



GENERAL INFORMATION, POLICIES, PROCEDURES and REGULATIONS

COSTS

Michigan State University reserves the right to make changes in the types, structures, and rates for fees, deposits, tuition, and housing. Every effort will be made to give as much advance notice as possible.

ADVANCED PAYMENTS AND DEPOSITS

Application Processing Fee

Domestic Undergraduate Applicants	\$50.00
International Undergraduate Applicants	\$50.00
Graduate Applicants (domestic and international)	\$50.00

An application fee, not applicable to any other charge and not refundable, is required of everyone requesting admission as an undergraduate, graduate-professional, or graduate student. Payment must accompany the application which is submitted to the Office of Admissions. A person requesting admission as an undergraduate, graduate-professional, or graduate student who is financially unable to submit the application processing fee may request an application fee waiver.

<i>Advanced Enrollment Deposit</i>	\$250.00
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All entering undergraduate students are required to pay a \$250 Advanced Enrollment Deposit (AED). Payment by the student confirms acceptance of admission, reserves the student a place in both the entering class and a residence hall (if student chooses to live on-campus), and allows the student to register for a required Academic Orientation Program which fill on a first-come, first-serve basis. An admitted student who is financially unable to submit the AED may request a deferral. The \$250 AED is fully refunded to fall domestic freshman students who cancel their

admission prior to May 1. There is no refund for other semesters, transfer students or international students.

COURSE FEES AND TUITION (2012-13)

Each student is assessed charges each semester on the basis of the credit value (or credit value equivalent of zero credit hour carrier courses) of all courses carried and state residence. Charges will be assessed on a credit hour basis, except for graduate-professional student fees which are assessed on a semester basis and some graduate student fees which are assessed on a semester or program basis.

If there is any question of the student's right to an in-state classification, it is the student's responsibility to contact the Associate Registrar for Registration Services at least one month before enrolling.

As amended by the Board of Trustees in the 2012-13 Budget Guidelines. Amounts subject to change for 2012-13 and future years.

On-Campus Course Fees and Tuition

Undergraduate¹

Michigan Resident Course Fees and Tuition	
Lower Division	\$420.75
Upper Division	\$460.00
Out-of-State Resident Course Fees and Tuition	
Lower Division	\$1,086.00
Upper Division	\$1,120.25

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Costs

Graduate¹

Michigan Resident Course Fees and Tuition	
Master's and Doctoral Programs	\$597.25
M.S. in Accounting	\$782.25
M.A. and M.S. in Education	\$630.25
Ed.S. and Ph.D. in Education	\$630.25
Broad MBA Program (semester)	\$13,073.00
Integrative Management (Weekend MBA) (program - Summer 2012 cohort)	\$58,500.00
M.S. in Business Research (program - Analytics concentration)	36,000.00
M.S. in Finance (program)	36,000.00
M.S. in Marketing Research (program - Summer 2012 cohort)	\$24,000.00
M.S.N. in Nurse Anesthesia (CRNA) (program - Spring 2013 cohort)	\$47,355.00
M.S. in Supply Chain Management (program - Summer 2012 cohort)	\$46,000.00
Out-of-State Resident Course Fees and Tuition	
Master's and Doctoral	\$1,173.25
M.S. in Accounting	\$1,394.25
M.A. and M.S. in Education	\$1,206.25
Ed.S. and Ph.D. in Education	\$1,206.25
Broad MBA Program (semester)	\$20,738.00
Integrative Management (Weekend MBA) (program - Summer 2012 cohort)	\$61,500.00
M.S. in Business Research (program - Analytics concentration)	39,000.00
M.S. in Finance (program)	38,000.00
M.S. in Marketing Research (program - Summer 2012 cohort)	\$33,600.00
M.S.N. in Nurse Anesthesia (CRNA) (program - Spring 2013 cohort)	\$73,025.00
M.S. in Supply Chain Management (program - Summer 2012 cohort)	\$48,000.00
Graduate-Professional¹	
Teacher Certification Internship Year	
Michigan Resident Course Fees (semester) . . .	\$6,345.00
Out-of-State Resident Course Fees and Tuition (semester)	\$13,761.00
Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees (semester) . . .	\$12,859.00
Out-of-State Resident Course Fees and Tuition (semester)	\$26,822.00
Extended Curriculum Program, Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees (semester) . . .	\$8,577.00
Out-of-State Resident Course Fees and Tuition (semester)	\$17,890.00
Dual Degree Medical Scientist Training Program Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees (semester) . . .	\$8,764.00
Out-of-State Resident Course Fees and Tuition (semester)	\$18,094.00
Veterinary Medicine	
Michigan Resident Course Fees (semester) . . .	\$12,988.00
Out-of-State Resident Course Fees and Tuition (semester)	\$26,084.00
Veterinary Medicine Clinical Year	
Michigan Resident Course Fees (semester) . . .	\$11,485.00
Michigan Resident Course Fees (Summer session)	\$8,137.00

Out-of-State Resident Course Fees and Tuition (semester)	\$23,224.00
Out-of-State Resident Course Fees (Summer session)	\$15,496.00
Medical Student in College of Veterinary Medicine	
Michigan Resident Course Fees (semester) . . .	\$8,251.00
Out-of-State Resident Course Fees (semester)	\$16,481.00
Online Programs	
Undergraduate	
B.S.N. Accelerated Nursing (in state)	\$601.50
B.S.N. Accelerated Nursing (out-of-state)	\$626.50
R.N./B.S.N. (in state)	\$524.50
R.N./B.S.N. (out-of-state)	\$549.50
Graduate	
M.A. in Education	\$683.00
M.A. or Certificate in Youth Development	\$485.00
M.S. in Clinical Laboratory Sciences (in state) . .	\$647.25
M.S. in Clinical Laboratory Sciences (out-of-state)	\$765.50
M.S. in Criminal Justice	\$638.00
M.S. in Food Safety	\$608.50
M.A. in Foreign Language Teaching	\$695.00
M.S. in Integrative Pharmacology	\$732.00
M.S. in Packaging	\$724.50
M.S. or Certificate in Pharmacology and Toxicology	\$732.00
M.S. or Certificate in Public Health	\$660.00
M.S.N. or CNS Certificate in Nursing Education (in state)	\$637.50
M.S.N. or CNS Certificate in Nursing Education (out-of-state)	\$662.50
Hybrid Programs	
Ph.D. in Educational Psychology and Educational Technology	\$938.00

¹ Course Fees and Tuition are charged on a per credit hour basis unless noted as semester, summer session, or program basis.

Graduate Certification Course Fees

Students pursuing Graduate Certification are assessed course fees of \$597.25 per credit for Michigan residents and \$765.50 for Out-of-State. Graduate Certification students are not assessed student taxes. All international students are assessed an International Student Registration Fee of \$25 per semester.

Lifelong Education Course Fees

Undergraduate and graduate Lifelong Education students are assessed course fees of \$597.25 per credit for Michigan residents and \$765.50 for Out-of-State. Lifelong Education students are not assessed student taxes. Certain lifelong-education online university courses may be assessed additional tuition fees of \$50-150 per credit hour.

Doctoral Students

All doctoral students must register and pay for a minimum of 24 credits of doctoral dissertation research (course number 999).

Minimum Registration

All students using university services (faculty consultation included) must be registered each semester. Minimum registration consists of one course, one credit.

OTHER COSTS

Mandatory, Non-Refundable Fees (per semester)

Late Enrollment

Fall and Spring Semesters:

Continuing students who do not enroll prior to the initial enrollment deadline.	\$50.00
Students who initially enroll after the start of classes but before the middle of the semester	\$100.00
Students initially enrolling after the middle of the semester.	\$200.00

Summer Sessions:

Continuing students who do not enroll prior to the first day of their class	\$50.00
Students who enroll for a class after the midterm of the term of instruction of their course.	\$100.00

Enrollment After the End of the Term of Instruction

Initial Enrollment and Course Add Fees:

Students initially enrolling after the last class day of the term of instruction.	\$300.00
Fee for each course added to the academic record after the last class day of the term of instruction	\$200.00

These fees do not apply to students enrolling under the Lifelong Education enrollment status.

Late Registration Fees

Students who fail to return their payments or confirm their attendance (if no payment is required) by the registration bill due date will be assessed a late registration fee. **If your Minimum Amount Due (MAD) is \$0.00, you must respond to the registration bill by confirming your attendance in STUINFO.** Failure to make payment by the due date will result in a \$50 Late Registration Fee. Failure to respond to a \$0.00 MAD by confirming your attendance in STUINFO will result in a \$25 Late Registration Fee.

Bad Check and Late Payment Charges (Includes rejected electronic checks, i.e. ACH)

This fee is assessed as the result of:

A registration check/ACH or charge not clearing the bank when it is first presented	\$75.00
A non-registration check/ACH or charge not clearing the bank when it is first presented	\$25.00
Student Receivable or short term loan account payments being made after the due date	\$25.00

Mandatory, Refundable Fees (per semester) (2012-13)

Engineering Program Fee¹

For students enrolling for more than 4 credits	\$545.00
For students enrolling for 4 credits or less	\$334.00

Graduate and upper-division undergraduate students majoring in Engineering are assessed this fee. There is no fee assessed for students enrolling for 4 credits or less during summer session.

Science and Technology Program Fee¹

For students enrolling for more than 4 credits	\$100.00
For students enrolling for 4 credits or less	\$50.00

Juniors and seniors majoring in science and technology intensive majors.

Health Science Program Fee¹

For students enrolling for more than 4 credits	\$100.00
For students enrolling for 4 credits or less	\$50.00

Juniors and seniors majoring in health science majors.

Broad College of Business Program Fee¹

For students enrolling for more than 4 credits	\$200.00
For students enrolling for 4 credits or less	\$100.00

Juniors and seniors in the Broad College of Business.

International Student Fee¹

Undergraduate Students new to MSU fall 2012 or after - Full-time	\$500.00
Undergraduate Students new to MSU fall 2012 or after - Part-time	\$250.00
Undergraduate Students continuously enrolled prior to fall 2012 - Full-time	\$150.00
Undergraduate Students continuously enrolled prior to fall 2012 - Part-time	\$75.00
Graduate Students - Full-time	\$75.00
Graduate Students - Part-time	\$37.50

International students are assessed this fee.

Student Taxes

Undergraduate Students (ASMSU).	\$18.00
Graduate Students (COGS) ²	\$9.25
Graduate-Professional Medical Students (COGS and COMS) ³	\$10.75
FM Radio Tax (All students)	\$3.00

State News

All students enrolling for 6 credits or more	\$5.00
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¹ The major specific program fees and International Student Fee are refunded in the same percentage as course fees when withdrawing from the University or dropping from above 4 credits to 4 credits or less.

² The COGS tax for summer session is \$4.75.

³ The COGS and COMS tax for summer session is \$6.25.

RATES FOR UNIVERSITY HOUSING

The rates listed below are for Fall 2013 and Spring 2014. In addition, students living in undergraduate housing will be charged a Residence Halls Association tax of \$25 per semester. Students living in Owen Graduate Hall will be assessed a \$5 Owen Graduate Association tax per semester, and students in University Apartments will be charged a University Apartments Council of Residents tax of \$3 per semester.

Dining service for 2013-2014 includes expanded serving hours of 7:00 a.m. to midnight, seven days a week, in at least one location per residential zone (East, South, Brody, North, and River Trail). Choices include cooked-to-order stations, retail coffee shops, grab-n-go options, pizza and subs, as well as new selections reflecting emerging dining trends. Note: All plans include free daily access to a Combo-X-Change meal at any of the Sparty's, Union Pizzeria, Serrano's, Union Deli, or Riverwalk Market retail dining locations on campus.

Silver Plan - Anytime access. This is the base plan.

Gold Plan - Anytime access, four guest meal passes and \$150 per semester in Spartan Cash.

Platinum Plan - Anytime access, eight guest meal passes and \$300 per semester in Spartan Cash.

Residence Halls — Room and Board (per semester)^{1, 2, 3}

Double Room (per person)	Silver	Gold	Platinum
Room rates	\$1,818	\$1,818	\$1,818
Board rates	2,585	2,735	2,885
Total	\$4,403	\$4,553	\$4,703

Designated Single Room (add \$1,336 per semester)

Permanent Single Room (add \$820 per semester)

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Owen Graduate Hall (per semester)^{1, 2, 5}

Double Room (per person)	\$3,336
Permanent Single Room	\$3,896
Designated Single Room	\$4,390

University Apartments (monthly rates)^{2, 4, 6}

One Bedroom	\$650
One Bedroom (renovated)	\$716
Two Bedroom	\$774
Two Bedroom (renovated)	\$856

University Village Apartments (monthly rates)

Four Bedroom (Per Resident)	\$690
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¹ Although these rates are for each semester, the Housing Contract is signed for fall and spring. To determine costs for fall and spring, multiply the rate by two.

² The Housing Contract details the contract termination procedure. Further appeals shall be subject to judicial review as provided in *Academic Freedom for Students at Michigan State University*.

³ Rates do not include resident student government taxes of \$25 per semester for undergraduate students who live in residence halls.

⁴ Quoted rates are student rates.

⁵ Rates include \$300 Owen Dining Credit plus 75 residence hall access passes but do not include student government taxes of \$5 per semester for students who live in the graduate hall.

⁶ Rates do not include \$3 per semester for University Apartments Council of Residents tax. The University Apartments Council of Residents tax for summer session is \$2.

For more information on living at MSU visit www.liveon.msu.edu.

MISCELLANEOUS FEES AND DEPOSITS

Field Trips

Certain courses require field trips. The costs must be paid by the participating students in addition to the usual course fees.

Administrative Fee for Sponsored International Students

For administration and services (per semester) \$350.00

No fee collected for summer session.

Health Insurance Program

International students, and students in the Colleges of Human, Osteopathic, and Veterinary Medicine are required to purchase the Michigan State University health insurance plan unless they have other comparable insurance coverage. Health insurance coverage is provided from August 15 through August 14. Insurance premiums for student annual coverage are collected in two installments.

Fall 2012 Registration Billing Statement:	International Student	\$725
	Medical Student	\$832
Spring 2013 Registration Billing Statement:	International Student	\$725
	Medical Student	\$832

These amounts are included in the Minimum Amount Due on the Registration Bill and must be paid to complete registration. Insurance premiums for coverage of spouse/dependents are to be paid directly to the insurance company. Students may waive the MSU plan (within certain deadlines) by providing proof of comparable health insurance coverage through another plan. For information on waivers and spouse/dependent coverage, contact the MSU Benefits Office, 140 Nisbet Building, 1-517-353-4434 or e-mail Student Insurance at studentinsurance@hr.msu.edu.

2012-2013 Annual Premium Rates	Domestic Student	International Student
Student	\$1,664.00	\$1,449.00
Student/Spouse	\$6,325.00	\$6,043.00
Student/Spouse, One Child	\$8,861.00	\$8,543.00
Student/Spouse, Two or More Children	\$9,826.00	\$9,493.00
Student, One Child	\$4,200.00	\$3,949.00
Student, All Children	\$5,165.00	\$4,899.00

Note: Premiums are subject to change each fall.

Student Motor Vehicle Registration^{2, 3}

Vehicles operated or parked on MSU property by MSU students must be registered with the MSU Parking Office. Failure to do so may result in parking violations. Visit www.police.msu.edu to register your vehicle and to view the Student Parking and Driving Regulations. Refer to the Web site for dates to register vehicles.

2012-2013 STUDENT VEHICLE REGISTRATION FEES

Resident Student (by lot location)

(Fall, Spring, and Summer)	\$118.00-284.00
Graduate Assistant (Semester)	\$118.00
Commuter Student (Fall, Spring, and Summer)	\$95.00
University Apartment Residents	
(Fall, Spring, and Summer)	\$118.00

Bicycle Registration

Any bicycle possessed, operated, or left unattended on campus must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Lansing, City of East Lansing, Lansing Township and Meridian Township registrations (permits) are acceptable. Permits must be current, valid and adhered to the bike's stationary frame-post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Visit www.police.msu.edu to register a bike (make, color and serial number must be included). There is no charge for the permit.

Campus Bus Service⁴

All campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA bus service operates 24 hours a day, 7 days a week, to all University apartments, residence halls, commuter lots, and the main campus during fall and spring semesters.

Student single ride-with valid MSU ID	\$ 0.60
Student 31 Day Pass	\$18.00
Student Semester Pass	\$50.00
Student 10 Ride Card	\$6.00
Commuter Lot Route Pass (Semester)	\$20.00
Commuter Lot Route Pass (Two-Semester)	\$33.00

All fares and passes (with the exception of the Commuter Lot Route pass) are good for all on and off-campus fixed route transit service in the greater Lansing area with CATA.

Paratransit Service is curb-to-curb service designed for persons with disabilities. The CATA cash fare for this service is \$2.50 per trip. Discount fare cards are available for certified students through MSU Resource Center for Persons with Disabilities.

Passes are available online at www.cata.org. After August 10th, it is recommended students purchase a bus pass on campus at: select Sparty Store locations in each neighborhood or Department of Police and Public Safety. For more information, e-mail CATA at info@cata.org or call 1-517-394-1000.

Spartan Marching Band Fees

Gloves (per pair)	\$5.00
Locker Rental (required)	\$10.00
Marching Band T-Shirt	\$10.00
Shoes	\$39.00
Uniform Cleaning (annually)	\$15.00

Charges are listed in the Marching Band Handbook sent to qualifying students. Early Arrival Housing Fees and Weekly Dry Cleaning Uniform Charges vary depending on student's housing accommodations and where the uniform is dry cleaned. See the Marching Band Handbook for more information.

<i>Certified Copy of Diploma</i>	<i>\$25.00</i>
<i>Duplicate or Replacement Diploma</i>	<i>\$50.00</i>
<i>Microfilming Fee for Master's Thesis</i>	<i>\$20.00</i>
<i>Microfilming Fee for Doctoral Dissertation</i>	<i>\$20.00</i>
<i>Copyright Fee for Master's Thesis or Doctoral Dissertation</i>	<i>\$55.00</i>

This optional fee covers the cost of supplying a microfilm copy of the thesis or dissertation to the Library of Congress and copyright processing.

Student Activity Admission

Student discounts on tickets at the Wharton Center for Performing Arts: MSU students are able, WHEN APPLICABLE, to purchase up to two \$15.00 Performing Arts Series and up to two \$25.00 MSU Federal Credit Union Broadway tickets per valid ID.

Athletic Event Admission

Students who are assessed fees for 12 or more credits (6 or more credits for doctoral students) are eligible for:

Student discounts on football, basketball, and/or hockey season tickets for themselves and their spouses.

Free admission to MSU Olympic Sports regular-season, non-championship home games when presenting a current MSU Student ID card.

¹ For additional information refer to *Student Health Service at Olin Health Center* in this section and in the *Other Departments and Offices for Research and Services* section of this catalog.

² Permits purchased subsequent to fall semester are reduced in price proportionately.

³ Freshmen residing in Residence Halls are not eligible to operate a motor vehicle on campus.

⁴ For additional information refer to the *Transportation Services on Campus* section of this catalog.

REFUND POLICY

Refund of Course Fees and Out-of-State Tuition

If a student withdraws from the university or drops a course, the refund policy will be:

1. For changes made through the first $\frac{1}{4}$ of the term of instruction (measured in weekdays, not class days), 100 percent of the semester course fees and tuition for the net credits dropped will be refunded.
2. For changes made after the first $\frac{1}{4}$ of the term of instruction and through the end of the session, no refund will be made for any credits dropped. Any courses approved for late add will be billed in the next monthly bill.

When dropping a course, the date the notification from the department is received in the Office of the Registrar will determine the amount of refund applicable.

Appeals concerning the refund policy should be referred to the Office of the Registrar.

Net refunds due to a drop of credits or withdrawal from the university are processed daily and posted to students' accounts. Amounts due students will be applied against outstanding balances owed the University or returned to students. Questions regarding account balances should be referred to the Student Accounts Office, 140 Administration Building.

Financial Aid Refund Policy

Dropping Credits

1. Students may be billed for a portion or all of their financial aid awards if they drop credits or do not carry the minimum number of credits required for aid eligibility.
2. The value of Federal Pell Grant, Michigan State University Student Aid Grant, Federal Supplemental Educational Opportunity Grant and Michigan Competitive Scholarship is determined each semester at the end of the 100 percent refund period (first $\frac{1}{4}$ of the term of instruction). Students will be billed for aid adjustments caused by the changes in enrollment status.

Withdrawal from the University

1. In addition to billing for the dropping of credits associated with withdrawal, there may be additional billing, particularly if a student has received federal financial aid funds (including Federal Stafford Loan), which were to have covered the entire semester educational costs. Refer to the next section for more detailed information on Title IV withdrawal refund rules.

Withdrawal up until the end of the first quarter of the term of instruction will result in 100 percent billing of federal grant aid (Federal Supplemental Educational Opportunity Grant, Federal Pell Grant) and Michigan Competitive Scholarship and may also result in a partial or complete billing of loan aid (Federal Perkins Loan, Federal Stafford Loan, and other financial aid).

2. The bill calculated as a result of withdrawal will depend on the official date of withdrawal and/or the last date of attendance and the percentage and amount of institutional refund to be received.
3. Withdrawal for any semester during the aid year may result in cancellation of a student's financial aid award for the remainder of the aid year. If a student wishes to reapply for funds for spring semester, a written request must be submitted to the Office of Financial Aid within 30 days of withdrawing from the university.

Return of Funds Policy for Title IV Aid Recipients Who Withdraw

The Higher Education Amendments of 1998, as well as the program integrity regulations in 2010, set forth regulations governing the treatment of Title IV funds when a student withdraws from an institution.

There are three types of withdrawals that fall under the return to Title IV (R2T4) federal calculation regulations:

1. **Official Withdrawals** – student contacts the Registrar's Office or their advisor to initiate an official withdrawal for a semester, or the student drops all of their courses using the online enrollment system.
2. **Unofficial Withdrawals** - If a student begins to attend class, receives federal Title IV aid, but then ceases to attend class without providing official notification to the University, the Federal Government considers this to be an "unofficial withdrawal". For Title IV purposes, the withdrawal date for students who unofficially withdraw is considered to be the midpoint of the semester unless a documented last date of attendance can be determined. However, if the University determines that a student did not provide official notice of the intent to withdraw due to illness, accident, grievous personal loss or other circumstances beyond the student's control, the University may use a date that is related to that circumstance. The refund rules for Title IV aid recipients who withdraw are then followed to determine the unearned portion of Title IV aid that must be returned to the appropriate aid program(s).
3. **Modular withdrawals** – If a student is enrolled in a standard, term-based program offered in modules (subterms) and ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment, the student is considered a withdrawal for Title IV purposes. If written confirmation of future attendance is received from the student but the student does not return as scheduled, the student is considered to have withdrawn from the payment period or period of enrollment and the students withdrawal date and the total number of calendar days in the payment period or period of enrollment would be the withdrawal date and total number of calendar days that would have applied if the student had not provided written confirmation of future attendance.

When a student is considered to have withdrawn, as described above, during an enrollment period in which they have begun attendance and received federal Title IV financial aid, Michigan State University is required to determine the amount of earned and unearned Title IV aid. A student is only eligible to retain the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period that was completed by the student (calculated daily). The unearned Title IV aid must then be returned to the appropriate federal aid program(s). If more than 60% of the enrollment period has been completed by the student, no Title IV aid needs to be returned.

According to university policy, when a student withdraws prior to the quarter of the semester and/or receives a 100% tuition refund from the university, all of that semesters federal Title IV grant aid (SEOG, Pell Grant, Federal Teach Grant, Iraq and Afghanistan Service Grant) will be billed back to the students account. Most non-federal aid will also be billed back to the students account. All Title IV aid will be included in the calculations outlined below. Depending on the results of the calculations, some or all of the federal grant aid may be re-disbursed to the student account.

The following steps will be followed when determining the amount of Title IV aid to be returned upon withdrawal:

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1. Determine percentage of enrollment period completed by student. Divide the number of days attended by the number of days in the enrollment period. If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the enrollment period.
2. Calculate the amount of earned Title IV aid. Multiply the percentage of the enrollment period completed by the total Title IV aid disbursed (or could have been disbursed as defined by late disbursement rules).
3. Determine amount of unearned aid to be returned to Title IV aid program accounts. Subtract the amount of earned federal aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate Title IV aid program(s).
4. Return of Title IV funds by institution and student:
 - a. MSU will return unearned Title IV aid up to an amount that is equal to the total institutional charges for the payment period multiplied by the percentage of the Title IV aid that was unearned. Generally, a student's tuition and fee refund and/or University Housing refund will satisfy this liability. On occasion, however, particularly when the student remains in University Housing beyond the withdrawal date, a bill will result.
 - b. The student will be responsible for the balance of unearned Title IV aid. In most cases, this will be the amount of federal aid funds a student received in the form of a refund for non-institutional expenses multiplied by the percentage of Title IV aid that was unearned.
 - i. If the student's portion of aid to be returned is a loan, then the student is not immediately required to repay the loan. The terms of the original loan repayment agreement will apply.
 - ii. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to only repay the amount exceeding 50% of the total grants. MSU will restore the grant funds to the appropriate federal account, with a resulting charge to the student's account. The student will be responsible for repaying MSU for the grant overpayment.
5. Unearned Title IV Funds will be returned to federal programs in the following order:
 - a. Unsubsidized Federal Stafford Loans
 - b. Subsidized Federal Stafford Loans
 - c. Federal Perkins Loans
 - d. Federal Parent PLUS Loan
 - e. Federal Pell Grants
 - f. Federal Supplemental Educational Opportunity
 - g. Federal Teach Grants
 - h. Iraq and Afghanistan Grant
 - i. Other Grants

Example of a Title IV return of funds calculation for a Title IV recipient who is considered to have withdrawn:

Institutional Charges	\$5,000
Title IV Loans	\$2,000
Title IV Grants	\$1,000
Total Title IV Aid	\$3,000

Student withdrew on 35th day of a 110 day enrollment period.

Percent Earned $35/110 = 32\%$

Percent Unearned $100\% - 32\% = 68\%$

Amount of Title IV aid unearned $\$3,000 \times 68\% = \$2,040$

MSU is responsible for returning the lesser of unearned Title IV aid (\$2,040 from above) or unearned institutional charges ($\$5,000 \times 68\% = \$3,400$). MSU will return aid as follows:

- Title IV Loans \$2,000 (students remaining loan debt = 0)
- Title IV Grants \$40

The student's responsibility is amount of aid unearned (\$2,040) less school responsibility (\$2,040), which is zero.

The example shown above does not reflect every student refund situation that may exist. More detailed calculation examples are available in the Student Accounts Office, Hannah Administration Building, 426 Auditorium Road, Rm 140, East Lansing, MI 48824, 1-517-355-5050, Fax 1-517-353-9640. Questions regarding the Return of Title IV Funds Policy for students who withdraw should be addressed to the Student Accounts Office.

