



# GENERAL INFORMATION, POLICIES, PROCEDURES and REGULATIONS

## COSTS

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

### ADVANCED PAYMENTS AND DEPOSITS

#### Application Processing Fee

Domestic Undergraduate Applicants . . . . .	\$35.00
International Undergraduate Applicants . . . . .	\$50.00
Graduate Applicants (domestic and international)	\$50.00

An application fee, not applicable to any other charge and not refundable, is required of everyone requesting admission as an undergraduate, graduate-professional, or graduate student. Payment must accompany the Internet or paper application which is sent to the Office of Admissions and Scholarships. 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> . . . . .	\$200.00
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All entering undergraduate students are required to pay a \$200 Advanced Enrollment Deposit (AED). Transfer students who choose not to live in MSU housing, or freshmen with special housing exceptions pay \$175. Payment by the student confirms acceptance of admission, reserves the student a place in both the entering class and a residence hall, and allows the student to register for a required Academic Orientation Program which fill on a first-come, first-served basis. An admitted student who is financially unable to submit the AED may request a deferral. The

\$200 AED is fully refunded to fall domestic freshmen students who cancel their admission prior to May 1. There is no refund for other semesters, transfer students or international students.

### COURSE FEES AND TUITION (2004 - 05)

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

If there is any question of the student's right to an in-state classification, it is the student's responsibility to discuss it with the Associate Registrar in charge of Registration and Residency at least one month before enrolling.

As amended by the Board of Trustees in the 2004-05 Budget Guidelines. Amounts subject to change for 2005-06 and future years.

#### On-Campus Course Fees and Tuition

##### Undergraduate

<b>Michigan Resident Course Fees</b>	
Lower Division <sup>3</sup> . . . . .	\$206.25
Upper Division <sup>3</sup> . . . . .	\$229.75
Online BSN for Registered Nurses . . . . .	\$329.75
<b>Out-of-State Resident Course Fees and Tuition<sup>1</sup></b>	
Lower Division <sup>3</sup> . . . . .	\$567.75
Upper Division <sup>3</sup> . . . . .	\$588.00
Online BSN for Registered Nurses . . . . .	\$354.75
Teacher Certification Internship Year <sup>2</sup>	

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

**Costs**

Michigan Resident Course Fees (semester) . . . . .	\$3,607.00
Out-of-State Resident Course Fees and Tuition (semester) . . . . .	\$7,726.00

**Graduate**

Michigan Resident Course Fees Masters and Doctoral Programs <sup>3</sup> . . . . .	\$304.00
Masters in Accounting . . . . .	\$421.00
M.A. and M.S. in Education . . . . .	\$337.00
Ed.S. and Ph.D. in Education . . . . .	\$337.00
Broad MBA Program <sup>2,4</sup> (semester) . . . . .	\$8,100.00
MBA Advanced Management Program <sup>2</sup> (annual) . . .	\$29,000.00
MBA Program in Integrative Management <sup>2</sup> (program - Summer 2004 cohort) . . . . .	\$42,700.00
M.S. in Logistics <sup>2</sup> (program - Summer 2004 cohort) .	\$32,500.00
M.S. in Manufacturing and Innovation <sup>2</sup> (program - Summer 2004 cohort) . . . . .	\$32,500.00
Out-of-State Resident Course Fees and Tuition <sup>1</sup> Masters and Doctoral Programs <sup>3</sup> . . . . .	\$632.00
Masters in Accounting . . . . .	\$782.00
M.A. and M.S. in Education . . . . .	\$665.00
Ed.S. and Ph.D. in Education . . . . .	\$665.00
Broad MBA Program <sup>2,4</sup> (semester) . . . . .	\$11,350.00
MBA Advanced Management Program <sup>2</sup> (annual) . . .	\$33,000.00
MBA Program in Integrative Management <sup>2</sup> (program) . . . . .	\$45,450.00
M.S. in Logistics <sup>2</sup> (program - Summer 2004 cohort) .	\$34,000.00
M.S. in Manufacturing and Innovation <sup>2</sup> (program - Summer 2004 cohort) . . . . .	\$34,000.00
Online Masters Programs	
M.S.N. in Nursing Education (In State) . . . . .	\$404.00
M.S.N. in Nursing Education (Out-of-State) . . . . .	\$429.00
M.A. in Education . . . . .	\$470.00
M.S. in Packaging . . . . .	\$475.00
M.S. in Criminal Justice . . . . .	\$475.00
M.S. in Food Safety . . . . .	\$430.00
M.A. or Certificate in Youth Development <sup>4</sup> . . . . .	\$375.00

**Graduate-Professional<sup>2</sup>**

Veterinary Student	
Michigan Resident Course Fees (semester) . . . . .	\$7,400.00
Out-of-State Resident Course Fees and Tuition (semester) <sup>1</sup> . . . . .	\$15,500.00
Final Year Veterinary Student	
Michigan Resident Course Fees (semester) . . . . .	\$6,500.00
Michigan Resident Course Fees (Summer semester) . . . . .	\$4,500.00
Out-of-State Resident Course Fees and Tuition (semester) <sup>1</sup> . . . . .	\$13,700.00
Out-of-State Resident Course Fees <sup>1</sup> (Summer semester) . . . . .	\$9,100.00
Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees (semester) . . . . .	\$7,300.00
Out-of-State Resident Course Fees and Tuition (semester) <sup>1</sup> . . . . .	\$15,900.00
Extended Curriculum Program, Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees . . . . .	\$5,004.00
Out-of-State Resident Course Fees and Tuition <sup>1</sup> . . . . .	\$10,740.00

Dual Degree Medical Scientist Training Program Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees . . . . .	\$5,063.00
Out-of-State Resident Course Fees and Tuition <sup>1</sup> . . . . .	\$10,741.00
Medical Student in College of Veterinary Medicine	
Michigan Resident Course Fees . . . . .	\$4,769.00
Out-of-State Resident Course Fees <sup>1</sup> . . . . .	\$9,778.00

<sup>1</sup> If there is any question of the student's right to an in-state classification, it is the student's responsibility to discuss it with the Associate Registrar in charge of Registration and Residency at least one month before enrolling.

<sup>2</sup> Includes mandatory fees.

<sup>3</sup> Other than the programs listed below.

<sup>4</sup> Non-M.A. and non-certificate students taking courses offered by another institution via the GP IDEA alliance will be charged the common price.

**Lifelong Education Course Fees**

Undergraduate and graduate Lifelong Education students are assessed course fees of \$304.00 per credit. Lifelong Education students (with the exception of students in the Teacher Certification Internship year) are not assessed matriculation fees or student taxes. Certain lifelong-education online university courses may be assessed additional tuition fees of \$100-150 per credit hour. All International students are assessed an International Student Registration Fee of \$25.00 per semester.

**Doctoral Students**

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

**Minimum Registration**

All students using University services (faculty consultation included) must be registered each semester. Minimum registration consists of one course, one credit. A student enrolling for one or more credits is assessed the registration fee.

If a graduate student has previously registered for the minimum number of credits required for master's thesis or doctoral dissertation research, but has not completed the other requirements for the degree and continues to study using University facilities and/or faculty service to take examinations, complete the thesis or dissertation requirements, etc., the student must enroll and pay the minimum registration fee.

**OTHER COSTS**

**Mandatory, Non-Refundable Fees (Per Semester)**

*Late Enrollment*

Fall and Spring Semesters:

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

Summer Sessions:

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

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

**Late Registration Fees**

Students who fail to return their payments or confirm their attendance (if no payment is required) by the registration bill due date will be assessed a late registration fee. **If your Minimum Amount Due (MAD) is \$0.00, you must respond to the registration bill by confirming your attendance in STUINFO.** Failure to make payment by the due date will result in a \$50 Late Registration Fee. Failure to respond to a \$0.00 MAD by confirming your attendance in STUINFO will result in a \$20 Late Registration Fee.

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

This fee is assessed as the result of:

- A registration check/ACH or charge not clearing the bank when it is first presented . . . . . \$70.00
- A non-registration check/ACH or charge not clearing the bank when it is first presented . . . . . \$20.00
- Student Receivable or short term loan account payments being made after the due date . . . . . \$20.00

**Mandatory, Refundable Fees (Per Semester) (2004-05)**

**Matriculation Fees<sup>1</sup>**

- For students enrolling for more than 4 credits . . . \$406.00
- For students enrolling for 4 credits or less . . . . . \$332.00

Matriculation Fees include the Infrastructure/Technology Fee.

**Engineering Program Fee<sup>1</sup>**

- For students enrolling for more than 4 credits . . . \$380.00
- For students enrolling for 4 credits or less . . . . . \$231.00

Graduate and upper division undergraduate students majoring in Engineering are assessed this fee.

**International Student Registration Fee<sup>1</sup>** . . . . . \$25.00

**Student Taxes**

- Undergraduate Students (ASMSU). . . . . \$13.75
- Graduate Students (COGS)<sup>2</sup>. . . . . \$7.25
- Graduate-Professional Students (COGS and COMS)<sup>3</sup> \$8.75
- FM Radio Tax (All students) . . . . . \$3.00

**State News**

- All students who are assessed fees for 6 credits or more . . . . . \$5.00

**James Madison College Orientation Reading**  
Section fee for James Madison College 201  
(Fall only)(determined annually) approx. . . . . \$5.00-20.00

<sup>1</sup> The Matriculation Fees, Engineering Program Fee, and International Student Registration Fee are refunded in the same percentage as course fees when withdrawing from the University or dropping from above 4 credits to 4 credits or less.

<sup>2</sup> The COGS tax for summer session is \$4.50.

<sup>3</sup> The COGS and COMS tax for summer session is \$6.00.

**RATES FOR UNIVERSITY HOUSING**

The rates listed below are for the 2004-2005 academic year. In addition, students living in undergraduate housing will be charged a Residence Halls Association tax of \$22.00 per semester. Students living in Owen Graduate Center will be assessed a \$5.00 Owen Graduate Association tax per semester, and students in University Apartments will be charged a University Apartments Council of Residents tax of \$3.00 per semester.

**Residence Halls — Room and Board (Per Semester)<sup>1, 2, 3</sup>**

There are four meal plans available in any of the 14 undergraduate hall dining rooms across the campus: (1) the Premium Plan, which includes unlimited access and a \$100 Spartan Cash Account for use in a variety of locations across campus; (2) the Traditional 20 Plan, which includes 20 meals per week at the designated times for each meal (missed meals cannot be used at another meal period); (3) the Prime 15 Plan, which allows access 15 times per week (the student chooses the times to enter), Sunday through Saturday; and (4) the Perfect 10 plan, which allows access 10 times per week, Sunday through Saturday. Note: All plans include use of TOTALLY TAKE OUT (carry-out dining service located in some residence halls).

Double Room (per person)	Premium	Traditional 20	Prime 15	Perfect 10
Room	\$1,244.00	\$1,244.00	\$1,244.00	\$1,244.00
Board	1,870.00	1,628.00	1,628.00	1,488.00
Total	\$3,114.00	\$2,872.00	\$2,872.00	\$2,732.00

Designated Single Room (add \$1,045 per semester)  
Permanent Single Room (add \$675 per semester)

**Owen Graduate Center (Per Semester)<sup>1, 2, 5</sup>**

- Double Room (per person) . . . . . \$2,264.00
- Single Room . . . . . \$2,648.00

For more information on residence halls, write: University Apartments/Residence Hall Assignments Office, Michigan State University, 100 University Housing Building, East Lansing, Michigan 48824-1231 or [www.hfs.msu.edu/uh](http://www.hfs.msu.edu/uh).

**University Apartments (monthly rates)<sup>2, 4, 6</sup>**

- One Bedroom . . . . . \$541.00
- One Bedroom (remodeled) . . . . . \$581.00
- Two Bedroom . . . . . \$599.00
- Two Bedroom (remodeled) . . . . . \$644.00

For more information on apartments, including furnishings and regulations write: University Apartments/Residence Hall Assignments Office, Michigan State University, 100 University Housing Building, East Lansing, Michigan 48824-1231.

<sup>1</sup> Although these rates are for each semester, the Housing Contract is signed for the entire academic year. To determine costs for the academic year, 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 *Academic Freedom for Students at Michigan State University*.

<sup>3</sup> Rates do not include resident student government taxes of \$22.00 per semester for undergraduate students who live in residence halls.

<sup>4</sup> Apartment rental rates are based on normal occupancy in each apartment. Per-person rates are higher if the apartment is under occupied.

<sup>5</sup> Rates include \$280.00 cafeteria credit but do not include student government taxes of \$5.00 per semester for students who live in the graduate hall.

<sup>6</sup> Rates do not include \$3.00 per semester for University Apartments Council of Residents tax. The University Apartments Council of Residents tax for Summer session is \$2.00.

**MISCELLANEOUS FEES AND DEPOSITS**

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

**Administrative Fee for Sponsored International Students**  
For administration and services(per semester) . . . \$350.00  
No fee collected for Summer session.

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

Fall 2005 Registration Billing Statement:	International Student	\$412
	Medical Student	\$469
Spring 2006 Registration Billing Statement:	International Student	\$684
	Medical Student	\$779

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

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

**Costs**

2005-2006 Annual Premium Rates	International Student	Medical Student
Student	\$1,097.00	\$1,249.00
Student/Spouse	\$4,692.00	4,844.00
Student/Spouse, One Child	\$6,623.00	6,775.00
Student/Spouse, Two or More Children	\$7,379.00	\$7,531.00
Student, One Child	\$3,028.00	\$3,180.00
Student, All Children	\$3,784.00	\$3,936.00

Note: Premiums are subject to change each academic year.

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

Vehicles operated or parked on MSU property by MSU students must be registered with the MSU Parking Office. Failure to do so may result in parking violations or vehicle impoundment. Go to [www.dpps.msu.edu/mgtserve/permits.asp](http://www.dpps.msu.edu/mgtserve/permits.asp) to register your vehicle and to view the Student Parking and Driving Regulations. Online registration for Fall 2005 will open on July 18, 2005.

**2005-2006 VEHICLE REGISTRATION FEES**

Resident Student (by lot location) (Year) . . . . .	\$71.00-171.00
Graduate Assistant (Semester) . . . . .	\$71.00
Commuter Student (Year) . . . . .	\$57.00

**Student Bicycle Registration**

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

**Campus Bus Service<sup>4</sup>**

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

Single ride-with valid MSU ID . . . . .	\$ 0.50
Student 31 Day Pass . . . . .	\$14.00
Student Semester Pass . . . . .	\$45.00
Student 10 Ride Card . . . . .	\$5.00
Commuter Lot Route Pass (Semester) . . . . .	\$16.50
Commuter Lot Route Pass (Two-Semester) . . . . .	\$27.50

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

Passes are sold at most residence halls, Union Store, and University Apartment Manager's Office.

Paratransit Service is curb-to-curb service designed for persons with disabilities. The CATA cash fare for this service is \$2.00 per trip. Discount fare cards are available for certified students through MSU Resource Center for Persons with Disabilities.

Visit CATA's website for the latest information on passes, routes, and services: [www.cata.org](http://www.cata.org).

**Spartan Marching Band Fees**

Uniform Cleaning (annually) . . . . .	\$15.00
Gloves (per pair) . . . . .	\$3.00
Shoes . . . . .	\$37.00
Locker Rental (optional) . . . . .	\$10.00
Marching Band T-Shirt . . . . .	\$10.00

Charges are listed in the Marching Band Handbook sent to qualifying students.

Certified Copy of Diploma . . . . .	\$5.00
Duplicate or Replacement Diploma . . . . .	\$50.00
Transcript . . . . .	\$ 5.00
Microfilming and Binding Fee for Master's Thesis . . . . .	\$78.00
Microfilming and Binding Fee for Doctoral Dissertation . . . . .	\$88.00
Copyright Fee for Master's Thesis or Doctoral Dissertation . . . . .	\$45.00

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

**Student Activity Admission**

Students who are assessed fees for 7 or more credits (6 or more credits for doctoral students) are eligible for:

Student discounts on series or single tickets to professional performing arts events at Wharton Center for Performing Arts. \$15 student tickets are available for most performances.

The purchase of one guest ticket to professional performing arts events at Wharton Center for Performing Arts at the student rate. One current student identification card must be presented with every two student-rate tickets when attending a performance.

**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> Freshmen 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 Out-of-State Tuition**

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

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

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

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

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

**Financial Aid Refund Policy**

**Dropping Credits**

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

**Withdrawal from the University**

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

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

2. The bill calculated as a result of withdrawal will depend on the official date of withdrawal and/or the last date of attendance and the percentage and amount of institutional refund to be received.
3. Withdrawal for any semester during the regular academic year may result in cancellation of a student's financial aid award for the remainder of the academic 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 set forth regulations governing the treatment of Title IV funds when a student withdraws from an institution.

