

SECTION: 19
DATE: March 21, 2006

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**BOARD POLICIES RECOMMENDED FOR APPROVAL**

**ACTION REQUESTED**

It is recommended that the Board of Regents approve the three (3) revised Academic policies (See attached information).

**SUMMARY**

These recommendations are part of the on-going review of Board policies. The rationale for each action is included on the attached documents.

**FISCAL IMPLICATIONS**

None

**ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.


\_\_\_\_\_  
University Executive Officer  
Provost and Vice President for Academic Affairs

\_\_\_\_\_  
Date

# EASTERN MICHIGAN UNIVERSITY

## REVISED BOARD POLICIES

Policy Number	Policy Name	Rationale for Revising Policies	Cabinet Member Responsible
<b>A</b> <b>3.5.3</b>	<b>Employment/Affirmative Action</b> Academic Personnel: Graduate Assistants and Doctoral Fellows Programs	The policy revision adds doctoral fellows to the policy and updates University practice.	Provost/VPAA
<b>B</b> <b>7.1.2</b>	<b>Admission and Financial Aid</b> Admission: Graduate Admission Standards	The policy revision includes a policy statement for admissions standards, clarifies parameters, updates University practice, and removes outdated administrative procedures.	Provost/VPAA
<b>C</b> <b>6.2.2</b>	<b>Academic Programs and Requirements</b> Graduate	The policy revision includes a policy statement for administering graduate programs, clarifies University practice regarding the procedures that must be included in the graduate catalog, and removes outdated administrative procedures.	Provost/VPAA

A 3.5.3 New Revision			
			<b>Policies, Rules And Regulations</b>
<b>Effective Date</b>	<b>Date of Revision</b>		
9-12-66	1-17-06		
<b>Chapter Name</b>	<b>Chapter No.</b>	<b>Page</b>	
EMPLOYMENT/AFFIRMATIVE ACTION	3.5.3	Page 1 of 1	
		<b>Issue</b>	
		ACADEMIC PERSONNEL: GRADUATE ASSISTANTS AND DOCTORAL FELLOW PROGRAMS	

**UNIVERSITY POLICY STATEMENT:**

It is the policy of the University to administer graduate assistant and doctoral fellow programs for qualified graduate students.

**UNIVERSITY PRACTICE:**

University practices for implementing this policy are explained in the Graduate Catalog with more detail found online. Generally the graduate assistant and doctoral fellow programs include:

- Program administration by the Graduate School and the respective academic departments
- A stipend based on market factors and applicant qualifications that does not go below a base amount set by the Graduate School
- Student enrollment as a full-time graduate student with a minimum course load of 12 credit hours during an academic year (fall-winter).
- Normal workload of 20 hours per week
- Tuition/fee scholarships.

Positions less than 100% may be offered with prorated stipend and scholarship awards.

**RESPONSIBILITY FOR IMPLEMENTATION:**

The Provost and Vice President for Academic Affairs is responsible for the overall implementation, administration and interpretation of this policy.

**SCOPE OF POLICY COVERAGE:**

This policy applies to all graduate assistants and doctoral fellows.

**Authority for Creation or Revision**

Minutes of the Board of Regents, September 12, 1966; para. .425M.  
 Minutes of the Board of Regents, May 19, 1976; para. .1643M.  
 Minutes of the Board of Regents, September 28, 1993; para. .4739M.



# Policies, Rules and Regulations

Effective Date	Date of Revision	Chapter No.	Page
9-12-66	9-28-93	3.5.3	1 of 1
Chapter Name		Issue	
EMPLOYMENT/AFFIRMATIVE ACTION		ACADEMIC PERSONNEL: GRADUATE ASSISTANT PROGRAM	

## UNIVERSITY POLICY STATEMENT:

It is the policy of the University to administer a graduate assistant program for qualified graduate students.

## UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. The graduate assistant program is administered by the respective academic departments in conformance with budget allotments for this purpose.
2. Graduate assistants are paid one stipend for the first year of service and a slightly higher stipend for the second year. Stipends for spring and summer sessions will be prorated according to the number of weeks of the appointment.
3. Graduate assistants are expected to be full-time graduate students, and not hold additional outside employment.
4. Normal work load is 20 hours per week and an academic load of 12 hours during an academic year (fall-winter).

## RESPONSIBILITY FOR IMPLEMENTATION:

The Provost & Vice President for Academic Affairs is responsible for the overall implementation, administration and interpretation of this policy. The Dean of the Graduate School is responsible for the daily administration of this policy.


## SCOPE OF POLICY COVERAGE:

This policy applies to all full-time graduate assistants in the Graduate Assistant Program.

## Authority for Creation or Revision

Minutes of the Board of Regents, September 12, 1966; para. .425M.  
 Minutes of the Board of Regents, May 19, 1976; para. .1643M.  
 Minutes of the Board of Regents, September 28, 1993; para. .4739M.



B		7.1.2		New Revision			
Effective Date		Date of Revision				<h1>Policies, Rules And Regulations</h1>	
6-22-77		1-17-06					
Chapter Name		Chapter No.		Page			
ADMISSION AND FINANCIAL AID		7.1.2		Page 1 of 2			
		Issue					
		ADMISSION: GRADUATE ADMISSION STANDARDS					

#### UNIVERSITY POLICY STATEMENT:

It is the policy of the University to set admission requirements and admit qualified applicants to graduate programs based on University, Graduate School, and program criteria.

#### UNIVERSITY PRACTICE:

The following are general admission requirements for graduate programs:

- The completed University graduate application form, nonrefundable application fee, personal statement and all official undergraduate and graduate college transcripts
- The earned equivalent of a four-year U.S. bachelor's degree from an accredited college or university

International applicants must also provide:

- A statement of financial responsibility (F1 or J1 visa holders)
- Standardized English language test scores

Academic programs may require additional admission material, including but not limited to:

- Program application form
- Standardized test scores
- Letters of recommendation
- Portfolio, audition, interview or writing sample
- Resume

#### Doctoral and Specialist Degree Admission:

Each program sets its own admission criteria, minimum grade point average for bachelor's or master's degree work, test score requirement, and list of required admission documents. Details may be found in the Graduate Catalog.

