



GENERAL INFORMATION, POLICIES, PROCEDURES and REGULATIONS

COSTS

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

ADVANCED PAYMENTS AND DEPOSITS

Application Processing Fee

Domestic Undergraduate Applicants	\$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. A person requesting admission as an undergraduate, graduate-professional, or graduate student who is financially unable to submit the application processing fee may request an application fee waiver.

<i>Advanced Enrollment Deposit</i>	\$250.00
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All entering undergraduate students are required to pay a \$250 Advanced Enrollment Deposit (AED). Payment by the student confirms acceptance of admission, reserves the student a place in both the entering class and a residence hall (if student chooses to live on-campus), and allows the student to register for a required Academic Orientation Program which fill on a first-come, first-serve basis. An admitted student who is financially unable to submit the AED may request a deferral. The \$250 AED is fully refunded to fall domestic 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 (2009 - 10)

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

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

As amended by the Board of Trustees in the 2009-10 Budget Guidelines. Amounts subject to change for 2009-10 and future years.

On-Campus Course Fees and Tuition

Undergraduate

Michigan Resident Course Fees	
Lower Division ² (Admitted Fall 2005 or after)	\$347.00
Lower Division ² (continuing)	\$321.00
Upper Division ² (Admitted Fall 2005 or after)	\$380.50
Upper Division ² (continuing)	\$354.50
Online Accelerated Nursing BSN	
(Admitted Fall 2005 or after)	\$525.00
Online Accelerated Nursing BSN (continuing) . . .	\$506.00

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

Out-of-State Resident Course Fees and Tuition	
Lower Division ² (Admitted Fall 2005 or after) . . .	\$895.75
Lower Division ² (continuing)	\$869.75
Upper Division ² (Admitted Fall 2005 or after) . . .	\$925.00
Upper Division ² (continuing)	\$899.00
Online Accelerated Nursing BSN (Admitted Fall 2005 or after)	\$550.00
Online Accelerated Nursing BSN (continuing) . .	\$531.00

Graduate

Michigan Resident Course Fees	
Masters and Doctoral Programs ²	\$478.25
M.S. in Accounting	\$649.00
M.A. and M.S. in Education	\$511.25
Ed.S. and Ph.D. in Education	\$511.25
Broad MBA Program ¹ (semester)	\$10,845.00
MBA Executive Program ¹ (program)	\$76,000.00
M.S. in Supply Chain Management ¹ (program - Summer 2007 cohort)	\$41,500.00

Out-of-State Resident Course Fees and Tuition	
Masters and Doctoral Programs ²	\$966.50
M.S. in Accounting	\$1,178.50
M.A. and M.S. in Education	\$999.50
Ed.S. and Ph.D. in Education	\$999.50
Broad MBA Program ¹ (semester)	\$16,500.00
MBA Executive Program ¹ (program)	\$84,300.00
M.S. in Supply Chain Management ¹ (program - Summer 2007 cohort)	\$43,250.00

Online Master's Programs	
M.S. in Clinical Laboratory Sciences	\$528.25
M.S. in Criminal Justice	\$520.00
M.A. in Education	\$615.00
M.S. in Food Safety	\$526.00
M.S.N. in Nursing Education (In State)	\$578.25
M.S.N. in Nursing Education (Out-of-State)	\$603.25
M.S.N. in Nursing Management (In State)	\$446.75
M.S.N. in Nursing Management (Out-of-State) . .	\$471.75
M.S. in Packaging	\$615.00
M.A. or Certificate in Youth Development ³	\$430.00

Graduate-Professional¹

Teacher Certification Internship Year	
Michigan Resident Course Fees (semester) . . .	\$5,503.00
Out-of-State Resident Course Fees and Tuition (semester)	\$11,698.00

Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees (semester) . . .	\$10,714.00
Out-of-State Resident Course Fees and Tuition (semester)	\$23,203.00

Extended Curriculum Program, Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees	\$7,262.00
Out-of-State Resident Course Fees and Tuition	\$15,593.00

Dual Degree Medical Scientist Training Program Medical Student in College of Human or Osteopathic Medicine	
Michigan Resident Course Fees	\$7,405.00
Out-of-State Resident Course Fees and Tuition	\$15,681.00

Veterinary Medicine	
Michigan Resident Course Fees (semester) . . .	\$10,822.00
Out-of-State Resident Course Fees and Tuition (semester)	\$22,564.00

Veterinary Medicine Clinical Year	
Michigan Resident Course Fees (semester) . . .	\$9,568.00
Michigan Resident Course Fees (Summer semester)	\$6,780.00
Out-of-State Resident Course Fees and Tuition (semester)	\$20,088.00
Out-of-State Resident Course Fees (Summer semester)	\$13,405.00
Medical Student in College of Veterinary Medicine	
Michigan Resident Course Fees	\$6,978.00
Out-of-State Resident Course Fees	\$14,285.00

¹ Includes mandatory fees.
² Other than the programs listed below.
³ Non-M.A. and non-certificate students taking courses offered by another institution via the Great Plains Interactive Distance Education Alliance (GP-IDEA) will be charged the common price.

Graduate Certification Course Fees

Students pursuing Graduate Certification are assessed course fees of \$478.25 per credit for Michigan residents and \$620.75 for Out-of-State. Graduate Certification students are not assessed matriculation fees, the energy charge, or student taxes. All international students are assessed an International Student Registration Fee of \$25 per semester.

Lifelong Education Course Fees

Undergraduate and graduate Lifelong Education students are assessed course fees of \$478.25 per credit for Michigan residents and \$620.75 for Out-of-State. Lifelong Education students are not assessed matriculation fees, the energy charge, or student taxes. Certain lifelong-education online university courses may be assessed additional tuition fees of \$50-150 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

Enrollment After the End of the Term of Instruction

Initial Enrollment and Course Add Fees:

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

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

Late Registration Fees

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

Bad Check and Late Payment Charges

(Includes rejected electronic checks, i.e. ACH)

This fee is assessed as the result of:

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

Mandatory, Refundable Fees (Per Semester) (2009-10)

Matriculation Fees and Energy Fee¹

For students enrolling for more than 4 credits . . .	\$235.00
For students enrolling for 4 credits or less	\$166.00

Engineering Program Fee¹

For students enrolling for more than 4 credits . . .	\$475.00
For students enrolling for 4 credits or less	\$289.00

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

Science and Technology Program Fee

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

Juniors and seniors majoring in science and technology intensive majors.

Health Science Program Fee

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

Juniors and seniors majoring in health science majors.

Broad College of Business Program Fee

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

Juniors and seniors in the Broad College of Business.

International Student Registration Fee¹

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Student Taxes

Undergraduate Students (ASMSU).	\$16.75
Graduate Students (COGS) ²	\$7.25
Graduate-Professional Medical Students (COGS and COMS) ³	\$8.75
FM Radio Tax (All students)	\$3.00

State News

All students who are assessed fees for 6 credits or more	\$5.00
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James Madison College Orientation Reading

Section fee for James Madison College 201 (Fall only)(determined annually) approx.	\$5.00-25.00
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¹ The Matriculation Fees, Energy Charge, major specific program fees, 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.

² The COGS tax for summer session is \$4.50.

³ The COGS and COMS tax for summer session is \$6.00.

RATES FOR UNIVERSITY HOUSING

The rates listed below are for the 2010-2011 academic year. In addition, students living in undergraduate housing will be charged a Residence Halls Association tax of \$25.00 per semester. Students living in Owen Graduate Hall 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.

Dining service for 2009-2010 includes expanded serving hours of 7:00 a.m. to midnight, seven days a week, in at least one location per residential zone (East, South, Brody, West Circle, and Red Cedar). Choices include cooked-to-order stations, retail coffee shops, grab-n-go options, pizza and subs, as well as new selections reflecting emerging dining trends. Note: All plans include use of TOTALLY TAKE OUT (carry-out dining service located in some residence halls).

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

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

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

5 Day Plan - Anytime access, Monday-Friday and \$100 per semester in Spartan Cash.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

Residence Halls — Room and Board (Per Semester)^{1, 2, 3}

	Silver	Gold	Platinum	5 Day
Double Room (per person)				
Room rates	\$1,604	\$1,604	\$1,604	\$1,604
Board rates	2,281	2,431	2,581	2,281
Total	\$3,885	\$4,035	\$4,185	\$3,885

Designated Single Room (add \$1,336 per semester)
Permanent Single Room (add \$820 per semester)

Owen Graduate Hall (Per Semester)^{1, 2, 5}

Double Room (per person)	\$2,944.00
Permanent Single Room	\$3,438.00
Designated Single Room	\$3,874.00

For more information on MSU residence halls, visit www.hfs.msu.edu/uh.

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

One Bedroom	\$650.00
One Bedroom (renovated)	\$716.00
Two Bedroom	\$774.00
Two Bedroom (renovated)	\$856.00

University Village Apartments (monthly rates)

Four Bedroom (Per Resident)	\$683.00
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For more information on MSU apartments, including furnishings and regulations visit www.hfs.msu.edu/uh.

¹ 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.

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

³ Rates do not include resident student government taxes of \$25.00 per semester for undergraduate students who live in residence halls.

⁴ Quoted rates are student rates.

⁵ Rates include \$350.00 cafeteria credit but do not include student government taxes of \$5.00 per semester for students who live in the graduate hall.

⁶ 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
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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 2009 Registration Billing Statement:	International Student	\$458
	Medical Student	\$522
Spring 2010 Registration Billing Statement:	International Student	\$763
	Medical Student	\$868

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

2009-2010 Annual Premium Rates	Domestic Student	International Student
Student	\$1,390.00	\$1,221.00
Student/Spouse	\$5,398.00	\$5,229.00
Student/Spouse, One Child	\$7,550.00	\$7,381.00
Student/Spouse, Two or More Children	\$8,393.00	\$8,224.00
Student, One Child	\$3,542.00	\$3,373.00
Student, All Children	\$4,385.00	\$4,216.00

Note: Premiums are subject to change each academic year.

Student Motor Vehicle Registration^{2, 3}

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

2010-2011 VEHICLE REGISTRATION FEES

Resident Student (by lot location) (Year)	\$111.00-268.00
Graduate Assistant (Semester)	\$111.00
Commuter Student (Year)	\$89.00
University Apartment Residents (Year)	\$111.00

Student Bicycle Registration

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

Campus Bus Service⁴

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

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

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

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 \$2.50 per trip. Discount fare cards are available for certified students through MSU Resource Center for Persons with Disabilities.

