



# 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 and Graduate Applicants . . . . .	\$65.00
International Undergraduate and Graduate Applicants . . . . .	\$75.00

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 that 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 the student chooses to live on-campus), and allows the student to register for a required New Student Orientation (NSO) 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 refundable to fall freshman students who cancel their admission prior to May 1. There is no refund for summer or spring semesters, or for transfer students any semester.

### COURSE FEES AND TUITION (2020-21)

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 and differentiate between "Core" and "Professional and Other" units.

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

As amended by the Board of Trustees in the 2020-21 Budget Guidelines. Amounts subject to change for 2021-22 and future years.

For current tuition rates, visit the Student Accounts Web site at: [http://www.ctr.msu.edu/COSTudentAccounts/Tuition\\_Fees\\_MainMenu\\_Year.aspx](http://www.ctr.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu_Year.aspx).

### Doctoral Students

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

**GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS**

**Costs**

**Minimum Registration**

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

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

**OTHER COSTS**

**Mandatory, Refundable Fees (per semester) (2020-21)**

<i>Computational Mathematics Science and Engineering Fee</i>	
Applied to CMSE students when admitted (full time) . . . . .	\$670.00
Applied to CMSE students when admitted (part time) . . . . .	\$402.00

<i>Engineering Program Fee</i> <sup>1</sup>	
For students enrolling for more than 4 credits . . . . .	\$670.00
For students enrolling for 4 credits or less. . . . .	\$402.00

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.

<i>Science and Technology Program Fee</i> <sup>1</sup>	
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.	

<i>Health Science Program Fee</i> <sup>1</sup>	
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.	

<i>Broad College of Business Program Fee</i> <sup>1</sup>	
For students enrolling for more than 4 credits . . . . .	\$226.00
For students enrolling for 4 credits or less. . . . .	\$113.00
Juniors and seniors in the Broad College of Business.	

<i>International Student Fee</i> <sup>1</sup>	
Undergraduate Students new to MSU fall 2012 or after - Full-time . . . . .	\$750.00
Undergraduate Students new to MSU fall 2012 or after - Part-time . . . . .	\$375.00
Graduate Students - Full-time . . . . .	\$75.00
Graduate Students - Part-time . . . . .	\$37.50
International students are assessed this fee.	

<i>Student Taxes</i>	
Undergraduate Students (ASMSU) . . . . .	\$21.00
FM Radio Tax (all degree students). . . . .	\$3.00
Graduate Students (COGS) <sup>2</sup> . . . . .	\$11.00
Graduate-Professional Medical Students (COGS and COMS) <sup>3</sup> . . . . .	\$12.50
James Madison College Student Senate Tax . . . . .	\$2.00
<i>State News</i>	
All students enrolling for 6 credits or more . . . . .	\$7.50

**Mandatory, Non-Refundable Fees (per semester)**

<i>Late Enrollment</i>	
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

*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.

Students receiving VA chapter 31 or 33 funding will not be subject to certain penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

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

These fees are assessed as the result of a check/ACH that fails to clear the customer's bank:	
Registration check/ACH. Consists of a \$25 returned item service charge and a \$50 late registration fee. . . . .	\$75.00
A non-registration check/ACH . . . . .	\$25.00
Student Receivable or short term loan account payments being made after the due date . . . . .	\$25.00

**RATES FOR UNIVERSITY HOUSING**

The rates listed below are for Fall 2020 and Spring 2021. 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 \$8 (\$2.50 in summer) Owen Graduate Association tax per semester, and students in Spartan Village Apartments and 1855 Place Family Apartments will be charged a University Apartments Council of Residents tax of \$3 (\$2.00 in summer) per semester. 1855 Place single student apartment residents will be charged a University apartments Council or Residents tax of \$17 per semester.

Dining service for 2020-2021 includes expanded serving hours of 7:00 a.m. to 10:00 p.m., 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)*<sup>1, 2, 3</sup>

**GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS**  
**Costs**

Double Room (per person)			
	<b>Silver</b>	<b>Gold</b>	<b>Platinum</b>
<b>Room rates</b>	\$2,162	\$2,162	\$2,162
<b>Board rates</b>	3,074	3,224	3,374
<b>Total</b>	\$5,236	\$5,386	\$5,536

Designated Single Room (add \$1,416 per semester)  
Permanent Single Room (add \$869 per semester)

<b>Owen Graduate Hall (per semester)<sup>1, 2, 5</sup></b>	
Permanent Single Room Only . . . . .	\$3,136
Designated Single Room Only . . . . .	\$3,696

<b>University Apartments<sup>2, 4, 7</sup></b>	
<b>1855 Place Family Apartments (monthly rates)<sup>6</sup></b>	
One Bedroom . . . . .	\$808
Two Bedroom . . . . .	\$934

<b>1855 Place Single Student Apartments (monthly rates)<sup>6</sup></b>	
One Bedroom Studio (Per Resident) . . . . .	\$995
Two Bedroom Standard (Per Resident) . . . . .	\$904
Two Bedroom Efficiency (Per Resident) . . . . .	\$884
Four Bedroom Townhome (Per Resident) . . . . .	\$859
Four Bedroom Flat (Per Resident) . . . . .	\$818
Four Bedroom Efficiency (Per Resident) . . . . .	\$793

<b>University Village Apartments (monthly rates)<sup>3</sup></b>	
Four Bedroom (Per Resident) . . . . .	\$740

<sup>1</sup> 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.

<sup>2</sup> The Housing Contract details the contract termination procedure. Further appeals shall be subject to judicial review as provided in *Student Rights and Responsibilities* at Michigan State University.

<sup>3</sup> Rates do not include resident student government taxes of \$25 per semester for undergraduate students who live in residence halls and in University Village Apartments.

<sup>4</sup> Quoted rates are student rates.

<sup>5</sup> Dining plans for Owen Hall residents, however, an on-campus housing contract. Room rates do not include student government taxes of \$8 (\$2.50 in summer) per semester for students who live in the graduate hall.

<sup>6</sup> 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.

<sup>7</sup> Rates do not include \$17 per semester for University Apartments Council of Residents tax.

For more information on living at MSU visit [www.liveon.msu.edu](http://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.

<b>Administrative Fee for Sponsored International Students</b>	
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 16 through August 15. Insurance premiums for student annual coverage are collected in two installments.

Fall 2020 Registration Billing Statement:	International Student	\$972
	Medical Student	\$972
Spring 2021 Registration Billing Statement:	International Student	\$972
	Medical Student	\$972

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) For information on waivers and spouse/dependent coverage, visit [www.hr.msu.edu/benefits/students/index.html](http://www.hr.msu.edu/benefits/students/index.html) or contact the MSU Human Resources, 110 Nisbet Building, 1-517-353-4434 or e-mail Human Resources at [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu).

2020-2021 Annual Premium Rates	Domestic Student	International Student
Student	\$ 1,943.00	\$ 1,943.00
Student/Spouse	\$ 3,886.00	\$ 3,886.00
Student/Spouse, One Child	\$ 5,829.00	\$ 5,829.00
Student/Spouse, Two or More Children	\$ 7,772.00	\$ 7,772.00
Student, One Child	\$ 3,886.00	\$ 3,886.00
Student, Two or More Children	\$ 5,829.00	\$ 5,829.00

Note: Premiums are subject to change each fall.

**Student Motor Vehicle Registration<sup>2, 3</sup>**

Vehicles and Mopeds 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](http://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.

**2020-2021 STUDENT VEHICLE REGISTRATION FEES**

<b>Moped Permit</b> . . . . .	\$50.00
<b>Resident Student (by lot location)</b>	
(Fall, Spring, and Summer) . . . . .	\$133.00-320.00
<b>Graduate Assistant (Semester)</b> . . . . .	\$133.00
<b>Commuter Student (Fall, Spring, and Summer)</b>	\$98.00
<b>University Apartment Residents</b>	
(Fall, Spring, and Summer) . . . . .	\$133.00-214.00

**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](http://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 Service<sup>4</sup>**

All campus bus service is provided by the Capital Area Transportation Authority (CATA). Service operates 24/7 during fall and spring semesters with buses traveling to all University apartments, residence halls, commuter lots and the main campus. All campus fixed routes (Routes 30-39) are fare-free. A 60-cent fare or bus pass is required when riding any off-campus routes or a campus demand-response service such as Lot Link or Night Owl. Bus passes are available at the MSU ID Office in the International Center and online at [cata.org](http://cata.org). Paratransit service is a curb-to-curb service designed for persons with disabilities. Free fare cards are available for certified students through MSU's Resource Center for Persons with Disabilities. For more information, email CATA at [info@cata.org](mailto:info@cata.org) or call 1-517-394-1000.

**Spartan Marching Band Fees**

Gloves (per pair) . . . . .	\$5.00
Locker Rental (required) . . . . .	\$10.00
Shoes . . . . .	\$37.95
Uniform Cleaning . . . . .	\$90.00

Specific charges are listed in the Marching Band Handbook sent to qualifying students. Early Arrival Housing Fees vary depending on student's housing accommodations. See the Marching Band Handbook for more information.

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

**Student Activity Admission**

Student discounts on tickets at Wharton Center for Performing Arts: MSU students are able, WHEN APPLICABLE, to purchase up to two \$19.00 Performing Arts Series and up to two \$29.00 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.

<sup>1</sup> 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.

<sup>2</sup> Permits purchased subsequent to fall semester are reduced in price proportionately.

<sup>3</sup> First-year students residing in Residence Halls are not eligible to operate a motor vehicle on campus.

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



## REFUND POLICY

### Refund of Course Fees and Tuition

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

1. For changes made through the first ¼ 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 ¼ 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, Hannah Administration Building, 426 Auditorium Road, Room 140.

### 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. View the enrollment chart at [www.finaid.msu.edu/enrlchrt.asp](http://www.finaid.msu.edu/enrlchrt.asp) to determine if particular grants or scholarships will be reduced when dropping credits. 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 semester's federal Title IV grant aid (SEOG, Pell Grant, Federal Teach Grant, Iraq and Afghanistan Service Grant) will be billed back to the student's account. Most non-federal aid will also be billed back to the student's 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:

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 within 45 days and must be allocated in the following order:
  - a. Federal Unsubsidized Stafford Loans
  - b. Federal Subsidized Stafford Loans
  - c. Federal Perkins Loans
  - d. Federal Direct Parent Loan (PLUS)
  - e. Federal Direct Grad Plus
  - f. Federal Pell Grants
  - g. Federal Supplemental Educational Opportunity (SEOG)
  - h. Federal Teach Grants
  - i. Iraq and Afghanistan Grant
  - j. Other Grants

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Michigan State University must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the School within 14 days.

Michigan State University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give

his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

*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 x 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 x 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, Broad College of Business Program Fee, and the Computational Mathematics Science and Engineering Fee* 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. In some instances, the cost of room and board may be prorated as of the day following departure, if proper check-out procedures have been followed. Details and procedures are found in the On-Campus Housing Handbook: Terms and Conditions.

*University Apartment rent* - Tenants will be held to their lease end date, so no proration will occur if they move out early. Refunds for tenants who have been officially released from their lease will be prorated as of 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

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Costs

as provided in Student Rights and Responsibilities at Michigan State University.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

### Military Tuition Assistance (TA) Funds Return Policy

To comply with the new Department of Defense policy, Michigan State University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, Michigan State University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

### Calculation

When a student "officially" withdraws from a course, the date of withdrawal will be used as the last date of attendance. If a student receives a zero grade for a course, that is considered an "unofficial" withdrawal.

For unofficial withdrawals, Michigan State University (MSU) will determine the last date of attendance (LDA) by reviewing the last date of activity within a course. For online courses, MSU will determine LDA based on the last date a student made a contribution to the class or submitted an assignment. For face to face courses, the LDA is reported by the instructor on the grade report.

Once the LDA has been determined, MSU will recalculate the TA eligibility based on the following formula:

#### **For 16-week Course Withdraw, if submitted:**

Before or during weeks 1 – 4 = 100% return  
During weeks 5-8 = 10% return  
During week 9 = 10% return (60% of course is completed)  
During weeks 10-16 = 0% return

#### **For courses that have durations differing from the 16-week calculation above, if submitted:**

Before classes begin through the quarter of the course = 100% return  
From quarter of the course through 60% completion = 10% return  
After 60% completion = 0% return

## 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](http://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 Visa, 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 Deferral," 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 deferral and subsequently reduce any housing deferral. 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 7.9% 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.

Students receiving VA chapter 31 or 33 funding will not be subject to certain penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

### 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 anticipated.

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.

Anticipated financial aid will be listed separately on the bill, in the anticipated financial aid section. Anticipated aid is not an actual payment on the account; it does not reduce the amount owed. Anticipated aid is only used to reduce the 'Minimum Amount Due'



on the Registration Billing Statement. In order for anticipated 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](http://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 anticipated aid) exceeds the amount owed and registration has been completed, the student may be entitled to a refund. Refunds will be direct deposited or mailed to the current address beginning the week before classes. To ensure the quickest receipt of a refund, we highly encourage students to sign up for direct deposit in STUINFO. Direct deposit allows for the fastest method of receiving refunds and is safe and secure and eliminates the risk that MSU may not have your most up to date address. **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 should consult 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 \$554.00 per semester and for graduates is \$779.00 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. Block the student and other authorized guest users from making online tuition payments via STUINFO.
4. Transfer the debt to a collection agency.

