Advisory Notice

Pay close attention to the policy and procedures included in this guide. Some titles and positions may have changed, but the policies remain and will be enforced accordingly.

Every effort has been made to include in this publication information that, at the time of preparation for printing, is accurate. However, the contents of this publication are not to be regarded as an irrevocable contract between students and Eastern Michigan University. The University reserves the right to change at any time and without prior notice any provisions or requirements including, but not limited to, policies, procedures, and academic programs. It is the responsibility of the student to meet and satisfy all University, College, and program requirements.
Greetings,

The Office of the Ombuds helps students resolve concerns, problems, or conflicts with regards to University policies, procedures, and decisions. Through a neutral and informal setting we are able to aid in identifying steps to achieve a timely and fair resolution to concerns. Through collaboration with others in the University community the Office of the Ombuds is interested in adherence to policy, as well as issue resolution and prevention in resolving both academic and non-academic concerns.

Should you need the assistance of the Office of the Ombuds we ask that you follow the listed steps so that our office may work with you regarding your concerns:

1. Outline your concerns in writing
2. Gather and provide supporting documentation regarding your concern
3. Complete the online Intake Form: https://emu-advocate.sympliity.com/care_report/index.php/pid829684?
4. Communicate with the Office of the Ombuds, providing further details if necessary
5. Follow-up on the recommended solutions
6. Update the Office of the Ombuds on outcome of concerns

We encourage you to familiarize yourself with this guide and the policies contained in it. Its purpose is to provide you with policies and procedures that can help you throughout your career at Eastern Michigan University. If you find that the Office of the Ombuds can be of assistance to you, feel free to contact our office by phone (734-487-0074), email (emu_ombuds@emich.edu), or the office is located in 248 of the Student Center.

We hope you will have an enjoyable year and much success at Eastern Michigan University.

Sincerely,

Office of the Ombuds
734-487-0074
emu_ombuds@emich.edu
248 Student Center

http://www.emich.edu/ombuds/
Eastern Michigan University Mission Statement
EMU enriches lives in a supportive, intellectually dynamic and diverse community. Our dedicated faculty balance teaching and research to prepare students with relevant skills and real world awareness. We are an institution of opportunity where students learn in and beyond the classroom to benefit the local and global communities.

Eastern Michigan University Vision Statement
Eastern Michigan University will be a premier public university recognized for student-centered learning, high quality academic programs, and community impact.

Eastern Michigan University Core Values
Excellence: We provide an exceptional environment to our faculty, staff, and students. We improve our performance continuously and strive to be the best in everything we do.

Respect: We care for our people, communities, and the environment and show respect for the dignity of the individual.

Inclusiveness: We create an environment that supports, represents, embraces, and engages members of diverse groups and identities.

Responsibility: We are accountable – individually and in teams – for our behaviors, actions, and results. We keep commitments.

Integrity: Integrity and transparency are critical to our institutional effectiveness. We pursue the highest level of personal, intellectual, academic, financial, and operational integrity within the University community.

Eastern Michigan University Creed
We believe the INTEGRITY of our work and the RESPECT we show for our fellow students, faculty, alumni, and staff are an integral part of our ongoing EDUCATION.

We believe that the RELATIONSHIPS we have and those we continue to develop will support us as we learn and grow together as a community.

INTEGRITY adds value to our educational experience.

RESPECT promotes unity and understanding through individual differences within our community.

EDUCATION allows us to develop socially, intellectually, and emotionally.

RELATIONSHIPS are the foundation of our growth.

http://www.emich.edu/ombuds/
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I.

Student Handbook: Swoop To Success

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Academics Are The Key

Academic achievement is highly important. It gives you the foundation for your future. It allows you to enter your field as a competitive professional, prepared to take on the next great challenges. It is our hope that this information will aid you in developing a successful academic career for yourself.

Habits of Highly Successful Students

The college experience is a wonderful process in self-discovery and self-development. It affords students opportunities to access their strengths and weaknesses to discover their talents and areas of expertise. To successfully navigate through college there are several areas students must be able to manage to reach graduation. Listed here you will find a few habits of highly successful students that can assist you in easing your collegiate journey.

A. Begin with the end in mind – Graduation!
   A. Goal: college degree. Make an academic plan with an academic advisor.
   B. Review your academic plan at least once every semester with an academic advisor.

B. Manage Your Time
   A. Utilize your time wisely on a daily basis.
   B. Those blocks of time outside of class need to be scheduled for studying and support activities.

3. Learning is a lifelong process.
   A. Realize that each course you take will help you with self-knowledge.
   B. Slowly build up your skills.

4. Understand strengths & weaknesses
   A. College is a process. Discover what you do well and what needs improvement.

1. Go to student services offices that can assist you in developing a plan for success.

5. Its okay to ask for help!
   A. Academic advisors will assist you with making appropriate academic choices and dealing with unexpected issues that may arise and impact your academic progress. Talk to an advisor BEFORE making a decision to add, drop, or withdraw from classes.
   B. Make an appointment with your instructor to get further instructions.

6. Keep all important documents.
   A. Make a habit of keeping all important documents in one designated area.
   B. Keep anything related to your program of study, financial materials, advising documents, and official university communications.

7. Your advisor, academic catalog, and student handbook are vital to success.
   A. Make sure you read them thoroughly and get any questions you have answered.
   B. See an academic advisor regularly.
   C. Always read your campus e-mail and check your mail at your permanent address.

8. You are the captain of your ship.
   A. Find your inner spirit and personal gifts. This will sustain you through rough waters and obstacles – not only in college, but life. There is nothing else like the college experience.

http://www.emich.edu/ombuds/
Study Habit Self-Assessment

Here are a few questions that reflect important skills for success in college. Read each on and put a checkmark in the column (almost always, sometimes, or almost never) that best reflects your own habits.

<table>
<thead>
<tr>
<th>How Often …</th>
<th>Almost Always</th>
<th>Sometimes</th>
<th>Almost Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you take advantage of the few minutes’ right before and after class to review what was covered during the previous class session or reading assignment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do you study at the same time regularly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do you study in the same place regularly?</td>
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</tr>
<tr>
<td>4. Do you write down specifically what you want to accomplish (e.g., what chapter or pages you will study for a specific class) before you sit down to study?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Do you write out a master schedule of all tasks and assignment due dates at the beginning of a semester?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Do you keep track of your time commitments in a notebook or organizer?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Do you keep up with assigned readings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Do you keep up with day to day assignments?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Do you plan ahead for tests, beginning to review several days or weeks ahead of time, rather than the night or two before the exam?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10. Do you correctly anticipate how long assignments will take to complete?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Do you complete what you set out to complete in a single study session?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Do you break longer assignments into smaller ones before beginning a study session?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Do you turn off the TV, music, or instant messaging while studying?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Do you try to summarize your reading in a sentence or short paragraph?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Now that you’ve considered your own habits, are there changes you can try to implement that will make you a more effective student? ____________________________________________

__________________________________________________________

__________________________________________________________

Sometimes all it takes is small tweaks to make a big difference.

http://www.emich.edu/ombuds/
When choosing a place to study during your time at EMU keep some of the following aspects in mind:

**Grouping**
- Determine if you study best alone or in a group. When in groups ensure you stay focused materials.

**Sound**
- Determine whether you need a quiet area or if some background noise will not be a distraction.

**Posture/Mobility**
- You may prefer a desk, or a sofa, or even the floor. Find what makes you the most focused.

**Lighting & Temperature**
- Find a place that has the best light level and temperature level so you can be comfortable.

When looking at your class schedule you will see big blocks of time in which it looks like you have nothing going on. This is deceiving. For every hour in class you should expect to spend two hours outside of class studying. So how can you effectively do this?

- Look for blocks of time and schedule in study sessions – be consistent in following through
- Prioritize what you need to study – tackle the most challenging when you can be the most focused
- Take short breaks to help regain your focus – grab a snack, go to the bathroom, walk down the hall
- Stick to your schedule – don’t let other temptations pull you in different directions

Each person has their best way to study, but here are some helpful tips that to make study habits better:

**Make sure you have everything you need.**
- Nothing can distract you more than having to constantly stop to get a needed tool (pencil, highlighter, calculator, etc.)

**Keep an organized record of assignments and deadlines.**
- Prioritize the work you need to accomplish, don’t let everything wait until the last minute.

**Take good notes and review materials frequently.**
- You are responsible for knowing the material so invest time consistently in all your courses. \textbf{And don’t forget/neglect to READ!}
Study Habit Goal Worksheet

What **ENVIRONMENT** is most conducive to your productive studying? Where specifically can you create/find that environment on a daily basis?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What is the most effective use of your **TIME**? How will you schedule your studying per week in a way that allows you to get the most out of your time?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What are your specific **GOALS** for the semester? What grades will you get in your classes? What do you want to know by the end of the semester?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What **DAILY REWARDS** are strong enough to help maintain good study habits? What is a ** BIGGER LONG-TERM REWARD** you can give yourself at the end of the semester if you reach your goals?

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What **TOOLS** can you access and lean on to help you with studying and reaching your goals? Remember, you are in control of your college success, but there are lots of people and resources available to help you succeed.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**Use this goal sheet to help implement great study habits to be successful!**
Syllabus? – IT’S IMPORTANT!

Students often view the syllabus as something they glance at on the first day of class and then toss in their backpacks, never to be seen again. In reality this is a treasure trove of information that is vital to your success in a course. The syllabus is a contract between the student and the professor, thus knowing what it says is extremely important.

The trouble is, very few students know how to read the syllabus and unearth the important clues that are often found within. In order to be successful in dissecting and understanding a syllabus, check out these simple guidelines:

What is the course content?
A. Often the only advance information you have on a course is from the generic description. Different teachers may teach the same course differently or focus on different materials.
B. Use the syllabus to understand the content the professor will be focusing on and what you are going to be required to learn about.

How is the course structured?
A. Will provide you with a week-by-week, maybe even meeting-by-meeting breakdown of the topics that will be covered.
B. Look over to see what you work load will be throughout the term.

What about tests & assignments?
A. Typically a professor will not give out exactly what will be on the test, but take time to look over the course goals and objectives in the syllabus and they can give you a good idea of what the professor feels is the most important things for you to know and learn.
B. Make sure to look at the grade breakdown and understand how points are awarded. Consult this as you move through the course so you are aware of how the grades you are getting impact you.

Are other resources available?
A. The syllabus can offer helpful tips about how to get further resources or assistance on course content. Maybe there is a tutor center on campus or extra information will be posted in the online course shell.
B. Always remember to pay attention to when your professor is holding office hours. You are able to utilize this time for one-on-one meetings or reach out to them with any questions you may have.

How tough is the professors?
A. Professors should have their course policies in writing in the syllabus. This should tell you more than you want to know about everything from attendance, to late work, to missing tests, to eating in class.
B. If challenges or circumstances arise throughout the course always talk with your professor, maybe they are able to work with you.

Is This the Right Course For You?
A. Ultimately you have to decide if the course is right for you once you view the information on the syllabus. Careful reading of the syllabus should help you decide if you’re style will match the professor or if you are willing to do the level of work required.
Talking to your professor can seem daunting. They may have PhDs, determine your final grade, and maybe seem a little intimidating, but professors are people too. Professors can be very helpful throughout your college experiences. Not only are they instrumental in your successful completion of courses, but they can provide assistance in the areas of research, scholarships, internships, graduate school, and future career endeavors. We have included the following tips that can assist you in approaching conversations with your professors in the best way. These tips will hopefully help you in alleviating some of the anxiety you may be feeling when thinking about going to talk with your professors.

**Tips for Successful Communication:**

1. **Find out how your professors prefers to be addressed**
   - Some professors will go by their first name, some want to be addressed by their professional title. Don’t guess; politely ask how they would prefer to be addressed.

2. **Visit/schedule meetings during office hours**
   - This is a time professors have specifically set aside to dedicate to this course, take advantage of that. If you are unavailable at that time contact your professor to arrange a different meeting.

3. **Be on time for appointments**
   - It is always a good idea to show up a few minutes early, but in the event your professor is running behind also be willing to wait a few minutes.

4. **Bring a positive attitude**
   - Being defensive is a sure-fire way to deter a professor’s willingness to help. Act respectfully towards them and more often than not they will be willing to assist you.

5. **Have specific information you want to discuss**
   - When meeting with professors it is always good to have specific questions to ask them. They want to know you are trying and giving an effort in solving your own questions before coming to them for help.

6. **Be prepared**
   - Bring course materials to your meetings to show you are respectful of their time and sincerely reaching out for help.
   - Take notes of what is discussed during the meeting & if helpful ask if it would be possible for them to send a follow up email with what was discussed.
# Personal Health & Well-Being

A successful student must maintain his/her personal health and strive to achieve a state of wellness: physically, mentally, emotionally, and socially. College can be stressful at times, but we have provided some information to help you find a healthy balance.