#### Master's and MFA Degree, Graduate and Advanced Graduate Certificate Program Admission:

Each program sets its own admission criteria, minimum grade point average for bachelor's or master's degree work, test score requirement, and list of required admission documents. Applicants may also be admitted conditionally based on various deficiencies or undergraduate senior status. Details may be found in the Graduate Catalog.

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<b>Issue</b>		
ADMISSION: GRADUATE ADMISSION STANDARDS		

#### **Non-Degree Admission:**

Non-degree admission is possible and appropriate for those individuals who seek: 1) self-enrichment; 2) continuing education; 3) teaching endorsements or teaching certificate maintenance. It does not lead to a graduate degree or certificate. It may be appropriate for applicants attempting to determine program of choice for graduate admission.

#### **RESPONSIBILITY FOR IMPLEMENTATION:**

The Provost and Vice President for Academic Affairs and the Vice President for Enrollment Services are responsible for administration and interpretation of this policy.

#### **SCOPE OF POLICY COVERAGE:**

This policy applies to all applicants for graduate admission to Eastern Michigan University.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, June 22, 1977; para. .1817M. Minutes of the Board of Regents, January 18, 1978; para. .1881M.



# Policies, Rules and Regulations

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ADMISSION AND FINANCIAL AID		ADMISSION: GRADUATE ADMISSION STANDARDS	

## MASTER'S DEGREE ADMISSION

1. A minimum overall undergraduate grade point average of 2.5 or 2.75 in the last half of the undergraduate program is required. This would be initiated in two steps. Beginning with the fall of 1977, a 2.25 minimum undergraduate GPA would be established, with an option of 2.5 in the last half of the undergraduate program. This would increase to 2.5 and 2.75 respectively in the fall of 1980.
2. Any department may, at its option, establish higher GPA standards or other additional requirements for admission that go beyond the minimum.
3. Between 1977 and 1980, students between 2.00 - 2.25 may be admitted to a degree program only after completing minimum of 10 graduate hours at EMU. After 1980, students between 2.0 - 2.5 may be admitted to degree programs in the same manner. At least six hours in this 10-hour requirement must be taken in the department in which admission is sought. Selected courses are to be established by the department or approved by the graduate adviser. A student must achieve a grade point average of 6.0 (B+) in the 10 hours taken and in the two or more courses required within the specific discipline. Departments may wish to exclude this option as an admission criteria, or may wish to establish higher standards than those proposed.
4. Should a department determine that admission criteria other than GPA are more appropriate, and wish to establish an admission policy that goes below 2.25 - 2.5, proposals to request this may be submitted to the Graduate Council. It should be emphasized, however, that proposals suggesting alternate admission criteria should be at least as rigorous as those established as minimal for program degree admission.

The Graduate Council will approve requests only when it can be determined that the proposed modification provides an alternative, but not lower standards, than that established. Graduate grading practices will be reviewed along with the proposal, and departments will be required to demonstrate that grading practices in existence will not assure automatic success for students admitted through the alternative proposed.

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#### SPECIALIST DEGREE ADMISSION

A minimum grade point average of 6.0 (B+) in the master's degree program is required. Departments preferring to establish some criteria other than graduate GPA, or some combination of criteria that are perceived as more appropriate, may submit a request to the Graduate Council. The same criteria as stated in 4.above will be applied by the Council.


#### NONDEGREE ADMISSION

Any student with an undergraduate GPA of 2.0 may be admitted as a non-degree student. Nondegree students may not be admitted to a degree program unless one of the criteria listed above is met. This admission category would be limited to 18 hours if the student does not meet admission criteria established for degree admission.

#### Authority for Creation or Revision

Minutes of the Board of Regents, June 22, 1977; para. .1817M.  
Minutes of the Board of Regents, January 18, 1978; para. .1881M.



C 6.2.2 New Revision			<h1>Policies, Rules And Regulations</h1>
<b>Effective Date</b>	<b>Date of Revision</b>		
10-18-78	1-17-06		
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**UNIVERSITY POLICY STATEMENT:**

It is the policy of the University to administer graduate programs to qualified graduate students.

**UNIVERSITY PRACTICE:**

The Graduate Catalog provides procedures for the following requirements:

- Program requirements and prerequisites
- Academic advising
- Academic load
- Degree and award credit hours
- Time-to-degree
- Transfer of credit from other universities or other graduate degrees
- Course auditing
- Course limitations
- Course withdrawal
- Grading system
- Grade point average guidelines for graduation
- Residency
- Graduate course enrollment by undergraduate students
- Undergraduate courses allowed on a graduate program of study
- Probation and dismissal
- Degree audit for graduation

**RESPONSIBILITY FOR IMPLEMENTATION:**


The Provost and Vice President for Academic Affairs, and the Vice President for Enrollment Services are responsible for the overall implementation, administration and interpretation of this policy.

**SCOPE OF POLICY COVERAGE:**

The policy applies to all graduate students.

**Authority for Creation or Revision**

Minutes of Board of Regents, October 18, 1978; para. .1997M.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules and Regulations</b>
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**CREDIT REQUIREMENTS**

The minimum credit requirement for a master's degree is 30 hours; and 32 hours beyond the master's for a specialist's degree.

**Time Limitations**

Graduate credit earned more than six years prior to the date on which the degree is to be granted may not be applied to meet graduation requirements. It is possible, however, that out-of-date credit may be validated by examination, subject to departmental and Graduate School approval.

**Transfer of Credits to Degree Programs****(1) From Other Institutions**

Of the total number of credits required on a Master's Degree program, a minimum of 18 semester hours must be taken at Eastern Michigan University; for specialist's degree programs (the 32 hours required beyond the master's) a minimum of 24 hours must be taken at this University. Any graduate credit transferred must:

- be applicable to the degree program;
- have associated with each course a grade of B or higher;
- be on an official graduate transcript from an accredited degree granting institution;
- be upon recommendation of the adviser and the approval of the Graduate school.