When a student withdraws 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-SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT, Pell 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 calculation, 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.
    1. 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.

2. If the student's portion of aid to be returned is an overpayment of a grant, the student is required to only repay 50 percent of the grant overpayment. MSU will restore the grant funds to the appropriate federal account, with a resulting charge to the student's account. The student will be responsible for repaying MSU for the grant overpayment.
5. *Unearned Title IV Funds will be returned to federal programs in the following order:*
  - Unsubsidized Federal Stafford Loans
  - Subsidized Federal Stafford Loans
  - Federal Perkins Loans
  - Federal Parent PLUS Loan
  - Federal Pell Grants
  - Federal Supplemental Educational Opportunity Grants

*Federal Title IV Aid and 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).

*Example of a Title IV return of funds calculation for a Title IV recipient who withdraws:*

Institutional Charges . . . . .	\$5,000
Title IV Loans . . . . .	\$2,000
Title IV Grants . . . . .	<u>\$1,000</u>
Total Title IV aid . . . . .	\$3,000

Student withdrew on 35<sup>th</sup> 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 (student's 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, 140 Administration Building, East Lansing, MI 48824, (517) 355-5050, Fax (517) 353-9640. Questions regarding the Return of Title IV Funds Policy for students who withdraw should be addressed to the Student Accounts Office.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Costs

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 *Registration Fee*, *Engineering Program Fee*, and the *Infrastructure/Technology Support Fees* or the differential is refunded in the same percentage as course fees when withdrawing from the University or dropping from above 4 credits to 4 credits or less.

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

*Late registration fees* will not be refunded.

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

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

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

## OTHER INFORMATION

### Fee Payment

All fees, tuition, and housing charges noted above except those in the sections labeled Advanced Payments and Deposits and Miscellaneous Fees and Deposits are due and payable upon issuance of a Registration Billing Statement for the semester. **The Registration Bill is only available online in STUINFO. Paper bills are no longer mailed effective July 23, 2004. Students will be notified by email when the Registration Bill is available in STUINFO.** Please refer to the Student Accounts website at: [ctlr.msu.edu/studrec](http://ctlr.msu.edu/studrec). Please refer to the *Fee Payment Schedule* for the appropriate semester for more detailed information. Payment may be made by check or money order payable to Michigan State University or by electronic check/ACH or credit card through STUINFO. Payments made with MasterCard, Discover, and American Express credit cards are only accepted via the Web and carry a convenience fee. Checks are accepted subject to collection.

### Deferred Payment Plan

Students may defer up to 50% of their tuition and related fees. Tuition and related fees which do not appear on the Registration Billing Statement (such as subsequent course adds) will be deferred if they appear on your account prior to your becoming a registered student for the semester (you will become registered when at least the minimum amount due on the registration bill is paid, attendance is confirmed if no payment is due, and any holds are cleared). Otherwise they will be included on the next monthly bill. Students living in University Residence Halls are able to defer up to two-thirds of their residence hall charges. The amount deferred is divided into two installments. Approximate installment due dates are listed below. If a student enrolls by the date specified in the *Fee Payment Schedule*, the Registration Billing Statement will list several payment options (if a student enrolls subsequently, they will not have the option to defer tuition). If the student's payment is at least the "Minimum Amount Due" and less than the "Amount to Avoid Deferment," then the deferred payment plan

option will be assumed. Both actual and pending financial aid is first applied against the "Minimum Amount Due." Financial Aid exceeding the "Minimum Amount Due" will then reduce the tuition deferment and subsequently reduce any housing deferment. A \$10.00 payment plan service fee will be charged whenever the option to defer either tuition or housing for a semester is elected. A finance charge of 12% per year will be assessed on deferred tuition and related charges. There is no finance charge assessed on unpaid housing charges.

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

A \$20 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 semester is subject to the student's class end date for the summer session.

### Financial Aid

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

Actual financial aid is aid which you 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 you owe, reducing the amount you owe.

Pending financial aid will be listed separately on the bill, in the 'temporary Transaction Information' section. Pending aid is not an actual payment on your account; it does not reduce the amount you owe. Pending aid is only used to reduce the 'Minimum Amount Due' on the Registration Billing Statement. In order for pending aid to become actual aid, further action on your part may be needed. Please refer to 'eFINAID' on STUINFO, the student online system (<http://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 your account, to the end of the semester. You should refer to your financial aid award notification, or contact the Office of Financial Aid, for more specific information.

If the total of your actual financial aid (no longer pending aid) exceeds the amount you owe and you have completed registration you are entitled to a refund. Refunds will be directly deposited or mailed to your local address if available during the week before classes begin. If your aid and registration are finalized after this mailing, refunds are produced nightly and mailed or directly deposited the following workday through the 3rd day of classes (approximately). After this period, refunds are produced and directly deposited or mailed weekly. **NOTE:** Financial aid for a current semester may be used to pay past due Controller's Office debts to enable a student to become registered. If the debt is less than or equal to \$700, the student must contact the Student Accounts Office in Room 140 Administration Building. If the debt is greater than \$700, the student must obtain approval from a Financial Aid Officer. Once a student is registered, financial aid for the current semester will be automatically used to pay any past due Controller's Office debts unless the student informs the Student Accounts Office to the contrary in writing 10 days before the start of semester.

### National Merit Scholarship

The National Merit Scholarship appears as a temporary credit on your registration bill until MSU 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 \$413.00 per semester and for graduates is \$583.00 per semester.

### Bad Checks

*[Includes rejected electronic check/ACH payments]*

A \$20.00 bad check/ACH fee and a \$50.00 late registration fee will be assessed to a student whose registration check/ACH does not clear the bank when presented. Students failing to redeem these checks/ACH by the date stated on the notification letter will have their registration canceled.

There is an \$20.00 fee assessed for each non-registration check/ACH which does not clear the bank when presented.

In addition to the bad check/ACH fee, 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 cashing checks at the University and may be a cause for denying future short term loans.
3. Transfer the debt to a collection agency.
4. File a complaint with the police for possible prosecution.
5. Refer the student to the Judicial Affairs Office for disciplinary action.
6. Bring civil action against the individual for the amount of a returned check/ACH not redeemed within 30 days of the date of the notification letter and \$250 in costs. In addition, the court could rule that you must also pay the greater of \$100 or two times the amount of the returned check/ACH. If you pay the total amount due within 30 days, no civil action will be taken against you.

## PRINCIPLES AND INSTRUCTIONS GOVERNING MSU STUDENT IDENTIFICATION CARDS

### Principles

1. Each student of Michigan State University is issued an 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, the Registrar's Office (517-355-3300) and the main Library (517-355-2333) should be immediately contacted. Each student is responsible for all materials checked out of the libraries with the ID card.
3. Replacement Costs
 

Lost Card . . . . .	\$20.00
Exchange of an electronically unreadable card which is not visibly damaged. . . . .	no charge

Replacement ID cards are made in the Registrar's Office, 50 Administration. Pictured ID is required. The charge will be applied to a student receivable account.

### Student Spouses

Spouses of registered students may obtain IDs entitling them to certain privileges. The student and spouse must appear in person in 50 Administration and present the student's MSU ID and proof of marriage. There is no charge.

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

### A. AUTHORITY FOR HOLD CARD USE

1. Financial Holds
 

The Vice President for Finance and Operations and Treasurer is responsible for the collection, custody, and accounting for all monies due the University. Holds may be employed to collect any financial obligations due to the University's operating funds or to student loan funds.
2. Judicial Holds
 

The procedures for student discipline are specified in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, and Medical Student Rights and Responsibilities*. Administrative officers and judicial bodies are specifically authorized under this administrative ruling to request of the Provost or the Vice President for Student Affairs and Services the use of the judicial hold to enforce a 'suspension' decision against a student, and to contact a student to notify him or her of an alleged violation of a regulation and pending judicial or administrative proceedings.
3. Academic Holds
 

Academic holds are used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the academic hold for this purpose.
4. Administrative Holds
 

Administrative holds are also used to assure that students abide by reasonable rules and regulations as a condition of admission to and retention in the University. Agencies of the University and academic administrators are authorized under this administrative ruling to initiate use of the administrative hold for this purpose.

### B. CRITERIA FOR HOLD USE

1. Financial Holds
 

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

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

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Costs

- d. A current list of all University agencies authorized by the Vice President for Finance and Operations and Treasurer to issue financial holds shall be maintained by the Student Receivables Division, Controller's Office.
  - e. Students are entitled to appeal the legitimacy of charges placed against them through established due process procedures. Students are expected to exercise these rights at the time of original notification of indebtedness.
  - f. A student will not be permitted to enroll for courses, be registered, be readmitted to the University, have an application for admission to a new program of study processed, or receive services such as transcripts and diplomas, if a financial hold has been placed on the student. Additionally, in some circumstances, financial aid processing may be withheld if a financial hold has been placed.
  - g. If a student has enrolled for courses and has not paid the financial obligation which created the financial hold by a specified due date, the student will be dropped from the courses in which he/she is enrolled.
2. Judicial Holds  
Judicial bodies and administrative officers may make use of judicial holds in two cases:
    - a. Holds may be issued against a student who has been suspended, under the procedures outlined in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities*, to prevent the student's reenrollment and/or registration.
    - b. Holds may be issued against a student in order to require the student to appear at an administrator's office so that the student can be provided with a written statement of an alleged violation of regulations and impending judicial or administrative proceedings when attempts to reach the student by certified mail and by telephone have proven unsuccessful.
    - c. A judicial hold may prevent a student from being readmitted to the University, having an application for admission to a new program of study processed, enrolling in courses, and registering (paying of fees) depending upon the time within the academic semester when the hold is placed.
    - d. The Office of the Vice President for Student Affairs and Services or the Office of the Provost shall authorize each instance of judicial holds under the terms of the criteria in the above sections.
  3. Academic Holds
    - a. The Provost and College deans and their designees are authorized to issue an academic hold which prevents a student from enrolling in courses and registering (paying of fees) because the student (1) has not met or needs to complete an academic requirement, e.g., has not declared a major, has failed to meet conditions of reinstatement or readmission, has failed to take the international student English proficiency test, has failed to supply required transcripts; (2) has been recessed or dismissed; (3) needs to see an academic adviser 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 Operations and Treasurer. Procedures for judicial hold use shall be developed by the Office of the Vice President for Student Affairs and Services and the Office of the Provost. Procedures for academic hold use shall be developed by the Office of the Provost. Procedures for administrative hold use shall be developed by the Office of the Vice President for Student Affairs and Services. All procedures shall include provision for the following:
    - a. Adequate prior notice to the student (including all pertinent details) of pending placement of a hold, prior to issuance except in the case of bad checks.
    - b. Procedures for the student to challenge the placement of a hold, prior to the issuance of a hold.
    - c. While a student is in the process of appealing the case in question, the hold will not be issued.

- d. Review by the offices responsible for developing hold use procedures to ensure that the administrative ruling on holds is being accurately and consistently followed.
3. When a student has satisfied the conditions which precipitated a hold, the responsible agency or administrator placing the hold will ensure that the hold is removed.

#### D. JUDICIAL REVIEW

This administrative ruling and all procedures and administrative decisions stemming therefrom shall be subject to judicial review as provided in *Academic Freedom for Students at Michigan State University*.

## OUT-OF-STATE TUITION REGULATIONS

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

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

#### 1. GENERAL PROVISIONS

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

#### 2. ESTABLISHING MICHIGAN DOMICILE

An applicant or student may provide any and all evidence that he/she believes will prove that he/she is domiciled in Michigan. No one type of evidence will be considered dispositive of the issue of domicile. Rather the University will consider all of the evidence provided to it concerning a claim of domicile.

- A. Circumstances which may demonstrate Michigan domicile. The following circumstances and activities, though not conclusive, may lend support to a claim to eligibility for in-state classification. This is not an exhaustive list.
  - In the case of a dependent student, at least one parent domiciled in Michigan, as demonstrated by the parent's permanent employment, establishment of a household and severance of out-of-state ties.
  - Student employed in Michigan in a full-time, permanent job, provided that the student's employment is the primary purpose for the student's presence in Michigan.



- Student's spouse or domestic partner employed in Michigan in a full-time, permanent job, provided that the spouse's or partner's employment is the primary purpose for the student's presence in Michigan.
- B. Circumstances which do not demonstrate Michigan domicile. The circumstances and activities listed below are temporary or indeterminate and, in and of themselves, do not demonstrate domicile in Michigan:
- Enrollment in a Michigan high school, community college or university
  - Employment in Michigan that is temporary or short-term
  - Military assignment in Michigan
  - Employment in Michigan in a position normally held by a student
  - Ownership of property in Michigan
  - Presence of relatives (other than parent for a dependent) in Michigan
  - Possession of a Michigan driver's license or voter's registration
  - Payment of Michigan income or property taxes
  - The student's statement of intent to be domiciled in Michigan
3. **PRESUMPTIONS OF IN-STATE CLASSIFICATION**  
A student will be presumed eligible for in-state classification in the following circumstances:
- A. If a student, or the parent of a dependent student, is an active member of the regular armed forces who maintains Michigan as his/her official home of record, is registered to vote in Michigan and files a Michigan income tax return as a resident, the student shall be classified as in-state.
- B. If a student, or the parent of a dependent student, is domiciled in Michigan but has been temporarily transferred outside Michigan by his/her employer (but has not become domiciled outside Michigan), the student shall be classified as in-state.
- C. If a student, or the parent of a dependent student, is a missionary funded by a Michigan church, and the student or parent was domiciled in Michigan at the time he/she went on the mission, the student shall be classified as in-state.
- D. If a student, or the parent of a dependent student, has been employed as a migrant worker in Michigan for a minimum of two (2) months each year for three (3) of the five (5) years prior to the date of the proposed in-state classification or for a minimum of three (3) months each year for two (2) of the five (5) years prior to the date of the proposed in-state classification, the student shall be classified as in-state. Proof and verification of employment is required. A migrant worker in Michigan is defined as one who travels to Michigan to pursue seasonal agricultural or related industry employment.
- E. A student who is a veteran of at least 12 consecutive months of active United States military service (excluding reserve programs) who moves to Michigan within 90 days following an honorable separation from the service with the intent to become a domiciliary of Michigan will be classified as in-state.
- F. A student who is a veteran of Peace Corps service who moves to Michigan within 90 days following satisfactory completion of his/her Peace Corps contract with the intent to become a domiciliary of Michigan will be classified as in-state.
- G. A person who physically resides in Michigan for 12 consecutive months without enrolling in any academic courses at any two-year or four-year degree granting institution may matriculate as an in-state student immediately thereafter.
4. **NON-U.S. CITIZENS**  
Among non-U.S. citizens, only persons who are entitled to reside permanently in the United States are eligible for in-state status classification at the University. These individuals, like U.S. citizens, must still prove that they have established a Michigan domicile as defined in these Regulations. In other words, having the privilege of remaining permanently in the United States is a necessary, but not a sufficient, condition to obtaining in-state classification at the University. At present, non-citizens who are entitled to reside permanently in the United States include:
- Permanent Resident Aliens: must be fully processed and possess Permanent Resident Alien card or stamp in passport verifying final approval by filing deadline for applicable term.
  - Refugees: I-94 card must designate "Refugee."
  - A, E (primary), G and I Visa holders: Based upon current law, these non-immigrant visa classifications are the only ones that permit the visa holder to establish a domicile in the United States. The Registrar shall update this list as changes occur in applicable law.
5. **MISCELLANEOUS**
- A. If a student, or the parent of a dependent student, moves out of Michigan during the time he/she is enrolled at the University, the student's in-state classification will be maintained as long as he/she continues to be enrolled. If a student moves out of Michigan for more than 12 months while enrolled as a less than full-time student, the student will be reclassified to out-of-state status, unless the student presents clear and convincing evidence that he/she has maintained his/her domicile in Michigan despite the move.
- B. The in-state status of a prospective student domiciled in Michigan will not be affected by that student's full-time attendance, prior to enrolling at MSU, at a non-Michigan college or university.
- C. If the family of a dependent current student or of a dependent prospective student who has completed at least the junior year in high school moves out of Michigan during the time he/she is a student, the student's in-state classification will be maintained as long as he/she continues to be enrolled on a regular school year basis in a Michigan high school, college or university.
- D. Applications for reclassification may be filed at any time. However, reclassification to in-state status applies only to whole semesters. Students will not be reclassified to in-state status within a semester.
- E. In situations where a student provides evidence that he/she was eligible for in-state tuition in a prior semester, the student may seek retroactive reclassification and a refund of the out-of-state tuition differential.
- F. A graduate student is subject to these Regulations, except that a Graduate Assistant will pay in-state fees during the period of his/her appointment.
- G. If a student (or the spouse, parent or legal guardian of a dependent student) is employed full-time by Michigan State University, the student will be eligible for in-state fee classification after 12 months of continuous full-time employment.
- H. The domiciliary status of any person, other than a parent, who may furnish funds to a student for payment of University fees shall not have any presumptive effect on the classification of that student.
- I. If a student has accepted a bona fide offer of permanent, full-time employment in Michigan following graduation, the student may seek a refund of the out-of-state tuition differential paid in any semesters falling completely within the 12 months preceding the date of the student's acceptance of the offer of employment.
- J. The University will correct errors that may occur in classifying a student. Further, the University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for in-state status and to reclassify students who are registered in an improper classification.
6. **RECLASSIFICATION APPLICATION PROCEDURE**  
Any student classified as out-of-state who believes he/she should be classified as in-state under the Regulations listed above should complete the form labeled "Request for Classification to In-State Status." This form is available in 150 Administration Building. The student should attach a letter explaining why the student believes that he/she is domiciled in Michigan and providing evidence to support his/her claim. All documentary evidence supporting the student's claim should be attached.
- When a student files a Request for Classification to In-State Status, the student must submit the following documentation with the Request form:
- for all students: a copy of the driver's license of the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
  - for all students: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2's for the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
  - for students born outside the U.S.: verification of U.S. citizenship or visa status.
  - for students who are dependents: copies of the front and signature pages of the most recent year's federal and state income tax returns of the person claiming the student as a dependent.
  - for students whose claim to eligibility for in-state classification is based on their permanent, full-time employment or that of another person: a letter from the employer, written on letterhead (including phone number), stating the student or other person's position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.
- Students are also responsible for providing any additional documentation necessary to support their claim to in-state status eligibility if such documentation is requested by the University.
- The Request for Classification to In-State Status with attached documentation should be submitted to the Associate Registrar in charge of Registration and Residency, 150 Administration Building, at least one month in advance of the semester in which re-classification is sought. The Request for Classification to In-State Status and accompanying documentation will not be returned. The student is advised to keep a copy for his/her records.
- The Request for Classification to In-State Status will be given to a Review Committee consisting of the Associate Registrar in charge of Registration and Residency, the Associate Registrar for Administration, and the Registrar. In cases where documentation appears to be unclear or incomplete, the Review Committee will attempt to contact the student and explain the need for further clarification and/or supportive documentation where possible.
- Documentation supporting a claim of Michigan domicile must be detailed and complete. If, in the opinion of the Review Committee, the documentation submitted is not sufficiently detailed and complete, the student will be so notified in writing. In that written notification, the student will be invited to discuss any remaining questions with the Associate Registrar in charge of Registration and Residency.
7. **APPEAL PROCEDURE**  
Any student desiring to challenge the decision of the Review Committee shall have the right to appeal the determination. The appeal will be reviewed by the Out-of-State Fees Committee.
- The appeal should be addressed to the Associate Registrar in charge of Registration and Residency, 150 Administration Building. The Out-of-State Fees Committee consists of the Vice President for Finance and Operations, Chairperson; the Vice President for Student Affairs and Services; the Associate Controller; the Dean of the Graduate School; the Assistant Vice President for Student Affairs and Services; one undergraduate student representing ASMSU; one graduate student representing COGS; the Director of Admissions, ex officio; the Registrar, ex officio; and the Associate Registrar in charge of Registration and Residency, ex officio. Ex officio members are non-voting.
- If a student's appeal is denied by the Out-of-State Fees Committee, the student may ask to appear in person before the Out-of-State Fees Committee to further clarify the documentation previously submitted. A student wishing to appear in person should file a written request with the Associate Registrar in charge of Registration and Residency. The request should specify the documentation about which the student intends to speak.
8. **FALSIFICATION OF RECORDS**  
According to Article 5.01 of the University's General Student Regulations, "No student shall provide false information for the purpose of gaining benefit for oneself or others to any office, agency, or individual acting on behalf of the University."