## Dimensions Of Wellness

<table>
<thead>
<tr>
<th>Social</th>
<th>Physical</th>
<th>Intellectual</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is the ability to relate to others. It encourages us to use good communication skills, strive for meaningful relationships, respect ourselves and others, while establishing and becoming a support system.</td>
<td>To achieve physical wellness you need to pay attention to and take good care of your body. Proper nutrition, regular exercise, enough sleep, effective stress management, and routine self-care are all vital to your wellness.</td>
<td>Your mind is engaged in lively interaction with the world around you. It involves continued learning, problem solving, and creativity. With this you learn how to use knowledge and understanding as powerful tools in health and happiness.</td>
<td>This is the ability to live within our means by learning to manage money, and use self-discipline in money matters. This includes being able to understand and interpret what are wants versus needs, and how we can balance the two.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spiritual</th>
<th>Emotional</th>
<th>Environmental</th>
<th>Occupational</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a sense that life is meaningful and has a purpose; the ethics, values, and morals that guide us and give meaning and direction to life. This may or may not be religious and may be expressed communally or privately.</td>
<td>This is the ability to understand your own feelings, accept your limitations, achieve emotional stability, and become comfortable with your emotions. You gain a greater sense of self-awareness and self-control in managing yourself appropriately in situations.</td>
<td>We must be able to lead a lifestyle that is respectful of our environment and minimizes harm done. We also must feel safe and have some order to our environment. This is the ability to understand and evaluate surrounds making positive changes.</td>
<td>This is the ability to achieve personal fulfillment from one’s chosen career field while maintaining a balance between work and leisure time. It involves creating a supportive environment that is consistent with your goals, beliefs, and personal values.</td>
</tr>
</tbody>
</table>

For more about these dimensions of wellness at EMU visit:
http://www.emich.edu/twc/8dimensions.php
Strategies For Managing Stress

Perspectives
- Notice early signs of stress by the presence of uncomfortable anger, depression, apathy, resentment, or negative thoughts about others.
- Plan for and work for the outcomes you want and then accept what comes. Life Happens!
- Learn from the past instead of feeling guilty about it.
- Plan for the future instead of worrying about it.
- Practice in your mind new ways to respond to stressful situations before actually encountering them.
- Calm your upset feelings with calming thoughts. Talk to yourself in a positive way when you are experiencing stress.
- Deal with the sources of your stress. If tension comes from a relationship, talk out your differences. If it comes from an unfinished task, do something toward finishing it.
- Think of the long-term perspective and let go of the little things.
- Remember that you are not in competition with others and that their accomplishments cannot diminish you.
- Speak, eat, drive, and move at a more relaxed pace.
- Seek enjoyment in the doing of things rather than focusing on the end result.
- Consider how dealing with your current stress could be beneficial for you in the future.
- Laugh and look for humor in life.

Planning & Doing
- Be realistic about how much you can do. Prioritize.
- Arrive early and be prepared for the activity/task you are doing.
- Use a planning schedule that fits your personality and lifestyle. Remember to include breaks throughout the day to catch your breath.
- Do difficult and important tasks before easy ones. Work before play.

Physical & Emotional Health
- Take time to jot down your feelings for the day in a journal, this way you can go back and see what occurred that may have triggered a certain feeling.
- Exercise your body some way each day.
- Get regular sleep and get enough sleep for maximum energy and brain power.
- Eat nutritiously.

People
- Plan time with family and friends, otherwise, work will magically expand to fill whatever time is available.
- Respond with a kind “no” to unreasonable requests.
- Do something for others.
- Find a support network that you can reach out to in times of stress. Share your feelings, anxieties, and goals with them so they can best support you.
- When others are causing you stress voice your concerns and understand their story.
## Managing Stress Worksheet

<table>
<thead>
<tr>
<th>Stressors</th>
<th>Ways to Reduce Stress</th>
<th>Making Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the most stressful things in my life right now? (E.g. pressures, worries, conflicts, responsibilities)</td>
<td>1. Change the stressful situation.</td>
<td>How can I change the stressful situation?</td>
</tr>
<tr>
<td></td>
<td>2. Change my perception of the stressful situation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Challenge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Natural part of life</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fun, humorous</td>
<td></td>
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<tr>
<td></td>
<td>• Learning Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Growth Promoting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Change my capacity to deal with the stressful situation.</td>
<td>How can I change my capacity to deal with the stressful situation?</td>
</tr>
<tr>
<td></td>
<td>Improve Skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Preparation &amp; Organization</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work &amp; Study Efficiency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Assertiveness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stress Management Skills</td>
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</tr>
<tr>
<td></td>
<td>Increase Strength &amp; Energy</td>
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</tr>
<tr>
<td></td>
<td>• Good Nutrition</td>
<td></td>
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<tr>
<td></td>
<td>• Sleep</td>
<td></td>
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<tr>
<td></td>
<td>• Exercise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Regular Relaxation Practice</td>
<td></td>
</tr>
</tbody>
</table>
Your Time Commitments Per Week:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sleep (_____ hours per night x 7)</td>
<td></td>
</tr>
<tr>
<td>Meals (_____ hours per day x 7)</td>
<td>+_____</td>
</tr>
</tbody>
</table>
| Class (include travel time to/from class) | +_____
| Study & Homework (2-3 hrs. per credit) | +_____
| Work (include travel time to/from work) | +_____ |
| Family & Friends              | +_____
| Extracurricular Activities    | +_____
| Responsibilities (chores, obligations, etc.) | +_____
| Personal Care (showers, grooming, etc.) | +_____
| Free Time                      | +_____
| Other                          | +_____
| **Total**                      |       |

168 – Total Hours

More than 168: You’ll have to cut back. There simply are not enough hours available. Reassess and reasonably reduce.

Between 165-168: You are very busy! Consider cutting back. This may not be manageable and you don’t have enough time for the unpredictability of life. Reassess and reasonably reduce, if you can’t move on to making a detailed plan for the times listed above.

Less than 165: Congratulations! You have designed what should be manageable commitments of your time. The next step is to make a detailed plan for the times listed above.

Use a tool (planner, scheduler, calendar, etc.) to map out specifically when you will accomplish your commitments including deadlines, goals, reminders, fun events, etc. This will help you stay on track to success.

1. Plan Ahead
   - Determine how long your tasks will take & if they can be broken down into smaller tasks that can be easier to schedule

2. Prioritize Your Tasks
   - Set short term & long term goals
   - Gauge the time requirements and resources you may need to complete tasks

3. Avoid Overload
   - Include time for rest, relaxation, sleep, eating, exercise, and socializing
   - Don’t put everything off until the last minute

4. Be Flexible
   - Know how to ask for help when needed
   - The unexpected happens, leave you to adjust for this

5. Effective Studying
   - Split large tasks into manageable tasks
   - Do the most difficult work first, don’t wait until the last minute
   - Read the syllabi and know due dates

6. Be Organized
   - Use a calendar to keep track of everything
   - Organize your work space so you can easily find things
Procrastination Management

Steps you can take to get yourself out of procrastination and into progress!

Project/Task:

Are you working on it?

YES

NO

Recognizing Excuses

What are you doing instead?

How are you justifying NOT getting to work?

What does progress look like? What’s your goal?

What are the underlying reasons you are not doing the work?

Strategies to break your inaction/procrastination:
Important Campus Information

This section contains helpful information specifically about EMU that can help you successfully navigate the campus environment. We have included an academic calendar and a list of campus resources that you may find highly useful in both academic success and personal well-being. This does not include every possible you may need to know, but is a guideline to help figure out where you may need to go.

<table>
<thead>
<tr>
<th>Admissions Office</th>
<th>Dining Services</th>
<th>Office of International Students</th>
<th>University Advising &amp; Career Development Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>401 Pierce Hall</td>
<td>Lower Level Dining Commons ONE</td>
<td>244 Student Center 734-487-3116</td>
<td>200 McKenny Hall 734-487-0400</td>
</tr>
<tr>
<td>734-487-3060</td>
<td>734-487-5362</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce T. Halle Library</td>
<td>Disability Resource Center</td>
<td>Office of Records &amp; Registration</td>
<td>University Health Services 200 Snow Health 734-487-1122</td>
</tr>
<tr>
<td>734-487-0020</td>
<td>240 Student Center 734-487-5784</td>
<td>303 Pierce Hall 734-487-4111</td>
<td></td>
</tr>
<tr>
<td>Campus Life</td>
<td>Holman Learning Center</td>
<td>Office of the Ombuds 240N&amp;O Student Center 734-487-0074</td>
<td>Wellness Center 105 Snow Health 734-487-2226</td>
</tr>
<tr>
<td>345 Student Center 734-487-3045</td>
<td>G-04 Halle Library 734-487-2133</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Multicultural Affairs</td>
<td>Housing &amp; Residence Life</td>
<td>Service EMU 268 Student Center 734-487-1643</td>
<td>Women’s Resource Center 346 Student Center 734-487-4282</td>
</tr>
<tr>
<td>358 Student Center 734-487-2377</td>
<td>Lower Level Dining Commons ONE 734-487-1300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services (CAPS)</td>
<td>LGBT Resource Center</td>
<td>Student Business Services 201 Pierce Hall 734-487-3335</td>
<td>Writing Center 115 Bruce T. Halle Library 734-487-0694</td>
</tr>
<tr>
<td>313 Snow Health 734-487-1118</td>
<td>354 Student Center 734-487-4149</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Clinic 135 Porter 734-487-4410</td>
<td>Military &amp; Veterans Resource Center 401 Pierce Hall 734-487-3119</td>
<td>Student Conduct &amp; Community Standards 250 Student Center 734-487-2157</td>
<td></td>
</tr>
</tbody>
</table>

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2014–2015 Academic Calendar

Significant dates and deadlines have been included for your reference. Students are responsible for knowing stipulated deadlines. Failure to adhere to University deadlines will result in student responsibility for consequences. Pay close attention as deadlines may result in loss of tuition, changes in registration, and other negative outcomes.

The lists provided are not comprehensive. EMU will not make exceptions to policy regarding posted dates and deadlines. Please pay close attention to dates and deadlines as they are vital to your success at a student.

You can find the following dates at: http://www.emich.edu/registrar/calendars/

FALL 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5 Week Session – IMC</td>
<td>8/25/2014-10/15/2014</td>
</tr>
<tr>
<td>Freshman Residence Hall Move-In Day</td>
<td>8/30/2014</td>
</tr>
<tr>
<td>Freshman Orientation</td>
<td>8/30/2014-9/2/2014</td>
</tr>
<tr>
<td>Upper Class Residence Hall Move-In Day</td>
<td>8/31/2014-9/1/2014</td>
</tr>
<tr>
<td>Labor Day, No Classes – University Closed</td>
<td>9/1/2014</td>
</tr>
<tr>
<td>Fall 2014 Bill Due – Student Business Services</td>
<td>9/2/2014</td>
</tr>
<tr>
<td>Beginning of Classes</td>
<td>9/3/2014</td>
</tr>
<tr>
<td>No Classes – University Open</td>
<td>11/26/2014</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>12/1/2014</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>12/11/2014</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>12/12/2014-12/18/2014</td>
</tr>
<tr>
<td>Close of Fall Semester</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>Commencement</td>
<td>12/20/2014</td>
</tr>
<tr>
<td>University Closed</td>
<td>12/24/2014-1/1/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>7.5 Week Session - IMC</th>
<th>7.5 Week Session 1</th>
<th>15 Week Session</th>
<th>6 Month Session</th>
<th>7.5 Week Session 2</th>
<th>7.5 Week Session - IMC</th>
<th>7.5 Week Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day Add Via Web (a)</td>
<td>8/27/14</td>
<td>9/5/14</td>
<td>9/9/14</td>
<td>9/15/14</td>
<td>9/19/14</td>
<td>10/22/14</td>
<td>10/24/14</td>
</tr>
<tr>
<td>Last Day 100% Tuition Refund (individual or total withdraw)</td>
<td>8/28/14</td>
<td>9/8/14</td>
<td>9/12/14</td>
<td>9/20/14</td>
<td>9/22/14</td>
<td>10/23/14</td>
<td>10/27/14</td>
</tr>
<tr>
<td>Last Day 50% Tuition Refund (Total Withdraw Only) with W Grades (b)</td>
<td>9/8/14</td>
<td>9/16/14</td>
<td>9/29/14</td>
<td>10/18/14</td>
<td>9/30/14</td>
<td>10/31/14</td>
<td>11/4/14</td>
</tr>
</tbody>
</table>

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| Last Day Add with Department Authorization | 9/19/14 | 9/29/14 | 10/24/14 | 12/1/14 | 10/13/14 | 11/13/14 | 11/17/14 |
| Last Day 25% Tuition Refund (Total Withdraw Only) with W Grades (b) | 9/19/14 | 9/29/14 | 10/24/14 | 12/1/14 | 10/13/14 | 11/13/14 | 11/17/14 |
| Last Day Individual Withdraw (W Grade) – No Refund (b) | 9/29/14 | 10/7/14 | 11/11/14 | 1/1/15 | 10/21/14 | 11/21/14 | 11/25/14 |
| Last Day Total Withdraw (W Grade) – No Refund (b) | 10/8/14 | 10/14/14 | 12/11/14 | 2/24/15 | 10/28/14 | 12/3/14 | 12/11/14 |

**WINTER 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Re-Opens</td>
<td>1/2/2015</td>
</tr>
<tr>
<td>Winter 2015 Bill Due – Student Business Services</td>
<td>1/2/2015</td>
</tr>
<tr>
<td>Move-In Day and Winter Orientation</td>
<td>1/4/2015</td>
</tr>
<tr>
<td>Beginning of Classes</td>
<td>1/5/2015</td>
</tr>
<tr>
<td>MLK Jr. Day – No Classes, Campus Wide Celebration</td>
<td>1/19/2015</td>
</tr>
<tr>
<td>Winter Recess – No Classes, Campus Open</td>
<td>2/23/2015-3/1/2015</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>3/2/2015</td>
</tr>
<tr>
<td>Spring Recess – No Classes, University Closed</td>
<td>4/3/2015-4/5/2015</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>4/20/2015</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>4/21/2015-4/27/2015</td>
</tr>
<tr>
<td>Commencement</td>
<td>4/26/2015</td>
</tr>
<tr>
<td>Close of Winter Semester</td>
<td>4/27/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Type</th>
<th>7.5 Week Session - IMC</th>
<th>7.5 Week Session 1</th>
<th>15 Week Session</th>
<th>6 Month Session</th>
<th>7.5 Week Session 2</th>
<th>One Week Winter Break</th>
<th>7.5 Week Session - IMC</th>
<th>7.5 Week Session 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day Add Via Web (a)</td>
<td>1/7/15</td>
<td>1/7/15</td>
<td>1/9/15</td>
<td>1/17/15</td>
<td>1/22/15</td>
<td>2/22/15</td>
<td>3/4/15</td>
<td>3/4/15</td>
</tr>
<tr>
<td>Last Day 100% Tuition Refund (individual or total withdraw)</td>
<td>1/8/15</td>
<td>1/8/15</td>
<td>1/14/15</td>
<td>1/22/15</td>
<td>1/23/15</td>
<td>2/22/15</td>
<td>3/5/15</td>
<td>3/5/15</td>
</tr>
<tr>
<td>Last Day 50% Tuition Refund (Total Withdraw Only) with W Grades (b)</td>
<td>1/16/15</td>
<td>1/16/15</td>
<td>1/30/15</td>
<td>2/19/15</td>
<td>2/2/15</td>
<td>2/23/15</td>
<td>3/13/15</td>
<td>3/13/15</td>
</tr>
<tr>
<td>Last Day Total Withdraw (W Grade) – No Refund (b)</td>
<td>2/18/15</td>
<td>2/13/15</td>
<td>4/20/15</td>
<td>6/18/15</td>
<td>3/6/15</td>
<td>2/26/11</td>
<td>4/15/15</td>
<td>4/13/15</td>
</tr>
</tbody>
</table>

**SUMMER 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Classes</td>
<td>5/4/2015</td>
</tr>
<tr>
<td>Memorial Day – No Classes, University Closed</td>
<td>5/25/2015</td>
</tr>
<tr>
<td>Independence Day Recognized – No Classes, University Closed</td>
<td>7/3/2015</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>8/17/2015</td>
</tr>
<tr>
<td>Close of Summer Semester</td>
<td>8/17/2015</td>
</tr>
</tbody>
</table>

**Codes:**

(a) – Initial registration occurring on or after the Part of Term start date will incur a one-time late registration fee.