Visit CATA's Web site for the latest information on passes, routes, and services: 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	\$95.00
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Microfilming and Binding Fee for Doctoral

Dissertation	\$105.00
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Copyright Fee for Master's Thesis or Doctoral

Dissertation	\$65.00
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This optional fee covers the cost of supplying a microfilm copy of the thesis or dissertation to the Library of Congress and copyright processing.

Student Activity Admission

Student discounts on tickets at the Wharton Center for Performing Arts:

MSU students are able, WHEN APPLICABLE, to purchase up to two \$15.00 Performing Arts Series and up to two \$25.00 MSU Federal Credit Union Broadway tickets per valid ID.

Athletic Event Admission

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

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

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

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

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

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

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

REFUND POLICY

Refund of Course Fees and Out-of-State Tuition

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

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

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

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

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

Financial Aid Refund Policy

Dropping Credits

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

Withdrawal from the University

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

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

2. The bill calculated as a result of withdrawal will depend on the official date of withdrawal and/or the last date of attendance and the percentage and amount of institutional refund to be received.

3. Withdrawal for any semester during the 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, Academic Competitiveness Grant, National Smart Grant, Federal TEACH 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. Michigan State University 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

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

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. Michigan State University 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 Michigan State University 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
 Academic Competitiveness Grants
 National Smart Grant
 Federal Supplemental Educational Opportunity Grants
 Federal TEACH Grant

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	\$1,000
Total Title IV Aid	\$3,000

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

Percent Earned	35/110 = 32%
Percent Unearned	100% - 32% = 68%
Amount of Title IV Aid	
Unearned	\$3,000 x 68% = \$2,040

Michigan State University 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). Michigan State University 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, 1-517-355-5050, Fax 1-517-353-9640. Questions regarding the Return of Title IV Funds Policy for students who withdraw should be addressed to the Student Accounts Office.

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

Refund Rules for Other Fees, Taxes, Assessments

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

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

Late registration fees will not be refunded.

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

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

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

OTHER INFORMATION

Fee Payment

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

Deferred Payment Plan

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

the *Billing and Fee Payment Schedule*, the Registration Billing Statement will list several payment options (if a student enrolls subsequently, they will not have the option to defer tuition). If the student's payment is at least the "Minimum Amount Due" and less than the "Amount to Avoid Deferment," then the deferred payment plan option will be assumed. Both actual and pending financial aid is first applied against the "Minimum Amount Due." Financial Aid exceeding the "Minimum Amount Due" will then reduce the tuition deferment and subsequently reduce any housing deferment. A \$10.00 payment plan service fee will be charged whenever the option to defer either tuition or housing for a semester is elected. A finance charge of 12% per year will be assessed on deferred tuition and related charges. There is no finance charge assessed on unpaid housing charges.

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

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

The deferred payment option for summer 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 students are eligible to receive, as of the date of the registration bill. This aid will be listed in the detailed transaction section of the bill. It has been applied to the fees owed, reducing the amount owed.

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

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

If the total of actual financial aid (no longer pending aid) exceeds the amount owed and registration has been completed, the student may be entitled to a refund. Refunds will be directly deposited or mailed to the local address if available during the week before classes begin. If your aid and registration are finalized after this mailing, refunds are produced nightly and mailed or directly deposited the following workday through the 3rd day of classes (approximately). After this period, refunds are produced and directly deposited or mailed weekly. **NOTE:** Financial aid for a current semester may be used to pay past due Controller's Office debts up to \$200 maximum to enable a student to become registered. The student must contact the Student Accounts Office in 140 Administration Building to request this service. If the student is unable to enroll because of a past due debt, the student must meet in person with a Financial Aid Officer to determine available

resources before contacting the Student Accounts Office. Once a student is registered, financial aid for the current semester will be automatically used to pay any past due Controller's Office debts up to a maximum of \$200 unless the student informs the Student Accounts Office to the contrary in writing 10 days before the start of the semester.

National Merit Scholarship

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

Books

Costs for books vary widely for the various academic programs. The average cost for undergraduates is estimated to be approximately \$481.00 per semester and for graduates is \$678.00 per semester.

Returned Items

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

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

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

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

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

PRINCIPLES AND INSTRUCTIONS GOVERNING MSU STUDENT IDENTIFICATION CARDS

Principles

1. Each student of Michigan State University is issued an identification (ID) card following initial enrollment.
2. The ID card is the property of Michigan State University.
3. Library privileges, access to university buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

- Alteration, falsification, or misuse of the ID card is a violation of General Student Regulation 5.00 and other regulations as applicable.

Instructions

- 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.
- In case the ID card is lost, the Office of Academic Technology Services 1-517-432-6200 and the main Library 1-517-355-2333 should be immediately contacted. Each student is responsible for all materials checked out of the libraries with the ID card.
- Replacement Costs
Lost Card \$20.00

Replacement ID cards are made in the Office of Academic Technology Services, 405 Computer Center. Pictured ID is required. The charge will be applied to a student receivables account.

Student Spouses

Spouses of registered students may obtain IDs entitling them to certain privileges. The student and spouse must appear in person in 405 Computer Center and present the student's Michigan State University ID and proof of marriage. There is no charge.

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

A. AUTHORITY FOR HOLD USE

- 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.
- 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.
- 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.
- 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

- Financial Holds**
Criteria for use of the financial hold shall be as follows:
 - 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.
 - 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.)

- 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.
- 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.
- 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.
- 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.
- 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:
- 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.
 - 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.
 - 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.
 - 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

- The Provost and College deans and their designees are authorized to issue an academic hold which prevents a student from enrolling in courses and registering (paying of fees) because the student (1) has not met or needs to complete an academic requirement, e.g., has not declared a major, has failed to meet conditions of reinstatement or readmission, has failed to take the international student English proficiency test, has failed to supply required transcripts; (2) has been recessed or dismissed; (3) needs to see an academic advisor due to academic-related issues; or (4) has not met or needs to complete a recognized obligation incurred in the regular course of an academic program or in using an academic service.
- 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.
- 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

- 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.
- 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.
- 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

- 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.
- 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:
 - 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 for Registration Services 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 employed in Michigan in a full-time, permanent job, provided that the spouse's employment is the primary purpose for the student's presence in Michigan.
- B. Circumstances which do not demonstrate Michigan domicile. The circumstances and activities listed below are temporary or indeterminate and, in and of themselves, do not demonstrate domicile in Michigan:
 - Enrollment in a Michigan high school, community college or university
 - Employment in Michigan that is temporary or short-term
 - Military assignment in Michigan
 - Employment in Michigan in a position normally held by a student
 - Ownership of property in Michigan
 - Presence of relatives (other than parent for a dependent) in Michigan
 - Possession of a Michigan driver's license or voter's registration
 - Payment of Michigan income or property taxes
 - The student's statement of intent to be domiciled in Michigan

3. PRESUMPTIONS OF IN-STATE CLASSIFICATION

A student will be presumed eligible for in-state classification in the following circumstances:

- A. If a student, the spouse of a student, or the parent of a dependent student, is an active member of the regular armed forces who maintains Michigan as his/her official home of record, is registered to vote in Michigan and files a Michigan income tax return as a resident, the student shall be classified as in-state.
- B. If a student, or the parent of a dependent student, is domiciled in Michigan but has been temporarily transferred outside Michigan by his/her employer (but has not become domiciled outside Michigan), the student shall be classified as in-state.
- C. If a student, or the parent of a dependent student, is a missionary funded by a Michigan church, and the student or parent was domiciled in Michigan at the time he/she went on the mission, the student shall be classified as in-state.
- D. If the parent of a dependent student, or an independent student (as defined by The Higher Education Act of 1965, section 480(d)), has been employed as a migrant worker in Michigan for a minimum of two (2) months each year for three (3) of the five (5) years prior to the date of the proposed in-state classification or for a minimum of three (3) months each year for two (2) of the five (5) years prior to the date of the proposed in-state classification, the student shall be classified as in-state. Proof and verification of employment is required. A migrant worker in Michigan is defined under these Regulations as an individual who travels from location to location pursuing seasonal agricultural or related industry employment. The term migrant worker does not include any family member of a person who owns or operates a farm, ranch, or other agricultural (or related industry) business.
- E. A student, the spouse of a student, or the parent of a dependent student who, is a veteran of at least 12 consecutive months of active United States military service prior to honorable separation, or as a member of the Reserve or National Guard, was mobilized for at least 12 months of active military service, and who moves to Michigan with the intent to become a domiciliary of Michigan within 90 days following discharge or return to non-active duty, shall be classified as in-state.
- F. A member of the armed forces in active or reserve duty status attending Michigan State University in a degree program funded by the Department of Defense shall be classified as an in-state student, as will his or her spouse and his or her dependent children. If the service member leaves the state of Michigan, this in-state status will continue for the service member, spouse, and dependent children as long as those who are students conform to the continuous enrollment rule in Section 6.A below.
- G. A student who is a veteran of Peace Corps service who moves to Michigan within 90 days following satisfactory completion of his/her Peace Corps contract with the intent to become a domiciliary of Michigan will be classified as in-state.
- H. A person who physically resides in Michigan for 12 consecutive months without enrolling in any academic courses at any two-year or four-year degree granting institution may matriculate as an in-state student immediately thereafter.

4. NON-U.S. CITIZENS

Among non-U.S. citizens, only persons who are entitled to reside permanently in the United States are eligible for in-state status classification at the University. These individuals, like U.S. citizens, must still prove that they have established a Michigan domicile as defined in these Regulations. In other words, having the privilege of remaining permanently in the United States is a necessary, but not a sufficient, condition to obtaining in-state classification at the University. At present, non-citizens who are entitled to reside permanently in the United States include:

- Permanent Resident Aliens: must be fully processed and possess Permanent Resident Alien card or stamp in passport verifying final approval by filing deadline for applicable term.
- Refugees: I-94 card must designate "Refugee."
- A, E (primary), G and I Visa holders: Based upon current law, these non-immigrant visa classifications are the only ones that permit the visa holder to establish a domicile in the United States. The Registrar shall update this list as changes occur in applicable law.

