws is under 21 years of age.*
- (c) Notations concerning withdrawals shall be recorded on the student's permanent record card.
- (17) Religious Preference Card

The Religious Preference Card is completed by the student only with his consent and knowledge and is for the exclusive use of the religious advisers. The completed cards are sorted and distributed by the Religious Advisers Association and are not retained in the Office of the Dean of Students. The card shall indicate plainly that any information given by the student is submitted voluntarily and is not required by the University.
- (18) Other

It is necessary to keep various kinds of information in University residences for the orderly operation of the respective units. Examples of these are the sign-out sheets, key deposit slips, activities interest forms and the like. This information shall be retained only so long as the student resides in a University residence.
- (19) Student Access to Records

Excepting those items specified as confidential in the above policy—items (9), (13), (14)—a student may view the contents of his record in the Records Office with a member of the professional staff. If a student feels the information contained in his record is inadequate or inaccurate he may file corrections for inclusion in the record. These shall be reviewed and either approved or rejected by the Dean of Students or a member of his staff. The decision of the Dean of Students or a member of his staff shall be subject to review of the Student-Faculty Judiciary if the student wishes. If such corrections are validated, they shall supersede the corrected parts of the record which in turn, shall be destroyed. If they are not validated, they may, at the discretion of the Office of the Dean of Students be included in the record but shall not supersede any other part of that record.
- (20) Membership Lists

The University shall not make membership lists of student organizations. It shall, for purposes of communication, record only the name of the faculty adviser and such officers of the organization as are necessary for this purpose.

ENDORSED:

Associated Students of Michigan State University, January 1968
University Student Affairs Committee, March 1968

APPROVED:

Vice President for Student Affairs, March 1968

RESIDENCE HALL ROOMS, POLICY ON ENTERING (Administrative Ruling)

1. Subject to the conditions hereafter enumerated, advisory staff shall not enter a student's room without permission of a resident thereof unless some condition exists that constitutes a threat to the safety or well-being of the occupants of the building.

*Any revision in this policy statement due to the change in the legal age of majority will be announced after January 1, 1972, the date of effect of the lowering of the age of majority to 18 years of age.

2. Advisory staff are not to physically search a room. They may ask a resident to open drawers, doors, etc., but it is up to the resident to do so, or refuse. Drawer space, luggage, and other space specifically designated for an individual student shall be opened only by that student.
3. When a member of the advisory staff has reason to believe that students in a room are violating a University regulation, it is advisable that, before seeking entrance to the room, he get another staff member to accompany him.
4. If a staff member enters a room through the permission of a resident, and if he views the substance of a violation of a regulation to be present, i.e., firearms, alcohol, animals, etc., he may remove such objects to the head adviser's office without the permission of the owner. After the removal of such an object he shall file a disciplinary report with the appropriate office.
5. If a staff member enters a room in the belief that a threat to the safety or well-being of the building's occupants does exist, and such danger is connected with chemicals, explosives, weapons, or other items that could cause serious personal injury, he should, if possible, contact the Department of Public Safety for assistance. The same procedure is prescribed if the danger involves assault, mayhem or other acts constituting possible jeopardy to the person.
6. For purposes of safety, sanitation, and general upkeep the University reserves the right to maintain and make repairs in residence hall rooms anytime during the school year. Management staff may enter any room for the above purposes whether the room's occupants are present or not. In cases of emergency, and for the above purpose, management staff may enter a room, in the presence or absence of the room's occupants, at times other than regular working hours.
7. Between terms, residence hall rooms are exclusively the property of the University, 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, without the owner's permission, any objects or materials which constitute a violation of University regulations or which, in the judgment of the staff, constitute a safety or sanitation hazard.
8. Between terms, when maintenance staff are inspecting, cleaning and repairing rooms the University shall exercise reasonable care with respect to the loss or theft of personal equipment belonging to students. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost, or stolen.

— Department of Residence Hall Management
— Vice President for Student Affairs
— July 1967

SAFETY (All-University Policy)

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

It is the policy of Michigan State University to prevent accidents in work, class, and other activities which the University supervises, is responsible for, or sponsors. Each person, regardless of official or unofficial status, who assumes or is assigned responsibility for the work or activities of others is administratively responsible for their safety during such work or activities. Investigation of accidents to University personnel

and students during work, class, or sponsored activities is the responsibility of the person whose job it is to supervise the person injured.