The University reserves the right to amend the Title IV Return of Funds Policy at any time in order to comply with Federal regulations.

Refund Rules for Other Fees, Taxes, Assessments

The Engineering Program Fee, Science and Technology Fee, Health Science Program Fee and Broad College of Business Program Fees or the differential is refunded in the same percentage as course fees when withdrawing from the University or dropping from above 4 credits to 4 credits or less.

Student government taxes, FM Radio tax, and The State News assessments are refundable upon presentation of the appropriate receipt at the respective organization's office.

Late registration fees will not be refunded.

Residence hall housing fees are refunded on a pro-rata basis, based on certain variables. Generally, the cost of the room will be prorated as of the day following departure and meals will be prorated based on number of meals eaten and/or day of departure. Details and procedures are found in the Housing Contract.

University apartment rent refunds are pro-rated from the day following the official check-out time.

In general, all fees collected by Michigan State University and their respective refund policies shall be subject to judicial review as provided in Academic Freedom for Students at Michigan State University.

OTHER INFORMATION

Fee Payment

All fees, tuition, and housing charges noted above except those in the sections labeled Advanced Payments and Deposits and Miscellaneous Fees and Deposits are due and payable upon issuance of a Registration Billing Statement for the semester. The Registration Bill is only available online in STUINFO. Paper bills are not mailed. **Students will be notified by e-mail when the Registration Billing Statement is available in STUINFO.** Please refer to the Student Accounts Web site at: ctrl.msu.edu/costudentaccounts. Please refer to the *Billing and Fee Payment Schedule* for the appropriate semester for more detailed information. Payment may be made by check or money order payable to Michigan State University or by electronic check/ACH or credit card through STUINFO. Payments made with MasterCard, Discover, and American Express credit cards are only accepted via the web and carry a convenience fee. Checks are accepted subject to collection.

Deferred Payment Plan

Students may defer up to 50% of their tuition and related fees. Tuition and related fees which do not appear on the Registration Billing Statement (such as subsequent course adds) will be deferred if they appear on your account prior to your becoming a registered

student for the semester (you will become registered when at least the minimum amount due on the registration bill is paid, attendance is confirmed if no payment is due, and any holds are cleared). Otherwise they will be included on the next monthly bill. Students living in University Residence Halls are able to defer up to two-thirds of their residence hall charges. The amount deferred is divided into two installments. Approximate installment due dates are listed below. If a student enrolls by the date specified in the *Billing and Fee Payment Schedule*, the Registration Billing Statement will list several payment options (if a student enrolls subsequently, they will not have the option to defer tuition). If the student's payment is at least the "Minimum Amount Due" and less than the "Amount to Avoid Deferment," then the deferred payment plan option will be assumed. Both actual and pending financial aid is first applied against the "Minimum Amount Due." Financial Aid exceeding the "Minimum Amount Due" will then reduce the tuition deferment and subsequently reduce any housing deferment. A \$10.00 payment plan service fee will be charged whenever the option to defer either tuition or housing for a semester is elected. A finance charge of 12% per year will be assessed on deferred tuition and related charges. There is no finance charge assessed on unpaid housing charges.

	First Payment	Final Payment
Fall Semester	October 1	November 1
Spring Semester	February 1	March 1
Summer Session	July 1	August 1

A \$25 late payment charge will be made whenever either installment for the semester is made after the due date. Students will be held from enrolling and registering for future semesters whenever current semester deferred payments are past due. Failure to make deferred payments on a timely basis may also result in the loss of the opportunity to defer payments.

The deferred payment option for summer session is subject to the student's class end date for the summer session.

Financial Aid

All financial aid (except College Work Study) which has been authorized at the time the Registration Billing Statement is produced will appear on the bill. There are two types of financial aid — actual and pending.

Actual financial aid is aid which students are eligible to receive, as of the date of the registration bill. This aid will be listed in the detailed transaction section of the bill. It has been applied to the fees owed, reducing the amount owed.

Pending financial aid will be listed separately on the bill, in the 'temporary Transaction Information' section. Pending aid is not an actual payment on the account; it does not reduce the amount owed. Pending aid is only used to reduce the 'Minimum Amount Due' on the Registration Billing Statement. In order for pending aid to become actual aid, further action on the student's part may be needed. Please refer to 'Financial Aid (check your aid)' on STUINFO, the student online system (www.stuinfo.msu.edu) for information on actions that may be required.

Eligibility for each of the different awards is monitored at various points in the semester, ranging from the point of time it is credited to the account, to the end of the semester. Refer to the financial aid award notification, or contact the Office of Financial Aid, for more specific information.

If the total of actual financial aid (no longer pending aid) exceeds the amount owed and registration has been completed, the student may be entitled to a refund. Refunds will be directly de-

posited or mailed to the local address if available during the week before classes begin. If your aid and registration are finalized after this mailing, refunds are produced nightly and mailed or directly deposited the following workday through the 3rd day of classes (approximately). After this period, refunds are produced and directly deposited or mailed weekly. **NOTE:** Financial aid for a current semester may be used to pay past due Controller's Office debts up to \$200 maximum to enable a student to become registered. The student must contact the Student Accounts Office in 140 Administration Building to request this service. If the student is unable to enroll because of a past due debt, the student must meet in person with a Financial Aid Officer to determine available resources before contacting the Student Accounts Office. Once a student is registered, financial aid for the current semester will be automatically used to pay any past due Controller's Office debts up to a maximum of \$200 unless the student informs the Student Accounts Office to the contrary in writing 10 days before the start of the semester.

National Merit Scholarship

The National Merit Scholarship appears as a temporary credit on your registration bill until Michigan State University receives actual funds from National Merit at the beginning of the semester.

Books

Costs for books vary widely for the various academic programs. The average cost for undergraduates is estimated to be approximately \$515.00 per semester and for graduates is \$725.00 per semester.

Returned Items

[Includes rejected electronic check/Automated Clearing House (ACH) payments]

A \$25.00 returned item service charge and a \$50.00 late registration fee will be assessed to a student whose registration check/ACH is returned from their financial institution to MSU unpaid. Students failing to make payment in full for returned items (and any applicable fees) by the date stated on the notification letter will have their registration canceled.

There is a \$25.00 returned item service charge assessed for each non-registration check/ACH that is returned to MSU unpaid.

In addition to the returned item service charge, the university reserves the right to take one or more of the following actions:

1. Place an immediate enrollment and registration hold.
2. Place the individual on the University Bad Check/ACH List which precludes the individual from presenting checks to the University for any reason and may be a cause for denying future short term loans.
3. Transfer the debt to a collection agency.
4. File a complaint with the police for possible prosecution.
5. Refer the student to the Judicial Affairs Office for disciplinary action.
6. Bring civil action against the individual for the amount of a returned check/ACH not redeemed within 30 days of the date of the notification letter and \$250 in costs. In addition, the court could rule that you must also pay the greater of \$100 or two times the amount of the returned check/ACH. If you pay the total amount due within 30 days, no civil action will be taken against you.

PRINCIPLES AND INSTRUCTIONS GOVERNING MSU STUDENT IDENTIFICATION CARDS

Principles

1. Each student of Michigan State University is issued an identification (ID) card following initial enrollment.
2. The ID card is the property of Michigan State University.
3. Library privileges, access to university buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.
4. Alteration, falsification, or misuse of the ID card is a violation of General Student Regulation 5.00 and other regulations as applicable.

Instructions

1. Each student is responsible for all use of the ID card whether authorized or unauthorized. The ID card should not be loaned, or left where it might be used by an unauthorized person.
2. In case the ID card is lost, go online at www.spartancash.com to deactivate meals and Spartan Cash and call the main Library 1-517-355-2333 immediately. Each student is responsible for all materials checked out of the libraries with the ID card.
3. Replacement Costs
Replacement Card \$20.00

Replacement ID cards are made in the MSU ID office, 170 International Center. Pictured ID is required. The charge will be applied to a student receivables account.

Student Spouses

Spouses of registered students may obtain IDs entitling them to certain privileges. The student and spouse must appear in person in 170 International Center and present the student's Michigan State University ID and proof of marriage. There is no charge for the initial spouse card.

ADMINISTRATIVE RULING ON HOLDS ON ENROLLMENT, REGISTRATION, READMISSION, AND UNIVERSITY SERVICES

A. AUTHORITY FOR HOLD USE

1. Financial Holds
The Vice President for Finance and Treasurer is responsible for the collection, custody, and accounting for all monies due the University. Holds may be employed to collect any financial obligations due to the University's operating funds or to student loan funds.
2. Judicial Holds
The procedures for student discipline are specified in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, and Medical Student Rights and Responsibilities*. Administrative officers and judicial bodies are specifically authorized under this administrative ruling to request of the Provost or the Vice President for Student Affairs and Services the use of the judicial hold to enforce a 'suspension' decision against a student, and to contact a student to notify him or her of an alleged violation of a regulation and pending judicial or administrative proceedings.
3. Academic Holds
Academic holds are used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the academic hold for this purpose.
4. Administrative Holds
Administrative holds are also used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the administrative hold for this purpose.

B. CRITERIA FOR HOLD USE

1. Financial Holds
Criteria for use of the financial hold shall be as follows:
 - a. Holds may be employed to collect any financial obligations due to the University's operating funds or to student loan funds. Examples of these obligations are: student tuition, residence hall room and board, deferred payments, traffic violations, charges for damages to University property, University housing apartment rent, past due loans, library fines, bad checks cashed by students or presented in payment of student indebtedness, charges originating in various operating units (such as the Health Center, MSU Union, Veterinary Clinic, etc.), overdrafts in student organizations accounts, etc.
 - b. Holds may not be used for collection of debts owed to any non-University agency. For purposes of this administrative ruling, registered student organizations, student government organizations, and student newspapers are defined as non-University agencies. (Exception: ASMSU Student Loan Fund.)
 - c. Except in the case of bad checks, holds may be used only in those cases in which the student has been given or sent adequate notice of his or her indebtedness and warning of hold use prior to issuance of the hold.
 - d. A current list of all University agencies authorized by the Vice President for Finance and Treasurer to issue financial holds shall be maintained by the Student Receivables Division, Controller's Office.
 - e. Students are entitled to appeal the legitimacy of charges placed against them through established due process procedures. Students are expected to exercise these rights at the time of original notification of indebtedness.
 - f. A student will not be permitted to enroll for courses, be registered, be readmitted to the University, have an application for admission to a new program of study processed, or receive services such as transcripts and diplomas, if a financial hold has been placed on the student. Additionally, in some circumstances, financial aid processing may be withheld if a financial hold has been placed.
 - g. If a student has enrolled for courses and has not paid the financial obligation which created the financial hold by a specified due date, the student will be dropped from the courses in which he/she is enrolled.
2. Judicial Holds
Judicial bodies and administrative officers may make use of judicial holds in two cases:
 - a. Holds may be issued against a student who has been suspended, under the procedures outlined in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities*, to prevent the student's reenrollment and/or registration.
 - b. Holds may be issued against a student in order to require the student to appear at an administrator's office so that the student can be provided with a written statement of an alleged violation of regulations and impending judicial or administrative proceedings when attempts to reach the student by certified mail and by telephone have proven unsuccessful.
 - c. A judicial hold may prevent a student from being readmitted to the University, having an application for admission to a new program of study processed, enrolling in courses, and registering (paying of fees) depending upon the time within the academic semester when the hold is placed.
 - d. The Office of the Vice President for Student Affairs and Services or the Office of the Provost shall authorize each instance of judicial holds under the terms of the criteria in the above sections.
3. Academic Holds
 - a. The Provost and College deans and their designees are authorized to issue an academic hold which prevents a student from enrolling in courses and registering (paying of fees) because the student (1) has not met or needs to complete an academic requirement, e.g., has not declared a major, has failed to meet conditions of reinstatement or readmission, has failed to take the international student English proficiency test, has failed to supply required transcripts; (2) has been recessed or dismissed; (3) needs to see an academic advisor due to academic-related issues; or (4) has not met or needs to complete a recognized obligation incurred in the regular course of an academic program or in using an academic service.
 - b. The student shall have had reasonable opportunity to be informed of and to comply with the academic requirement and shall have been given or sent warning prior to issuance of a hold.
 - c. To ensure that the above conditions and criteria are being met, the persons and agencies authorized to issue academic holds shall provide a copy of their hold use procedures to the Office of the Provost for review and approval.
4. Administrative Holds
 - a. The Office of the Vice President for Student Affairs and Services will authorize agencies which may place an administrative hold which prevents students from enrolling in courses and registering (payment of fees) and/or financial aid processing. Administrative holds are placed on students who have failed to meet a requirement which has been established by University policy or regulation such as, but not limited to, financial aid requirements, student housing policy, and international student health insurance. Within this category are those regulations with which a student must comply prior to enrollment. A current list of all University agencies authorized by the Office of the Vice President for Student Affairs and Services to issue administrative holds shall be maintained by the Office of the Vice President for Student Affairs and Services.
 - b. The student shall have had reasonable opportunity to be informed of and to comply with the administrative requirement and shall have been given or sent warning prior to issuance of a hold.

- c. To ensure that the above conditions and criteria are being met, the persons and agencies authorized to issue administrative holds shall provide a copy of their hold use procedures to the Office of the Vice President for Student Affairs and Services for review and approval.
- C. FURTHER GENERAL STIPULATIONS**
1. Agencies and authorized personnel of the University shall make every effort to minimize the use of holds and shall employ alternative methods to accomplish their purposes whenever feasible.
 2. Procedures for financial hold use shall be developed by the Office of the Vice President for Finance and Treasurer. Procedures for judicial hold use shall be developed by the Office of the Vice President for Student Affairs and Services and the Office of the Provost. Procedures for academic hold use shall be developed by the Office of the Provost. Procedures for administrative hold use shall be developed by the Office of the Vice President for Student Affairs and Services. All procedures shall include provision for the following:
 - a. Adequate prior notice to the student (including all pertinent details) of pending placement of a hold, prior to issuance except in the case of bad checks.
 - b. Procedures for the student to challenge the placement of a hold, prior to the issuance of a hold.
 - c. While a student is in the process of appealing the case in question, the hold will not be issued.
 - d. Review by the offices responsible for developing hold use procedures to ensure that the administrative ruling on holds is being accurately and consistently followed.
 3. When a student has satisfied the conditions which precipitated a hold, the responsible agency or administrator placing the hold will ensure that the hold is removed.
- D. JUDICIAL REVIEW**
- This administrative ruling and all procedures and administrative decisions stemming therefrom shall be subject to judicial review as provided in *Academic Freedom for Students at Michigan State University*.

OUT-OF-STATE TUITION REGULATIONS

A person enrolling at Michigan State University shall be classified as an in-state or out-of-state student for the purposes of administering admission, fees, and tuition charges. It is the student's responsibility to register under the proper in-state or out-of-state classification. If a student has a question regarding his/her classification, the student should contact the Office of the Registrar at least one month before registering.

The following regulations set forth the major points governing determination of in-state and out-of-state status and the payment of out-of-state tuition.

- 1. GENERAL PROVISIONS**
- A. Students who are domiciled in Michigan are eligible to be classified as in-state for tuition purposes.
 1. For University purposes, "domicile" is defined as the place where an individual intends his/her true, fixed and permanent home and principal establishment to be, and to which the individual intends to return whenever he/she is absent from the University.
 2. An individual whose activities and circumstances, as documented to the University, demonstrate that he/she is domiciled in Michigan will be eligible for classification as an in-state student. An individual whose presence in the state is based on activities or circumstances that are indeterminate or temporary, such as (but not limited to) educational pursuits, will be presumed not to be domiciled in Michigan and will be classified as out-of-state. In order to rebut this presumption, the burden of proof is on the student to demonstrate by clear and convincing evidence that he/she is domiciled in Michigan and, thus, eligible for in-state classification.
 - B. For tuition classification purposes:
 1. A student is presumed to be a dependent of his/her parents if the student is 24 years of age or younger and (a) has been involved primarily in educational pursuits, or (b) has not been entirely financially self-supporting through employment.
 2. The domicile of a dependent student is presumed to be the same as that of the student's natural parents. If only one natural parent is domiciled in Michigan, the student will be presumed to be a Michigan domiciliary regardless of whether that parent is the student's custodial parent.
 3. The domicile of a dependent student's legal guardian will be presumed to have the same evidentiary effect as that of a dependent student's natural parent, and references to parents in these regulations shall include legal guardians, only when (a) the student is the dependent of the legal guardian, and (b) such guardianship has been established due to the complete incapacity or death of the student's natural parent(s). A parent's inability to provide funds necessary to support a college education shall not qualify as complete incapacity.
 - C. Before it grants a student in-state status for tuition purposes, the University will usually require that student to have continuously resided in Michigan for one year immediately preceding the first day of classes of the term in which the student is applying for in-state classification. The year of continuous presence is never the only criterion used for determining in-state classification and, in itself, will not qualify a student for in-state status. Nor will a student's failure to have continuously resided in Michigan for one year automatically prevent the student from obtaining in-state status. If the student presents clear and convincing evi-

dence which demonstrates the establishment by the student of a Michigan domicile, the student will be eligible for in-state classification even if the student has not resided in Michigan continuously for one year prior to the first day of classes in the applicable term.

- 2. ESTABLISHING MICHIGAN DOMICILE**
- An applicant or student may provide any and all evidence that he/she believes will prove that he/she is domiciled in Michigan. No one type of evidence will be considered dispositive of the issue of domicile. Rather the University will consider all of the evidence provided to it concerning a claim of domicile.
- A. Circumstances which may demonstrate Michigan domicile. The following circumstances and activities, though not conclusive, may lend support to a claim to eligibility for in-state classification. This is not an exhaustive list.
 - In the case of a dependent student, at least one parent domiciled in Michigan, as demonstrated by the parent's permanent employment, establishment of a household and severance of out-of-state ties.
 - Student employed in Michigan in a full-time, permanent job, provided that the student's employment is the primary purpose for the student's presence in Michigan.
 - Student's spouse employed in Michigan in a full-time, permanent job, provided that the spouse's employment is the primary purpose for the student's presence in Michigan.
 - B. Circumstances which do not demonstrate Michigan domicile. The circumstances and activities listed below are temporary or indeterminate and, in and of themselves, do not demonstrate domicile in Michigan:
 - Enrollment in a Michigan high school, community college or university
 - Employment in Michigan that is temporary or short-term
 - Military assignment in Michigan
 - Employment in Michigan in a position normally held by a student
 - Ownership of property in Michigan
 - Presence of relatives (other than parent for a dependent) in Michigan
 - Possession of a Michigan driver's license or voter's registration
 - Payment of Michigan income or property taxes
 - The student's statement of intent to be domiciled in Michigan
- 3. PRESUMPTIONS OF IN-STATE CLASSIFICATION**
- A student will be presumed eligible for in-state classification in the following circumstances:
- A. If a student, the spouse of a student, or the parent of a dependent student, is an active member of the regular armed forces who maintains Michigan as his/her official home of record, is registered to vote in Michigan and files a Michigan income tax return as a resident, the student shall be classified as in-state.
 - B. If a student, or the parent of a dependent student, is domiciled in Michigan but has been temporarily transferred outside Michigan by his/her employer (but has not become domiciled outside Michigan), the student shall be classified as in-state.
 - C. If a student, or the parent of a dependent student, is a missionary funded by a Michigan church, and the student or parent was domiciled in Michigan at the time he/she went on the mission, the student shall be classified as in-state.
 - D. If the parent of a dependent student, or an independent student (as defined by The Higher Education Act of 1965, section 480(d)), has been employed as a migrant worker in Michigan for a minimum of two (2) months each year for three (3) of the five (5) years prior to the date of the proposed in-state classification or for a minimum of three (3) months each year for two (2) of the five (5) years prior to the date of the proposed in-state classification, the student shall be classified as in-state. Proof and verification of employment is required. A migrant worker in Michigan is defined under these Regulations as an individual who travels from location to location pursuing seasonal agricultural or related industry employment. The term migrant worker does not include any family member of a person who owns or operates a farm, ranch, or other agricultural (or related industry) business.
 - E. A student, the spouse of a student, or the parent of a dependent student who, is a veteran of at least 12 consecutive months of active United States military service prior to honorable separation, or as a member of the Reserve or National Guard, was mobilized for at least 12 months of active military service, and who moves to Michigan with the intent to become a domiciliary of Michigan within 90 days following discharge or return to non-active duty, shall be classified as in-state.
 - F. A member of the armed forces in active or reserve duty status attending Michigan State University in a degree program funded by the Department of Defense shall be classified as an in-state student, as will his or her spouse and his or her dependent children. If the service member leaves the state of Michigan, this in-state status will continue for the service member, spouse, and dependent children as long as those who are students conform to the continuous enrollment rule in Section 6.A below.
 - G. A student who is a veteran of Peace Corps service who moves to Michigan within 90 days following satisfactory completion of his/her Peace Corps contract with the intent to become a domiciliary of Michigan will be classified as in-state.
 - H. A person who physically resides in Michigan for 12 consecutive months without enrolling in any academic courses at any two-year or four-year degree granting institution may matriculate as an in-state student immediately thereafter.
- 4. NON-U.S. CITIZENS**
- Among non-U.S. citizens, only persons who are entitled to reside permanently in the United States are eligible for in-state status classification at the University. These individuals, like U.S. citizens, must still prove that they have established a Michigan domicile as defined in these Regulations. In other words, having the privilege of remaining permanently in the United States is a necessary, but not a sufficient, condition to obtaining in-state classification at the University. At present, non-citizens who are entitled to reside permanently in the United States include:
- Permanent Resident Aliens: must be fully processed and possess Permanent Resident Alien card or stamp in passport verifying final approval by filing deadline for applicable term.
 - Refugees: I-94 card must designate "Refugee."

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

- A, E (primary), G and I Visa holders: Based upon current law, these non-immigrant visa classifications are the only ones that permit the visa holder to establish a domicile in the United States. The Registrar shall update this list as changes occur in applicable law.
5. **RETURNING MICHIGAN RESIDENTS**
- A. If a student is claimed as a dependent for federal tax purposes, graduated from a Michigan High School, and the student's parents have been continuously domiciled in Michigan from the date of the student's high school graduation to the present, the student shall be classified as in-state.
 - B. If a student is not claimed as a dependent for federal tax purposes, graduated from a Michigan High School, has been residing in Michigan for 12 consecutive months, and the student's parents have been continuously domiciled in Michigan from the date of the student's high school graduation to the present, the student shall be classified as in-state.
 - C. If a student is claimed as a dependent for federal tax purposes, the student's parents have moved out of Michigan after the completion of the student's sophomore year in a Michigan high school, the student and his/her parents resided in Michigan for a minimum of 10 years prior to their departure, and the student attends Michigan State University the fall semester following high school graduation, the student shall be classified as in-state.
6. **MISCELLANEOUS**
- A. If a student, or the parent of a dependent student, moves out of Michigan during the time he/she is enrolled at the University, the student's in-state classification will be maintained as long as he/she continues to be enrolled. If a student moves out of Michigan for more than 12 months while enrolled as a less than full-time student, the student will be reclassified to out-of-state status, unless the student presents clear and convincing evidence that he/she has maintained his/her domicile in Michigan despite the move.
 - B. The in-state status of a prospective student domiciled in Michigan will not be affected by that student's full-time attendance, prior to enrolling at MSU, at a non-Michigan college or university.
 - C. If the family of a dependent current student or of a dependent prospective student who has completed at least the junior year in high school moves out of Michigan during the time he/she is a student, the student's in-state classification will be maintained as long as he/she continues to be enrolled on a regular school year basis in a Michigan high school, college or university.
 - D. Applications for reclassification may be filed at any time. However, reclassification to in-state status applies only to whole semesters. Students will not be reclassified to in-state status within a semester.
 - E. In situations where a student provides evidence that he/she was eligible for in-state tuition in a prior semester, the student may seek retroactive reclassification and a refund of the out-of-state tuition differential.
 - F. A graduate student is subject to these Regulations, except that a Graduate Assistant will pay in-state fees during the period of his/her appointment.
 - G. If a student (or the spouse, parent or legal guardian of a dependent student) is employed full-time by Michigan State University, the student shall be eligible for in-state fee classification.
 - H. The domiciliary status of any person, other than a parent, who may furnish funds to a student for payment of University fees shall not have any presumptive effect on the classification of that student.
 - I. If a student has accepted a bona fide offer of permanent, full-time employment in Michigan following graduation, the student may seek a refund of the out-of-state tuition differential paid in any semesters falling completely within the 12 months preceding the date of the student's acceptance of the offer of employment. Students who received financial aid during this 12-month period will have their eligibility recalculated and their tuition refund will be reduced by the amount of aid for which they are determined ineligible.
 - J. The University will correct errors that may occur in classifying a student. Further, the University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for in-state status and to reclassify students who are registered in an improper classification.
7. **RECLASSIFICATION APPLICATION PROCEDURE**
- Any student classified as out-of-state who believes he/she should be classified as in-state under the Regulations listed above should submit a letter explaining why the student believes that he/she is domiciled in Michigan and provide evidence to support his/her claim. All documentary evidence supporting the student's claim should be attached.
- When a student files a Request for Classification to In-State Status, the student must submit the following documentation:
- for all students: a copy of the driver's license of the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
 - for all students: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2's for the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
 - for students born outside the U.S.: verification of U.S. citizenship or visa status.
 - for students who are dependents: copies of the front and signature pages of the most recent year's federal and state income tax returns of the person claiming the student as a dependent.
 - for students whose claim to eligibility for in-state classification is based on their permanent, full-time employment or that of another person: a letter from the employer, written on letterhead (including phone number), stating the student or other person's position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.
- Students are also responsible for providing any additional documentation necessary to support their claim to in-state status eligibility if such documentation is requested by the University.

The Request for Classification to In-State Status with attached documentation should be submitted to the Office of the Registrar, 150 Administration Building, at least one month in advance of the semester in which reclassification is sought. The Request for Classification to In-State Status and accompanying documentation will not be returned. The student is advised to keep a copy for his/her records.

The Request for Classification to In-State Status will be given to a Review Committee comprised of at least three members including the University Registrar. In cases where documentation appears to be unclear or incomplete, a member of the Review Committee will attempt to contact the student and explain the need for further clarification and/or supportive documentation where possible.

Documentation supporting a claim of Michigan domicile must be detailed and complete. If, in the opinion of the Review Committee, the documentation submitted is not sufficiently detailed and complete, the student will be so notified in writing. In that written notification, the student will be invited to discuss any remaining questions with an Office of the Registrar staff member.

8. **APPEAL PROCEDURE**

Any student desiring to challenge the decision of the Review Committee shall have the right to appeal the determination. The appeal will be reviewed by the Out-of-State Fees Committee.