(b) – Date applicable only if student’s classes are ALL within the same Part of Term and/or a later starting Part of Term.
II.

Glossary of Important Terms

This section is meant as a reference to assist in understanding the policies and procedures that are in place at EMU. This is not a comprehensive listing of all terminology you may need to know, but covers basics for general understanding.
A

**Academic Calendar**: Calendar of important dates student’s need to know including when academic terms begin and end, college closings, and deadlines.

**Academic Dismissal**: If a student on academic probation fails to earn the minimum 2.0 GPA or reach above a 67% completion rate by the end of the current academic term enrolled, he/she will be dismissed and not be allowed to enroll for one full academic year.

**Academic Dismissal Appeal**: A process by which a student can appeal their Academic Dismissal from EMU, requesting to be reinstated as a student.

**Academic Policies**: Official policies and rules of the institution that apply to students concerning matters which directly affect academic standards. These policies include such topics as grading systems and standards, registration and withdrawal from classes, choosing and/or changing your curriculum, petition for graduation, and much more.

**Academic Probation**: If a student fails to earn the minimum 2.0 GPA or falls below a 67% completion rate by the end of the term enrolled, she/he will be placed on academic probation.

**Academic Progress**: Students are required to maintain a minimum GPA of 2.0 and a completion rate above 67% to remain in good standing with EMU.

**Accreditation**: A status awarded by a professional body with an interest in maintaining standards for its members.

**Admissions**: The process of becoming officially recognized as a student. Once admitted you do not have to go through this process again unless you step out from EMU for an extended period of time.

**Advising**: Assistance with the process of planning courses need to be taken in what order to reach your academic goals.

C

**Census Date (100% Drop Deadline)**: The census date is the date on which EMU certifies student enrollment for financial aid recipients. Courses dropped by students on or prior to the census date will not appear on permanent records.

**Class Schedule**: Information on the courses and sections to be offered in a given term or enrollment period including names or instructors, days, hours, room numbers, course credit hours, course description, and fees. This term can also reference your personal class schedule for a semester which shows the courses you are enrolled in for that term.

**Commencement**: A graduation ceremony where students officially receive their degrees typically held at the end of the academic term.

**Completion Rate**: The number of EMU credits a student has earned divided by the number of EMU credits attempted. To calculate: Earned hours (______) / Attempted Hours (______) = Completion rate (______) x 100 = Percent Completion Rate (______ %)

**Core Requirements**: Mandatory courses within a program of study that students are required to complete to earn a degree.

**Cost of Attendance (COA)**: A total amount of attending EMU including tuition and fees, room and board, books, supplies, transportation, and related expenses.

**Course**: The unit of instruction utilized to assemble a student’s educational requirements. Traditionally, a certain number of hours per week over the span of an academic term, during which a particular set of subject matter is investigated.

**Course, Add**: Process by which students make changes to their schedule of courses by adding courses.

**Course, Cancelled**: A course that will no longer be held that academic term.
Course, Closed: A course that is now considered full and registration is closed because maximum seat capacity has been reached.

Course Credit Hour: Unit by which EMU measures the total content of each course, typically related to the total hours of instruction. Graduation requirements are based on credit hours.

Course Description: This tells students what is taught in a course, what the objectives are, and what they should be able to do upon completion. It also describes the required course hours and if there are any pre-requisites that need to be met before enrolling in the course.

Course, Drop: This is a process by which students make changes to their schedule of courses by dropping courses.

Course, Hybrid: This is a course that combines online learning (accessible from the Web) and face-to-face instruction. The schedule and structure can significantly vary from one course to another.

Course, Laboratory: This is a course in which students are required to perform certain functions in controlled situations that help them test and understand what is being taught in a lecture based course. Labs are always connected to a lecture based course and you must register for both during the same academic term.

Course, Lecture: This is a course where students attend on a regular basis and the instructor lectures on course materials.

Course Number: A number assigned to identify a course. This utilizes an abbreviation for the subject area and a three digit number. Example: ENG-101.

Course Pre-requisite: This is a condition or requirement that must be met before enrolling in a course. To satisfy a prerequisite, you must receive a “C” or better in the course to advance to the next course.

Course Reference Number: A five digit number EMU assigns to each scheduled time a course is offered. Example: ENG-101, CRN 12345.

Course, Waitlist: A course that is currently considered full, but you are able to register to be placed on a waitlist should any available seats open up.

Curriculum: Also called “Program of Study” or “Major”. A set of required and elective courses designed to meet specific career or transfer goals, and leading to a degree or certificate upon successful completion. Curriculum descriptions typically lay out not only the list of courses required, but also the order in which some of them should (or must) be taken (pre-requisites).

Degree: Title given for the completion of an academic program and official confirmation by EMU signing you have successfully completed an extended program of study.

Degree Requirements: The requirements prescribed by EMU for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of credit hours, required GPA, prerequisites and elective courses within the specified major and/or minor area of study.

Department: Faculty are organized into departments along academic disciplinary lines to assist with the efficiency of planning and program development.

Discipline: Name given to a set of courses in the same subject area which are identified by a particular three or four letter prefix in the college catalog. Example: Biology (BIO).
**Expected Family Contribution (EFC):** A formula established by the U.S. Congress calculates the Expected Family Contribution (EFC) or what the family can contribute to education. This formula takes into account the family's income, assets, number of family members, and number in the household attending college at least half-time. This is based on income from the prior year of enrollment. Example: 2014-2015 academic year utilizes income numbers from 2013.

**Enrollment:** This is the procedure by which students choose classes each semester.

**Free Application for Federal Student Aid (FAFSA):** The federal application that must be completed to receive all federal aid. The FAFSA may be completed online at www.fafsa.ed.gov.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs, and publications.

**Family Educational Rights & Privacy Act (FERPA):** Protection of a student’s right of privacy of information that EMU has concerning the student. This is a guideline for the release or disclosure of information as is required by federal and state law.

**Financial Aid:** Financial aid is made available from grants, scholarships, loans, and work-study employment. Awards may be combined into “award packages” to meet the cost of education. Financial need, available funds, student classification, academic performance, and sometimes the timelines of the application determine the types and amounts of aid awarded.

**Financial Need:** Cost of attendance (COA) – Expected Family Contribution (EFC) = Financial need.

**Full-Time Student:** Undergraduate students must be registered for 12 or more credits. Graduate students must be registered for 8 or more credits.

**General Education Requirements:** Courses required by all students for successful completion of any degree at EMU. This coursework represents common areas of knowledge and skills which offer a coherent and broadly comprehensive academic foundation.

**Grade Grievance:** The way by which a student can dispute an assigned grade through an appeal process.

**Grade Point Average:** A student’s grade point average is the equivalent of his/her average for curriculum course work. Each letter grade has an equivalent point value between 0-4. The grade point average is found by adding the total grade point values for all courses and dividing by the total number of credits attempted during the same academic term.

**Grade, Credit/No Credit:** A course in which, if passed, you receive credit for but does not impact GPA. If course is not passed no credit will be received for that course.

**Grade, In Progress (IP):** Work is currently in progress and final grade will be assigned once all required work is completed.

**Grade, Incomplete (I):** Upon request an instructor may assign an incomplete (a grade of “I”) to a student. It is only assigned when a student has completed a majority of the assignments and has a grade of “B” or better in the course. Course requirements must be completed within a mutually agreed upon timeframe, no more than one academic year.

**Grade, Non-Attendance (NA):** This is a grade assigned if student NEVER attended the course.

**Grade, Pass/Fail:** Students can elect to take a course based on a pass/fail option. If course is
passed student will receive credit for the course, but course will not impact GPA. If course is not passed student will not receive credit for the course.

Graduation Audit: Upon successfully completion of 95 credit hours or the semester prior to your anticipated graduation date a student must file for a graduation audit in which EMU will verify that they are on track to graduate and/or have met the requirements to file for graduation.

Hold: A hold is placed on a student’s academic record when an outstanding obligation, monetary or material, occurs. The hold is released when the obligation has been satisfactorily met. Any person who has a hold placed on their record will not be allowed to register, receive transcripts, or receive other services from EMU until the hold is released.

Independent Study: This is a course in which a student works with an instructor to create their own instructional materials typically to do advanced work in a specific field of study that is not offered through other institutional courses.

Major: A major is a student’s chosen field of study it usually requires the successful completion of a specified number of credit hours.

Matriculate: This means to be formally admitted and enrolled into a college or degree program.

Minor: A minor is designated as a specific number of credit hours in a secondary field of study, typically related to the field in which you are obtaining a major in.

Non-Resident Status: This includes any student who has not lived continuously in Michigan/Ohio for one full year prior to enrollment.

Online Learning: Online classes meet via computer, through an online learning management system (EMU Online). Online student log in to attend class. There they access course lectures, receive assignments, and correspond with classmates and instructor.

Orientation: Orientation is a valuable resource that provides a variety of information that will help you navigate through college policies and procedures.

Part-Time Student: Undergraduate students registered for 6-11 credits. Graduate students registered for 4-7 credits.

Program of Study: The degree or certificate you are working towards while enrolled at EMU.

Re-admission: A student who has been previously academically dismissed and sat out the required one year period must apply for re-admission to EMU in order to continue their studies at EMU.

Re-enroll: A student must re-enroll at EMU if it has been more than two years since last enrollment in courses. This process must occur before you will be permitted to register for courses.

Registration: The procedure by which students choose courses each academic term. There is a registration period when students can register for classes to be offered the upcoming academic term, typically beginning mid-way through the current academic term.

Residency Status: This is the tuition rate classification of a student determined by the location in which the student permanently resides.
S

Satisfactory Academic Progress (SAP): This is required by all programs to ensure that students who are receiving federal and state aid are making measurable progress toward completion of a degree, diploma, or certificate program within a reasonable time frame.

Satisfactory Academic Progress (SAP) Appeal: Students who fail to meet the standards of satisfactory academic progress will be ineligible to receive federal or state aid, but have the option of submitting an appeal to gain eligibility back. The financial aid office is able to consider appeals based on extenuating circumstances.

Student Services: Activities/offices that contribute to the emotional and physical well-being of the students, as well as to their intellectual, cultural, and social development outside of the context of EMU’s formal instructional programs.

Syllabus: The syllabus includes college, division, and departmental information and explains expectations, policies, and course requirements for a particular course. This is a contract between the student and instructor for that specific course.

T

To Be Announced (TBA): This may be seen in the schedule of a course when the exact instructor or classroom has yet to be determined.

Transcript: The transcript is a permanent academic record. It may show courses taken, grades received, academic status, and/or honors received.

Transfer Credit: These are credits that have been carried over from a different institution to be utilized for credit at EMU. This could also include credits received at EMU that students can transfer to other institutions.

Tuition: This is the amount paid for each credit hour of enrollment. Tuition charges vary based on several factors including residency status, level of coursework, and other fees associated with courses.

Withdraw, Individual Course: Students may withdraw from a course during the academic term. This action becomes valid after the census deadline date or 100% drop date expires. A withdraw will appear as a “W” on your transcript, counts as an attempt on the course, and charges tuition fees. It will not impact your GPA, but does impact your completion rate.

Withdraw, Late: This is a process in which students with extenuating circumstances can request to be withdrawn from courses after the published withdraw deadline.

Withdraw, Total Term: Students may withdraw from all of their courses during the academic term. This action becomes valid after the census deadline date or 100% drop date expires. All courses registered for the term will be listed as “W” on your transcript, will count as attempts on those courses, and may be charged tuition fees. This will not impact your GPA, but does impact your completion rate.

Withdraw, Tuition Appeal: If for extenuating circumstances beyond a student’s control they are unable to complete their coursework in an academic term or they never attended any courses registered in an academic term this process allows students to appeal for the classes to be whipped from their permanent record and receive a refund of the tuition paid.
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Academic Standing

A. Academic Probation and Dismissal

1. An undergraduate student is placed on academic probation when his/her cumulative grade point average at EMU, is less than 2.00 (a “C” average) and/or his/her cumulative completion rate at EMU is less than 67%. Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

2. The University’s action of placing a student on academic probation should make the student aware that satisfactory progress is not being made toward completing degree requirements. The student should also realize the need to take steps, such as seeking additional help and advice, to improve the quality of his/her academic performance.

3. A student will be removed from academic probation only when his/her cumulative grade point average at EMU is at least 2.00 (a “C” average) and his/her cumulative completion rate at EMU is at least 67%.

4. Within the first thirty days of a semester - and preferably within the first week of a semester - the student on academic probation is required to have a conference with his/her assigned academic adviser to review the student’s program of classes and his/her plans for the semester. Further conferences may be required, or the student’s academic course load may be restricted, or the student may be informed of special conditions stipulated by a designated academic review committee to help ensure satisfactory progress toward graduation.