Such credits are recorded on the student's permanent record card only when a program of study is on file in the Graduate School office.

**(2) From Non-Degree Admission Status**

Students admitted to non-degree or certification status may apply for admission to a degree program after meeting all special entrance requirements of the academic area of specialization selected. Program Transfer Request forms are available in the Graduate School office and must be submitted to that office at least two months prior to the semester or session that transfer is contemplated. A request for admission to a degree program will be approved only upon written recommendation of the coordinator of advising in the area of specialization.

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Credits earned while on a non-degree or certification status do not apply automatically to the requirements of a degree program. Transfer of credits depends upon the requirements of the program, the recommendation of the adviser, and the approval of the Graduate School office. A student transferring from non-degree admission status must complete a minimum of 10 graduate hours after admission to a degree program.

(3) From a Previous Master's Degree

On occasions, individuals may wish to obtain another master's degree. Appropriate credit from a previous master's degree may be applied to the second program under these conditions:

the degree be in a field different from the previous master's degree;

not more than 6 semester hours of appropriate credit applied to meet the cognate requirement of the second degree program;

any credit utilized on the second degree from the first must meet the 6 year time requirement for the second degree.

General Prerequisites for Graduate Credit in Field of Specialization

Students wishing to enroll in a graduate major or area of concentration must possess an undergraduate major, or its equivalent, as a prerequisite. In some cases, related fields of concentration at the undergraduate level may be accepted upon the written recommendation of the coordinator of advising.

Deficiencies in undergraduate preparation must be removed by the completion of prescribed courses prior to enrollment in regular graduate courses. Credit earned in removing course deficiencies cannot be applied in meeting graduate degree requirements.



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## ACADEMIC LOAD

Twelve hours of graduate credit for the fall or winter semester is the usual full-time load. The usual full-time load for the spring or summer session is six hours. The coordinator of advising and the dean of the Graduate School approve programs in excess of this.

The usual academic load for a graduate student who is employed in remunerative work on a full time basis is six credit hours per semester. Special permission for a program in excess of this is obtained from his/her adviser and the dean of the Graduate School.

Since graduate assistantships and teaching fellowships are granted for the support of students making substantial academic progress, each person holding an assistantship or fellowship is expected to enroll for a minimum of six credit hours per semester during the period of appointment. For the spring/summer session, two or three hours per session are required.

## ENROLLMENT IN GRADUATE COURSES BY SENIORS

A student of senior standing at Eastern Michigan University may register for specified graduate courses if recommended by the adviser and approved by the dean of the Graduate School. Credit so earned may be used for only one of two purposes:

- to meet the requirements of the baccalaureate degree, thus receive undergraduate credit;

- to apply towards a master's degree, thus receive graduate credit.

A student may not use graduate credit for both.

To be eligible for either, a student must have undergraduate admission at Eastern, have acquired 85 hours or more of undergraduate credit and have a cumulative grade point average of 2.50 or better in all course work completed at the University. Senior students who hold guest or special admission in the undergraduate school are not eligible to enroll in graduate courses.

Permission to enroll in graduate courses as a senior should not prolong the completion of the undergraduate degree requirements.

The maximum number of graduate hours that can be taken as a senior is 10. Graduate courses which qualified seniors may take are identified by an asterisk (\*) in the course description section of the Graduate Catalog. Seniors are not permitted to enroll in graduate level independent study courses.

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There are several restrictions on the use of credit earned in graduate courses by seniors:

Permission to take graduate courses does not represent admission to the Graduate School.

Students desiring to continue graduate study and utilize the graduate credit earned in courses taken as a senior must apply and meet all requirements for admission to the Graduate School and degree program.

Graduate courses taken for either undergraduate or graduate credit and taken prior to receipt of a Provisional Teaching Certificate cannot be used to satisfy any requirement of the Continuing Certificate.

#### UNDERGRADUATE COURSES APPROVED FOR GRADUATE CREDIT

Each department determines which of its upper division undergraduate courses may be taken for graduate credit and applied toward its degree program(s) and/or are appropriate for use as cognate courses on other degree programs. A list of approved courses appears at the end of the course description section of each department's catalog copy.

Graduate School policy provides that a maximum of 15 semester hours of appropriate undergraduate courses may be approved for graduate credit within the maximum. Each department determines the number of hours of such credit that may be applied to satisfy requirements of its degree program(s). A graduate student enrolled in approved undergraduate courses should expect to do additional work in order to receive graduate credit.

#### STANDARDS AND POLICIES

##### The Instructional Year Change

The instructional year is divided into two semesters of 15 weeks each, a spring session of 7½ weeks and a summer session which offers 6 and 7½ week courses. In addition, workshops of 1 to 3 weeks duration are offered. Students who have satisfied admission requirements may enroll at the beginning of any semester or session.

##### Credits

The unit of work and of credit is the "semester hour". A semester hour is the credit granted in a course meeting once a week for 15 or more weeks.

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### Grading System

The grades used in the Graduate School of the University are listed below together with their grade point values:

Grade	Grade Points per Semester Hour
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
E Unsatisfactory (Denotes failure)	0
I Incomplete	
W Withdrawal	

Credit/No Credit - These grades are given by some departments in specified courses such as Thesis, Practicum, and Internship.

### Use of "I" and "W" Grades

"I" - Incomplete - An "I" grade is awarded when these conditions prevail:

illness or extenuating circumstances beyond the control of the student have prevented completion of the required components of the course;

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academic performance for the completed portion of the course was equivalent to a grade of B or better.

In such cases, the instructor will provide the student and the department head with a statement of the reason or reasons for the "I" grade and will specify the amount and nature of the work required in order to remove the Incomplete.

An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of a "I" may be extended upon written recommendation of the instructor and department head, and approval of the Graduate Dean. Such an extension will be granted only under unusual circumstances. The initiative for conversion of an "I" to a letter grade rests with the student. If not converted to a letter grade by the end of the one year period, the "I" will remain as a permanent part of the student's academic record.