The appeal should be submitted to the Office of the Registrar, 150 Administration Building. The Out-of-State Fees Committee consists of the Vice President for Finance and Operations, Chairperson; the Vice President for Student Affairs and Services; the Associate Controller; the Dean of The Graduate School; the Dean of Undergraduate Studies; one undergraduate student representing ASMSU; one graduate student representing COGS; the Director of Admissions, ex officio; the University Registrar and his/her designee, ex officio. Ex officio members are non-voting.

If a student's appeal is denied by the Out-of-State Fees Committee, the student may ask to appear in person before the Out-of-State Fees Committee to further clarify the documentation previously submitted. A student wishing to appear in person should file a written request with the Office of the Registrar. The request should specify the documentation about which the student intends to speak.

9. **FALSIFICATION OF RECORDS**

According to Article 5.01 of the University's General Student Regulations, "No student shall provide false information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the University."

HOUSING

Michigan State University offers housing for undergraduate and graduate students in 26 residence halls and two apartment communities. In these facilities, multiple housing options are available including living learning communities, flexible housing, alcohol-free, and quiet floors. Upper-class students may choose apartments in Akers, Van Hoosen, or rooms/apartments without a dining plan in Williams, and University Village. Students in the residence halls receive free weekly linen and towel service and on-site free laundry facilities. Many of the residence halls offer community kitchens and cardio rooms in addition to student lounges and other spaces to enhance the Spartan experience.

Spartan Village offers accommodations for married students, single parent families, single graduate students, and some single undergraduate students. Recreational and adult enrichment programs are offered for students and families.

Michigan State University offers students, faculty, staff and guests award winning on-campus dining in a variety of facilities across campus. Dining halls are located in each Neighborhood. There are 19 coffee shops and convenience retail shops throughout campus.

The residence hall community at MSU is based on the Neighborhood concept; this program brings resources directly to students where they live in the residence halls. Resources include tutoring, advising, free fitness classes, and availability of nurse practitioners and counseling center staff. Staff from across campus encourage intercultural development and communication. The MSU Neighborhood model is a state-of-the-art housing concept created to help students learn, develop, and persist to graduation. Residence Education and Housing Services staff fosters living environments that support the academic, social, and emotional well-being of students. Residence Education and Housing Services staff focus on a variety of areas impacting students' overall on-campus living experience at MSU, including: residence education, housing assignments, housing operations, facilities, maintenance and conference management. Staff

members provide educational programs, advise student groups, mediate interpersonal disputes, facilitate community standards, and serve as liaisons and referral agents for students seeking additional campus or community resources.

All residence halls are closed at the following hours: 12 midnight to 7:00 a.m. seven days a week except for Butterfield, Campbell, Mason-Abbott, and Williams, which are locked 24/7. All residential living wings are locked 24/7 and are restricted to resident access via an electronic card swipe system.

Residence Education and Housing Services reserves the right to adjust building hours based upon safety and security concerns for our residents and property.

Residents contract per semester. For the most up-to-date housing options, room rates, and meal plan information, visit www.liveon.msu.edu.

RESIDENCE EDUCATION STAFF

Residence Education staff includes the Community Director, Assistant Community Director, and the Resident Assistant staff in each residence hall. This live-in staff is responsible for community building, linking students to the range of resources across campus, and to responding to emergencies that arise in the building.

RESIDENCE HALL ASSOCIATION

The MSU Residence Halls Association (RHA) is the on-campus student government at Michigan State University. Representing more than 14,000 students, MSU RHA is one of the largest Residence Halls Association in the country. MSU RHA is dedicated to improving the on-campus living experience, and providing many services to students. Campus Center Cinemas, RHA TV, and RHA Movie Offices are all services that are provided to the students by the RHA.

LIVING-LEARNING PROGRAMS

Michigan State University's living-learning, academic and special interest programs allow students who share similar academic interests, or interests in multi-cultural living experiences, to live together in a designated residence hall or on a particular residence hall floor. Many of the living-learning options allow students to attend class with the same group of peers in their residence hall, which enhances friendships, networking and facilitates ease of gatherings and study time. For more information on Living-Learning Programs at MSU, visit <http://liveon.msu.edu/livinglearning>.

RESIDENCE HALLS AND APARTMENT APPLICATION PROCEDURE

New students including transfers and graduate students receive housing application information after being admitted to the university. Applications for housing at Michigan State University are completed online thru the iLiveOn site. If there are any questions regarding the housing application process, please contact the housing office at 1-517-884-LIVE (5483) or 1-877-9 LIVE ON or email liveon@msu.edu.

SUMMER HOUSING - RESIDENCE HALLS

Housing is available for summer session, although reservations are handled separately from those for the regular school year. Students can apply for summer session in February of the spring semester. At the end of summer session, students must move out of their summer residence hall and move to their fall placement.

OFF-CAMPUS HOUSING

The Off-Campus Housing Office, 101 Student Services Building, has current listings of housing available to all members of the University community. Staff members in the office also provide general advice and information to persons with problems arising from off-campus housing situations. Off-campus meal plans are available for purchase.

Greek Community

Many of Michigan State University's 52 nationally and internationally affiliated fraternities and sororities offer chapter houses in which their members may live. Chapter members are responsible for the business aspects of managing a chapter house, as well as providing activities addressing leadership development, community service, sports and recreation, social life, alumni relations, accountability and responsibility for their members. For more information on this collegiate living experience, contact the Department of Student Life at 1-517-355-8286.

Cooperative Living Units

A unique type of living experience for Michigan State University students is provided in student housing cooperatives. Students own and operate their own houses and are responsible for governance, maintenance, budgeting and meal planning. Cooperative principles affirm democratic control and open membership to any interested student.

The housing cooperatives are all located near the campus and vary in size from 12 to 50 members. Additional information about cooperative housing may be obtained from the Intercooperative Council Office, 317 Student Services Building.

Religious Living Units

In general, living in religious living units is similar to living in other residences with the addition of a denominational religious experience. These units include Living ROCK (men), East Lansing Student Living Center (The Church of Jesus Christ of Latter Day Saints), and the Hillel Jewish Student Center.

FOR FURTHER HOUSING INFORMATION

Housing Assignments Office

Housing Assignments Office
219 Wilson Road, Room C-101
Michigan State University
East Lansing, MI 48825-1208
Telephone: 1-517-884-LIVE (5483) or
877-9 LIVE ON (954-8366)
E-mail: liveon@msu.edu
Web: www.liveon.msu.edu

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Housing

Culinary Services

Culinary Services Office
37 W. McDonel Hall
East Lansing, MI 48825
Telephone: 1-517-353-1616
E-mail: info@eatatstate.com
Web: www.eatatstate.com

Off-Campus Housing

Off-Campus Housing Office
101 Student Services Building
Michigan State University
East Lansing, MI 48824-1113
Telephone: 1-517-355-8303

UNIVERSITY HOUSING POLICY

Michigan State University's housing system seeks to provide an educational environment which is maximally conducive to the learning process of students. Consistent with this philosophy, a variety of living options supported by student fees, is made available in university housing. The university has requirements for on-campus residence to promote an optimal learning environment for students. Any undergraduate student enrolled for seven or more credits at Michigan State University for a semester, summer session excluded, is subject to the university's housing regulations. Compliance with the university housing policy is a condition of enrollment.

Administrative Ruling—University Housing Requirements and Procedures

In accordance with the *University Housing Policy*, the following stipulations apply:

- Freshmen and Sophomores** — All freshman and sophomore students, including transfer students (0-55 credits accumulated), are required to reside in university housing, with the following exceptions. The sophomore student (28-55 credits accumulated) requirement may be waived by administrative action on a yearly basis.
 - Married students
 - Students who will be twenty years of age by the first day of classes of the fall semester.
 - Veterans with one or more years of active service
 - Students living with parents or legal guardian
 - Students taking 6 or fewer credits during the semester in question.
- Juniors and Seniors** — Juniors and seniors are encouraged to live on campus. The university will always seek to achieve some balance of juniors and seniors in each housing unit.

Enforcement

Those students for whom the housing requirement is a condition of enrollment will be asked to verify their adherence to it. Failure to maintain the required residency could result in termination of enrollment by the Division of Student Affairs and Services. Enforcement of the housing regulations is the responsibility of the Division of Student Affairs and Services. The housing requirement does not apply to students during a semester in which they are enrolled for 6 or fewer credits or during the summer. In any subsequent semester during which the student carries 7 or more credits, the requirement will again become applicable.

Address

Every student is required to report his or her correct local address at the time of registration and to report any change of address thereafter. Failure to register the actual address at which he or she is living, or failure to notify the university of a change of address within five class days after the change becomes effective, will be considered as falsification of university records. Change of off-campus address is made in the Office of the Registrar or via StuInfo. Change of on-campus address is made in the manager's office of the living unit.

Housing Contract

The Residence Education and Housing Services Housing Contracts is in effect for the period stated in the terms of the Contract. Any student, regardless of class standing, is obligated to fulfill the duration of the Housing Contract unless an authorized release is obtained. (Note: Application for release may be made through the Residence Education and Housing Services business manager.) This regulation applies to all students (freshmen, sophomores, juniors, seniors, special and graduate) who enter into a contract for on-campus housing.

Assignment

Only those persons who have received official housing assignments may live in university housing.

Special Permission

Prior to moving into university housing, any new student may apply for an exception to the housing requirements. Information on the special permission procedure and criteria for exceptions can be obtained by contacting the Judicial Affairs Office, 101 Student Services Building. Applications will be considered by a committee appointed by the Vice President for Student Affairs and Services. A student may appeal the decision of the committee to the Vice President for Student Affairs and Services.

Off-campus living units that were recognized by the university as 'supervised' housing units in the Spring of 1983 will continue to be eligible to house students consistent with past practice. Specific conditions that will ensure this eligibility will be developed by the Vice President for Student Affairs and Services and in consultation with appropriate off-campus living units. The residents of these units must be advised that the unit is neither supervised by nor under the jurisdiction of the university and that the university assumes no responsibility for the program, the facility, or persons associated with the unit.

GENERAL PROCEDURES AND REGULATIONS

INSTITUTIONAL EVALUATION AND ASSESSMENT

As members of a learning community, students may be asked to participate in periodic and ongoing institutional self-studies designed to promote program improvement. Michigan State University continually assesses itself in order to evaluate the effectiveness of its programs. Students are expected to participate in these assessment efforts should they be selected to do so.

MICHIGAN STATE UNIVERSITY FACULTY

A full-time faculty member of Michigan State University may not carry course work in residence, or in absentia, amounting to more than an average of four course credits a semester with a maximum of eight credits during fall and spring. There is no maximum number of master's thesis or doctoral dissertation research credits that may be carried each semester. See *Admission of Faculty Members of Michigan State University to Graduate Study* in the *Graduate Education* section of this catalog.

STUDENT NAME (Effective Fall 2013)

LEGAL NAME. Students are required to provide their legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests must be submitted to the Office of the Registrar with appropriate documentation. Documentation generally consists of, but is not limited to, a current driver's license, official(state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport, or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States.

DIPLOMA NAME. Students indicate their diploma name on the Michigan State University Application for Graduation. The student name listed on a diploma or certificate must match the legal name as it is recorded on the student's official university record, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name.

PREFERRED NAME. The university recognizes that many of its students use names other than their legal names to identify themselves. Students may indicate their preferred first name on the Michigan State University Application for Admission or by accessing STUinfo (<http://stuinfo.msu.edu>).

Once established, preferred name will be used across university systems, where possible. The university reserves the right to remove a preferred name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. The legal name will continue to be used for certain university records, documents, and business processes such as reporting, financial aid, official transcripts, and other records where use of legal name is required by law or university policy.

Students may update or remove their preferred name via STUInfo or in person at the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan, 48824-2603.

ATTENDANCE

No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work.

There is no university-wide regulation requiring class attendance. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course.

REPORTING NON-ATTENDANCE. In compliance with federal regulations governing financial aid and veterans education benefits, instructors are required to report students who stop attending or who have never attended class. After the first week of classes,

through the middle of the term of instruction, instructors who identify a non-attending student should notify their departmental office. Upon receiving a report of non-attendance, departmental representatives are encouraged to initiate an administrative drop.

Attendance is defined as physical attendance or participation in an academically related activity such as submission of an assignment, an examination, participation in a study group or an online discussion, etc. Instructors who do not take attendance may utilize key assessment points (e.g. projects, papers, mid-term exams, and discussions) as benchmarks for participation.

DROP FOR NON-ATTENDANCE. Students may be dropped from a course for non-attendance by a departmental administrative drop after the fourth class period, or the fifth class day of the term of instruction, whichever occurs first.

CLASS NOTES AND UNIVERSITY SUPPLIED MATERIALS. As a condition of continued course enrollment and allowed class attendance, a student will refrain from commercializing notes of class lectures and university-supplied materials, by direct sale or by contract with a third party or otherwise, without the express written permission of the instructor. Students may be removed from a class only after a hearing in the department or school, as described in the *Academic Freedom for Students at Michigan State University*, Article 2.4.

FIELD TRIPS. Field trips involving absence from classes must be authorized in advance by the dean of the college in which the course is given. The cost of field trips which are part of organized courses of instruction must be borne by the participating students and are additional to the usual course fees.

CHANGE OF SECTION WITHIN A COURSE

Students who must change from one section to another in the same course may do so using the enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). After the period ends, changes of section must be made in the department responsible for teaching the course.

CHANGE OF ENROLLMENT

Students are expected to complete the courses in which they register. If a change is necessary, it may be made only with the appropriate approvals as explained below.

ADD AND DROP PERIOD. Students may add courses using the enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Students may drop courses using the enrollment system through the middle of the term of instruction.

CHANGE OF OPTION FOR CR-NC (CREDIT-NO CREDIT) GRADING. Choice of the CR-NC grading system must be communicated by the student to the Office of the Registrar within the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) and may not be changed after that date.

CHANGE OF OPTION FOR VISITOR. Choice of enrollment in a credit course as a visitor on a non-credit basis must be made no later than the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) in the Office of the Registrar.

TO ADD A COURSE AFTER THE ADD AND DROP PERIOD. Normally, no course may be added after the designated period for adding courses. Any add after this period must be processed beginning with the department offering the course. Final approval rests with the associate dean of the student's college.

TO DROP A COURSE OR WITHDRAW FROM THE UNIVERSITY AFTER THE MIDDLE OF THE TERM OF INSTRUCTION. A student may drop a course or withdraw after the middle of the term of instruction only

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to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

Undergraduate Students: To initiate a late drop or withdrawal, the student must obtain approval from the office of the associate dean of his or her college or the Undergraduate University Division. Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities, and students in Engineering who have been admitted earlier than 56 credits.

Graduate Students: To initiate a late drop or withdrawal, students must obtain approval from their advisor or major professor and their graduate program director.

DROPPING ALL COURSES. See the statement on Withdrawal from the University.

CANCELLATION OF ENROLLMENT

Cancellation of enrollment includes the administrative cancellation of a student's registration due to nonpayment of fees, or because of academic recess or dismissal. Courses in which the student is enrolled will be deleted from the official record. The cancellation of a student's registration may be processed by the Office of the Controller or the Office of the Registrar.

WITHDRAWAL FROM THE UNIVERSITY

WITHDRAWAL PRIOR TO THE MIDDLE OF THE TERM OF INSTRUCTION. A withdrawal from the university occurs when students drop all of their courses within a semester. Students may drop all of their courses through the middle of the term of instruction using the on-line enrollment system or in person at the Office of the Registrar, 150 Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

Undergraduate students are strongly advised to seek guidance regarding the impact of withdrawal from the university by contacting either the associate dean of their major college or academic advisor. For most students who have fewer than 56 credit hours, the Associate Dean's function is served by the Undergraduate University Division (UUD). Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities, and students in Engineering who have been admitted earlier than 56 credits.

Graduate students should consult with their advisor, major professor, or graduate program director; this is especially important if appointed as a graduate assistant.

Additionally:

Fees are subject to refund according to the refund policy.

A student living in a residence hall should consult the manager regarding the policy on the refund of room and board fees.

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

A graduate student appointed as graduate assistant forfeits his/her assistantship upon withdrawal from the university and must notify the Graduate School in writing of the withdrawal.

Any student whose enrollment at this university is interrupted for any reason so that he or she has not been enrolled for three consecutive semesters, including the summer sessions should submit a readmission to the Office of the Registrar at www.reg.msu.edu.

WITHDRAWAL AFTER THE MIDDLE OF THE TERM OF INSTRUCTION.

A student may drop a course or withdraw after the middle of the term of instruction only to correct errors in the enrollment or because of events of catastrophic impact, such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

Undergraduate Students: To initiate a late withdrawal, the student must obtain approval from the office of the associate dean of his or her college or the Undergraduate University Division. Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities, and students in Engineering who have been admitted earlier than 56 credits. Graduate students should consult with their advisor, major professor, or graduate program director; this is especially important if appointed as a graduate assistant. There is no formal procedure for withdrawal at the end of a semester; however, a student living in university housing should notify the manager of the appropriate unit.

UNAUTHORIZED. Students who leave the university during a semester or summer session without officially dropping their courses will be reported as having failed those courses and will forfeit any fees or deposits paid to the university. 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, or for interim or final suspension for disciplinary reasons, but must be initiated by the student. Fees are subject to refund according to the refund policy.

INVOLUNTARY. Students who are called into the armed forces during the semester should submit a copy of their orders to the Office of the Registrar for appropriate action.

ACADEMIC RECESS OR DISMISSAL. If a student is academically recessed or dismissed, courses in subsequent semesters are dropped without grades and fees are subject to refund according to the refund policy.

EXAMINATIONS

In keeping with university practice, entry into, and participation in, course examinations is controlled through electronic and visual means and by proctored examination site procedures.

In certain courses, such as those offered online, an individual student may be required to arrange to take examinations in a proctored environment on-campus or off-campus. Any costs associated with taking such proctored examinations are the responsibility of the student. The Michigan State University Testing Office is a proctored-testing site for distance learning, www.testingoffice.msu.edu. It is a member of the Consortium of College Testing Centers which is a free referral service provided by the National College Testing Association to facilitate distance learning, www.ncta-testing.org.

FINAL EXAMINATION POLICY

During the final week of each fall and spring semester all courses shall meet for one 2-hour period. The *Final Examination Policy and Schedule* is available at www.reg.msu.edu/ROInfo/Calendar/FinalExam.asp. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due *before* the final examination period scheduled for that course. Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean.

In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the *Final Examination Policy and Schedule*. Any deviations from the final examination schedule must be approved by the Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.

No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may contact the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

The final examination schedule shall be systematically rotated in an effort to distribute the 2-hour final examination periods from semester to semester equally. This will also apply to common final examinations.

Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.

Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.

A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system, NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges *immediately*.

For information on other examinations, see the *Undergraduate Education* and *Graduate Education* sections of this catalog.

COURSES

All currently approved courses can be found in online **Course Descriptions** at: www.reg.msu.edu/Courses.

For current scheduling information for all courses, visit the Schedule of Courses at www.schedule.msu.edu.

COURSE NUMBERS

001-099 Non-Credit Courses

Courses with these numbers are offered by the university to permit students to make up deficiencies in previous training or to improve their facility in certain basic skills without earning credit.

For information about remedial-developmental-preparatory courses, consult the *Undergraduate Education* section of this catalog.

100-299 Undergraduate Courses

Courses with these numbers are for undergraduate students. They carry no graduate credit, although graduate students may be admitted to such courses in order to make up prerequisites or to gain a foundation for advanced courses.

For information about remedial-developmental-preparatory courses, consult the *Undergraduate Education* section of this catalog.

300-499 Advanced Undergraduate Courses

Courses with these numbers are for advanced undergraduate students. They constitute the advanced portion of an undergraduate program leading to the bachelor's degree. A graduate student may carry 400-level courses for credit upon approval of the student's major department or school. In exceptional cases, a graduate student may petition the dean of his or her college, in writing, for approval of a 300-level course for graduate credit.

500-699 Graduate-Professional Courses

Courses with these numbers are courses in the graduate-professional programs. A graduate student may carry these courses for credit with approval of the major department or school.

800-899 Graduate Courses

Courses with these numbers are for graduate students. Advanced undergraduates with Honors College status or a grade-point average in their total programs equal to or greater than the minimum requirement for graduation with honors may be admitted to 800-899 courses. The student must obtain approval of the relevant department. More than half of the credits of the total required for a master's degree shall be taken at the 800- and 900-level except as specifically exempted by the dean of the college.

900-999 Advanced Graduate Courses

Courses with these numbers are exclusively for graduate students and primarily for advanced graduate students. A master's degree student may take these courses with the approval of the major department or school, with the exception of courses numbered 999 (doctoral dissertation research). Admission to a doctoral degree program is a prerequisite of all courses numbered 999.

CREDITS

Courses at Michigan State University are given on a "semester" basis, and credits earned are semester credits. To convert semester credits to the "term" or "quarter" basis employed in certain other institutions, multiply by 3/2. To convert term credits to semester credits, multiply by 2/3.

Each course usually carries a specific number of credits based upon the number of instructional contact hours and study hours required each week per semester. The earning of a *credit* requires, as a minimum, one instructor-student contact hour per week per semester plus two hours of study per contact hour; OR two hours of laboratory contact hours per week per semester, plus one additional hour spent in report writing and study; OR other combinations of contact and study hours which constitute an equivalent of these experiences. In all courses taught in the time frame of the regular semester, regardless of format, provision will be made for contact hours and/or study hours which reflect optimal use of the class and study time provided for in the official university calendar. In courses in other time frames provision will be made for contact hours and study time in a combination, which is equivalent to the semester experience.

The number of credits normally carried in a semester is defined in the *Undergraduate Education* and *Graduate Education* sections of this catalog.

Persons who are assessed fees for 7 or more credits (6 or more credits for doctoral students) in a semester:

1. Are subject to the housing regulations as stated in *University Housing Policy*.
2. May utilize the facilities of the Olin Health Center. Information on services available and the charges made may be obtained at the Olin Health Center.
3. May purchase football, basketball, and/or hockey season tickets for themselves and their spouses at 50 percent of the public rate.
4. Are eligible for free admission to other regularly scheduled athletic events.
5. Are eligible for student discounts on series tickets to professional performing arts events at the Wharton Center for Performing Arts and Institute for Arts and Culture.
6. Are eligible to purchase one guest ticket to professional performing arts events at the Wharton Center for Performing Arts and Institute for Arts and Culture. One validated student ID card must be presented with every two student-rate tickets when attending a performance.

VARIABLE CREDIT COURSES

For each variable credit course, the range of credits for which a student may enroll in a given semester and the maximum number of credits that a student may earn in a course with a reenrollment provision shall be specified.

TRANSFER COURSES AND CREDITS

Acceptance of courses and credits deemed suitable for transfer to Michigan State University is determined by faculty in the department, school, or college responsible for instruction in the subject area. Among factors influencing the determination of acceptability are accreditation status, comparable academic quality, and the relationship of the course to other course offerings in the primary administrative unit and other academic units at Michigan State University, and the basis for student performance evaluation in the course. For current course equivalencies, visit www.transfer.msu.edu.

Students requesting transfer credit of coursework from a higher-learning institution in China must have a China Academic Degree and Graduate Education Development Center (CDGDC) verification report of the university transcript mailed directly to the MSU Office of Admissions.

For information on transfer credit beyond sophomore standing, visit www.reg.msu.edu/AcademicPrograms/Text.asp?Section=110#s228.

COURSE FORMATS AND CREDITS

The formats described in this document apply to courses in which *credits* are earned. (For the definition of a credit, refer to *Credits*.)

In all courses for credit, regardless of format, there will be instructor evaluation of individual learning. In this document, instructor is defined as a person authorized to teach the course by the administrator of the academic unit that administers the course.

The formats acceptable for courses offered for credit are those listed below. Two or more of the formats listed may be combined; for example, lecture and laboratory, discussion and online and/or lecture and hybrid.

Lecture

Definition: A regularly scheduled class in which the instructor takes the dominant role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. Student comments or questions will be accommodated as circumstances permit. In some courses, students may be expected to participate in classroom activities by means appropriate to the subject matter, such as discussion, performance, etc. Information regarding required text and reading list is provided.

Discussion

Definition: A regularly scheduled class in which a group of students, under the direction of the instructor, considers predetermined topics, issues, or problems and exchanges evidence, analyses, reactions, and conclusions about them with one another. Papers, projects, etc., may be assigned. A list of topics for discussion; basic texts, reading list, or other materials are specified. Enrollment normally limited.

Seminar

Definition: A regularly scheduled class in which a small group of students is engaged, under the leadership of the instructor, in research or advanced study. Topics may be interdisciplinary or highly specialized. Maximal opportunity for peer exchange is provided. Instructor provides broad outline of possible topics and procedures. Enrollment normally limited to 15 students.

Laboratory

Definition: A regularly scheduled class with primary emphasis on learning by doing or observing, with the burden of course activity placed on the student, under the direction and supervision of the instructor, for the purpose of giving first-hand experience, developing and practicing skills, translating theory into practice, and developing, testing, and applying principles. Manuals, needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition.

Studio

Definition: A regularly scheduled class with primary emphasis on student activity leading to skill development and the enhancement and encouragement of the student's artistic growth. Needed materials, instruments, equipment, and/or tools are provided, or recommendations are made for their acquisition. Evaluation of individual learning may include public display of proficiency and/or evaluation by faculty other than the student's instructor. Each student receives from the instructor an end-of-semester assessment of accomplishment.

Online

Definition: A class in which all instruction is delivered in an online environment. Texts, reading lists, in-person orientations, proctored examinations and/or other non-instructional experiences may be required as stipulated. Online courses are classified as on-campus courses.

Hybrid (Blended)

Definition: A class that blends online instruction with regularly scheduled classroom time or required or scheduled in-person contact, including examinations, laboratories, etc. At least 50% of the class is delivered through online instruction. Proctored examinations, texts, reading lists, and/or other materials are stipulated. Hybrid courses with on-campus meetings are classified as on-campus courses.

In the following course formats (except master's thesis research and doctoral dissertation research), a minimum combined total of 30 instructor-student contact hours and student class/study/work hours per credit per semester is expected. The division among these hours will be determined by the instructor, in consultation, as needed, with other qualified supervisors.

Workshop

Definition: An organized learning experience with the same purposes and methods as the laboratory or studio, usually offered in a concentrated period shorter than a semester. Broad outline of possible activities and procedures is provided.

Institute

Definition: An organized learning experience which brings together specialists in a given area for instruction for a concentrated period shorter than a semester. Broad outline of possible topics and procedures is provided.

Field Study

Definition: A learning experience arranged by an instructor for a student or group of students to carry out a project outside the classroom by observation, participation in a work experience, or field research. Advance planning, involving instructor and students, for activity are required.

Professional Practicum

Definition: Professional practice under supervision of an instructor, assisted, where necessary, by additional experienced professionals. Broad outline of possible topics and procedures is provided.