## HOUSING

At Michigan State University, it has always been a philosophy that student housing is much more than just a place to sleep and eat. Educational and social programs, mentoring services and planned activities augment the academic programs of the University to help students learn to live as involved members of a community.

This combination of philosophy, facilities and services has positioned MSU as a leader with a reputation of providing some of the finest and most extensive housing options in the country.

MSU proudly offers quality, affordable housing options for the varied needs of all students. Incoming freshmen, transfer students, graduate and international students find quality housing options in our 26 undergraduate residence halls and one graduate hall. University apartments provide housing for students with families, and graduate, international, and undergraduate students.

For information about housing regulations and policies, refer to the *University Housing Policy* in this section. More information on housing is available at [www.hfs.msu.edu/uh](http://www.hfs.msu.edu/uh).

### RESIDENCE HALLS

To meet different financial needs and personal preferences of students, Michigan State University offers a variety of residence hall accommodations. All halls are coeducational. Men and women are housed in separate suites on separate floors or the same floor and share dining, recreational, study and classroom facilities.

Men's and women's housing areas are generally open to members of the opposite sex on a 24-hour basis. Access into all halls at night is limited to residents and their guests and is overseen by night receptionists. Only students of legal age may possess and consume alcoholic beverages in their rooms, suites, or apartments. Many halls offer alcohol-free housing, where all residents and guests, even if they are over 21 years of age, agree not to have or consume alcohol.

Most halls offer quiet houses which emphasize quiet hours for study in excess of those found in the regular housing areas. Students must sign a separate contract agreeing to abide by the guidelines for living in alcohol-free, non-smoking, and quiet houses. All halls offer non-smoking housing and smoking is prohibited in all public areas of the residence halls.

For specific information about fees, refer to *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog.

### Types of Undergraduate Halls, Furnishings and Facilities, Staff and Government

Rooms in most halls are designed for two students but, with the addition of a third bed or lounge, can accommodate three. All student rooms are furnished except for blankets, pillows, and bedspreads. A resident may add study lamps, small rugs, draperies and wall hangings. Weekly linen exchange is provided and included in the room rates. Each room has local phone service equipped with voice mail, caller ID and discounted long distance (students provide the phone), cable TV and ethernet access.

Each residence hall has recreation and study facilities, lounges and pay laundries. Many have convenience store operations, ATM's and computer labs.

Most residence halls have dining services, which offer balanced and appetizing meals in pleasant surroundings.

There are four meal plans available in any of the 14 undergraduate dining rooms across the campus: (1) the Premium Plan which includes unlimited access and a \$100 Spartan Cash Account for use in a variety of locations across campus; (2) the Traditional 20 Plan, which includes 20 meals per week at designated serving times for each meal (missed meals cannot be used at another meal period); (3) the Prime 15 Plan, which allows access 15 times per week, Sunday through Saturday, (the student chooses the times to enter), and (4) the Perfect 10 Plan, which allows access 10 times per week, Sunday through Saturday. All plans include use of the Totally Takeout twice per day. No meals are served starting Wednesday dinner through Sunday during Thanksgiving recess, and no evening meal is served on Memorial Day, Independence Day, or Labor Day.

A residence hall complex director is responsible for coordinating student programming. The residence hall complex director is assisted by a staff of graduate advisers and undergraduate resident mentors. The direction and assistance the student receives from the advisers is a significant part of the program of education outside the classroom, which helps prepare the student for University and community living.

Student government is the basic channel for student participation in decision making and for meeting the needs of the residents of the individual halls. Opportunities are provided for students to participate in a variety of activities, including social events, informal discussions, sports, lectures and seminars. The hall government organization also provides recreational equipment, magazines, newspapers and other services. To maintain these services, dues are collected from the residents.

The Residence Halls Association (RHA) is the all-campus organization which coordinates the various residence halls' student governments.

### Living-Learning Programs and Undergraduate University Division

MSU offers different Living-Learning options within our extensive residence hall system to promote the union of academic and residence life. Opportunities abound to enrich academic life while making and solidifying the transition to the University.

Students are given the opportunity to live in close proximity to others with whom they share academic or cultural goals and interests. In some cases, classes and/or academic advisers are located within the same building or complex in which the student lives. Living-Learning options are available in a wide variety of majors and study areas. For more information on Living-Learning programs, visit [http://admissions.msu.edu/Living-Learning\\_Programs.asp](http://admissions.msu.edu/Living-Learning_Programs.asp).

The Undergraduate University Division has offices in some residence halls, staffed with full-time faculty members and advisers for No-Preference freshmen and sophomores. Some classes, which may be used to satisfy the University's Integrative Studies requirement, are also offered within residence halls.

## APARTMENTS

Two of the residence hall units contain apartments which are air-conditioned and furnished including carpeting and draperies.

Van Hoosen has 32 apartments for women, which accommodate four students each. Each resident in Van Hoosen shares the housekeeping responsibilities.

In Akers Hall there are 20 one-bedroom apartments in addition to regular rooms. Preference is given to students who have lived in a MSU residence hall the previous semester.

Apartments in the MSU University Apartments are available to single students after families and graduate students have been accommodated.

### Williams Hall, Room Without Board

Room without board is available in Williams Hall for sophomore, junior, and senior students. These students may purchase meal contracts if they wish.

In addition to regular furnishings, rooms are carpeted, have draperies or blinds, and refrigerators. No cooking facilities are available or allowed in the rooms, but each floor has an area for preparing meals. Care and cleaning of these areas are the responsibility of the hall residents.

Williams Hall rooms are rented on a double occupancy basis with a limited number of singles available.

### Owen Graduate Center

The graduate student requires a different type of living accommodation than the undergraduate student. Owen Graduate Center is designed to promote the advanced learning and exchanges of ideas demanded of graduate and professional students, or undergraduate students older than 21 years.

Rooms in Owen are largely single occupancy with a limited number of double rooms.

Owen Graduate Center dining services are designed to meet the individual tastes and varied schedules of graduate students.

Residents of Owen have a prepaid food credit plan, with board credit included in the rate charges. The board credit is not intended to last the average resident through the entire semester. If the resident has a credit balance at the end of the semester, it cannot be carried into the following semester or refunded. Account balances are furnished on request.

Individual cooking facilities are not available in Owen Graduate Center and cooking is not permitted in student rooms.

## HOUSING CONTRACTS FOR UNDERGRADUATE HALLS AND OWEN GRADUATE CENTER

The Housing contract is required by the Board of Trustees and is necessary to prevent students from using the halls as temporary housing. The contract protects the interests of the residents and the University. Acceptance of a room assignment and moving into a hall indicates agreement to the full terms of the contract. The contract is for the full academic year.

If at the time of checking into the residence hall the student is under 18 years of age, the contract must be signed by the parents or guardian. However, the contract is binding without the signatures of the parents, guardian, or student.

Violations of the terms and conditions of the contract will be referred to the appropriate University officials for administrative or judicial action.

The University Housing terms and conditions are available on the Web at [www.hfs.msu.edu/uh](http://www.hfs.msu.edu/uh).

The terms and conditions for Owen Graduate Center are printed in the *Owen Guide*, available from the Owen Manager's

Office, Michigan State University, East Lansing, Michigan 48825-1109.

## RESIDENCE HALLS APPLICATION PROCEDURE AND HOUSING APPLICATION FEE

**FALL SEMESTER FRESHMEN.** Each new freshman receives information regarding University housing with the letter of admission to the University. The University requires a housing application fee. Details for fall semester freshmen are explained in the admission packet.

**TRANSFER STUDENTS.** Each new transfer student receives information regarding University housing with the letter of admission to the University. A housing application fee is to be included when the application is returned to the Hall Assignments Office.

**ALL OTHER STUDENTS.** Housing applications are available from the Hall Assignments office. Contact (800) 678-4679 or [housing-info@uh.msu.edu](mailto:housing-info@uh.msu.edu) for additional information.

### Check-In

Students will be notified of the hall opening date for each semester.

For out-of-state and international students, baggage and trunks marked with the resident's name and sent to the assigned hall will be received and stored until the student's arrival. Indicate on each item the semester of the student's arrival. Michigan State University is not liable for any loss of or damage to any resident's property.

Closet space is limited, so residents are urged to bring only seasonal clothing.

### Residence Halls Rates per Semester

Rates are given in the *General Information, Policies, Procedures and Regulations* section of the catalog.

## SUMMER HOUSING - RESIDENCE HALLS

Housing is available for summer session, although reservations are handled separately from those for the regular school year. Students may apply for summer session housing beginning in February.

At the end of the summer, students must check out with the manager's office of their summer residence hall. Students may move directly to their fall hall at the conclusion of summer session.

## UNIVERSITY APARTMENTS

The University has 2,295 one- and two-bedroom apartments. Married couples with dependent children and single parents with dependent children have priority for the two-bedroom units.

The apartments are furnished with a stove, refrigerator, and venetian blinds. Newly remodeled and fully carpeted one- and two-bedroom units are available at a slightly higher cost. There are no storage facilities available other than those in the individual apartments. Coin-operated washing and drying facilities are located in Cherry Lane, Spartan Village and University Village. The keeping of animals or pets of any kind is prohibited, with the exception of non-carnivorous fish. Aquariums are limited to 30 gallons.

Children residing in University Apartments are eligible to attend East Lansing Public Schools. Preschool services are available through Spartan Child Development Center, located in Spartan

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Housing

Village. Playgrounds and other recreational sites are located through out the villages.

#### Applications for University Apartments

You must be of sophomore status or above to live in University Apartments. Once you have been officially admitted to the University and assigned a Personal Identification Number (PID), you may apply for housing. Applications are available from the University Apartments/Hall Assignments Office, 100 Service Road, or by calling 800-678-4679. A \$25 non-refundable application fee is required to process your application. No down payment is required. A marriage certificate is required for all married couples. Birth certificates are required for all dependents.

#### Eligibility and Occupancy

To remain eligible to live in University Apartments as an undergraduate student, you must be enrolled for a minimum of eight credits during two of the following: fall semester, spring semester, summer session. Exceptions may be made for students employed by the University in a teaching capacity, interns, fellows, and doctoral students. University Apartments requires a minimum 4-month occupancy on all executed leases. A 45-day Vacate Notice must be filed for all move-outs prior to May 15<sup>th</sup>. Rent will be charged for 45 days from the date of notice. Residents not in compliance with these regulations will be subject to additional penalties. A summer storage option is available to current residents who may be leaving for the summer but returning for fall semester.

#### Rental Rates

The Michigan State University Board of Trustees sets rental rates for University Apartments. These rates change annually in August. Rent payments for all residents are due the first day of each month. Delinquent payment will be subject to late fees. Accounts delinquent for more than two months will be subject to eviction. Rental payments include all utilities, cable service, Ethernet, and local phone service (up to 400 calls per month). The first month's rent is due with the return of your Apartment Offer Letter. All future rent payments are made at the Cashier's Office, in room 110 Administration Building.

#### 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.

#### 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 355-8286.

#### Cooperative Living Units

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

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

#### Religious Living Units

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

### FOR FURTHER HOUSING INFORMATION

#### University Apartments/Hall Assignments Office

University Apartments Hall Assignments Office  
100 University Housing Building  
Michigan State University  
East Lansing, MI 48825-1231  
Telephone: (517) 355-9550 or 800-678-4679  
Email: [housing-info@uh.msu.edu](mailto:housing-info@uh.msu.edu)  
Web: [www.hfs.msu.edu/uh](http://www.hfs.msu.edu/uh)

#### Graduate Housing

Manager  
Owen Graduate Center MSU  
East Lansing, MI 48825-1109  
Telephone: (517) 355-5068

#### Food Service

Coordinator, Food Services  
W-37 McDonel Hall  
East Lansing, MI 48825-1108  
Telephone: (517) 353-1616  
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: (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 regu-

lations. 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. **Freshmen and Sophomores** — All freshman and sophomore students, including transfer students (0-55 credits accumulated), are required to reside in University Housing, with the following exceptions. The sophomore student (28-55 credits accumulated) requirement may be waived by administrative action on a yearly basis.
  - a. Married students
  - b. Students who will be twenty years of age by the last official day of registration fall semester of the current academic year (The current academic year is fall semester through spring 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. The University will always seek to achieve some balance of juniors and seniors in each housing unit.