Incompletes received in thesis type courses are not governed by these regulations.

"W" - Denotes Withdrawal - The grade of "W" will be assigned only when the previously described withdrawal process has been completed. If a student stops attending a class without officially withdrawing, the grade of "E" will be assigned for the course.

#### Grade Point Average Requirements for Graduation

No student will be recommended and approved for a master's degree unless he has achieved a grade point of 5.0 (B grade). Some specialist's degree programs require a 6.00 or B+ average for graduation.

The grade point average requirement for graduation applies to:

- (a) all graduate credit earned at Eastern Michigan University; and
- (b) all graduate credit included in the area of specialization.

Only the grades received in courses taken for graduate credit at Eastern Michigan University are used in computing a student's grade point average. Grades received in courses accepted as transfer credits are not included in the grade point average.

Students who do not meet minimum graduation requirements may be permitted to enroll in additional courses in the area of specialization subject to policies governing academic probation and dismissal.

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### Application for Graduation

Candidates for graduation must submit a Diploma Application to the Graduate School office at the time of registration for the semester or session in which they plan to complete requirements for a graduate degree.

Fall registration	for December graduation
Winter registration	for April graduation
Spring registration	for June graduation
Summer registration	for August and October graduation

Failure to apply for graduation will result in a one-semester delay in receiving the degree.

A candidate for graduation who enrolls at another college or university for credit to be transferred to Eastern Michigan University and applied toward meeting degree requirements must submit an official transcript of such credit not later than one month prior to the closing date of the semester in which the degree is to be awarded. Delay of at least one enrollment period in granting the degree will result if transfer credit has not been received by that time. Grade reports and/or letters from instructors will not be accepted in lieu of official transcripts.

### Residency Requirement

For a master's degree, at least six hours of graduate credit used on a degree program must be earned on campus at Ypsilanti. This requirement may also be met by enrollment in travel-study tours sponsored by Eastern Michigan University and at the facilities of the Kresge Environmental Center.

For the specialist's degree, at least 16 hours of credit must be earned on the campus at Ypsilanti. It is also expected that one semester or two summer sessions will be spent in full-time work on the campus.

### Withdrawal

Policy and procedures have been established for withdrawal from the University and from individual classes. Because of this, appropriate procedures must be followed and non-attendance and/or non-payment of tuition does not absolve one of academic and financial responsibility nor does it constitute withdrawal.

First Three Weeks - Students who find it necessary to withdraw from an individual class, or from all course work in which they are enrolled, do so through the Registration Office as a part of the registration adjustment process.

Fourth through Tenth Weeks - During this period a student completes an appropriate withdrawal form in the Graduate School office. The student will receive a grade of "W" in each course if officially withdrawn during this period.

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Beginning with the Eleventh Week - Students may drop or withdraw with a grade of "W" for any reason up to one week before the end of the semester or session, providing the academic performance in each course at the time of withdrawal is a grade of B or better. Poor academic performance is not recognized as a valid reason for withdrawal. Because of this, students not performing at least at B level will be denied permission to withdraw with a grade of "W". Exception may be granted when due to extended personal illness, verifiable by a physician, or death in the student's family.

Withdrawal forms are obtained from the Graduate School office. Prior to considering withdrawal, a student should consult with the instructor(s).

The Spring and Summer sessions time schedules should be consulted for the calendar regulating withdrawals during these enrollment periods.

#### Academic Probation and Dismissal

A graduate student will be placed on academic probation when the cumulative grade point average in courses taken for graduate credit at Eastern Michigan University is less than 5.00 (B average). Grades in courses taken for undergraduate credit and in courses accepted as transfer credit from other institutions are not used in computing the grade point average.

A graduate student placed on academic probation according to the provisions of the above who is not off probation by the end of the second enrollment period will be subject to dismissal from the University.

A graduate student whose cumulative grade point deficiency at the end of any enrollment period is 15 points or more may be dismissed for academic reasons.

#### Research Paper

Graduate students are encouraged to write a research paper.

#### Auditing of Courses

Graduate students who wish to audit a course must register for audit status and pay the same tuition and fees as for academic credit. No student may receive academic credit for audited courses.

#### Advising

In an effort to provide guidance for a student granted admission to a graduate degree program, a system of advising has been established. Upon notification of admission to a degree program by the Graduate School Office, the student is given the name, office address and telephone number of the designated adviser. The advising program assists in the exploration of degree requirements, evaluation of applications for admission to a degree program, preparation of a plan of study, approval of program changes and when applying for a diploma.



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Each prospective degree student is therefore encouraged to make use of this service since a program of study is valid only when properly authorized by a designated adviser and when it conforms with the minimum requirements of the Graduate School.

Students who are interested in completing a Provisional or Continuing Certificate should contact the Office of Academic Records and Teacher Certification for specific requirements. Because credits earned to satisfy certification do not automatically apply to a degree program, students seeking certification are also urged to contact a degree adviser if the completion of a master's program is contemplated for a later date.

#### WORKSHOPS, INSTITUTES AND TRAVEL COURSES

Workshops and institutes for graduate credit in a number of subject-matter areas are offered both on and off campus. Graduate students who have been admitted to the Graduate School are eligible to enroll. New applicants who wish to enroll in any of these courses must satisfy the requirements of the type of admission they are seeking as provided in the Graduate Catalog.

Travel courses which provide graduate study opportunities abroad have been organized by a number of departments. These courses are usually offered during the summer session and vary in duration from four to six weeks each. More complete information is available upon request.

#### INDEPENDENT STUDIES

Independent Study is designed to enable graduate students to pursue academic interests beyond those normally covered in conventional courses. Independent Study is structured on a tutorial basis, affording opportunity for student and faculty interaction on a project of joint interest.

#### Expectations Regarding Instructional Requirements

- (a) A clearly defined study is presented by a student and approved by a professor before enrollment.
- (b) Regular student/faculty meetings to monitor progress and to provide assistance.
- (c) Evaluation established on basis of the completed product.

#### Authority for Creation or Revision

Minutes of Board of Regents, October 18, 1978; para. .1997M.