5. RETURNING MICHIGAN RESIDENTS

- A. If a student is claimed as a dependent for federal tax purposes, graduated from a Michigan High School, and the student's parents have been continuously domiciled in Michigan from the date of the student's high school graduation to the present, the student shall be classified as in-state.
- B. If a student is not claimed as a dependent for federal tax purposes, graduated from a Michigan High School, has been residing in Michigan for 12 consecutive months, and the student's parents have been continuously domiciled in Michigan from the date of the student's high school graduation to the present, the student shall be classified as in-state.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Costs

- C. If a student is claimed as a dependent for federal tax purposes, the student's parents have moved out of Michigan after the completion of the student's sophomore year in a Michigan high school, the student and his/her parents resided in Michigan for a minimum of 10 years prior to their departure, and the student attends Michigan State University the fall semester following high school graduation, the student shall be classified as in-state.
6. **MISCELLANEOUS**
- A. If a student, or the parent of a dependent student, moves out of Michigan during the time he/she is enrolled at the University, the student's in-state classification will be maintained as long as he/she continues to be enrolled. If a student moves out of Michigan for more than 12 months while enrolled as a less than full-time student, the student will be reclassified to out-of-state status, unless the student presents clear and convincing evidence that he/she has maintained his/her domicile in Michigan despite the move.
- B. The in-state status of a prospective student domiciled in Michigan will not be affected by that student's full-time attendance, prior to enrolling at MSU, at a non-Michigan college or university.
- C. If the family of a dependent current student or of a dependent prospective student who has completed at least the junior year in high school moves out of Michigan during the time he/she is a student, the student's in-state classification will be maintained as long as he/she continues to be enrolled on a regular school year basis in a Michigan high school, college or university.
- D. Applications for reclassification may be filed at any time. However, reclassification to in-state status applies only to whole semesters. Students will not be reclassified to in-state status within a semester.
- E. In situations where a student provides evidence that he/she was eligible for in-state tuition in a prior semester, the student may seek retroactive reclassification and a refund of the out-of-state tuition differential.
- F. A graduate student is subject to these Regulations, except that a Graduate Assistant will pay in-state fees during the period of his/her appointment.
- G. If a student (or the spouse, parent or legal guardian of a dependent student) is employed full-time by Michigan State University, the student shall be eligible for in-state fee classification.
- H. The domiciliary status of any person, other than a parent, who may furnish funds to a student for payment of University fees shall not have any presumptive effect on the classification of that student.
- I. If a student has accepted a bona fide offer of permanent, full-time employment in Michigan following graduation, the student may seek a refund of the out-of-state tuition differential paid in any semesters falling completely within the 12 months preceding the date of the student's acceptance of the offer of employment.
- J. The University will correct errors that may occur in classifying a student. Further, the University reserves the right to audit enrolled or prospective students at any time with regard to eligibility for in-state status and to reclassify students who are registered in an improper classification.
7. **RECLASSIFICATION APPLICATION PROCEDURE**
- Any student classified as out-of-state who believes he/she should be classified as in-state under the Regulations listed above should submit a letter explaining why the student believes that he/she is domiciled in Michigan and provide evidence to support his/her claim. All documentary evidence supporting the student's claim should be attached.
- When a student files a Request for Classification to In-State Status, the student must submit the following documentation:
- for all students: a copy of the driver's license of the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
 - for all students: copies of the front and signature pages of the most recent year's federal and state income tax returns and W2's for the student and, if applicable, of the person or persons upon whom the student is basing the claim to in-state status.
 - for students born outside the U.S.: verification of U.S. citizenship or visa status.
 - for students who are dependents: copies of the front and signature pages of the most recent year's federal and state income tax returns of the person claiming the student as a dependent.
 - for students whose claim to eligibility for in-state classification is based on their permanent, full-time employment or that of another person: a letter from the employer, written on letterhead (including phone number), stating the student or other person's position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.
- Students are also responsible for providing any additional documentation necessary to support their claim to in-state status eligibility if such documentation is requested by the University.
- The Request for Classification to In-State Status with attached documentation should be submitted to the Associate Registrar for Registration Services, 150 Administration Building, at least one month in advance of the semester in which reclassification is sought. The Request for Classification to In-State Status and accompanying documentation will not be returned. The student is advised to keep a copy for his/her records.
- The Request for Classification to In-State Status will be given to a Review Committee consisting of the Associate Registrar for Registration Services, the Associate Registrar for Degree and Certification, and the University 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 for Registration Services.
8. **APPEAL PROCEDURE**

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

The appeal should be addressed to the Associate Registrar for Registration Services, 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 University Registrar, ex officio; and the Associate Registrar for Registration Services, 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 for Registration Services. The request should specify the documentation about which the student intends to speak.

9. **FALSIFICATION OF RECORDS**

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

HOUSING

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 Michigan State University as a leader with the reputation of providing some of the finest and most extensive housing options in the country.

Michigan State University 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 27 residence halls and 76 four-bedroom apartments for undergraduate students. 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.liveon.msu.edu.

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 undergraduate 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, and quiet houses. All residence halls are smoke-free facilities. Smoking is prohibited in all public areas of the residence halls. Smoking is only permitted outside, 25 feet from the building.

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, 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 is equipped with cable TV and ethernet access.

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

Residence hall dining offers fresh, healthy, homemade and nutritious options. Access to the dining facilities is by Michigan State University ID for those with a meal plan, or by purchasing meals using cash or credit card at the dining room entrance. Hours of operation, dining locations and weekly menus are listed at www.eatatstate.com.

Residents contract per semester for a choice of meal plans which offer unlimited access: (1) Platinum Plan offers anytime access to dining halls, eight guest accesses, \$300 in Spartan Cash and one Combo-X-Change at all Culinary Services retail locations, Monday through Friday; (2) Gold Plan offers anytime access, four guest meal accesses, \$150 in Spartan Cash and one Combo-X-Change at all Culinary Services retail locations, Monday through Friday; (3) Silver Plan offers anytime access and one Combo-X-Change at all Culinary Services retail locations, Monday through Friday. The new flexible meal plans now offer Combo-X-Change which allows residents to access a pre-determined combo at all Sparty's, Union Pizzeria, Serrano's and Riverwalk Market at Owen Hall. Additional dining plans are available for students who live off-campus. Visit www.eatatstate.com.

A residence hall complex director is responsible for coordinating student programming. The residence hall complex director is assisted by a staff of graduate advisors and undergraduate resident mentors. The direction and assistance the student receives from the advisors 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 Residence Halls Association 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 advisors 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 www.admissions.msu.edu/Living-Learning_Programs.asp.

The Undergraduate University Division has offices in some residence halls, staffed with full-time faculty members and advisors 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

Three of the residence hall units contain a limited number of apartments which are air-conditioned and furnished.

Van Hoosen has 32 apartments for women, which accommodate up to 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 Michigan State University residence hall the previous semester.

University Village has 76 four-bedroom apartments, to accommodate 304 upperclassmen.

Apartments in Spartan Village are available to single students after families and graduate students have been accommodated.

Apartment residents may purchase an optional meal plan.

Williams Hall, Room Without Board

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

In addition to regular furnishings, rooms have 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 single occupancy available.

Owen Graduate Hall

The graduate student requires a different type of living accommodation than the undergraduate student. Owen Graduate Hall is designed to promote the advanced learning and exchanges of ideas demanded of graduate and professional students, or upper-level undergraduates.

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

Riverwalk Market at Owen Graduate Hall is designed to meet the individual tastes of graduate and international students.

Residents of Owen Graduate Hall can take advantage of the three residential meal plans or the special Owen Graduate Hall meal plan which includes: (1) \$300 to be spent at Riverwalk Market at Owen Graduate Hall or any Culinary services retail location including Sparty's and Union Pizzeria and Serrano's (located in the MSU Union); (2) Access to 75 meals at any residential dining hall; (3) Use of Combo-X-Change at any Culinary Services retail location.

Residents who wish to cook a meal for themselves may utilize the community kitchen in Owen. Care and cleaning of this area is the responsibility of the residents.

HOUSING CONTRACTS UNIVERSITY HOUSING

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 a parent or guardian.

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

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Housing

The Housing Contract Terms and Conditions are available online at www.liveon.msu.edu in the Rules for Living in the Residence Halls section of the document library.

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.

TRANSFERSTUDENTS. 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 Housing Assignments Office.

ALL OTHER STUDENTS. Housing applications are available from the Housing Assignments Office. Contact 1-877-9 LIVE ON or email liveon@msu.edu.

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 guest services 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 over 1,100 one- and two-bedroom apartments in Spartan Village. 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. Laundromat facilities are located in the apartment complexes. 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 Spartan Village Apartments are eligible to attend East Lansing Public Schools. Preschool services are

available through Spartan Child Development Center, located in Spartan Village. Playgrounds and other recreational sites are located throughout the apartment complexes.

Applications for University Apartments

You must be of sophomore status or above to live in Spartan Village 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 through the Housing Assignments Office. For additional information, call 1-877-9 LIVE ON or email liveon@msu.edu. A \$40 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 Spartan Village 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. Spartan Village 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 15th. 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 Spartan Village 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 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 1-517-355-8286.

Cooperative Living Units

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

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

Religious Living Units

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

FOR FURTHER HOUSING INFORMATION

Housing Assignments Office

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

Dining Services

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

Off-Campus Housing

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

UNIVERSITY HOUSING POLICY

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

Administrative Ruling—University Housing Requirements and Procedures

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

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 first day of classes of 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 or via StuInfo. Change of on-campus address is made in the manager's office of the living unit.

Housing Contract

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

Assignment

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

Special Permission

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

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

GENERAL PROCEDURES AND REGULATIONS

INSTITUTIONAL EVALUATION AND ASSESSMENT

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

MICHIGAN STATE UNIVERSITY FACULTY

A full-time faculty member of Michigan State University may not carry course work in residence, or in absentia, amounting to more than an average of four course credits a semester with a maximum of eight credits 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 university-wide regulation requiring class attendance. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course.

DROP FOR NON-ATTENDANCE. Students may be dropped from a course for non-attendance by a departmental administrative drop

after the fourth class period, or the fifth class day of the term of instruction, whichever occurs first.

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

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

CHANGE OF SECTION WITHIN A COURSE

Students who must change from one section to another in the same course may complete this process through the fifth day of classes in a semester. (For free add periods during non-standard terms of instruction, 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 term of instruction.

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

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

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

TO DROP A COURSE AFTER THE MIDDLE OF THE SEMESTER. A student may drop a course after the middle of the semester 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 non-standard term of instruction (calculated in weekdays). 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, 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 term of instruction, courses in which the student is enrolled will be deleted from the official record.
2. If withdrawal is after the middle of the term of instruction, 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.