### Enforcement

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

### Address

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

### Housing Contract

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

### Assignment

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

### Special Permission

Any student may apply for an exception to the housing requirements. Information on the special permission procedure and criteria for exceptions can be obtained by contacting the Judicial Affairs Office, 101 Student Services Building. Applications will be considered by a committee appointed by the Vice President for Student Affairs and Services. The committee will have one representative from each of the following offices: Department of Residence Life, Student Life, University Housing and Associated Students of Michigan State University. 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 in the academic year. 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.

### 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 all-University regulation requiring class attendance. However, attendance is an essential and intrinsic element

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

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.

**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 being enrolled in a class only after a hearing in the department or school, as described in the *Academic Freedom for Students at Michigan State University*, Article 2.4.

**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 semester, whichever occurs first.

**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 complete this process through the fifth day of classes in a semester. (For free add periods during the Summer Sessions, the enrollment system controls the timing for each session.) After the period ends, changes of section must be made in the department responsible for teaching the course.

### CHANGE OF ENROLLMENT

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

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

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

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

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

**TO DROP A COURSE AFTER THE MIDDLE OF THE SEMESTER.** A student may drop (withdraw from) a course during this period only to correct errors in enrollment or because of events of catastrophic impact, such as serious personal illness. To initiate a late drop, the student must obtain approval from the office of the associate dean of his or her college or the Undergraduate University Division. 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.

**ADJUSTMENT OF FEES.** If the adding or dropping of courses changes the total number of credits in which the student is enrolled, an adjustment of fees is made according to the policies for assessment of fees and refund of fees shown in the section on *Refund Policies*.

**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. Grades will not be reported. 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

**VOLUNTARY DURING THE SEMESTER.** A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester, or within the first 6/7 of the duration of the student's enrollment in a summer or special session (calculated in week-days). Withdrawal is not permitted after these deadlines.

The withdrawal procedure begins in the office of the associate dean of the college in which the student is enrolled or in the Office of the Registrar, Room 150 Administration Building.

Upon official voluntary withdrawal from the University, symbols are assigned to courses in which the student was enrolled according to the effective date of the withdrawal as follows:

1. If withdrawal is before the middle of the semester or summer session, no symbols will be assigned to courses in which the student was enrolled.
2. If withdrawal is after the middle of the semester or summer session, symbols will be assigned by instructors to courses in which the student was enrolled as follows: W (no grade) to indicate *passing or no basis for grade* regardless of the grading system under which the student is enrolled, N to indicate *failing* in a course authorized for P-N grading, or 0.0 to indicate *failing* in a course authorized for numeric grading.

In case of official withdrawal from the University, 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.

If three or more complete semesters of school are missed subsequent to withdrawal, including the summer sessions, the student must apply for readmission online at [www.reg.msu.edu](http://www.reg.msu.edu).

**VOLUNTARY AT THE CLOSE OF A SEMESTER.** 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.** A student who leaves the University during a semester or summer session without obtaining an official withdrawal will be reported as having failed all courses.

The withdrawal procedure will not take place automatically for the student who leaves campus because of illness, of either one's self or family member, but must be initiated by the student. If this cannot be done in person, withdrawal may be initiated by writing the associate dean of the college in which the student is enrolled or the Office of the Registrar, Room 150 Administration Building.

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

**INVOLUNTARY.** A student who is called into the Armed Forces during the semester should present orders for induction at the office of the associate dean of the college in which the student is enrolled or at the Office of the Registrar for appropriate action.

**DISCIPLINARY.** If a student is dismissed for disciplinary reasons during a semester, courses are dropped without grades and without refund and the registration cancelled.

## FINAL EXAMINATION POLICY

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

In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the *Final Examination Policy and Schedule*. Any deviations from the final examination schedule must be approved by the Undergraduate Committee of the Assistant Deans Group.

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 take their class schedules to the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

The final examination schedule shall be systematically rotated so that the 2-hour period for each course will be scheduled at a different time each semester. This will also apply to common final examinations.

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

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

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

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

## COURSES

All currently authorized courses are listed in the online *Descriptions of Courses* at: [www.reg.msu.edu/Courses/search.asp](http://www.reg.msu.edu/Courses/search.asp).

MSU courses offered online are considered on-campus courses. For current information about courses taught online, check the Schedule of Courses at <http://online-continued.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.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

#### 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 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 and the *Schedule of Courses* for the semester. 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.
6. Are eligible to purchase one guest ticket to professional performing arts events at the Wharton Center for Performing Arts. 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.

#### COURSE FORMATS AND CREDITS

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

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

The formats acceptable for courses offered for credit are those listed below. Two or more of the formats listed may be combined;

for example, Lecture and Laboratory, Discussion and Online and/or Lecture and Hybrid.

#### Lecture

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

#### Discussion

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

#### Seminar

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

#### Laboratory

Definition: A regularly scheduled class with primary emphasis on learning by doing or observing, with the burden of course activity placed on the student, under the direction and supervision of the instructor, for the purpose of giving first-hand experience, developing and practicing skills, translating theory into practice, and developing, testing, and applying principles. Manual, 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 whose learning occurs solely as technology-enriched Internet experiences. In an online class, there is no regularly scheduled classroom time. Text, reading lists, and/or other materials are stipulated.

#### Hybrid

Definition: A class whose learning blends regularly scheduled in-person instruction with technology-enriched Internet experiences. In a hybrid class, online learning replaces a portion of regularly scheduled classroom time. Text, reading lists, and/or other materials are stipulated.

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.

## **ACADEMIC PROGRAM TERMINOLOGY**

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

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

### **Area of Emphasis**

A set of disciplinary or interdisciplinary courses exclusively for teacher certification programs.

### **Cognate**

A set of related disciplinary or interdisciplinary courses complementary to the major.

### **Concentration**

A set of disciplinary or interdisciplinary courses.

### **Major**

A field of study named as a specific degree program.

### **Option**

A discrete set of courses or courses and other academic requirements supplementary to the major.

### **Specialization**

A set of thematically related and often interdisciplinary courses, separate from the major.

### **Teaching Minor**

A group of single subject or group subject courses required by the State of Michigan exclusively for teacher certification programs.

## **U.S. DEPARTMENT OF VETERANS AFFAIRS CERTIFICATION**

Undergraduate and graduate-professional students who receive benefits under programs administered by the Department of Veterans Affairs must carry a minimum of 12 credits a semester in fall and spring semesters, and in a full summer session to be certified as a full-time student. Six credits is considered full time for a half summer session. The credits must be in courses that are in accordance with Department of Veterans Affairs regulations to receive full benefits under the government assistance programs.

Master's level students who receive benefits under programs administered by the Department of Veterans Affairs must carry a minimum of 9 credits a semester to receive full benefits under the government assistance programs, and doctoral level students must carry a minimum of 6 credits a semester. The credits must be in courses that are in accordance with Department of Veterans Affairs regulations. Only courses required for the master's or doc-

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

toral degree may be certified to the Department of Veterans Affairs.

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.

All enrollment changes (drops and adds) and withdrawal from MSU must be processed promptly.

Michigan State University provides information about students receiving educational assistance benefits to the Department of Veterans Affairs, in accordance with federal mandate and University policy.

### 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 credit 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. MSU 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. Conversion of college academic credit to State Board of Michigan approved SB-CEUs is allowed in cases approved by departments and colleges. Faculty members must adhere to State of Michigan procedures in order for participants to receive the college credit conversion.

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 432-0740, or in 150 Hannah 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-MSU degree students access to MSU courses. It is important to note that Lifelong Education is not a college, a major, or an office on campus. It is an enrollment status and the term Lifelong education is applied to students who are not pursuing a University degree or an Agricultural or Veterinary Technology certificate.

Students enrolling under the Lifelong Education enrollment status should complete the application available on the Web at [www.reg.msu.edu](http://www.reg.msu.edu). From the selections "Undergraduate, Graduate, and Lifelong," select "Lifelong." Indicate undergraduate or graduate level on the form. Hardcopy applications may be obtained from the Office of the Registrar, 150 Administration Building (517-355-3300), and MSU Extension Education Offices, and may be submitted to any of these offices.

The purpose of the Lifelong Education enrollment status is to permit and facilitate access to MSU courses and workshops (on-campus, off-campus, online, and Study Abroad) for persons not wishing to pursue an undergraduate or graduate MSU degree. With the exception of high achieving high school students, 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 MSU may not enroll under the Lifelong Education enrollment status until at least two years have elapsed from the date of the denial.

Students pursuing MSU 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 MSU or any other college or university are not eligible for enrollment under the Lifelong Education enrollment status.

### Rules of Application, Enrollment, and Fees:

1. Students wishing to enroll under the Undergraduate Lifelong Education enrollment status must have a high school diploma or its equivalent. This information is collected as part of the application procedure. The high school transcript is not normally required as proof. The only exception to this requirement is for High School High Achievers. (See item 8 below.)

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 and Scholarships. They must do so in accordance with established application deadlines for the given semester.

2. All students enrolled under the Lifelong Education enrollment status are assessed fees at the Lifelong Education rates. These rates are set at a per credit amount. There are no additional fees associated with this status (i.e., no registration or late registration fees, etc). There are surcharges on some online courses.
3. Prerequisites, grading standards, class assignments, and attendance requirements of a course apply to all students in that course including those enrolled under the Lifelong Education enrollment status.
4. Colleges, departments, and schools determine rules of access to courses for which they are responsible, and may limit enrollment of students enrolling under the Lifelong Education enrollment status.
5. The Coordinator of Lifelong Education Student Affairs will monitor students' academic progress each semester to ensure that once nine or more credits have been attempted, acceptable progress have 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 MSU. 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 MSU. An Academic hold is placed on the student's record.
6. Students enrolled under the Lifelong Education enrollment status are not eligible for most sources of financial assistance including federal financial assistance programs, graduate assistantships, and most fellowships. The Mildred B. Erickson Scholarship is an exception; for information, contact the Women's Resource Center at 517-353-1635 or visit: <http://www.msu.edu/~wrc>.
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 10 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program **except** in the Teacher Certification Internship-Year Studies Program, where the 12 credits taken in Teacher Education 801, 802, 803, and 804, or their equivalents, may be applied to a master's degree program.
  - c. Exceptions are the Master of Arts in Curriculum and Teaching and the Master of Arts in Literacy Instruction, which allow a maximum of nine credits.
  - d. 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.
8. For High School High Achievers, permission to enroll under the Undergraduate Lifelong Education enrollment status is determined by the following criteria:
  - a. Courses in which enrollment is desired represent advanced study for that student at a level not offered by the

high school and are approved by the high school counselor/principal or representative of MSU's Honors College as compatible with that student's academic program and suitable for his or her background and qualifications. Performance in these courses will be monitored as a condition of continued high-achiever status.

- b. Enrollment of a student as a high achiever does not assure regular admission status upon completion of high school graduation requirements. If at a later time the student desires to enroll as a regular student, complete official transcripts from all high schools, colleges and universities attended and the regular application for admission must be presented to MSU.

## 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 Academic 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; and
  - (f) required and recommended course materials to be purchased, including textbooks and supplies.
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.
4. **Testing Documents:** Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.
5. **Term Papers and Comparable Projects:** Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.
6. **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.
7. **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.
8. **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 pre-arranged 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 respon-

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

sible 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.

9. **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

1. Students may register complaints regarding an instructor's failure to comply with the provisions of the *Code of Teaching Responsibility* directly with that instructor.
2. 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, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.
3. Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman's opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.
4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in *Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities*, or *Medical Student Rights and Responsibilities*.

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

## STUDENT INSTRUCTIONAL RATING SYSTEM (SIRS)

### Preamble

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

1. Every teaching unit shall approve one or more common student rating instruments 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 catalog. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.

2. 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.
3. 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.
4. Individual instructors may use other instruments to gather additional information.

5. Results of student instructional ratings shall be used in accordance with the following provisions:
  - a. Results shall be returned promptly to the instructor for information and assistance in improving course design and instruction.
  - b. 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.
  - c. Results of student instructional ratings shall be systematically consulted, with due regard for strict confidentiality, in conjunction with other means for assessing individual effectiveness, according to the review criteria promulgated within each unit. Other means might include, e.g., classroom visits or consideration of course syllabi, assignments, and examinations.
6. Procedures for implementing the rating process and for utilizing the results shall be promulgated by each teaching unit, subject to the following provisions:
  - a. Duly promulgated unit procedures shall be filed in the offices of the appropriate Dean and the Provost, where they will be matters of public record.
  - b. Unit administrators are responsible for implementing in their units SIRS procedures which follow fully the requirements of this document.
  - c. Teaching units may have the required SIRS instruments administered by a person other than the instructor. If the unit does not administer the instruments, instructors are obligated to do so, and to return all results to unit offices within the time period specified in the unit procedures.
  - d. At the time instruments are administered, students shall be informed who will have access to the results and how the results will be used.

## STUDENT OPINION OF COURSES AND TEACHING (SOCT)

### Preamble

The following policy operates as a complement to the Student Instructional Rating System (SIRS) policy to provide selected public information for students as an aid to choosing courses. Forms are available in the Scoring Office, 208 Computer Center.

### 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 Academic Policy (UCAP) has framed a set of questions that should provide the type of information that students seek. In order to facilitate the transmission of this information to the students, the following procedures are established:

1. In addition to using standard university or unit-based SIRS forms in every class each semester in compliance with the Student Instructional Rating System policy, faculty members at the rank of instructor or above, and specialists who are assigned to teach, shall administer a standard form (Student Opinion of Courses and Teaching) in all of their regular undergraduate classes.
2. The SOCT forms shall be administered within the last two weeks of classes. Instructors should leave the room until the forms have been completed and collected. The forms should be collected by a neutral party, turned in to a predetermined location, and should not be accessible to the instructor until grades are submitted.
3. Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site accessible to students and other members of the University community with the appropriate identification.

## 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 Assistant Provost for Undergraduate Education and Dean of Undergraduate Studies.

## COMPUTER SCIENCE WAIVER EXAMINATION: CSE 101

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

1. Consult *Academic Programs* or the academic adviser in your major program to determine if the waiver exam is acceptable for purposes of the major.
2. For information as to the exam contents; how to prepare for it; times, dates, and place of administration; and costs consult the Web page for Computer Science and Engineering 101 <http://www.cse.msu.edu/~cse101/>.

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

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

### Credits Passed

Total MSU 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 MSU and all MSU credits repeated at and accepted in transfer from other institutions.

### Credits Attempted

Total MSU 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 not included in the total number of MSU credits attempted. Credits in courses taken on the CR-NC system count as credits attempted irrespective of whether the outcome is CR or NC. Similarly included are all credits in courses taken on the P-N system. Credits in courses for which a V symbol was recorded are *not* included in credits attempted.

### Grade-Point Credits

Total number of credits in all MSU 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 MSU courses for which the student received a *numerical* grade.

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

A cumulative grade-point average of 2.00 is required for graduation from the University for bachelor's degrees. A cumulative grade-point average of 3.00 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 adviser and the teaching unit at the beginning of the semester.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

#### 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 academic semester;
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 2.00 for undergraduates and 3.00 for graduate students.
3. In particular graduate programs the number of 2.0 grades acceptable for credit may be expressly restricted and/or levels higher than the 2.0 minimum may be established for the fulfillment of degree requirements.
4. Grades given in courses completed under enrollment on the numerical system cannot be converted to credit or no-credit under the credit-no credit system.

#### The Credit-No Credit System

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

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

**NC-No Credit**—means that no credit is granted and represents a level of performance below the grade-point average

required for graduation, i.e., below 2.0 for undergraduate students, below 3.0 for graduate students.

#### Grading Procedure of the CR-NC System

1. Grades on the CR-NC system are not included in computing the semester or cumulative grade-point average.
2. Enrollment on a CR-NC basis is recorded with the academic adviser 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 converts those letter grades to numerical grades in courses that are necessarily graded on the numerical system in the new major.

#### 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 in all semesters.
  - 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 when *all* of the following criteria are met:

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

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

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

### 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 or DF-Deferred or ET-Extension marker.

### I-Incomplete

The I-Incomplete may be given only when: the student (a) has completed at least 12 weeks of the semester, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

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

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

**Failure to complete the required work by the due date** will result in a grade of I/0.0, I/NC or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for MSU courses subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that, the I-Incomplete 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 form 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.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

#### DF-Deferred

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

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

The required work must be completed and a grade reported within two calendar years. If not completed within the time limit, the DF-Deferred will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. 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 adviser 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 grade-point averages. 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 adviser.