# **BOARD OF REGENTS**

EASTERN MICHIGAN UNIVERSITY

SECTION:

DATE:

March 21, 2006

## **RECOMMENDATION**

### **BOARD POLICIES RECOMMENDED FOR APPROVAL**

#### **ACTION REQUESTED**

It is recommended that the Board of Regents approve two revised policies. See attached information.

#### **STAFF SUMMARY**

The recommended changes reflect current administrative structure and provide updated content.

#### **FISCAL IMPLICATIONS**

None

#### **ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.


\_\_\_\_\_  
University Executive Officer

\_\_\_\_\_  
Date

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**EASTERN MICHIGAN UNIVERSITY  
(NEW OR REVISED) BOARD POLICIES**

<b>Policy Number</b>	<b>Policy Name</b>	<b>Rationale for Revising Policies</b>	<b>Cabinet Member Responsible</b>
8.7	Student Involuntary Administrative Withdrawal	References to the Dean of Students (pages 3 and 5) have been eliminated since that position no longer exists.	Jim Vick
14.2.3	University Apartments Eligibility	The change is required to bring our operations more in line with current student expectations and current practices in the private sector making EMU more competitive in the rental market.	Jim Vick

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		STUDENT INVOLUNTARY ADMINISTRATIVE WITHDRAWAL		

## UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a Student Involuntary Administrative Withdrawal Policy for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. The University may order the involuntary withdrawal of a student from the University or from University Housing in accordance with University policy, as described below.

## UNIVERSITY PRACTICE

The Student Involuntary Administrative Withdrawal Policy, below, outlines the procedures to be utilized in seeking the involuntary withdrawal of a student.

### Section I: Scope of Policy

The policy will cover behaviors described in Section II: Standards for Withdrawal, Items "a" through "e", that occur on University premises and/or at University-sponsored activities but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this policy a student is defined as follows:

Any person enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residence halls."

Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University, or

Any person who has been accepted into EMU but have not yet enrolled for courses.

### Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the University and/or University Housing, either temporarily or permanently, if it is determined that a student suffers from a mental disorder as defined by the current American Psychiatric Association Diagnostic and Statistical Manual, and as a result of the disorder:

- Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or

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- d. Commits a violation of the University's Student Conduct Code and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or
- e. Commits a violation of the University's Student Conduct Code and did not understand the nature or wrongfulness of the conduct at the time of the offense.

### **Section III: Premises Underlying This Policy**

An involuntary administrative withdrawal:

- a. Is not a substitute for appropriate disciplinary action under the Student Conduct Code.
- b. Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in this section.
- c. Should only be initiated after reasonable attempts to secure voluntary cooperation for a psychological evaluation or withdrawal have been exhausted or if the student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in University Housing.

### **Section IV: Procedures Under this Policy**

#### ***Commencement of the Process***

This process may be initiated by the Director of Student Judicial Services when:

- a. Any member of the University community who reasonably believes that a student may meet one of the involuntary withdrawal standards in Section II contacts the Director of Student Judicial Services with his/her concerns about the student; and/or
- b. The student is referred to Student Judicial Services for a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

#### ***Informal Review by Student Judicial Services***

The Director of Student Judicial Services will conduct a preliminary, informal review and will schedule a meeting with the student. At the end of this informal review, the Director may do one or more of the following:

- a. Determine that the student does not meet the standard for involuntary withdrawal and terminate this process. If warranted, the student's conduct will be handled by Student Judicial Services under the regular disciplinary process.
- b. Require the student to schedule an evaluation by a qualified, licensed mental health professional outside the University within five calendar days. The student will be responsible for any costs associated with the evaluation.
- c. Refer the student to the Behavioral Evaluation Team for an assessment and recommendation under this policy. Any pending disciplinary action against the student will be postponed until the Behavioral Evaluation Team completes this process.
- d. Allow a student who meets the conditions for an involuntary withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Director will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).

#### ***Referral to the Behavioral Evaluation Team***

After completing the informal review as described in the above section, the Director of Student Judicial Services may refer a student to a hearing with the University's Behavioral Evaluation Team for assessment and recommendations. The team will include:

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- One member at large appointed for a two-year term by the Vice President for Student Affairs
- Director of Counseling Services, or his/her designee
- Director of Housing, or his/her designee

The chair of the Behavioral Evaluation Team will be appointed to a two year term by the Vice President for Student Affairs.

The role of the Behavioral Evaluation Team is to evaluate the student and make a determination as to whether the student should be involuntarily withdrawn from the University and/or University Housing or whether the student can remain in school and/or continue to live in University Housing under specified conditions. The recommendation by the Behavioral Evaluation Team will require the concurrence of any two of the three team members.

The Director of Student Judicial Services will arrange for the Behavioral Evaluation Team to meet with the student and will notify the student in writing of his/her referral to a hearing and inform the student of the time, date and location of the hearing. If the Director of Student Judicial Services has ordered a psychological assessment, the Behavioral Evaluation Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the University.

Notice of the hearing will be considered adequate if it is sent to the student's last known address registered with the University or is hand delivered to the student at least three business days in advance of the meeting time.

### ***Behavioral Evaluation Team Hearing***

The Behavioral Evaluation Team will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

- The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive.
- The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior.
- A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on his/her own behalf whenever possible.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student in the Student Judicial Services office during normal business hours at least 2 days before the scheduled hearing.
- The hearing shall be conversational and non-adversarial, whenever possible. Formal rules of evidence will not apply, except that the Chair may exclude evidence that is not relevant or is cumulative.
- The student has the right to question all witnesses at the hearing and comment on all documents presented.
- The hearing will be closed to the public, and all testimony and evidence will be considered confidential.
- The hearing will be tape recorded by the University. Tapes will remain the property of the University and will serve as the official record of the proceedings. The University will retain the tape recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two year period, the University may erase or discard the tape recording.