5. File a complaint with the police for possible prosecution.
6. Refer the student to the Judicial Affairs Office for disciplinary action.
7. 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](http://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. Conduct Holds  
The procedures for student discipline are specified in Michigan State University *Student Rights and Responsibilities (SRR)*, *Graduate Student Rights and Responsibilities (GSRR)*, *Law Student Rights and Responsibilities (LSRR)*, and *Medical Student Rights and Responsibilities (MSRR)*. Administrators and hearing bodies are specifically authorized under this administrative ruling to request

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Costs

of the Office of the Provost or the Office of the Vice President for Student Affairs and Services the use of the conduct hold related to a specific aspect of the student conduct process (outlined in "Criteria for Hold Use").

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 (including ASMSU Student Loan Fund), 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, and student media groups (newspapers and radio) are defined as non-University agencies.
  - c. Except in the case of bad checks or debts turned over to Delinquent Receivables within the Controller's Office, 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. If a student is disenrolled after the quarter of a term for non-payment, an enrollment hold will be placed to prevent re-enrollment in that term. The hold can be lifted if the student provides proof of financial resources to pay for the courses (and Housing, if applicable).
2. **Conduct Holds**  
The following three types of conduct holds are available to administrators and hearing bodies pursuant to this document:
  - a. *Suspension/Dismissal Hold*: A suspension/dismissal hold may be imposed for a student who has been suspended or dismissed under the procedures outlined in the SRR, GSRR, LSRR, or MSRR to prevent the student's reenrollment and/or registration.
  - b. *SCCR Hold*: A Student Conflict and Conflict Resolution (SCCR) hold may be imposed in order to (1) require a student to respond to an allegation that the student violated University regulations, in accordance with the due process guidelines outlined in the SRR, GSRR, LSRR, or MSRR or (2) ensure that a student complies with all sanctions imposed per the procedures outlined in the SRR, GSRR, LSRR, or MSRR.
  - c. *Investigation Hold*: An investigation hold may be imposed until the conclusion of the investigation and appeal process involving an alleged violation of the University's Anti-Discrimination Policy (ADP) or Relationship Violence and Sexual Misconduct Policy (RVSMC).
  - d. For all conduct holds except the Investigation Hold, 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 an official transcript, or receive a diploma if a conduct hold has been imposed. For the Investigation Hold, the student will not be permitted to receive an official transcript or receive a diploma until the hold is lifted.
  - e. The Office of the Vice President for Student Affairs and Services or the Office of the Provost shall authorize the issuance of 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 *Student Rights and Responsibilities at Michigan State University*.

## REGULATIONS FOR QUALIFYING FOR IN-STATE TUITION

These regulations establish the criteria for eligibility to receive in-state tuition rates at Michigan State University. Based on information supplied in the application for admission, a student will be classified as an in-state or out-of-state student. Any student who believes he/she has been incorrectly classified may complete an Application for Classification to In-State Fee Status (see section V., below).

Students may qualify for in-state tuition status in any of the following ways:

1. Establishing domicile in Michigan;
2. Establishing that they (a) have attended for at least three (3) years an accredited Michigan high school; (b) have graduated from an accredited Michigan high school, or obtained a Michigan General Educational Development High School Equivalency Certificate (GED); and (c) will start their education at the University within forty (40) months of high school graduation or receipt of a GED; or
3. Establishing that they have met one of the criteria listed in section III.

### I. Establishing Eligibility through Domicile.

For purposes of these Regulations, "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.



Generally, an individual whose activities and circumstances, as documented to the University, demonstrate that he/she is domiciled in Michigan will be eligible for in-state tuition status. An individual whose presence in the State is based on activities or circumstances that are indeterminate or temporary will not be eligible for in-state tuition status.

**A. Dependent Students.**

The domicile of a dependent student<sup>1</sup> is presumed to be the same as that of the student's natural or adoptive parents.<sup>2</sup> If only one parent is domiciled in Michigan, the student will be presumed to be a Michigan domiciliary whether or not that parent is the student's custodial parent.

A parent will be considered to be domiciled in Michigan if he/she:

- (1) is permanently employed in Michigan;
- (2) has established a household in Michigan; and
- (3) has severed out-of-state ties.

**B. Non-dependent Students.**

A non-dependent student will be considered domiciled in Michigan if he/she has resided in Michigan for the twelve (12) months immediately preceding the first day of classes of the semester for which he/she is seeking in-state tuition status,<sup>3</sup> and also meets either of the following criteria:

1. The student, or the student's spouse, is employed in Michigan in a full-time, permanent job, and the employment is the primary purpose for the student's presence in Michigan; or
2. The student has not enrolled in any academic courses at any two-year or four-year degree granting institution during this twelve-month period.

**C. Legal Permanent Resident Aliens and Immigrants.**

Non-U.S. citizens who are entitled to reside permanently in the United States are eligible for in-state tuition by showing that they have established a Michigan domicile as defined in sections I(A) or I(B) of these Regulations. At present, non-U.S. citizens who are entitled to reside permanently in the United States include:

1. 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.
2. Refugees: I-94 card must designate "Refugee."
3. 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.

**D. Circumstances that do not Demonstrate Michigan Domicile.**

None of the following conclusively demonstrates Michigan domicile:

1. Enrollment in a Michigan high school, community college, or university.
2. Employment in Michigan that is temporary or short-term.
3. Employment in Michigan in a position that is normally held by a student.
4. Ownership of property in Michigan.
5. Presence of relatives (other than parent of a dependent) in Michigan.
6. Possession of a Michigan driver's license or voter's registration.
7. Payment of Michigan income or property taxes.
8. A statement of intent to be domiciled in Michigan.
9. The payment of University fees on behalf of a student.

**II. Establishing Eligibility through Michigan High School Attendance and Graduation.**

Students who meet all of the following three (3) requirements will be eligible for in-state tuition status:

1. Attend an accredited Michigan high school for three (3) years;
2. Graduate from an accredited Michigan high school, or obtain a Michigan general Educational Development High School Equivalency Certificate (GED); and
3. Start their education at the University within forty (40) months of high school graduation or receipt of a GED.

Students are eligible to receive in-state tuition under this section regardless of whether they are domiciled in Michigan, residents of Michigan, or citizens of the United States.

**III. Other Ways to Establish Eligibility.**

Students who meet any of the following standards will receive in-state tuition:

1. 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.
2. 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<sup>4</sup> 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 tuition status, 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 tuition status, the student shall be classified as in-state. Proof and verification of employment is required.
3. A person using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®) of Title 38 of the United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)), Chapter 31 (Vocational Rehabilitation) while attending Michigan State University (regardless of his/her formal state of residence).
4. A student who, or whose spouse, or parent in the case of a dependent student:
  - (1) is serving on active duty in the United States Uniformed Services;
  - (2) is serving in the guard or reserves in one of those reserve components; or
  - (3) has received an honorable discharge from one of those Services or reserve components.
5. A student who has served as a volunteer of the Peace Corps and who has satisfactorily completed his/her Peace Corps contract.
6. Graduate students during the period of their appointment as Graduate Assistants.

7. A student who is employed full-time by the University, or whose spouse, or parent in the case of dependent student, is employed full-time by the University.

**IV. Absences from Michigan.**

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 will receive in-state tuition.

If the student, or the parent of a dependent student, moves out of Michigan after the completion of the student's sophomore year in an accredited Michigan high school, the student will receive in-state tuition if: (1) the student and his/her parent resided in Michigan for a minimum of ten (10) years prior to departure; and (2) the student attends the University the fall semester following high school graduation.

If a student, or the parent of a dependent student, moves out of Michigan during the time the student is enrolled as a full-time student at the University, the student's in-state tuition status will be maintained as long as he/she continues to be enrolled. If a student moves out of Michigan for more than twelve (12) months while enrolled as a less than full-time student, the student will not be eligible for in-state tuition, unless the student presents clear and convincing evidence that he/she has maintained his/her domicile in Michigan despite the move.

A prospective student who qualifies for in-state tuition under sections I., II., or III. above will be eligible for in-state tuition even if he/she attends a college or university outside of Michigan prior to enrolling at the University.

**V. Applying for In-State Tuition Status.**

Any student who has been classified as out-of-state and who believes he/she is eligible for in-state tuition status under the above provisions must submit:

1. An Application for Classification to In-State Fee Status;
2. A written statement explaining how he/she meets the criteria for in-state tuition status as set forth in these Regulations; and
3. A copy of the student's driver's license.

A student requesting in-state status based on his/her residence, or a dependent student who is establishing domicile through his/her parent(s), must also provide:

1. A copy of a lease agreement(s), mortgage, property deed, or property title;
2. In the case of a dependent student, a copy of the parent's driver's license; and
3. A copy of the first, second, and signature pages of the most recent year's federal and State income tax returns (forms US 1040 and MI-1040) with all accompanying W2s (including Schedules C and E, if self-employed).

A student requesting in-state status based on the permanent, full-time employment of herself or himself, a parent, or a spouse must provide all of the above items listed in this section, and:

1. A letter from the employer on letterhead that provides the employer's physical address; and
2. A copy of the most recent pay stub showing Michigan taxes being withheld.

The application and documentation should be submitted to the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, MI 48824, at least thirty (30) days before the start of the semester for which in-state tuition status is sought. The average processing time is two (2) to four (4) weeks after all documents have been received. In-state status applies only to entire semesters. Students will not be granted in-state status for part of a semester. The application and documentation will not be returned. The student is advised to keep a copy for his/her records.

The application will be given to a Review Committee comprised of at least three (3) members, including an Associate Registrar. In cases where the 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.

**VI. Appeal of a Decision of Ineligibility for In-State Tuition.**

A student desiring to challenge the decision of the Review Committee shall have the right to appeal the determination. The appeal should consist of a written statement and any supporting documentation explaining why the decision of the Review Committee is wrong.

The appeal will be reviewed by the Out-of-State Fees Committee. The Out-of-State Fees Committee consists of the Executive Vice President, Administrative Services, Chairperson; the Vice President for Student Affairs and Services; the Associate Controller; the Dean of the Graduate School; the Dean of Undergraduate Studies; one (1) undergraduate student representing ASMSU; one (1) graduate student representing COGS; the Director of Admissions, ex officio; and the University Registrar or 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 his/her position. 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.

**VII. Miscellaneous.**

The University will correct any errors that have occurred in determining eligibility for in-state tuition. When a student provides evidence that he/she was eligible for in-state tuition in a prior semester, the student may seek retroactive in-state tuition status and a refund of the out-of-state tuition differential. The student should send a written request with supporting documentation to the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan 48824-2603.

If a student has accepted a bona fide offer of permanent, full-time employment in Michigan following graduation from the University, the student may seek a payment of the out-of-state tuition differential paid in any semesters falling completely within the twelve (12) months preceding the date of the student's acceptance of the offer of employment. All requests for this payment must be made within one (1) calendar year of graduation date.

Falsification of records is prohibited. 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." The University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for in-state tuition.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Costs

<sup>1</sup> For purposes of these regulations, a student is presumed to be a dependent of his/her parents if the student:

- (1) is 24 years of age or younger; and
- (2) has been involved primarily in educational pursuits or has not been entirely financially self-supporting through employment.

<sup>2</sup> The domicile of a dependent student's legal guardian will be presumed to have the same effect as that of a dependent student's parent (this includes step-parents), and references to parents in these regulations shall include legal guardians 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 does not constitute complete incapacity.

<sup>3</sup> A non-dependent student's failure to have continuously resided in Michigan for the twelve-month period will not automatically prevent the student from obtaining in-state tuition status. If the student presents clear and convincing evidence which demonstrates the establishment of a Michigan domicile, the student will be eligible for in-state tuition status even if the student has not resided in Michigan continuously for twelve (12) months prior to the first day of classes in the applicable semester.

<sup>4</sup> 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.

## HOUSING and DINING

Living on campus at Michigan State University is an integral part of the Spartan experience. The shared experience of living on-campus is not only a rich tradition at MSU; it also comes with countless options and benefits.

Michigan State University offers a variety of on-campus housing options for undergraduate and graduate students. There are 27 residence halls and two apartment communities, including the 1855 Place student housing complex with apartments and townhouses for students and students with families. Students who live on campus are at the center of all that MSU has to offer.

Whether students are looking for a room or suite in a residence hall, flexible housing which allows students to select a roommate without regard to gender, or the independence of living in an apartment with their friends or families, there is an on-campus housing option for every MSU student. Living-learning communities, quiet floors, alcohol-free living space and single room options are also available.

The MSU Neighborhood Model fosters an environment that promotes both student development and academic success. The model combines the residential experience with critical student support services that help our students persist toward graduation. The MSU Neighborhood Model has revolutionized the manner in which these services are delivered on a large campus, breaking campus down into smaller neighborhoods where students can feel more at home and get the support they need. Services are delivered in our Engagement Centers and residence halls, right where students live.