#### 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 opening of the new semester.

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

#### INTEGRITY OF SCHOLARSHIP AND GRADES

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

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. (See General Student Regulation 1.00, Scholarship and Grades, for specific regulations.) Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
3. In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
4. The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college. Refer to *Academic Freedom for Students at Michigan State University*.
5. When, in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the college-level hearing board which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the assistant provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic Integrity Review Board. Refer to *Academic Freedom for Students at Michigan State University*.
6. In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor will report the case to his or her departmental or school chairperson and to the student's academic dean. The dean will then refer the case to the college-level hearing board, which shall have original jurisdiction. Refer to *Academic Freedom for Students at Michigan State University*.



## 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.

## THE ACADEMIC RECORD

A Grade Report of a student's grades earned in each course is available to the student at the end of each semester or summer session electronically through STU-INFO.

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

A permanent record of all the student's courses, credits and grades earned is kept at the Office of the Registrar, Administration Building. The permanent record reflects all courses taken while enrolled at any academic level at MSU. Records are regu-

larly 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 and advance payment of \$5.00 for each transcript. The permanent record reflects all courses taken while enrolled at any academic level at MSU. (See *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog.) A student may request the transcript via the Web at [www.reg.msu.edu](http://www.reg.msu.edu) with payment by either Mastercard or Visa, by telephone, in person, or by writing to the Office of the Registrar, 150 Administration Building, Michigan State University, East Lansing, Michigan 48824-0210. The University reserves the right to withhold the transcript in case of delinquent student indebtedness to the University. However, Student Accounts Office may release 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 a five-dollar advance payment for each copy to the Office of the Registrar, 150 Administration Building. (See *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog.)

## 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 Act (FERPA) which governs access to, and confidentiality of, student records.

As a means of complying with this act, the University has developed detailed *Guidelines Governing Privacy and Release of Student Records*. These *Guidelines* are reproduced below.

## GUIDELINES GOVERNING PRIVACY AND RELEASE OF STUDENT RECORDS

### A. INTRODUCTION

Michigan State University recognizes the importance of maintaining individual student records to preserve authentic evidence of the events and actions which document the student's educational progress; and which facilitate the intelligent and purposeful guidance necessary to the achievement of the educational goals of the student in a university setting.

The release and disclosure of student records maintained by the University are, in large measure, governed by state and federal laws and by University policy. It is the purpose of these guidelines to provide reasonable interpretations of the laws as presently stated and to protect the student's right of privacy. These guidelines, then, have a two-fold purpose.

1. To protect a student's right to the privacy of information which the University has in its possession concerning the student, and
2. To provide reasonable guidelines for release or disclosure of such information as is required by federal and state laws and as necessary for the effective functioning of the campus community.

### B. DIRECTORY INFORMATION

1. The following personally identifiable student information has been designated as directory information and may be included in publications or disclosed upon request without the prior consent of the student:
  - a. name of student,
  - b. the student's local address (if listed),
  - c. the student's local phone (if listed),

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

- d. MSU NetID email address (if listed),
  - e. the student's permanent address (if listed),
  - f. the student's permanent telephone number (if listed),
  - g. current enrollment status or dates of attendance,
  - h. program level (undergraduate, graduate, professional),
  - i. class (freshman, sophomore, junior, senior, etc.),
  - j. major,
  - k. current term candidacy for degree and/or teacher certification,
  - l. employment status as a graduate teaching or research assistant, office address and office phone number,
  - m. information pertaining to awards and honors achievements,
  - n. degree(s) earned from Michigan State University and effective date(s),
  - o. State of Michigan certification for teaching and effective date(s),
  - p. participation in officially recognized University activities and sports, including weight and height of athletic team members,
  - q. the registration documents of student organizations which contain the names and addresses of the officers and the statement of purpose of the organization. These documents are available in the Student Activities Office, 101 Student Services Building.
2. Pursuant to federal law, a student has the right to refuse to permit the inclusion as directory information of any or all of the personally identifiable information enumerated above. Questions concerning general disclosure should be addressed to the Office of the Registrar, Room 150 Administration Building. Exclusion from printed directories, programs, and public lists should be addressed to the administrative units responsible for publication.

#### C. CONFIDENTIAL RECORDS

All personally identifiable information not covered by Part B above is confidential and shall only be disclosed by the University as provided herein. That information includes, but is not limited to, the following:

- a. academic evaluations and grades,
- b. counseling and advising records,
- c. disciplinary records,
- d. financial aid records,
- e. letters of recommendation,
- f. medical and psychological records,
- g. police records,
- h. transcripts and other academic records,
- i. scores on tests required for new students,
- j. billing and fee payment record.

#### D. PRACTICE GOVERNING DISCLOSURE

1. Disclosure of Directory Information
  - a. Inquiries by phone or in person for directory information listed in Part B will be honored as their nature and the time available permit.
  - b. Requests which require extensive work and interfere with regular operations or requests requiring data in specific formats (mailing labels, for example) may be denied or a charge for the service may be levied.
  - c. Requests in support of commercial promotion or sales campaigns will be denied as constituting inappropriate use of University records.
2. Disclosure of Confidential Information to the Individual

Upon proper identification, a currently enrolled or a former student has the right to inspect and review official records, files, and data directly related to the student as a student.

Applicants for admission have the right to a review by and with an admissions officer of records, files, and data submitted for the purposes of admission.

Those denied admission have the right to a review of the accuracy of their records, files, and data submitted for purposes of admission. This right must be exercised within six months of the date of denial of admission. The decision to admit or deny admission is, however, a composite professional decision not subject to review.

Student access to records shall be pursuant to procedures established for the granting of requests under this section. Appropriate requests shall be granted within a reasonable period of time, but in no case later than forty-five (45) days from the date of request.

For the purpose of this section, the term "official records, files, and data" shall include that material on students pertaining to their status as students which is held by any unit or department and which is intended for University use, or (with restrictions as indicated below) to parties outside the University system. As such, official records, files, and data must be distinguished from "non-official" records.

The guiding principle here involves the content and purpose of the records as well as the nature of the relationship between the student and the University or member of its staff. If the records involve or affect the status of the individual as a student in the University, the records are official and the student shall have access to them.

Non-official records are of three kinds:

- a. Those maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment—provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice. The student has access only through the practitioner. Release or disclosure of these records shall be covered by state statute and codes of professional ethics.
- b. Notes or personal records kept by faculty members or by supervisory and administrative personnel. These records assist University personnel or individuals in assisting students. These records are not available to others.
- c. Records which relate to the student as an individual or citizen. If the student as a citizen has contact with a law enforcement agency, any records generated by this contact shall be governed by state law. Since files are main-

tained by incident, a file may contain several names including students and non-students. In Michigan such records are not accessible to the individual until a complaint has been signed and a warrant issued. Should the Prosecutor not issue a warrant, but refer a report back to the University for disciplinary action, the student shall have access to this record.

In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975. A student may be allowed, but not required, to waive his/her right of access to letters of recommendation received after January 1, 1975. A student who wishes to waive right of access to letters of recommendation must so indicate by filing a waiver form to be placed with his/her records or by supplying the letter writer with a signed statement of waiver to be attached to the letter. It will be the student's responsibility to inform the letter writer of this waiver. If a student asks to review his/her records, letters of recommendation received before January 1, 1975 shall be extracted from the folder and the student shall be told this is being done to provide the writer an opportunity to acquiesce on access to the letter or withdraw it. If the student objects, it should be pointed out that (1) the University is permitted forty-five (45) days to respond to such requests, and (2) both the University and the student will suffer if the substance of recommendations, which the writer viewed as confidential, becomes the subject of discussion between the writer and student.

If a student is denied access to his/her record, he/she should appeal to the individual responsible for the direction or coordination of the unit maintaining the records. This individual, if he/she does not reverse the denial, must assert it in writing including the rationale for the denial within ten (10) days of the appeal. The student or the administrator may then request from the Committee on Release of Confidential Information an interpretation of the rules and policies involved. If the Committee determines that the record in question is an academic record covered by these guidelines, the student shall then be granted access to the record.

A student, former student, or applicant shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student and shall have the opportunity for a hearing to challenge the content of such records to ensure that they are not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data. The substantive judgments of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, are not within the scope of such hearings. Neither are the actions of admissions or scholarship officers or committees. Actions of duly established University judicial boards are subject to review or appeal only as already prescribed by policy statements.

If a student contests the factual accuracy of his/her record and is unable to obtain a correction, he/she may request a hearing. The request should be addressed in writing to the Chairperson of the Committee on Release of Confidential Information via the Office of the Provost. The Committee will assign a hearing officer to conduct the hearing according to procedures that reflect fundamental fairness. The hearing shall be limited to the factual accuracy of the record. The student is entitled (at his/her own expense) to the presence of an adviser at the hearing. The University shall designate a representative to represent the interests of the University. The hearing officer's report and recommendation will be sent by the Chairperson of the Committee, to the student and to the University official responsible for the records. Within 10 days of transmission of the hearing officer's decision to the parties, either party may enter an appeal in writing to the Provost. In the event of such an appeal, the Provost or his or her designee shall make a final determination without delay. Records of the hearing, the report of the hearing officer, and any determination stemming from an appeal will be retained in the files of the Committee. If, as a result of these processes, it is determined that the record is factually incorrect, the record shall be amended by the responsible official in accord with the final determination. The inaccurate material should either be destroyed (if this does not violate audit responsibilities for record keeping) or so annotated as to indicate the nature and source of error and date of correction. If the student is dissatisfied with the final determination, he/she may then appeal to the appropriate federal agency. Any actions or decisions based upon the erroneous entries shall be reviewed at the decision source.

3. Disclosure of Confidential Information to Third Parties

The student and the University office in which rests the primary obligation for maintenance of his/her records share a common concern, for accuracy and confidentiality of records. In meeting their public responsibilities, University officials will be faced with various circumstances in which a decision must be made about release of information to third parties either within or outside the University. The policies in this section cover these contingencies.

- a. Disclosure to individuals and public or private agencies external to the University:

Confidential information may be released or disclosed to individuals or agencies only with the prior written consent of the student, unless the release or disclosure is pursuant to Section 3b. below. See also Section 3d.

Written consent on the part of the student must be provided prior to the release of the requested information and shall (1) identify the individual, agency, or classes of individuals or agencies to whom the information is to be made available; and (2) specify the records to be released.

- b. Disclosure of confidential information without prior consent of the student: Information otherwise confidential and requiring a student's consent may be released without such consent pursuant to the conditions listed below. The practice shall be construed narrowly to protect the student's right to confidentiality.

(1) Disclosure to school officials with legitimate educational interests. For the purposes of these Guidelines, a school official is defined as a person employed by the University in an administrative, supervisory, aca-

dem, or support staff position; a person or company whom the University has contracted to perform a task or provide a service; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the school official needs to review an education record in order to fulfill his or her professional responsibility.

All confidential information shall be disclosed only on a NEED TO KNOW BASIS. That is, an official requesting information must have a legitimate need to have the requested information for the effective functioning of the position or office. The dean of each college and his or her administrative staff have access to all official records on students in that college. Otherwise, determinations as to whether the need to know requirement has been satisfied shall be made by the head administrator of the unit retaining the information or by the President of the University.

University administrators, advisers, managerial and supervisory staff, and faculty whose regular responsibilities require the collection, receipt, or utilization of information shall be responsible for its release and disclosure pursuant to the provisions of this policy and specifically the preceding paragraph. To assure accuracy, maintain records on release of information and avoid misunderstandings, release or disclosure shall be made by the office which has primary responsibility for maintaining the information.

Organizations recognized by the University and sponsored by faculty members, which have as their principal purpose the recognition of student accomplishment through proffer of membership or by an award, shall have access, through the faculty sponsor, to such student records as may be required to select students to be thus recognized. (As a requirement for this access, the organization must provide a statement of the criteria and rules, policies or standards applied in the selection process. This statement will make it possible for any student to review the criteria and submit evidence on a proficiency or accomplishment not part of his or her University record; for example, proficiency in a foreign language.) This information is available in the Student Activities Department, Office of the Vice President for Student Affairs and Services.

Persons or companies with whom the University has contracted to perform a task or provide a service will be required to sign a statement indicating their compliance with the non-redisclosure provisions of the Family Educational Rights and Privacy Act prior to receiving personally identifiable student information.

- (2) Disclosure pursuant to judicial order: Confidential information shall be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. In all such cases the student shall be notified of the order in advance of compliance or evidence of a reasonable attempt to do so should be available.
  - (3) Disclosure pursuant to requests for financial aid: Appropriate student records may be disclosed without the student's prior consent in connection with the student's application for, or receipt of, financial aid.
  - (4) Disclosure to federal and state authorities: This policy shall not preclude access to student records by authorized federal and state officials as required by the audit and evaluation of federally supported education programs or in connection with the enforcement of federal legal requirements which relate to such programs. Except when collection of personally identifiable data is specifically authorized by federal law, any data collected with respect to individual students shall not include information (including Social Security numbers) which would permit the personal identification of such students after the data so obtained have been collected.
  - (5) Disclosure to accrediting and professional associations: Access to student records or information therefrom is authorized for officially designated representatives of accrediting and other professional organizations with which the University or segment thereof is affiliated but only to the extent necessary to fulfill the obligation of that affiliation.
  - (6) Disclosure as necessary to effect collection of financial obligations to the University.
  - (7) Disclosure to attorneys representing the University of any data on a student deemed necessary for the defense of the University when that student has filed suit against the University.
  - (8) Disclosure pursuant to the University's obligations to support study and research undertaken to better understand and to improve its own educational programs or those of institutions and agencies with which the University cooperates. Requests for access to information for research must be presented to and authorized by the University Committee on Release of Confidential Information. Such requests, when deemed appropriate, should be fulfilled, if possible, by provision of data from which all identification has been removed. If the research requires release of information by name, the Committee will require assurance that the data supplied will be treated in full confidence and either returned or destroyed as soon as it has served its research purposes.
  - (9) Disclosure to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
- c. Conditions of disclosure:  
Confidential information disclosed to a third party pursuant to this policy shall be subject to the condition that the third party will not permit any other party to have access to the information without prior approval from the primary University source. (See also b.(1), second paragraph.) This permits the University to reevaluate the proposed use and deny or refer it to the stu-

dent for written consent as required by Section 438 of the General Education Provisions Act. (Title IV of Pub. L.90-247 as amended.)

- d. Notation of access:  
Except with regard to the regular and normal use of student records by University officials on a legitimate need to know basis, all persons, agencies, or organizations desiring regular access to the records of a student pursuant to Section D., 3a, of this policy shall be required to sign a statement to be kept permanently with the file of the student indicating specifically the legitimate educational or other interest in seeking this information. Such a statement and subsequent notations of access should be available solely to the student and to University officials responsible for record maintenance as a means of auditing the operation of the system. Further, a notation shall be made of all information released under Section D., 3a.
4. Circumstances Not Covered by this Statement  
If circumstances arise involving release of confidential information which are not clearly covered by this policy statement, the President, the Provost, the Dean of the college, or the Chairperson of the Committee on Release of Confidential Information should be contacted for advice, clarification, or direction.

## 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.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### General Procedures and Regulations

**0.2** 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.

**0.3** 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.

## LIBRARY LENDING POLICIES

Borrowers are responsible for understanding the policies related to any library material they check out.

Items on open shelves are available for use by anyone in the library. In order to check out material, or use Reserves, Reference, or other restricted material, a library card and a picture ID must be presented. Library material must be checked out before leaving the building.

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card. Therefore, theft/loss of an MSU ID or library card must be reported immediately by calling Circulation at (517) 355-2333.

## Borrower Responsibilities and Lending Policies

### 1. Due Dates and Care of Material

Borrowers are responsible for knowing the dates books are due and returning (or renewing) them promptly.

Material must be returned in the same condition that it was in when it was checked out. Borrowers are financially responsible for damage that occurs while material is checked out to them. To protect themselves, borrowers who notice damage before checking out a book should bring it to the attention of Circulation staff, who will note it. Borrowers are also financially responsible for material stolen while checked out to them, so checked out items should never be left unattended.

Checked-out material will be recalled if requested by another user and may be given a new (earlier) due date. These must be promptly returned to avoid recall fines. To prevent recall fines while out of town (breaks between semesters, vacation, sabbatical, university business, etc.), a borrower should return library material before leaving — or make arrangements with someone to watch for recalls, have access to one's checked out material, and return recalled items.

### 2. Returning Material

Please return laptops, videos, and items from Reserve, Reference, Art, Maps, Music, and Software to the desk where they were checked out. Place other material in any book return, at the Main Library (24 hour drops at both entrances) or a branch — or mail it to: Book Returns, Circulation, MSU, 100 Library, East Lansing, MI 48824-1048; postal insurance of \$50 per volume is suggested. (If overdue fines are involved, the postmark will be considered the date of return.)