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### ***Disposition of the Case***

Upon completion of the Behavioral Evaluation Team hearing, the Team will submit its written findings to the Director of Student Judicial Services within three business days. This document will include the recommendation of the Team, the reason(s) for the recommendation, and:

1. If the team recommends an involuntary withdrawal, whether the student is eligible to be reconsidered for reenrollment, including the conditions the student must meet to be considered and any length of time that must pass before the student can apply for reenrollment, OR
2. If the team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in University Housing.

The Director of Student Judicial Services will notify the student in writing within three business days after receiving the Team's written findings and will inform the student of his/her right to appeal the Team's recommendation. If the student chooses not to appeal or if, after the appeal, the recommendation is still to allow the student to remain enrolled in school and/or remain in University Housing, the student will meet with the Director of Student Judicial Services, within five calendar days, to formalize the recommendation into a behavioral contract between the University and the Student.

### ***APPEAL PROCESS***

A student may appeal any of the following decisions rendered under this policy:

- a. An involuntary withdrawal from the University and/or from University Housing recommended by the Behavioral Evaluation Team.
- b. The conditions recommended by the Behavioral Evaluation Team in order for the student to remain enrolled and/or continue living in University Housing.
- c. A denial of the student's request for reenrollment by the Behavioral Evaluation Team.
- d. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy.

The student must submit a written appeal to the Vice President for Student Affairs office within seven calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the Vice President or his/her designee will render a written decision as it relates to the student's appeal within five calendar days. This decision will be final.

A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment. These will be provided to the student in writing and may include, but are not limited to the following:

- a. Submission of a psychological assessment by a qualified mental health professional, indicating readiness to return to school.
- b. Continued counseling or therapy.
- c. Continued medication.
- d. Restriction against on-campus housing.
- e. Successful completion of college courses at another college or University.
- f. Review by the Behavioral Evaluation Team.

A student seeking reenrollment must do so by notifying the Director of Student Judicial Services of his/her desire to reenroll and must provide the office with documentation of adherence to all required conditions for reenrollment. The Director of Student Judicial Services will refer the request to the Behavioral Evaluation Team.

Reenrollment is not guaranteed; after reviewing the case and meeting with the student, the Behavioral Evaluation Team will make a decision on the student's request for reenrollment, designate any further conditions for reenrollment and notify the student in writing within five calendar days after meeting with the student.



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### ***Student's Failure to Comply***

A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:

1. Fails to attend any required meeting under this policy, and/or
2. Fails to timely schedule and/or appear at a psychological assessment requested by the Director of Student Judicial Services, and/or
3. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the University and/or remain in University Housing.

### **Section V: Emergency Interim Withdrawal**

An emergency interim withdrawal may be implemented immediately by the Director of Student Judicial Services, after approval of the Vice President for Student Affairs or his/her designee, if the Director reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

A student may be notified of the emergency interim suspension either orally or in writing. It takes effect the day it is issued by the Director of Student Judicial Services.

A student withdrawn on an emergency interim basis will be given the opportunity to meet with the Vice President for Student Affairs or his/her designee within forty-eight (48) hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

1. The reliability of the information concerning the student's behavior, and/or
2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

At the conclusion of this meeting, the Vice President or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President or his/her designee will direct the Director of Student Judicial Services to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Director of Student Judicial Services will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

### **Section VI: Transcripts and Refunds**

#### ***Transcripts***

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

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### ***Refunds***

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy. The Director of Student Judicial Services is responsible for the daily administration of the policy.


### **SCOPE OF POLICY COVERAGE**

This policy applies to all students as defined in Section I of the Student Involuntary Administrative Withdrawal Policy.

### **Authority for Creation or Revision**

Minutes of the Board of Regents, June 17, 2003; para. .6133M.



Effective Date		Date of Revision	 <b>Policies, Rules And Regulations</b>
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## UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a Student Involuntary Administrative Withdrawal Policy for the purpose of maintaining a campus environment that is conducive to learning, protects the University's educational purposes, maintains reasonable order on campus, and protects the rights and safety of all members of the University community. The University may order the involuntary withdrawal of a student from the University or from University Housing in accordance with University policy, as described below.

## UNIVERSITY PRACTICE

The Student Involuntary Administrative Withdrawal Policy, below, outlines the procedures to be utilized in seeking the involuntary withdrawal of a student.

### Section I: Scope of Policy

The policy will cover behaviors described in Section II: Standards for Withdrawal, Items "a" through "e", that occur on University premises and/or at University-sponsored activities but may also address off-campus behavior if the University determines that the behavior, or the continued presence of the student, impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this policy a student is defined as follows:

Any person enrolled for courses through or at EMU, both full-time and part-time, and those who attend educational institutions other than EMU but who reside in EMU residence halls."

Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University, or

Any person who has been accepted into EMU but have not yet enrolled for courses.

### Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be involuntarily withdrawn from the University and/or University Housing, either temporarily or permanently, if it is determined that a student suffers from a mental disorder as defined by the current American Psychiatric Association Diagnostic and Statistical Manual, and as a result of the disorder:

- Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- Engages, or threatens to engage, in behavior which would cause significant property damage, which directly and substantially impedes the lawful activities of other members of the University, and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time, and/or

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- d. Commits a violation of the University's Student Conduct Code and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or
- e. Commits a violation of the University's Student Conduct Code and did not understand the nature or wrongfulness of the conduct at the time of the offense.

### **Section III: Premises Underlying This Policy**

An involuntary administrative withdrawal:

- a. Is not a substitute for appropriate disciplinary action under the Student Conduct Code.
- b. Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in this section.
- c. Should only be initiated after reasonable attempts to secure voluntary cooperation for a psychological evaluation or withdrawal have been exhausted or if the student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in University Housing.