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

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

— Board of Trustees

In compliance with 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, seating, food sanitation, and accident prevention should be directed to the Office of Safety Services of the University Department of Public Safety, Quonset 103, 355-2171.

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 on 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'.)

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.

SOCIAL REGULATIONS (Student Group Regulation)

Individuals

a. Guests in Women's Residences

Allowing guests in women's residence halls and sorority chapter houses between the closing hour (see page 42 for information regarding closing hours) and the official opening provides an opportunity for coeds 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 cohabita-

tion. 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, Panhellenic Council 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.
- (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.

- Panhellenic Council
- Women's Inter-Residence Council
- Associated Students of Michigan State University
- University Student Affairs Committee
- Vice President for Student Affairs
- April 27, 1970

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 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 houses 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 Student Affairs Committee
- Vice President for Student Affairs
- November 1969

c. 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 Student Affairs Committee
- Vice President for Student Affairs
- April 27, 1970

SPEAKERS POLICY, OUTSIDE (Student Group Regulation)

The current policy pertaining to speakers invited to the campus by student groups was adopted by the Board of Trustees on December 14, 1962. This policy replaces the former policy of December 1960.

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 and the faculty adviser. All rules for administration of requests from registered student organizations must conform to the "General Policy" 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.
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 and their faculty advisers 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.

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 Student Affairs Committee
 - Vice President for Student Affairs

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.

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.

WITHDRAWAL PROCEDURES AND POLICIES (Administrative Ruling)

1. Voluntary During a Term

- a. A student finding it necessary to withdraw from the University during a term must initiate the withdrawal procedure in the Office of Financial Aids and Withdrawals, 264 Student Services Building.
- b. 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, the withdrawal will be without grades.
 - (2) After the middle* of the term, N will be given in courses in which the student is passing at the time of withdrawal; 0.0 if not passing.
 - (3) After the end of the eighth week, Incomplete may be authorized in courses in which the student has completed all work to date and otherwise meets the conditions for receiving an Incomplete as given in the section entitled, Grading Systems, of the *Schedule of Courses and Academic Handbook*.
- c. In case of official withdrawal from the University, term fees are subject to the following refund policy.
- (1) Through the last day for adding courses, the full course fees and out-of-state tuition for the net credits dropped will be refunded.
 - (2) After the last day for adding courses and before the middle of the term, one half of the regular course fees and all of the out-of-state tuition for the net credits dropped will be refunded, i.e., the University will retain half the course fees.
 - (3) After the middle of the term, no refund of course fees or out-of-state tuition will be given.
 - (4) No refund will be authorized while a student is confined in the Michigan State University Health Center.
- (NOTE: The last day for adding courses—the first week of classes—and the date of the middle of the term are specified in the University calendar for each term in the *Schedule of Courses and Academic Handbook*.)
- d. A student living in a residence hall should consult the manager regarding the policy on the refund of room and board. A student withdrawing during the last two weeks of any term will not receive a refund on room and board.
 - e. A student living in an off campus organized living unit should consult the individual unit for policies regarding room and board refunds.
 - f. If a student returns to Michigan State University the term following withdrawal, he cannot participate in early registration but must follow the regular registration procedure. If one or more complete terms of school are missed, the student must apply for readmission through the Office of the Registrar, 150 Administration Building.

2. Voluntary at 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.

3. Unauthorized Withdrawal

- a. A student who leaves the University during a term without obtaining an official withdrawal will be reported as having failed all courses.
- b. 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 calling or writing the Office of Financial Aids and Withdrawals, 264 Student Services Building.
- c. A student who leaves the University without withdrawing properly forfeits any fees or deposits paid to the University.

*The official date of the middle of the term is listed in the University calendar in the *Schedule of Courses and Academic Handbook*.

4. Involuntary Withdrawal

A student who is called into the Armed Forces during the term should present his orders for induction at the Office of Financial Aids and Withdrawals, 264 Student Services Building, for appropriate action.

5. Disciplinary Withdrawal

If a student is dismissed for disciplinary reasons, grades of N will be given if passing at the time of dismissal; grades of 0.0 will be given if failing on the numerical system; NC on the CR-NC system.