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, or for interim or final suspension for disciplinary reasons, but must be initiated by the student. Fees are subject to refund according to the refund policy. 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, 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.

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

EXAMINATIONS

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

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

FINAL EXAMINATION POLICY

During the final week of each 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/ROInfo/Calendar/FinalExam.asp. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due *before* the final examination period scheduled for that course. Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean.

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

No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may 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 examina-

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

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

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

COURSE NUMBERS

001-099 Non-Credit Courses

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

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

100-299 Undergraduate Courses

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

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

300-499 Advanced Undergraduate Courses

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

500-699 Graduate-Professional Courses

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

800-899 Graduate Courses

Courses with these numbers are for graduate students. Advanced undergraduates with Honors College status or a grade-point average in their total programs equal to or greater than the minimum requirement for graduation with honors may be admitted to 800-899 courses. The student must obtain approval of the relevant department. More than half of the credits of the to-

tal required for a master's degree shall be taken at the 800-and 900-level except as specifically exempted by the dean of the college.

900-999 Advanced Graduate Courses

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

CREDITS

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

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

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

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

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

VARIABLE CREDIT COURSES

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

TRANSFER COURSES AND CREDITS

Acceptance of courses and credits deemed suitable for transfer to Michigan State University is determined by faculty in the department, school, or college responsible for instruction in the subject area. Among factors influencing the determination of acceptability are the relationship of the course to other course of-

ferings in the primary administrative unit and other academic units at Michigan State University, and the basis for student performance evaluation in the course. For current course equivalencies, visit: www.transfer.msu.edu.

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

COURSE FORMATS AND CREDITS

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

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

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

Lecture

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

Discussion

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

Seminar

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

Laboratory

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

Studio

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

Online

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

Hybrid (Blended)

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

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

Workshop

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

Institute

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

Field Study

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

Professional Practicum

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

Clinical Clerkship

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

Internship

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

Teaching Internship

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

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

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 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.

Concentration

A set of disciplinary or interdisciplinary courses within a major.

Graduate Certificate

Course work, specified professional training, skills, or competency levels.

Major

A primary field of study named as a specific degree program.

Minor

A secondary field of study at the undergraduate level.

Specialization

An interdisciplinary program of thematically related courses.

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 doctoral 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 Michigan State University 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 visitor basis except during the first 1/14th of the term of instruction (the 5th day of classes in the Fall and Spring semesters). Such credits as the course normally carries are included as part of the total credit load for which fees are assessed.

CONTINUING EDUCATION UNIT

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

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

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

For information about the criteria for both Michigan State University and Michigan State Board of Education CEUs and administrative procedures related to CEUs, visit the Office of the Registrar at www.reg.msu.edu. You may also contact the Coordinator of Continuing Education Units at 1-517-432-3959, or in 150 Administration Building.

GUEST STATUS AT MICHIGAN STATE UNIVERSITY

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

LIFELONG EDUCATION ENROLLMENT STATUS

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

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

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

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

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

Students pursuing Michigan State University degree programs, students pursuing programs in the Institute of Agricultural Technology or English Language Center, students pursuing the Veterinary Technology certificate program, and students who have

been recessed or dismissed from Michigan State University or any other college or university are not eligible for enrollment under the Lifelong Education enrollment status.

Rules of Application, Enrollment, and Fees:

1. Students wishing to enroll under the Undergraduate Lifelong Education enrollment status must have a high school diploma or its equivalent. This information is collected as part of the application procedure. The high school transcript is not normally required as proof.
Students with a baccalaureate degree will enroll under the Graduate Lifelong Education enrollment status. This information is collected as part of the application procedure. The degree granting transcript is not required as proof.
Students enrolled under the Lifelong Education enrollment status who wish to be admitted as undergraduate or graduate degree candidates must make regular application for their desired degree programs with the Office of Admissions. They must do so in accordance with established application deadlines for the given semester.
2. All students enrolled under the Lifelong Education enrollment status are assessed fees at the Lifelong Education rates. These rates are set at a per credit amount. There are no additional fees associated with this status (i.e., no registration or late registration fees, etc). There are surcharges on some online courses.
3. Prerequisites, grading standards, class assignments, and attendance requirements of a course apply to all students in that course including those enrolled under the Lifelong Education enrollment status.
4. Colleges, departments, and schools determine rules of access to courses for which they are responsible, and may limit enrollment of students enrolling under the Lifelong Education enrollment status.
5. The Coordinator of Lifelong Education Student Affairs will monitor students' academic progress each semester to ensure that once nine or more credits have been attempted, acceptable progress has been maintained.
 - a. An undergraduate student enrolled under the Lifelong Education enrollment status and who has attempted nine or more credits and has not maintained a 2.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at Michigan State University. An Academic Advising hold is placed on the student's record.
 - b. A graduate student who has attempted nine or more credits and has not maintained a 3.0 GPA, will be issued a letter stating he/she is no longer eligible to take courses at Michigan State University. An Academic hold is placed on the student's record.
6. Students enrolled under the Lifelong Education enrollment status are not eligible for most sources of financial assistance including federal financial assistance programs, graduate assistantships, and most fellowships. The Mildred B. Erickson Scholarship is an exception; for information, contact the Women's Resource Center at 1-517-353-1635 or visit: www.wrc.msu.edu.
7. Students who have completed course work while enrolled under the Lifelong Education enrollment status and who contemplate subsequent admission to degree programs must seek advice from the admitting department or school and college as to the applicability of courses/credits taken while under the Lifelong Education enrollment status. There is no guarantee that these credits will be acceptable. Applicability is subject to the following general limits.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

- a. No more than 16 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the undergraduate degree program.
- b. No more than 9 credits taken while enrolled under the Lifelong Education enrollment status may be applied to the graduate degree program. Refer to the *Graduate Education* section of the catalog for the aggregate limit.
- c. Courses taken under the Lifelong Education enrollment status **may not** be transferred to Human, Osteopathic, or Veterinary Medical Programs but may be used to waive program requirements at the discretion of the college.

STUDY ABROAD

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

CODE OF TEACHING RESPONSIBILITY

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

1. **Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the 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 prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In

addition to office hours, instructor accessibility through e-mail and other means is encouraged.

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

The Michigan State University CODE OF TEACHING RESPONSIBILITY holds all instructors to certain obligations with respect to, e.g., course content consistent with approved descriptions, timely statement of course objectives and grading criteria, regular class attendance, published office hours, and timely return of examinations and semester papers. This Code is printed in full in the *Academic Programs catalog* or is available online at www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s514. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.

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. Beyond the use of a unit approved common form, 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 instrument(s) administered by a person other than the instructor. If the unit does not administer the instruments, instructors are obligated to do so with due consideration for student confidentiality, and to return all results to unit offices within the time period specified in the unit procedures.
 - d. At the time instruments are administered, students shall be informed who will have access to the results and how the results will be used.

STUDENT OPINION OF COURSES AND TEACHING (SOCT)

Preamble

The following policy operates as a complement to the Student Instructional Rating System (SIRS) policy to provide selected public information for students as an aid to choosing courses. Forms are available online at www.rateyourclass.msu.edu.

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, the SOCT rating system will be administered in all fall and spring semester undergraduate classes taught by faculty members at the rank of instructor or above, and specialists who are assigned to teach
2. The SOCT online forms shall be administered within the last two weeks of classes. Students will be notified by email when access is available. The SOCT rating system will be open for a limited, established period at the end of each semester.
3. Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site accessible to students and other members of the University community with the appropriate identification. A maximum of two recent semesters taught by that instructor over a maximum of two years with a minimum of five student responses will be displayed.

CREDIT BY EXAMINATION

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

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

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

Provisions

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

COMPUTER SCIENCE WAIVER EXAMINATION: CSE 101

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

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

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

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

Credits Passed

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

Credits Repeated

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

Credits Attempted

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

Grade-Point Credits

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

Grade-Point System

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

Grade-Point Average

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

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

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

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

INDEPENDENT STUDY

Definition

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

Guidelines

Independent Study should:

1. Consist of work not described in the university catalog in any other format;
2. Be taken under a course number commensurate with the student's class level, major field, and experience;
3. Relate to a subject for which the student has adequate preparation;
4. Be directed by a faculty member with whom there is periodic contact and consultation throughout the study;
5. Not exceed 8 semester hours of credit in a single 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 advisor and with the Registrar. The instructor's class list does not indicate which students are enrolled on CR-NC basis.
3. When the course is completed, all students are graded on the numerical system.
4. The Registrar then converts the numerical grades to credit or no credit in accord with the definitions of CR-NC stated above, but retains the numerical grades in the student's academic records.
5. When a student changes a major preference or a major, the Registrar will convert those letter grades to numerical grades in courses that are necessarily graded on the numerical system in the new major upon request by the student's college.

Enrollment in the CR-NC System

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

1. Course prerequisites and other criteria for enrolling in any course shall be determined by the department or college offering the course and apply equally to both the numerical and the CR-NC systems.
2. The choice of numerical or CR-NC system does not affect admission to the course.
3. All courses in every department and college are available on a CR-NC basis unless these courses are:
 - a. Used to satisfy the Tier I writing requirement, the Tier II writing requirement, the university mathematics requirement, and Integrative Studies Program requirements, or
 - b. Designated as Type 1, Type 2, or Type 3 courses under the remedial-developmental-preparatory course policy.
 - c. Specifically excluded from CR-NC enrollment by the department, school, or college of the student's major preference or major, or the unit recommending the student for certification.
4. Limitations:
 - a. No undergraduate student may enroll in more than a total of 20 credits on the CR-NC system 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 requirements to the contrary must be satisfied in order to meet graduation requirements.

The Pass-No Grade System

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

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

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

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

GRADE MARKERS

Conditional Pass Marker

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

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

The required work must be completed and a grade (P or N) must be reported to the Office of the Registrar no later than the *middle* of the student's next semester in attendance, if that semester is within one calendar year following the receipt of the CP.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

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, a DF-Deferred, or an ET-Extension marker.

I-Incomplete

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

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

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

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

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

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

depending on the grading system under which the student was enrolled.

DF-Deferred

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

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

The required work must be completed and a grade reported within six months (190 calendar days from the last class day of the term of instruction), with the option of a single six-month extension (190 calendar days). If the required work is not completed within the time limit, the DF-Deferred will become U-Unfinished and will be changed to DF/U. This rule does not apply to graduate thesis or dissertation work.

ET-Extension

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

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

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

REPEATING A COURSE

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

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

Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of 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 advisor.