### **Section IV: Procedures Under this Policy**

#### ***Commencement of the Process***

This process may be initiated by the Director of Student Judicial Services when:

- a. Any member of the University community who reasonably believes that a student may meet one of the involuntary withdrawal standards in Section II contacts the Director of Student Judicial Services with his/her concerns about the student; and/or
- b. The student is referred to Student Judicial Services for a possible conduct code violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

#### ***Informal Review by Student Judicial Services***

The Director of Student Judicial Services will conduct a preliminary, informal review and will schedule a meeting with the student. At the end of this informal review, the Director may do one or more of the following:

- a. Determine that the student does not meet the standard for involuntary withdrawal and terminate this process. If warranted, the student's conduct will be handled by Student Judicial Services under the regular disciplinary process.
- b. Require the student to schedule an evaluation by a qualified, licensed mental health professional outside the University within five calendar days. The student will be responsible for any costs associated with the evaluation.
- c. Refer the student to the Behavioral Evaluation Team for an assessment and recommendation under this policy. Any pending disciplinary action against the student will be postponed until the Behavioral Evaluation Team completes this process.
- d. Allow a student who meets the conditions for an involuntary withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Director will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).

#### ***Referral to the Behavioral Evaluation Team***

After completing the informal review as described in the above section, the Director of Student Judicial Services may refer a student to a hearing with the University's Behavioral Evaluation Team for assessment and recommendations. The team will include:

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- ~~Dean of Students, or his/her designee (Serving as the Chair)~~ One member at large appointed for a two-year term by the Vice President for Student Affairs
- Director of Counseling Services, or his/her designee
- Director of Housing, or his/her designee

THE CHAIR OF THE BEHAVIORAL EVALUATION TEAM WILL BE APPOINTED TO A TWO YEAR TERM BY THE VICE PRESIDENT FOR STUDENT AFFAIRS.

The role of the Behavioral Evaluation Team is to evaluate the student and make a determination as to whether the student should be involuntarily withdrawn from the University and/or University Housing or whether the student can remain in school and/or continue to live in University Housing under specified conditions. The recommendation by the Behavioral Evaluation Team will require the concurrence of any two of the three team members.

The Director of Student Judicial Services will arrange for the Behavioral Evaluation Team to meet with the student and will notify the student in writing of his/her referral to a hearing and inform the student of the time, date and location of the hearing. If the Director of Student Judicial Services has ordered a psychological assessment, the Behavioral Evaluation Team will not be convened until the evaluation has been completed and the written psychological assessment has been submitted to the University.

Notice of the hearing will be considered adequate if it is sent to the student's last known address registered with the University or is hand delivered to the student at least three business days in advance of the meeting time.

### ***Behavioral Evaluation Team Hearing***

The Behavioral Evaluation Team will conduct a hearing with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the hearing:

- The student will have the right to be present throughout the entire hearing, unless the student becomes disruptive.
- The hearing will be conducted even if the student fails to attend the hearing or if the student is removed during the hearing for disruptive behavior.
- A family member and/or a qualified mental health professional may accompany the student to the hearing. Legal counsel will not be permitted at this hearing. The student will be expected to speak on his/her own behalf whenever possible.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student in the Student Judicial Services office during normal business hours at least 2 days before the scheduled hearing.
- The hearing shall be conversational and non-adversarial, whenever possible. Formal rules of evidence will not apply, except that the Chair may exclude evidence that is not relevant or is cumulative.
- The student has the right to question all witnesses at the hearing and comment on all documents presented.
- The hearing will be closed to the public, and all testimony and evidence will be considered confidential.
- The hearing will be tape recorded by the University. Tapes will remain the property of the University and will serve as the official record of the proceedings. The University will retain the tape recording for a period of two years after a final determination has been issued and all appeals have been exhausted under this policy. After the expiration of this two year period, the University may erase or discard the tape recording.

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### ***Disposition of the Case***

Upon completion of the Behavioral Evaluation Team hearing, the Team will submit its written findings to the Director of Student Judicial Services within three business days. This document will include the recommendation of the Team, the reason(s) for the recommendation, and:

1. If the team recommends an involuntary withdrawal, whether the student is eligible to be reconsidered for reenrollment, including the conditions the student must meet to be considered and any length of time that must pass before the student can apply for reenrollment, OR
2. If the team does not order an involuntary withdrawal, any conditions that the student must meet in order to remain enrolled in school and/or remain in University Housing.

The Director of Student Judicial Services will notify the student in writing within three business days after receiving the Team's written findings and will inform the student of his/her right to appeal the Team's recommendation. If the student chooses not to appeal or if, after the appeal, the recommendation is still to allow the student to remain enrolled in school and/or remain in University Housing, the student will meet with the Director of Student Judicial Services, within five calendar days, to formalize the recommendation into a behavioral contract between the University and the Student.

### ***APPEAL PROCESS***

A student may appeal any of the following decisions rendered under this policy:

- a. An involuntary withdrawal from the University and/or from University Housing recommended by the Behavioral Evaluation Team.
- b. The conditions recommended by the Behavioral Evaluation Team in order for the student to remain enrolled and/or continue living in University Housing.
- c. A denial of the student's request for reenrollment by the Behavioral Evaluation Team.
- d. An involuntary withdrawal implemented in accordance with the "Student's Failure to Comply" section of this policy.

The student must submit a written appeal to the Vice President for Student Affairs office within seven calendar days of the date of the decision being appealed. After reviewing the student's case and after meeting with the student, the Vice President or his/her designee will render a written decision as it relates to the student's appeal within five calendar days. This decision will be final.

A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment. These will be provided to the student in writing and may include, but are not limited to the following:

- a. Submission of a psychological assessment by a qualified mental health professional, indicating readiness to return to school.
- b. Continued counseling or therapy.
- c. Continued medication.
- d. Restriction against on-campus housing.
- e. Successful completion of college courses at another college or University.
- f. Review by the Behavioral Evaluation Team.

A student seeking reenrollment must do so by notifying the Director of Student Judicial Services of his/her desire to reenroll and must provide the office with documentation of adherence to all required conditions for reenrollment. The Director of Student Judicial Services will refer the request to the Behavioral Evaluation Team.

Reenrollment is not guaranteed; after reviewing the case and meeting with the student, the Behavioral Evaluation Team will make a decision on the student's request for reenrollment, designate any further conditions for reenrollment and notify the student in writing within five calendar days after meeting with the student.