For written confirmation of the return of library material, take it to the Main Circulation (instead of placing it in a book return) and ask the Desk Supervisor for a receipt.

### 3. Renewals

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

### 4. Recall of Checked Out Material

The library usually has only one copy of each title to support the information needs of the entire MSU community. Therefore, we will recall any material that is checked-out if it is requested by someone else. Recalled material cannot be renewed. If the check-

out period was more than 14 days, the recall notice may include a new due date (earlier than the original due date).

If a recalled item is not returned by the specified date, the borrower's library privileges will be suspended until it is returned and recall fines of \$1.00 per day will be charged. Fines for items returned after the recall due date are the responsibility of the borrower regardless of being away from campus for breaks between semesters, vacations, exams, illness, car troubles, sabbatical leaves, off-campus university business, unread University-email, late or never-received recall or reminder notices, etc. If a borrower will be away, that person must assure that checked out material will be available to others during the absence. Material should either be returned before leaving or arrangements should be made for someone to watch the absent borrower's mail for recalls, have access to checked out material, and return recalled items.

If you need an item that is checked out, please request a "recall" at the Main Library Circulation Desk, a branch library, or by using library webforms (<http://www.lib.msu.edu/services/>). Circulation staff will send the borrower a recall notice, indicating that the material must be returned within fourteen days or be subject to fines of \$1 per day. When returned, it will be held at the Main Library (or a branch) for ten days and you will be notified to pick it up.

### 5. Library Cards/MSU ID Cards

Material may not be checked out for others. A borrower is financially responsible for all material checked out using his/her card. Therefore, theft/loss of an MSU ID or library card must be reported immediately by calling Circulation at 517/ 355-2333.

MSU IDs (available for students, faculty and staff at the Registrar's Office, 50 Administration) are issued with a library barcode. When an MSU student activates his/her MSU e-mail account, the barcode number is entered automatically into library records. If a student has not activated MSU e-mail, the student (like faculty and staff) may have the barcode added to library records at the Main Library Circulation Desk or a branch library before checking out material.

A photo ID is required to register an MSU ID. If a borrower's library card or MSU ID lacks a picture, an additional photo ID will always be required to check out material.

### 6. Accommodation for Persons with Disabilities

Disability-related accommodations may be requested by emailing [atc@mail.lib.msu.edu](mailto:atc@mail.lib.msu.edu) or calling 517-432-6123 x196.

### 7. Responsibilities Regarding Postal and E-Mail Addresses for Library Notices

Library addresses for MSU students are loaded automatically to MAGIC from MSU Registrar records, which require students (except those in University housing) to report local or permanent address changes at <http://www.lib.msu.edu/forms/address> or 150 Administration Building. Even if a student does not move, the MSU Registrar requires reconfirmation of local address at the beginning of each summer and each fall! If a student does not reconfirm, mail will be sent to permanent address, causing delays in vital correspondence from the Libraries (possibly resulting in fines for which the student will be held responsible).

Faculty/staff members must report address changes via departmental secretaries. Community borrowers must report e-mail and postal address changes at the Circulation Desk (1st floor lobby) or via e-mail to [circadm@mail.lib.msu.edu](mailto:circadm@mail.lib.msu.edu)

Notices about library material are automatically sent to the MSU e-mail addresses of MSU students, faculty, and staff. It is the borrower's responsibility to read MSU e-mail regularly or set MSU mail to forward to an e-mail account that is read regularly.

### 8. Overdue Fines

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

When a borrower owes \$3 or more, library privileges are suspended without notice until account is paid in full. Payment may be made by mail (see address at end of this document) or at the Main Library Circulation Desk.

The MSU Libraries have a "no fines" policy for most material. Borrower cooperation in returning or renewing material promptly after receiving reminder notices will help retain this policy. Fines are charged for overdue recalled items and reserve material, software, CDs, records, videodiscs, special permission checkouts, and laptops.

- Overdue fines for reserve material are sixty cents (60¢) per item per hour, 24 hours per day, from the time due until the time returned, with no grace period (**\$14.40** per day).

- Overdue fines for recalled items, software, CDs, records, videos, and special permission checkouts are \$1 per day from the due date until the day returned, with no grace period.

- Overdue fines for laptop computers are \$6 per hour, 24 hours per day, from the time due until the time returned, with no grace period (**\$144.00** per day).

- Overdue fines for material from other libraries (ILLiad or MeLCat) are **\$2.00** per day.

### 9. Bills for Replacement of Long-Overdue Material

When an item is significantly overdue, the borrower is billed for replacement and borrowing privileges are suspended until the account is paid in full or material is returned or replaced by the borrower. Holds are placed on MSU student enrollment, registration, diplomas, and transcripts, which also remain until the account is paid in full.

Minimum replacement charges are \$50 for a book, \$75 for a periodical. Current market value is charged whenever it is higher than the minimum replacement charge.

- Billed material must be brought to the desk and be renewed in person — self-renewal is not allowed.

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

- Unresolved bills may be turned over to a collection agency any time after 30 days.

### 10. Community Borrowers

Michigan residents at least 18 years old (who are not MSU students, faculty, or staff) are eligible for community library privileges. Community borrowers must present photo ID and proof of Michigan residence to obtain an MSU library card. If the individual has no outstanding fines or bills from a previous MSU library account, a card will be issued. (Community borrowers cannot check out periodicals, software, CDs, records, videodiscs or laptops.)

11. **To Check Out Material**

Each time borrowers wish to check out material, *their own* current MSU ID or library card *and* a photo ID card must be presented. One's library card *and* a photo ID are also required to use Reserve material, the Audio-Visual Library, or any material that must be requested from library staff.

12. **Main Library Loan Periods**

Some materials cannot be checked out at all, including: high-use periodicals published within the last 10 years, Art journals, Reference materials, items stamped "do not circulate," Special Collections materials, microforms, etc. Limiting use of these high demand materials to within the library provides optimum availability to all users. Reserve materials circulate for either 2 hours, 24 hours, or 3 days, as specified by the instructor, to all borrowers. NOTE: Reserve materials with a "two hour no overnight" loan period are building use only.

Loan periods for most other categories of library material are listed below.

- a. Browsing Collection: 14 days for all borrowers
- b. Careers Collection: 3 days for all borrowers
- c. Other Collections:
  - (1) Faculty and Staff: 180 days
  - (2) Graduate Student: 180 days
  - (3) Undergraduates: 21 days
  - (4) Student Spouses and Community borrowers: 14 days
- d. "Periodicals" published in the last 10 years may not be checked out.

13. **Legal Implications**

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

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

Unresolved bills may be turned over to a collection agency any time after 30 days. ID cards are MSU property; if used by anyone other than the identified person, they will be confiscated on the spot.

The confidentiality of library records in the State of Michigan is protected by the "Library Privacy Act," Michigan Compiled Laws 397.601-606, Act 455 of 1982. Federal law may supercede Michigan law.

## COMMENCEMENT

Students expecting to graduate in a given semester must file an application on or before the end of first week of the semester to assure a certification check and listing of their names in the commencement program. Applications may be filed with the Office of the Registrar at <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.msu.edu/~acadevnt/commencement](http://www.msu.edu/~acadevnt/commencement).

## 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. This gently rolling campus is graced by more than 19,000 trees and shrubs and is traversed by the scenic Red Cedar River. The developed campus comprises 2,100 acres, and the remaining 3,139 acres are devoted to experimental farms, outlying research facilities, and natural areas. The beauty of the campus is enhanced by a rich diversity of trees, shrubs, and woody vines representing 7,800 different species and varieties. Campus plantings serve important teaching and research functions, but also enhance the landscape and unify the campus. They thus complement the network of 23 miles of roadways, and 98 miles of sidewalks in molding the 659 permanent University buildings into one of the most expansive and functional educational complexes in the world.

The spacious arboretum-like campus is punctuated at intervals by focal points of plant interest. Notable among these are W. J. Beal Botanical Garden, the Horticultural Demonstration Gardens,

and the Sanford, Red Cedar, Baker, Bear Lake, and Toumey Natural Areas. The six-acre W. J. Beal Botanical Garden, established in 1873, is recognized as the oldest continuously operated garden of this type in North America. It includes more than 5,000 plant species and varieties organized in economic, systematic, ecological, and landscape groupings. The Horticultural Demonstration Gardens, which showcase beautiful displays of 1200 varieties of flowering plants, are used for instruction and demonstration and for testing the performance of plants in the climate of central Michigan. They include an All-America Trial Garden for annual plants and an All-America Display Garden for roses. Natural areas on the campus are protected vestiges of our natural heritage and include Toumey Woodlot, a virgin beech-maple forest designated by the U.S. Department of the Interior as a *Natural Landmark*. Development in the natural areas is held to the minimum necessary to assure that their manifold teaching, research, recreational, and inspirational values will continue to serve generations of future students.

## ABRAMS PLANETARIUM

The Abrams Planetarium provides university instruction, special programs for visiting elementary and secondary school children, and educational entertainment for the public. See the *College of Natural Science* section of this catalog for additional information.

## ALUMNI MEMORIAL CHAPEL

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

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

The MSU Alumni Memorial Chapel seats 190 people. Accommodating all faiths, each ceremony is treated with the same care and reverence. This commitment to excellence has made countless weddings at the chapel unique. To schedule use of the MSU Alumni Memorial Chapel, contact the MSU Union Sales Departments, (517) 355-3464.

## ATHLETIC FACILITIES

Athletic facilities at Michigan State University are described briefly in the statements that follow. The *Jenison Field House* has complete synthetic surfacing for track and a seating capacity of 4,000. The *Breslin Student Events Center*, a multi-purpose building, has two auxiliary gymnasiums for basketball practice and a seating capacity of 15,500 for basketball games and other student events. The *Munn Ice Arena* is available for ice hockey, skating, athletic events, and student-sponsored pop concerts and has a seating capacity of 6,255. The *Indoor Tennis Facility* has eight courts and a seating capacity of 1200. Twenty varsity and recreational tennis courts are located south of the Duffy Daugherty Football Building, with 15 additional recreational courts located in the east campus area near Fee Hall. *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 75,000. The *Duffy Daugherty Football Building* has a full-size indoor football

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS The Campus

field and a roof height of 65 feet. 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. They are located at the corner of Mt. Hope and Harrison roads. Included with the courses are practice driving ranges and practice greens. *Old College Field* is the location of the baseball, softball and soccer fields. *The Track and Field Hockey Facility* has an all-weather track and artificial turf infield available to students and faculty.

### AUDITORIUM

Both Fairchild Theatre (700 seats) and the main Auditorium (3,800 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 Auditorium is managed by Wharton Center for Performing Arts.

### BEAUMONT TOWER

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

### INTERNATIONAL CENTER

Built in 1963, and substantially expanded in 2002, the International Center continues to be the hub of international activity at Michigan State University. Housed within the International Center is the Office of the Dean of International Studies and Programs (ISP) and its affiliated geographic area studies centers: the African Studies Center, the Asian Studies Center, the Canadian Studies Centre, the Center for Latin American and Caribbean Studies, and the Center for European and Russian Studies. The Office for International Students and Scholars and the Office of Study Abroad are also housed in the International Center, along with the Center for Advanced Study of International Development and the Women in International Development Program. Additionally, the Visiting International Professional Program, the Japan Center for Michigan Universities, the Peace Corps, the Office of International Development, the International Teaching Assistants Program, Community Volunteers for International Programs, and visiting international scholars affiliated with the international and thematic centers also have offices here. Through a generous gift, the Delia Koo International Academic Center (DKIAC) was added to the International Center in 2002. This spacious area features new conference rooms, office areas, and meeting rooms that encourage the interaction of students, scholars and community members to discuss their international interests. The DKIAC 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 a myriad of international conferences, seminars, colloquia, and workshops on a daily basis. Other companion residents include the Cross Roads Food Court and the MSU Spartan Bookstore. Adjacent to the large lobby area is ISP's International Center Library (part of the Delia Koo International Academic Center), which houses material pertaining to international issues and provides a large meeting room that is the site of numerous academic governance sessions during the academic year. Recognized student organizations are welcome to use the lobby area for various cultural, social and recreational activities. Similarly, the International Center is one of the sites hosting Campus Center activities.

### INTRAMURAL SPORTS AND RECREATIVE FACILITIES

Intramural and recreative facilities include four buildings, four pools, and 45 acres of outdoor space, fields for softball, touch football, soccer, rugby, and ultimate frisbee. The IM SPORTS WEST, an accessible facility, provides courts for paddleball, racquetball, handball, squash, and wallyball; gyms for basketball, volleyball, and badminton; a turf arena for tennis and club activities; indoor and outdoor swimming pools; and an exercise-weight room. The IM SPORTS EAST facility provides barrier-free accessibility for basketball, volleyball, paddleball, racquetball, wallyball, and squash; a four-lane running track; an exercise-fitness room; and a multipurpose room for aerobics and sports club use. The IM SPORTS CIRCLE an accessible facility, contains gymnasiums for basketball, volleyball, and badminton; a swimming pool; a sauna and steam room (for women only), an exercise-fitness room; and several multipurpose activity rooms. DEMONSTRATION HALL arena is used for indoor soccer and roller-blading, along with community and student special events. The IM Sailing Center provides learn-to-sail classes for adults and children and open sailing hours. For more information visit <http://www.imsports.msu.edu> or call the main office at (517) 355-5250.

### KELLOGG CENTER FOR CONTINUING EDUCATION

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

Today, Kellogg serves as the primary location for University sponsored seminar and outreach programs, extending expertise and resources to the entire state and around the world. Each year, over 60,000 people participate in conferences and workshops. Available to the public as well as the University community, the Center is a hub for community activities, corporate meetings and social events, serving an additional 400,000 annually.

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

### KRESGE ART CENTER

A gift of the S. S. Kresge Foundation, this building houses the Department of Art and Art History and its classrooms, studios, offices and Gallery 114; and the Kresge Art Museum.

### KRESGE ART MUSEUM

The Museum has a wide ranging permanent collection and a variety of changing exhibitions on display free to the public. Trained guides offer tours to groups. Lectures and special events are offered throughout the year.

KAM academic-year hours are 10:00 a.m. to 5:00 p.m. Monday, Tuesday, Wednesday and Friday; 10:00 a.m. to 8:00 p.m. Thursday; 12 noon to 5:00 p.m. Saturday and Sunday. For further information regarding the collection, exhibitions, programming and summer hours, see the *College of Arts and Letters* section of this catalog; email: [kamuseum@msu.edu](mailto:kamuseum@msu.edu); call (517) 355-7631

(recorded information) or (517) 353-9834; or visit [www.artmuseum.msu.edu](http://www.artmuseum.msu.edu).

## LIBRARIES

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

## MICHIGAN STATE UNIVERSITY MUSEUM

The MSU Museum provides education through exhibits and outreach programming. Opportunities are provided for research through the accumulation, preservation, and study of documented collections. See the *Other Departments and Offices for Research and Services* section for descriptions of exhibits and research programs.

## MSU UNION

The MSU Union is a busy life-style center offering shopping, dining, entertainment, recreation, flexible function space and convenience amenities designed to serve the MSU community. Located at the corner of Abbot Road and Grand River Avenue, it is easily accessible by all methods of transportation. Our address is the entrance to north campus, offering a park-like atmosphere. In keeping with a 80-year tradition, the MSU Union acts as a central meeting place for students, faculty, staff, and university guests to experience cultural, education, and social activities. Services available at the MSU Union are:

ASMSU Programming Board	Multicultural Center
Billiards/Game Room	Notary Public
Cap and Gown Rentals	One Union Square Food Court
Campus Lost and Found	Spartan Lanes (bowling)
Commencement Merchandise	Spartan Signature Catering
Computer Center	Spartan Spirit Shop
Hair Salon/Barber Shop	Union Central Convenience Store
Heritage Cafe	U.S. Post Office
Information Center	Western Union
Meeting and Conference Facilities	Women's Resource Center
MSU Alumni Association	

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

The MSU Union is available for meetings, conferences, and special social events. Catering services are provided in our building and across campus. MSU Union office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m.. Contact the Sales Department at (517) 355-3464 to schedule.

## PAVILION FOR AGRICULTURE AND LIVESTOCK EDUCATION

The MSU Pavilion for Agriculture and Livestock Education opened in 1997 and combines auditorium, classroom, arena, and exhibit spaces. Exhibit space covers 66,240 square feet and can accommodate 368 animal stalls which can be removed to create open space for a variety of events from industry trade shows to the

College of Agriculture and Natural Resources annual AutumnFest celebration. The arena seats 2,000 people and has a show floor of 28,670 square feet. The auditorium seats 400 and is used for meetings, auctions, and livestock industry events. An event office, showers, livestock wash racks, public address system, MSU concession stand, and recreational vehicle hook-ups are available for Pavilion events.