On-campus living at MSU is all about providing students with a safe, secure and hassle-free living environment that will allow them to focus on being academically successful and making the most of their Spartan experience. On campus, everything from utilities and laundry to cable and internet is included. On-campus living also provides Spartans access to our award winning Culinary Services venues. More information about on-campus housing options and rates is available at [www.liveon.msu.edu](http://www.liveon.msu.edu).

Safety on campus is our top priority and MSU takes the safety and security of our residents very seriously. Many of our residence halls are unique in that they house residential space, dining halls, offices and academic spaces such as labs and classrooms. These halls are considered public, mixed-used buildings and the main entrances to these buildings remain unlocked from 6:30 a.m. to 11:59 p.m. An electronic door access system is in place in our residence halls 24 hours a day, seven days a week, requiring students to scan their MSU ID cards to enter through exterior

doors (other than main entrances) and interior doors that lead to living wings. The elevators are restricted with electronic access to residents only. Exterior entrances that lead to living wings remain locked 24 hours a day. More information about on-campus housing options and rates is available at [www.liveon.msu.edu](http://www.liveon.msu.edu).

## RESIDENCE EDUCATION STAFF

Each residence hall has a team comprised of a community director, neighborhood administrative coordinators, community support staff, residence hall directors or assistant community directors, resident assistants, and service center representatives. These staff members are responsible for community building, linking students to support services across campus, and responding to emergencies that may arise in the building.

## RESIDENCE HALLS 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 Associations 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 a number of on-campus events are all services that are provided to the students by RHA.

## LIVING-LEARNING AND RESIDENTIAL COLLEGE PROGRAM

Michigan State University's living-learning, academic and special interest programs allow students who share similar academic interests 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 facilitated ease of gatherings and study time. For more information on living-learning communities at MSU, visit [www.liveon.msu.edu](http://www.liveon.msu.edu).

## 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 MSU are completed online through the My Housing portal, which is accessible via [liveon.msu.edu](http://liveon.msu.edu). Any questions regarding the housing application process should be directed to the Housing Assignments Office at 517-884-5483, 877-954-8366 or [liveon@msu.edu](mailto: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 the middle 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 dining 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.

## EAT AT STATE

MSU's dining plan allows unlimited access to each of our ten residential dining halls. It also includes Combo-X-Change, which allows a meal access as a combo at all Sparty's locations, Sparty's Market (an urban-style grocery store), the MSU Union Food Court, and for takeout from the dining halls. Six Combo-X-Changes are available to use each week (no more than one can be used per day) for on-the-go meals or quick snacks during a study break.

Wherever you eat on campus, your health is one of our top priorities. In each campus neighborhood, an executive chef oversees the creation of daily menus, including vegetarian, vegan and allergy-friendly offerings. Our nationally-recognized food allergy program creates a personalized experience for diners, and nutrition and allergen information is always available at [eatatstate.com](http://eatatstate.com).

## FOR FURTHER HOUSING INFORMATION

### Housing Assignments Office

Housing Assignments Office  
1855 Place  
550 S. Harrison Road  
Michigan State University  
East Lansing, MI 48823  
Telephone: 1-517-884-LIVE (5483) or  
877-9 LIVE ON (954-8366)  
E-mail: [liveon@msu.edu](mailto:liveon@msu.edu)  
Web: [www.liveon.msu.edu](http://www.liveon.msu.edu)

### Culinary Services

Culinary Services Office  
1855 Place  
550 S. Harrison Road  
East Lansing, MI 48823  
Telephone: 1-517-884-0660  
E-mail: [info@eatatstate.com](mailto:info@eatatstate.com)  
Web: [www.eatatstate.com](http://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:

1. **On-Campus Housing Requirement** — First year and transfer students, except as described in the exceptions below, must live in on-campus housing for two semesters (summer semester excluded) as a condition of enrollment. Failure to adhere to the on-campus housing requirement may result in termination of enrollment.

**Exceptions to On-Campus Housing Requirement.** All first-year students and sophomore students, including transfer students (0-60 credits accumulated) are required to reside in University housing, with the following exceptions:

- a. Married students
- b. Students who will be twenty years of age by the first day of classes of the fall semester.
- c. Veterans with one or more years of active service
- d. Students living with parents or legal guardian



- e. Students taking 6 or fewer credits during the semester in question.
2. **Juniors and Seniors** — Juniors and seniors are encouraged to live on campus.

### **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 current 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 student's My Housing account.

### **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 Residence Education and Housing Services.) 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 Department of Student Life, 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**

**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 consists of a current driver's license, official state ID card, Social Security card, court order of legal name change, 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, including but not limited to the submission of an assignment, an examination, participation in a study group or an online discussion. 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 *Student Rights and Responsibilities 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). Stu-

dents 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 or if not yet admitted to a college, the associate dean of the Neighborhood Student Success Collaborative.

**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 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 if not yet admitted to college, the associate dean of the Neighborhood Student Success Collaborative. Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities.

**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 online 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 Neighborhood Student Success Collaborative (NSSC). Exceptions are James Madison College, Lyman Briggs College, the Residential College

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

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.

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](http://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 Neighborhood Student Success Collaborative. Exceptions are James Madison College, Lyman Briggs College, the Residential College in Arts and Humanities.

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](http://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](http://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* is available at [www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx](http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx). 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 *Schedule of Courses*. 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.

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: <https://reg.msu.edu/Courses/Search.aspx>.

For current scheduling information for all courses, visit the Schedule of Courses at [www.schedule.msu.edu](http://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](http://www.transfer.msu.edu).

Students requesting transfer credit of course work 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. CDGDC verification does not guarantee the transfer of credit to MSU.

Credit for summer and other non-degree programs offered on campuses of officially recognized international institutions may be subject to an additional review. A transcript demonstrating a

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completed course of study may be required to determine the transferability of credit.

**Effective Spring 2020 semester**, Transfer equivalency policy - Students wanting to transfer a course from another institution into MSU that did not offer S/NS grading or its equivalence during the spring 2020 term may be allowed to transfer that course if they received a 1.0 or higher as a satisfactory (S) grade.

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

### Recitation

Definition: A regularly scheduled interactive class in which the instructor supplements lectures by clarifying concepts and responding to student questions. Students may be expected to participate in classroom activities by means appropriate to the subject matter through discussion, solving problems, or group learning. Papers, projects, etc., may be assigned.

### 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.

## State Authorization

The U.S. Department of Education requires an institution offering distance education programs to acquire authorization from the states in which it operates. In Fall 2015, Michigan State University began participating in the State Authorization Reciprocity Agreement (SARA), which is an agreement among states that establishes national standards for the interstate offering of postsecondary distance education courses and programs. Through SARA, Michigan State University may provide distance education to residents of any other SARA member state without seeking authorization from each SARA member state individually. For a comprehensive list of SARA states and institutions, see <http://nc-sara.org/sara-states-institutions>.

For program exceptions and a state-by-state summary showing the most recent state authorization information, please visit: <https://esp.msu.edu/StateSummary.pdf>

For additional information, please visit [www.reg.msu.edu/AcademicPrograms/Print.asp?Section=11192](http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=11192) and [www.esp.msu.edu/stateauth.asp](http://www.esp.msu.edu/stateauth.asp).

## 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](http://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.



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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](http://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 School students, access to Michigan State University courses. (High School students should refer to the *Opportunities for High Achieving High School Students* section of this catalog). 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 <https://admissions.msu.edu/application/app.asp?AL=L>. Select either "New Application" or "Saved Application."

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:

(These rules do not apply to High School students. All High School students should refer to the *Opportunity for High Achieving High School Students* section of this catalog.)

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 late enrollment fees, student taxes, 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 Office of the Registrar 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.

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.

1. **Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
2. **Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
  - (a) instructional objectives;
  - (b) instructor contact information and office hours;
  - (c) grading criteria and methods used to determine final course grades;
  - (d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
  - (e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;
  - (f) required and recommended course materials to be purchased, including textbooks and supplies; and
  - (g) any required proctoring arrangements to which students must adhere.
3. **Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods 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.
4. **Testing Documents:** Instructors shall be responsible for returning to student's 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.
5. **Term Papers and Comparable Projects:** Instructors shall be responsible for returning to student's term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are

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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, undergraduate students may request a formal grievance hearing before the University Academic Grievance Hearing Board (see SRR Article 7. III). Unsatisfied graduate students may request a formal grievance hearing before their department hearing board (see GSRR Article 5). Before doing this, all students are encouraged to meet with the University Ombudsperson.
- 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](http://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.
- Procedures for implementing the rating process and for utilizing the results shall be promulgated by each teaching unit, subject to the following provisions:
  - 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.
  - Unit administrators are responsible for implementing in their units SIRS procedures which follow fully the requirements of this document.
  - 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.
  - 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:

- 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
- 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.
- Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site, <https://soct.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 particular 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.

## 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.

### 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 sys-

tem. 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 *grade points* for the semester by the total *grade-point credits* for the semester.

#### Cumulative

To compute the cumulative grade-point average, divide the total *grade points* for all semesters by the total *grade-point credits* 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;

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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.

As the Spring 2020 novel coronavirus pandemic required significant changes to instruction, S-Satisfactory and NS-Not Satisfactory grades were made available to undergraduate and graduate students for Spring 2020 classes.

S-Satisfactory – Credit granted represents a level of performance equivalent to 1.0 and higher for undergraduate students and 2.0 and higher for graduate students. NS-Not Satisfactory – No credit granted represents a level of performance below 1.0 for undergraduate students and below 2.0 for graduate students except for the College of Veterinary Medicine Doctor of Veterinary Medicine (DVM) students where NS represents performance below 1.0.

### 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 require-

ments 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 and the College of Veterinary 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 or College of Veterinary 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 or numeric) 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 or numeric 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 or CP/1.0, and failure to complete the specified remediation activity by the due date results in a grade of CP/N or CP/0.0.

### 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. 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. The I-Incomplete, in addition to the grade reported, will remain on the student's academic record.

**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.



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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 extension (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

(Note: This policy is not applicable to students in the MSU College of Law degree programs. The Law College follows American Bar Association requirements and the Law Students Rights and Responsibilities document.)  
<http://splife.studentlife.msu.edu/law-students-rights-and-responsibilities>

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 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 Student Rights and Responsibilities (SRR) 11 and Graduate Students Rights and Responsibilities (GSRR) 8.1.18.]
3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must complete and submit an Academic Dishonesty Report (available on the Registrar's Form Menu under Instructor Systems). The report will be sent to the student, the student's dean, the Dean of the Graduate School (for graduate students) or Dean of Students (for undergraduate students) and be added to the student's academic record provisionally. It will remain in the student's record unless: a) the student successfully grieves the allegation; b) the instructor filing the re-

- port requests it be removed; or, for undergraduates only, c) upon conferral of their degree if only one report has been filed, the student has successfully completed the required course on academic integrity, and no additional sanctions were requested.
4. When completing the Academic Dishonesty Report, if the instructor gives a failing grade in the course, the instructor may request the student's academic dean to impose sanctions in addition to the failing grade.
  5. When in the judgment of the student's academic dean, a sanction in addition to a penalty grade is warranted (e.g., dismissal from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. [See SRR 7.V., GSRR 5.5., and Medical Student Rights and Responsibilities (MSRR) 5.3.]
  6. A student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board. 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 complete an educational program on academic integrity and academic misconduct provided by the Dean of Students for undergraduate students or 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 Dean of Students. The Dean of Students 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 SRR 7.V.]
  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 inform the student and then 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 discuss the hearing process. [See GSRR 5.5.]
  10. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. [See SRR 7.VII., GSRR 5.4.12., and MSRR 5.8.]

## 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://splife.studentlife.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 at [www.stuinfo.msu.edu](http://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 maintained by 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 <https://reg.msu.edu/Transcripts/Transcript.aspx>. Requests can also be made in person or by writing to the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room

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150, East Lansing, Michigan 48824-2603. 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 \$25 fee for each copy to the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan 48824-2603. (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](http://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."

### MARK OF ACHIEVEMENT

On rare occasions, a deceased student who is ineligible for a posthumous degree may be recognized for his/her academic work by means of receiving a Mark of Achievement certificate.

With the support of the academic unit, a request is initiated by the student's college dean. Undergraduate and graduate students who are in good academic standing and in the judgment of the college dean may be recommended for a Mark of Achievement. The college dean shall provide a recommendation along with a verification of the student's academic standing to the Associate Provost for Academic Services for review and recommendation and then to the Provost for approval. The Provost shall notify the Registrar and the Mark of Achievement shall be mailed or delivered to the academic unit for distribution to the family.

## 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:

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>.



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### General Procedures and Regulations

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 Stulfo 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 include, 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. Attendance is defined as physical attendance or participation in an academically-related activity, including but not limited to the submission of an assignment, taking an exam, or participation in a study group or online discussion about academic matters. A student's education records are protected under these guidelines beginning on the first day of the first term for which they have enrolled. 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 and Enrollment Management to provide guidance on the rules and policies concerning access to education records. If the Associate Provost for Academic Services and Enrollment Management 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 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 and Enrollment Management within ten (10) days after notice of the decision is sent. The Associate Provost for Academic Services and Enrollment Management 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 Student Privacy Policy 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

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

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" (<https://tech.msu.edu/about/guidelines-policies/appropriate-use-msu-email>).