Clinical Clerkship

Definition: An organized learning experience which employs professional practice as a means to acquire clinical skills and apply knowledge. Broadens knowledge acquired in prior course work by providing additional instruction and experiences. Activities include supervised clinical practice, small-group instruction, lecture, independent study, etc. Instruction is delivered by multiple faculty and/or other qualified professionals in a campus or community-based clinical facility (hospital, ambulatory care center, health professional's office, practice environment, etc.) Objectives, instructional materials, and evaluation procedures are determined by faculty assigned to the clerkship.

Internship

Definition: Professional activity, under general supervision of an experienced professional, in a job situation which places a high degree of responsibility on the student. Specific job description must be approved by instructor or instructional unit. Evaluation by instructor with assistance of supervisor.

Teaching Internship

Definition: Sustained observation and practice in a classroom under supervision of an experienced teacher and a university field supervisor. Careful advance planning involving a university field supervisor, the school system and supervising teacher, as well as procedures for evaluation by the field supervisor, with the assistance of the supervising teacher are required.

Independent Study

Definition: Planned study, highly individualized, which is not addressable through any other format. Advance planning between instructor and student, with goals, scope of the project, and evaluation method are specified in writing. At least two contact hours are required for the first credit of Independent Study. Contact hours thereafter are to be determined by agreement between instructor and student.

Competency-Based Instruction (CBI)

Definition: Objectives, materials, procedures, and methods of evaluation are specified at the beginning of the course. The requirements are satisfied at the student's own pace, subject to arrangements with the course supervisor and to the university's time-period requirements. This format, as distinguished from Independent Study, will ordinarily be used in established courses. Courses by correspondence and some online courses are generally included in this format. Instructional materials and procedures developed by instructor. Frequency and nature of student-faculty contact determined at the beginning of the course.

Master's Thesis Research

Definition: Highly individualized, investigative study, usually continuing over more than one semester. Subject of research agreed to by student and research supervisor (instructor), in consultation, when required, with guidance committee. Grade deferred until completion of master's program. Exclusively 899 course number. Advance planning occurs between research supervisor (instructor) and student, with goals and scope of project prearranged; minimum contact hours per semester determined by agreement between supervisor and student.

Doctoral Dissertation Research

Definition: Highly individualized, investigative study, usually continuing over several semesters. Subject of research agreed to by student and research supervisor (instructor), in consultation with student's guidance committee. Grade deferred until completion of doctoral program. Exclusively 999 course number. Advance planning occurs between research supervisor (instructor) and student, in consultation with guidance committee.

ONLINE LEARNING

The university offers selected degree programs, certificate programs, minors, and individual courses online. All university regulations, policies, and procedures described in this catalog that apply to on-campus programs also apply to online programs, unless specified otherwise.

For more information about online learning, visit <http://www.reg.msu.edu/ucc/OnlinePrograms.asp>.

Michigan State University courses offered online are considered on-campus courses. Applicability of specific online Michigan State University courses is determined by the requirements of specific programs.

For more information about course formats and credits, visit <https://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#S506>.

DISTANCE EDUCATION - FACE-TO-FACE, ONLINE AND HYBRID PROGRAMS

Distance education includes face-to-face, online, and hybrid instructional delivery.

For a face-to-face program, participants meet for instruction at an off-campus site.

For an online program, instruction is offered totally online. Texts, reading lists, proctored examinations and/or other non-instructional experiences may be required as stipulated.

For a hybrid program, online instruction is blended with required or scheduled in-person contact, including examinations, laboratories, etc. At least 50% or more of the courses required for the degree or certificate are delivered through online instruction. Texts, reading lists, in-person orientations, proctored examinations and/or other non-instructional experiences may be required as stipulated.

Online and hybrid programs are classified as on-campus programs.

ACADEMIC PROGRAM TERMINOLOGY

The terminology below is used to describe majors, graduate specializations, teaching minors, and sub-categories within them as noted.

For detailed information on academic program terminology, visit www.reg.msu.edu/Read/UCC/terminology.pdf

Area of Emphasis

A set of disciplinary or interdisciplinary courses exclusively for teacher certification programs. Final approval is integral to the degree certification process.

Cognate

A set of related disciplinary or interdisciplinary courses. Final approval is integral to the degree certification process.

Concentration

A set of disciplinary or interdisciplinary courses within a major. Final approval is integral to the degree certification process.

Graduate Certificate

Constructed in selected fields as complements to degree programs or as distinct offerings. Issuance of a graduate certificate signifies completion of course work, specified professional training, skills, or competency levels.

Type 1 - Directly related to a degree program as part of the degree program's requirements. Final approval is integral to the degree certification process.

Type 2 - Distinct entity not related to a degree program. Final approval may be separate from or concurrent with the degree certification process.

Type 3 - Distinct entity not related to a degree program. Final approval is granted by the academic unit.

Type 4 - Distinct entity at the University level not related to a degree program. Final approval is recommended by the administering unit and The Graduate School and is separate from the degree certification process.

Major

A primary field of study named as a specific degree program. Final approval is integral to the degree certification process.

Minor

A secondary field of study at the undergraduate level. Final approval is concurrent with the degree certification process.

Graduate Specialization

An interdisciplinary program of thematically related courses. Final approval is concurrent with the degree certification process.

Teaching Minor

A group of single subject or group subject courses required by the State of Michigan exclusively for teacher certification programs. Final approval is separate from the degree certification process.

U.S. DEPARTMENT OF VETERANS AFFAIRS CERTIFICATION

Michigan State University provides information about students receiving educational assistance benefits to the Department of Veterans Affairs, in accordance with federal regulations and university policy. Only credits in courses that are in accordance with Department of Veterans Affairs regulations will be certified. Students receiving Department of Veterans Affairs educational assistance benefits are held to the same standards of academic progress and social conduct as all other students.

Veterans' education benefits are based upon the actual start and end date for each course and may vary throughout the semester. In order to receive benefits as a full-time student under programs administered by the Department of Veterans Affairs, students must carry the following minimum credits in full semester or summer session courses: undergraduate and graduate-professional students, 12 credits; master's level students, 9 credits; and doctoral level students, 6 credits.

CLASS VISITOR

A person may be permitted to enroll in credit courses as a *visitor* on a non-credit basis with appropriate approval. Credit may not be earned in courses taken as a *visitor* except by re-enrollment for credit in the course, and completion of the course with a satisfactory grade. See the *Grading Systems* section for additional information.

Students enrolled as visitors are expected to attend classes regularly. Those so enrolled who do not attend regularly may be dropped from the class at the request of the instructor.

To be enrolled as a visitor, a student must enroll in the same manner as for credit courses at the university. Students enroll for the course through the enrollment system and then contact the Office of the Registrar to have the visitor code added to the record. Enrollment in a course may not be changed to or from a visitor basis except during the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Such credits as the course normally carries are included as part of the total credit load for which fees are assessed.

CONTINUING EDUCATION UNIT

The Continuing Education Unit (CEU) was created by a national task force. CEUs are granted by a large number of colleges and universities. The International Association for Continuing Education and Training (IACET) provides compliance guidelines and certification of CEU programs. Michigan State University follows the CEU guidelines developed by IACET in awarding CEUs.

Definition: One CEU equals 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. CEUs and academic credits are separate and distinct measures of participation in instructional experiences.

The CEU exists to: 1) establish permanent records for noncredit education experiences, 2) provide a basis for uniform data for institutional program planning, and 3) provide data for national analysis and policy development related to continuing professional development.

For information about the criteria for both Michigan State University and Michigan State Board of Education CEUs and administrative procedures related to CEUs, visit the Office of the Registrar at www.reg.msu.edu. You may also contact the Coordinator of Continuing Education Units at 1-517-432-3987, or in 150 Administration Building.

GUEST STATUS AT MICHIGAN STATE UNIVERSITY

For information regarding guest status at Michigan State University, see the *Lifelong Education Status* section in the *General Information, Policies, Procedures and Regulations* section.

LIFELONG EDUCATION ENROLLMENT STATUS

Lifelong Education enrollment status is designed to provide all non-Michigan State University degree students, with the exception of High Achieving High School Students (see the *Opportunities for High Achieving High School Students* section of this catalog), access to Michigan State University courses. It is important to note that Lifelong Education is not a college, a major, or an office on campus. It is an enrollment status and the term Lifelong Education is applied to students who are not pursuing a university degree or an Agricultural or Veterinary Technology certificate.

Students enrolling under the Lifelong Education enrollment status should complete the application available on the web at www.reg.msu.edu. From the selections "Undergraduate, Graduate, and Lifelong," select "Lifelong." Indicate undergraduate or graduate level on the form.

The Lifelong Education enrollment status permits and facilitates access to Michigan State University courses and workshops (on-campus, off-campus, online, and Study Abroad) for persons not wishing to pursue an undergraduate or graduate Michigan State University degree. This status is limited to persons who have attained a high school diploma or its equivalent.

Students who have obtained a baccalaureate degree will enroll under the Graduate Lifelong Education enrollment status. All others will be enrolled under the Undergraduate Lifelong Education enrollment status.

A person who has been denied admission to an undergraduate degree program at Michigan State University may not enroll under the Lifelong Education enrollment status until at least two years have elapsed from the date of the denial.

Students pursuing Michigan State University degree programs, students pursuing programs in the Institute of Agricultural Technology or English Language Center, students pursuing the Veterinary Technology certificate program, and students who have been recessed or dismissed from Michigan State University or any other college or university are not eligible for enrollment under the Lifelong Education enrollment status.

Rules of Application, Enrollment, and Fees:

1. Students wishing to enroll under the Undergraduate Lifelong Education enrollment status must have a high school diploma or its equivalent. This information is collected as part of the application procedure. The high school transcript is not normally required as proof.

Students with a baccalaureate degree will enroll under the Graduate Lifelong Education enrollment status. This information is collected as part of the application procedure. The degree granting transcript is not required as proof.

Students enrolled under the Lifelong Education enrollment status who wish to be admitted as undergraduate or graduate degree candidates must make regular application for their desired degree programs with the Office of Admissions. They must do so in accordance with established application deadlines for the given semester.

2. All students enrolled under the Lifelong Education enrollment status are assessed fees at the Lifelong Education rates. These rates are set at a per credit amount. There are no additional fees associated with this status (i.e., no registration or late registration fees, etc). There are surcharges on some online courses.
3. Prerequisites, grading standards, class assignments, and attendance requirements of a course apply to all students in that course including those enrolled under the Lifelong Education enrollment status.
4. Colleges, departments, and schools determine rules of access to courses for which they are responsible, and may limit enrollment of students enrolling under the Lifelong Education enrollment status.
5. The Coordinator of Lifelong Education Student Affairs will monitor students' academic progress each semester to ensure that once nine or more credits have been attempted, acceptable progress has been maintained.
 - a. An undergraduate student enrolled under the Lifelong Education enrollment status and who has attempted nine or more credits and has not maintained a 2.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at Michigan State University. An Academic Advising hold is placed on the student's record.
 - b. A graduate student who has attempted nine or more credits and has not maintained a 3.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at Michigan State University. An Academic hold is placed on the student's record.
6. Students enrolled under the Lifelong Education enrollment status are not eligible for most sources of financial assistance including federal financial assistance programs, graduate assistantships, and most fellowships. The Mildred B. Erickson Scholarship is an exception; for information, contact the Women's Resource Center at 1-517-353-1635 or visit www.wrc.msu.edu.
7. Students who have completed course work while enrolled under the Lifelong Education enrollment status and who contemplate subsequent admission to degree programs must seek advice from the admitting department or school and college as to the applicability of courses/credits taken while under the Lifelong Education enrollment status. There is no guarantee that these credits will be acceptable. Applicability is subject to the following general limits.
 - a. No more than 16 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the undergraduate degree program.
 - b. No more than 9 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program. Refer to the *Graduate Education* section of the catalog for the aggregate limit.
 - c. Courses taken under the Lifelong Education enrollment status **may not** be transferred to Human, Osteopathic, or Veterinary Medical Programs but may be used to waive program requirements at the discretion of the college.

STUDY ABROAD

For information regarding study abroad, see *Study Abroad* in the *Undergraduate Education* section of this catalog.

CODE OF TEACHING RESPONSIBILITY

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion.

- Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
- Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
 - instructional objectives;
 - instructor contact information and office hours;
 - grading criteria and methods used to determine final course grades;
 - date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
 - attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;
 - required and recommended course materials to be purchased, including textbooks and supplies; and
 - any required proctoring arrangements to which students must adhere (effective Spring 2013).
- Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods (effective Spring 2013) should be appropriate to the learning objectives of the course. In that context, instructors are expected to take reasonable steps to create an assessment environment that promotes academic integrity. When proctoring or other security measures are necessary to ensure integrity of assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.
- Testing Documents:** Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.
- Term Papers and Comparable Projects:** Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.
- Class Meetings:** Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.
- Applicability of the Code of Teaching Responsibility to Student Assistants:** Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.
- Instructor Accessibility to Students:** Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.
- Commercialization of Course Notes and Materials:** The University prohibits students from commercializing their notes of lectures and University-provided class materials *without the written consent of the instructor*. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

Hearing Procedures

- Students may register complaints regarding an instructor's failure to comply with the provisions of the *Code of Teaching Responsibility* directly with that instructor.
- Students may also take complaints directly to teaching units' chief administrators or their designates. If those persons are unable to resolve matters to the student's satisfaction, the student must submit a written, signed statement to the chair of the hearing board of the department/school within which the violation is alleged to have occurred (see AFR Article 7 III. A. and B. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor.
- Students wishing to appeal a teaching unit action or recommendation may do so as outlined in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities*, or *Medical Student Rights and Responsibilities*.

Such complaints must normally be initiated no later than the middle of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.

STUDENT INSTRUCTIONAL RATING SYSTEM (SIRS)

Preamble

The principal objective of the student instructional rating policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses: (1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence; and (2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitutes an important criterion in evaluating the service to the University of members of the teaching faculty. In order to accomplish these objectives more fully, the following procedures were established.

- Every teaching unit shall approve at least one common student rating instrument through its own channels of participation, in accordance with unit bylaws and customs of collegial decision making. Regardless of the type of instrument adopted, it must prominently display the following notation:

The Michigan State University CODE OF TEACHING RESPONSIBILITY holds all instructors to certain obligations with respect to, e.g., course content consistent with approved descriptions, timely statement of course objectives and grading criteria, regular class attendance, published office hours, and timely return of examinations and semester papers. This Code is printed in full in the *Academic Programs catalog* or is available online at www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s514. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.
- Each teaching unit shall make regular and systematic use of student instructional ratings as part of the unit's evaluation of instructional performance. Each teaching unit shall formulate and promulgate a comprehensive policy covering all aspects of student instructional rating procedures, and shall be responsible for implementing that policy within the framework of the provisions contained in this document. Students shall not be required or requested by faculty members to identify themselves on the rating forms.
- All instructors, regardless of rank, including graduate assistants, shall use unit-approved student instructional rating forms in all classes (every course, every section, every semester). For team-teaching situations, units shall develop procedures consistent with the intent of these provisions.
- Beyond the use of a unit approved common form, individual instructors may use other instruments to gather additional information.
- Results of student instructional ratings shall be used in accordance with the following provisions:
 - Results shall be returned promptly to the instructor for information and assistance in improving course design and instruction.
 - Instructors shall have the opportunity to comment, orally and/or in writing, upon the ratings received. These comments shall be taken into account by persons or groups charged with making or advising on personnel decisions.
 - Results of student instructional ratings shall be systematically consulted, with due regard for strict confidentiality, in conjunction with other means for assessing individual effectiveness, according to the review criteria promulgated within each unit. Other means might include, e.g., classroom visits or consideration of course syllabi, assignments, and examinations.

6. Procedures for implementing the rating process and for utilizing the results shall be promulgated by each teaching unit, subject to the following provisions:
 - a. Duly promulgated unit procedures shall be filed in the offices of the appropriate Dean and the Provost, where they will be matters of public record.
 - b. Unit administrators are responsible for implementing in their units SIRS procedures which follow fully the requirements of this document.
 - c. Teaching units may have the required SIRS instrument(s) administered by a person other than the instructor. If the unit does not administer the instruments, instructors are obligated to do so with due consideration for student confidentiality, and to return all results to unit offices within the time period specified in the unit procedures.
 - d. At the time instruments are administered, students shall be informed who will have access to the results and how the results will be used.

STUDENT OPINION OF COURSES AND TEACHING (SOCT)

Preamble

The following policy operates as a complement to the Student Instructional Rating System (SIRS) policy to provide selected public information for students as an aid to choosing courses.

Policy on the Student Public Evaluation System

Students at Michigan State University have an interest in being able to make informed judgments in selecting courses and faculty members as students pursue their academic programs. To this end, the University Committee on Undergraduate Education has framed a set of questions that should provide the type of information that students seek. In order to facilitate the transmission of this information to the students, the following procedures are established:

1. In addition to using standard university or unit-based SIRS forms in every class each semester in compliance with the Student Instructional Rating System policy, the SOCT rating system will be administered in all fall and spring semester undergraduate classes taught by faculty members at the rank of instructor or above, and specialists who are assigned to teach
2. The SOCT online forms shall be administered within the last two weeks of classes. Students will be notified by e-mail when access is available. The SOCT rating system will be open for a limited, established period at the end of each semester.
3. Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site, <https://rateyourclass.msu.edu>, accessible to students and other members of the University community with the appropriate identification. A maximum of two recent semesters taught by that instructor over a maximum of two years with a minimum of five student responses will be displayed.

CREDIT BY EXAMINATION

The credit-by-examination option is available to qualified students. Examination may take the form of course or laboratory projects, written or oral reports, evidence of satisfactory skill performance, etc. Enrollment is subject to the provisions detailed below.

Some courses are especially designated for credit by examination in the *Schedule of Courses* (sections numbered 999). Students who wish to avail themselves of this option must do so through the regular enrollment procedure.

The credit-by-examination option may also be made available in courses not so designated in the *Schedule of Courses*. Instructors will consider requests from interested students, and may recommend to the unit administrator the offering of an *ad hoc* credit-by-examination section to accommodate the needs of par-

ticular students. Following approval by the unit administrator, regular enrollment procedures apply.

Provisions

1. The credit-by-examination system is designed to serve students who have the capability and discipline for independent learning. Students who are in academic difficulty should not use it.
2. Enrollment must be by approval of the department or school. Before approval is given, department and school offices and/or designated instructors will provide the student with a written statement of the materials and skills to be mastered, and the manner in which proficiency is to be demonstrated.
3. The credit-by-examination procedure is not intended, and should not be construed, as a tutorial system, or as a system comparable to regular class enrollment: students must not expect tutorial assistance from professors, and professors must not expect students to attend class.
4. Units should exclude from this option those courses in which class attendance and participation are an integral part of the instruction.
5. Academic standards shall be comparable to those applying to regular courses.
 - 5.1 A failing grade should be reported to the Registrar in cases of failure to appear for the examination, or failure to demonstrate stipulated minimum proficiency. The I-incomplete or DF-deferred or ET-extension symbol for the postponement of a grade may be used in extraordinary circumstances, providing appropriate documentation is placed in the record by the instructor and approved by the assistant or associate dean.
 - 5.2 Credit-by-examination may not be employed as a means of repeating a course in which a low or failing grade was received, either through regular enrollment or by examination.
6. Implementation of the policy is the responsibility of unit administrators, Deans, and the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies.

COMPUTER SCIENCE WAIVER EXAMINATION: CSE 101

The Department of Computer Science and Engineering offers the option of a waiver examination in CSE 101 for students whose programs (a) require the course *and* (b) are willing to accept passage of the waiver examination in place of the actual course. Students who wish to explore this option should do the following:

1. Consult *Academic Programs* or the academic advisor in your major program to determine if the waiver examination is acceptable for purposes of the major.
2. For information regarding examination information such as time, date, location, and cost of examination as well as examination contents and preparation information, visit <https://cse101.cse.msu.edu>.

Students may take the waiver exam only once. It must be taken prior to enrollment in the course. Pre-registration is required. The exam is proctored and administered once per semester. No make-up tests are provided. Successful completion of the test waives the requirement for participating programs but does not produce academic credit or a grade. A transcript notation will indicate the CSE 101 Waiver.

DEFINITIONS OF TERMS RELATED TO CALCULATIONS OF CREDITS AND GRADE-POINT AVERAGES

Credits Passed

Total Michigan State University credits passed on the numerical system, the Credit-No Credit (CR-NC) system, the Pass-No Grade (P-N) system, and by examination plus all credits accepted in transfer from other institutions. For a course that was repeated, only the credits associated with the *last* enrollment are counted in the total number of credits passed.

Credits Repeated

Total credits repeated at Michigan State University and all Michigan State University credits repeated at and accepted in transfer from other institutions.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS
General Procedures and Regulations

Credits Attempted

Total Michigan State University credits for which a grade was recorded or for which the W (no grade) symbol was recorded. Credits accepted in transfer from other institutions are included in the total number of Michigan State University credits attempted. Credits in courses taken on the CR-NC system count as credits attempted irrespective of whether the outcome is CR or NC. Similarly included are all credits in courses taken on the P-N system. Credits in courses for which a V symbol was recorded are *not* included in credits attempted.

Grade-Point Credits

Total number of credits in all Michigan State University courses for which a *numerical* grade was recorded. Credits for courses repeated on the numerical system count only for the last grade recorded.

Grade-Point System

The grade-point system and the *numerical* grading scale are identical. Grade points for each course are determined by multiplying the *numerical* grade by the number of credits for the course.

Grade-Point Average

A measure of the student's academic performance in Michigan State University courses for which the student received a *numerical* grade.

Semester	To compute the grade-point average for a semester, divide the total <i>grade points</i> for the semester by the total <i>grade-point credits</i> for the semester.
Cumulative	To compute the cumulative grade-point average, divide the total <i>grade points</i> for all semesters by the total <i>grade-point credits</i> for all semesters.

A cumulative grade-point average of 2.0 is required for graduation from the university for bachelor's degrees. A cumulative grade-point average of 3.0 is required for graduate degrees.

For information on *Grading Systems* and *Repeating a Course*, refer to those statements.

INDEPENDENT STUDY

Definition

At Michigan State University, Independent Study is planned study, highly individualized, not addressable through any other course format, proposed in writing by the student on a standard form, accepted for supervision by a faculty member, and approved by the student's academic advisor and the teaching unit at the beginning of the semester.

Guidelines

Independent Study should:

1. Consist of work not described in the university catalog in any other format;

2. Be taken under a course number commensurate with the student's class level, major field, and experience;
3. Relate to a subject for which the student has adequate preparation;
4. Be directed by a faculty member with whom there is periodic contact and consultation throughout the study;
5. Not exceed 8 semester hours of credit in a single semester or summer session;
6. Not exceed 10 percent of the credits earned in a bachelor's program;
7. Be applied for on the form provided by the department or school or college;
8. Be approved on this form before the student enrolls for the course; registration should be completed by the end of the period for adding courses.

GRADING SYSTEMS

Michigan State University employs three systems of grading: a numerical system, a supplemental credit-no credit system, and a limited pass-no grade system.

All grades are final and may not be changed by re-examination or by the submission of additional work. See *Repeating a Course*.

The Numerical System

The numerical system consists of the following scale. 4.0 - 3.5 - 3.0 - 2.5 - 2.0 - 1.5 - 1.0 - 0.0.

Grading Procedure of the Numerical System:

1. Credit is awarded at the following minimum levels:
1.0 for undergraduate students.
2.0 for graduate students.
However, all grades are counted in the calculation of the grade-point average (GPA).
2. The minimum cumulative grade-point average required for graduation is a 2.0 for undergraduates and 3.0 for graduate students.
3. In particular graduate programs the number of 2.0 grades acceptable for credit may be expressly restricted and/or levels higher than the 2.0 minimum may be established for the fulfillment of degree requirements.
4. Grades given in courses completed under enrollment on the numerical system cannot be converted to credit or no-credit under the credit-no credit system.

The Credit-No Credit System

The credit-no-credit system is intended to allow students to study in areas outside the major field of study without jeopardizing their grade-point averages. In the credit-no credit system the following symbols are used.

CR-Credit—means that credit is granted and represents a level of performance equivalent to or above the grade-point average required for graduation. Thus, undergraduate students must perform at or above the 2.0 level before credit is granted; graduate students must perform at or above the 3.0 level.

NC-No Credit—means that no credit is granted and represents a level of performance below the grade-point average required for graduation, i.e., below 2.0 for undergraduate students, below 3.0 for graduate students.

Grading Procedure of the CR-NC System

1. Grades on the CR-NC system are not included in computing the semester or cumulative grade-point average.
2. Enrollment on a CR-NC basis is recorded with the academic advisor and with the Registrar. The instructor's class list does not indicate which students are enrolled on CR-NC basis.
3. When the course is completed, all students are graded on the numerical system.
4. The Registrar then converts the numerical grades to credit or no credit in accord with the definitions of CR-NC stated above, but retains the numerical grades in the student's academic records.
5. When a student changes a major preference or a major, the Registrar will convert those letter grades to numerical grades in courses that are necessarily graded on the numerical system in the new major upon request by the student's college.

Enrollment in the CR-NC System

Enrollment on a CR-NC basis is open to students, at their option, subject to the following conditions:

1. Course prerequisites and other criteria for enrolling in any course shall be determined by the department or college offering the course and apply equally to both the numerical and the CR-NC systems.
2. The choice of numerical or CR-NC system does not affect admission to the course.
3. All courses in every department and college are available on a CR-NC basis unless these courses are:
 - a. Used to satisfy the Tier I writing requirement, the Tier II writing requirement, the university mathematics requirement, and Integrative Studies Program requirements, or
 - b. Designated as Type 1, Type 2, or Type 3 courses under the remedial-developmental-preparatory course policy.
 - c. Specifically excluded from CR-NC enrollment by the department, school, or college of the student's major preference or major, or the unit recommending the student for certification.
4. Limitations:
 - a. No undergraduate student may enroll in more than a total of 20 credits on the CR-NC system.
 - b. The limitations on the number of credits a graduate student may take in a given semester on the CR-NC basis, and the total number of credits that may be taken in a given degree program on a CR-NC basis, shall be established by the college, department, or school, or the unit recommending the student for certification in which the student is a major.
5. Each department, school, or college, or the unit recommending the student for certification shall designate those courses that its majors or candidates for certification may not take on the CR-NC system.
6. Choice of the CR-NC system must be communicated by the student to the Office of the Registrar within the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) and may not be changed after that date.
7. Any course taken more than once must be repeated on the same grading system under which the course was completed the first time, except where standard requirements to the contrary must be satisfied in order to meet graduation requirements.

The Pass-No Grade System

This system is used *only* in courses specifically approved by the University Committee on Curriculum. Non-credit courses and those involving field experience are the usual types of courses approved for P-N grading. Courses approved for P-N grading are so marked in the *Schedule of Courses* on the web.