- Grading Policies, Assistant Deans, Academic Colleges
- Refund Policies, Comptroller's Office

Index

Absences: See Academic Requirements 32
 Academic Action: See Academic Requirements 32
 Academic Council 18
Academic Freedom for Students at Michigan State University 6
 Academic Governance, University Committee 23
 Academic Information 8, 32
 Academic Records: See Records . . 63-69
 Academic Requirements 32
 Academic Senate 18
 Adding Courses: See Academic Requirements 32
 Address Change 32
 Alcoholic Beverages 32-35
 MSU Ordinances 32-33
 Off Campus Living Units 35
 Residence Hall Policy 33-35
 State Law 33
 Student Organizations 35
 All-University Events and Activities . 35
 All-University Health Center Advisory Board 22
 All-University Traffic Committee . . . 22
 Animals 35
 Anti-Discrimination Judicial Board 38-40
 Anti-Discrimination Policy and Procedures 36-40
 Associated Students of Michigan State University (ASMSU) 18-19
 Association of Collegiate Women (ACW) 13-14
 Athletic Council 22
 Attendance: See Academic Requirements 32
 Automobiles: See Motor Vehicles . 59-60
 Banking Service 8
 Bicycles 40-41
 Board of Trustees 17
 Building, Lands, and Planning, University Committee 23-24
 Buildings 31, 41
 Business Affairs, University Committee on 24
 Bus Passes, Campus 8
Bylaws of Academic Governance . . . 6
 Camping 41
 Campus Bus Passes 8
 Campus Mail—Campus Messenger Service 42
 Campus Maps 6
 Cars: See Motor Vehicles 59-60
 Center for Urban Affairs (CUA) 8
 Cheating: See Integrity of Scholarship and Grades 30, 56-57
 Class Attendance: See Academic Requirements 32

Closing Hours—University Residences 42
 Committee Against Discrimination 36-38
 Community Services—East Lansing 8-9
 Condition-of-enrollment Hold Cards 51-54
 Contracts, Housing 42
 Cooperative Living Units 19
 Council of Graduate Students (COGS) 21
 Counseling Center 9
 Counterfeiting, Altering, and Copying 30-31, 43
 Credits: See Academic Requirements 32
 Curfew 43
 Curriculum Committee, University . . 24
 Dean of Students, Office of 9-10
 Disorderly Assemblages or Conduct 43-44
 Distribution of Literature—Student and University Publications 44-46
 Draft Education 10
 Draft Information Center 8
 Dress Regulations 46
 Drinking: See Alcoholic Beverages 32-35
 Driving Permits: See Motor Vehicles 59-60
 Dropping Courses: See Academic Requirements 32
 Drug Education Center (DEC) 8
 Education 415 10
 Educational Opportunity Grants (EOG): See Financial Aid Programs 10-11
 Educational Policies Committee, University 24-25
 Electronics Workshop—ASMSU 12
 Entering Residence Hall Rooms, Policy on 69-70
 Equal Opportunities Programs (EOP) 10
 Facilities and Services 10, 31, 46-48
Faculty and Staff Telephone Directory 6
 Faculty Tenure Committee, University 25
 Falsification of University Records . . 48
 Fees and Tuition: See Academic Requirements 32
 Final Examinations: See Academic Requirements 32
 Financial Accounts—Student Organizations 48-49
 Financial Aid Programs 10-11
 Financial Hold Cards 51-54
 Fines, Library 58-59