- 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 par-

ents 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 Research and historical data reports through the Office of Planning and Budgets (<https://opb.msu.edu/functions/institution/datadigest/index.html>); 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.

## POLICY ON GRIEF ABSENCE

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in their classes or other academic work (e.g. research). For undergraduate and master's (Plan B) students without research responsibilities, it is the responsibility of the student to: a) notify the Associate Dean or designee of their college of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the Associate Dean, and c) complete all missed work as determined in consultation with the instructor. It is the responsibility of the Associate Dean or designee to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) notify the faculty that the student will be absent, and c) receive verification of the authenticity of a grief absence request upon the student's return. It is the responsibility of the instructor to work with the student to make reasonable accommodations and to include appropriate language describing such accommodations in their course syllabus, so that the student is not penalized due to a verified grief absence.

For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18.

Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies.

Students who believe their rights under this policy have been violated should contact the University Ombudsperson.



## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

## LIBRARY LENDING POLICIES

Borrowers are responsible for understanding these policies. Disregard for these policies may result in permanent suspension of borrowing privileges.

### Borrower Responsibilities and Lending Policies

- CARE OF LIBRARY 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 or a fine may be issued.
- RESPONSIBILITIES REGARDING ADDRESSES**  
You must keep the library updated with your current mailing address and email address. MSU borrowers must assure that email from msu.edu is not diverted to spam quarantine files.
- CHECKING OUT MATERIAL**  
To check out material, an MSU ID or a library card along with photo ID must be presented. Borrowers are responsible for knowing the date material is due and returning (or renewing) it promptly. Material may not be checked out for others.
- RENEWALS**  
Library material must be renewed in order to extend the due date. Borrowers may renew eligible material online up to five times at <https://lib.msu.edu/general/account/>. Some material is not eligible for renewal.
- MAIN LIBRARY LOAN PERIODS**  
Some materials cannot be checked out at all. Reserve materials circulate for 2 hours, 24 hours, 3 days, or 7 days. Loan periods for most other types of library material: Faculty/Staff/Students – 180 days, Spouses and Community Borrowers – 21 days.
- GET IT @ MSU**  
If you need material that is checked out, or that MSU Libraries does not own, request the material from another library by visiting <http://lib.msu.edu/about/ils/>.
- RECALLED MATERIAL**  
Recalled material must be returned by the recall due date to avoid fines. To prevent recalled fines while away from MSU, material should be returned before leaving or arrangements made for someone to return recalled items.
- RETURNING MATERIAL**  
Return DVDs, videos, CDs, records, 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 or mail it to Michigan State University Libraries, Patron Services, 366 W. Circle Drive, East Lansing, MI 48824.
- Fines and bills are the responsibility of the borrower regardless of being away from campus, vacations, exams, illness, car trouble, unread MSU e-mail, late or never-received reminder notices, etc. Material returned after closing is not considered returned until the next day the library is open. Overdue fines are charged for the following high-demand items: **Reserves, Technology Lab material and equipment: \$1.00/Hour; Recalled material, software, CDs, records, videos & DVDs: \$1/day; Material borrowed from other libraries: \$2/day.** When an item is significantly overdue, the borrower is billed, and holds are placed on MSU student enrollment, registration, diplomas, and transcripts. Minimum replacement charges are \$100. When a billed item is returned, the replacement charge is cancelled but overdue fines may still be charged. Unresolved bills may be turned over to a collection agency any time after 30 days from date of issue. Payment may be made by mail (Michigan State University Libraries, Patron Services, 366 W. Circle Drive, East Lansing, MI 48824), at the Patron Services Desk, or by calling 1-517.355.2333.
- LIBRARY CARDS FOR MICHIGAN RESIDENTS**  
Michigan residents over the age of 18 may apply for community privileges by showing a valid Michigan driver's license/ID containing the individual's address. Cards will not be issued if the address is a Post Office Box. Two books can be checked out on the day the card is created. After receiving the card in the mail, community borrowers may have no more than 25 items checked out at one time and are not eligible to use one-day lockers. Community borrower cards expire after two years, at which time a community borrower must reapply for a library card.
- ACCOMMODATION FOR PERSONS WITH DISABILITIES**  
Accommodation related to checking out library material may be requested calling 1-517.884.6458 or by e-mailing [atc@lib.msu.edu](mailto:atc@lib.msu.edu).
- MICHIGAN LAW AND UNIVERSITY POLICIES**  
Michigan Compiled Law (MCL 750.391) 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](http://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](http://www.commencement.msu.edu) for additional information.

## 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 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 Campus Arboretum Collection. The rich campus open space complements and unifies the 565 permanent university buildings that provide over 24.2 million gross square feet of space to serve the institution's land-grant mission.

The spacious campus arboretum 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 was established in 1873 to support teaching, research and community outreach across campus. Besides being one of the very first continuously operated campus botanical gardens in North America, it is the site where hybrid maize was first developed by Professor Beal, and is still the place where the longest running science experiment in history is ongoing today. The 2,500 plant taxa in the labeled beds are organized into systematic, and economic collections. The adjoining slopes have many more species that comprise regional ecological and landscape groupings. Besides providing accessioned plant materials annually for millions of dollars of grant supported research, the Beal Botanical Garden also participates in a robust International Seed Exchange and shares and develops plant biology information with hundreds of botanical gardens worldwide. The Horticultural Demonstration Gardens, which showcase beautiful displays of over 1,200 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

The Abrams Planetarium is an acknowledged leader in the popularization of astronomy. It is named after Dr. Talbert "Ted" and Mrs. Leota Abrams, who generously gave the original gift of \$250,000 over 50 years ago. Today, the building features a 140-seat Sky Theater housing a digital full-dome projector, a black light gallery, an exhibit hall, and gift counter.

The major goals of the planetarium include offering engaging multimedia presentations that always contain a live presentation to the public, tailored program for the needs of K-12 students, and up-to-date undergraduate education across disciplines through collaboration with people across campus and the community.

Star shows and other events are offered to the public on weekends and special occasions. Visitors to the exhibit hall are welcome between 8:30 a.m. and noon and 1:00 p.m. and 4:30 p.m. on weekdays.

For more information and a full listing of our offerings visit [www.abramsplanetarium.org](http://www.abramsplanetarium.org).

## 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." More than 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 approximately 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, call 1-517-884-8127.

## 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 14,797 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 full-service MSU Tennis Center has eight indoor tennis courts, offers a wide variety of tennis programs for MSU and the greater Lansing community and has 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 all-weather, year-round driving ranges, practice greens and the Lasch Family Golf Center. 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. The men's and women's swimming and diving programs utilize the Charles McCaffree Pool at IM West (6 lanes, 25 yards with a diving well) and the outdoor pool at IM West, (Olympic size with 8 lanes, 50 meters and a diving well) for practice and competition.

## MSU AUDITORIUM

Both Fairchild Theatre (464 seats) and the main Auditorium (3,152 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, and used by the College of Music and Department of Theatre for performances and instructional activities.

## 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

The Eli and Edythe Broad Art Museum is an engaged public institution that reflects the longstanding interdisciplinary focus of Michigan State University. The MSU Broad connects people with art in ways that inspire curiosity and inquiry through a rotation of exhibitions featuring local, national, and international artists, a permanent collection of over 10,000 works, and dynamic programming. With a focus on the art of our time—in dialogue with the historical—the museum encourages engagement with issues of local relevance and global significance.

Because access to meaningful art experiences is at the core of what we do, admission is always free.

For more information, visit [broadmuseum.msu.edu](http://broadmuseum.msu.edu), e-mail [eebam@msu.edu](mailto:eebam@msu.edu), or call 1-517-884-4800.

## 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 an associate provost and dean. ISP supports and encourages international activities throughout the institution, and within ISP are offices with responsibility for education abroad, international students and scholars, international research and Peace Corps recruiting, international health and safety, as well as area studies centers focusing on Africa, Asia, Canada, Europe, Russia, Eurasia and

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Latin America and the Caribbean. ISP has strong ties to thematic international units across the campus that focus on international agriculture, business, education, engineering, gender, youth, health, and languages. The MasterCard Foundation Scholars Program at MSU, Global Center for Food Systems Innovation, Visiting International Professional Program, Japan Center for Michigan Universities, Office of International Research Collaboration, Community Volunteers for International Programs, and visiting international scholars affiliated with the international and thematic centers also have offices here. The International Center also houses the Volunteer English Tutoring Program, a language-tutoring program for the international community, and is available for use by MSU's many other international centers and institutes. ISP hosts myriad international conferences, seminars, colloquia, and workshops. Other residents include the Crossroads Food Court, MSU ID office and the Spartan Bookstore. In addition to offices and meeting space, the International Center also offers room 115 just off the lobby. 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 use of the lobby area through the Department of Student Life for various cultural, social and recreational activities. Similarly, the International Center also hosts events sponsored by the University Activities Board.

### KELLOGG HOTEL AND CONFERENCE CENTER

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, hundreds of thousands of 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. Kellogg Center is a full-service conference center and hotel with guest rooms, including five suites, flexible function space, meeting rooms, banquet rooms, private dining 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 and the State Room Restaurant which features upscale casual dining on site and Spartan Spirit Shop where you will find only the best Spartan apparel and gifts and some unique items that you can't find anywhere else in East Lansing!

### 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](mailto:art@msu.edu) or visit [www.art.msu.edu](http://www.art.msu.edu).

### 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](http://www.museum.msu.edu); call 1-517-355-2370 or email [pr@museum.msu.edu](mailto:pr@museum.msu.edu) for general inquiries.

### MSU UNION

The MSU Union is a busy lifestyle center offering shopping, dining, entertainment, recreation, flexible function space and convenient 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, educational, and social activities. Services available at the MSU Union include:

Admissions Welcome Room	Mosaic Multicultural Unity Center
Alumni Association	North Nursing Neighborhood Engagement Center
BIGGBY COFFEE	Quiet Study Lounge
Cap and Gown Rentals	Spartan Lane (bowling)
Commencement Merchandise	Spartan Spirit Shop
Computer Stations	Sparty's Express
Kellogg Catering	Tours
Meeting and Conference Facilities	Welcome Center
MSU Dairy Store	Nursing Mothers Lounge
MSU Federal Credit Union	
MSU Union Food Court	

The MSU Union also provides campus-wide 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) have the opportunity to use the MSU Union for their regular meetings and special events. The MSU Union is available for meetings, conferences, and special social events. Kellogg Catering services are provided in the building and across campus. MSU Union office hours are Monday through Friday from 8 a.m. until 5 p.m. Contact the sales department at 1-517-432-2446 to schedule. For additional information, email [union@msu.edu](mailto:union@msu.edu) or visit the web at [www.msuunion.com](http://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 that can be removed to create open space for a variety of events. 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.



## STUDENT SERVICES BUILDING

The Student Services Building is home to units that report to the Vice President for Student Affairs and Services including the Student Affairs and Services office of the Vice President, Career Services Network; Student Life; Office of Multicultural and Academic Transitions; LBGT Resource Center; and Service Learning and Civic Engagement. Other offices in the building include the Office of Financial Aid, Testing Office, Associated Students of Michigan State University (ASMSU), as well as the administrative offices for the Eli Broad Art Museum.

## WHARTON CENTER FOR PERFORMING ARTS

Wharton Center, located in the heart of MSU's campus at the corner of Bogue Street and Shaw Lane, was founded on the belief that art is a dimension of culture that should be shared with and made accessible to all. Through diverse programming and inclusive initiatives like Sensory-Friendly Performances, ASL-interpretation, and Audio-Description, among other programs, the Center strives to inspire and connect with the creative spirit in everyone. The Center serves the community by bringing the best in touring Broadway shows, innovative dance companies, top classical musicians and jazz artists to Mid-Michigan; as well as hosting performances by the Department of Theatre, College of Music, and the Lansing Symphony Orchestra. Through performing arts and arts education, Wharton Center is committed to fostering confidence, creativity, cooperation and empathy. The Wharton Center Institute for Arts and Creativity collaborates with MSU's Department of Theatre, College of Osteopathic Medicine, and College of Music, among others, on a variety of innovative projects; music and dance masterclasses; and storytelling and improvisation workshops. In addition, the Institute offers summer musical theatre classes led by Broadway professionals; and numerous community and school programs that educate and inspire more than 30,000 learners each year. The Center offers internships and student employment, and is supported by an MSU student marketing team. Full-time MSU students receive ticket discounts, including \$29.00 for most MSUFCU Broadway Series performances and \$19.00 for most Performing Arts events. For more information on Wharton Center programs, visit [www.whartoncenter.com](http://www.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.