In the pass-no grade system the following symbols are used:

P-Pass—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor.

N-No Grade—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor.

GRADE MARKERS

Conditional Pass Marker

The Conditional Pass (CP) marker is used *only* for *graduate-professional* students in the College of Human Medicine when *all* of the following criteria are met:

1. The student is enrolled in a 500- or 600-level course that is administered by the College of Human Medicine. The University Committee on Curriculum approved the use of the Pass-No Grade (P-N) grading system for College of Human Medicine students who are enrolled in 500- and 600-level courses in this college.
2. The student has either:
 - a. met almost all of the course objectives (criteria for passing), but is deficient in a specific, definable course segment; or
 - b. completed all of the course requirements but failed to meet the overall pass level by a narrow margin (e.g., received a 68 percent overall score where 70 percent is the pass level).
3. The course instructor believes that the student's overall performance has been such that the student should not be required to repeat the entire course and that the character of the deficiency is specific and identifiable and is likely to be remediable within a foreseeable time span and through specifiable action by the student.

The required work must be completed and a grade (P or N) must be reported to the Office of the Registrar no later than the *middle* of the student's next semester in attendance, if that semester is within one calendar year following the receipt of the CP. An exception may be made if an instructor submits an administrative action form stating that the course structure necessitates delay of remediation grading until the end of the student's next semester in attendance (excluding summer session).

When the specified remediation activity is completed or the time allowed for remediation has expired, the grade of P or N is assigned. The Conditional Pass marker remains on the student's academic record. Thus, the completion of the remediation activity within the time allowed results in a grade of CP/P, and failure to complete the specified remediation activity by the due date results in a grade of CP/N.

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Visitor

The V-Visitor—is recorded on the transcript in credit courses for students enrolled as a visitor on a non-credit basis. Choice of the V-Visitor must be communicated by the student to the Office of the Registrar during the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters) and may not be changed after that date.

POSTPONEMENT OF GRADING

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an I-Incomplete, a DF-Deferred, or an ET-Extension marker.

I-Incomplete

The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

Provided these conditions are met, the instructor electing to give an I-Incomplete files an Agreement for Completion of (I) Incomplete at the time course grades are due. This agreement specifies what the student must do, and when, to remove the I-Incomplete. The department or school office gives a copy to the student, and retains a copy for at least one year.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. Exception to this deadline: An instructor may submit an Administrative Action stating that course structure necessitates delay of make-up grading until the end of the student's next semester in attendance.

Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for Michigan State University courses subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that, the I-Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record, and the course may be completed only by re-enrollment).

An extension of time for completion of the required work may be approved by the college offering the course only by means of an Administrative Action documenting physician-certified illness or other extraordinary circumstances.

An Extension of Time is a formal agreement between the instructor and the student. After an Extension of Time has been filed, the work must be done by the deadline determined by the instructor or the I-Incomplete will be changed to I/0.0, I/NC, or I/N depending on the grading system under which the student was enrolled.

DF-Deferred

The DF-Deferred applies to the numerical, the CR-NC, and P-N grading systems.

Given only to graduate students who are doing satisfactory work but cannot complete the course work because of reasons acceptable to the instructor.

The required work must be completed and a grade reported within six months (190 calendar days from the last class day of the term of instruction), with the option of a single six-month exten-

sion (190 calendar days). If the required work is not completed within the time limit, the DF-Deferred will become U-Unfinished and will be changed to DF/U. This rule does not apply to graduate thesis or dissertation work.

ET-Extension

The ET-Extension applies to the numerical, the CR-NC, and P-N systems.

Given to undergraduate, graduate, and graduate-professional students only in courses specifically approved by the University Committee on Curriculum. Approval requires specification of the time period within which work must be completed. Courses that involve field experience or thesis work and courses in which work normally extends beyond one semester are the types of courses normally considered.

A final grade must be reported upon completion of the final course in the sequence or in the time approved for the completion of the work. If a final grade is not reported in these periods, the ET will be changed to ET/0.0, ET/NC or ET/N, depending on the grading system under which the student was enrolled.

REPEATING A COURSE

An undergraduate student who received a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis. An undergraduate student may repeat no more than 20 credits in courses in which grades below 2.0 were received.

A graduate student who received a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received. The number of credits that a graduate student may repeat is determined by the student's academic advisor or guidance committee, in accordance with unit policies.

Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of the cumulative grade-point average. All entries remain a part of the student's permanent academic record.

Any course repeated for credit must be taken on the same grading system under which the course was taken the first time, except where standard requirements to the contrary must be satisfied in order to meet graduation requirements.

Credit by Examination may not be used to repeat a course in which a grade below 2.0 was received.

A student who has taken a course as a visitor may subsequently enroll in the course for credit with the approval of his or her advisor.

Financial Aid and Repeats

Federal financial aid regulations limit the number of times a student may repeat a course and receive financial aid for that course. The following guidelines apply to students eligible for federal aid.

1. A student may receive aid when repeating a course for the first time.
2. A student may receive aid when repeating a course that was previously failed (received a 0.0 or No Pass), regardless of the number of times the course was attempted and failed.
3. A student may receive aid to repeat a previously passed course one additional time.
4. Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.
5. If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated

course. Students are notified by the Office of Financial Aid if their aid needs to be reduced.

CORRECTION OF GRADES

Once recorded in the Office of the Registrar, a student's grade may not be changed unless the first grade was in error. An Administrative Action must be submitted certifying the reasons why the first grade is in error. The request must be approved by the instructor, the chairperson of the department or school offering the course, the associate dean of the college in which the course is offered, and the student's associate dean. The time limit for the correction of grades is 30 days after the start of the subsequent semester or summer session.

The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

INTEGRITY OF SCHOLARSHIP AND GRADES

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

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work, and (effective Spring 2013) implement proctoring standards appropriate to the design of the course.
2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. (For a definition of "penalty grade", see *Academic Freedom Report* (AFR) 8.1.15 and *Graduate Students Rights and Responsibilities* (GSRR) 8.1.15.)
3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must provide a written description of the details of the academic misconduct to the student and to the student's academic dean. The student's academic dean will add the written description to the student's academic record, where it will remain, unless the student successfully grieves the allegation.
4. In notifying the student's academic dean of the student's act of academic misconduct, the instructor may request the student's academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.
5. When in the judgment of the student's academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., dismissal from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an ac-

ademic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. (See AFR 4.3.1.1, GSRR 5.5.2, and MSRR 5.1.3.1.)

6. A student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board of the department, school, or college in which the alleged academic dishonesty occurred. In cases involving academic misconduct, no student may be dismissed from a course or program of study without an academic disciplinary hearing.
7. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies for undergraduate students and the Dean of The Graduate School for graduate students.
8. In cases involving undergraduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the Associate Provost for Undergraduate Education. The Associate Provost will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. (See AFR 4.3.1.1.)
9. In cases involving graduate students in which the student's academic dean, or designee, calls for an academic disciplinary hearing, the student's academic dean will refer the case to the Dean of The Graduate School. The Dean of The Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the Dean of The Graduate School or a disciplinary hearing conducted by the college hearing board within the student's college. In cases of ambiguous jurisdiction involving graduate students, the Dean of The Graduate School will select the appropriate judiciary. (See GSRR 5.5.2.)
10. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. (See AFR 2.4.7.1; GSRR 5.5.2.1; and MSRR 5.8.1.)

PROTECTION OF SCHOLARSHIP AND GRADES GENERAL STUDENT REGULATIONS, 1.00

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- 1.01 claim or submit the academic work of another as one's own.
- 1.02 procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
- 1.03 complete or attempt to complete any assignment or examination for another individual without proper authorization.
- 1.04 allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- 1.05 alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- 1.06 fabricate or falsify data or results.

ORDINANCE ON EXAMINATIONS MSU ORDINANCES, 17.00

17.01 Unauthorized attainment of 17.02 Unauthorized transfer of 17.03 Prima facie evidence

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

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

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

PERSONAL INTEGRITY AND CONDUCT

The university expects student conduct and behavior to reflect qualities of good citizenship. The out-of-classroom activities of Michigan State University students should reflect favorably upon the institution and should indicate the personal integrity of the individual.

See *Spartan Life* for specific policies, ordinances and regulations that define some of the relevant university expectations. Visit <http://splifestudentlife.msu.edu>.

THE ACADEMIC RECORD

A Grade Report of a student's grades earned in each course is available to the student at the end of each semester or summer session electronically at www.stuinfo.msu.edu.

Due to unsatisfactory work, a student may be warned, placed on probation, academically recessed, or academically dismissed from the university.

A permanent record of all the student's courses, credits and grades earned is kept in the Office of the Registrar, 150 Administration Building. The permanent record reflects all courses taken while enrolled at any academic level at Michigan State University. Records are regularly audited and corrected as necessary. The student should maintain a record of courses, credits and grades each semester or summer session and check from time to time to see that this record agrees with that of the university. The record may also help the student determine eligibility for any activity that requires meeting specific scholastic standards.

TRANSCRIPTS

A copy of a student's complete permanent record is available to the student upon receipt of a request. The permanent record reflects all courses taken while enrolled at any academic level at Michigan State University. Transcripts can be requested at www.reg.msu.edu/Transcripts. Requests can also be made in person or by writing to the Office of the Registrar, 150 Administration Building, Michigan State University, East Lansing, Michigan 48824-0210. The university reserves the right to withhold the transcript in case of delinquent student indebtedness to the university. However, the Student Accounts Office may authorize release of a transcript directly to a prospective employer on an exception basis.

CERTIFIED COPY OF DIPLOMA

A certified copy of the student's diploma is available to the student. The student must bring the original diploma and the twenty-five dollar fee for each copy to the Office of the Registrar, 150 Administration Building. (See *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog.)

HONORARY DEGREES

Michigan State University has been awarding honorary degrees since 1885 to honor distinguished persons for their contributions to their field and to society. Nominees exemplify the values inherent in MSU's mission. Past recipients include accomplished scientists, humanists, scholars of the arts, members of the professions, and persons in public life or business. Invitations to nominees are issued only by the President.

For more information on the nomination process, visit www.msu.edu/~vprgs/honorarydeg/HonoraryDegrees.htm.

POSTHUMOUS DEGREES

A posthumous degree may be awarded in the name of a deceased student upon the recommendation of the student's major department and college when the student was in good academic standing and had made substantial progress towards the degree.

The chairperson of the department responsible for the administration of the degree program of the deceased student may submit a recommendation to the dean, who, in turn, may submit a recommendation to the registrar for records verification. The registrar will forward to the provost. If the provost endorses, then the recommendation will be sent to the president to be considered for final approval. The transcript bears the notation, "Degree granted posthumously."

STUDENT RECORDS AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Michigan State University complies fully with the letter and spirit of the Federal Family Educational Rights and Privacy (FERPA) which governs access to, and confidentiality of, student records.

As a means of complying with this act, the university has developed the Michigan State University Access to Student Information. These *Guidelines* are reproduced below.

MICHIGAN STATE UNIVERSITY ACCESS TO STUDENT INFORMATION

Introduction

Michigan State University ("the University") maintains student education records and is responsible for their access to and release in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"). It is the policy of the University to comply with FERPA.

Reason for Guidelines

These guidelines comply with standards established in FERPA. The guidelines govern the procedures for maintenance and access to student education records held by the University. The guidelines have a two-fold purpose:

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1. To protect a student's right to privacy of information in the University's possession concerning the student; and
2. To provide guidance on release or disclosure of student information required by law and as necessary for the effective functioning of the campus community.

Who Should Read These Guidelines

All students, faculty and staff with access to student education records should read and be familiar with these guidelines.

Notification of Student Rights under FERPA

All currently enrolled students at the University are notified annually of their rights under FERPA. These rights include:

1. The right to inspect and review the student's education records.
2. The right to request amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before personally identifiable information from the student's education records is disclosed except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning any alleged violation of the student's rights under FERPA.

Definitions

The following definitions apply to terms as they are used in these guidelines.

Directory Information

Directory information is information in a student's education record which may be disclosed to outside parties without a student's prior written consent. While disclosure of directory information about a student is not generally considered harmful or an invasion of privacy under FERPA, FERPA does not require the University to disclose directory information to outside parties. Information that the University has designated as directory information is listed in the Michigan State University Notification of Student Rights under FERPA available at <https://www.reg.msu.edu/read/NotificationandDirectoryInformationNotice.pdf>.

Currently enrolled students may restrict the release of directory information by notifying the Office of the Registrar or updating their directory restrictions online through the Stulnfo web site at <https://stuinfo.msu.edu/>.

Education Records

Education records are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the University or by a party acting on behalf of the University. This includes information or data recorded in any medium including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and any electronic storage or retrieval media.

Education records exclude: (1) records that are in the sole possession of school officials and are not accessible by other personnel; (2) law enforcement or campus security records that are maintained or created by the law enforcement unit for the purpose of law enforcement; (3) employment records relating to students who are employed by the University, unless the employment is a result of his/her status as a student; (4) records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, that are used only in connection with the treatment of the student and are not available to anyone other than those providing such treatment; and (5) records that contain information about an individual after that person is no longer a student at the University, unless the records pertain to the individual's previous attendance as a student.

FERPA

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

Legitimate Educational Interest

An individual has a legitimate educational interest in education records if the information or record is relevant and necessary to the accomplishment of some employment or other institutional task, service, or function.

Parent

A parent is an individual who is the natural parent, the guardian, or the individual acting as the parent in the absence of a parent or guardian, of a student at the University.

Personally Identifiable Information

Personally identifiable information is any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the campus community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Examples of personally identifiable information in-

clude, but are not limited to: (1) the student's name; (2) name of the student's parent or other family member; (3) the address of the student or student's family; (4) a personal identifier, such as a student's social security number or student number; (5) the student's date and place of birth; (6) the student's mother's maiden name; (7) biometric record; and (8) a list of personal characteristics or other information that would identify the student with reasonable certainty. Personally identifiable information also includes information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

School Official

A school official is a person employed by the University in an administrative, supervisory, academic/research, or support staff position; contractors, consultants, volunteers and other non-employees performing institutional services and functions; and a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Student

A student is any individual with respect to whom the University maintains education records and has been in attendance at the University. A student's education records are protected under these guidelines beginning on the first day of classes of the student's first semester of enrollment. No student shall be required to waive his or her rights under FERPA as a condition of admission or for the receipt of any services or benefits.

Responsibilities

Anyone Who Maintains or Seeks Access to Education Records

Maintain and release records in accordance with FERPA and these guidelines. (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

Office of Planning and Budgets

Maintain and provide external and internal reporting of institutional data, which may include student information. Provide internal access and analytical reports of data for institutional studies and research.

Student

Read the Michigan State University Notification of Student Rights under FERPA and these guidelines.

University Registrar

Disseminate Michigan State University Notification of Student Rights under FERPA.

Manage the process by which students opt-out or restrict disclosure of their directory information.

Administer the process to determine whether alleged errors in education records are misleading, inaccurate, or in violation of a student's privacy rights.

Facilitate communications with appropriate school officials and provide advice, clarification, or direction on when release of confidential information is permissible.

Facilitate all responses to third party requests, subpoenas, or judicial orders for student education records.

Oversee campus compliance, education and awareness of FERPA.

Procedures

Disclosure to Students

Inspection and Review

A currently enrolled or former student has the right to inspect and review his/her education records upon proper identification. All such requests must be made to the Office of the Registrar. Requests for access to records must be granted within a reasonable period of time, but in no case later than forty-five (45) days from the date of request. If a student is denied access to his/her education records, the student may appeal in writing to the official maintaining the records or to the University Registrar. If the decision to deny access is upheld, the school official handling the appeal must provide a written statement to the student regarding the basis for the denial within ten (10) days of the receipt of the appeal. Following the appeal, the student or the school official may request the Associate Provost for Academic Services to provide guidance on the rules and policies concerning access to education records. If the Associate Provost for Academic Services determines that the requested record is an education record to which the student may have access under FERPA and these guidelines, the record shall be made available to the student.

Applicants have the right to review records and data submitted for admission with an admissions officer. Those denied admission must exercise this right within six (6) months of the date of denial. The decision to admit or deny admission is, however, a composite professional decision not subject to review.

Amendment of Record

A currently enrolled or former student has the right to request an amendment of records that he/she believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A request to amend a record should be made in writing to the school official maintaining the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. If the student's request to amend is denied, the school official will notify the student in writing of the decision and the right to a formal hearing on the matter.

A request for a formal hearing on the denial of a request to amend records must be made in writing to the University Registrar. Hearings will be conducted by a school official, otherwise

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known as the hearing officer, who does not have a direct interest in the outcome of the hearing. The hearing officer will provide notice to the student, reasonably in advance, of the date, place, and time of the hearing. The student will be afforded a full and fair opportunity at the hearing to present relevant evidence and is entitled to have a representative or advisor attend the hearing.

Following the hearing, the hearing officer will prepare a report discussing his/her decision. Copies of the report will be distributed to the parties who have a legitimate educational interest in the report. If the hearing officer decides the student's request to amend the record was improperly denied, the record shall be amended accordingly. Should the hearing officer uphold the denial, the student may appeal the hearing officer's decision, in writing, to the Associate Provost for Academic Services within ten (10) days after notice of the decision is sent. The Associate Provost for Academic Services will request an Appeals Committee, consisting of three (3) disinterested University officials, to make a final determination after reviewing records from the hearing, the hearing officer's report, and other relevant information. If the Appeals Committee determines the student's education record is factually incorrect, the record shall be amended accordingly. If the Appeals Committee decides to uphold the hearing officer's denial, the student will be given an opportunity to place a written statement with the education record setting forth his/her disagreement with the decision. The student's statement and the Appeal Committee's decision will be maintained as part of the student's education record for as long as the University maintains the record and may be disclosed to an authorized party when requested. The student also has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Letters of Recommendation

Students may not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975. A student may waive his/her right to access letters of recommendation obtained after January 1, 1975. A student who wishes to waive his/her right to access letters of recommendation must provide a signed statement of waiver to the author of the letter or the Office of the Registrar.

Disclosure to Third Parties

Personally identifiable information from a student's education records may not be released to third parties without the student's prior written consent, with certain exceptions. The exceptions to the consent requirement are limited to the following:

- 1. Disclosure to School Officials.** Personally identifiable information from education records may be disclosed without written consent to school officials who have a legitimate educational interest in the records. These records may be disclosed only on a need to know basis. Specifically, a school official requesting information must have a legitimate need for the requested information for the effective functioning of his/her position or office. Determination as to whether the need to know requirement has been satisfied is made by the head administrator for the unit retaining the information or by the Office of the Registrar. All information released may only be used for the purpose intended.
For purposes of the school official's exception, education records may also be disclosed without consent to contractors, consultants, and other outside parties to whom the University has outsourced institutional services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the University with respect to the use and maintenance of the education records and subject to the same conditions governing the use and redisclosure of education records that apply to other school officials. The outside party must sign a statement indicating its compliance with the non-redisclosure provisions of FERPA prior to receiving any student information.
- 2. Disclosure to Officials of Another School.** Personally identifiable information from education records may be disclosed to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- 3. Disclosure of Directory Information.** Information that the University has designated as directory information in the Michigan State University Notice of Directory Information may be disclosed without the student's consent.
- 4. Disclosure pursuant to Judicial Order.** Personally identifiable information from education records may be released to comply with a judicial order or a lawfully issued subpoena. As permitted by law, reasonable attempts will be made to notify the student of the judicial order or subpoena in advance of compliance.
- 5. Disclosure pursuant to Requests for Financial Aid.** Personally identifiable information from education records relevant to the student's application for, or receipt of, financial aid may be disclosed if the information is necessary to determine eligibility, determine amount or conditions of the aid, or enforce the terms and conditions of the aid.
- 6. Disclosure to Federal and State Authorities.** Authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, may have access to education records. Disclosures under this provision may be made in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- 7. Disclosure to Accrediting and Professional Associations.** Designated representatives of accrediting and other professional organizations with which the University is affiliated may have access to personally identifiable information to the extent necessary to fulfill the obligation of that accreditation or affiliation.
- 8. Disclosure pursuant to Student's Delinquency on Payment.** Personally identifiable information from education records may be disclosed as necessary to effect collection of a student's financial obligations to the University.
- 9. Disclosure pursuant to Litigation against the University.** Personally identifiable information from education records deemed necessary for the defense of the University in a suit filed by a student may be disclosed to attorneys representing the University.
- 10. Disclosure pursuant to the University's Obligations to Support Study and Research.** The University may disclose personally identifiable information from a student's education records without consent if the disclosure is to an organization

conducting studies for, or on behalf of, the University to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. Requests for access to student education records under the studies exception must be approved by the Office of the Registrar. Such requests will be fulfilled, if possible, by information from which all identification of the student has been removed.

The written agreement between the University and the organization conducting the study must specify the purpose, scope, and duration of the study and the information to be disclosed; require the organization to use personally identifiable information from education records only to meet the purposes of the study; limit any disclosures of personally identifiable information to individuals in the organization who have a legitimate interest in the information; and require the organization to destroy all personally identifiable information within a specified time period when the information is no longer needed for the purposes of the study.

For information related to conducting approved research involving surveys, please review the "Procedure to Request Confidential Student Data in Support of University Research" (<http://reg.msu.edu/read/pdf/ResearchProcedure.pdf>). For information concerning mass e-mail distribution related to approved research, please also review the "Appropriate Use of MSU E-mail Services by Internal Users on MSUNET" (<http://vpilts.msu.edu/guidelines-policies/bulk-email.html>).

- 11. Disclosure to Protect the Health and Safety of an Individual.** The University may disclose personally identifiable information from education records to appropriate parties including, but not limited to, parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances. The University must record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.
- 12. Disclosure Pursuant to the Wetterling Act, 42 U.S.C. 14071.** The University may disclose without consent personally identifiable information received under the Wetterling Act about a student who is required to register as a sex offender.
- 13. Disclosure of Results of a Disciplinary Proceeding.** The final results of a disciplinary proceeding may be disclosed if the school determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him/her.

Parents or Legal Guardians

The University does not make disclosures of information to parents or legal guardians without written consent from the student. However, consistent with FERPA, the University does not need a student's consent to release information from education records to parents or other appropriate individuals in the case of health and safety emergencies. The University may also disclose to parents without consent information regarding their student's violation of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, if the University determines the student committed a disciplinary violation and the student is under the age of 21.

Data Requests

All academic and administrative units at the University seeking student and institutional data have: (1) full access to the Enrollment and Term-End Reports through the Office of the Registrar (<http://www.reg.msu.edu/RoInfo/EnrTermEndRpts.asp>); (2) full access to Institutional Studies and historical data reports through the Office of Planning and Budgets (<http://opbweb.msu.edu/>); and (3) restricted access to the Student Information Generator (<https://www.reg.msu.edu/StuInfoGen/Menu.asp>).

Requests for student information beyond the scope of the systems referenced above should be submitted to the Office of the Registrar using the Data Request Form available at: <https://reg.msu.edu/StuInfoGen/DataRequest.asp>.

Only the Office of the Registrar and the Office of Planning and Budget are authorized to fulfill such requests. All other units and organizations may not release student or institutional data without prior approval from the appropriate Vice-President and the Office of the Provost.

If the data request involves confidential student data and University research, please review the "Procedure to Request Confidential Student Data in Support of University Research" (<http://www.reg.msu.edu/read/pdf/ResearchProcedure.pdf>).

Requests from recognized educational or governmental organizations for student or institutional data by should be addressed to:

Michigan State University
Associate Registrar for Academic Records
Hannah Administration Building
426 Auditorium Road, Room 150
East Lansing, MI 48824-2603

All data requests are subject to review and approval for compliance with FERPA and University policies.

The University does not release student information for commercial purposes.

Requests which require extensive labor, interfere with regular operations, or require data in specific formats (e.g. mailing labels) may be denied or charged a fee for the service. An estimate of the fees may be provided upon request.

Freedom of Information Act

The Freedom of Information Act ("FOIA"), M.C.L. 15.231 et seq., regulates and sets requirements for the disclosure of public records by all public bodies in the state. FOIA provides that all public records of a public body are subject to disclosure unless specifically exempted by the Act. A public body may, but is not required to, withhold from disclosure those categories of public records exempt from disclosure under the Act. FOIA requests seeking student records, including directory information about a student, may be denied on a statutory exemption for records protected by FERPA, privacy, or other available exemptions. All FOIA requests must be submitted to:

Michigan State University
Freedom of Information Act Office
Olds Hall
408 West Circle Drive
Room 177 Olds Hall
East Lansing, MI 48824

Further Information

If circumstances arise involving release of confidential information that are not covered in the University's Academic Programs catalog or by these guidelines, please contact the Office of the Registrar for assistance.

PROTECTION OF UNIVERSITY FUNCTIONS AND SERVICES GENERAL STUDENT REGULATIONS, 5.00

Functions, services, and processes of the University must be protected if the institution is to be effective in discharging its responsibilities; therefore, no student shall:

- 5.01 provide false information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the University.
- 5.02 interfere with the functions and services of the University (for example, including, but not limited to, classes, social, cultural, and athletic events, computing services, registration, housing and food services, governance meetings and judicial hearings) such that the function or service is obstructed or disrupted.
- 5.03 alter or forge any University document and/or record, including identification materials, issued or used by the University.
- 5.04 allow any University document and/or record, including identification materials, issued by the University for one's own use to be used by another.
- 5.05 use any University document and/or record for other than its authorized purpose, including identification materials issued to another.
- 5.06 act as an agent of the University unless authorized to do so.
- 5.07 fail to present correct identification issued by the University for the student's use when requested to do so by an authorized University agent acting in the performance of designated job responsibilities or who has reason to believe that the student may be involved in the violation of a regulation.
- 5.08 without proper authorization, sell or make contracts for purchase or delivery of any commercial merchandise or services for personal profit or gain, or solicit voluntary contributions for organizations.

COUNTERFEITING, ALTERING AND COPYING MSU ORDINANCES, 14.00

14.01 False copy

14.02 Possession of false copy

14.03 Unauthorized keys

.01 No person 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.

.02 No person 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.

.03 No person 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.

POLICY ON RELIGIOUS OBSERVANCE

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

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

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

LIBRARY LENDING POLICIES

Borrowers are responsible for understanding the policies related to any library material they check out. Disregard for library policies may result in permanent suspension of MSU Library borrowing privileges.

Items on open shelves are available for anyone to use in the library. However, to check out material (or use material on reserve, in the Digital and Multimedia Center or behind a service desk), an MSU ID or a library card and picture ID must be presented. Material may not be taken from the library without being checked out.

Borrowers are responsible for knowing the date material is due and returning (or renewing) it promptly.

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card. Therefore, theft/loss of an MSU ID or library card must be reported immediately by calling Circulation at 517.355.2333.