## STUDENT SERVICES BUILDING

The Student Services Building houses the offices of the Vice President for Student Affairs and Services, Office of Financial Aid, the Office of Racial Ethnic Student Affairs, Career Services and Placement, Service-Learning and Civic Engagement, and Student Life.

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

## WHARTON CENTER FOR PERFORMING ARTS

The Wharton Center offers a full schedule of touring Broadway shows, leading dance troupes, and world-famous soloists and ensembles. The state-of-the-art facility also showcases performances by the Department of Theatre, School of Music, and the Greater Lansing Symphony Orchestra, as well as many community and university group activities. Excellent acoustics and sight lines prevail in both the 2,500 seat Cobb Great Hall and the more intimate 600 seat Pasant Theatre. Wharton Center events enrich and enhance campus academic life through a wide variety of personal encounters with both traditional and innovative art forms. Preview lectures by noted authorities are offered free of charge prior to many of the performances. Full-time MSU students are offered substantial discounts on tickets for all performances sponsored by Wharton Center. For details, call the Box Office, 432-2000.

# CAMPUS ACTIVITIES

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

## CAMPUS CENTER

The Campus Center offers student-driven programming every Friday and Saturday until 2 a.m. and on Sunday until early evening. Most activities, including movies, music, and entertainment performances, are free to students. The Campus Center uses facilities in Wells Hall, the International Center, Erickson Kiva and the Engineering Building. The Campus Center Manager is located in 323 MSU Union, by telephone at (517) 432-7739.

## **ARTS**

### **Art**

The Department of Art and Art History sponsors changing student art exhibitions in Gallery 114 throughout the academic year. The annual Department of Art and Art History Undergraduate Exhibition and the Master of Fine Arts Exhibition are held in the Kresge Art Museum. All students are welcome to view these shows as well as other examples of art displayed in the Kresge Art Center. For additional information call (517) 355-7610 or visit [www.art.msu.edu](http://www.art.msu.edu).

### **Theatre and Dance**

The Department of Theatre sponsors a wide variety of dramatic productions and dance events. Productions occur on the Pasant Stage and in the Fairchild Theatre. Graduate and undergraduate talent is featured in these productions, and all students of the University are encouraged to participate.

Additional programs which provide opportunities for student participation are the Arena Theatre, Studio 49, independent student productions and Summer Circle Theatre. For additional information, call (517) 355-6690, email: [theatre@msu.edu](mailto:theatre@msu.edu), or visit [www.theatre.msu.edu](http://www.theatre.msu.edu).

### **Music**

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

Vocal groups include the MSU Chorale, State Singers, Collegiate Choir, Women's Glee Club, Choral Union, Women's Chamber Ensemble, and Men's Glee Club. The University Symphony Orchestra, the Philharmonic Orchestra, and the Concert Orchestra present numerous concerts throughout the year. The University Bands include the Wind Symphony, Symphony Band, Concert Band, Campus Band, several Jazz Bands and combos, Vocal Jazz Ensemble, the 300-member Spartan Marching Band, and three Spartan Brass Bands that perform at basketball and hockey games. Additionally, there are several chamber music groups including Musique 21, Percussion Ensemble, Trombone Choir, Tuba/Euphonium Ensemble, and Horn Choir. For additional information call (517) 353-5340 or visit [www.music.msu.edu](http://www.music.msu.edu).

## **ATHLETICS**

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

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

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

The Michigan State University Department of Intercollegiate Athletics is committed to operating an athletics program that pursues excellence with integrity, produces a positive public identity for the University and the surrounding community, promotes good sportsmanship and ethical conduct, and acts in compliance with all pertinent regulatory agencies. In addition, the department supports and encourages equitable treatment and opportunities for all student-athletes and staff regardless of gender or ethnic background and places emphasis upon individual accountability. With the support of Michigan State University, and in keeping with the University's overall mission and guiding principles, the Athletics Department aims to provide resources and initiate services as can be reasonably provided that empower student athletes to excel in academics, athletics, and personal development with attention to student-athlete welfare.

## **PROGRAMMING ORGANIZATIONS**

### **Senior Class Council**

The Senior Class Council consists of twenty-five seniors chosen to represent the views of and initiate activities for all MSU seniors. During the year the Senior Class Council is involved in sponsoring a career conference, selecting and raising funds for a class gift, working with the Commencement Committee, selecting the 25 most outstanding seniors, and coordinating special projects.

### **University Activities Board**

University Activities Board plans programs and activities designed to provide additional meaning to the University community. Special projects include arts and crafts shows, dinner theatre, college bowl, and noontime programming. Students are encouraged to suggest new programs. Information on membership may be obtained by calling 355-3354, or by visiting by the Office on the third floor of the Union Building.

## **RECREATIVE SERVICES**

Intramural sports programs and recreative services are dedicated to the promotion of healthy lifestyles for all. The programs include competitive, informal, exercise-fitness, sports club, and special-population activities designed to provide all members of the University community the opportunity to participate in a wide variety of individual, dual, and team sport activities encompassing all levels of skill.

Intramural league competitions are held in activities such as: outdoor and indoor soccer, touch football, volleyball, floor hockey, 3-on-3 basketball, wallyball, innertube water polo, basketball, ice hockey, and softball.

Individual events and tournaments include tennis, golf, table tennis, badminton, wrestling, swim meet, and track meet.

Special activities include roller blading, cold turkey trot run, aerobics, step aerobics, water aerobics, learn-to-swim, learn-to-sail, and self-defense for women. A staff coordinator provides programs for participants with special needs. For more information, visit <http://www.imsports.msu.edu> or call 355-5250.

## **RELIGIOUS ACTIVITIES**

The 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 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, 355-3464. For more information, visit [www.hfs.msu.edu/union/services/alumni\\_chapel.html](http://www.hfs.msu.edu/union/services/alumni_chapel.html).

## STUDENT GOVERNING GROUPS

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

### Associated Students Of Michigan State University (ASMSU)

As the undergraduate student governing body, ASMSU provides representation through a bicameral system made up of the Academic Assembly and the Student Assembly. Offices are maintained in both the Student Services Building and the MSU Union. The website is [www.asmsu.msu.edu](http://www.asmsu.msu.edu).

The Academic Assembly constitutes the elected undergraduate representatives of the University-level academic governance system. It is composed of two representatives from each college and one representative from each of the following groups: Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Organization, Asian Pacific American Student Organization, Alliance of Lesbian-Bi-Gay-Transgendered Students, Council of Students with Disabilities, and Women's Council. The Academic Assembly represents students on academically related issues, provides a forum for discussion of these issues, and approves appointments of undergraduates to Standing Committees of Academic Council.

The Student Assembly is composed of proportional representation elected from each college and one representative elected by each of the following groups: Intercooperative Council, Interfraternity Council, Panhellenic Council, National Panhellenic Council, Off-Campus Council, Residence Halls Association, University Apartments Advisory Board, Arab Student Organization, Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Organization, Asian Pacific American Student Organization, International Association Council, Alliance of Lesbian-Bi-Gay-Transgendered Students, Women's Council, and Council of Students with Disabilities. The Student Assembly represents students on student life related issues, provides a forum for discussion of these issues, approves appointments of undergraduates to various University committees, provides special student services, and acts as the official representative for the welfare and rights of students. Services are provided through two special boards:

The all-University Programming Board is responsible for facilitating, organizing and executing programming for the MSU student body. The Programming Board is funded through student tax monies and revenues from sponsored events. The Board emphasizes programming in the areas of concerts; lectures; films; racial/ethnic, cultural, and special interest activities; travel; theatre; audio-visual media; MSU Union activities; and special projects such as the College Bowl. The Board also attempts to provide support and resources to registered student organizations in the planning and development of their activities.

The Funding Board allocates ASMSU monies to registered student organizations (at least 50 percent undergraduate) for print media or programming projects. The allocations are made on a semester basis.

### Council Of Graduate Students (COGS)

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

### Greek Community

Since 1872, Michigan State University students have had the choice of participating in a nationally affiliated Greek letter organization. Today, the Greek community is comprised of 55 internationally affiliated social Greek letter organizations with a combined membership of over 3,100 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 55 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 56 member organizations in providing a quality Greek experience for their members. The governing councils include:

- Interfraternity Council (IFC), governing 28 internationally affiliated men's Greek letter organizations.
- Panhellenic Council (Panhell), governing 13 National Panhellenic Council Greek letter organizations
- National Pan-Hellenic Council (NPHC), governing 8 historically African-American men's and women's Greek letter organizations.
- 4th Independent Council, governing 6 multicultural men's and women's Greek letter organizations.

Other community-wide organizations that are collaboratively coordinated by the governing councils include: Greek Week, GAMMA Peer Educators, the Order of Omega National Greek Leadership Honorary, and Gamma Sigma Alpha, the national Greek Academic Honorary.

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

### Intercooperative Council (ICC)

The Intercooperative Council is the governing group for cooperative living units and service cooperatives. Cooperatives are student owned and managed organizations that contribute to the living experiences, social benefits, and economic savings of the members. The ICC meets regularly to discuss problems and coordinate activities of cooperative living and is represented on the ASMSU Student Assembly. The Council states as its purposes and goals: democratic control, open and voluntary membership,

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Campus Activities

continuous education, improvement of services, and cooperation and communication among cooperatives.

Information about cooperatives is available at the Intercooperative Council office, 541 E. Grand River, East Lansing, MI 48823, telephone 355-8313.

#### University Apartments Council of Residents (UACOR)

The University Apartments Council of Residents is recognized by the University as a governing group with authority to govern the affairs of the residents of on-campus University apartments.

UACOR promotes and coordinates activities and provides programs, information, and services for the residents. It also represents students' views in city and county government and with various University personnel and programs.

Residents elect village representatives, who in turn elect executive officers to direct the Council. Village representatives have voting privileges, but residents may attend meetings. Each semester 'Town Meetings' are held so residents may bring concerns and ideas to the Council. A tax is assessed to each student resident. For further information, call UACOR at 355-0738 or the Residence Life Assistance line at 353-9499. The UACOR office is in 1401C Spartan Village.

#### Residence Halls Association (RHA)

Residence Halls Association 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 Lesbian-Bi-Gay-Transgendered Students, Women's Council, 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 RHA Movie Program, concerts, and special events. All residents of MSU undergraduate residence halls are members of RHA and may exercise their voting rights and opinions through the representatives of their respective halls. A tax is collected during registration from each undergraduate student living in a residence hall to support the activities listed above. The tax also supports the functions of each hall government. Contact RHA at: [rha@msu.edu](mailto:rha@msu.edu).

#### Owen Graduate Association (OGA)

Owen Graduate Association 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 residents and participates in the formulation of policies and regulations pertaining to residents of that hall. All residents of Owen Hall are members of OGA and pay a tax to support the activities of the Association.

## STUDENT PUBLICATIONS

MSU's yearbook, *The Red Cedar Log*, is published by students under the auspices of the Associated Students of Michigan State University. 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 MSU students.

## STUDENT RADIO

The goals of Student Radio are diversity in programming, professionalism in presentation, and education. Two stations are supported by a fee collected from all students each semester. Students may apply for paid positions or to work as volunteers. Offices and studios in G-4 Holden Hall are accessible for persons with disabilities.

**WDBM**, "IMPACT Radio" 89 FM, is an FCC-licensed station offering alternative music, news, sports, and talk on campus issues. This non-commercial station operates 24 hours per day 365 days per year. The station can be heard at distances of 50 miles or worldwide at [www.impact89fm.org](http://www.impact89fm.org).

**WFIX**, "The Fix" is also commercial free, but carries specialty programming not found on WDBM. WFIX operates on the academic calendar and is carried only at [www.thefix.org](http://www.thefix.org).

## THE STUDENTS

Michigan State University's enrollment totals approximately 44,500 students including the off-campus programs. About 35,000 are undergraduates with the remainder in graduate and graduate-professional programs. Nearly 90 percent of the new undergraduates enter as freshmen from Michigan high schools or as transfer students from the Michigan community-junior colleges or other colleges and universities in the state. These students come from throughout the state and represent the smallest as well as the largest communities. The remaining students enter from high schools, colleges, and universities throughout the United States and the world. During the Fall 2005 semester, over 3,300 international students from 126 countries were enrolled. Fifty-four percent of the undergraduate and graduate students on the East Lansing campus were women.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic Freedom for Students

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

The original document has been amended several times. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life* which is available from Student Affairs and Services, 162 Student Services Building and at <http://www.vps.msu.edu/SpLife/default.pdf>.

### 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 by the Board of Trustees. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life* which is available from Student Affairs and Services, 162 Student Services Building, and at <http://www.vps.msu.edu/SpLife/default.pdf>.

### Medical Student Rights and Responsibilities

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

This document as 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 Ombudsman; and Student Affairs and Services, 162 Student Services Building.

### POLICY ON RESEARCH WITH HUMAN SUBJECTS

Graduate or undergraduate student research programs may involve the use of human subjects. "Human subject" is defined as an individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable, confidential information about the individual. Both federal and University regulations require that all proposed research projects involving human subjects be reviewed and approved by an Institutional Review Board prior to the initiation of such studies. At Michigan State University, that Board is the University Committee on Research Involving Human Subjects (UCRIHS), or the Community Research Institutional Review Board (CRIRB).

Specific information regarding procedures for obtaining appropriate review of proposed research projects involving human subjects is available from the office of Research Ethics and Standards, [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu), e-mail UCRIHS@msu.edu, or call (517) 355-2180.

## STUDENT ORGANIZATIONS

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

Students are encouraged to consider the value of membership in an organized group. Each of the approximately 500 existing student organizations has its own activities and membership requirements. Students who are members of an honorary society may associate with the MSU chapter of that society.

More detailed information regarding student organizations may be obtained from the Student Life Center, 101 Student Services Building or visit the Department of Student Life website to view a current list - [www.studentlife.msu.edu](http://www.studentlife.msu.edu).