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

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The university expects both instructors and students to honor these principles and, in so doing, to protect the validity of university education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.
2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor's judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. (For a definition of "penalty grade", see *Academic Freedom Report* (AFR) 8.1.15 and *Graduate Students Rights and Responsibilities* (GSRR) 8.1.15.)
3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must provide a written description of the details of the academic misconduct to the student and to the student's academic dean. The student's academic dean will add the written description to the student's academic record, where it will remain, unless the student successfully grieves the allegation.
4. In notifying the student's academic dean of the student's act of academic misconduct, the instructor may request the student's academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.
5. When in the judgment of the student's academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., dismissal from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student's academic dean may act independently or in response to a request by the instructor. (See AFR 4.3.1.1, GSRR 5.5.2, and MSRR 5.1.3.1.)

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

PROTECTION OF SCHOLARSHIP AND GRADES GENERAL STUDENT REGULATIONS, 1.00

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

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

ORDINANCE ON EXAMINATIONS MSU ORDINANCES, 17.00

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

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

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

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

PERSONAL INTEGRITY AND CONDUCT

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

See *Spartan Life* for specific policies, ordinances and regulations that define some of the relevant university expectations. Visit www.vps.msu.edu/SpLife/index.htm.

THE ACADEMIC RECORD

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

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

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

TRANSCRIPTS

A copy of a student's complete permanent record is available to the student upon receipt of a request and advance payment of \$5.00 for each transcript. The permanent record reflects all courses taken while enrolled at any academic level at Michigan State University. (See *Costs* in the *General Information, Policies, Procedures and Regulations* section of this catalog.) Transcripts can be requested at www.reg.msu.edu/Transcripts with payment by American Express, Discover, Mastercard, Visa credit card or ACH payment. Requests can also be made in person or by writing to the Office of the Registrar, 150 Administration Building, Michigan State University, East Lansing, Michigan 48824-0210. The university reserves the right to withhold the transcript in case of

delinquent student indebtedness to the university. However, the Student Accounts Office may authorize release of a transcript directly to a prospective employer on an exception basis.

CERTIFIED COPY OF DIPLOMA

A certified copy of the student's diploma is available to the student. The student must bring the original diploma and 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.)

HONORARY DEGREES

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

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

POSTHUMOUS DEGREES

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

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

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

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

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

MICHIGAN STATE UNIVERSITY ACCESS TO STUDENT INFORMATION

Introduction

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

Reason for Guidelines

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

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

Who Should Read These Guidelines

All University students, faculty and staff with access to student education records should read and be familiar with these guidelines. These guidelines replace the Guidelines Governing Privacy and Release of Student Records.

Notification of Student Rights under FERPA

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

Definitions

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

Confidential Records

Confidential records are all records containing personally identifiable student information that is not designated as directory information. Such records include, but are not limited to, the following: (1) academic evaluations and grades; (2) counseling and advising records; (3) disciplinary records; (4) financial aid records; (5) letters of recommendation; (6) medical and psychological records; (7) police records; (8) transcripts and other academic records; (9) scores on tests required for new students; and (10) billing and fee payment records.

Directory Information

Directory information is information in a student's education record which may be disclosed to outside parties without a student's prior written consent. Disclosure of directory information about a student is generally not considered harmful or an invasion of privacy. Information that the University has designated as directory information is listed in Michigan State University Notification of Student Rights under FERPA.

Currently enrolled students may restrict the release of directory information by notifying the Office of the Registrar or updating their directory restrictions online through the Office of the Registrar Web site.

Education Records

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

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

FERPA

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

Legitimate Educational Interest

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

Parent

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

Personally Identifiable Information

Personally identifiable information is any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the campus community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Examples of personally identifiable information include, but are not limited to: (1) the student's name; (2) name of the student's parent or other family member; (3) the address of the student or student's family; (4) a personal identifier, such as a student's social security number or student number; (5) the student's date and place of birth; (6) the student's mother's maiden name; (7) biometric record; and (8) a list of personal characteristics or other information that would identify the student with reasonable certainty. Personally identifiable information also includes information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

School Official

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

Student

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

Responsibilities

Anyone Who Maintains or Seeks Access to Education Records

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

Office of Planning and Budgets

Maintain and provide external reporting of institutional data, such as to federal and state specified surveys, which may include student information. Provide internal access and analytical reports of data for institutional studies and research.

Student

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

University Registrar

Disseminate Michigan State University Notification of Student Rights under FERPA.

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

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

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

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

Oversee campus compliance, education and awareness of FERPA.

Procedures

Disclosure to Students

Currently enrolled and former students have the right to inspect and review their education records upon proper identification. Requests for access to records must be granted within a reasonable period of time, but in no case later than forty-five (45) days from the date of request.

Appeal

A student who is denied access to his/her records may appeal in writing to the dean, head of the academic department, or other appropriate official maintaining the records. If the decision to deny access is upheld, the school official handling the appeal must provide a written statement to the student regarding the basis for the denial within ten (10) days of the receipt of the appeal. Following the appeal, the student or the school official may request the Committee on Release of Confidential Information to provide guidance on the rules and policies concerning access to education records. If the Committee determines that the requested record is an education record to which the student may have access under FERPA and these guidelines, the record shall be made available to the student.

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

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

Letters of Recommendation

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

Amendment of Record

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

A request for a hearing on the denial of a request to amend records must be made in writing to the Chairperson of the Committee on Release of Confidential Information through the Office of the Provost. The Committee will assign a hearing officer to conduct the hearing. The student is entitled to have an advisor present at the hearing at the student's expense. The University may designate an individual to represent its interests.

Following the hearing, the hearing officer will prepare a report with a recommendation and send copies of same to the Chairperson of the Committee, the student, and the University official responsible for the records. Within ten (10) days of receipt of the hearing officer's decision, the student or the University may make an appeal in writing to the Provost. The Provost will make a final determination on such an appeal in a timely manner following review of records of the hearing, the hearing officer's report, and any other relevant information. If the Provost determines the record is factually incorrect, the record shall be amended in accord with the final determination. If the student is dissatisfied with the final determination, the student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Disclosure to Third Parties

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

- 1. Disclosure to School Officials.** Student records can be disclosed without written consent to school officials who have a legitimate educational interest in the records. All confidential records may be disclosed only on a NEED TO KNOW BASIS. Specifically, a school official requesting information must have a legitimate need for the requested information for the effective functioning of his or her position or office. Determination as to whether the need to know requirement has been satisfied is made by the head administrator for the unit retaining the information or by the President of the University. All information released can only be used for the purpose intended.
For purposes of the school officials exception, education records may be disclosed without consent to contractors, consultants, and other outside parties to whom the University has outsourced institutional services or functions that it would otherwise use employees to perform, provided that the outside party is under the direct control of the University with respect to the use and maintenance of the education records and subject to the same conditions governing the use and redisclosure of education records that apply to other school officials. The outside party must sign a statement indicating their compliance with the non-redisclosure provisions of FERPA prior to receiving any student information.
- 2. Disclosure pursuant to Judicial Order.** Student education records may be released if properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding. In all such cases, reasonable attempts will be made to notify the student of the judicial order in advance of compliance, as permitted by law.
- 3. Disclosure pursuant to Requests for Financial Aid.** Student education records relevant to the student's application for, or receipt of, financial aid may be disclosed without the student's prior written consent.
- 4. Disclosure to Federal and State Authorities.** Authorized federal and state officials may have access to student education records as required by the audit and evaluation of state and federally supported education programs, or in connection with the enforcement of federal legal requirements which relate to such programs.
- 5. Disclosure to Accrediting and Professional Associations.** Designated representatives of accrediting and other professional organizations with which the University is affiliated may have access to student education records to the extent necessary to fulfill the obligation of that affiliation.
- 6. Disclosure pursuant to Student's Delinquency on Payment.** Student education records may be disclosed as necessary to effect collection of a student's financial obligations to the University.
- 7. Disclosure pursuant to Litigation against the University.** Student education records deemed necessary for the defense of the University in a suit filed by a student may be disclosed to attorneys representing the University.
- 8. Disclosure pursuant to the University's Obligations to Support Study and Research.** The University may disclose personally identifiable information from a student's education records without consent if the disclosure is to an organization conducting studies for, or on behalf of, the University to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. Requests for access to student education records under the studies exception must be approved by the Committee on Release of Confidential Information. Such requests will be fulfilled, if possible, by information from which all identification of the student has been removed.

The written agreement between the University and the organization conducting the study must specify the purpose, scope, and duration of the study and the information to be disclosed; require the organization to use personally identifiable information from education records only to meet the purposes of the study; limit any disclosures of information to individuals in the organization who have a legitimate interest in the information; and require the organization to destroy or return to the University all personally

identifiable information within a specified time period when the information is no longer needed for the purposes of the study.

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

- 9. Disclosure to Protect the Health and Safety of an Individual.** The University may disclose information from education records to appropriate parties including, but not limited to, parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances. The University must record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the information was disclosed.
- 10. Disclosure Pursuant to the Wetterling Act, 42 U.S.C. 14071.** The University may disclose without consent information received under the Wetterling Act about a student who is required to register as a sex offender.
Student education records disclosed to a third party are subject to the condition that the third party will not permit any other party to have access to the records without prior approval from the University.

Parents or Legal Guardians

The University does not make disclosures of information to parents or legal guardians without written consent from the student. However, consistent with FERPA, the University does not need a student's consent to release information from education records to parents or other appropriate individuals in the case of health and safety emergencies.

Data Requests

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

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

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

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

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

Michigan State University
Associate Registrar for Academic Records
186 Hannah Administration Bldg.
East Lansing, MI 48824-0210

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

The University does not release student information for commercial purposes.

Fees

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

Freedom of Information Act

The Freedom of Information Act ("FOIA"), M.C.L. 15.231 *et seq.*, regulates and sets requirements for the disclosure of public records by all public bodies in the state. FOIA provides that all communications of a public body are subject to disclosure unless specifically exempted by the Act. A public body may, but is not required to, withhold from public disclosure those categories of public records exempt from disclosure under the Act.

All FOIA requests must be submitted to:

MSU Freedom of Information Act Office
117 Olds Hall
Michigan State University
East Lansing, MI 48824

Further Information

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

.02 No person shall knowingly possess, display or cause or permit to be displayed any writing, record, document, or identification form used or maintained by Michigan State University knowing the same to be fictitious, altered, forged, counterfeited or made without proper authority.