Borrower Responsibilities and Lending Policies

1. Care of Material

Material must be returned in the same condition as when it was checked out. Borrowers may not write in books, turn down page corners, or use "post-it"-type notes/flags. Borrowers are financially responsible for damage that occurs while material is checked out to them. To protect themselves, borrowers who notice damage before checking out material should bring it to the attention of the Circulation Supervisor, who will note the damage and flag it for repair upon return. Borrowers are also financially responsible for material that is lost or stolen while checked out to them, so checked out items should never be left unattended.

Checked-out material will be recalled if requested by another and may be given an earlier due date. These must be promptly returned to avoid recall fines. To prevent recall fines while away from MSU (breaks between semesters, vacation, sabbatical, uni-

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

- versity business, etc.), material should be returned before leaving or arrangements made for someone to watch your mail for recalls, have access to your checked out material, and return recalled items.
- Returning Material**

Please return DVDs, videos, CDs, records, ILLiad/MeLCat items, laptops and items from Reserve, Reference, Art, Maps, Music, and Software to the desk where they were checked out. Place other material in any book return, at the Main Library (24 hour drops are at both entrances) or a branch – or mail it to: Book Returns, Circulation, MSU, 366 West Circle Drive, East Lansing, MI 48824; insurance of at least \$50 per volume is suggested. (If overdue fines are involved, the postmark will be considered the date of return.)

If you need confirmation of the return of library material, please take it to the Main Library Circulation Desk and request a receipt from the Supervisor.
 - Address Responsibilities Regarding Circulation Notices**

Borrowers are responsible for fines resulting from un-received or un-read mail or e-mail. Therefore, you must keep the University/library updated with your current address. Library addresses for MSU students are loaded automatically from MSU Registrar records. MSU students are required to keep local and permanent addresses updated using the "address change" link in STUINFO or at 150 Administration Building. If a student does not move, the Registrar requires reconfirmation of local address at the beginning of each summer and fall semester. If a student does not reconfirm, the local address expires and mail is sent to the permanent address. Faculty/staff members must update home addresses in the "Personal Information" section of the ESS tab of EBSP. Consult your MSU departmental secretary to update your campus address. Community borrowers must report changes in e-mail and postal address at the Main Library Circulation Desk or via e-mail to CircAdm@mail.lib.msu.edu. (We cannot take address changes over the phone.)
 - E-mail Responsibilities Regarding Circulation Notices**

Borrowers must assure that e-mail from msu.edu e-mail addresses is not diverted to spam quarantine files. Notices about library material are sent to the MSU e-mail addresses of students, faculty, and staff, so you must read MSU e-mail often or set your MSU e-mail to forward to an e-mail account that you read regularly.
 - Renewals, Overdue Fines and Bills for Replacement of Long-Overdue Material**

Library material must be renewed to extend the due date; renewals are not automatic. Borrowers may renew eligible material online via "Your Library Account" at: www.lib.msu.edu—*phone renewals are not possible*. All material may be renewed except recalled items and reserves, software, CDs, DVDs, videos, records, videodiscs, special permission checkouts, laptops, and some 3-day and 7-day material.

Fines and bills are the responsibility of the borrower regardless of being away from campus for breaks between semesters, vacations, exams, illness, car trouble, sabbatical leaves, unread MSU e-mail, late or never-received reminder notices, etc. Fine amounts are not calculated until after material is returned. Material returned after closing is not considered returned until the next day the library is open.

If a borrower owes money, privileges are suspended without notice. Payment may be made by mail (address at the end of these policies), at the Main Circulation Desk, or by calling 517.355.2333 with Visa/MasterCard/Discover.

No fines are charged for most material in the MSU Libraries, but overdue fines are charged for the following high-demand material items when returned after the due date.

Reserves: \$1.00 per hour. Laptops (available in some branches) and Collaborative Technology Lab material: \$6.00/hour. NOTE: Our system considers an item that is one minute overdue to be a full hour overdue. Therefore, the full hourly amount is assessed for any portion of an hour overdue, even one minute.

Recalled material, software, CDs, records, videos, DVDs, 7-day items: \$1 per day.

Material borrowed from other libraries (interlibrary loan, ILLiad, Uborrow, or MeLCat): \$2 per day.

When an item is significantly overdue, the borrower is billed for its replacement and borrowing privileges are suspended without notice until the account is paid in full or material is returned or replaced by the borrower. Holds are placed on MSU student enrollment, registration, diplomas, and transcripts at the same time.

Minimum replacement charges are \$50 for a book, \$75 for a periodical, \$100 for an item not found in Books in Print. Current market value is charged whenever it is higher than the minimum replacement charge.

Billed material cannot be renewed online. It must be brought to Circulation or a branch library for renewal.

When a billed item is returned, the replacement charge is cancelled but overdue fines may be charged.

Unresolved bills may be turned over to a collection agency any time after 30 days from date of issue.
 - Recall of Checked Out Material**

The library usually has only one copy of each title to support the information needs of the entire MSU community. Therefore, we will recall any checked-out material if it is requested by someone else. Recalled material cannot be renewed. If the original due date is more than fourteen days in the future, the recall notice will include a new due date (earlier than the original due date).

If a recalled item is not returned by the specified date (which is usually fourteen days after item is recalled), the borrower's library privileges will be suspended until it is returned and recall fines of \$1 per day will be charged. Fines for items returned after the recall due date are the responsibility of the borrower regardless of being away from campus for breaks between semesters, vacations, exams, illness, car trouble, sabbatical leaves, off-campus university business, unread MSU e-mail, late or never-received recall or reminder notices, etc. If a borrower will be away, that person must assure that checked out material will be available to others during the absence. Material should either be returned before leaving or arrangements made for someone to watch the borrower's mail for recalls, have access to checked out material, and return recalled items.

If you need an item that is checked out, please request a "recall" at the Main Library Circulation Desk, a branch library, or by using the recall request form (www.lib.msu.edu/howto/recall.jsp). Circulation staff will send the borrower a recall notice, indicating that the material must be returned within fourteen days or be subject to fines of \$1 per day. When returned, the material will be held at its owning location for ten days and you will be notified where to pick it up.
 - Library Cards/MSU ID Cards for MSU Students, Faculty, and Staff**

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card. Therefore, theft/loss of an MSU ID must be reported immediately by calling Circulation at 517.355.2333. Library privileges expire when an individual leaves MSU, but a community library card may be requested if the individual resides in Michigan.

MSU IDs (available for students, faculty and staff at the MSU ID Office, Room 170 International Center) are issued with a library barcode. When a registered MSU student or a current MSU faculty/staff member with an MSU ID card activates his/her MSUNet ID, the barcode number is entered automatically into library records.

If a borrower's library card or MSU ID lacks a picture, another photo ID is required to check out material.
 - Accommodation for Persons with Disabilities**

Accommodation related to checking out library material may be requested calling 517.884.6458 or by e-mailing atc@mail.lib.msu.edu
 - Library Cards for Michigan Residents**

Michigan residents at least eighteen years old (who are not current MSU students, faculty, or staff) are eligible for community library privileges if they show a valid Michigan driver's license or State of Michigan picture ID card (available from the Michigan Secretary of State). If the individual has no outstanding charges from a previous MSU library account, a library card will be processed within a few business days and mailed to the address on the license/ID. Nothing can be checked out until the library card is received. Community borrowers may have no more than 25 items checked out at one time and are not eligible to check out periodicals or laptops.
 - Checking Out Material**

Each time a borrower wishes to check out material, he/she must present his/her own current MSU ID or library card and a photo ID card. One's library card and a photo ID are also required to use Reserve material, items in the Digital and Multimedia Center, or any other material requested from library staff.
 - Main Library Loan Periods**

Some materials cannot be checked out at all, including high-use periodicals published within the last ten years, Art journals, Reference material, Special Collections material, microforms, etc. Limiting use of these high demand materials to the library provides availability to all users. Reserve materials circulate to all borrowers for 2 hours, 24 hours, 3 days, or 7 days (as specified by the MSU instructor). NOTE: Reserve material with a "two hour no overnight" loan period is library-use only. Policies differ in some areas and in some branches.

Loan periods for most other types of library material are below:
Faculty, Staff, and Faculty/Staff spouses/Domestic partners: 180 days
Graduate Students: 180 days
Undergraduates: 21 days
Student Spouses/Student Domestic Partners and Community Borrowers: 14 days

For detailed policies, call Circulation at 517/355-2333.
 - Michigan Law and University Policies**

Michigan Compiled Law (MCL750.391) defines damaging library material (or keeping it overdue) as larceny.

The confidentiality of library records in the state of Michigan is protected by "The Library Privacy Act," Michigan Compiled Laws (MCL 397.601-606, Act 455 of 1982). Federal law may supersede Michigan Law.

Removing material from the MSU Libraries without checking it out may result in criminal charges.

MSU ID cards are property of MSU; if used by anyone other than the owner, an MSU ID will be confiscated.

COMMENCEMENT

Students expecting to graduate must file an application on or before the end of first week of the fall or spring semester to assure a certification check and listing of their name in the commencement program. Summer graduates must apply by the first week of spring semester. Applications must be filed with the Office of the Registrar at www.reg.msu.edu.

Degrees are granted with a fall, spring, or summer effective date when all graduation requirements are met. Michigan State University supports fall and spring commencement exercises for the awarding of bachelor's, master's, educational specialist, and doctoral degrees.

Transcripts and diplomas are held until all financial holds have been paid in full. However, the Student Accounts Office may release a transcript directly to a prospective employer on an exception basis.

Visit www.commencement.msu.edu.

THE CAMPUS

The Michigan State University campus in East Lansing occupies 5,239 contiguous acres and has long been recognized as one of the most beautiful in the nation. The developed campus comprises 2,100 acres, and the remaining 3,139 acres are devoted to experimental farms, outlying research facilities, and a 36-hole golf course. Combined, the developed campus and farms area also contain 27 natural areas which encompass more than 700 acres. The gently rolling campus is graced by a park-like landscape, traversed by the scenic tree-lined Red Cedar River. Campus beauty is enhanced by a mature collection of trees, shrubs, and woody vines that serve teaching, research and outreach functions with over 36,000 plants accounted for in an interactive digital database. Planting of trees on the arboretum-like campus began shortly after its founding in 1855. A more formal collection of trees was initiated on campus in 1874 in what is known as the the Campus Woody Plant Collection. The rich campus open space complements and unifies the 559 permanent university buildings that provide over 22.8 million gross square feet of space to serve the institution's land-grant mission.

The spacious arboretum-like campus is punctuated at intervals by focal points of plant interest. Notable among these are the W. J. Beal Botanical Garden, the Horticultural Demonstration Gardens, the 4-H Children's Garden, the C.E. Lewis Landscape Arboretum, the West Circle Drive loop, and the Sanford, Red Cedar, Baker, Beal Pinetum, Bear Lake, and Toumey Natural Areas. The W. J. Beal Botanical Garden, established in 1873 to support teaching and research Campuswide, is recognized as the oldest botanical garden on a North American university campus and is the place modern hybrid corn was first developed. It includes approximately 2,500 taxa organized in economic, systematic, ecological, and landscape groupings and participates in the global botanic garden community through information, plant and seed exchanges. The Horticultural Demonstration Gardens, which showcase beautiful displays of over 1200 varieties of flowering plants, are used for instruction and demonstration and for testing the performance of plants in the climate of central Michigan. They include both All-American Trial and Euro-Select Trial Gardens for annual plants and an All-American Display Garden for roses. Natural areas on the campus are protected vestiges of our natural heritage and include Toumey Woodlot, an old-growth beech-maple forest designated by the U.S. Department of the Interior as a Natural Landmark. Management of the natural areas is held to a minimum necessary to assure that their manifold teaching, research, recreational, and inspirational values will continue to serve generations of future students, staff, and faculty.

ABRAMS PLANETARIUM

Abrams Planetarium, with its panoramic space theater, is an acknowledged leader in the popularization of astronomy. The facility opened in 1964 and was financed by alumni and friends of the university through contributions to the Michigan State University Development Fund. Original gifts included \$250,000 from Dr. and Mrs. Talbert Abrams. The building features a 140-seat Sky Theater housing the planetarium projector, a black-light art gallery and gift shop.

This exciting astronomical and multimedia facility presents university instruction, public sky shows, observing sessions, and programs tailored to the needs of visiting elementary and secondary school children.

Star shows and other events are offered to the public on Fridays and Saturdays at 8:00 p.m. and Sundays at 2:30 p.m. and 4:00 p.m. for most of the year. The lobby and gift shop hours are from 9:00 a.m. to noon and 1:00 p.m. to 4:30 p.m. on weekdays.

Call 1-517-355-4672 for recorded public show information, and 1-517-355-4676 to reach the planetarium office. For further information visit www.pa.msu.edu/abrams.

ALUMNI MEMORIAL CHAPEL

Nestled amidst trees and lawns that slope gently down to the Red Cedar River stands the picturesque Alumni Memorial Chapel. Thousands of Michigan State University students and alumni have selected the chapel for their wedding ceremonies since its dedication on June 7, 1952. Its simple elegance, timbered ceilings, stained glass windows and Collegiate Gothic charm are among the reasons many travel from around the world to celebrate weddings, baptisms, and memorials at their alma mater.

The chapel was built "in honor of those who served their country" and "in memory of those students and alumni who made the supreme sacrifice." Over 5,000 alumni and friends of the university raised the initial \$200,000 to build the chapel.

The Michigan State University Alumni Memorial Chapel seats 190 people. Accommodating all faiths, each ceremony is treated with the same respect and reverence. This commitment to excellence has made countless weddings at the chapel unique and memorable. To reserve the Michigan State University Alumni Memorial Chapel, contact the Michigan State University Hospitality Sales office at 1-517-432-3086.

ATHLETIC FACILITIES

Intercollegiate Athletic facilities at Michigan State University are described in the following statements. The Jenison Field House has complete synthetic surfacing for track and a seating capacity of 5,017 for volleyball, gymnastics, and wrestling events. The Breslin Student Events Center and Berkowitz Basketball Complex, a multipurpose building, has two auxiliary gymnasiums for practice. Breslin has a seating capacity of 14,759 for basketball games and other student events. The Munn Ice Arena is available for ice hockey, skating, and athletic events with a seating capacity of 6,470. The Indoor Tennis Facility has eight courts and a seating capacity of 1,200. Twenty varsity and recreational tennis courts are located south of the Duffy Daugherty/Skandalaris Football Center. Spartan Stadium has a playing area covered with grass and is used for football games and for large outdoor occasions. It has a seating capacity of 75,005. The Duffy Daugherty Building/Skandalaris Football Center has a full-size indoor football field and a 16,500-square-foot weight room. The two 18-hole Forest Akers Golf Courses were financed in part through a gift from Forest Akers, a long-time member of the University governing board. Included with the courses are driving ranges, practice greens and the Rearick Golf Complex. Old College Field is the location of the Secchia Stadium for softball, DeMartin Soccer Complex and McLane Baseball Stadium at Kobs Field. The field hockey, track and field facility, known as the Ralph Young Field, has an all-weather track and artificial turf infield available to students and faculty. Clara Bell Smith Student-Athlete Academic Center is a 31,000-square-foot facility that houses a computer lab with 74 stations, a 210-seat auditorium, two 70-seat study areas, 10 individual tutorial rooms and 10 staff offices.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

The Campus

MSU AUDITORIUM

Both Fairchild Theatre (596 seats) and the main Auditorium (3,737 seats) feature a variety of performing arts events as well as formal lectures and commencement ceremonies. The classrooms, studios and offices of the Department of Theatre are in this building. The main Auditorium and Fairchild Theatre are managed by Wharton Center for Performing Arts.

BEAUMONT TOWER

This familiar landmark stands on the site of the first building in America where agriculture was taught as a science on a university campus. The tower contains a 49-bell carillon.

ELI AND EDYTHE BROAD ART MUSEUM

Opening in Fall 2012, the Eli and Edythe Broad Art Museum is the art museum of Michigan State University. As an engaged public institution, The Broad at MSU is a contemporary museum devoted to the art of our time. Expressly dedicated to exploring international contemporary culture and ideas through the probing gaze of artists, The Broad is a place where artists' ideas, words, and actions create a vibrant center for questioning and understanding the modern world. Dedicated to experimentation and study, The Broad is a laboratory for the new, grounded in a deep appreciation for the historical. With a study collection containing objects from the Greek and Roman periods through the Renaissance and on to the Modern, The Broad is uniquely able to contextualize the wide range of contemporary art practices within a firm historical context.

For further information visit www.broadmuseum.msu.edu.

INTERNATIONAL CENTER

Built in 1963, and substantially expanded in 2002, the Delia Koo International Academic Center continues to be the hub of international activity at Michigan State University. Housed within the International Center is the Office of International Studies and Programs (ISP), a university-level office, led by a dean who supports and encourages international activities throughout the institution. Within ISP are offices with responsibility for study abroad, international students and scholars, international research and Peace Corps recruiting, as well as area studies centers focusing on Africa, Asia, Canada, Europe, Russia, Eurasia and Latin America and the Caribbean. ISP has strong ties to thematic international units across the campus focusing on international agriculture, business, education, engineering, gender, health, and languages. Additionally, the MasterCard Foundation Scholars Program at MSU, Global Center for Food Systems Innovation, Visiting International Professional Program, the Japan Center for Michigan Universities, the Office of International Research Collaboration, the International Teaching Assistants Program, Community Volunteers for International Programs, and visiting international scholars affiliated with the international and thematic centers also have offices here. The building features office areas, and meeting rooms. The International Center also houses the Volunteer English Tutoring Program, a language-tutoring program for the international community, and is available for use by Michigan State University's many other international centers and institutes. ISP hosts myriad international conferences, seminars, colloquia, and workshops. Other companion residents include the Cross Roads Food Court, MSU ID office and the Michigan State University Spartan Bookstore. Adjacent to the lobby area is room 115. Primarily used as a classroom, room 115 is available for large

meetings and is often the site of academic governance sessions during fall and spring semesters. To request use of room 115, contact classroom scheduling in the Office of the Registrar. Registered student organizations may request to use the lobby area through the Department of Student Life for various cultural, social and recreational activities. Similarly, the International Center is one of the sites hosting Campus Center activities.

KELLOGG CENTER FOR CONTINUING EDUCATION

Kellogg Hotel and Conference Center plays a key role in the fulfillment of the university's land-grant mission. Built in 1951 in partnership with the W. K. Kellogg Foundation, the Kellogg Center has been a model facility for continuing education.

Today, Kellogg Center serves as the primary location for university sponsored seminar and outreach programs, extending expertise and resources to the entire state and around the world. Each year, over 400,000 people participate in conferences and workshops. Available to the public as well as the university community, the Kellogg Center is a hub for community activities, corporate meetings and social events, serving an additional 400,000 annually.

Kellogg Center is a full-service conference center and hotel with 160 guest rooms including 5 suites, 35,000 square feet of flexible function space, 24 meeting rooms, 8 banquet rooms and professional conference and event coordinators. Also located in this state-of-the-art conference facility are the teaching laboratories for The School of Hospitality Business.

KRESGE ART CENTER

A gift of the S. S. Kresge Foundation, this building houses the Department of Art, Art History, and Design. Among its resources are lecture classrooms for art history and disciplinary studios for ceramics, drawing, electronic art and intermedia, graphic design, painting, photography, printmaking, and sculpture. Other resources housed within the Kresge Art Center include: a woodshop, a professional lighting studio for documentation of artwork, two digital labs, a print lab, a state-of-the-art electronic fabrication, prototyping and sculpture facility, a visual resource library, and an art store/café. The Department of Art, Art History, and Design Gallery 101 and 114 provide additional exhibition space and feature rotating exhibits throughout the year. All gallery exhibits are open to the public. For additional information call 1-517-355-7610, e-mail art@msu.edu or visit www.art.msu.edu.

LIBRARIES

See the *Other Departments and Offices for Research and Services* section for a description of Libraries.

MICHIGAN STATE UNIVERSITY MUSEUM

The Michigan State University Museum is the science and culture museum at MSU. The museum delivers programs in education, exhibitions, research; provides experimental exhibit space for university classes and collaborations; and builds and stewards collections that focus on Michigan and its relationship to the Great Lakes and the world beyond. For more information, visit www.museum.msu.edu; call 1-517-355-7474 for recorded information (exhibits and events) or 1-517-355-2370 for the Museum directory, or e-mail pr@museum.msu.edu for general inquiries.

MSU UNION

The MSU Union is a busy life-style center offering shopping, dining, entertainment, recreation, flexible function space and convenience amenities designed to serve the Michigan State University community. Located at the corner of Abbot Road and Grand River Avenue, it is easily accessible by all methods of transportation. The MSU Union is located at the entrance to north campus, offering a park-like atmosphere. In keeping with our storied past, the MSU Union acts as a central meeting place for students, faculty, staff, and university guests to experience cultural, education, and social activities. Services available at the MSU Union are:

Admissions Welcome Room	Serrano's
BIGGBY COFFEE	Spartan Lanes (bowling)
Cap and Gown Rentals	Spartan Signature Catering
Commencement Merchandise	Spartan Spirit Shop
Computer Center	Sparty's Express
Meeting and Conference Facilities	Student Alumni Foundation
MSU Dairy Store	Ucue Billiards/Game Room
MSU Federal Credit Union	Union Pizzeria
Multicultural Center	U.S. Post Office
North Neighborhood Engagement Center	Welcome Information Center
One Union Square Food Court	Women's Resource Center

The MSU Union also provides campuswide student activities through the University Activities Board (UAB). Events are held at the International Center, MSU Union, and a variety of other campus locations. Registered Student Organizations (RSOs) use the MSU Union for their regular meetings and special events.

The MSU Union is available for meetings, conferences, and special social events. Catering services are provided in the building and across campus. MSU Union office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. Contact the Sales Department at 1-517-432-3086 to schedule.

For additional information, e-mail union@msu.edu or visit the web at www.msuunion.com.

PAVILION FOR AGRICULTURE AND LIVESTOCK EDUCATION

The Michigan State University Pavilion for Agriculture and Livestock Education opened in 1997 and combines auditorium, classroom, arena, and exhibit spaces. Exhibit space covers 66,240 square feet and can accommodate 368 animal stalls which can be removed to create open space for a variety of events from industry trade shows to the College of Agriculture and Natural Resources annual AutumnFest celebration. The arena seats 2,000 people and has a show floor of 28,670 square feet. The auditorium seats 400 and is used for meetings, auctions, and livestock industry events. An event office, showers, livestock wash racks, public address system, Michigan State University concession stand, and recreational vehicle hook-ups are available for Pavilion events.

RECREATIONAL SPORTS AND FITNESS SERVICES

Recreational Sports facilities include four buildings, four pools, and 27 acres of outdoor space, fields for softball, flag football, soccer, rugby, lacrosse, and ultimate frisbee among others.

IM SPORTS WEST, an accessible facility, provides courts for paddleball, racquetball, handball, and squash; gyms for basketball, volleyball, and badminton; a turf arena for tennis and club activities; indoor and outdoor swimming pools; a cycling studio and a contemporary fitness center.

IM SPORTS EAST provides barrier-free accessibility for basketball, volleyball, paddleball, racquetball, wally ball, and squash; a four-lane running track; an exercise-fitness room; a cycling studio and a multipurpose room for aerobics and sports club use.

IM SPORTS CIRCLE, an accessible facility, contains gymnasiums for basketball, volleyball, and badminton; a swimming pool; and a multipurpose activity room.

DEMONSTRATION HALL arena is used for indoor soccer and roller-hockey and for community and student special events. The MSU Sailing Center provides learn-to-sail classes for adults and children and open sailing hours. For more information visit www.recsports.msu.edu or call the main office at 1-517-355-5250.

STUDENT SERVICES BUILDING

The Student Services Building houses the offices of the Vice President for Student Affairs and Services, Office of Financial Aid, Office of Cultural and Academic Transitions, Counseling Center, Lesbian Bi Gay Transgender Resource Center, Career Services Network, Service-Learning and Civic Engagement, and Student Life.

The Associated Students of Michigan State University, the Council of Graduate Students, and other major student governing groups have their offices in this building.

The building also houses Eli and Edythe Broad Art Museum offices.

WHARTON CENTER FOR PERFORMING ARTS

Wharton Center for Performing Arts is Michigan's largest and most diverse presenter of performing arts and arts education programming. From the best of touring Broadway to superstars and rising stars of performing arts, Wharton Center offers a full schedule of events in venues throughout campus – Cobb Great Hall and Pasant Theatre (Bogue St/Wilson Rd), the MSU Concert Auditorium and Fairchild Theatre (Farm Ln/Auditorium Rd), and live entertainment at the Breslin Students Event Center. These state-of-the-art facilities also showcase performances by the Department of Theatre, College of Music, and the Greater Lansing Symphony Orchestra, as well as many community and university events. Innovative arts education programming is offered through its Institute for Arts and Creativity to enrich and enhance the academic experience with workshops by world-renowned performers, preview lectures prior to many performances, and much more. Full-time MSU students receive substantial ticket discounts, including \$25 to most Broadway shows and \$15 to most performing arts events presented by Wharton Center. For details, call the Ticket Office at 1-517-432-2000 or visit whartoncenter.com.

CAMPUS ACTIVITIES

Michigan State University is a community which provides diverse co-curricular opportunities. There are excellent professional programs provided through seminar series sponsored by departments and schools and supplemented by open lectures on a variety of current topics. Lectures, music, theatre, art, recreation, athletics and the programs of student organizations offer opportunities for pursuing individual interests.

CAMPUS CENTER

The Campus Center at the International Center is the venue for student-focused programming on Friday and Saturday nights until 2 a.m. Most activities, including movies, music and entertainment performances are free to students. Events are also held in Wells Hall Auditoriums, Erickson Kiva and the Engineering Building. All programs at the Campus Center are planned by the University Activities Board. The office is located at 323 MSU Union, 1-517-355-3354.

ARTS

Art

The Department of Art, Art History, and Design sponsors rotating student exhibitions in Gallery 101 and Gallery 114, a diverse group of visiting artist and scholar lectures, and art events during the fall and spring semesters. Annually, the department features student research in the Undergraduate Exhibition, Art History Symposium, and a fashion show highlighting the designs of Apparel and Textile Design majors. The Master of Fine Arts Exhibition is also held annually in the Eli and Edythe Broad Art Museum. All students are welcome to view exhibitions, attend lecture series, participate in numerous student clubs, and join in art activities offered by the department. For additional information call 1-517-355-7610, e-mail art@msu.edu or visit www.art.msu.edu.

Theatre and Dance

The Department of Theatre sponsors a wide variety of productions including dance-related events. Productions occur on the Pasant Theatre stage at the Wharton Center for Performing Arts the Arena Theatre in the Auditorium, the Residential College in the Arts and Humanities Auditorium, and site-specific locations. Graduate and undergraduate talent is featured in these productions, and all students of the university are invited to participate.