5. Students on academic probation who fail to achieve the required grade point average and completion rate in each term of enrollment at EMU while on probation will be subject to dismissal for academic reasons.

6. Exceptions to the above policies may be made under the following conditions: A student on academic probation who earns less than the required grade point average and completion rate in an enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.

a. Academic Reinstatement Request

1. Students who had extenuating circumstances which resulted in failure to maintain good academic standing may appeal the dismissal. An appeal may be submitted to the Academic Review Committee.

2. While your dismissal remains in effect, you will not be able to adjust your class schedule. You should, however, continue to attend all classes for which you are already registered until you have received official notification of the decision on your reinstatement request.

3. Requests for academic reinstatement do not automatically result in reinstatement.

4. Your classes will be cancelled and your dismissal upheld if you do not request a reinstatement by the deadline specified.
5. All reinstatement requests must be in writing, accompanied by documentation. There are no exceptions to this process.
6. All documents become property of EMU and will not be returned or copied after submission. You should make copies for your personal use before submitting them to the committee.
7. Personal interviews will not be considered and reinstatement request decisions are final. Notification of decisions will be sent to your EMU email account.
8. If your request is approved, further action on your part WILL be necessary to finalize your reinstatement. All deadlines will apply.
9. The Academic Reinstatement Request form can be found at:
   http://www.emich.edu/uacdc/forms_library/index.php
7. This policy is academic in nature and is not intended to have any application to the eligibility of any student to participate in any Eastern Michigan University extracurricular activity (e.g., marching band, varsity athletics, forensics team, etc.). All Eastern Michigan University extracurricular activities shall be free to define and implement their own standards for participation, independent of the policy.

B. Readmission
1. Any undergraduate dismissed from Eastern Michigan University must remain out of EMU for one calendar year. If you have been dismissed only once (not counting reinstatements), you may then apply for readmission through the University Advising and Career Development Center (you do not reapply through Admissions, nor do you re-enroll through Academic Records).
2. All financial obligations must be met in order to be eligible for enrollment. Students who have a Student Judicial Hold must contact that office prior to submitting a request for readmission. Students must report any past criminal conviction and will not be readmitted unless approved by the review committee. All information submitted must be correct and complete; any evidence of dishonesty in the presentation of information will result in a revoking of readmission and the matter will be referred to Student Conduct for further action.
3. Readmission is not automatic. An application for readmission must be submitted along with supporting documentation. A readmission interview will normally be required.
   a. Readmission application can be found at:
   b. The student applying for readmission will be required to support his or her eligibility for readmission through:
      1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University.
      2. Earning a minimum GPA of 2.00 (“C” average) if courses are taken at other accredited collegiate institutions

A student who is readmitted and is dismissed a second time normally will not be readmitted again.

Alcohol & Other Drug Abuse Prevention Program

A. University Alcohol & Other Drug Policy
1. The University is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws. Students and employees are prohibited from reporting to work or working under the influence of alcohol or drugs.

2. Employees may not consume, possess, distribute, or be under the influence of alcoholic beverages on University property or while on University business (except at University functions at which use of alcohol is approved). Employees, students, and campus visitors aged twenty-one (21) years or older, consuming alcohol at University functions or while on University business, where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional, or disruptive behavior.

3. Students and campus visitors who have attained the legal drinking age of twenty-one (21) years of age may possess and consume alcoholic beverages only at approved university functions or in residence hall rooms of students who have attained the legal drinking age. Those under twenty-one (21) years of age are not permitted to consume or possess alcoholic beverages at any time.

4. Students, employees and visitors are prohibited from dispensing, selling or supplying alcoholic beverages to a person under the legal drinking age as defined by Michigan law.

5. Students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication while on University property or University business. Although the Michigan Medical Marijuana Act of 2008 (MMMA) allows patients to possess and consume limited amounts of marijuana for certain medical conditions, the state law conflicts with federal laws. Because EMU is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendment of 1989, which prohibit controlled substances on campus, the use of medicinal marijuana is not permitted.

6. Any member of the University community who violates this policy is subject to both prosecution and punishment under federal, state and local laws and to disciplinary proceedings by the University.

7. This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

8. University employees and students who violate this policy shall be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual will be referred to resources to assist him/her in overcoming the drug or alcohol abuse pattern. This referral or assessment shall not limit the University’s ability to pursue appropriate disciplinary action, up to and including termination or expulsion, when an employee or student has violated this policy or any other University policy.

9. This policy shall not add to or supersede union contracts or established employee work rules.

B. Health Risks of Alcohol & Other Drugs

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1. Alcohol: Loss of concentration and judgment, slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

2. Amphetamines: Can cause rushed, careless behavior – pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition, and death.

3. Cannabis: Causes permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

4. Cocaine: Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.

5. Hallucinogens (PCP, LSD, Ecstasy): Causes extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma, and death. Frequent use can cause permanent loss of mental function.

6. Narcotics (Heroin, Morphine, Opium, Codeine): Tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest, and death; leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and Hepatitis; highly addictive.

7. Sedatives: Tolerance increases rapidly; produces physical and psychological dependence; causes reduced reaction time, and confusion; overdoses can cause coma, respiratory arrest, convulsions, and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

C. Assistance Available to Students at EMU

1. Student Well-Being
   a. Counseling and Psychological Services (CAPS); 734-487-1118
   b. The Wellness Center; 734-487-2226

2. Department of Public Safety (DPS); 734-487-1222

D. Alcohol & Other Drug Abuse Treatment Services Available

1. Adrian
   a. McCullough, Vargas, and Associates; 517-264-2244

2. Ann Arbor/Ypsilanti Area
   a. St. Joseph’s Mercy Hospital Chemical Dependency Services; 734-786-4900; www.sjmh.com
   b. Ann Arbor Consultation Services; 734.996.9111
   c. UoM Addiction Treatment Services (UMATS); toll free 800-828-8020 or 734-232-0600
   d. Alcoholics Anonymous; 734-482-5700; Huron Valley Area Intergroup; www.hvai.org
   e. Narcotics Anonymous for Washtenaw & Livingston County; 734-913-9839
   f. Dawn Farm; 734-485-8725 or 734-669-8265
   g. Washtenaw County Health Services Access; 800-440-7548 or 734-544-3050

3. Brighton/Howell/Livingston County
   a. Brighton Hospital; 888-215-2700 or 810-227-1211; http://brightonhospital.org/
b. Narcotics Anonymous for Washtenaw & Livingston County; 734-913-9839

c. Livingston Council Alcohol & Drug Services, Outpatient Services; 810-225-2530

4. Detroit Metropolitan Area
   a. Alcoholics Anonymous for Detroit or Wayne County; 313-831-5550
   b. Narcotics Anonymous; 877-338-1188
      1. Eastwood Clinics (Dearborn); www.stjohn.org 313-583-0735
      2. Detroit (Gratiot & 8 Mile); 313-369-5000

5. Flint
   a. Hope Network Insight Recovery Centers; 815-715-2340 or 800-356-4357; www.insightrecovery.org
   b. Community Recovery Services; 810-744-3600
   c. Narcotics Anonymous; 810-238-3636
   d. Alcoholics Anonymous; 810-234-0815

6. Jackson
   a. Washington Way; 517-782-4001
   b. Alcoholics Anonymous in Jackson; 517-789-8883

7. Toledo
   a. Alcoholics Anonymous; 419-380-9862
   b. Narcotics Anonymous; 800-587-4232
   c. Toledo Hospital Alcohol & Drug Assessment and Treatment Center
      1. Psychiatric Behavioral Medicine; 419-291-2351

E. Sanctions for Violations of Laws & Policies

1. The laws of the state of Michigan and Eastern Michigan University's policies and rules prohibit the consumption or possession for personal consumption of alcoholic beverages by persons less than 21 years of age. Further, Michigan laws and University policies prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. Eastern Michigan University's policies and rules, Local ordinances and laws, State laws and Federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

2. Community Sanctions:
   a. Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions which include, but are not limited to, the following:
      1. Fines as determined under local, state, or federal laws.
      2. Imprisonment, including up to life imprisonment for possession of more than 650 grams or trafficking in drugs such as Heroin and Cocaine.
      3. Forfeiture of personal and real property.
      4. Denial of federal benefits such as grants, contracts, and student loans.
      5. Loss of driving privileges.
      6. Required attendance at substance abuse education or treatment programs.
      7. Federal laws prohibit possession, use, distribution, manufacture, or dispensing.
b. A full description of federal sanctions for drug felonies can be found at the following: http://www.usdoj.gov/dea/agency/penalties.html

3. University Sanctions:
   a. Violation of University policies and rules will be subject to campus disciplinary review and action, as follows:
      1. Faculty & Staff:
         a. Disciplinary action will be taken as per applicable collective bargaining agreements and university policy up to and including termination of employment.
         b. Information about violations related to tobacco use can be found under EMU Tobacco Use policy.
      2. Students:
         a. Disciplinary action will be taken by the Office of Student Conduct and Community Standards under the Student Conduct Code and may include sanctions ranging from formal reprimand to permanent dismissal, in addition to counseling and/or referral to a substance abuse educational/intervention program. In certain circumstances, parents of a student under 21 years old will be notified about the drug or alcohol violation, as per Eastern Michigan University’s policy on Parental Notification. The FERPA policy can be found at http://www.emich.edu/registrar/ferpa.htm.
         b. Information about violations related to tobacco use can be found under EMU Tobacco Use policy.
         c. In addition to University level action taken under the Student Conduct Code, other University departments maintain internal policies and rules regarding alcohol and other drugs and may impose sanctions against students and/or student groups which violate these policies. For example, University Housing, Athletics, Greeks, Studies Abroad and several academic departments have policies addressing alcohol and other drugs. Any action taken under one policy does not prevent action being taken under any other policy.

F. Employee Reporting Requirement
   1. Under the Drug Free Schools and Communities Act Amendments of 1989, a faculty or staff member employed under a federal grant or contract must notify the University (Human Resources, Employee Relations (734-487-0083) or Academic Human Resources (734-487-0076), in writing, of his or her arrest or conviction for violation of any criminal drug statute occurring in the workplace or while on University business no later than five days after such arrest or conviction.

G. Review of EMU’s Alcohol & Other Drug Abuse Prevention Program
   1. The University will review its Alcohol and Other Drug Abuse Prevention Program every 2 years to determine its effectiveness and implement changes to the program as needed and to ensure that the disciplinary sanctions applied by the University are consistently enforced.

Class Attendance

A. Students
   1. Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and
development. Attendance and participation provide appropriate opportunities for the evaluation of the student’s progress.

2. Each student is personally responsible for the satisfactory completion of the course work prescribed by his/her instructors. This means specifically that he/she is expected to attend classes regularly, and that he/she is responsible for the work assigned in class, the materials covered in class, and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student’s course grade.

B. Faculty
1. Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences should be sent to the dean of the college. Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.

C. Cancellation
1. Classes may be cancelled by the Office of the President through the Office of the Executive Vice President for Academic and Student Affairs. Off-campus classes are cancelled through the Executive Director Extended Programs and Educational Outreach.

D. Changes
1. Faculty may not change the time or room of a class printed in the University class schedule unless the change is approved by the department head and the dean of the college.

E. At the End of the Semester
1. Classes are taught through the last teaching day of the semester as indicated in the University calendar.

F. Near Holidays
1. Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.

G. Absences from Class during Religious Holidays
1. Eastern Michigan University recognizes the right of students to observe religious holidays. Instructors will work with students to make reasonable accommodations when classes are missed for these reasons.
2. Students who plan to miss class in observance of upcoming holidays must provide advance notice in writing or via email to their instructors in order to arrange accommodations.

Copyright Compliance

A. University Policy Statement
1. Eastern Michigan University respects the legal right of ownership of intellectual property in all media. Educational use of such property must be performed within the bounds of copyright law. It
is the policy of Eastern Michigan University to adhere to the provisions of United States copyright laws, the copyright laws of other countries and copyright licensing arrangements and contracts. This policy is intended to apply broadly to all faculty, administrators, staff, students and any other persons involved in using copyrighted materials in pursuit of University business or activities, or using University facilities, equipment or materials. The University does not support unauthorized duplication in any form. Faculty, administrators, staff, students and others engaged in University related activities, who violate the University’s copyright policy and/or the law, do so at their own risk, assume all liability for such violations and may be subject to disciplinary action.

B. University Practice

1. All faculty, administrators, staff, students and others engaged in University-related activities or using University facilities, equipment or materials, shall comply with copyright laws by obtaining permission, when necessary, from the appropriate person or entity, or when allowed, by adhering to the requirements of fair use and other exemptions provided by law.

2. Copyright
   a. As required by the federal Higher Education Opportunity Act of 2008 (HEOA), students are reminded of the university’s policies regarding copyright compliance when using university computing systems.
   
   b. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
   
   c. Penalties for copyright infringement include civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages and a court can, in its discretion, also assess cost and attorneys’ fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and/or fines.
   
   d. Copyright protected materials include but are not limited to, software, music, written works, audio and videos, photographs, and electronic books (e-books). Specifically:
      1. Do not use the intellectual property rights of another without written permission.
      2. DO not install, duplicate, download, store, transmit, or use software without a license.
      3. DO not use your computer or other electronic device – without express authorization – to copy, display, store, transmit, or distribute copyright materials. This includes but is not limited to text, music, video, multimedia, or other files.
      4. Do not use your computer or other electronic device to copy, display, store, transmit, or distribute illegal materials.
   
   e. Additional information concerning copyrights can be found at the US Copyright Office FAQ website at http://www.copyright.gov/help/faq.
f. Copyright infringement is against the law and also violates Eastern Michigan University’s Student Conduct Code (http://www.emich.edu/policies/policy.php?id=124) as well as the other University policies cited below. Sanctions for a violation of the Student Conduct Code range from a verbal warning to permanent dismissal, depending on the nature of the offense.

g. For more information, please visit the following Eastern Michigan University websites:
   1. HEOA Compliance Information: http://www.emich.edu/it/about/policies/heoa2008.php
   4. Acceptable Use Policy (IT Systems):
      http://www.emich.edu/web_standards_guide/acceptable_use_policy.html
   5. Motion Picture Association of America (MPAA) Copyright Website:
      http://www.respectcopyrights.org/highered.html
   6. Recording Industry Association of America (RIAA) Copyright Website:

3. Fair Use
   a. The Fair Use doctrine, 17 United States Code §§ 107 and 108, provides for limited use of copyrighted materials for educational and research purposes without obtaining permission from work's owner. Section 107 of 17 U.S.C. states:
   b. § 107. Limitations on exclusive rights: Fair Use
      1. Notwithstanding the provisions of sections 106 [covering exclusive rights in copyrighted works], and 106A [concerning the rights of certain authors for attribution and integrity], the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:
         a. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
         b. the nature of the copyrighted work;
         c. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
         d. the effect of the use upon the potential market for or value of the copyrighted work.
      2. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.
      3. The University's Office of Legal Affairs should be consulted whenever there are questions regarding whether the "Fair Use" doctrine is applicable.