.03 No person without proper authority shall knowingly possess, make, or cause to be made, any key, card, or unlocking device, to operate any lock or locking mechanism used or maintained by Michigan State University.

POLICY ON RELIGIOUS OBSERVANCE

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

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

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

LIBRARY LENDING POLICIES

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

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

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

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

Borrower Responsibilities and Lending Policies

1. **Care of Material**

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

Checked-out material will be recalled if requested by another and may be given an earlier due date. These must be promptly returned to avoid recall fines. To prevent recall fines while away from MSU (breaks between semesters, vacation, sabbatical, university business, etc.), material should be returned before leaving or arrangements made for someone to watch your mail for recalls, have access to your checked out material, and return recalled items.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

General Procedures and Regulations

2. Returning Material

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

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

3. Address Responsibilities Regarding Circulation Notices

Borrowers are responsible for fines resulting from un-received or un-read mail or email. Therefore, you must keep the University/library updated with your current address. Library addresses for MSU students are loaded automatically from MSU Registrar records. The MSU Registrar requires students to report local/permanent address changes at <http://www.lib.msu.edu/forms/address> or 150 Administration Building. If a student does not move, the Registrar requires reconfirmation of local address at the beginning of each summer and fall semester. If a student does not reconfirm, the local address expires and mail is sent to the permanent address. Faculty/staff members must update addresses at <https://fsra.msu.edu>. Community borrowers must report changes in e-mail and postal address at the Main Library Circulation Desk or via e-mail to CircAdm@mail.lib.msu.edu. (We cannot take address changes over the phone.)

4. Email Responsibilities Regarding Circulation Notices

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

5. Overdue Fines and Bills for Replacement of Long-Overdue Material

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

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

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

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

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

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

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

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

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

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

Unresolved bills may be turned over to a collection agency any time after 30 days from date of issue.

6. Renewals

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

7. Recall of Checked Out Material

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

If a recalled item is not returned by the specified date (which is usually fourteen days after item is recalled), the borrower's library privileges will be suspended until it is returned and recall fines of \$1 per day will be charged. Fines for items returned after the recall due date are the responsibility of the borrower regardless of being away from campus for breaks between semesters, vacations, exams, illness, car trouble, sabbatical leaves, off-campus university business, unread MSU 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 made for someone to watch the borrower's mail for recalls, have access to checked out material, and return recalled items.

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

8. Library Cards/MSU ID Cards for MSU Students, Faculty, and Staff

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

MSU IDs (available for students, faculty and staff at the MSU ID Office, Academic Technology Services, 405 Computer Center,) are issued with a library barcode. When a registered MSU student or a current MSU faculty/staff member with an MSU ID card activates his/her MSU ID, the barcode number is entered automatically into library records.

If a borrower's library card or MSU ID lacks a picture, another photo ID is required to check out material.

9. Accommodation for Persons with Disabilities

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

10. Library Cards for Michigan Residents

Michigan residents at least eighteen years old (who are not current MSU students, faculty, or staff) are eligible for community library privileges if they show a valid Michigan driver's license or State of Michigan picture ID card (available from the Michigan Secretary of State). If the individual has no outstanding charges from a previous MSU library account, a library card will be issued. Community borrowers may not check out periodicals or laptops.

11. Checking Out Material

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

12. Main Library Loan Periods

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

Loan periods for most other types of library material are below:

Faculty, Staff, and Faculty/Staff spouses/Domestic partners: 180 days

Graduate Students: 180 days

Undergraduates: 21 days

Student Spouses/Student Domestic Partners and Community Borrowers: 14 days

For detailed policies, call Circulation at 517/355-2333.

13. Michigan Law and University Policies

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

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

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

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

COMMENCEMENT

Students expecting to graduate 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 name in the commencement program. Summer graduates must apply by the first week of Spring semester. Applications must be filed with the Office of the Registrar at www.reg.msu.edu.

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

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

Visit www.commencement.msu.edu.

THE CAMPUS

The Michigan State University campus in East Lansing occupies 5,239 contiguous acres and has long been recognized as one of the most beautiful in the nation. The developed campus comprises 2,100 acres, and the remaining 3,139 acres are devoted to experimental farms, outlying research facilities, and a 36-hole golf course. Combined, the developed campus and farms area also contain 27 natural areas which encompass more than 700 acres. The gently rolling campus is graced by a park-like landscape, traversed by the scenic tree-lined Red Cedar River. Campus beauty is enhanced by a mature collection of trees, shrubs, and woody vines that serve teaching, research and outreach functions with over 36,000 plants accounted for in an interactive digital database. Planting of trees on the arboretum-like campus began shortly after its founding in 1855. A more formal collection of trees was initiated on campus in 1874 in what is known as the the Campus Woody Plant Collection. In 2009, the campus received approval from the Chicago Climate Exchange to become the first urban forest to be awarded carbon credits for tree planting and subsequent tree growth. The rich campus open space complements and unifies the 544 permanent university buildings that provide over 22.5 million gross square feet of space to serve the institution's land-grant mission.

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

ABRAMS PLANETARIUM

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 Michigan State University students and alumni have chosen the chapel to hold their wedding ceremonies since its dedication on June 7, 1952. Its simple elegance, tim-

bered ceilings, stained glass windows and Collegiate Gothic charm are among the reasons many travel from around the world to celebrate weddings, baptisms, and memorials at their alma mater.

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

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

ATHLETIC FACILITIES

Intercollegiate Athletic facilities at Michigan State University are described briefly in the statements that follow. The Jenison Field House has complete synthetic surfacing for track and a seating capacity of 5,017 for volleyball, gymnastics, and wrestling events. The Breslin Student Events Center and Berkowitz Basketball Complex, a multi-purpose building, has two auxiliary gymnasiums for practice. Breslin has a seating capacity of 14,759 for basketball games and other student events. The Munn Ice Arena is available for ice hockey, skating, and athletic events with a seating capacity of 6,470. The Indoor Tennis Facility has eight courts and a seating capacity of 1200. Twenty varsity and recreational tennis courts are located south of the Duffy Daugherty/Skandalaris Football Center. Spartan Stadium has a playing area covered with grass and is used for football games and for large outdoor occasions. It has a seating capacity of 75,000. The Duffy Daugherty Building/Skandalaris Football Center has a full-size indoor football field and a 16,500 square foot weight room. The two 18-hole Forest Akers Golf Courses were financed in part through a gift from Forest Akers, a long-time member of the University governing board. Included with the courses are driving ranges, practice greens and the Rearick Golf Complex. Old College Field is the location of softball, DeMartin Soccer Complex and McLane Baseball Stadium at Kobs Field. The Field Hockey, Track and Field Facility, known as the Ralph Young Field, has an all-weather track and artificial turf infield available to students and faculty. Clara Bell Smith Student-Athlete Academic Center is a 31,000 square foot facility that houses a computer lab with 74 stations, a 210 seat auditorium, two 70 seat study areas, 10 individual tutorial rooms and 10 staff offices.

MSU AUDITORIUM

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

BEAUMONT TOWER

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

INTERNATIONAL CENTER

Built in 1963, and substantially expanded in 2002, the Delia Koo International Academic Center continues to be the hub of international activity at Michigan State University. Housed within the International Center is the Office of International Studies and Programs (ISP), a university-level office, led by a dean who supports and encourages international activities throughout the institution. Within ISP are offices with responsibility for study abroad, international students and scholars, international development activities and Peace Corps recruiting, as well as area studies centers focusing on Africa, Asia, Canada, Europe and Russia and Latin America and the Caribbean. ISP has strong ties to thematic international units across the campus focusing on international aspects of agriculture, business, education, engineering, gender, health, and languages. Additionally, the Visiting International Professional Program, the Japan Center for Michigan Universities, the Office of International Research Collaboration, the International Teaching Assistants Program, Community Volunteers for International Programs, and visiting international scholars affiliated with the international and thematic centers also have offices here. The building features office areas, and meeting rooms. The International Center also houses the Volunteer English Tutoring Program, a language-tutoring program for the international community, and is available for use by Michigan State University's many other international centers and institutes. ISP hosts myriad international conferences, seminars, colloquia, and workshops. Other companion residents include the Cross Roads Food Court and the Michigan State University Spartan Bookstore. Adjacent to the lobby area is room 115 formerly known as the International Center Library. Primarily used as a classroom, room 115 is available for large meetings and is often the site of academic governance sessions during the academic year. To request use of room 115, contact classroom scheduling in the Office of the Registrar. Registered student organizations may request to use the lobby area through the Department of Student Life for various cultural, social and recreational activities. Similarly, the International Center is one of the sites hosting Campus Center activities.

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.

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

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

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

DEMONSTRATION HALL arena is used for indoor soccer and roller-hockey and for community and student special events. The IM Sailing Center provides learn-to-sail classes for adults and children and open sailing hours. For more information visit 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 Kellogg Center has been a model facility for continuing education.

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

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

KRESGE ART CENTER

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

KRESGE ART MUSEUM

The Kresge Art 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.

Kresge Art Museum 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 *Office of the Provost* section of this catalog; email: kamuseum@msu.edu; call 1-517-355-7631 (recorded information) or 1-517-353-9834; or visit 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 Michigan State University Museum is the state's natural history and culture museum. The Michigan State University Museum provides programs in education, exhibitions, research and the building and stewardship of collections that focus on Michigan and its relationship to the Great Lakes and the world beyond. For more information, visit www.museum.msu.edu; call 1-517-355-7474 for recorded information (exhibits and events) or 1-517-355-2370 for the administrative office, Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.; or email prmuseum.msu.edu for general inquiries.

MSU UNION

The MSU Union is a busy life-style center offering shopping, dining, entertainment, recreation, flexible function space and convenience amenities designed to serve the Michigan State University community. Located at the corner of Abbot Road and Grand River Avenue, it is easily accessible by all methods of transportation. 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:

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

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 the building and across campus. MSU Union office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. Contact the Sales Department at 1-517-355-3464 to schedule.

For additional information, email union@msu.edu or visit the Web at www.msuunion.com.

PAVILION FOR AGRICULTURE AND LIVESTOCK EDUCATION

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

STUDENT SERVICES BUILDING

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

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

WHARTON CENTER FOR PERFORMING ARTS

The Wharton Center for Performing Arts 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, College 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. The Wharton Center for Performing Arts and its Institute for Arts and Creativity 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 performances. Full-time Michigan State University students are offered substantial discounts on tickets for all performances sponsored by the Wharton Center for Performing Arts. For details, call the Box Office, 1-517-432-2000.