### ARTS

#### Art

The Department of Art, Art History, and Design organizes exhibitions featuring undergraduate and graduate students, alumni, and work resulting from national and international juried exhibition calls in the Kresge Art Center Galleries 101 and 114, MSU Union Art Gallery, and off-campus at (SCENE) Metrospace. Each academic year, the department hosts 15 to 20 free public visiting artist

and scholar lectures. Annually the department features undergraduate research in the Art History and Visual Culture Symposium, the Apparel and Textile Design Fashion Show, and the Undergraduate Juried Exhibition. Students completing their M.F.A. present their graduate student research each spring in the Master of Fine Arts Exhibition at the Eli and Edythe Broad Art Museum. All students are welcome to view exhibitions, attend lecture series events, and join in activities offered by the department. For additional information call 1-517-355-7610, email [art@msu.edu](mailto:art@msu.edu) or visit [www.art.msu.edu](http://www.art.msu.edu).

#### Theatre and Dance

The Department of Theatre sponsors a wide variety of productions including dance-related events. Productions occur at the Pasant Theatre in the Wharton Center for Performing Arts, the Fairchild Theatre, Arena Theatre, and Studio 60 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 and Studio 60 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](mailto:theatre@msu.edu), or visit [www.theatre.msu.edu](http://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, Campus 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, the 300-member Spartan Marching Band, and three Spartan Brass Bands that perform at basketball and hockey games. The Jazz Studies area includes three jazz orchestras and numerous octets and ensembles. 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](http://www.music.msu.edu).

### ATHLETICS

Michigan State University and its Department of Intercollegiate Athletics is a proud member of the Big Ten Conference and sponsors 25 varsity sport programs, 12 for men (baseball, basketball, cross country, football, golf, ice hockey, soccer, swimming and diving, tennis, indoor and outdoor track and field, and wrestling) and 13 for women (basketball, cross country, field hockey, golf, gymnastics, rowing, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field, and volleyball).

The 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 surrounding community, promotes sportslike and ethical conduct and demonstrates a commitment to compliance with all pertinent regulatory agencies.

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In addition, the department's mission statement is student-athlete focused as it states "we gather and engage our community to teach, support and celebrate our student-athletes in their quest for excellence" and is committed to core values that emphasize integrity, respect, accountability, positive attitude, continuous improvement and one focus.

## PROGRAMMING ORGANIZATIONS

### Class Councils

The Class Councils (senior, junior, sophomore, and freshman) consists of up to twenty-five students each chosen to represent the views of and initiate activities for Michigan State University. During the year, the Class Councils are involved in sponsoring workshops, hosting events pertinent to their class and coordinating special projects. For more information, contact ASMSU at 1-517-355-8266 or <https://asmsu.msu.edu/>.

### University Activities Board

The University Activities Board (UAB) programs events for students, by students, to enhance the Spartan experience at Michigan State University. UAB strives to provide unique, high quality experiences that contribute to student growth. Involving the diverse student body, we aspire to have a substantial impact on campus life and for every student to graduate with a UAB memory. Our core values are: Inclusion, Collaboration, Student Voice, Flexibility, Accessibility, and Development. Our events include live music, comedians, craft nights, open mic nights and so much more. UAB membership is free and open to all MSU undergraduate students. Visit [www.uabevents.com](http://www.uabevents.com) or @UABatMSU on Instagram, Facebook, Snapchat and Twitter, phone 1-517-355-3354 or e-mail: [uab@msu.edu](mailto:uab@msu.edu).

## 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 the following fully accessible facilities.

**IM SPORTS WEST**, our largest facility, provides courts for paddleball, racquetball, handball, and squash; gyms for basketball, volleyball, and badminton; a turf arena for soccer, tennis and club sports, an indoor swimming pool; a cycling studio and a contemporary fitness center.

**IM SPORTS EAST** provides courts for basketball, volleyball, paddleball, racquetball, wally ball, and squash; a four-lane running track; a fitness center; a cycling studio and a multipurpose room for group fitness classes.

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

**DEMONSTRATION HALL** arena is used for intramural leagues, club sports and adaptive recreation. Please search our website for adaptive sports offered.

**MSU SAILING CENTER** provides learn-to-sail classes for adults and children. You may also rent stand up paddleboards, canoes and kayaks. For more information visit [www.msusailing.com](http://www.msusailing.com).

**Outdoor Space:** 27 acres of outdoor recreational field space where many of our intramural sports are played. Lighted tennis courts, sand volleyball and basketball courts.

You may also join our structured competitive intramural sports or try out for one of the twenty Club Sport teams. Learn to Swim or Sail in our non-credit classes. Self-Defense classes - available upon request.

Buy your membership for our fitness centers at IM West and IM East which now includes Group Exercise classes.

For more information, visit [www.recsports.msu.edu](http://www.recsports.msu.edu), Facebook MSU-Recreational-Sports-And-Fitness-Services, or Instagram @ MSU\_RecSports.

## 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, 1-517-884-8127. For more information, visit [www.msuunion.com](http://www.msuunion.com). A list of the members of the Religious Advisors Association can be found at <https://msu.edu/~msuraa/memberorganizations.html>.

### 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. 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](http://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, Muslim Student Organization, North American Indigenous Student Organization, Asian Pacific American Student Organization, International Student Associa-

tion, Alliance of Queer and Ally Student (AQAS), Women's Council, and Student Veterans of America. The GA represents students on relevant issues; provides a forum for discussion of these issues; provides free legal services, bluebooks, free printing and 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. ASMSU also provides a free iClicker, calculator rental program, and a safe ride program.

ASMSU Student Allocations Board provides funding for Registered Student Organizations (RSOs) as well as groups part of the Council of Racial and Ethnic Students (CORES) and Council of Progressive Students (COPS). RSOs are eligible to receive up to \$4500 in funding through a reimbursement process once each academic year. Groups can apply for funding for a wide variety of projects including speakers, conferences, and educational programming events.

### 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 120 Chittenden Hall 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 more than 60 internationally affiliated social Greek letter organizations with a combined membership of over 4,000 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 62 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 62 member organizations in providing a quality Greek experience for their members. The governing councils include:

- Interfraternity Council (IFC), governing 31 internationally affiliated men's Greek letter organizations.
- Panhellenic Council (Panhell), governing 14 National Panhellenic Council Greek letter organizations
- National Pan-Hellenic Council (NPHC), governing 9 historically African-American men's and women's Greek letter organizations.

- Multicultural Greek Council, governing 8 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 Honorary.

For more information on the Greek community, contact the Department of Student Life, 101 Student Services Building, 1-517-355-8286 or [www.greeklife.msu.edu](http://www.greeklife.msu.edu).

### 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, University Village, and 1855 Place.

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 participate 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 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



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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](mailto: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 and is supported through the ASMSU student tax. 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](http://www.impact89fm.org). WFIX, the training station, streams online at [www.thefix.org](http://www.thefix.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 50,000 students including the off-campus programs. Over 39,000 are undergraduates with the remainder in graduate and graduate-professional programs. Over 75 percent of the new undergraduates enter as first-year students 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 2019 semester, over 5,600 international students from 130 countries were enrolled.

Approximately 52 percent of the undergraduate and graduate students on the East Lansing campus were women.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights and Responsibilities

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 2014 which also included a name change. The document is now entitled *Student Rights and Responsibilities*. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life*.

Visit <http://splife.studentlife.msu>.

### 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 <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>.

### Law Student Rights and Responsibilities

On June 6, 2014, the Board of Trustees of the Law College at Michigan State University approved a document entitled *Law Student Rights and Responsibilities*. The document established guidelines to identify rights and duties of law 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 law student rights and responsibilities. You may view the document: *Spartan Life*.

Visit <http://splife.studentlife.msu.edu/law-students-rights-and-responsibilities>.

### 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 re-

cords. 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 <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>.

## POLICY ON RESEARCH WITH HUMAN SUBJECTS

Graduate or undergraduate student programs may involve human subjects in research and/or clinical investigations. "Research" means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Masters' theses and Ph.D. dissertations are considered to present generalizable knowledge. "Human subject" means 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 review and approval of all proposed research and/or clinical investigations involving human subjects by an Institutional Review Board (IRB) prior to initiation. An official determination letter from the MSU IRB office must be obtained before involving human subjects in research and/or clinical investigations; this letter may be required by other University offices.**

Information regarding procedures for IRB submission and review is available from the Human Research Protection Program Web site at [www.hrpp.msu.edu](http://www.hrpp.msu.edu), E-mail [irb@msu.edu](mailto:irb@msu.edu), or call 1-517-355-2180. Appointment or walk-in questions are welcomed. Visit the Web site for hours and location.

## 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 880 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](http://www.studentlife.msu.edu).

## Honorary Organizations

National Society of Leadership and Success, Sigma Alpha Pi  
COM Sigma Sigma Phi  
Tau Beta Sigma  
Honors College Activities Board  
Society for Collegiate Leadership & Achievement  
Psi Chi  
Pi Tau Sigma  
Phi Sigma Theta Co-Ed Honors Fraternity  
Black Alumni Scholarship Student Group, MSU  
Order of Omega- Gamma Omicron Chapter  
Phi Beta Delta, Alpha Alpha Chapter

Omega Chi Epsilon  
Phi Alpha Honor Society-Beta Chapter

## Professional Organizations and Professional Fraternities and Sororities

Academic Competition Club  
Accafellas, MSU  
Accounting Student Association  
Acro Yoga  
Activists for Civic Engagement (Formerly Spartans for Global Development)  
Actuarial Science Club  
Ad Com  
Adaptive Sports & Recreation Club  
Advantage  
Advertising Association  
Aerospace Club  
African American Celebratory  
African American Student Mentoring Program  
African Graduate Students Association (AGSA)  
African Student Leadership Association  
African Student Union  
Agriculture, Food and Natural Resources Education Club  
Agronomy Club, MSU  
Albanian American Student Organization, MSU  
All-Girl Competitive Cheerleading Club  
Alpha Chi Sigma  
Alpha Iota Sigma  
Alpha Phi Omega  
Alpha Phi Omega  
Alpha Xi Delta  
Alpine Ski & Snowboard Team, MSU  
Alternative Spartan Breaks  
Alzheimer's Foundation of America On Campus MSU  
AMA-MSS EL Chapter  
Amateur Radio Club  
American Advertising Federation, MSU Chapter  
American and Spartan Flags Coalition, MSU  
American Choral Directors Association, Michigan State University  
American Civil Liberties Union Student Chapter  
American College of Veterinary Pathologists, Michigan State University Student Chapter  
American Criminal Justice Association- MSU Chapter  
American Hotel & Lodging Association - MSU Chapter  
American Institute of Aeronautics and Astronautics  
American Institute of Chemical Engineers  
American Medical Student Association, MSU  
American Medical Women's Association CHM Branch  
American Red Cross Club  
American Society of Civil Engineers  
American Society of Landscape Architects, Michigan State University Student Chapter  
American Society of Mechanical Engineers  
American Society of Microbiology, Michigan State University Chapter  
Angolan Student Association-AngoSpartan  
Animal Science Graduate Student Association  
Animal Science Undergraduate Research Student Association  
Animal Welfare Club, MSU  
Animal-Assisted Therapy at Michigan State University  
Animosity  
Anti-Cancer Society, MSU  
Arab Cultural Society  
Archery Club, MSU  
Arnold Air Society  
Art History Association  
ASHA For Education  
Asian Pacific American Medical Student Association- East Lansing  
Asian Pacific American Medical Student Association- Grand Rapids  
Asian Pacific American Student Organization  
Association for Computing Machinery  
Association for Graduate Students in Communication  
Association for Women in Sports Media  
Association of Bangladeshi Students and Scholars  
Association of Black Journalists, MSU  
Association of Black Social Work Students  
Association of English Graduate Students  
Association of Vietnamese Scholars and Students  
Athletic Training Club, Michigan State University  
Audio Enthusiasts and Engineers  
Avian Science Club  
Badminton Club, MSU  
Baha'i Campus Association  
Baja SAE Racing, Michigan State  
Ballroom Dance Team, MSU  
Band Club, MSU  
Bat Association of MSU  
Best Buddies  
Big Sister Little Sister Mentoring Program  
Billiards Club  
Biochemistry & Molecular Biology Undergraduate Club  
Biomedical Engineering Society  
Biomedical Laboratory Diagnostics Student Association  
Biosystems and Agricultural Engineering Graduate Student Advisory Group  
Biosystems Engineering Club  
Birding Club  
Black Chamber of Commerce, MSU  
Black Educators

