POLICIES AND PROCEDURES

JMC POLICY ON ACADEMIC DISHONESTY

The faculty recognizes that it is the responsibility of the instructor to take appropriate action if an act of academic dishonesty is discovered. It is further understood that a student may appeal a judgment of academic dishonesty to the University Academic Integrity Hearing Board. The Faculty Assembled recommend that in cases involving proven academic dishonesty, the student should receive as a minimum, a 0.0 in the course and that a record of the circumstances, sanctions, and any appeal, be placed in the student's confidential file. The individual faculty member or the Dean may recommend further action, including dismissal from the University, to the College Hearing Board. If a second case of academic dishonesty should occur, the recommendation is that the faculty, through the Office of Academic Affairs, should seek the student's dismissal from the College and the University.

The Faculty Assembled declare it a violation of College standards to submit the same written work for more than one course without prior express consent of the instructor(s) involved. It should be understood that violation of this standard may result in sanctions being applied, and at the discretion of the instructor these sanctions may include those that are applied in cases of academic dishonesty. Any student assigned a penalty grade based on academic dishonesty is entitled to challenge the charge. Challenges may be referred to the University Academic Integrity Hearing Board. Students should consult the Academic Freedom Report.

CODE OF TEACHING RESPONSIBILITY

The University's Code of Teaching Responsibility is available on the MSU Office of the Registrar's website, under Academic Programs heading. It outlines the expectations of instructors and procedures by which students may handle complaints. We do not reprint the Code here,but affirm that the Madison faculty abides by it as all University faculty members are expected to.

JMC POLICY ON CREDIT/NO-CREDIT GRADING

The Credit/No-Credit system is intended to allow MSU students to study in areas outside their major field of study without jeopardizing their grade-point average. Students may opt to enroll for a class "CR/NC," but for credit to be granted in that course the student must perform at or above the 2.0 level. **Students must contact the Registrar in the first week of classes to be eligible for Credit/ No Credit.** Grades on the "CR/NC" system are not included in computing the semester or cumulative grade-point average.

Integrative Studies requirements in the University are excluded from the Credit/No Credit system (they must be taken on the numerical grade scale). Each college is empowered to select the particular courses from the Credit/No Credit system.

JMC POLICY ON CREDIT/NO-CREDIT GRADING (CONT'D)

For Madison students, all College and major required courses are **excluded** from the Credit/No Credit system. This includes micro and macro-economics, MC 111, 201-202 and all major requirements. **It also includes the courses used to fulfill the second language requirement, but first year-level Russian, Japanese, Chinese, Arabic and African languages may be taken Credit/No Credit.** For a detailed explanation of Credit/No Credit grading, see MSU's Academic Programs Catalog.

OFFICE OF THE OMBUDSPERSON

The Office of the University Ombudsperson is comprised of a full-time University Ombudsperson, a part-time Associate University Ombudsperson, as well as an Office Manager. The Office was established to assist students in resolving conflicts or disputes within the University. The Office also helps staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, The Office also identifies MSU policies that might need revision, and refers them to the appropriate academic governance committee.

Visit ombud.msu.edu for more information.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Michigan State University is committed to the principles of equal opportunity, non-discrimination and affirmative action. University programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status. The University is an Affirmative Action, Equal Opportunity Employer.

In carrying out this commitment, the University is guided by the policies adopted by the Board of Trustees and by federal and state laws and regulations that may apply to the University. The Office of Civil Rights and Title IX and Compliance supports the campus community in creating and maintaining a safe environment and a culture of respect through educating all campus community members regarding how to prevent, identify, appropriately respond to, and report discrimination, harassment, stalking, sexual assault, and relationship violence. For more details visit civilrights.msu.edu.

MANDATORY REPORTING

Michigan State University employees are required to report relationship violence and sexual misconduct of which they become aware in their capacity as a university employee.

Unless identified as a confidential source, all university employees are obligated to promptly report incidents of sexual harassment, sexual violence, sexual misconduct, stalking, and relationship violence that:

- Are observed or learned about in their professional capacity
- Involve a member of the university community or
- Occurred at a university-sponsored event or on university property