Student theatrical productions occur throughout the year in the Arena Theatre. Dance performances are also sponsored by the Michigan State University student dance association, ORCHESIS. Summer Circle Theatre offers students the opportunity to be involved in theatre production during the months of May and June. For additional information, call 1-517-355-6690, e-mail: theatre@msu.edu, or visit www.theatre.msu.edu.

Music

The College of Music offers many opportunities for undergraduate and graduate students to hear and participate in a variety of musical ensembles. All qualified students are welcome to audition regardless of their fields of study.

Vocal groups include the MSU Chorale, State Singers, Collegiate Choir, Women's Glee Club, Choral Union, Women's Chamber Ensemble, and Men's Glee Club. The University Symphony

Orchestra, and the Concert Orchestra present numerous concerts throughout the year. The University Bands include the Wind Symphony, Symphony Band, Concert Band, Campus Band, several Jazz Bands and combos, the 300-member Spartan Marching Band, and three Spartan Brass Bands that perform at basketball and hockey games. Additionally, there are several chamber music groups including Musique 21, Percussion Ensemble, Trombone Choir, and Tuba/Euphonium Ensemble. For additional information call 1-517-353-5340 or visit www.music.msu.edu.

ATHLETICS

The purpose of athletics at Michigan State University is to encourage all students to participate in some form of physical recreation. The intercollegiate program provides men and women with competition in 25 sports programs. All students have the opportunity to participate in the wide array of individual and team intramural sports.

Michigan State University, a member of the Big Ten Conference, has varsity competition for men in baseball, basketball, cross-country, football, golf, ice hockey, indoor and outdoor track, soccer, swimming and diving, tennis, and wrestling.

Michigan State University has a developed and diversified intercollegiate athletic program for women athletes. Varsity competition for women is offered in basketball, cross-country, field hockey, golf, gymnastics, rowing, soccer, softball, swimming and diving, tennis, indoor and outdoor track, and volleyball.

The Michigan State University Department of Intercollegiate Athletics is committed to operating an athletics program that pursues excellence with integrity, produces a positive public identity for the university and the surrounding community, promotes good sportsmanship and ethical conduct, and acts in compliance with all pertinent regulatory agencies. In addition, the department supports and encourages equitable treatment and opportunities for all student-athletes and staff regardless of gender or ethnic background and places emphasis upon individual accountability. The mission statement for MSU Athletics is: "We gather and engage our community to teach, support and celebrate our student-athletes in their quest for excellence."

PROGRAMMING ORGANIZATIONS

Senior Class Council

The Senior Class Council consists of up to twenty-five seniors chosen to represent the views of and initiate activities for all Michigan State University seniors. During the year, the Senior Class Council is involved in sponsoring career workshops, selecting and raising funds for a class gift, working with the Commencement Committee, selecting faculty, staff and outstanding seniors, and coordinating special projects. For more information, contact ASMSU at 1-517-355-8266 or www.asmsu.msu.edu.

University Activities Board

The University Activities Board (UAB) is the premiere programming organization on-campus that provides movies and entertainment for all MSU students as well as events that are social, cultural, educational, and recreational. Programs include live music, comedy, craft nights, and Campus Center Cinemas showing first-run films in conjunction with the Residence Hall Association (RHA) that are free to MSU undergraduate students living in the residence halls. UAB membership is free and open to all MSU undergraduate students all year long. Follow UAB on Twitter @UABatMSU or "like" our page on Facebook and search for "The

University Activities Board at Michigan State University." Visit www.uabevents.com for more information.

RECREATIONAL SPORTS AND FITNESS SERVICES

Recreational Sports and Fitness Services are dedicated to promoting learning experiences by engaging the university community in healthy lifestyles through sport, fitness and recreational opportunities.

Programs are facilitated through three indoor intramural facilities, one multipurpose arena, 27 acres of outdoor recreational field space, an offsite sailing center and shared campus facilities including tennis courts, golf courses, and an ice arena. Program-specific functions include informal or drop-in recreation at any of these facilities; structured competitive intramural sports; programs dedicated for health, wellness and fitness; club sport opportunities; non-credit instruction for acquiring new skills such as sailing and learn to swim; and unique opportunities targeted for persons with disabilities.

Individual events and tournaments include tennis, golf, table tennis, badminton, wrestling, and the all-campus swim meet.

Special activities include group exercise classes, step aerobics, zumba and yoga, and kayak and canoe rentals at the MSU Sailing Center and Self-Defense classes.

For more information, visit us at www.recsports.msu.edu or like us on Facebook at MSU-Recreational-Sports-And-Fitness-Services.

RELIGIOUS ACTIVITIES

Michigan State University considers that one of its responsibilities is to maintain an atmosphere of religious freedom for the individual.

There are many student religious centers in East Lansing, devoting their facilities to meeting student needs. These have staffs of ministers, priests, rabbis, and directors of student activities. The groups provide Michigan State University students with the chance to participate in programs of religious worship and the opportunity to meet other students through social activities. See *Student Organizations* for the current list of student religious groups.

The Alumni Memorial Chapel, on campus, is available for public services of a religious nature. It is also made available to students wishing to enter the sanctuary for private devotions. For scheduling, contact the MSU Union, 1-517-355-3464. For more information, visit www.hfs.msu.edu/union/services/alumni_chapel.html. A list of the members of the Religious Advisors Association can be found at <http://www.msu.edu/~msuraa>.

Reflection Room

The MSU Reflection Room, located in 1277 Anthony Hall, provides a quiet space for individual reflection, meditation, and prayer. The ecumenical environment welcomes all and embraces understanding and the furthering of knowledge associated with differing perspectives. We believe the MSU value of inclusion is evident in the unity of spiritual reflection and connection that can occur in this space. The harmony of the MSU community allows us to personify co-existence in the Reflection Room, which is open during regular building hours as posted.

STUDENT GOVERNING GROUPS

Many campus activities are the responsibility of the various student governing groups. These groups include:

Associated Students Of Michigan State University

As the All-University undergraduate student governing body, the Associated Students of Michigan State University (ASMSU) provides representation through the General Assembly. Offices are maintained in both the Student Services Building and the MSU Union. The Web site is www.asmsu.msu.edu.

As the All-University undergraduate student governing body, the Associated Students of Michigan State University (ASMSU) provides representation through the General Assembly. The work of ASMSU is conducted through its boards and committees. Offices are maintained in the Student Services Building. The web site is www.asmsu.msu.edu.

The General Assembly (GA) is composed of proportional representation elected from each college and one representative selected by each of the following groups: MSU Student Housing Cooperative, Interfraternity Council, Panhellenic Council, National Panhellenic Council, Independent Greek Council, Jewish Student Union, Residence Halls Association, University Apartments Council of Residents, Arab Cultural Society, Black Student Alliance, Cultural de las Razas, North American Indigenous Student Organization, Asian Pacific American Student Organization, International Student Association, Alliance of Queer and Ally Student (AQAS), Women's Council, and Spartan Armed Forces Council. The GA represents students on relevant issues; provides a forum for discussion of these issues; provides free legal services, bluebooks, inexpensive copying, and interest free loans; approves appointments of undergraduates to various University committees, provides the free Readership Program and special student services, and acts as the official representative for the welfare and rights of undergraduate students.

The ASMSU Programming Board is responsible for facilitating, organizing and executing programming of an all-university nature for the Michigan State University student body and is comprised of a Board of Directors. The Programming Board is funded through student tax monies and revenues from sponsored events. The Board emphasizes programming in the areas of concerts; lectures/speakers; racial/ethnic, cultural, and international programs; special interest activities; and telecommunications media.

The Funding Board has 12 selected student members and allocates ASMSU monies to registered student organizations with at least 50 percent undergraduate student membership for print media, programming, and projects. The allocations are made on a semester basis. Up to \$4,500 is granted to each selected registered student organization (RSO).

Council Of Graduate Students

The Council of Graduate Students (COGS) represents all registered Michigan State University graduate and graduate-professional students. COGS is composed of one representative from each degree-granting unit and seven officers. COGS exists to promote the academic, social, and economic aims of graduate and graduate-professional students; to establish effective communication among these 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 at 316 Student Services Building where it provides a copy service and a thesis and dissertation printing service. A loan program sponsored by COGS is administered by the Office of Financial Aid. ASMSU/COGS Legal Services provides graduate students a prepaid legal services plan.

Greek Community

Since 1872, Michigan State University students have had the choice of participating in a nationally affiliated Greek letter organization. Today, the Greek community is comprised of 54 internationally affiliated social Greek letter organizations with a combined membership of over 3,000 students. Greek letter organizations merge almost every segment of the campus community into their chapters-leadership development, community service, athletics, social life, housing, management and business functions, alumni relations, accountability, and responsibility. Through quality educational experiences, fraternities and sororities support the Guiding Principles of the institution, as well as provide an avenue whereby all students experience active learning through self-governance.

The 56 fraternities and sororities are governed by governing councils responsible for representing constituents to the greater campus and East Lansing communities, providing programs and services to chapters and their members, and creating and enforcing standards and policies throughout the Greek community. Through mutual interdependence, the governing councils assist all 54 member organizations in providing a quality Greek experience for their members. The governing councils include:

- Interfraternity Council (IFC), governing 24 internationally affiliated men's Greek letter organizations.
- Panhellenic Council (Panhell), governing 13 National Panhellenic Council Greek letter organizations
- National Pan-Hellenic Council (NPHC), governing 9 historically African-American men's and women's Greek letter organizations.
- Independent Greek Council, governing 9 multicultural men's and women's Greek letter organizations.

Other community-wide organizations that are collaboratively coordinated by the governing councils include Greek Week and the Order of Omega National Greek Leadership Honoray.

For more information on the Greek community, contact the Department of Student Life, 101 Student Services Building, 1-517-355-8286 or www.msugreeklife.org.

Student Housing Cooperative

The Student Housing Cooperative (SHC) is the governing group for cooperative living units. Cooperatives are student owned and managed organizations that contribute to the living experiences, social benefits, and economic savings of the members. The SHC meets regularly to discuss problems and coordinate activities of cooperative living and is represented on the ASMSU General Assembly. The primary goal of the SHC is to provide affordable housing for the East Lansing area. Additional purposes and goals are: democratic control, open and voluntary membership, continuous education, improvement of services, and cooperation and communication among cooperatives.

Information about cooperatives is available at the MSU Student Housing Cooperative office, 541 E. Grand River, East Lansing, MI 48823, or telephone 1-517-355-8313.

University Apartments Council of Residents

The University Apartments Council of Residents (UACOR) is recognized by the university as a governing group with authority to govern the affairs of the residents of MSU Spartan Village Apartments.

UACOR provides activities and services to residents. They also represent students' views to University Residence Education and Housing Services, and other institutional partners.

The Executive Board, along with Village Representatives, are elected by the general membership. Voting privileges are extended to the aforementioned. Residents are encouraged to par-

ticipate in monthly Town Meetings and bring their ideas, interests, and concerns to the attention of UACOR. A tax is assessed every semester. For further information contact UACOR at www.uacor.msu.edu or call the University Apartments Residence Education office at 1-517-353-9499. The UACOR office is located in Room 138B, Spartan Village Community Center.

Residence Halls Association

Residence Halls Association (RHA) represents the highest level of undergraduate residence hall government and is the governing body for all undergraduate residence halls. Membership is composed of an elected representative from each hall on campus and from: Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Organization, Asian Pacific American Student Organization, Alliance of Queer and Ally Students, Women's Council, Arab Cultural Society, and Council of Students with Disabilities and area based caucus groups. 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; formulating policy and regulations pertaining to residence halls students; and representing areas of interest and concern to such students. In addition, RHA also sponsors workshops, the Campus Center Cinemas, Movie Rental offices, Spartan Leadership Conference, RHA-TV (channels 11 and 12), RHA Karaoke, concerts, and special events. All residents of Michigan State University undergraduate residence halls are members of RHA and may exercise their voting rights and opinions through the representatives of their respective halls. A tax is collected during registration for fall and spring semesters from each undergraduate and graduate student living in a residence hall to support the activities listed above. The fall and spring only tax also supports the functions of each hall government. Contact RHA at: rha@msu.edu.

Owen Graduate Association

Owen Graduate Association (OGA) represents the interests of Owen Graduate Hall residents and functions as the major governing body for that hall. OGA provides a program of information and services for Owen Graduate Hall residents and participates in the formulation of policies and regulations pertaining to residents of that hall. All residents of Owen Graduate Hall are members of OGA and pay a tax to support the activities of the OGA.

STUDENT PUBLICATIONS

Michigan State University's yearbook, *The Red Cedar Log*, is published by students under the auspices of the Associated Students of Michigan State University. The yearbook is free to MSU students. Other student publications include those maintained independently, or within colleges, departments, schools, living units, and student organizations. *The State News*, a daily newspaper distributed widely to students, faculty, and staff, is published by The State News, Inc. The corporation is separate and independent from the university; however, its staff is composed largely of Michigan State University students.

STUDENT RADIO

The Mission Statement of MSU Student Radio is Diversity in Programming, Professionalism in Presentation and Education. WDBM-FM, better known as IMPACT 89FM, is an FCC licensed non-commercial educational station that operates 24/7/365 and

covers the mid-Michigan area around Lansing. It may also be heard via streaming audio and video at www.impact89fm.org. WFIX, the training station, streams online at www.fix.org. A fee collected from all students each semester supports the stations.

Any student, regardless of major, may apply to work at the station either as a volunteer or paid Director. Positions range from disk jockey to producers, engineers and promotion people. The offices and studios are located in G-4 Holden Hall, 1-517-884-8900, and are accessible for persons with disabilities.

THE STUDENTS

Michigan State University's enrollment totals over 47,000 students including the off-campus programs. Over 36,000 are undergraduates with the remainder in graduate and graduate-professional programs. Over 80 percent of the new undergraduates enter as freshmen from Michigan high schools or as transfer students from the Michigan community-junior colleges or other colleges and universities in the state. These students come from throughout the state and represent the smallest as well as the largest communities. The remaining students enter from high schools, colleges, and universities throughout the United States and the world. During the Fall 2011 semester, over 5,900 international students from over 120 countries were enrolled. Approximately 52 percent of the undergraduate and graduate students on the East Lansing campus were women.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom for Students

On March 16, 1967, the Board of Trustees of Michigan State University approved a document entitled *Academic Freedom for Students at Michigan State University*. The report established guidelines to identify rights and duties of students in regard to conduct, academic pursuits, the keeping of records, and publications. It provided for structures and procedures for the formulation of regulations governing student conduct, for the interpretation and amendment of the guidelines, for due process in the adjudication of student disciplinary cases, and for channeling to the faculty and administration student complaints and concerns in the academic area.

The original document has been amended several times, most recently in 2010. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life*. Visit <http://splife.studentlife.msu.edu>.

Graduate Student Rights and Responsibilities

On June 18, 1971, the Board of Trustees of Michigan State University approved a document entitled *Graduate Student Rights and Responsibilities*. The document established guidelines to identify rights and duties of graduate students in regard to such matters as academic programming, conduct, support, and the keeping of records. This document provided for structures and procedures for formulating regulations governing student conduct, for amending the document, for considering grievances, and for providing due process in the adjudication of cases involving graduate student rights and responsibilities.

The original document has been subsequently amended. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life*. Visit www.vps.msu.edu/SpLife/index.htm.

Medical Student Rights and Responsibilities

On June 6, 1986, the Board of Trustees of Michigan State University approved a document entitled *Medical Student Rights and Responsibilities*. The document established guidelines to identify rights and duties of medical students in regard to such matters as academic programming, conduct, support, and the keeping of records. This document provided for structures and procedures for formulating regulations governing student conduct, for amending the document, for considering grievances, and for providing due process in the adjudication of cases involving medical student rights and responsibilities.

This document as amended and as approved by the Board of Trustees is available from the offices of the Deans of the Colleges of Human Medicine, Osteopathic Medicine, and Veterinary Medicine; the Office of the Graduate School; the Office of the Provost; the Office of the Ombudsperson; and online at www.vps.msu.edu/SpLife/index.htm.

POLICY ON RESEARCH WITH HUMAN SUBJECTS

Graduate or undergraduate student programs may involve the use of human subjects in research. "Human subject" is defined as a living individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable, private information. **Federal regulations and/or university policies require all proposed research projects involving human subjects to be reviewed and approved by an Institutional Review Board prior to the initiation of such studies. An official MSU Institutional Review Board determination letter must be obtained before involving human subjects in research and this letter may be required by other University offices.** At Michigan State University, the Boards are the Biomedical and Health Institutional Review Board (BIRB), Community Research Institutional Review Board (CRIRB), and Social Science, Behavioral, and Education Institutional Review Board (SIRB).

Specific information regarding procedures for obtaining appropriate review of proposed research projects involving human subjects is available from the Human Research Protection Program Web site at www.humanresearch.msu.edu, E-mail irb@msu.edu, or call 1-517-355-2180.

STUDENT ORGANIZATIONS

Student organizations at Michigan State University provide an opportunity for students to participate in leadership experiences and to explore areas of specific interest.

Students are encouraged to consider the value of membership in an organized group. Each of the approximately 650 existing student organizations has its own activities and membership requirements. Students who are members of an honorary society may associate with the Michigan State University chapter of that society.

More detailed information regarding student organizations may be obtained from the Student Life Office, 101 Student Services Building or visit the Department of Student Life Web site to view a current list - www.studentlife.msu.edu.

Honorary Organizations

Alpha Chi Sigma	Chemistry and Sciences
Alpha Epsilon Delta	Natural Science
Alpha Kappa Psi	Business
Alpha Omega Epsilon	Engineers and Technical Scientists
Alpha Phi Omega	Co-ed Community Service

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

The Students

Alpha Phi Sigma	Criminal Justice	Ballroom Dance Club
Arnold Air Society	Aerospace Studies	Baseball Club
Beta Alpha Psi	Accounting	Beta Theta Pi Fraternity
Delta Sigma Pi	Co-ed Business Fraternity	Bhangra Team
Eta Kappa Nu	Electrical and Computer Engineering	Big Green, The
Eta Sigma Delta	Hospitality Management	Biomedical Engineering Society
Golden Key	Scholastic	Biomedical Laboratory Diagnostics Student Association
Kappa Delta Pi	Education	Biosystems Engineering Student Club
Mortar Board	Senior Scholastic, Leadership and Service	Black Poets Society
Mu Sigma Epsilon	Criminal Justice	Block And Bridle Club
National Society of Collegiate Scholars	All-University Scholastic	Bosnian American Student Association
Omega Chi Epsilon	Chemical Engineering	Bowling Club
Phi Alpha	Social Work	Break Dance Club
Phi Beta Delta	International Scholars	Brewing Club
Phi Gamma Nu	Business	Bridges International
Phi Mu Alpha Sinfonia	Music	Broad China Business Society
Phi Sigma Pi National Honor Fraternity	Scholastic	Broad Consulting Club
Phi Sigma Theta	Scholastic	Broad MBA Human Resources Association
Pi Alpha	Public Affairs and Administration	Broad Women MBA Association
Pi Kappa Gamma	Packaging	Brokephobia
Pi Tau Sigma	Mechanical Engineering	Camp Casey
Sigma Alpha Iota	Music Sorority	Camp Kesem
Sigma Alpha Sorority	Agriculture and Natural Resources	Canadian Studies Student Organization
Sigma Delta Chi	Journalism	Capital Green A Cappella
Sigma Lambda Chi	Building Construction	Capoeira Club
Tau Beta Pi	Engineering	Caribbean Student Association
Tau Beta Sigma	Band	Caring and Uniting Through Integrity
Tower Guard	Sophomore Scholastic and Service	Ceramics Club
Twin Zeta Epsilon	Band	Ceramics Club
		Chaldean American Medical Student Association
		Chaldean American Student Association
		Charity Water
		Chems Graduate Student Association
		Chess Club
		Child Life Organization for Spartan Students
		China Entrepreneur Network
		Chinese Christian Fellowship
		Chinese Club
		Chinese School
		Chinese Student Coalition
		Chinese Students and Scholars Association
		Chinese Undergraduate Students Association
		CHM American Medical Association
		Circle K International
		City Sweepers Productions
		Classic Rock Appreciation Society of Spartans
		Club Dodgeball
		Club Golf
		Club Managers Association of America
		Club Soccer League
		Club Tennis
		Club Verve
		Coalition of Indian Undergraduate Students
		Coalition on Arab Affairs
		Collaboration of Male Peer Educators Against Sexual Assault & Stereotypes
		College Deca
		College Libertarians, Michigan State
		College of Agriculture And Natural Resources Student Senate, (Canr)
		College of Arts And Letters Student Ambassadors
		Collegiate Farm Bureau
		COM American College of Osteopathic Family Physicians
		COM American Holistic Medical Association
		COM American Medical Student Association
		COM American Medical Women's Association
		COM Anesthesiology Interest Group
		COM Class of 2015
		COM Community Integrated Medicine
		COM Emergency Medicine Club
		COM Internal Medicine Club
		COM International Health Project
		COM Islamic Medical Students Association
		COM Medical Students for Choice
		COM Obstetrics and Gynecology Interest Group
		COM Pediatric Interest Group
		COM Physical Medicine and Rehabilitation
		COM Physicians for Human Rights
		COM Sigma Sigma Phi
		COM Student American Osteopathic Academy of Orthopedics
		COM Student Association of Military Osteopathic Physicians & Surgeons
		COM Student Government Association
		COM Student National Medical Association
		COM Student Neurology, Ophthalmology & Psychiatry Society
		COM Student Osteopathic Association of Sports Medicine
		COM Student Osteopathic Medical Association
		COM Student Osteopathic Surgical Association
		COM Study Buddies
		COM Undergraduate American Academy Of Osteopathy
		COM/CHM Christian Medical Association
		Community Action & Response Experience
		Council of Medical Students
		Crew Club
		CVM American Veterinary Medical Association, Student Chapter of The
		CVM Integrative Medicine Club
		Dairy Club
		Dance Club
		Dance Marathon
		Daughters of The Collective
		Delta Chi Fraternity

Professional Organizations and Professional Fraternities and Sororities

Academic Competition Club	
Accafellas	
Accounting Club for Asian	
Accounting Student Association	
Active Minds	
Actuarial Science Club	
Advanced Minds Believing in the Importance of United Support	
Advantage	
Advertising Association	
Advocates at MSU	
African American Celebratory	
African American Student Mentoring Program	
African Students Union	
Africanist Graduate Student Association	
Agronomy Club	
Aiding Communities by Combining Equipment and Student Support	
Aikido Club	
Aikijujutsu Club	
Albanian American Student Organization	
All-Girl Competitive Cheer Team	
Alpha Kappa Delta Phi	
Alpha Kappa Psi	
Alpha Omicron Pi	
Alpha Phi Gamma	
Alpha Tau Omega	
Alpine Ski and Snowboard Team	
Alternative Spring Break	
American Civil Liberties Union	
American Criminal Justice Association	
American Indian Science and Engineering Society	
American Institute of Chemical Engineers	
American Medical Student Association	
American Red Cross Club	
American Society of Civil Engineers	
American Society of Landscape Architects	
American Society of Mechanical Engineers	
American Veterinary Medical Association, Student Chapter	
American Veterinary Society of Animal Behavior, Student Chapter	
Amnesty International	
Animal Science Graduate Student Association	
Animal Science Undergraduate Research Student Association	
Animosity	
Archery Club	
Armenian Club	
Art History Association	
Ascot Networking Group	
ASHA for Education	
Ask Big Questions Organization	
Association of Women In Sports Medicine, Chapter Of	
Association of Black Journalists	
Association of Computing Machinery	
Association of English Graduate Students	
Association of Vietnamese Scholars And Students	
Audio Enthusiasts And Engineers	
Badminton Club	
Bailey's Service Organization	
Baja SAE Racing, Michigan State	

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS
The Students

Delta Gamma Sorority
Delta Kappa Epsilon International Fraternity
Delta Lambda Phi National Social Fraternity
Delta Tau Lambda Sorority, Inc.
Department of Community, Agriculture, Recreation and Resource Studies
Graduate Student Organization
Dialogues at MSU, The
Disability Advocacy Rehabilitation Network
Disney Interest Group
Diverse Leaders in Packaging
DJ Club
Dressage Club
Driving Club
E5M
East Lansing Progressives
ECO
Ecological Food and Farm Stewardship
Economists of Korean Organization in MSU
Egyptian Students Association
Eli Broad College of Business Undergraduate Student Senate
ELIMU
Elite Competitive Dance
Engineers Without Borders
Entrepreneurship Association
Environmental Engineering Student Society
E-STIM: Educating Student Athletic Trainers In Medicine
Evans Scholars
Fashion Design Student Association
Fencing Club
Filipino Club
Filmmakers Club
Finance Association
First Foot Forward
Fisheries & Wildlife Club
Fisheries and Wildlife Graduate Student Organization
Folksong Society
Food and Nutrition Association
Food Science Club
Forensic Team
Forestry Club
Foundation for International Medical Relief of Children
French Club
Friends of Spartacus Youth Club
Friends of the Listening Ear
Friendship
Future Forensic Scientists of MSU
Future Leaders in Sports & Entertainment
Future Civic Leaders
Future Social Science Educators
General Management Association
Generate Help 2 Heal Generations
Genetics Student Organization
Geography Club
Geology Club
German Club
Global Hospitality Business Organization
Global Medical Brigades
Global Sales Leadership Society
Global Youth for Education and Change
Global Zero
Go Effect MSU
Golden Z Club
Graduate Chess Club
Graduate Interservice Christian Fellowship
Graduate Students for Animals
Graduate Students in Anthropology
Graduate Supply Chain Management Association
Graduate Women in Science MSU Chapter
Greenpeace
Habitat for Humanity
Handball Club
Hellenic Student Association
Help Team Organization
Herp Club
History Association of Michigan State
Hmong American Student Association
Horsemen's Association
Horticulture Club
Horticulture Organization of Graduate Students
Hospice Student Companions
Hospitality Association
HPS Student Association
Human Biology Club
Human Development and Family Studies Club
Human Resources Association
Impulse Dance
Indian Student Organization
Indonesian Student Association
Institute for Electrical and Electronics Engineers
Institute of Packaging Professionals
Intercollegiate Figure Skating Team
Interdisciplinary Studies in Social Science Student Organization
Interested Gentlemen of Lambda Theta Phi
Interior Design Student Organization
International Business Achievement Association
International Business Club
International Business Organization
International Engagement Volunteers
International Justice Mission
International Relations Organization
International Service Learning-MSU Chapter
International Society for Pharmaceutical Engineers
Into The Streets
Invisible Children at MSU
James Madison College Student Senate
Japan Club
Jedi Council
Jewish Athletics
Jewish Student Union
Jews in Greek Life
Judo Club
Kappa Delta Sorority
Kappa Sigma
Karate Club
Kazakh Students Association
Kendo Club
Kinesiology Graduate Student Organization
Korean Student Association
Korean Student Organization
La Comunidad Latino Americana
Ladies First
Lambda Alpha Nu
Lambda Chi Alpha
Lambda Phi Epsilon
Lambda Theta Alpha Latin Sorority, Incorporated
Latin American and Native American Medical Association
Leadership Advantage
Leadership in Environmental and Agricultural Fields (Leaf)
League Of Legends
Les Gourmets
LGBT+ in Medicine
LiveWorkDetroit at MSU
Locals, MSU
Lodging and Gaming Management Association
Lyman Briggs Student Advisory Council
Lt Phillip Louis Bek Squadron of Arnold Air Society
M3M Movie Club
Macrocephaly-Capillary Malformation Network
MAERI
Malaysian Students Organization
Malcolm X's Success Initiative
March of Dimes
Marketing Association, Michigan State
Marketing Members
Marketing Mix, The
Materials Science & Engineering Society
MBA Association
MBA Marketing Association
MBLGTACC 2013 Planning Committee
Medical Student Research Journal
Medical Yoga Club Of MSU
Men's Club Lacrosse
Men's Club Soccer
Men's Club Volleyball
Men's Rugby Club
Men's Ultimate Frisbee
Men's Water Polo
Michigan Student Sustainability Coalition
Mid-Michigan Labor and Employment Relations Association Student Affiliate
Midnight Golf Alumni Association
Migrant Pre-Health Association
Minorities in Agriculture Natural Resources and Related Sciences
Minority Association for Pre-Professional Students
Mix It Up Dance Club
Mixed Martial Arts Club
Mock Trail Association
Model United Nations
Modern Greek Club
MSUwe54
Multicultural Business Students
Multicultural Student Association for Speech And Hearing
Multi-Racial Unity Living Experience
Muslim Graduate Student Association
Muslim Student Association
National Agri-Marketing Association
National Association for Music Education
National Association of Black Accountants
National Association of Black Men United
National Association of Blacks in Criminal Justice
National Society of Black Engineers
National Society of Leadership and Success, Sigma Alpha Pi
National Society of Minorities in Hospitality
National Student Speech Language Hearing Association
Native American and Hispanic Business Students
Nursing Student Association
Nutritional Sciences Club
Offbeat, The
Omega Delta Phi
Omega Tau Sigma
One Life at Michigan State University
One MSU
Operation Smile
Orchesis
Organization of Latino Social Workers