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### The Students

Black Girl Fitness (BGF)  
Black Girls Unite  
Black Graduate Student Association  
Black Media Entertainment  
Black Poet Society  
Black Women Leadership Conference  
Block & Bridle Club  
Blueprints for Pangaea MSU  
Brain Intelligence Club  
Brazuca  
Breakdance Club, MSU  
Bridges International  
Broad China Business Society  
Broad MBA Association  
Broad MBA Entrepreneurship Association  
Broad MBA Veterans  
Broad Net Impact  
Broad Student Senate  
Broad Women MBA Association  
buildOn Michigan State University Chapter  
Business in the Arts  
Camp Kesem  
Campus Choir, Michigan State University  
Campus Lions Club, MSU  
Canada Club  
Capital Green A Cappella  
Capoeira Mandinga  
CAREER EXPO  
Central Asian Student Association  
Ceramics Club  
Chaldean American Student Association  
Changing Health, Attitudes, and Actions to Recreate Girls (CHAARG), MSU  
Chaos Dance Company  
Charles Drew Student Organization  
CHEMS Graduate Student Association  
Chess Club, MSU  
Chi Epsilon: Civil Engineering Honor Society  
China Entrepreneur Network  
Chinese Culture Club  
Chinese School, MSU  
Chinese Student Coalition  
Chinese Students and Scholars Association  
Chinese Undergraduate Students Association  
CHM American Medical Student Association EL  
CHM American Medical Student Association GR  
CHM Emergency Medicine Interest Group  
CHM Radiology Interest Group  
CHM Serve  
CHM Student National Medical Association  
Christian Veterinary Fellowship  
Christians on Campus  
Circle K International  
Climate Reality Project Campus Corps, The  
Climbing Club, Michigan State  
Club Baseball  
Club Basketball  
Club Diving- MSU  
Club Football Team, MSU  
Club Golf, MSU  
Club Gymnastics  
Club Managers Association of America  
Club One Love at Michigan State University  
Club Tennis, MSU  
Club Wrestling  
Coalition of Indian Undergraduate Students  
Coalition of Packaging Professionals and Academic Connections  
Collaborative Student Efforts  
College Democrats at Michigan State University  
College Diabetes Network Chapter of Michigan State University  
College of Agriculture and Natural Resources Student Senate  
College of Education Leadership Council  
College of Human Medicine Gold Humanism Honor Society  
College of Human Medicine Student Council  
College of Social Science Gala  
College of Veterinary Medicine Bee Medicine Club, Michigan State University  
College of Veterinary Medicine Class of 2019  
College of Veterinary Medicine Class of 2020  
College of Veterinary Medicine Class of 2021  
College Republicans at Michigan State  
Collegiate DECA  
Collegiate Farm Bureau  
COM American College of Osteopathic Family Physicians  
COM American Medical Women's Association  
COM American Physician Scientist Association  
COM Anesthesiology Interest Group  
COM Canadian Osteopathic Student Organization  
COM Class of 2018, MSU  
COM Class of 2019  
COM Class of 2020  
COM Class of 2021  
COM Community Integrated Medicine  
COM Emergency Medicine Club  
COM Internal Medicine Club  
COM International Osteopathic Medicine Organization  
COM Jewish Osteopathic Student Organization  
COM Lesbian, Gay, Bisexual, Transgender, & Allies in Medicine  
COM Medical Students for Choice  
COM Obstetrics and Gynecology Interest Group  
COM Orthopedic Surgery and Physical Medicine and Rehabilitation  
COM Pediatric Interest Group  
COM Peer Mentors  
COM Public Health Association  
COM Student American Academy of Osteopathy  
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  
Comfy Cozy@s for Chemo  
Community Action & Response Experience  
Community Relations Coalition (Formerly Students for Positive Community Relations)  
Comparative Worldviews  
Connected and Autonomous Vehicles for Active Safety Student Organized  
Autonomy Research  
Corporate Retail Association  
Council of Medical Students  
Counter Cuisine Club  
Counter-Strike: Global Offensive Club of Michigan State University  
Cozy CoverZzz  
Crew Club, MSU  
Crohn's and Colitis Student Initiative, MSU  
Crossfit Club, MSU  
Crowning Young Queens  
Culinary Medicine Interest Group  
CurlFriends  
CVM Aquatics Club  
CVM Dentistry Club  
CVM Integrative Medicine Club  
CVM One Health Club  
CVM Student Chapter of the Society for Theriogenology  
Cyber Physical Engineers  
Cycling Club  
D3 Men's Club Hockey, MSU  
Dairy Club, MSU  
Dance Club, MSU  
Dance Marathon  
Daughters of the Collective: Research & Mentoring Internship  
Days for Girls International- MSU  
Delta Phi Epsilon Professional Foreign Service Sorority Mu Chapter  
Delta Sigma Pi  
Department of Agricultural, Food, and Resource Economics Graduate Student Organization  
Department of Community Sustainability Graduate Student Organization  
Design for America  
Destination Auction  
Disc Golf Club, MSU  
Divine Satisfaction Dance Movement  
Doctoral Nursing Association Student Organization  
Doctors Without Borders Student Chapter at Michigan State University  
Dodgeball Club, MSU  
Dominican Republic Interest Group  
Dream Team, MSU  
Dressage Club  
Driving Club, MSU  
Ducks Unlimited Chapter, MSU  
Earth and Environmental Sciences Graduate Student Organization  
East Lansing Surgery Interest Group  
East Neighborhood Black Caucus  
Ecology, Evolutionary Biology, and Behavior Graduate Group  
Economic Elitists  
Educational Poverty Relief Association  
Elite  
Elite Competitive Dance, MSU  
Engineering Student Council  
Engineers for a Sustainable World - Michigan State University  
Engineers Without Borders, MSU  
Entrepreneurship Association  
Environmental Engineering Student Society  
Epsilon Alpha Sigma  
E-Sports Student Association Hearthstone Club  
E-Sports Student Association of Michigan State University  
Eta Sigma Delta  
Euchre Club, MSU  
Evans Scholars  
Extreme Dance Club  
F.A.M.I.L.Y. "Forget about me, I love you"  
FAME Student Activity Board  
Fashion Design Student Association  
February Band  
Fencing Club, MSU  
FIFA and Fútbol  
Filmmakers Club, MSU  
Finance Association  
FIRST Alumni and Mentors Network at Michigan State  
Fisheries & Wildlife Club  
Fisheries and Wildlife Graduate Student Organization  
Fishing Club, MSU  
Fly Fishing Club, MSU  
Food and Nutrition Association  
Food Animal Club  
Food Marketing Association  
Food Science Club



**GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS**  
**The Students**

Foreign Learners of Chinese (FLC)  
 Foreign Service Organization  
 Forestry Club  
 Forestry Graduate Student Affairs Council  
 Fostering For Youth  
 French Club, Michigan State University  
 Friends of The Listening Ear  
 Friendshop  
 Future Forensic Scientists of MSU  
 Future Leaders In Sports & Entertainment  
 General Business Association (Formerly General Management Association)  
 Gentlemen's Club, The  
 Geography Club  
 Geology Club, MSU  
 German Club  
 Gift of Life - Bone Marrow Registry  
 Girl Up MSU  
 GIVE at MSU  
 Global Brigades Medical/Dental, MSU  
 Global Brigades MSU  
 Global Educators Cohort Program Executive Board  
 Global Exchange Association  
 Global Hospitality Business Organization  
 Global Sales Leadership Society  
 Go Club, MSU  
 Golden Key International Honour Society  
 Gospel Choir, MSU  
 Graduate Association for Crop and Soil Sciences  
 Graduate Employees for Unionization  
 Graduate Student Advisory Committee  
 Graduate Student Association  
 Graduate Students in Anthropology  
 Graduate Supply Chain Management Association  
 Graduate Women in Science Mid-Michigan Chapter (Formerly Graduate Women  
 in Science MSU Chapter)  
 Grand Rapids Surgery Interest Group  
 Graphic Novels Club, MSU  
 Greenpeace, MSU  
 Grind, The  
 Griot Theatre Company  
 GSA-TROPOS  
 Habitat for Humanity  
 Hammocking Club of MSU  
 Hanmaeum Korean Language School  
 Health Without Borders  
 HeForShe MSU  
 Hematology Oncology Interest Group  
 Her Campus at MSU  
 Herpetology Club, MSU  
 History Association, Michigan State  
 Hmong American Student Association  
 Holmes Excursions and Learning Program, MSU  
 Hong Kong Student Association  
 Honors College Service Club  
 Honors Times Two Mentoring Program  
 Hoop Troop, MSU  
 Hope Movement, The  
 Hope Project  
 Horticulture Organization of Graduate Students - HOGS  
 Hospitality Association  
 Human Biology Club  
 Human Development and Family Studies Club  
 Human Resources Association  
 Humans of East Lansing  
 Hunt Seat Equestrian Team  
 IMA Student Chapter, Michigan State (Institute of Management Accountants)  
 Impulse Dance  
 Indian Students Organization  
 Indigenous Graduate Student Collective  
 Indonesian Student Association  
 Institute of Electrical and Electronic Engineers  
 Institute of Internal Auditors, MSU Student Chapter  
 Intellectual Property Law Society  
 Intercollegiate Figure Skating Team, MSU  
 Intercultural Friendship Club  
 Interior Design Student Organization  
 International Angel  
 International Business Organization  
 International Engagement Volunteers  
 International Genetically Engineered Machine at Michigan State University  
 International Relations Organization  
 International Society for Pharmaceutical Engineering  
 Irish Dance Club, Michigan State University  
 Italian Club, MSU  
 James Madison College Conservatives  
 James Madison College Student Senate  
 Japan Club, MSU  
 Japanese American Student Association  
 Japanese Language Club, MSU  
 Jedi Council  
 Jewish Alternative Breaks  
 Jewish Pre Medical Association  
 Judo Club  
 Just Write  
 Kappa Alpha Pi  
 Kappa Delta Pi  
 Kappa Kappa Psi  
 Kappa Omega Alpha  
 Kendo Club, MSU  
 Kids Without Cancer  
 Kinesiology Graduate Student Organization  
 Korean Student Association  
 Korean Student Organization  
 La Comunidad Latino Americana  
 Labor and Employment Relations Association MSU Student Affiliate  
 Ladies Club  
 Ladies First  
 Lambda Iota Theta  
 Latin American Native American Medical Association  
 Latter-day Saints Student Association  
 Leaders in Information Technology  
 Leadership Advantage  
 Leadership in Environmental and Agricultural Fields  
 League of Legends, MSU  
 Lebanese Student Association  
 Les Gourmets  
 LGBTQ People of Color (Formerly Queer People of Color Coalition (QPOCC))  
 Liberty in North Korea at MSU  
 Lighthouse Productions  
 LINK, The  
 Live in MSU (Formerly Little Life in MSU)  
 Local First MSU  
 Love Your Melon MSU  
 LUX Media (Formerly OhSo! Radio MSU Chapter)  
 Lyman Briggs Maker Club  
 Lyman Briggs Student Advisory Council  
 Magic: The Gathering, MSU  
 Making a Memory  
 Malaysian Student Organization  
 March of Dimes, MSU  
 Marketing Association, MSU  
 Marketing Members, MSU  
 Marketing Mix, The  
 Materials Science and Engineering Society  
 MBA Finance Association  
 MBA Marketing Association  
 Meditation and Mindfulness at MSU  
 MEDLIFE  
 Men's Club Soccer  
 Men's Club Ultimate Frisbee Team  
 Men's Club Volleyball, MSU  
 Men's Glee Club, MSU  
 Men's Lacrosse Team, The  
 Men's Water Polo Team  
 Mental Health Awareness Club  
 Michigan Council of Nurse Practitioners - Michigan State University - Student Nurse  
 Practitioners  
 Michigan Entrepreneurship Student Association (Just Business)  
 Michigan Indigena/Chicanx Community Alliance (MICCA)  
 Michigan State A-Spectrum  
 Midnight Golf Program Alumni Association  
 Minorities in Agriculture Natural Resources and Related Sciences  
 Minority Association of Pre-Medical Students  
 Mix It Up! Dance Club  
 Mixed Martial Arts Club, MSU  
 Mock Trial Association, MSU  
 Model United Nations, MSU  
 Money Wealth & Finance  
 Mortar Board  
 Mosaic  
 MSUwe54  
 Multicultural Business Students  
 Multicultural MBA Association  
 Multi-Racial Unity Living Experience (MRULE)  
 My Brother's and Sister's Keeper  
 National Agri-Marketing Association  
 National Association for Music Education  
 National Association for the Advancement of Colored People  
 National Association of Black Accountants  
 National Association of Blacks in Criminal Justice  
 National Council of Teachers of English Student Affiliate  
 National Organization of Black Chemists and Chemical Engineers  
 National Society of Black Engineers  
 National Society of Collegiate Scholars  
 National Society of Minorities in Hospitality Business  
 National Student Speech Language Hearing Association  
 Native American and Hispanic Business Students  
 Nepali Students' Association of Michigan State University  
 Neuroscience Club, MSU  
 NextGen MSU  
 Nigerian Student Association  
 No Lost Generation Initiative of Michigan State University, The  
 North Star Reach Student Volunteers  
 Nursing Student Association  
 Nutritional Sciences Student Organization (Formerly Nutritional Sciences Club)  
 Omega Delta Phi Fraternity, Inc.  
 Omega Tau Sigma  
 On The Rise Entertainment  
 ONE Campus at Michigan State University  
 Operation Smile MSU  
 optiMizeMSU  
 Orchesis Dance  
 Outdoors Club, MSU  
 Overwatch Club