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

ARTS

Art

The Department of Art and Art History sponsors rotating student exhibitions in Gallery 101 and Gallery 114, a diverse group of visiting artist and scholar lectures, and art events throughout the academic year. Annually, the department features student artwork in the Undergraduate Exhibition and the Master of Fine Arts Exhibi-

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Campus Activities

tion held in the Kresge Art Museum. A fashion show featuring the designs of Apparel and Textile Design students is also held each year. All students are welcome to view exhibitions, attend lecture series, participate in numerous student clubs, and join in art activities offered by the department. For additional information call 1-517-355-7610 or visit www.art.msu.edu.

Theatre and Dance

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

Student theatrical productions occur throughout the year in the Arena Theatre and Studio 49. Dance performances are also sponsored by the Michigan State University student dance association, ORCHESIS. Summer Circle Theatre offers students the opportunity to be involved in theatre production during the months of May and June. For additional information, call 1-517-355-6690, email: theatre@msu.edu, or visit www.theatre.msu.edu.

Music

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

Vocal groups include the MSU Chorale, State Singers, Collegiate Choir, Women's Glee Club, Choral Union, Women's Chamber Ensemble, and Men's Glee Club. The University Symphony Orchestra, 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 1-517-353-5340 or visit www.music.msu.edu.

ATHLETICS

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

Michigan State University, a member of the Big Ten Conference 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 and diving, tennis, and wrestling.

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

The Michigan State University Department of Intercollegiate Athletics is committed to operating an athletics program that pursues excellence with integrity, produces a positive public identity

for the university and the surrounding community, promotes good sportsmanship and ethical conduct, and acts in compliance with all pertinent regulatory agencies. In addition, the department supports and encourages equitable treatment and opportunities for all student-athletes and staff regardless of gender or ethnic background and places emphasis upon individual accountability. The mission statement for MSU Athletics is: "We gather and engage our community to teach, support and celebrate our student-athletes in their quest for excellence."

PROGRAMMING ORGANIZATIONS

Senior Class Council

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

University Activities Board

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

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, wally ball, innertube water polo, basketball, ice hockey, and softball.

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

Special activities include 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 www.imsports.msu.edu or call 1-517-355-5250.

Reflection Room

The MSU Reflection Room, located in 1277 Anthony Hall, provides a quiet space for individual reflection, meditation, and prayer. The ecumenical environment welcomes all and embraces understanding and the furthering of knowledge associated with differing perspectives. We believe the MSU value of inclusion is

evident in the unity of spiritual reflection and connection that can occur in this space. The harmony of the MSU community allows us to personify co-existence in the Reflection Room, which is open during regular building hours as posted.

RELIGIOUS ACTIVITIES

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

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

The Alumni Memorial Chapel, on campus, is available for public services of a religious nature. It is also made available to students wishing to enter the sanctuary for private devotions. For scheduling, contact the MSU Union, 1-517-355-3464. For more information, visit www.hfs.msu.edu/union/services/alumni_chapel.html.

STUDENT GOVERNING GROUPS

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

Associated Students Of Michigan State University

As the All-University undergraduate student governing body, the Associated Students of Michigan State University (ASMSU) provides representation through 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 Web site is www.asmsu.msu.edu.

The Academic Assembly is an all-university representative body that represents undergraduate students on relevant academic issues, and appoints undergraduate students to Academic Governance committees as determined by the Bylaws for Academic Governance. The assembly is composed of two elected representatives from each college and one representative selected from each of the following groups: Black Student Alliance, Cultural de las Razas Unidas, North American Indigenous Student Organization, Asian Pacific American Student Organization, Alliance of Lesbian, Bisexual, Gay, Transgender, and Ally Students, Council of Students with Disabilities, Women's Council, Arab Cultural Society, International Student Association, Jewish Student Union, Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, Independent Greek Council and Residence Hall Association. The Academic Assembly represents students on academically related issues, provides forums for discussion of these issues, and approves appointments of undergraduates to Standing Committees of Academic Council.

The Student Assembly (SA) is composed of proportional representation elected from each college and one representative selected by each of the following groups: Student Housing Cooperative, Interfraternity Council, Panhellenic Council, National Pan-hellenic Council, Independent Greek Council, Jewish Student Union, Residence Halls Association, University Apartments Council of Residents, Arab Cultural Society, Black Student Alliance, Cultural de las Razas Unidas, North American Indigenous Student Organization, Asian Pacific American Student Organization, International Student Association, Alliance of Lesbian, Bisexual, Gay, Transgender and Ally Students, Women's Council,

Council of Students with Disabilities, Campus Interfaith Council, and Spartan Armed Forces Council. The SA represents students on student-life related issues, provides a forum for discussion of these issues, provides free legal services, bluebooks, inexpensive copying, interest free loans, approves appointments of undergraduates to various University committees, provides special student services, and acts as the official representative for the welfare and rights of undergraduate students. Additional services are provided through two boards:

The ASMSU Programming Board is responsible for facilitating, organizing and executing programming of an all-university nature for the Michigan State University student body and is comprised of 15 activity departments. The Programming Board is funded through student tax monies and revenues from sponsored events. The Board emphasizes programming in the areas of concerts; lectures/speakers; racial/ethnic, cultural, and international programs, special interest activities, and telecommunications media.

The Funding Board has 12 selected student members and allocates ASMSU monies to registered student organizations with at least 50 percent undergraduate student membership for print media, programming, and projects. The allocations are made on a semester basis.

Council Of Graduate Students

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

Greek Community

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

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

- Interfraternity Council (IFC), governing 23 internationally affiliated men's Greek letter organizations.

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Campus Activities

- Panhellenic Council (Panhell), governing 13 National Panhellenic Council Greek letter organizations
- National Pan-Hellenic Council (NPHC), governing 9 historically African-American men's and women's Greek letter organizations.
- 4th Independent Council, governing 9 multicultural men's and women's Greek letter organizations.

Other community-wide organizations that are collaboratively coordinated by the governing councils include: Greek Week, 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, 1-517-355-8286 or www.GoGreek.msu.edu.

Student Housing Cooperative

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

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

University Apartments Council of Residents

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

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

The Executive Board, along with Village Representatives, are elected by the general membership. Voting privileges are extended to the aforementioned. Residents are encouraged to participate in monthly Town Meetings and bring their ideas, interests, and concerns to the attention of UACOR. A tax is assessed to each student resident every semester. For further information call UACOR at 1-517-355-0728 or the Residence Life Assistance Line at 1-517-353-9499. You may also reach UACOR via email at uacor@msu.edu. The UACOR office is located in Room 138B, Spartan Village Community Center. Visit www.msu.edu/~uacor.

Residence Halls Association

Residence Halls Association (RHA) represents the highest level of undergraduate residence hall government and is the governing body for all undergraduate residence halls. Membership is composed of an elected representative from each hall on campus and from: Black Student Alliance, Cultural de las Razas Unidas, North American Indian Student Organization, Asian Pacific American Student Organization, Alliance of Les-

bian-Bi-Gay-Transgendered Students, Women's Council, Arab Cultural Society, and Council of Students with Disabilities and area based caucus groups. RHA is recognized as a legitimate part of the university decision-making process and its purposes include: developing communication between individual halls and the university community; sponsoring and coordinating all-university activities for students living in residence halls; formulating policy and regulations pertaining to residence halls students; and representing areas of interest and concern to such students. In addition, RHA also sponsors workshops, the Campus Center Cinemas, Movie Rental offices, concerts, and special events. All residents of Michigan State University undergraduate residence halls are members of RHA and may exercise their voting rights and opinions through the representatives of their respective halls. A tax is collected during registration 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.

Owen Graduate Association

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

STUDENT PUBLICATIONS

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

STUDENT RADIO

The 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.

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.

THE STUDENTS

Michigan State University's enrollment totals over 47,700 students including the off-campus programs. Over 36,000 are undergraduates with the remainder in graduate and graduate-professional programs. Nearly 82 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 2009 semester, over 5,000 international students from over 120 countries were enrolled. Over fifty-three percent of the undergraduate and graduate students on the East Lansing campus were women.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Freedom for Students

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

The original document has been amended several times, most recently in 2010. The revised edition incorporating all amendments as approved by the Board of Trustees is included in *Spartan Life*. Visit www.vps.msu.edu/SpLife/index.htm.

Graduate Student Rights and Responsibilities

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

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

Medical Student Rights and Responsibilities

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

process in the adjudication of cases involving medical student rights and responsibilities.

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

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, private information about the individual. Both federal and university regulations require all proposed research projects involving human subjects to be reviewed and approved by an Institutional Review Board prior to the initiation of such studies. At Michigan State University, the Boards are the Biomedical and Health Sciences Institutional Review Board (BIRB), Community Research Institutional Review Board (CRIRB), and Social Science, Behavioral, and Education Institutional Review Board (SIRB).