4. Digital Millennium Copyright Act (DMCA)
   c. The president of the University shall designate the person to act as the agent to receive notices of infringement under the Digital Millennium Copyright Act. The designation and the required agent contact information shall be published on the University Web site and registered with the United States Copyright Act as provided by law. The notice published on the University Web
site shall include a summary of the requirements for a valid infringement claim as provided in the DMCA.

d. Procedures under the authority of this policy shall be defined and implemented to comply with the provisions of the DMCA.

5. Technology, Education, and Copyright Harmonization (TEACH) Act and Distance Education
   a. It is the intention of the University to comply with the provisions of the Technology, Education and Copyright Harmonization Act, the TEACH act of November 2, 2002 amending §110 of Title 17 U.S.C.
   b. Procedures under the authority of this policy shall be defined and implemented:
      1. Provide copyright informational materials to accurately describe and promote compliance with the copyright laws of the United States. These materials shall be provided to faculty, administrators, staff and students. The materials may be printed or online, or both.
      2. Provide notice to students in addition to notices in general informational material that materials used in a given course may be subject to copyright protection. The notice shall be given in the distribution materials for a course, and on or within online portions of a course, such as a Web site used in distance education.
      3. Regulate the electronic distribution and transmission of the content of course materials to only those students officially enrolled in the course for which transmission is made.

C. Responsibility for Implementation
   1. The Associate Vice President of University Marking and Communications, the Chief Information Officer, and the University Librarian are responsible for causing the implementation and administration of this policy. Those administrators shall cause the creation of appropriate procedures and guidelines to meet the requirements of the DMCA, TEACH Act, and other applicable laws, and for public copyright warning notices on and at appropriate devices and places, as well as procedures for dealing with the use of copyrighted materials:
      a. in printed, audio, video, digital and other media in the classroom or otherwise, and
      b. on University Web sites, servers or other devices distributing electronic files, and
      c. in digital materials, audio, video, writings, images and other materials or documents distributed electronically through online course content tools, or otherwise, and
      d. for all other relevant uses
   2. The University Librarian shall be the authority for determining copyright exemptions and permissions for library and archive copying and reproduction activities, including library photocopying activities, e-Reserves and the online and other activities of the library.

Disability Resource Center
246 Student Center | 734-487-2470 | drc@emich.edu

A. Accommodation Procedures for Student with Disabilities

1. It is the policy of Eastern Michigan University to provide equal educational opportunities to all students.

2. In practice, the University has designated the Disability Resource Center as the point of contact for students with disabilities. Students who anticipate barriers to full inclusion and access to curricular
and co-curricular University offerings should call and schedule an initial conversation with a DRC adviser. It is the intention of the DRC to develop a deeper understanding of how the educational environment fully intersects with the students. This can mean that the students will have multiple conversations with the DRC over the period of time they are enrolled, thus providing the opportunity to modify accommodations based on the design and delivery of academic and non-academic offerings.

3. The initial conversation is intended to be truly “interactive”. We will explore with the student the following points of intersection: What accommodations is the student seeking? What accommodations have been used successfully in the past? What sources of documentation does the student have, and what do those sources say? Do laboratory or on-line environments intersect differently? Are there any considerations that need to be made in the Housing and Dining environments?

4. As a result of the initial conversation, a “Letter of Accommodations” (LOA) is developed and agreed upon by the Student and Adviser. The student is provided a copy of the LOA and will be instructed to arrange to meet with their instructor and provide a copy of the LOA and discuss the implementation of the accommodations. For students and faculty, the conversation should always be about accommodations and not the nature of the student’s condition. It is understood that accommodations are never retroactive and some accommodations will require lead time to be put in place. Students are encouraged to initiate this process early to allow adequate time for arrangements to be made.

5. DRC staff collaborate with faculty, staff, and students regarding the implementation of accommodations. Should anyone in this process have questions about the “reasonableness” of a request or how to implement accommodations, they should immediately contact the DRC. Students should not be put in the role of “negotiating” their accommodations. DRC staff are a resource to all staff and faculty and welcome all inquiries.

6. In accordance with University policy and applicable federal and state laws, the University community is prohibited from discriminating based on disability. All University personnel are responsible for ensuring that any qualified student with a disability is not denied access to, or participation in any program, service, or activity because of a disability. Students who are seeking accommodations should register with the Disability Resource Center.

**Family Education Rights & Privacy Act (FERPA)**

A. Annual Notification

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student educational records. Under the provisions of FERPA students are afforded the right to:
   a. Inspect and review educational records within 45 days of the day EMU receives a request for access
b. Request the amendment of the student’s educational records that the student believes are inaccurate or misleading.

c. Consent to disclosure of personally identifiable information contained in the student’s educational record.

d. Submit a written request, within 14 days after each term begins, to EMU’s Office of Records & Registration to have personal information (i.e. name, electronic mail, place of birth, major field of study, participation in recognized organizations, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, and most recent previous educational agency or institution attended by the student) excluded from the Public or Directory Information.

e. File a complaint with the U.S. Department of Education concerning alleged failures by EMU to comply with the requirements of FERPA.


B. What is an Educational Record

1. Any record, with certain defined exceptions, that contain personally identifiable information directly related to the student that is maintained by the institution or agent of the institution.

2. Such records may include written documents, computer media, microfilm and microfiche, video, audio tapes or CDs, film or photographs.

C. Release of Educational Records

1. EMU cannot release educational records without prior written consent, EXCEPT in the following circumstances:

a. The information disclosed is designated as “directory information”

b. School officials with legitimate educational interest

c. Other schools in which a student “seeks” or intends to enroll

d. Specified officials for audit or evaluation purposes

e. Appropriate persons or organizations in connection with financial aid for which a student has applied

f. Organizations conducting certain studies for or on behalf of educational institutions to develop, validate or administer predictive tests, administer student aid programs, or improve instruction

g. Accrediting organizations

h. Parents or guardians of students under the age of 21 regarding violations of any law or institutional policy governing the use of alcohol or a controlled substance

i. Parents of a dependent student as defined by the internal revenue code

j. To comply with a judicial order or lawfully issued subpoena

k. In cases of health and safety emergencies if knowledge of the information is necessary to protect the health or safety of the student or other individuals

l. Results of disciplinary hearing to an alleged crime of violence
A. Applying for Financial Aid

1. If you would like to be considered for financial aid at Eastern Michigan University, you will need to fill out a Free Application for Federal Student Aid (FAFSA).

2. The FAFSA is available after January 1st. You may use estimated income information when completing the FAFSA. You can make a correction after you file your tax return.

3. The Office of Financial Aid recommends that students submit their FAFSA online in January each year. Some types of aid are available regardless of when you apply, but certain types of aid are considered priority aid and awarded on a first-come, first-serve basis due to limited funding.

B. Student Aid Report (SAR)

1. You will receive your SAR by e-mail within 3-5 days after your FAFSA has been processed, if you provided an e-mail address when you applied. This e-mail will contain a secure link so you can access your SAR online.

2. EMU will receive your data and will determine your aid eligibility. You should expect to receive an award letter 2-3 weeks after your FAFSA is submitted. The award letter will tell you the type of financial aid you are eligible to receive from federal, state, and institutional sources and how much you may receive. New students will be mailed an award letter. Returning students will receive their award letter via their my.emich account.

C. Census Date

1. On census date, enrollment is locked for federal and state grant purposes. Any classes added or dropped after this date will not affect (increase or decrease) federal or state grant payments.

2. It is very important that students are registered for all of their courses by the census date. Students who are given permission to add classes after the University census date deadline will be responsible for their new tuition charges unless they have federal student loan eligibility.

### Important Dates & Deadlines

Since federal grants and loans cannot disburse until verification is complete, it is imperative that you take immediate action to submit all requirements. If you fail to submit your requirements by the dates below our office cannot guarantee prompt disbursement of your Financial Aid and you will be responsible for any late payment fees charged to your student bill. If the application dates below have passed, submit your documentation immediately.

<table>
<thead>
<tr>
<th>Applying For Aid</th>
<th>Census Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>all 2014</td>
<td>June 1, 2014</td>
</tr>
<tr>
<td>Winter 2015</td>
<td>Nov. 1, 2014</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>April 1, 2015</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Sept. 12, 2014</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>May 13, 2015</td>
</tr>
</tbody>
</table>
D. Enrollment
1. Fall and Winter financial aid offers for undergraduate students are based on assumed full-time enrollment, graduate student offers are based on assumed ¾ time enrollment. Summer financial aid offers are based on assumed ½ time enrollment for all students. Students who plan to enroll in fewer hours than we assumed for fall, winter, or summer should contact our office to determine the effect on scholarship and financial aid eligibility.

2. This chart reflects credit enrollment levels for Fall, Winter, and Summer semesters:

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>¾ Time</th>
<th>½ Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>12 or more</td>
<td>9, 10, or 11</td>
<td>6, 7, or 8</td>
</tr>
<tr>
<td>Graduate</td>
<td>8 or more</td>
<td>6 or 7</td>
<td>4 or 5</td>
</tr>
</tbody>
</table>

E. Official Withdrawal
1. If a student receiving financial aid withdraws from all classes in a semester, the student may be required to repay a portion of the financial aid received for the semester in which the withdrawal occurs. A withdrawal calculation is performed as required by federal regulations.

2. A student is eligible to retain the percentage of aid disbursed that is equal to the percentage of semester that was completed by the student (calculated daily). The unearned aid must then be returned to the appropriate federal aid program(s). The student will be responsible for the balance of unearned aid that is returned to the federal aid program(s).

F. Unofficial Withdrawal – Students Who Stop Attending Classes
1. A student who fails all of their courses or receives a combination of ‘E’, ‘F’, ‘W’, ‘NC’, ‘U’, and ‘UN’ grades for a semester is considered to have unofficially withdrawn from EMU.

2. If the student attended one or more of their classes beyond the 60% point, they may obtain documentation from their professors (such as graded homework, exam grades, or attendance taken) to document their last day of attendance. Documentation should be submitted to the Office of Financial Aid for re-evaluation.

3. If documentation is not provided, the Office of Financial Aid must calculate the student’s eligibility for Federal aid based on the midpoint of the semester.

G. Code of Conduct for Student Loans
1. This code of conduct is applicable to all officers, employees and agents of Eastern Michigan University and any affiliated organizations with responsibilities (directly or indirectly) with respect to private student loans. Please see the full Code on the Office of Financial Aid website at: http://www.emich.edu/finaid/pdf_files/codeofconduct.pdf

H. Athletic Program Participation Rates and Equity in Athletics Data (EADA)
1. Annually, the Department of Athletics provides a report on participation rates and financial data. The report to NCAA is available on the Athletics website under the “Inside Athletics” link, select “NCAA Financials” or click on this direct link:

I. Satisfactory Academic Progress (SAP)
1. Federal regulations require the Office of Financial Aid to monitor the academic progress of all students toward the completion of their degree. Your complete EMU academic record is
considered regardless of whether or not financial aid was received each semester. Academic progress is evaluated each semester of enrollment using three factors:

a. Grade Point Average (GPA)
b. Percentage of attempted credit hours completed (completion rate)
c. Maximum credits of eligibility (MCE) in which to complete a degree

2. Failure to maintain Satisfactory Academic Progress will result in cancellation of eligibility to receive funds from Federal Title IV, state, or university need-based aid programs.

3. Requirements:

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Maintain a 2.00 cumulative GPA</td>
<td>• Maintain a 3.00 cumulative GPA</td>
</tr>
<tr>
<td>• Complete and pass a minimum of 67% of the credit hours attempted at EMU</td>
<td>• Complete and pass a minimum of 67% of the credit hours attempted at EMU</td>
</tr>
<tr>
<td>• Complete all degree requirements (this includes credit hours transferred into EMU) within 150% of the minimum number of credits required to graduate (example: 124 minimum x 1.5 = 186)</td>
<td>• Complete all degree requirements (this includes credit hours transferred into EMU) within 150% of the minimum number of credits required to graduate (example: 30 minimum x 1.5 = 45)</td>
</tr>
</tbody>
</table>

4. Warning

a. Students who fail to meet the above requirements of SAP are placed on a warning status. While on warning, students are eligible to receive financial aid. Students may receive aid for a total of one semester on warning status.
b. Students not meeting these Satisfactory Academic Progress standards will receive communication via email to their emich email address.

5. Cancellation

a. Students will no longer be eligible for financial aid if any of the following occurs:
   1. Following one semester of warning, the student fails to meet the minimum SAP requirements
   2. Student has earned the maximum credits of eligibility allowed for their program of study.
   3. Students on cancelation will receive communication via email to their my.emich email account and a letter mailed to their permanent address.