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### The Students

Packaging Graduate Association  
Paintball Club, MSU  
Pakistani Students Association  
Pakistani Students Association- Undergraduate  
Paranormal Society, MSU  
Parking Crew, MSU  
Parkour and Freerunning Club, MSU  
Pencils of Promise Michigan State  
Persian Student Association  
Pharmacology and Toxicology Graduate Student Organization (Pharm/Tox GSO)  
Phi Chi Theta  
Phi Delta Epsilon  
Phi Epsilon Kappa  
Phi Gamma Nu  
Phi Mu Alpha Sinfonia  
Phi Sigma Pi National Honor Fraternity  
Phi Sigma Rho Sorority  
Philosophy Club at Michigan State University, The  
Photo Club, MSU  
Physiology Graduate Student Council  
Physiology Society, The MSU  
Pi Alpha Phi  
Pi Kappa Gamma  
Pi Sigma Epsilon  
Pilipino American Student Society  
Pink On Campus  
Plant Biology Graduate Student Organization  
Platinum Dance  
Poetry Club, Michigan State University  
POINT at Michigan State University  
Poker Club, MSU  
Polish Club  
Polo Club, MSU  
Pompon, MSU  
Pre-Chiropractic Association  
Pre-Dental Club, MSU  
Pre-Health Council, MSU  
Pre-Law Society, MSU  
Pre-Medical Association, MSU  
Pre-Optometry Club, MSU  
Pre-Pharmacy Club, MSU  
Pre-Physical/Occupational Therapy Association  
Pre-Physician Assistant Club  
Pre-Physician Association  
Pre-Professional Society for Health Careers of Alpha Epsilon Delta, The  
Pre-Student Osteopathic Medical Association  
Pretty Girl Confidential  
Pre-Veterinary Medical Association  
Professional Convention Management Association  
Project "Let's Erase The Stigma"  
Psychology Club  
Public Policy Student Association  
Public Relations Student Society of America  
Q Undergraduate Association for Linguistics at Michigan State  
Quantitative Finance Association, Michigan State University  
Queer and Trans(\*) Graduate (Research,) Resources, Academics, and Development  
Queer Experience, The  
Quidditch, Michigan State  
RaaSparty, MSU  
Racing Club, MSU  
RadVets Radiology Club  
RadVets, MSU  
Raising Awareness with Students  
RCAH Hip-Hop Club  
RCAHppella  
Real Estate Investment Club  
Recipe Club, MSU  
Red Cedar Review  
Refugee Outreach Collective MSU (Formerly Refugee Outreach Kalamazoo MSU)  
Relay, MSU  
Research Association of Honors College Students  
Reserve Lacrosse Club  
Residential Business Program Leadership Council  
Rising Black Men  
River Trail Black Caucus  
Rocketry, Michigan State University  
Rodeo Club  
Roial Players  
Roller Hockey Club, Michigan State University  
Romanian Student Club  
Roosevelt Institute @ Michigan State University  
Rotaract Club  
Royal Dance Movement  
Rueda Latin@  
Rugby Football Club, MSU  
Running Club, MSU  
Rural Health Interest Group  
Russian Club  
S.C.I. Magazine  
SACNAS-Michigan State University Chapter  
Sailing Club  
Sankofa Graduate Student Union  
Saudi Student Organization at MSU  
Science Theatre, MSU  
Second Stage Productions  
Serve, Engage, Respond, Volunteer, Entente, MSU  
Sexual Assault Crisis Intervention Team  
Shelter Medicine Club  
She's the First (Michigan State)  
Shooting Sports Club, Michigan State University  
SideWalk  
Sigma (Korean Organization)  
Sigma Alpha Iota- International Music Fraternity, Alpha Lambda Chapter  
Sigma Alpha Sorority  
Sigma Tau Delta  
Silk Road Chinese Orchestra at MSU  
Silver Eagles Drill Team  
Slam Poetry Team, MSU  
Slow Food MSU  
Smash 4 Club, MSU  
Smash, Michigan State  
Smile 4 Kids MSU  
SN Marketing Club  
Snowboard Club, MSU  
Social Science Discussion Forum  
Social Science Scholars Events Club  
Society for Creative Anachronism  
Society for Hospitality and Food Service Management (Formerly Spartan Hospitality Foodservice Society)  
Society for Human Resource Management  
Society of Applied Engineering Sciences  
Society of Asian Scientists and Engineers (SASE)  
Society of Automotive Engineers Formula Racing Team  
Society of Hispanic Professional Engineers  
Society of Plastics Engineers  
Society of Women Engineers, MSU Chapter  
Solar Car Team, Michigan State  
Somali Association of Michigan State  
Somewhere in Between  
South Neighborhood Black Caucus (Formerly South Neighborhood Black Council)  
Spanish Club  
SpartADs  
SpartaHack  
Spartan Aerosystems  
Spartan Association for Public Health (Formerly End7 MSU)  
Spartan Badmaash  
Spartan Battalion Army ROTC  
Spartan Battalion Running Club  
Spartan Blockchain and Cryptocurrency Club  
Spartan Body Pride  
Spartan Consulting, Inc  
Spartan Dischords, The  
Spartan DJ Club  
Spartan Enology Society  
Spartan Global Development Fund  
Spartan Hackers  
Spartan Mountain Bike Club  
Spartan Pre-Professional Club  
Spartan Rehabilitation Association  
Spartan Science Olympiad Club  
Spartan ShowStoppers Dance Club  
Spartan Sierra Club  
Spartan Ski Club  
Spartan Spectrum  
Spartan Speech  
Spartan Support Network  
Spartan Theatrical Artist Resource Team  
Spartan Toastmasters  
Spartan Zaariya  
Spartans 2 Students: Science Outreach Program  
Spartans Abroad Global Ambassadors  
Spartans for Abdul  
Spartans for Change  
Spartans for Israel  
Spartans for Mental Health  
Spartans for the Cure  
Spartans Involved in Community Service  
Spartans Rebuilding Michigan  
Spartans Supporting Refugees  
Spartans.4.Spartans  
Spartasoft  
Special Olympics Michigan State  
Spectrum Consulting Group  
Sponsor A Dog  
Spoon University-Michigan State  
Sri Lankan Student Association  
Stand Tall Project, The  
Starcraft 2, MSU  
Stars for the Make-A-Wish Foundation, MSU  
State of Art Winterguard  
State of Fifts  
State Swing Society  
Stonewall Society of MSU, The  
Strength Augmenting Robotic eXoskeleton Team  
Student (CVM) Chapter of the American Veterinary Medical Association  
Student Affiliates in School Psychology, MSU  
Student Animals and Society Institute, Michigan State University Chapter  
Student Association of Veterinary Surgery  
Student Builders and Contractors Association  
Student Chapter of the American Association for Equine Practitioners (SCAAEP)  
Student Chapter of the American Association of Feline Practitioners  
Student Chapter of the American College of Veterinary Internal Medicine  
Student Chapter of the Humane Society Veterinary Medical Association  
Student Chapter of the National Association of Veterinary Technicians in America

Student Cold Case Unit, MSU  
Student Council for Exceptional Children, MSU  
Student Economics Association, Michigan State  
Student Food Bank  
Student Greenhouse Project  
Student Health Advisory Council  
Student Horticulture Association  
Student Housing Cooperative, MSU  
Student Investment Association  
Student Literacy Corps, MSU  
Student Michigan Education Association  
Student Nurse Anesthetist Association  
Student Parents on a Mission  
Student Phytopathological Organization for Research and Education  
Student Veterans of America, MSU Chapter  
Student Veterinary Emergency and Critical Care Society  
Students Consulting for Non-Profit Organizations  
Students for Choice  
Students for Concealed Carry  
Students for Justice in Palestine  
Students for Life, MSU  
Students for Penelope  
Students for Restorative Justice  
Students for Slotkin  
Students for Social Work  
Students for Troops, MSU  
Students for Voters Not Politicians, MSU  
Students for Whitmer  
Students Interested in Cosplay & Costuming  
Students Organize for Syria  
Students Taking on Malaria and Poverty  
Students Today Leaders Forever  
Students with Interracial Legacies  
StudentsCare  
Successful Black Women of MSU  
Supply Chain Management Association  
Supporting Women in Geography  
Sustainable Business Association  
Sustainable Spartans  
Swara, MSU  
Swim Club, Michigan State  
Synchronized Skating Team, MSU  
Tab Michigan State, The  
Table Tennis Club  
Tabletop RPG Club  
Taekwondo Club, MSU  
Taiwanese Student Association  
Tasty MI  
Tau Beta Pi  
Tea Club  
Teaching English to Speakers of Other Languages Club (Formerly Teachers of English to Speakers of Other Languages Undergraduate Club)  
TeamRed  
TEDxMSU  
Thai Student Association  
To Write Love On Her Arms - Michigan State University  
Tomorrow's Educator's for the Advancement of Multiculturalism  
Tower Guard  
TransAction  
Traveler's Club, The  
Trendustry  
Triathlon Club, MSU  
TripleG  
Turf Grass Club, MSU  
Turning Point USA at Michigan State University  
Tzu Chi Collegiate Association, MSU  
U.N.I.T. (United Nerdy Intertemporal Travelers)  
Undergraduate Anthropology Club  
Undergraduate Communication Association  
Undergraduate Social Policy and Affairs Association  
Underwater Hockey  
United Arab Emirates Students Organization  
United Madison Multicultural Association  
United Nations Association of Michigan State University  
United Students Against Sweatshops (USAS)  
Unmanned Systems, MSU  
Up til Dawn (St. Jude)  
Urban and Regional Planning Student Association  
Urban Dreams  
Vagina Monologues, MSU  
Vascular Surgery Interest Group  
Veg Club, Michigan State University  
Veterinarians as One Inclusive Community for Empowerment  
(Formerly Veterinary Students as One In Culture and Ethnicity)  
Veterinary Business Management Association  
Vex Robotics  
Vietnamese Student Association  
VIM Magazine  
Ving Tsun Club, Michigan State University  
Volcano Music Association  
Volunteer Income Tax Assistance  
Volunteers Around the World  
Volunteers Around the World- Dental Chapter  
VSN 55  
W.E.B. Du Bois Student Society  
Wakeboard Club and Team  
Water Ski Club

Weight Lifting Club, Michigan State University  
Wharton Center Student Marketing Organization  
When Queens Link Up  
Wildlife Disease Association Student Chapter, Michigan State  
Women and Minorities in the Physical Sciences  
Women at Work  
Women in Business Students' Association  
Women in Computing, MSU  
Women in Entrepreneurship  
Women in Nature Network: Michigan State University Chapter  
Women of Distinction  
Women's Appreciation Event  
Women's Club Soccer  
Women's Club Volleyball  
Women's Club Water Polo  
Women's Collegiate Network  
Women's Fast Pitch Club Softball  
Women's Glee Club  
Women's Health Interest Group- Grand Rapids  
Women's Ice Hockey ACHA D1, MSU  
Women's Ice Hockey ACHA D2  
Women's Lacrosse  
Women's Rugby Football Club  
Women's Ultimate Frisbee  
World in Michigan, The  
Writing Center Student Organization  
Writing, Rhetoric and Praxis  
Yoga Club, MSU  
Young Americans for Freedom at Michigan State University  
Young Americans for Liberty at Michigan State University  
Young Democratic Socialists, Michigan State  
Younger Chemists Committee  
Zeta Theta Omega  
Zoo, Exotics & Wildlife Club  
Zoological Students Association

### Men's Interfraternity Council-Greek Letter Organizations

Alpha Epsilon Pi  
Alpha Gamma Rho - Tau Chapter  
Alpha Kappa Psi  
Alpha Sigma Phi Fraternity  
Delta Kappa Epsilon Fraternity  
FarmHouse Fraternity  
Kappa Sigma  
Lambda Phi Epsilon  
Phi Delta Theta  
Phi Gamma Delta - Epsilon Lambda  
Phi Kappa Psi  
Phi Kappa Sigma  
Phi Kappa Tau  
Pi Kappa Phi Fraternity  
Sigma Alpha Mu - Mu Chi  
Sigma Beta Rho Fraternity  
Sigma Pi Fraternity, Zeta Mu Chapter  
Sigma Tau Gamma  
Theta Chi Fraternity  
Triangle Fraternity  
Zeta Beta Tau Fraternity

### Women's Panhellenic Council-Greek Letter Organizations

Alpha Chi Omega  
Chi Omega  
Pi Beta Phi  
Sigma Delta Tau  
Sigma Kappa Sorority Alpha Tau Chapter  
Zeta Tau Alpha

### Independent Council-Greek Letter Organizations

Alpha Kappa Delta Phi International Sorority, Inc.  
Delta Lambda Phi Social Fraternity - Chi Chapter  
Delta Tau Lambda Sorority, Incorporated  
Kappa Delta Chi Sorority, Inc.  
Lambda Theta Alpha  
Lambda Theta Phi Latin Fraternity, Inc.  
Phi Iota Alpha Fraternity, Inc.  
Sigma Lambda Beta International Fraternity Inc. - Pi Alpha Colony  
Sigma Lambda Gamma National Sorority Inc, Theta Alpha Chapter  
Sigma Sigma Rho Sorority Inc.