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

The Students

Outdoors Club
Owen Graduate Association
Packaging Graduate Association
Pakistan Students Association
Pangea Educational Development
Paranormal Society
Park and Recreation Club
People To People International Michigan State University Chapter
People Who Do Stuff
Performing Arts Society
Persian Student Association
Phi Alpha Honor Society-Beta Chapter
Phi Chi Theta
Phi Epsilon Kappa
Phi Gamma Delta (Fiji)
Phi Iota Alpha
Phi Kappa Sigma
Phi Sigma Rho Interest Group
Phi Sigma Theta Co-Ed Honors Fraternity
Philosophy Club
Physiology Society
Pi Alpha Phi
Pi Kappa Phi
Pilipino American Student Society
Plant Biology Club
Pokemon Trading Card Game Club
Polo Club
Pompon, MSU
Popular Music Club
Pre-Dental Club
Pre-Law Society
Pre-Medical Association
Pre-Pharmacy Club
Pre-Physical Therapy Association
Pre-Physician Assistant Club
Pre-professional Society of Health Careers of Alpha Epsilon Delta
Pre-Student Osteopathic Medical Association
Pre-Veterinary Medical Association
Professional Convention Management Association
Psi Chi
Psychology Club
Public Health Student Society
Public Relations Student Society of America
Purpose
Q Undergraduate Association for Linguistics at Michigan State
Quidditch
Raas Team
Racing Club
Racquetball Club
Radiating Excellence in All Areas of Life
RCAH Council
RCAHive
Religious Studies Discussion Group
Reserve Lacrosse Club
Respecting & Understanding Body Image
Restoring Eden
Retailing Student Association
Rifle and Pistol Club
Rising Farm Workers of MSU
Rodeo Club
Roial Players
Role-Playing Association
Roller Derby Club
Roller Hockey Club
Romance & Classical Studies Graduate Student Association
Roosevelt Institute Campus Network
Rotaract, MSU
Rumi Club
Running Club
Russian Club
Sailing Club
Salsa Club
Sangha Meditation
Sankofa Graduate Association
Saudi Student Organization
S.C.O.U.T.B.A.N.A.N.A.
Scuba Club
Semper Fi Society
Send Home in a Package (S.H.I.P.)
Sexual Assault Crisis Intervention Team
Sierra Student Coalition
Sigma Alpha Lambda
Sigma Beta Rho Multicultural Fraternity
Sigma Chi Fraternity
Sigma Lambda Gamma National Sorority, Inc.
Sigma Pi Fraternity
Sigma Sigma Rho
Silver Eagles Drill Team
Silver Wings Lt. Col Michael J Connelly Chapter
Slam Poetry Team
Snowboard Club
Society for Human Resource Management
Society of Asian Scientists and Engineers
Society of Automotive Engineers Formula Racing Team
Society of Creative Anachronism
Society of Hispanic Professional Engineers
Society of Performing and Arts Management
Society of Professional Journalists
Society of Women Engineers, MSU Chapter
Solar Car Racing Team
Soles4Souls
Somali Association of Michigan
Spartads-Asian Advertising Association
Spartan Ballroom Dance Team
Spartan Battalion Army ROTC
Spartan Board Gamers
Spartan Campus Civitan Club
Spartan Consulting, Inc.
Spartan Dischords
Spartan Global Development Fund
Spartan Golf
Spartan International Advertising Association
Spartan Pre-Professional Club
Spartan Prison Outreach Team
Spartan Psychology Association For Koreans
Spartan Ski Club
Spartan Soul
Spartan Sur
Spartan Synchronized Skating
Spartan Web Authoring Team
Spartan Women in Science
Spartan Youth Advocacy Society
Spartanedge
Spartans Against Disease
Spartans Against Drunk Driving
Spartans Fighting Cancer
Spartans for the Cure
Spartans for the International Poor
Spartans Without Borders
Spartasoft
Speaksart, MSU
Sri Lankan Student Association
Stars For The Make-A-Wish Foundation
State of Art
State of Fifts
State Swing Society
Student Affairs Graduate Association
Student Affiliates in School Psychology
Student Builders and Contractors Association
Student Cancer Support Network
Student Economics Association
Student Engineering Council
Student Food Bank
Student Greenhouse Project
Student Health Advisory Council
Student Housing Cooperative
Student Investment Association
Student Literacy Corps
Student Michigan Education Association
Student Nurse Anesthetist Association
Student Organization of Second Language Acquisition and Pedagogy
Student Parents on A Mission
Student Phytopathological Organization for Research and Education
Student Veterans of America
Students Allied for Clean Water and Adequate Sanitation
Students Consulting for Non Profit Organizations
Students Engaged in the Environment
Students Exploring New Sensory Experiences in Synesthesia
Students for Broad Art Museum
Students for Choice
Students for Concealed Carry On Campus
Students for Fair Trade
Students for Life
Students for Positive Community Relations
Students for Social Work
Students Involved in Community Service
Students Taking on Malaria and Poverty
Students to Elect Sam Singh
Students Today Leaders Forever
Successful Black Women Of MSU
Super Smach Brother Club
Supply Chain Management Association
Supply Chain Research Group
Supporters Of Sigma Alpha Mu
Swim Club
Table Tennis Club
Tae Kwon Do Club
Taiwanese Student Association
Teach for America
Thai Student Association
Tip-C: Team Israel Programming Committee
Tomorrow's Educators for the Advancement of Multiculturalism
To Write Love on Her Arms
Trans*Action
Tree Musketeers
Triangle Fraternity
Triathlon Club
Tropos
Turf Grass Club
Turkish Student Organization
Tzedek
Undergraduate Anthropology Club
Undergraduate Bioethics Society
Undergraduate Communication Association

Undergraduate Sociology Association
Underwater Hockey
UNICEF @ MSU
United Nerdy Inter-Temporal Travelers
University Apartments Council of Residents
Up Til Dawn Program
Urban Dreams
USGBC Students
V-Day Michigan State University "The Vagina Monologues"
Vegas Night
Vegetarian and Vegan Group
Vex Robotics Team
Vietnamese Student Association
Vim Magazine
Voice Magazine
Voices of Queen City
Volunteer Income Tax Assistance
Water Ski Club
West Circle Cardio Fitness Center
Wharton Center Student Marketing
Women and Minorities in the Physical Sciences
Women in Business Students' Association
Women in Computing
Women's Club Soccer
Women's Club Volleyball
Women's Club Water Polo
Women's Fast-pitch Club Softball
Women's Ice Hockey (Junior Varsity)
Women's Ice Hockey (Varsity Club)
Women's Lacrosse
Women's Rugby Football Club
Women's Ultimate Frisbee
Wonder-Bodies
Writers Bloc
Writing, Rhetoric and Praxis
Yoga Club
Young Democratic Socialists
Youth for Ron Paul
Zeta Sigma Chi Multicultural Sorority Inc.
Zeta Tau Alpha
Zoological Students Association

Men's Interfraternity Council-Greek Letter Organizations

Alpha Epsilon Pi
Alpha Gamma Rho
Alpha Kappa Psi
Alpha Tau Omega
Beta Theta Pi
Delta Chi
Delta Kappa Epsilon
Delta Sigma Phi
FarmHouse
Kappa Sigma
Lambda Chi Alpha
Phi Gamma Delta
Phi Kappa Psi
Phi Kappa Sigma
Pi Kappa Alpha
Pi Kappa Phi
Psi Upsilon
Sigma Beta Rho
Sigma Chi
Sigma Nu
Sigma Phi Epsilon
Sigma Pi
Theta Chi
Theta Delta Chi
Triangle

Women's Panhellenic Council-Greek Letter Organizations

Alpha Chi Omega
Alpha Omicron Pi
Alpha Phi
Chi Omega
Delta Gamma
Gamma Phi Beta
Kappa Alpha Theta
Kappa Delta
Kappa Kappa Gamma
Pi Beta Phi
Sigma Delta Tau
Sigma Kappa
Zeta Tau Alpha

Independent Council-Greek Letter Organizations

Men's Chapters
Lambda Phi Epsilon
Phi Iota Alpha
Sigma Lambda Beta
Women's Chapters
Alpha Kappa Delta Phi
Alpha Phi Gamma
Delta Xi Phi
Delta Tau Lambda
Sigma Lambda Gamma

National Panhellenic Council-Greek Letter Organizations

Men's Chapters
Alpha Phi Alpha
Iota Phi Theta
Kappa Alpha Psi
Omega Psi Phi
Phi Beta Sigma
Women's Chapters
Alpha Kappa Alpha
Delta Sigma Theta
Sigma Gamma Rho
Zeta Phi Beta

Student Religious Organizations

Adventist Student Fellowship
Asian Christian Intersarsity
Baptist Student Union/Christian Challenge/Campus Cornerstone Church
Campus Crusade for Christ
Campus Edge Fellowship
Canterbury
Center for Inquiry
Chabad of MSU
Chi Alpha Christian Fellowship
Christian Oasis
Christianity and Culture
Collegiate Black and Christian-Intersarsity Christian Fellowship
Cutting Edge Ministry
Furnace
Gay Christian Fellowship
Glory Phi God Campus Ministry
Gospel Choir
Grace International Outreach Campus Ministries
Green Spiral
His House Christian Fellowship
Impact Movement, The
Intersarsity Christian Fellowship-Red Cedar Chapter
Jehovah's Witnesses
Korean Christian Fellowship
Lutheran Campus Ministry
Lutheran Student Organization-Martin Luther Chapel
Muslim Student Association
Navigators
Orthodox Christian Fellowship
Peoples Evolution
Reformed University Fellowship
Riverview Student Community
Spartan Christian Fellowship
St. Johns Catholic Student Organization
University Christian Outreach
Vision
Wesley at MSU
Young Apostolic Students for Christ

STUDENT SERVICES

Michigan State University provides extensive student services and support to assist students in making their educational experiences more profitable and satisfying. While the principal function of the university is to provide a suitable intellectual environment for students through classrooms, laboratories, and stimulating teachers, it is recognized that the total development of the individual—personal, social, and physical as well as intellectual—is of equal importance and that learning occurs in many venues.

ACADEMIC STUDENT AFFAIRS OFFICES IN THE COLLEGES

Each college through its dean or an associate dean maintains an office in charge of academic affairs of students in the college. These offices assist their students in academic matters such as exploration and goal setting, enrollment, changes of major program, academic advisement, and withdrawal and readmission procedures.

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

The Vice President for Student Affairs and Services has general administrative responsibility for student matters. The multiple services and responsibilities are carried out through the offices of Counseling, Recreational Sports and Fitness Services, Career Services, Service-Learning and Civic Engagement, Student Life, Residence Life, LGBT Resource Center, Educational and Support Services, Multi-Racial Unity Living Experience (MRULE), MSU Safe Place and Resource Center for Persons with Disabilities.

The Student Life area includes Fall Welcome, Greek Life, Judicial Affairs, and Off-Campus Housing, Student Government and Activities Advising, and Leadership Development.

For more information, refer to *Office of the Vice President for Student Affairs and Services* in the *Other Departments and Offices for Research and Services* section of this catalog or visit www.vps.msu.edu.

STUDENT HEALTH INSURANCE

Michigan State University has contracted with Aetna Student Health, a national student health insurance provider, to secure a health insurance plan for eligible students. Eligible students enrolling in the plan may enroll their spouses and/or dependents on a voluntary basis. “Dependents” are defined as unmarried children, under 19 years of age who are not self-supporting and who are living with the insured student.

Graduate Assistants

Students on a graduate assistantship will be automatically enrolled in the insurance plan as a benefit offered by Michigan State University.

International Students

International students not on a graduate assistantship are required to purchase the Michigan State University plan or submit proof of other comparable health insurance. The charge for insur-

ance premiums will be included on the Registration Billing Statement.

Human, Osteopathic, And Veterinary Medical Students

All medical students in the Colleges of Human, Osteopathic, and Veterinary Medicine are required to purchase the Michigan State University plan or submit proof of other comparable health insurance. The charge for insurance premiums will be included on the Registration Billing Statement.

All Other Undergraduate And Graduate Students

Students meeting the eligibility requirements may enroll on a voluntary basis. Undergraduate students enrolled in seven or more credits and graduate students accepted into a degree program are eligible to enroll in the student health insurance plan. Michigan State University - College of Law students actively attending classes on the Michigan State University campus are also eligible.

For further information on student insurance, contact Michigan State University Benefits, 1407 S. Harrison Rd., Suite. 140A, East Lansing, MI 48823-5287, 1-517-353-4434, or visit www.hr.msu.edu/benefits/studenthealth.

STUDENT HEALTH SERVICE AT OLIN HEALTH CENTER

Olin Health Center, located on East Circle Drive, provides outpatient medical, and health education services to Michigan State University students. Medical services include primary care, women's health, family practice, orthopedics and sports medicine, and psychiatry. Additional services provided at Olin Health Center include laboratory, pharmacy, physical therapy, X-ray, allergy therapy and immunizations, nutrition counseling, HIV testing, and LIFE:Rx (fitness testing). Metered parking is available in the adjacent parking ramp. A Courtesy Van is available to provide transportation to and from Olin Health Center to patients who, because of illness or injury, are otherwise unable to visit Olin. The Phone Information Nurse is available for health-related questions and resources 24 hours per day.

MSU Student Health Services is accredited by the Joint Commission and staffed with board-certified physicians and certified health care professionals.

Michigan State University and Michigan State University College of Law students are eligible for services at Olin Health Center. Students are encouraged to secure health insurance coverage. The university will subsidize the first three medical office visits each year to the Olin Health Center for students enrolled in Michigan State University classes. Olin will bill for the fourth and subsequent visits, as well as for other services. As a service to patients, charges for students with health insurance will be billed directly to the student's insurance company.

Information about the Student Insurance plan is available through the Michigan State University Benefits Office at 1-517-353-4434, or www.hr.msu.edu/benefits/studenthealth.

The Michigan State University student or spouse Identification card and insurance information should be presented when service is requested at Olin Health Center. For information regarding appointments, office hours, services, and charges, call 1-517-355-4510, or visit the MSU Student Health Services Web site at www.olin.msu.edu.

RESOURCE CENTER FOR PERSONS WITH DISABILITIES

Michigan State University values and promotes participation by people with disabilities in all aspects of campus life. The Resource Center for Persons with Disabilities (RCPD) is available to faculty, staff and students to foster understanding of the opportunities and responsibilities under disability-related legislation.

Registration with the RCPD is essential for students and employees with disabilities in order to facilitate timely and effective assistance. Staff at the RCPD are ready with information, resources, and guidance for the campus community in support of full inclusion.

The RCPD is located at 120 Bessey Hall, 1-517-884-7273; TTY 1-517-355-1293, or www.rcpd.msu.edu.

COUNSELING

The Counseling Center offers time limited counseling to Michigan State University students. Programs include individual and group, personal or career counseling, testing, multicultural issues, substance abuse assessment and sexual assault crises and safety education. Any student registered for one or more credits is eligible for a consultation or assessment interview. As resources permit, additional services and/or referrals may be provided. The Counseling Center's Testing Office offers both computer and paper-based graduate and professional school entrance exams (e.g., GRE, MCAT, TOEFL) and is the university's resource for all other standardized testing administration needs. The Counseling Center office is located in the Student Services Building, 1-517-355-8270 or visit www.counseling.msu.edu.

For additional information, refer to *Office of the Vice President for Student Affairs and Services* in the *Other Departments and Offices for Research and Services* section of this catalog.

OTHER SERVICES

Career Services and Placement

The Career Services Network assists students with career exploration, decision making, and job search strategies. Its three centers and eight college-based career consultants provide advising, assessments, workshops, networking resources, and on-campus interviews. In addition, the Career Services Network hosts 12 major career fairs each year. Students may access a wide range of part-time, internship, and entry-level job listings through the Campuswide My Spartan Career (www.myspartancareer.com). For more information, visit www.careernetwork.msu.edu.

Family Resource Center

The Family Resource Center (FRC) coordinates information, resources, and University initiatives to assist student-parents and students managing the care of dependent elders. Students may contact the FRC coordinator at 1-517-432-3745, strom@hr.msu.edu, or at frc@hr.msu.edu, for information about programs and services, including emergency backup care, sick child care, student parent support, financial assistance, regular child care, and assistance with elder care issues. Visit www.frc.msu.edu.

Early Childhood Units

Two early childhood units are available to the children of Michigan State University students: The Michigan State University Laboratory Preschool and the Family/Infant/Toddler Learning Program. These two programs are administered by the Department of Family and Child Ecology in the College of Social Science.

MSU Safe Place Program

MSU Safe Place provides outreach and supportive services to address relationship violence and stalking. These free and confidential services are offered to MSU students, staff, faculty, their partners, minor age children, parents of MSU students, and members of the community. The following services are provided: temporary emergency shelter, advocacy, safety planning, counseling, support group, child care, transportation, community education programs, training for professionals and service providers, and scholarships for MSU students. To access or find out more about these services call 1-517-355-1100, visit www.safeplace.msu.edu or e-mail noabuse@msu.edu.

United States Postal Service

The United States Postal Service operates a branch in the MSU Union. In addition to this branch, there is a self-service postal unit on the corner of Shaw Lane and Farm Lane.

University Ombudsperson

The University Ombudsperson is an official to whom students may appeal regarding grievances involving faculty and administrators. Visit www.msu.edu/unit/ombud.

Department of Police and Public Safety

The Department of Police and Public Safety provides a complete range of public safety services to the university community through Police Services and Safety and Public Health (industrial, sanitation, fire, etc.). Visit www.police.msu.edu.

Office of Supportive Services

The Office of Supportive Services is a multifaceted, holistic, retention academic support unit that provides services for students who are a part of College Achievement Admissions Program and who are first-generation, low income, and/or meet other participant criteria. It also houses the McNair/Summer Research Opportunities Program. Visit www.oss.msu.edu.

TRANSPORTATION SERVICES ON CAMPUS

CATA Bus Service

The campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA operates fixed routes; serving all university apartments, residence halls, commuter lots, and the main campus 24/7 during fall and spring semesters. Campus service does not operate during university breaks or on university recognized holidays. Additionally, CATA provides direct service to off-campus apartments in East Lansing, Lansing, Lansing Township, Okemos, and Haslett areas year-round as well as many other destinations in the Greater Lansing area. You can learn about fares, tips for new riders and view the CATA service area online. Visit www.cata.org for personal trip itineraries, comprehensive service information and online pass sales.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Student Services

WEEKDAY CAMPUS REGULAR FIXED ROUTE SERVICE - CATA's weekday campus service operates from approximately 7:00 a.m. to 2:30 a.m. during fall and spring semesters; excluding university breaks and holidays. This includes service on the following routes: #30, #31, and #39. Additionally, routes #32 and #33 operate weekdays from 7:00 a.m. to 7:00 p.m. Route #32 serves the Commuter Lot 89 and Route #33 travels the central portion of campus.

EVENING AND LATE NIGHT CAMPUS SERVICE SEVEN DAYS A WEEK - CATA offers two curb-to-curb demand-response services within the campus boundaries during fall and spring semester, excluding university breaks and university recognized holidays. You can call 1-517-432-8888 or 2-8888 from any campus phone to request a ride. With either service, the bus arrives within 20 minutes of your call.

Lot Link operates from 7:00 p.m. to 2:00 a.m. weekdays and 9:00 a.m. to 2:00 a.m. on weekends. Buses travel between student parking lots (#83, #89, or #91) and other campus locations. All rides must start or end at one of the three lots.

The Night Owl operates from 2:00 a.m. until 7:00 a.m. weekdays (until 9:00 a.m. on weekends). You can also use campus green light phones, located throughout campus, to call for Night Owl service. Passengers may travel between any two locations on campus. Residents of University and Spartan Village Apartments may also use The Night Owl when traveling to or from any campus location during these hours.

WEEKEND CAMPUS SERVICE - CATA's weekend service operates from approximately 9:00 a.m. until 2:30 a.m. during fall and spring semesters, excluding university breaks and university recognized holidays. Weekend service is provided on routes: #34, #35, and #36.

FARES AND PASSES-FOR REGULAR FIXED ROUTE SERVICE - The student cash fare is 60¢. Cash fare customers must show the bus driver their valid Michigan State University Student ID to qualify for the 60¢ fare. Customers not showing the Michigan State University Student ID will pay the regular fare of \$1.25. Free transfers are available on all CATA fixed-route buses.

Students may also purchase a **CATA 31-Day Student Pass** for \$18.00 or a **Semester Pass** for \$50.00. These two passes are good for all CATA fixed-route transportation services- on and off-campus. The **CATA Commuter Lot Route Pass** is \$20.00 for one semester or \$33.00 for two semesters. The Commuter Lot Pass can only be used for travel on Route #32 which travels between the Commuter Lot and the MSU-CATA Transportation Center/Ramp 1. Passes are sold online at www.cata.org, at various residence halls (list at www.cata.org), the University Apartments manager's office (Spartan Village Community Center), Brody Hall, the MSU Union Store, the MSU ID Office, MSU Police and at many convenient off-campus locations.

The regular fare for non-student faculty and staff is \$1.25. A 31-Day Adult Pass is available for \$35.00.

PARATRANSIT SERVICE - (Service for Persons with Disabilities) - Spec-Tran is a CATA curb-to-curb service for persons with disabilities who are unable to use CATA fixed-route service. Spec-Tran customers must be certified to be eligible to use this service. MSU customers must contact the MSU Resource Center for Persons with Disabilities (RCPD) 1-517-884-RCPD (4-7273) TTY: 1-517-355-1293 to apply for certification. Spec-Tran ride reservations must be made by 5:00 p.m. the day before a trip is to occur. Rides can be scheduled up to 14 days in advance. The CATA cash fare for this service is \$2.50 per trip. Eligible students

may purchase Michigan State University Spec-Tran passes for trips that originate and end on campus at a cost of 60¢ per ride. Contact the RCPD office for details. To schedule a ride, call 1-517-432-8888 or 2-8888 from any campus phone between 8:00 a.m. and 5:00 p.m. daily.

CATA INFORMATION AND ASSISTANCE - Visit CATA's Web site at www.cata.org for a personalized trip itinerary or online bus pass purchases, service and fare information, updates on route detours and service changes, etc. CATA's Customer Information Center can provide trip planning assistance in person, by phone or e-mail. Representatives are available to talk, Monday - Friday from 7:00 a.m. until 7:00 p.m. and Saturday and Sunday from 9:00 a.m. until 5:00 p.m. Call 1-517-394-1000 or 2-CATA (2-2282) from any campus phone for assistance or e-mail info@cata.org. Printed bus schedules are available in residence halls and at other key campus locations. The TDD line is the Michigan Relay Center Voice - 1-800-649-3777. Large print versions, audio cassette tapes and MP3 files (downloadable at www.cata.org) of all CATA schedules are available for persons with visual impairments. CATA's bus hailing kits are designed for use at bus stops served by more than one route. The kit allows visually impaired riders to signal the number of their route to operators of approaching buses. Contact CATA Customer Service at 1-517-394-1000 to request these materials. You can also follow CATA on [Facebook.com/rideCATA](https://www.facebook.com/rideCATA) and [Twitter.com/rideCATA](https://twitter.com/rideCATA).

MSU/CATA TRANSPORTATION CENTER (MSU-CTC) - This indoor facility is the main boarding center for CATA bus routes serving campus. It is located on the ground level of the Shaw Ramp (Ramp 1), between North and South Shaw Lanes- just east of the MSU Planetarium. Amenities include phone access to CATA Customer Service and ride request phone lines, print maps and timetables, direct access to the Shaw Ramp (Ramp 1), comfortable indoor seating areas, a community policing office, Sparty Convenience Store, ATM, vending machines and restrooms. The facility is open 24 hours a day; seven days a week. Those who drive to campus and park in the Shaw Ramp (Ramp 1) can access the MSU-CTC on its ground floor to board a CATA bus for a convenient intermodal commute.

Bicycles

Any bicycle possessed or operated on campus must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. Michigan State University, City of Lansing, City of East Lansing, Lansing Township and Meridian Township permits are acceptable. Permits must be current, valid and adhered to the bicycle frame's post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Visit www.police.msu.edu to register your bike (make, color and serial number must be included). There is no charge to you for the permit. All CATA full-sized buses are equipped with bike racks. Each rack accommodates several bikes. There is no charge to use the racks.

Motor Vehicles

Vehicles operated or parked on Michigan State University property by Michigan State University students must be registered with the Michigan State University Parking Office. Failure to do so may result in parking violations and vehicle impoundment. Visit www.police.msu.edu to register your vehicle and to view the Student Parking and Driving Regulations.