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

STUDENT ORGANIZATIONS

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

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

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

Honorary Organizations

Alpha Epsilon ¹	Agricultural Engineering
Alpha Epsilon Delta ¹	Natural Science
Alpha Epsilon Rho ¹	Broadcasting
Alpha Kappa Delta	Sociology
Alpha Phi Sigma ¹	Criminal Justice
Alpha Zeta ¹	Agriculture and Natural Resources
Arnold Air Society ¹	Aerospace Studies
Beta Alpha Psi ¹	Accounting
Beta Gamma Sigma	Business
Chi Epsilon ¹	Civil Engineering
Delta Phi Alpha	German
Eta Kappa Nu ¹	Electrical and Computer Engineering
Eta Sigma Delta	Hospitality Management
Gamma Theta Upsilon	Geography
Golden Key ¹	Scholastic
Kappa Delta Pi ¹	Education
Kappa Omicron Nu Honor Society	Scholastic
Kappa Psi	Band
Kappa Tau Alpha ¹	Journalism
Lambda Pi Eta ¹	Communications
Mortar Board ¹	Senior Scholastic, Leadership, and Service

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

The Students

National Society of Collegiate Scholars	All-University Scholastic	Biochemistry and Molecular Biology Undergrad Club
Omega Chi Epsilon ¹	Chemical Engineering	Biomedical Engineering Society
Omicron Delta Epsilon ¹	Economics	Biosystems Engineering Student Club
Order of Omega ¹	Greek System Leadership and Scholastic	Delta Sigma Pi (coed business fraternity)
Phi Alpha ¹	Social Work	Environmental Engineering Student Society
Phi Alpha Theta	History	Food and Nutrition Association
Phi Beta Delta	International Scholars	Food Marketing Association
Phi Beta Kappa ¹	Liberal Arts Scholastic	Food Science Club
Phi Kappa Phi ¹	All-University Scholastic	Forestry Club/Student Chapter Society of American Foresters
Phi Sigma Iota ¹	Romance Languages	Global MBA Association
Phi Sigma Pi National Honor Fraternity	Scholastic	Institute of Electrical and Electronic Engineers
Phi Sigma Theta	Scholastic	Interior Design Student Association
Phi Tau Sigma ¹	Food Science	International Business Student Organization
Pi Alpha	Public Affairs and Administration	International Facility Management Association, MSU
Pi Kappa Gamma ¹	Packaging	International MBA Association
Pi Mu Epsilon ¹	Mathematics	International Society for Pharmaceutical Engineering
Pi Tau Sigma ¹	Mechanical Engineering	Marketing Club of the American Marketing Association
Sigma Iota Epsilon ¹	Management	Medical Technology Student Association
Sigma Iota Rho ¹	International Relations/Studies	Michigan Association of Osteopathic General Practitioners
Sigma Lambda Chi ¹	Building Construction	Michigan Home Economics Association
Sigma Sigma Phi ¹	Osteopathic Medicine	Minorities in Agriculture, Natural Resources, and Related Sciences
Sigma Theta Tau	Nursing	Minority Medical Student Association
Sigma Xi ¹	Science	Minority Nursing Student Association
Tau Beta Pi ¹	Engineering	Minority Students in Engineering
Tau Beta Sigma ¹	Band	MSU Pre-Medical Society
Tau Sigma ¹	Liberal Arts Scholastic	Multicultural Business Students
Tower Guard	Sophomore Scholastic and Service	Music Educators National Conference
Twin Zeta Epsilon	Band	Mu Sigma Upsilon, Lambda Alpha Epsilon
Upsilon Pi Epsilon	Computer Science and Engineering	(American Criminal Justice Association)
Xi Sigma Pi ¹	Forestry	National Agri Marketing Association

¹ National Affiliation

Professional Organizations and Professional Fraternities and Sororities

Accounting Student Association
 Accounting Club for Asians
 Administrative Management Society
 Agronomy Club
 Alpha Chi Sigma (Chemistry)
 Alpha Kappa Psi (Business)
 Alpha Omega Epsilon (Engineers)
 Alpha Phi Gamma (Asian Women)
 Alpha Phi Omega (Co-ed)
 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 Landscape Architects
 American Society of Mechanical Engineers
 American Veterinary Medical Association
 Animal Science Graduate Student Association
 Association for Computing Machinery
 Association for Women in Science
 Association of Black Osteopathic Medical Students
 Audio Enthusiasts and Engineers
 Avian Science Club

National Association of Black Accountants
 National Association of Blacks in Criminal Justice
 National Association of Music Therapy Students
 National Organization 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 Alpha Delta Pre-Law International
 Phi Epsilon Kappa
 Phi Gamma Nu (Business)
 Phi Mu Alpha Sinfonia (Music)
 Phi Epsilon Kappa
 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 Science: Holmes Hall Division

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
Co-ed
Sigma Beta Rho

National Panhellenic Council-Greek Letter Organizations

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

Student Religious Organizations

Adventist Student Fellowship
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
Chinese Friendship Outreach Ministry
Christian Science 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
Edgewood UCC Student Group
Episcopal Ministry at Michigan State University
Eternal Devotion
Fellowship of Christian Internationals
Glory Phi God Campus Ministry
Gospel Chorale, MSU
Graduate Intersarsity Christian Fellowship
Grace International Outreach Campus Ministries
Green Spiral
Hebrew Club
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
Keshner

Latter-Day Saint Student Organization
Liberty
Lutheran Student Movement - University Lutheran Church
Martin Luther Chapel - Lutheran Student Group (L.I.F.E.)
Muslim Students' Association
Navigators, The
New Faith Students
Order of the Eastern Star, The (U.M.B.)
Orthodox Christian Fellowship
Peoples Church Student Group
Phoenix Rising Drum Circle
Pureland Buddhist Study Group
Red Cedar Christian Fellowship
Rejoyce in Jesus Campus Fellowship
Religious Studies Discussion Group
Riverview Campus Fellowship
Spartan Christian Fellowship
St. John's Catholic Student Parish
Teva
University Christian Outreach
Up Til Dawn
Victorious Spartan Believers
Victory Campus Ministries
Vision
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 and that learning occurs in many venues.

ACADEMIC STUDENT AFFAIRS OFFICES IN THE COLLEGES

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

VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

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

The Student Life area includes Fall Welcome, Greek Life, Judicial Affairs, Student Life Center and Off-Campus Housing, 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 Of-*

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS

Student Services

ices for Research and Services section of this catalog or visit www.vps.msu.edu.

STUDENT HEALTH INSURANCE

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

Graduate Assistants

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

International Students

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

Human, Osteopathic, And Veterinary Medical Students

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

All Other Undergraduate And Graduate Students

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

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

STUDENT HEALTH SERVICE AT OLIN HEALTH CENTER

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

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

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

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

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

RESOURCE CENTER FOR PERSONS WITH DISABILITIES

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

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

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

COUNSELING

The Counseling Center offers time limited counseling to Michigan State University students. Programs include individual and group, personal or career counseling, testing, multicultural issues, substance abuse assessment and sexual assault crises and safety education. Any student registered for one or more credits is eligible for a consultation or assessment interview. As resources permit, additional services and/or referrals may be provided. The Counseling Center's Testing Office 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, 1-517-355-8270 or visit www.counseling.msu.edu.

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

OTHER SERVICES

Career Services and Placement

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

Family Resource Center

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

Early Childhood Units

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

MSU Safe Place Program

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

United States Postal Service

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

University Ombudsman

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

Department of Police and Public Safety

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

Office of Supportive Services

The Office of Supportive Services (OSS), located in Room 209 Bessey Hall, is an academic support unit specifically designed for College Achievement Admission Program (CAAP) students and other MSU students, who, for various reasons, have not had sufficient opportunities to prepare for the rigorous demands of higher education. OSS assists students in developing their abilities and skills and in developing a plan for academic success. Special services designed to facilitate the development of coping and self-management skills in students are available. OSS services include academic advising, tutorial assistance, skill enrichment workshops, social counseling, career exploration, peer counseling, graduate study planning, and orientation programs.

Students are encouraged to utilize the intensive services regularly until they have established satisfactory academic progress and have made the necessary adjustments to the rigorous demands of the University. Visit www.oss.msu.edu.

TRANSPORTATION SERVICES ON CAMPUS

CATA Bus Service

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

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

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

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

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

WEEKEND CAMPUS SERVICE - CATA's weekend service operates from approximately 9:00 a.m. until 2:00 a.m. during fall and spring semesters, excluding university breaks and university rec-

GENERAL INFORMATION, POLICIES, PROCEDURES AND REGULATIONS Student Services

ognized holidays. Weekend service is provided on routes: #32, #34, #35, and #36.

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

Students may also purchase a **CATA 31-Day Student Pass** for \$18.00 or a **Semester Pass** for \$50.00. These two passes are good for all CATA fixed-route transportation services- on and off-campus. The **CATA Commuter Lot Route Pass** is \$20.00 for one semester or \$33.00 for two semesters. The Commuter Lot Pass can only be used for travel on Route #32 which travels between the Commuter Lot and the MSU-CATA Transportation Center/Ramp 1. Passes are sold online at www.cata.org, at various residence halls (list at www.cata.org), the University Apartments manager's office (Spartan Village Community Center), University Village Apartments (Room 110), the MSU Union Store, MSU Police and at many convenient off-campus locations.

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

PARATRANSIT SERVICE - (Service for Persons with Disabilities) - Spec-Tran is a CATA curb-to-curb service for persons with disabilities who are unable to use CATA fixed-route service. Spec-Tran customers must be certified to be eligible to use this service. MSU customers must contact the MSU Resource Center for Persons with Disabilities (RCPD) 1-517-884-RCPD (4-7273) TTY: 1-517-355-1293 to apply for certification. Spec-Tran ride reservations must be made by 5:00 p.m. the day before a trip is to occur. Rides can be scheduled up to 14 days in advance. The CATA cash fare for this service is \$2.50 per trip. Eligible students may purchase Michigan State University Spec-Tran passes for trips that originate and end on campus at a cost of 60¢ per ride. Contact the RCPD office for details. To schedule a ride, call 1-517-432-8888 or 2-8888 from any campus phone between 8:00 a.m. and 5:00 p.m. daily.

CATA INFORMATION AND ASSISTANCE - Visit CATA's Web site at www.cata.org for a personalized trip itinerary or online bus pass purchases, service and fare information, updates on route detours and service changes, etc. CATA's Customer Information Center can provide trip planning assistance in person, by phone or email. Representatives are available to talk, Monday - Friday from 7:00 a.m. until 7:00 p.m. and Saturday and Sunday from 9:00 a.m. until 5:00 p.m. Call 1-517-394-1000 or 2-CATA (2-2282) from any campus phone for assistance or email infor@cata.org. Printed bus schedules are available in residence halls and at

other key campus locations. The TDD line is the Michigan Relay Center Voice - 1-800-649-3777. Large print versions, audio cassette tapes and MP3 files (downloadable at www.cata.org) of all CATA schedules are available for persons with visual impairments. CATA's bus hailing kits are designed for use at bus stops served by more than one route. The kit allows visually impaired riders to signal the number of their route to operators of approaching buses. Contact CATA Customer Service at 1-517-394-1000 to request these materials.

MSU/CATA TRANSPORTATION CENTER (MSU-CTC) - This indoor facility is the main boarding center for CATA bus routes serving campus. It is located on the ground level of the Shaw Ramp (Ramp 1), between North and South Shaw Lanes- just east of the MSU Planetarium. Amenities include phone access to CATA Customer Service and ride request phone lines, print maps and timetables, direct access to the Shaw Ramp (Ramp 1), comfortable indoor seating areas, a community policing office, Sparty Convenience Store, ATM, vending machines and restrooms. The facility is open 24 hours a day; seven days a week. Those who drive to campus and park in the Shaw Ramp (Ramp1) can access the MSU-CTC on its ground floor to board a CATA bus for a convenient intermodal commute.

Bicycles

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

Motor Vehicles

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