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### ***Student's Failure to Comply***

A student may be involuntarily withdrawn and/or disciplined under the conduct code if he/she:

1. Fails to attend any required meeting under this policy, and/or
2. Fails to timely schedule and/or appear at a psychological assessment requested by the Director of Student Judicial Services, and/or
3. Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled in the University and/or remain in University Housing.

### **Section V: Emergency Interim Withdrawal**

An emergency interim withdrawal may be implemented immediately by the Director of Student Judicial Services, after approval of the Vice President for Student Affairs or his/her designee, if the Director reasonably believes that the student may be suffering from a mental disorder and there is reason to believe that the student's behavior poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

A student may be notified of the emergency interim suspension either orally or in writing. It takes effect the day it is issued by the Director of Student Judicial Services.

A student withdrawn on an emergency interim basis will be given the opportunity to meet with the Vice President for Student Affairs or his/her designee within forty-eight (48) hours from the effective date of the emergency interim withdrawal to discuss the following issues only:

1. The reliability of the information concerning the student's behavior, and/or
2. Whether the student's continued presence on campus poses a substantial threat of harm to oneself or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

At the conclusion of this meeting, the Vice President or his/her designee may either uphold or cancel the interim emergency withdrawal. Regardless of whether the emergency interim withdrawal is upheld or cancelled, the Vice President or his/her designee will direct the Director of Student Judicial Services to continue with the involuntary administrative withdrawal process as outlined in this policy. However, if the interim emergency withdrawal is to remain in effect, the Director of Student Judicial Services will make every effort to expedite the process in an effort to minimize any possible negative impact on the student.

### **Section VI: Transcripts and Refunds**

#### ***Transcripts***

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn will be given a "W" grade for each course in which he/she is currently enrolled. An administrative hold ~~through the Dean of Students' office~~ will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.



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### ***Refunds***

A student who, under this policy, is allowed to voluntarily withdraw or who is involuntarily withdrawn may request a refund of tuition, fees, housing payments and any other amounts. Refunds will be made in accordance with applicable University policies and procedures.

### **RESPONSIBILITY FOR IMPLEMENTATION**


The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy and may appoint a designee to oversee appeals brought forth under this policy. The Director of Student Judicial Services is responsible for the daily administration of the policy.

### **SCOPE OF POLICY COVERAGE**

This policy applies to all students as defined in Section I of the Student Involuntary Administrative Withdrawal Policy.

### **Authority for Creation or Revision**

Minutes of the Board of Regents, June 17, 2003; para. .6133M.

<b>Effective Date</b>		<b>Date of Revision</b>			<b>Policies, Rules And Regulations</b>
5-17-72		12-2-03			
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## UNIVERSITY POLICY STATEMENT

University Housing apartments are available for sophomore, junior, senior and graduate students and freshmen on an exception basis. Students who are parents or legal guardians may have their dependents live with them. Appropriate documentation may be required before an assignment is made.

University Faculty and Staff are eligible to lease as space permits.

Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment tenants during occupancy of a University apartment. Tenants wishing to protect themselves from the possibility of property loss should be covered with the appropriate renter's insurance.

University Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policies. The University reserves the right to terminate a lease as set forth in its policies and in accordance with the laws of the State of Michigan.

## UNIVERSITY PRACTICE

Each tenant is required to make application and sign a lease for the appropriate length of occupancy. As such the tenant agrees to make appropriate payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the lease, the Guide to Apartment Living Handbook with all federal, state and local regulations on health, safety, and other matters, concerning activities on, or conditions of the leased premises.


## RESPONSIBILITY FOR IMPLEMENTATION

The University Housing management staff (Director, Associate Director, Assistant Director of Housing/Apartments and Leasing Coordinator) is responsible for implementing this policy.

## SCOPE OF POLICY COVERAGE

This policy applies to all tenants leasing an apartment.

<b>Authority for Creation or Revision</b>
Minutes of the Board of Regents, May 17, 1972; para. .1109M
Minutes of the Board of Regents, December 2, 2003; para. .6194M

<b>Effective Date</b>		<b>Date of Revision</b>		<b>Policies, Rules And Regulations</b>
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### UNIVERSITY POLICY STATEMENT

University Housing apartments are available for sophomore, junior, senior and graduate students AND FRESHMEN ON AN EXCEPTION BASIS. ~~Married students with or without children must present a valid marriage certificate prior to apartment assignment. A student mother or student father who has legal custody of a dependent child or children also may reside in University apartments. Birth certificates of children may be required before assignment.~~ STUDENTS WHO ARE PARENTS OR LEGAL GUARDIANS MAY HAVE THEIR DEPENDENTS LIVE WITH THEM. APPROPRIATE DOCUMENTATION MAY BE REQUIRED BEFORE AN ASSIGNMENT IS MADE.

University Faculty and Staff are eligible to lease as space permits.

Eastern Michigan University is not responsible for lost, stolen or damaged personal property of apartment tenants during occupancy of a University apartment. Tenants wishing to protect themselves from the possibility of property loss should be covered with the appropriate renter's insurance.

University Housing apartment facilities are for the exclusive use of tenants and guests in accordance with the current terms and conditions, and other University policies. The University reserves the right to terminate a lease as set forth in its policies and in accordance with the laws of the State of Michigan.

### UNIVERSITY PRACTICE

Each tenant is required to make application and sign a lease for the appropriate length of occupancy. As such the tenant agrees to make appropriate payment of fees as established, according to the current payment schedule. The tenant is responsible for compliance with all terms and conditions set forth in the lease, the Guide to Apartment Living Handbook with all federal, state and local regulations on health, safety, and other matters, concerning activities on, or conditions of the leased premises.

### RESPONSIBILITY FOR IMPLEMENTATION

The University Housing management staff (Director, Associate Director, Assistant Director of Housing/Apartments and Leasing Coordinator) is responsible for implementing this policy.

### SCOPE OF POLICY COVERAGE

This policy applies to all tenants leasing an apartment.

### Authority for Creation or Revision

Minutes of the Board of Regents, May 17, 1972; para. .1109M  
Minutes of the Board of Regents, December 2, 2003; para. .6194M