### National Panhellenic Council-Greek Letter Organizations

Alpha Kappa Alpha Sorority Inc. (Formerly Alpha Kappa Alpha Delta Zeta Sorority, Inc.)  
Alpha Phi Alpha Fraternity, Inc. Zeta Delta Chapter  
Delta Sigma Theta Sorority, Inc., Epsilon Epsilon Chapter  
Iota Phi Theta Fraternity, Incorporated



## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### The Students

Kappa Alpha Psi Fraternity Inc.  
Omega Psi Phi Fraternity, Inc.  
Sigma Gamma Rho Sorority, Incorporated - Gamma Omega Chapter  
Zeta Phi Beta Sorority Incorporated-Phi Gamma Chapter

### Student Religious Organizations

812 MSU  
Adventist Student Fellowship  
Asian Christian InterVarsity  
Athletes in Action  
Beloved Fellowship of FECC (First Evangelical Community Church)  
Beta Upsilon Chi  
Bhakti Yoga Club  
Buddhist Meditation Group  
Campus Eduge Fellowship  
Chabad of MSU  
Chinese Christian Fellowship, MSU  
Christian Challenge at MSU- Baptist  
Collegiate Black and Christian-Intersivity Christian Fellowship  
COM Christian Medical Association  
COM Islamic Medical Students Association  
Cru  
Cutting Edge Ministry  
Delight Ministries  
Furnace at MSU, The  
Generations Christian Fellowship (Formerly Korean Christian Fellowship)  
Go>Connect  
Graduate Intersivity Christian Fellowship  
Green Spiral  
Hindu YUVA  
His House Christian Fellowship  
Hour Daily Walks  
Jews In Greek Life  
Just For Christ Campus Ministries  
LaFe  
Little Flock Bible Study Fellowship  
Lutheran Student Organization-Martin Luther Chapel  
Mosaic InterVarsity Christian Fellowship  
Movement Student Community, The (Formerly Element Church - MSU Community)  
Muslim Students Association  
Navigators, The  
One Community: Lutheran/Episcopal Campus Ministry at MSU  
Orthodox Christian Fellowship  
Peoples Church Campus Ministry  
Project 1:17, MSU  
Q-Cross @ MSU  
Religions Exploration Club, The  
Riverview Student Community  
Sigma Alpha Omega - Alpha Omega Chapter  
Soka Buddhist Club  
Spartan Christian Fellowship  
Spartan Internationals  
St. John's Catholic Men's Group  
Theotokos: Catholic Women of MSU  
UKIRK at MSU Presbyterian Campus Ministry  
University Christian Outreach  
Vision Christian Campus Ministry  
Wesley Foundation  
Young Life

## STUDENT SERVICES

Michigan State University provides extensive student services and support to assist students in making their educational experiences more engaging and satisfying. While the principal function of the university is to provide a suitable intellectual environment for students through classrooms, laboratories, and stimulating members of the faculty, 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 pro-

gram, 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 Recreational Sports and Fitness Services, Career Services Network, Center for Service-Learning and Civic Engagement, LGBT Resource Center, Multi-Racial Unity Living Experience (MRULE), MSU Safe Place, Resource Center for Persons with Disabilities, Office of Cultural and Academic Transitions, Student Parent Resource Center, Student Veteran Resource Center, and Graduate Student Life and Wellness.

Also included are: Fall Welcome, Greek Life, Mosaic-Multicultural Center, Off-Campus Housing, Student Conduct and Conflict Resolution, Student Government Advising, Leadership Development, and Student Organizations and Activities.

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](http://www.vps.msu.edu).

### STUDENT HEALTH INSURANCE

Blue Care Network (BCN) of Michigan is the health insurance plan administrator for Michigan State University students and their eligible dependents. BCN coverage provides access to quality health care through hospitals, physicians and affiliated health care professionals in the BCN of Michigan provider network. Providers can be located on the BCN website at [www.bcbsm.com](http://www.bcbsm.com).

### Graduate Assistants

Students on a graduate assistantship will be automatically enrolled in the insurance plan as a benefit offered by Michigan State University. Eligible spouses and dependents of graduate assistants can be enrolled on a voluntary basis and are partially funded by MSU.

### 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 insurance 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. This includes undergraduate and graduate students who are in a degree program or completing certification, as well as College of Law students actively attending classes on the MSU campus.

For further information on student insurance and how to enroll, contact MSU Human Resources at 1407 S. Harrison Rd., 110 Nisbet Bldg., East Lansing, MI 48823, 1-517-353-4434, [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu), or visit <https://hr.msu.edu/benefits/students/>.

## STUDENT HEALTH SERVICE AT OLIN HEALTH CENTER AND THE NEIGHBORHOODS

Olin Health Center, located on East Circle Drive, is the primary on-campus location for outpatient medical and health promotion services for Michigan State University students. Medical services include primary care, women's health, and sports medicine. Additional services provided at Olin Health Center include laboratory, pharmacy, physical therapy, X-ray, allergy therapy and immunizations, HIV testing, and SPARTANfit exercise programs as well as massage, and reflexology. 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. Additional primary care clinics are located in Brody, Holden, Hubbard, and McDonel halls. The Phone Information Nurse is available for health-related questions 24 hours per day. Additional services, including the Health Promotion office, nutrition counseling, wellness coaching, and Alcohol and Other Drugs (AOD) programs are located in the Student Services Building.

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

Michigan State University and MSU College of Law students and their spouses/domestic partners are eligible for Student Health Services. Students are encouraged to secure health insurance coverage. The university will subsidize the first three medical office visits each year for students enrolled in MSU classes (this does not apply to MSU Law students). There will be a 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 1-800-353-4434, email [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu), or [www.hr.msu.edu/benefits/students/index.html](http://www.hr.msu.edu/benefits/students/index.html).

The Michigan State University student or spouse identification card and insurance information should be presented when service is requested. For information regarding appointments, office hours, services and charges, visit the MSU Student Health Services Web site at [www.olin.msu.edu](http://www.olin.msu.edu) or email [olin@msu.edu](mailto: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.

Visit [www.rcpd.msu.edu](http://www.rcpd.msu.edu). The RCPD is located at 120 Bessey Hall, 1-517-884-7273 (4-RCPD).

## COUNSELING

The Counseling Center offers a range of services to enrolled MSU students, including time-limited individual and group counseling, psychological assessment and testing, multicultural counseling, substance abuse counseling, and the Sexual Assault Program, which offers individual and group counseling and advocacy services to students who have experienced sexual assault. Any student registered for one or more credits is eligible for an initial consultation/assessment; as resources permit, additional services and/or referrals to community and on-campus resources may be provided. The Counseling Center's Testing Office is MSU's primary resource for standardized testing, including both computer- and paper-based graduate and professional school entrance exams such as the GRE, MCAT, and TOEFL. The Counseling Center, the Testing Office, and the Sexual Assault Program are located in the Student Services Building and can be reached at 1-517-355-8270 or online at [www.counseling.msu.edu](http://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 Network

The Career Services Network assists students with career exploration, decision making, and job search strategies. Staff 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 Handshake system. For more information, visit [www.careernetwork.msu.edu](http://www.careernetwork.msu.edu).

### Student Parent Resource Center

The Student Parent Resource Center (SPRC) coordinates information, resources, and University initiatives to support student-parents managing academics and family life. Students may contact the SPRC coordinator at 1-517-432-3745 or [steadkim@msu.edu](mailto:steadkim@msu.edu) for information about programs and services, including child care, emergency backup child care, sick child care, student parent support, financial assistance, campus and community involvement opportunities, and other resource referrals.

### Early Childhood Units

Two early childhood centers are available to the children of Michigan State University students and faculty. The Michigan State University Child Development Laboratories has two locations, one in East Lansing at 325 W. Grand River Avenue offering full day care for children ages birth through 5 years, and a second site in Haslett at the Wilkshire Early Childhood Center offering half day programming, Monday through Thursday. These two programs are administered by the Department of Human Development and Family Studies in the College of Social Science.

### MSU Safe Place

MSU Safe Place is a confidential relationship violence and stalking program on campus that offers counseling, support group, advocacy, referrals, and/or shelter for MSU students, staff, faculty, retirees, their partners and Greater Lansing community mem-

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Student Services

bers. MSU Safe Place also provides community education and professional trainings for groups wanting to learn more about these issues. MSU Safe Place reflects the University's commitment to provide an environment that offers prevention and supportive interventions to address relationship violence and stalking. All services are free and confidential. Call (517) 355-1100, visit our Web site at [www.safeplace.msu.edu](http://www.safeplace.msu.edu) or e-mail [noabuse@msu.edu](mailto:noabuse@msu.edu).

### University Ombudsperson

The University Ombudsperson is an independent, neutral, informal and independent resource where students may discuss concerns related to the university, as well understand their rights and responsibilities. Visit <https://ombud.msu.edu/>. Phone 1-517-353-8830 or e-mail [ombud@msu.edu](mailto:ombud@msu.edu).

### Department of Police and Public Safety

The MSU Police Department serves the community by providing a safe environment for students, faculty, staff, and visitors to live, learn, and work. Services include police patrol, responding to calls for service, criminal investigations, special event security, emergency management, access control, and parking services. Visit [www.police.msu.edu](http://www.police.msu.edu) for more information.

### Office of Supportive Services

The Office of Supportive Services is a multifaceted, holistic, academic support unit that provides services for students who are first-generation, low income, and/or meet other participant criteria to be part of the TRIO Student Support Services Program. Visit [www.trio.oss.msu.edu](http://www.trio.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. Most campus routes do 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](http://www.cata.org) for personal trip itineraries, comprehensive service information and online pass sales.

**WEEKDAY CAMPUS REGULAR FIXED-ROUTE SERVICE** - Six routes serve campus Monday-Friday starting at 7:00 a.m. during fall and spring semesters. Service runs until 2:30 a.m. on Route 30-South and East Neighborhoods, Route 31-Brody and East Neighborhoods and Route 39-University Village. Route 38-Spartan Village concludes at 10:45 p.m. Service on Route 33-Union/South Neighborhood ends at 10:30 p.m. Route 32 Commuter Lot/Auditorium/Clinical Center serves campus until 7:00 p.m.

**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 re-

quest 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 parking lots (#80, #83, #89, and #91). Rides must start or end at one of the four lots. Service is also available to/from Spartan Village Monday - Friday during regular service hours.

**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 1855 Place, 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.

**FREE-FARE CAMPUS FIXED-ROUTE SERVICE** - Students, faculty and staff ride for free on all campus fixed routes (Routes 30-39) during fall and spring semesters. Note a fare is required when riding LotLink, Night Owl, or any off-campus routes. See below.

**FARES AND PASSES FOR LOTLINK, NIGHT OWL AND OFF-CAMPUS ROUTES** - The student cash fare is 60¢. Cash fare customers must show the bus driver a 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 off-campus CATA fixed-route buses.

Students may also purchase a CATA 31-Day Student Pass for \$18 or a **Semester Pass** for \$50. These two passes are good on LotLink, Night Owl and for all CATA fixed-route transportation services off-campus. Passes are sold online at [www.cata.org](http://www.cata.org), the MSU ID Office, and many convenient off-campus locations. A lost or stolen Semester Pass may be replaced if the original pass was linked the student's ID when purchased. Students are allowed one replacement pass free of charge per semester. Contact the MSU ID Office in Room 170 of the International Center for a replacement.

The regular fare for non-student faculty and staff is \$1.25 on any off-campus route. A 31-Day Adult Pass is available for \$35.

**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. Eligible students may obtain free Michigan State University Spec-Tran passes for trips that originate and end on campus by contacting the RCPD office. 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](http://www.cata.org) for online chat assistance, 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](mailto:info@cata.org). CATANOW provides next-bus real-time departures by texting your bus stop number to 76123. Printed bus schedules are available in most residence halls and at other key campus locations. The ADD line is the Michigan Relay Center Voice - 1-800-649-3777. Large-print versions and MP3 files (downloadable at [www.cata.org](http://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 Experience 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).

**TRANSIT APP** - Transit is CATA's preferred mobile app for real-time bus departures, bus tracking and comprehensive trip planning options. The free app is available on iPhone and Android devices.

**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 Experience 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, 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**

MSU Ordinances require any bicycle possessed or operated on campus be registered. Bikes must be in operable condition, and when parked they must be locked at a bike rack, otherwise they may be impounded and fees assessed for retrieval. Michigan State University, City of Lansing, City of East Lansing, Lansing Township, and Meridian Township bike permits are acceptable. Permits must be current, valid, and attached 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](http://www.police.msu.edu) to register your bike (make, color, and serial number must be provided upon registration). Bike registration is free of charge. All CATA full sized buses are equipped with bike racks. Each rack accommodates several bikes.

### **Motor Vehicles, Mopeds, and Electric Mobility Devices**

All students whether residing on or off campus must register their vehicle with the MSU Police Department if they operate their vehicles on campus. In addition, mopeds and electric mobility devices such as electric scooters operated on campus must be registered with the MSU Police Department. Failure to do so may result in parking violations and impoundment. Visit [www.police.msu.edu](http://www.police.msu.edu) for more information.