6. Appeal Process

a. Students who had extenuating circumstances which resulted in failure to maintain SAP may appeal the cancellation. An appeal may be submitted to the Office of Financial Aid Review Committee.
b. SAP cancellation appeals for GPA or CR must include the following:
   2. Personal statement explaining:
      a. The circumstances that prevented academic progress
      b. A plan on how academic progress will be improved

<table>
<thead>
<tr>
<th>Appealing For Aid:</th>
<th>Appeal Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Oct. 31, 2014</td>
</tr>
<tr>
<td>Winter 2015</td>
<td>March 6, 2015</td>
</tr>
</tbody>
</table>
1. Supporting documents (such as letters from professors, medical documentation, etc.)
2. Complete Financial Aid Awareness Counseling at studentloans.gov. Include printed confirmation page provided at conclusion of counseling with your appeal.

c. SAP cancellation appeals for MCE must include the following:
   1. Submit the Maximum Credit Hours Reached Appeal Form – http://www.emich.edu/finaid/forms/1415/mceppeal.pdf
   2. Supporting third party documentation, as appropriate

d. The review committee may consider significant change in major when reviewing MCE. However, multiple majors and minors and/or excessive E, I, N, or W grades or repeated courses are not adequate reasons for exceeding the MCE requirement. Appeals submitted for these reasons cannot be approved.

e. Appeal decisions are sent to the student’s EMU email address. If the appeal is approved, the student will be placed on probation status and will be eligible to receive financial aid for a period of one semester after a contract has been signed by the student. The contract will provide conditions the student is required to meet for their probationary semester.

f. If a decision is made to deny the appeal, the student may request a second review by the committee only if the student can provide new information and documentation that was not included in the initial appeal.

g. A student may regain financial aid eligibility by meeting the SAP standards if an appeal is denied or never submitted.

J. Re-Establishing Eligibility
1. If your eligibility has been cancelled and you do not meet the appeal criteria, you will regain eligibility automatically once you are meeting the SAP criteria on your own. This means that once your completion rate reaches 67% and your cumulative grade point average is 2.0 (3.0 for graduate students) you will be back in good standing and eligible for future aid. You will not need to contact our office. We check SAP status for all students at the end of each term after grades are posted.

Grade Grievance

A. Introduction
1. The Grade Grievance Procedure provides each student with the opportunity to appeal formally a final grade in a course because he or she believes that the grade has been awarded capriciously or unfairly. Capricious or unfair- grading may include but is not limited to the assignment of a course grade to a student: (1) on some basis other than relevant performance in the course; (2) by resorting to standards different from those which were applied to other students in that course; or (3) by an unreasonable and/or unannounced substantial departure from the instructor’s previously articulated standards.

B. Step I
1. If a student wishes to appeal a final grade, the student must contact the instructor within ten (10) working days after the start of the following semester: i.e., the semester following the one in which
the disputed grade was given (see General Notes #3, p. 23, for the spring summer policy). If the instructor is teaching on campus the next semester, but is temporally unavailable or simply cannot be reached during this ten day period, then the student should deliver a written request for an appointment with him/her, stating the reason, to the department head no later than the ten (10) day period. With the aid of the department head in scheduling an appointment, the instructor and the student must then meet as soon as possible and discuss the disputed grade privately. In the event, that the department head has difficulty in assisting the student in scheduling the appointment a detailed written record of communication or attempts to communicate between the department head and the instructor will be maintained by the department head. Whenever possible, conflicts over grades should be resolved informally between the instructor and the student as a result of this Step I discussion.

2. If the instructor has left the University permanently, or is not available for a period of sixty (60) days or more (e.g., if the instructor is away on a sabbatical leave, medical leave; or in his/her “off semester” on a Plan C appointment), then the department head shall act on his/her behalf and make a decision either in support of or against the grievance. In making this decision, the department head shall review all available grade records, discuss the matter with the student, and with written consent of the student, request and evaluate within ten (10) working days a written statement by the instructor concerning the disputed grade, when possible. The department head cannot act in this manner on behalf of the instructor during the spring summer period because the instructor is not teaching during either the spring or summer session, unless the disputed grade affects the student’s plans to graduate that year.

C. Step II

1. If the grade dispute is not resolved in Step I to the student’s satisfaction and he or she still believes that the grievance has merit based on facts of the case, the student has the right to file a formal written grievance with the department head. In the written grievance, the student must indicate whether he/she requests that the case be heard by a Departmental or College Grade Grievance Committee. The department head will forward the written grievance immediately to the chairperson of the appropriate (Department or College) Grade Grievance Committee.

2. Guidelines for filing a formal grievance are as follows:
   a. A grievance must be based on evidence that the instructor has been capricious and/or unfair in awarding a grade. The written grievance must describe specifically the perceived capricious or unfair action of the instructor. The student also should present all other evidence or documentation in support of his or her allegations. Disagreement with an instructor’s judgment in and of itself is not a basis for a grievance, nor is disagreement with an instructor’s grading standards, if such standards have been described in advance for the class, and have been applied fairly to all students in the class.
   b. A written grievance must be filed within twenty (20) working days after the start of the next semester following the one in which the disputed grade was given.

3. Within ten (10) working days after receipt of the written grievance, the department head in consultation with the chairperson of the Department/College Grade Grievance Committee will schedule a hearing before the Committee. The department head cannot simply make a personal
judgment that the grievance is without merit, and thus refuse to give it to the Department/College Grade Grievance Committee. However, after scheduling the hearing; the department head may request a closed three person meeting in his/her office with just the instructor and the student, to discuss informally the disputed grade one final time. If either the instructor or the student refuses to attend such a meeting, the department head cannot require his/her attendance, and the grievance is then held as previously scheduled. If a closed meeting is held, the department head shall act only as a facilitator or a mediator. His/her role is restricted solely to promoting further discussion, not to imposing his/her judgment and/or making a decision in the case. If the dispute is resolved in this meeting, the written grievance shall be withdrawn and the scheduled hearing canceled. The student will provide written verification of withdrawal of the grievance to the instructor and department head at the conclusion of the meeting. If the dispute is not resolved, the grievance is then held as previously scheduled. In such cases, the department head shall not communicate his/her opinions/judgments regarding the grievance and/or the discussion at the closed meeting to the members of the Department/College Grade Grievance Committee.

4. The Department Grade Grievance Committee shall be composed of three (3) faculty members and two (2) students. The faculty members shall be selected by appropriate department procedures. In undergraduate student grievances, the student representatives shall be selected from the list of representatives designated annually (no later than October 15 each year) by Student Government for each department in that particular college. In graduate student grievances, the student committee members must be graduate students. The graduate student representatives will be selected from the list of representatives designated annually (no later than October 15) by the Graduate School for each department in that particular college.

5. The College Grade Grievance Committee shall be composed of three (3) faculty members and two (2) students. One faculty person and one student must be from the department from which the grievance originated. The other faculty and student representatives must be from different departments within the college. The dean of the college in which the grievance originates will select the appropriate faculty and student representatives to serve on a particular grievance committee from the approved designated lists. The faculty approved to serve on the committee shall be designated by the College Council from a list of faculty submitted by each department by October 15 each year. In undergraduate student grievances, the student representatives shall be selected from the list of representatives designated annually (no later than October 15 each year) by Student Government for each department in that particular college. In graduate student grievances, the student committee members must be graduate students. The graduate student representatives will be selected from the list of representatives designated annually (no later than October 15) by the Graduate School for each department in that particular college.

6. The student grievant may, however, request in advance of the hearing in writing that the two (2) students be excused and that his or her grievance be heard only by three (3) faculty members.

7. This option applies regardless of whether the grievance is being heard by the Department or College Grade Grievance Committee.

8. The committee shall conduct a hearing according to the following guidelines:
a. Prior to the hearing, any written information in support of either the student or the instructor shall be distributed to committee members by the department head. In addition, both the student grievant and the instructor shall be provided with copies of these same written materials. All available written information shall be presented at this time.

b. A detailed record shall be kept of the hearing, preferably a taped sound recording. If a written record is kept, that record shall be signed by the Grievance Committee asserting that the written record is a true record of the hearing proceedings

1. Written or recorded records of any Step II grievance shall be kept on file in the college dean’s office and copies shall be provided, upon request, to the student who has filed the grade grievance or the faculty member against whom the grievance was filed. Costs associated with duplicating grade grievance records shall be borne by the individual(s) requesting copies.

c. The hearing shall be open unless the student or instructor requests a closed hearing. This request should be conveyed in writing to the department head prior to the hearing.

d. Both the student and instructor shall be permitted an adviser at the hearing. Advisers must be members of the University community, i.e., students in good standing or full time faculty or staff members.

e. The Department/College Grade Grievance chair shall begin the hearing by beginning the tape recorder (or announcing the name of the person who will be taking minutes) and reviewing the guidelines and procedures under which the hearing shall be conducted.

1. The committee chair will then announce, “This Step Level II Grade Grievance Hearing is being held on (date). (Name of student) is grievances the grade of (grade) received during the (semester) in (class prefix, number, and section identification number) taught by (instructor). The following committee members are in attendance today: (members give their names).”

f. In order, the student and the instructor will present their cases. Both the student and the instructor may call witnesses, and the student, instructor, adviser(s), and committee members all have the right to question any witnesses that are called. The student and the instructor should be asked for brief closing statements.

g. The chair will then close the hearing with, “This Step Level II Grade Grievance Hearing is now concluded.” The committee will meet in executive session and will present its findings, in writing, to the department head within ten (10) working days. The written decision/recommendations will be signed by the members of the committee. The department head will forward the committee’s written decision to the student and the instructor within five (5) working days of this committee’s decision/recommendation.

h. If determined through the grievance process that a student’s grade is to be changed, the following process will be used:

1. The Chair of the grade grievance committee will forward the committee’s recommendation for the change of grade to the faculty member, Department Head and the student (grievant).

2. The faculty member shall have ten (10) working days from the issuance of the committee’s recommendation to file a grade change or respond otherwise to the committee.
3. If the faculty member fails to change the grade or appeal the decision within the allotted time or notifies the committee of his/her intent not to comply with the recommendation to do so, the department head will file the grade change form in accordance with the committee’s recommendation.

4. The student, faculty member, Department Head, and Grievance Committee Chairperson will receive copies of the completed grade change form.
   i. Either the student or the instructor may appeal the decision/recommendations of the Department/College Grade Grievance Committee to the University Grade Grievance Committee under the conditions listed below. This appeal must be filed within ten (10) working days of receipt of the decision.

D. Step III
1. Either the instructor or the student grievant may submit a written appeal of the decision at Step II by the Department/College Grade Grievance Committee within ten (10) working days of written receipt of that decision, if one of the following conditions is met:
   a. The Office of the Provost determines that there is evidence that established procedures for Step II were violated; or
   b. There was at least one dissenting vote at the Step II level; or
   c. New evidence or witnesses not previously considered or heard at Step II become available.
2. In the absence of 1, 2, or 3 above, simple disagreement with the decision rendered at Step II is not sufficient basis for an appeal. In other words, there is no automatic right of appeal in every case requiring that the University Grade Grievance Committee reconsider the entire grievance case. If the appeal is based on new evidence or new witnesses, the written appeal statement must explain precisely how this evidence or testimony relates directly to the alleged unfair or capricious awarding of the disputed grade. If said evidence or witnesses had been available prior to the Step II hearing, the hearing shall be remanded back to the Step II departmental committee. Only newly discovered evidence and/or witnesses may be introduced at the Step III hearing level (it shall be the responsibility of the petitioner to demonstrate that the evidence and/or witnesses were not available at Step II).
3. The appeal shall be submitted to the provost or his/her designee with a copy to the dean of the appropriate college. The University Grade Grievance Committee shall be chaired by the provost or his/her designee and shall have the following additional members: the dean of the involved college or his/her designee; two (2) faculty members, one of whom is from the involved college, but not from the department in which the grievance originated; and one (1) student appointed by Student Government (in the case of undergraduate grievance) or by the Graduate School (in the case of graduate grievances). The two faculty members shall be selected by the provost or his/her designee from an available pool of nominees representing all colleges.
4. The University Grade Grievance Committee shall review all written documents that were available to the Department/College Grade Grievance Committee, the written or taped recording of the Step II hearing, and the final report and decision of the Step II Committee. The University Grade Grievance Committee may reconvene the participants in the Step II hearing to answer questions, if desired.
5. Within twenty (20) working days of the receipt of the appeal, the University Grade Grievance Committee shall issue a written Step III decision to both the instructor and the student. This decision shall be final; no further appeal is possible.

E. General Notes

1. The time limits deadilines for submitting grievances/appeals, holding meetings, making decisions are to be followed by all parties. However, extensions of the limits may be requested in writing by any of the involved parties. Such requests must originate prior to the expiration of the stated time limit. The dean of the involved college will make the decision to approve or to deny each request for a time limit extension at Step I or Step II. Decisions regarding Step III time limit extensions will be made by the Office of the Provost.

2. For Department Grade Grievance Committees, each academic department shall select the faculty members for the Department Grade Grievance Committee annually by October 15. The committee will hear all Step II grade grievances during the next twelve months in cases where the student requests the hearing at the departmental level. Substitute members shall be selected to replace any committee member who is personally involved in a grade grievance. Also, substitute members shall be selected to replace any faculty member who is unavailable for an extended period of time (e.g., spring and/or summer). For College Grade Grievance Committees, annually by October 15, each academic department shall select faculty members to serve on the College Grade Grievance Committee (at least one person to serve as a regular member of the Committee and one as an alternate). The Committee will hear all Step II grade grievances during the next twelve months in cases where the student requests the hearing at the college level. Substitute members shall be selected to replace any committee member who is personally involved or has a conflict of interest in a grade grievance. Also, substitute members shall be selected to replace any faculty committee member who is unavailable for an extended period of time (e.g., spring and/or summer, sabbatical, etc.).

3. Each college shall select two (2) faculty members plus one (1) alternate who are available during a twelve month period for assignment to the Step III University Grade Grievance Committee. These selections shall be made by the appropriate college level faculty advisory council/committee at the beginning of the academic year (by October 15). Unlike the Department/College Grade Grievance Committee, this Step III University Grade Grievance Committee may, of necessity, have a different membership for each grievance.