Fines, Motor Vehicle: See Motor Vehicles	59-60
Firearms	49
Fires	49
Fraternities: See Interfraternity Council	19-20
Fraternity Brochure	6
Fraternity Rush Policy: See Interfraternity Council	19-20
Fund-raising Policy	47, 49
General Student Regulations	30-31
Governing Groups: See Student Government	18-21
Grading Systems: See Academic Requirements	32
Graduate Education and Research	9
<i>Graduate Rights and Responsibilities Document</i>	7
Grants: See Financial Aid Programs	10-11
Great Issues—ASMSU	12
Guests in Women's Residences	71-72
<i>Guide to Off Campus Living</i>	6
Guns: See Firearms	49
Health Center	11, 49-51
Health Center Advisory Board, All-University	22
Hold Card Policy	51-54
Honors Programs, University Committee	24
Hours, Closing	42
Housing Policy, Student	54-56
Identification (ID) Cards	11, 56
Individual, The (General Student Regulation)	31
Informational Publications	6-7
Insurance	12, 56
Integrity of Scholarship and Grades	56-57
Intercooperative Council (ICC)	19
Interest Area Organizations	13
Interfraternity Council (IFC)	19-20
International Projects Committee, University	25
Intramural Activities and Facilities	11
Judiciary Committee, Student-Faculty	23
Judicial Hold Cards	51-54
Judicial Programs	9
Lecture-Concert Series	
Advisory Council	22
Legal Aid—ASMSU	13
Library Committee, University	25
Library	11-12, 57-59
Branches	11-12
Hours	11
Policies	57-59
Liquor: See Alcoholic Beverages	32-35
Listening Ear, The	9
Loans: See Financial Aid Programs	10-11
Loitering: See Curfew	43
MSU Health Center	11, 49-51

Major Governing Groups	13
Man and Nature Bookstore—ASMSU	13
Men's Intramural Handbook	7
Michigan Clergy for Problem Pregnancy Counseling	8
Michigan Higher Education Assistance Authority Loans: See Financial Aid Programs	10-11
<i>Michigan State University Catalog</i>	7
<i>Michigan State University Graduate Study</i>	7
<i>Michigan State University Ordinances</i>	7
Military Education Committee	23
Mimeographing Service—ASMSU	13
Mobile Sound Units: See Public Address Equipment	63
Molesting	59
Money-raising Activities: See Fund-raising	49
Motor Vehicles	59-60
Driving Permits	59
Motor Vehicle Violations—Appeals	60
Motor Vehicle Violations, Penalties and Fine Payments	60
Parking and Permits	59
Registration	59
National Defense Education Act (NDEA Loans): See Financial Aid Programs	10-11
Off Campus Council (OCC): See Off Campus Student Association	20
Off Campus Housing Office	12
Off Campus Housing Regulations: See Housing Policy	54-56
Off Campus Student Association (OCSA)	20
Office of Black Affairs	14
Officer Eligibility—Student Organizations	60
Officers of the University	17
Ombudsman, Office of	12
Open House Policy: See Social Regulations	71-73
Panhellenic Council (Panhel)	20-21
Parades and Processions	60
Parking: See Motor Vehicles	59-60
Pets: See Animals	35
Picnicking	61
Placement Bureau	12
Popular Entertainment—ASMSU	13
Pregnancy Policy	61-62
President, Office of	17
Procedures—Selection for Committees	26
Procedures—Student Regulations	26-27
Programming Organizations: See Student Organizations	13-14
Property: Lost, Stolen, or Abandoned	62
Provost, Office of	17
Public Address Equipment	63