### Honorary Organizations

Alpha Epsilon <sup>1</sup>	Agricultural Engineering
Alpha Epsilon Delta <sup>1</sup>	Natural Science
Alpha Epsilon Rho <sup>1</sup>	Broadcasting
Alpha Kappa Delta	Sociology
Alpha Phi Sigma <sup>1</sup>	Criminal Justice
Alpha Zeta <sup>1</sup>	Agriculture and Natural Resources
Arnold Air Society <sup>1</sup>	Aerospace Studies
Beta Alpha Psi <sup>1</sup>	Accounting
Beta Gamma Sigma	Business
Chi Epsilon <sup>1</sup>	Civil Engineering
Delta Phi Alpha	German
Eta Kappa Nu <sup>1</sup>	Electrical Engineering
Eta Sigma Delta	Hospitality Management
Gamma Theta Upsilon	Geography
Golden Key <sup>1</sup>	Scholastic
Kappa Delta Pi <sup>1</sup>	Education
Kappa Omicron Nu Honor Society	Scholastic
Kappa Psi	Band
Kappa Tau Alpha <sup>1</sup>	Journalism
Lambda Pi Eta <sup>1</sup>	Communications
Mortar Board <sup>1</sup>	Senior Scholastic, Leadership, and Service
National Society of Collegiate Scholars	All-University Scholastic
Omega Chi Epsilon <sup>1</sup>	Chemical Engineering
Omicron Delta Epsilon <sup>1</sup>	Economics
Omicron Nu <sup>1</sup>	Human Ecology
Order of Omega <sup>1</sup>	Greek System Leadership and Scholastic
Phi Alpha <sup>1</sup>	Social Work
Phi Alpha Theta	History
Phi Beta Delta	International Scholars
Phi Beta Kappa <sup>1</sup>	Liberal Arts Scholastic
Phi Kappa Phi <sup>1</sup>	All-University Scholastic
Phi Sigma Iota <sup>1</sup>	Romance Languages
Phi Sigma Pi National Honor Fraternity	Scholastic
Phi Sigma Theta	Scholastic
Phi Tau Sigma <sup>1</sup>	Food Science
Pi Alpha	Public Affairs and Administration
Pi Kappa Gamma <sup>1</sup>	Packaging
Pi Mu Epsilon <sup>1</sup>	Mathematics
Pi Tau Sigma <sup>1</sup>	Mechanical Engineering
Sigma Iota Epsilon <sup>1</sup>	Management
Sigma Iota Rho <sup>1</sup>	International Relations/Studies
Sigma Lambda Chi <sup>1</sup>	Building Construction
Sigma Phi <sup>1</sup>	Osteopathic Medicine
Sigma Theta Tau	Nursing
Sigma Xi <sup>1</sup>	Science
Tau Beta Pi <sup>1</sup>	Engineering
Tau Beta Sigma <sup>1</sup>	Band
Tau Sigma <sup>1</sup>	Liberal Arts Scholastic
Tower Guard	Sophomore Scholastic and Service
Twin Zeta Epsilon	Band
Upsilon Pi Epsilon	Computer Science and Engineering
Xi Sigma Pi <sup>1</sup>	Forestry

<sup>1</sup> National Affiliation

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

### Professional Organizations and Professional Fraternities and Sororities

Administrative Management Society  
Alpha Kappa Psi (Business)  
American Academy of Osteopathy  
American Advertising Federation  
American Animal Hospital Association, Student Chapter  
American Association of Bovine Practitioners  
American Association of Equine Practitioners  
American Association of Feline Practitioners  
American Association of Zoo and Wildlife Veterinarians  
American Center for Design  
American Chemical Society  
American College of Osteopathic Family Practitioners  
American Criminal Justice Association  
American Indian Science and Engineering Society  
American Institute of Aeronautics and Astronautics  
American Institute of Chemical Engineers  
American Medical Student Association  
American Medical Women's Association  
American Medical Women's Association  
American Society for Agricultural Engineers  
American Society for Medical Technology  
American Society for Personnel Administration  
American Society of Agricultural Engineers  
American Society of Civil Engineers  
American Society of Interior Designers  
American Society of Mechanical Engineers  
American Veterinary Medical Association  
Association for Computing Machinery  
Association for Women in Science  
Association of Black Osteopathic Medical Students  
Delta Sigma Pi (coed business fraternity)  
Environmental Engineering Student Society  
Food and Nutrition Association  
Food Marketing Association  
Food Science Club  
Forestry Club/Student Chapter Society of American Foresters  
Global MBA Association  
Institute of Electrical and Electronic Engineers  
International Facility Management Association, MSU  
International MBA Association  
Marketing Club of the American Marketing Association  
Medical Technology Student Association  
Michigan Association of Osteopathic General Practitioners  
Michigan Home Economics Association  
Minority Medical Student Association  
Minority Nursing Student Association  
Minority Students in Engineering  
MSU Pre-Medical Society  
Music Educators National Conference  
Mu Sigma Upsilon, Lambda Alpha Epsilon  
(American Criminal Justice Association)  
National Agricultural Marketing Association  
National Association of Black Accountants  
National Association of Music Therapy Students  
National Organization for Professional Advancement of Black Chemists and Chemical Engineers  
National Society of Black Engineers  
National Society of Professional Engineers  
National Student Speech-Language-Hearing Association  
Packaging Professionals, Student Chapter  
Phi Epsilon Kappa  
Phi Gamma Nu (Business)  
Phi Mu Alpha (Music)  
Public Relations Student Society of America (PRSSA)  
Sigma Alpha Iota (Music Sorority)  
Sigma Alpha Sorority (Agriculture and Natural Resources)  
Sigma Delta Chi (Journalism)  
Sigma Lambda Alpha (Landscape Architecture)  
Society of American Value Engineers  
Society of Automotive Engineers  
Society of Women Engineers  
Women in Business  
Women in Communications, Inc.

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

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

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

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

### 4th Greek Independent Council-Greek Letter Organizations

**Men's Chapters**  
Lambda Phi Epsilon  
Phi Iota Alpha  
Pi Psi  
Sigma Lambda Beta  
**Women's Chapters**  
Alpha Kappa Delta Phi  
Sigma Lambda Gamma

### National Panhellenic Council-Greek Letter Organizations

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

## Student Religious Organizations

Adventist Student Fellowship  
American Baptist Student Foundation at MSU  
Baha'i Club, MSU  
Baptist Student Union-Christian Challenge  
Beta Chapter of Glory Phi God  
Buddhist Meditation Study Group  
Campus Advance  
Campus Crusade for Christ  
Campus Life Ministries  
Chi Alpha Christian Fellowship  
Chinese Christian Fellowship, MSU  
Christian Science College Organization  
Christian Veterinary Mission Fellowship  
Com Christian Medical and Dental Society (CMDS)  
Comunidad Latino Americana  
Cutting Edge Ministry  
Deacons, The  
Ebenezer Missionary Baptist Africentric Bible Study Group  
Episcopal Ministry at Michigan State University  
Eternal Devotion  
Fellowship of Christian Internationals  
Gospel Chorale, MSU  
Graduate Intersarsity Christian Fellowship  
Green Spiral  
Hillel Jewish Student Organization  
His House Christian Fellowship  
History Makers  
Indonesian Full Gospel Fellowship, Lansing (IFGF)  
International Outreach United  
International Student Ministry  
International Student Resources  
Islamic Medical Student Association (IMSA)  
Just for Christ Campus Ministry  
Keshet  
Latter-Day Saint Student Organization  
Liberty  
Lutheran Student Movement - University Lutheran Church  
Martin Luther Chapel - Lutheran Student Group (L.I.F.E.)  
Navigators, The  
New Faith Students  
Order of the Eastern Star, The (U.M.B.)  
Peoples Church Student Group  
Phoenix Rising Drum Circle  
Pureland Buddhist Study Group  
Red Cedar Christian Fellowship  
Rejoyce in Jesus Campus Fellowship  
Religious Studies Society  
Riverview Campus Fellowship  
Spartan Christian Fellowship  
St. John's Catholic Student Parish  
Teva  
University Christian Outreach  
Victorious Spartan Believers  
Victory Campus Ministries  
W.E.L.S. Lutheran Campus Ministry  
Wesley Foundation, MSU  
Wiccan Study Group, MSU  
World Christian Fellowship  
Young Apostolic Students for Christ (Y.A.S.C.)  
Young Life

## STUDENT SERVICES

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

### 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 enrollment, changes of major program, academic advisement, and withdrawal and readmission procedures.

### VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters. The multiple services and responsibilities are carried out through the offices of Counseling, Intramural Sports and Recreative Services, Career Services and Placement (including Student Employment, and the Career Development Center) Service-Learning and Civic Engagement, Student Life, Residence Life, Multicultural Development, LBGT Concerns, and Educational and Support Services.

The Student Life area includes Campus Life Orientation, Greek Life, Judicial Affairs, Student Life Center and Off-Campus Listing Service, Internationalizing Student Life, Student Government and Activities Advising, Leadership Development, and Student Affairs Records.

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

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

### Graduate Assistants

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

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Student Services

#### International Students

International students not on a graduate assistantship are required to purchase the MSU 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 MSU plan or submit proof of other comparable health insurance. The charge for insurance premiums will be included on the Registration Billing Statement.

#### All Other Undergraduate And Graduate Students

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

For further information on student insurance, contact Michigan State University Benefits, 1407 S. Harrison Rd., Ste. 140A, East Lansing, MI 48823-5287, (517) 353-4434, or visit [www.hr.msu.edu/hrsite/benefits](http://www.hr.msu.edu/hrsite/benefits).

#### STUDENT HEALTH SERVICE AT OLIN HEALTH CENTER

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

Olin Health Center is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and staffed with board-certified physicians and certified health care professionals.

MSU and MSU College of Law students are eligible for services at Olin Health Center. Students are encouraged to secure health insurance coverage. The University will subsidize the first three medical office visits each year to the Olin Health Center for students enrolled in MSU classes. Olin will bill for the fourth and subsequent visits, as well as for other services. As a service to patients, charges for students with health insurance will be billed directly to the student's insurance company. Patients without insurance coverage may pay at the time of the visit or will be billed by Olin. Students with low income and no health insurance are encouraged to determine whether they may qualify for the MSU Student Health Subsidy Program (SHSP).

Information about the SHSP and the Student Insurance plan is available through the MSU Benefits Office at 353-4434, or [www.hr.msu.edu/hrsite/benefits](http://www.hr.msu.edu/hrsite/benefits).

The MSU student or spouse Identification card and insurance information should be presented when service is requested at Olin Health Center. For information regarding appointments, of-

fice hours, services, and charges, call 355-4510, or visit the Olin website at [www.olin.msu.edu](http://www.olin.msu.edu).

#### RESOURCE CENTER FOR PERSONS WITH DISABILITIES

MSU values and promotes participation by people with disabilities in all aspects of campus life. The Resource Center for Persons with Disabilities (RCPD) upholds a mission to *lead MSU in maximizing ability and opportunity for full participation by persons with disabilities*. The 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 order to facilitate an effective campus experience for persons with disabilities.

The RCPD is located at 120 Bessey Hall, (517) 353-9642; TTY (517) 355-1293, or [www.rcpd.msu.edu](http://www.rcpd.msu.edu).

#### COUNSELING

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

Career Services and Placement assists students in career advising and seeking employment upon graduation. Its Career Development Center provides various career information. The Student Employment Office provides part-time and summer employment opportunities on and off campus. The Office of Placement Services coordinates interviews with employers seeking entry-level hires, as well as many of the major on-campus career fairs. Visit [www.csp.msu.edu](http://www.csp.msu.edu).

##### Family Resource Center

The Family Resource Center coordinates information, resources, and University initiatives to assist student-parents and students managing the care of dependent elders. Students may contact the FRC coordinator at 432-3745, ext. 146, [strom@hr.msu.edu](mailto:strom@hr.msu.edu), or at [www.hr.msu.edu](http://www.hr.msu.edu), for information about programs and services, including resource and referral, emergency backup care, sick child care, student parent support, financial assistance, regu-

lar child care, and assistance with elder care issues. Visit [www.frc.msu.edu](http://www.frc.msu.edu).

### Early Childhood Units

Three early childhood units are available to the children of MSU students: The MSU Laboratory Preschool, The Spartan Nursery School, and the Family/Infant/Toddler Learning Program. All three are administered by the Department of Family and Child Ecology in the College of Human Ecology.

### MSU Safe Place Program

The MSU Safe Place Program, in conjunction with End Violent Encounters (EVE, Inc.), provides emergency temporary shelter for victims of domestic abuse (including abuse in dating relationships), advocacy and support services (counseling, support group, court or judicial accompaniment, etc.), scholarship opportunities for those who have experienced relationship violence, and educational programs for student, staff, and faculty groups. For shelter or immediate support, call the 24-hour crisis line answered by EVE, Inc.: 372-5572. For campus program information call the business line: 355-1100 ext. 2, or email: [noabuse@msu.edu](mailto:noabuse@msu.edu). Visit [www.msu.edu/~safe](http://www.msu.edu/~safe).

### United States Postal Service

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

### University Ombudsman

The University Ombudsman is an official to whom students may appeal for redress of grievances involving faculty and administrators. Visit [www.msu.edu/unit/ombud](http://www.msu.edu/unit/ombud).

### Department of Police and Public Safety

The Department of Police and Public Safety provides a complete range of public safety services to the University community through Police Services and Safety and Public Health (industrial, sanitation, fire, etc.). Visit [www.dpss.msu.edu](http://www.dpss.msu.edu).

### Office of Supportive Services

The Office of Supportive Services is an academic support unit that provides services for income eligible, first-generation, disabled and underrepresented students through a variety of undergraduate enrichment and research programs. Visit [www.msu.edu/~oss](http://www.msu.edu/~oss).

## TRANSPORTATION SERVICES ON CAMPUS

### CATA Bus Service

All 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. Additionally, CATA provides direct service to off-campus apartments in East Lansing, Lansing, Okemos, and Haslett areas year round. CATA is also the public transportation provider for the greater Lansing area. Visit [www.cata.org](http://www.cata.org).

**WEEKDAY CAMPUS REGULAR FIXED ROUTE SERVICE-** effective August 22, 2005. **Daytime Service** - CATA's campus route buses will operate from approximately 7:00 a.m. to 7:00 p.m. on weekdays during Fall and Spring semesters excluding school breaks, holidays and holiday weekends. This includes service on the following routes: #30, 31, 32, and 33 (Campus Cruiser).

**EVENING SERVICE** - effective August 22, 2005. CATA's weekday evening fixed route service will be available from 7:00 p.m. until 2:00 a.m. during Fall and Spring semesters excluding school breaks, holidays and holiday weekends. This includes service on the following routes: #35, 36, 37, and 38.

**WEEKEND CAMPUS SERVICE** - effective August 22, 2005. CATA's campus route buses will operate on weekends from approximately 9:00 a.m. until 2:00 a.m. during Fall and Spring semesters excluding school breaks, holidays and holiday weekends. Weekend service is provided on routes: #35, 36, 37, and 38.

**LATE NIGHT CAMPUS SERVICE SEVEN DAYS A WEEK** - effective August 22, 2005. CATA offers The Night Owl, a demand-response service within the campus boundaries from 2:00 a.m. until 7:00 a.m. weekdays (until 9:00 a.m. on weekends) during Fall and Spring semesters excluding school breaks, holidays and holiday weekends. To access this service, call 2-8888 from any campus phone (including campus green light phones located throughout campus) and request a ride. Residents of University and Spartan Village Apartments may also use The Night Owl when traveling to or from any campus location during those hours. Bus arrives within approximately 20 minutes of your call.

**FARES AND PASSES-FOR REGULAR FIXED ROUTE SERVICE-** The student cash fare is 50 cents. Cash fare customers must show the bus driver their valid MSU Student ID to qualify for the 50 cent fare. Customers not showing the MSU Student ID will pay the base fare of \$1.00. Students may also purchase a **CATA 31-Day Pass** for \$14.00, a **Semester Pass** for \$45.00, a **Commuter Lot Route Pass** (good only on the Commuter Lot Route 32) at \$16.50 for one semester or \$27.50 for two semesters. All area passes (with the exception of the Commuter Lot Route Pass) are good for all on and off-campus fixed route transportation services on CATA. Free transfers are available on all CATA buses. Passes will be sold at most residence halls, the University Apartment manager's office, the Union Store, Department of Police and Public Safety and convenient off-campus locations. Regular fare for non-student faculty and staff is \$1.00. A 31-Day Adult Pass is available for \$30.00.

**PARATRANSITSERVICE-** (Service for Persons with Disabilities) - Spec-Tran is a curb-to-curb service provided by CATA for persons with disabilities who are unable to use CATA's fixed-route service. Spec-Tran customers must be certified to be eligible to use this service. MSU customers wishing to be certified must contact the Resource Center for Persons with Disabilities (RCPD) located on campus. Reservations for rides must be made by 5:00 p.m. the day before the trip is to occur. Rides can be scheduled up to 14 days in advance. Regular trips such as going to the same class at the same time on the same day of the week, can be scheduled for the entire semester. The CATA cash fare for this service is \$2.00 per trip. Eligible students may purchase MSU Spec Tran punch passes for trips that originate and end on-campus at a cost of 50 cents per ride. Contact MSU Resource Center for Persons with Disabilities for details. To schedule a ride, call 2-8888 from any campus phone between 8:00 a.m. and 5:00 p.m. daily.

## GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

### Student Services

**CATA INFORMATION AND ASSISTANCE** - CATA's Customer Information Center can provide personal trip planning assistance and information on using CATA services. Representatives are available 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 (517) 394-1000 or 2-CATA from any campus phone for assistance. Visit CATA's Website at [www.cata.org](http://www.cata.org) for route schedule information and maps as well as updates on route detours and service changes. The TTY line is (517) 394-CATA.

The **MSU/CATA TRANSPORTATION CENTER (MSU-CTC)** - is the first public transit center to serve MSU's campus. The 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.

Convenient amenities include direct phone link access to CATA's Customer Service and Night Owl ride request phone lines, print maps and timetables, direct access to the Shaw Ramp (Ramp 1), comfortable indoor seating areas, a community policing office, Sparty Convenience Store, ATM, vending machines and restrooms. The facility will be open 24 hours a day; seven days a week.

Those who drive to campus and park in the Shaw Ramp (Ramp 1) can easily board a CATA bus from the same location for a convenient inter-modal commute.

### Bicycles

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

All CATA buses are equipped with bike racks. Each rack accommodates two bikes. There is no charge to use the racks.

### Motor Vehicles

Vehicles operated or parked on MSU property by MSU students must be registered with the MSU Parking Office. Failure to do so may result in parking violations or vehicle impoundment. Go to [www.dpps.msu.edu/mgtserve/permits.asp](http://www.dpps.msu.edu/mgtserve/permits.asp) to register your vehicle and to view the Student Parking and Driving Regulations.