4. Grievances relating to grades awarded for the winter semester ending in April or for the spring term ending in June shall normally be pursued the next fall, measuring all stated deadlines with respect to the start of the fall semester in September. However, if the instructor is teaching on campus during the spring or summer session and the student is enrolled on campus during the same session, and then with their mutual agreement, the grievance can be pursued during the spring or summer. However, should either the instructor or the student prefer to wait, and then action of the grievance will be postponed until the fall semester. The only exception in which the grievance shall be pursued during the spring or summer session without the consent of the instructor who is teaching on campus, is for any case in which the disputed grade affects the student’s plans to graduate that
year. In such cases, if the instructor is unwilling to participate, the department head may act on
his/her behalf.
5. Throughout this procedure, the title “department head” shall be interpreted to include program
directors or program coordinators for appropriate academic units in which there is no
administrator with the title of “department head.”

F. Condensed Procedure
1. This timeline is derived from the appropriate sections in the above stated Grade Grievance
   Procedure.
2. Step I
   a. The student must contact the instructor within ten (10) working days after the start of the
      following semester: i.e., the semester following the one in which the disputed grade was given.
3. Step II
   a. A written grievance must be filed within twenty (20) working days after the start of the next
      semester following the one in which the disputed grade was given.
   b. Within ten (10) working days after receipt of the written grievance, the department head must
      schedule a hearing before the Department/College Grievance Committee.
   c. The Committee hearing shall be open unless the student or instructor requests a closed hearing.
      This request should be conveyed in writing to the department head prior to the hearing . . . .
      (After the hearing) The committee will meet in executive session and will present its findings, in
      writing, to the department head within ten (10) working days.
   d. The department head will forward the committee’s written decision to the student and the
      instructor within five (5) working days of this committee’s decision/recommendation.
4. Step III
   a. Either the instructor or the student grievant may submit a written appeal of the prior decision at
      Step II by the Department/College Grade Grievance Committee within ten (10) working days
      of written receipt of that decision, if at least one of three conditions is met:
      1. The Office of the Provost determines that there is evidence that established procedures for
         Step II were violated; or
      2. There was at least one dissenting vote at the Step II level; or
      3. New evidence or witnesses not previously considered or heard at Step II become available.
   b. Within twenty (20) working days of the receipt of the appeal, the University Grade Grievance
      Committee shall issue a written Step III decision to both the instructor and the student.

Hate Crimes

A. Hate Crimes & Bias Incidents
1. At Eastern Michigan University we are dedicated to maintaining an environment free from
discrimination. We strive for an atmosphere that supports the free exchange of ideas without
hindering the overall educational experience of its members. Crimes of violence and hate are not
tolerated on EMU’s campus. Every incident reported will be investigated. Disciplinary action
against any individual or group found in violation of the Student Conduct Code will be pursued by
the Office of Student Conduct and Community Standards. Any criminal offenses will be handled by the Department of Public Safety.

2. Hate Crimes: Criminal offenses committed against a person or property which are motivated, in whole or in part, by the offender's bias against race, religion, ethnic/origin, sexual orientation or disability group.

3. Bias Incident: An offense occurring against a person or property motivated by race, ethnic origin, religion, gender, age, sexual orientation, or disability which is unlawful but not criminal. Bias incidents include name calling, offensive language, and inappropriate behavior or gestures.

4. A hate crime is always a bias incident, but a bias incident is not always a hate crime.

5. A hate crime is a criminal offense. A bias incident is not.

6. Reporting a hate crime
   a. Call 911 or 7-1222 from a campus telephone during an emergency or dial 734-487-1222 from a cell phone for emergency assistance.
   b. If any property damage exists maintain conditions/evidence for a police investigation. Do not attempt to clean up the scene.
   c. File a police report with the Department of Public Safety (DPS) for criminal charges (734-487-1222) or file a report with the Office of Student Conduct and Community Standards to initiate disciplinary proceedings (734-487-2157).
   d. For counseling services contact Counseling and Psychological Services (CAPS) in Snow Health Center (734-487-1118).
   e. For any other questions or concerns contact the Office of the Ombuds (734-487-0074).

### Mandatory Health Insurance for International Students

#### A. University Policy Statement:

1. All international students with an F or J visa status shall be required to carry annual health insurance coverage while a student at Eastern Michigan University

#### B. University Practice:

1. Registration will identify international students required to carry the mandatory student health insurance. A health insurance premium will be assessed for an annual policy and charged to the student’s account in one or two installments, depending on when the student is first enrolled.

2. A billing schedule is available at the Student Insurance Office, University Health Services, located in Snow Health Center.

3. Students who do not register for classes for a specific semester are still required to carry student health insurance as coverage is required on an annual basis (September 1 – August 31).

4. Students will be allowed to present proof of an eligible policy with the expected University standard of coverage. Students requesting a waiver will be required to submit a “Waiver Application for the Student Health Insurance” along with an English translation of their insurance policy for review and approval. Waiver reviews will be administered by the Student Insurance Office, University Health Services.

5. The completed waiver application and all required documents must be received by the Student Insurance Office by the designated waiver deadline to be considered for approval in that semester.
C. Responsibility For Implementation
   1. The Assistant Vice President of Student Affairs has the overall responsibility for implementation of this policy.
   2. The Office of International Admissions and the Office of International Students are primarily responsible for notification to new students regarding the Mandatory Health Insurance Policy and requirements. University Health Services is primarily responsible for implementation and daily administration of this policy.
   3. The Student Accounting Office is responsible for assessment and collection of the health insurance premium.

D. Scope of Policy Coverage
   1. This policy applies to all Eastern Michigan University international students with an F or J visa status.

Office of the Ombuds
248 Student Center | 734-487-0074 | emu_ombuds@emich.edu

A. About the Office of the Ombuds
   1. The Office of the Ombuds helps students resolve concerns, problems, or conflicts with regards to University policies, procedures, and decisions through an informal and neutral process, identifying steps to achieve a timely and fair resolution to concerns. We collaborate with others in the University community regarding student concerns and conflict resolution and are interested in adherence to policy, as well as issue resolution and prevention in resolving both academic and non-academic concerns.

B. What can the Office of the Ombuds do for you?
   1. Listen and discuss questions/concerns of students about the policies, procedures, and function of the University.
   2. Help students develop problem solving skills and promote critical thinking to resolve conflicts.
   3. Assist students in evaluating and assessing a variety of options to address their concerns.
   4. Identify problems and conflict areas within the University and recommend improvements.
   5. Provide a safe, neutral, and informal setting where students feel respected and can voice their concerns.

C. What the Office of the Ombuds cannot do:
   1. Take part in any formal grievance process, hearing, or judicial process.
   2. Make administrative or academic decisions for any other part of the University.

STANDARDS OF PRACTICE
The Office of the Ombuds at Eastern Michigan University has adopted the recommended Standards of Practice suggested below. The guidelines provided below are only an abstract, but are the most relevant to the community member choosing to use the services of the Office of the Ombuds:

- Limited Confidentiality
- Discretion to act upon concerns
- Listen objectively and impartially
- Conduct a neutral and informal process

http://www.emich.edu/ombuds/
3. Assign sanctions or give legal advice.
4. Accept official notice for the University.

D. Office of the Ombuds Code of Ethics
1. The Office of the Ombuds has the responsibility to protect any records and files pertaining to discussions from inspection by all other persons unrelated to the resolution process, but reserves the right to discuss cases with university officials with a legitimate educational interest, maintaining limited confidentiality within the scope of conflict resolution and the university personnel involved. When making recommendations or working to resolve conflicts, the Office of the Ombuds has the responsibility to facilitate productive conversations regarding suggested actions, university policies, and resolutions equitable to all parties.

Public Safety Citizens Complaint Process
1200 Oakwood Street | 734-487-1222 | Department of Public Safety

A. Public Safety Citizen’s Complaint Process
1. Citizens who wish to file a complaint against the Department of Public Safety or a DPS employee may do so by contacting the Department of Public Safety. All complaints are investigated thoroughly and appropriate disciplinary action is taken whenever warranted.

2. How the process works
   a. The citizen comes to the Department of Public Safety and informs the dispatcher of his/her desire to register a complaint against the Department or one of its employees.
   b. The dispatcher will then contact the shift supervisor and inform him/her about the request to file a citizen complaint.
   c. The shift supervisor will meet with the citizen and make every effort to resolve the complaint at that time. In many instances, a citizen may be requesting information or clarification of a policy or procedure. In such cases, the citizen is given a thorough explanation of the procedure or legal issues involved.

3. Complaint investigation
   a. The citizen’s complaint can be investigated in one of two ways:
      1. The first is done by assigning the appropriate Department of Public Safety administrator to investigate. Upon completion of the investigation, the results are reduced to writing, including the action taken by the department. The citizen is advised of the results of the investigation by the administrator. If the investigation resulted in disciplinary action, the citizen is informed that proper disciplinary action was taken.
      2. The second is to have the complaint sent to the Public Safety Oversight Committee, which consists of two students, two faculty and two staff members of the university. This committee receives and addresses complaints and may recommend to the university that, if needed, corrective measures be taken.

4. The EMU Department of Public Safety is committed to providing you with courteous and professional service. We are here to assist and protect you.
A. Course Repeat Policy

1. Students who meet the prerequisites and all other conditions for enrollment may repeat courses. All grades earned will be retained on the student’s permanent record, with repeats indicated. Credit and grade point calculations for repeated courses are determined by the following:

2. Credit Earned:
   a. Unless otherwise noted in the course description, credit for any repeated course (including all attempts at EMU and transfer credit granted) will apply only once toward all degree requirements.
   b. The rules below do not apply to courses (such as Independent Studies) that can be taken for credit more than once. Multiple attempts in such courses are not considered repeats, and all grades received will be used in determining the student’s grade point average.
   c. A student who earned a passing grade in a course or who has previously received transfer credit for the course will lose the credit if he or she subsequently retakes the course and receives an E. If a student receives an Incomplete in the final attempt of a repeated course, the most recent earlier grade is the grade of record until the course work is completed and the “I” is replaced by the grade earned.

3. Repeated Courses and Grade Point Average (GPA):
   a. Courses that are dropped or from which a student has withdrawn are not counted as attempts for purposes of this policy.
   b. If a student repeats a course up to two times (for a total of three attempts), only the last grade received will be used in determining the student’s grade point average. As stated above, all course attempts with repeats indicated will remain on the permanent record, even if not used to determine the grade point average.
   c. There are no restrictions on the number of times that a student may repeat a course, however, the grades earned in the third and all subsequent attempts will be used in determining the student’s grade point average unless explicit permission to have previous grades for the course eliminated from the calculation is requested by the head of the department or director of the school in which the course is offered. The student must contact the department head or school director prior to the end of the semester in which the course is repeated. The department head/school director should then submit a request to the Registrar for Provost’s Office approval. Such permission is required for every attempt beyond the third.
   d. There are no restrictions on the number of different courses that a student may repeat, however, if a student repeats more than ten different courses, grades for ALL attempts...
(from the first on) for the eleventh and all subsequent courses will be used in determining the student’s grade point average unless explicit permission to repeat the course is granted by the Academic Standards Committee in advance. The student must contact the Academic Advising Center to request permission. Such permission is required for every attempt of every course beyond the tenth.

e. A student repeating a course may not elect a Pass/Fail grading option if the grade of record for the course is a letter grade.

4. Transfer Courses as Repeats:
   a. If a student has credit for a course taken at EMU with a passing grade as the grade of record and subsequently transfers an equivalent course from another institution, the transfer credit will be treated as if it were another attempt at EMU, and the rules above will be applied. The grades received in previous attempts at EMU will not be used in determining the student’s grade point average provided the total number of attempts, including the transfer, does not exceed three (3) and this repeat does not exceed the limit of ten (10) repeated courses. (Note that students receive credit, but not grades for transfer courses, so no grade for the course would be used in determining the student’s grade point average in this case.)
   b. If the grade of record is a passing grade, but the transfer course constitutes the fourth or later attempt, or if the student has already repeated ten or more courses, the grades received at EMU will be used in determining the student’s grade point average as outlined in the previous section unless explicit permission is granted by the EMU Registrar to exclude the EMU grades once the transfer credit has been posted.
   c. Advance permission from the EMU Registrar is required for student who want to transfer credit for a course equivalent to a course that the student has taken at EMU and for which the grade of record is a failing grade.

5. Note: Second admission programs and graduate programs may calculate grade point averages according to their own internal rules; for example, many specify that grades received in all attempts be used in the calculation. This policy does not apply to those admissions processes.

B. Dean’s List
1. Each Fall and Winter semester undergraduate students who carry a minimum of ten credit hours with a grade point average for the semester of 3.50 or above are recorded on the Dean’s List and the honor will be designated on the student’s transcript. Office of Records and Registration personnel will compile the Dean’s List. Questions about inclusion/exclusion from the list can be addressed to the Office of Records and Registration, 303 Pierce Hall, 734-487-4111.

C. Drops/Withdraws
1. Individual Withdraw
   a. Many student benefits, including University housing, student loans and student scholarships, require full time enrollment. When withdrawal from an individual class, or withdrawal from all classes, results in less than full time status, the University may, at its option, take any or all of the following steps:
      1. Deny permission to withdraw.
      2. Cancel the benefits as of that date.
3. Declare the student ineligible for present and/or future benefits of a similar nature.
4. Deny permission to re-enroll in subsequent semesters.

b. Drops/withdrawals from class are permitted according to the following schedule for each semester (fall, winter, and summer).

c. First eight days:
   1. All student-initiated drops during this period may be processed through the registration system. Such drops are not recorded on the student’s permanent record.

d. Ninth day through tenth week:
   1. All student-initiated withdrawals are accepted automatically and recorded as a W (however, freshmen must check with the University Advising and Career Development Center before withdrawing from courses). A withdrawal may be processed through your my.emich account or by submitting a withdrawal form to the Office of Records and Registration, 303 Pierce Hall or Service EMU, 268 Student Center.

e. After tenth week – until beginning of final exam period:
   1. Students can request a late withdrawal only if they have specific extenuating circumstances, of recent occurrence, which clearly prevent them from completing the course in question. Withdrawals are not automatic and documentation is required. Students should submit completed applications and required documentation to the Office of Records & Registration, 303 Pierce Hall. The decision will be communicated to the student via my.emich email accounts. Students must not stop attending class until they have received notification that the administrative withdrawal has been approved. If a student stops attending class and does not take the final exam without being withdrawn, University policy requires that the instructor assign a grade of F for the course.

f. Please note that withdrawal from your last class must be done through the Office of Records and Registration, 303 Pierce Hall, or by calling 734-487-4111. In addition, students with financial holds should contact the Office of Records and Registration to process withdrawals (individual or total).

g. These procedures and University withdrawal procedures also apply to sub-terms, though the timeframe is more condensed. The exact withdrawal and deadline dates can be found on the web at www.emich.edu/registrar.