Public Safety, University		
Committee on	24	
Readmission: See Withdrawals	75-77	
Records—Academic and Student		
Personnel	63-69	
Records and Identification	30-31	
Refund of Fees: See Withdrawals	75-77	
Registration—Motor Vehicles	59-60	
Registration Withholds: See Hold		
Card Policy	51-54	
Residence Hall Area Directors	9	
Residence Hall Room Folder	7	
Residence Hall Rooms, Policy on		
Entering	69-70	
Residence Hall Association (RHA)	21	
Revenue-Producing Projects Policy:		
See Fund-raising	47, 49	
Safety	70-71	
<i>Schedule of Courses and Academic</i>		
<i>Handbook</i>	7	
Scholarship and Grades	30	
Scholarships: See Financial Aid		
Programs	10-11	
Senior Class Council	14	
Signing Out and Signing In: See		
Closing Hours	42	
Signs	71	
Silk Screen Service—ASMSU	13	
Smoking	71	
Social Regulations	71-73	
Guests in Women's Residences	71-72	
Open House Policy	72-73	
Visiting Hours	73	
Solicitation: See Fund-raising	49	
Sororities: See Panhellenic		
Council	20-21	
Sorority Brochure	6	
Sorority Rush Policy: See		
Panhellenic Council	20-21	
Sound Trucks: See Public Address		
Equipment	63	
Speaker's Policy, Outside	73-74	
Student Activities, Division of	9	
Student Advisory Group	23	
Student Affairs Committee,		
University	25-26	
Student-Faculty-Administrative		
Committees	21-26	
Student-Faculty Judiciary		
Committee	23	
Student Government	18-21	
Student Government Services—		
ASMSU	12-13	
Student Leadership Seminar: See		
Education 415	10	
Student Motor Vehicle Regulations:		
See Motor Vehicles	59-60	
Student Organizations	13-14	
Student Organization Registration		
Policy	74-75	
Student Personnel Records: See		
Records	63-69	
Student and University Publications:		
See Distribution of Literature	44-46	
Student Regulations, Procedures	26-27	
Telephones	75	
The Listening Ear	9	
<i>This Is Michigan State University</i>	7	
Traffic Appeals: See Motor		
Vehicles	59-60	
Traffic Committee, All-University	22	
Travel Service—ASMSU	13	
Union Board	14	
Union Building	14	
United Student Aid Program: See		
Financial Aid Programs	10-11	
University Committee on		
Academic Governance	23	
University Committee on Building,		
Lands and Planning	23-24	
University Committee on Business		
Affairs	24	
University Committee on Honors		
Programs	24	
University Committee on Public		
Safety	24	
University Curriculum Committee	24	
University Educational Policies		
Committee	24-25	
University Facilities, Materials and		
Service	12, 31, 44-45	
University Faculty Tenure		
Committee	25	
University International Projects		
Committee	25	
University Library Committee	25	
University Student Affairs		
Committee	25-26	
Veterans' Guidance Center	14	
Vice President for		
Student Affairs	17-18	
Visiting Hours: See Social		
Regulations	71-73	
Volunteer Programs	14	
Washing Vehicles	75	
Withdrawal Procedures and		
Policies	75-77	
Women's Intramural Handbook	7	
Work-Study Program: See Financial		
Aid Programs	10-11	

Michigan State University

Supplement to the Student Handbook, 1971-72 Effective January 1, 1972

The following changes in regulations and policies have been made subsequent to the Michigan Age of Majority Act of 1971 (Public Act 79), which lowered the age of majority to 18 effective January 1, 1972. Only the revised portion of each policy or regulation is printed here. In each case, page reference is given for the complete policy or regulation as contained in the Student Handbook.

ALCOHOLIC BEVERAGES (p. 32-35)

State Law

(The Michigan Legislature has not completed the revision of specific State Statutes regarding alcohol as of this printing.) The Michigan Age of Majority Act of 1971 (Public Act 79) reads, in part, as follows:

Sec. 2. Notwithstanding any other provision of law to the contrary, a person who is 18 years of age but less than 21 years of age when this act takes effect, and a person who attains 18 years of age thereafter, is deemed to be an adult of legal age for all purposes whatsoever and shall have the same duties, liabilities, responsibilities, rights and legal capacity as persons heretofore acquired at 21 years of age.

Sec. 3. This act supersedes all provisions of law prescribing duties, liabilities, responsibilities, rights and legal capacity of persons 18 years of age through 20 years of age different from persons 21 years of age, including but not limited to the following enumerated public acts:

Sections 436.33, 436.33a and 436.33b of the Compiled Laws of 1948.

Sections...750.141a...of the Compiled Laws of 1948.

University Residence Hall Alcohol Policy

- a. The possession and consumption of alcoholic beverages within the residence hall shall be restricted to those persons 18 years of age or older.

MOTOR VEHICLES, p. 59-60

2. 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.

PREGNANCY POLICY, p. 61-62

...If the coed is unmarried and under 18, the matter of whether her parents should be notified also shall rest with her physician.

RECORDS, p. 63-69

Student Personnel Records--Graduate and Undergraduate

- (7) (c) A student's disciplinary record may be released to members of the faculty and administrative staff of the University if such information is necessary in the discharge of their respective responsibilities. A student's disciplinary record shall be released to other sources only with the written consent of the student, except that if the student is under 18 years of age, his parents may be notified of any action taken.
- (16) (b) Information concerning withdrawals, except as noted in Section (14) of this policy, may be released to faculty and administrative staff if such information is needed in the performance of their respective responsibilities. Such information shall not be released through the Office of the Dean of Students to any source without the written consent of the student except that parents shall be notified if the student who withdraws is under 18 years of age.