2. Late Withdraw

   a. Late withdraw from the University may be requested by a student when unexpected circumstances arise after the withdrawal date for a semester.

   b. The late withdraw policy is dependent on one or both of the following reasons:

      1. *Extenuating circumstances.* Cases of extenuating circumstances which did not exist at the time of the posted institutional deadline (e.g. changes in work schedule, death of a family member or friend)

      2. *Mental or physical stress.* Subsequent to awarding the term grades, the student claims that severe physical or psychological stress was present during the semester.

   c. Documentation must be presented by or on behalf of the student, and a consultation may be required. In this case, the decision will affect all the classes the student was registered for during the term in question. In cases of severe mental or physical stress, it is usually
assumed that students are so incapacitated they were not able to carry on with University responsibilities.

d. The student must initiate the request at the Office of Records and Registration, 304 Pierce Hall. Upon review of the documented evidence and possible further consultation, the director or designee will recommend action to the vice president for undergraduate studies or designee.

e. The approval of a late withdrawal does not constitute approval of a tuition refund. Grades of W will be posted on the official academic record. Requests for tuition refund must be made separately through the Office of Student Business Services and granted only in extenuating circumstances.

3. Total Withdraw
   a. A credit adjustment of 100 percent of tuition and fees, less a registration fee, will be made to those students who completely cancel their registration or withdraw from the University through the eighth business day of the semester. Actual dates are posted on the Registrar’s website each semester (emich.edu/registrar).
   b. A credit adjustment for total withdrawals after the eighth day of the semester will be made according to the date of withdrawal. Contact the Registrar for actual credit adjustment amount. Actual dates are posted on the Registrar’s website each semester (emich.edu/registrar) for each semester.
   c. Please note that withdrawal from your last class must be done through the Office of Records and Registration, 303 Pierce Hall, or by calling 734-487-4111. In addition, students with financial holds should contact the Office of Records and Registration to process withdrawals (individual or total).

Sexual Harassment

A. University Policy Statement
   1. It is the policy of Eastern Michigan University to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Sexual harassment is prohibited at Eastern Michigan University. While sexual harassment often takes place in relationships with a power differential between the persons involved, the University also recognizes that sexual harassment may occur between persons in the absence of such a relationship.
   2. The sexual harassment of University faculty, staff and students by non-University employees and guests doing business or providing services on campus (for example, contractors, vendors, delivery persons) is also prohibited by this policy.
   3. It is the policy of the University that no member of the University community may harass another. Students are entitled to learn in an academic environment free of sexual harassment. However, conduct and pedagogical techniques that reasonably serve legitimate educational purposes do not constitute harassment. In the educational setting within the University, wide latitude for
professional judgment in determining the appropriate content and presentation of academic material is required. Those participating in the educational setting bear a responsibility to balance their rights of free expression with a consideration of the reasonable sensitivities of other participants. Therefore, this policy against harassment shall be applied in a manner that protects academic freedom and freedom of expression, including the expression of germane ideas, however controversial, in the classroom setting, academic environment, university-recognized activities, or on the campus. Nothing contained in this policy shall be construed to limit the legitimate exercise of free speech, academic or artistic freedom, including but not limited to written, graphic, or verbal expression that serves legitimate educational or artistic purposes.

4. Sexual Harassment

   a. Sexual harassment may take many forms – subtle and indirect, as well as blatant and overt. It may consist of repeated actions or may even arise from a single incident if sufficiently extreme. The victim as well as the harasser may be a woman or man. The victim does not have to be of the opposite sex.

   b. Sexual harassment includes any behavior of a sexual nature where:
      1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, status in a course or program, or participation in an activity.
      2. Submission to, or rejection of such conduct by an individual is used as the basis for a decision affecting an individual’s employment, status in a course or program, or participation in an activity.
      3. Such conduct is intended to or would objectively be regarded by a reasonable person as unreasonably interfering with an individual’s work, academic performance in a course or program, or participation in an activity.

   c. Depending on the particular circumstances, sexual harassment may include, but is not limited to, the following:
      1. Physical assault of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual’s body.
      2. Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
      3. Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions) or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected.
4. The use or display in the classroom or workplace, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.

5. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments about a person’s sexuality or sexual experience. Such speech or conduct must be directed against another and either abusive or humiliating, or it must persist despite the objection of the person targeted by the speech or conduct. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational or working environment that would reasonably be perceived as hostile or abusive. A single incident involving severe misconduct may rise to the level of harassment.

6. Sexual harassment may occur within a variety of relationships, including classroom situations involving instruction. It may occur among peers. It may occur where no relationship exists between the parties other than the co-employee or co-student relationship. Sexual harassment often occurs where the relationship is characterized by an imbalance of power and authority, including, without limitation, faculty-student, staff-student, and supervisor-employee relationships.

5. Consensual Sexual Relations
   a. Professor and student:
      1. The ideal professor demonstrates respect for students as individuals and serves as students’ mentor, intellectual guide, and model of honest academic conduct. The professor acts to ensure academic evaluations of students that reflect each student’s true merit. He or she respects the confidential nature of the relationship between professor and student and avoids all forms of exploitation, harassment, and discriminatory treatment of students.
      2. Sexual relations (which include contact of a sexual nature) or requests for sexual relations between students and faculty members with whom they also have a current instructional or evaluative relationship are fraught with the potential for exploitation and must be avoided, and are prohibited. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an instructional or evaluative role, make voluntary consent by the student suspect. In their relationships with students, members of the faculty are expected to be aware of their professional responsibilities and to avoid apparent or actual conflict of interest, favoritism, or bias.
   a. Supervisor and subordinate employee:
      1. Similar considerations apply to consensual sexual relationships (which include contact of a sexual nature) between supervisors and subordinate employees. Such relationships are also fraught with the potential for exploitation and should be avoided. The power exercised by a supervisor makes voluntary consent by the employee suspect. In their relationships with employees, those in a position of authority are expected to be aware of their professional
responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias. When a consensual sexual relationship develops between adults, effective steps must be taken to ensure unbiased evaluation and supervision of the employee and the supervisory employee has an obligation to report the relationship to the appropriate supervisor to ensure these steps are taken. It is a violation of policy for a supervisory employee who is involved in a sexual relationship with a subordinate employee to fail promptly to report the relationship to the appropriate supervisor.

6. Definitions
   a. Faculty, faculty member, or professor means all who teach at the University and includes faculty members, lecturers, staff members, graduate students and teaching assistants, and other instructional personnel. The term also includes faculty, staff members, and graduate students whose duties include supervision or evaluation of a student’s academic work.
   b. Position of Authority includes situations in which one makes or is responsible for the instruction, supervision, or evaluation of a student for coursework, grades, grants, research funding, or other academic work. The term also includes situations in which one makes or is responsible for the supervision or evaluation of an employee with respect to hiring, performance, discipline, or termination.
   c. Evaluative relationship means one in which the faculty member or supervisor exercises judgment in assessing a student’s or employee’s skills, qualifications, or abilities for the purpose of making such formal determinations as grades, scholarship determinations, award designations, and formal advisory recommendations.

7. Responses to violations of policies
   a. Protection against retaliation
      1. No individual involved in the complaint procedure shall suffer retaliation as a result of such participation. Retaliation exists when action is taken against a complainant or participant in the complaint process which affects his or her employment, academic, or business status which is motivated in whole or in part by his or her participation in the process. Retaliation may be found even where the underlying complaint is found to have no merit.
   b. Disciplinary actions for violation of the sexual harassment policy
      1. Faculty and staff/employees that violate this policy are subject to disciplinary action, up to and including discharge. Students who violate the policy are subject to disciplinary action, up to and including expulsion in accordance with the provisions of the University’s Student Conduct Code. Guests and other persons who violate the policy are subject to corrective action, which may include removal from campus and termination of contractual arrangements.
   c. Malicious allegations/complaints; false information
      1. Any individual who knowingly files a false complaint under this policy, or who knowingly provides false information to or intentionally misleads University officials investigating a complaint, may be subject to disciplinary and/or corrective action.
   d. Confidentiality
1. To the extent permitted by law, the confidentiality of each party involved in a sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the University’s ability to investigate the allegations or take corrective action.

B. University Practice

1. The University’s policy on Sexual Harassment and Other Prohibited Conduct is based on shared values and collective responsibility to respect all individuals who are part of the University’s community or who participate in any way in our learning environment. This policy also reflects the University’s commitment to creating and maintaining an environment that values diversity and is free from conflicts of interest.

2. An employee, faculty member, or student who believes that he/she is the victim of sexual harassment or that the University’s policy on Sexual Harassment and Other Prohibited Conduct has been violated may seek information and assistance from the Office of Diversity and Affirmative Action or the Office of Student Conduct and Community Standards. If the employee, faculty member, or student wishes to file a complaint, she/he may take the following action(s):
   a. If the alleged harasser or violator of this policy is an employee, faculty member, or guest, the affected individual(s) may contact the Office of Diversity and Affirmative Action.
   b. If the alleged harasser or violator of this policy is a student, the affected individual(s) may contact the Office of Student Conduct and Community Standards.

3. The University takes seriously and will investigate all complaints made pursuant to its Sexual Harassment policy. Individuals who are accused of violating the University’s Sexual Harassment and Other Prohibited Conduct policy will be provided with the opportunity to hear and respond to the charges made against them.

4. The University will employ generally accepted principles of progressive discipline in regards to any faculty member or other employee who, following investigation and hearing, is found by the University to have engaged in sexual harassment warranting disciplinary action. Depending on the circumstances of the particular case, disciplinary action may warrant verbal warning, written warning, suspension with or without pay, or, in the most serious cases, termination of employment.

5. All members of the University community and guests are responsible for knowing and understanding the University’s Sexual Harassment and Other Prohibited Conduct policy. Employees and faculty members who do not understand the policy should contact their department head or director. Department heads or directors who need assistance in understanding, interpreting, or applying the policy should contact the Office of Diversity and Affirmative Action. Students who do not understand the policy should contact the Office of Student Conduct and Community Standards.

6. Copies of the policy and procedures will be posted on the web sites of the Office of Diversity and Affirmative Action, the Office of Student Conduct and Community Standards, Human Resources, and the Office of the Assistant Vice President for Academic Affairs. Written copies of this policy will be available in bulk for distribution in these offices and posted on available bulletin boards. All department heads will be supplied with written copies of this policy in bulk and shall be required to post copies on official bulletin boards.

C. Responsibility for Implementation
1. The president of the University is responsible for the overall implementation of this policy. The president is authorized to adopt and implement appropriate complaint and enforcement procedures. Each vice president, dean, director, department head, and other supervisory personnel have responsibility for implementation of this policy within their areas of responsibility. The director of diversity and affirmative action, director of student conduct and community standards, and Chief Human Resources Officer, Provost and Executive Vice-President for Academic and Student Affairs are responsible for the administration and enforcement of this policy.

D. Scope of Policy Coverage

1. This policy applies to all University employees, faculty, students, and other members of the University community as well as contractors, consultants, and vendors doing business or providing services on campus.

Student Business Services

201 Pierce Hall | 734-487-3335 | http://www.emich.edu/sbs/index.php

A. In-State Classification for Tuition Purposes

1. Regulations for determining In-State classification
   a. A person enrolling at Eastern Michigan University shall be classified as an In-State or out-of-state student for tuition purposes. A student’s In-State tuition status shall be determined at the time of his/her initial admission to the University. In order to determine the tuition status of a student, the regulations in this policy will be utilized.

2. Eligibility through Michigan Residence
   a. You may qualify for In-State tuition by demonstrating that you are a permanent legal Michigan or Ohio resident and are coming to the state for reasons primarily other than to attend the University. The following criteria will be used to determine In-State tuition status:
      1. Criteria for establishing In-state tuition through Michigan Residency
         a. Minors and dependents over 18. The domicile of a student who is not yet 18 years of age follows that of the student’s parents or legal guardians. If that student’s parents or legal guardian would qualify in accordance with the University’s regulations for determining In-State tuition status, that student shall be considered In-State for tuition purposes.
         b. Students 18 years of age or older who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

BOARD OF REGENTS POLICY

The following Board of Regents policy applies to the information presented here:

12.1.1 - In-State Classification for Tuition Purposes
http://www.emich.edu/policies/policy.php?id=71

12.1.3 - Assessment and Collection of Tuition and Fees
http://www.emich.edu/policies/policy.php?id=72

12.1.10 - Admissions Application Fee
http://www.emich.edu/policies/policy.php?id=77

12.1.11 - Registration Fee
http://www.emich.edu/policies/policy.php?id=78

12.1.5 - Graduation Fee
http://www.emich.edu/policies/policy.php?id=79
c. Nondependent students: An independent student 18 years of age or older is considered eligible for In-State tuition if the student has demonstrated that he/she has established permanent legal residence in Michigan.

d. Spouse: The domicile of a student who otherwise would be classified as out-of-state for tuition purposes will follow that of the student’s spouse, if the spouse is eligible for classification as In-State for tuition purposes (applicable only to U.S. citizens or to aliens admitted to the United States in accordance with subsection 4).

e. Aliens: An alien (noncitizen) student shall be eligible for In-State tuition if he/she is domicile in the United States and meets the criteria below. In order to demonstrate that he/she is domicile in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Services that reflects such status. Visa classifications: E-1 - treaty trader, spouse, and children; E-2 - treaty investor, spouse, and children; G-4 - international organization officer or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

f. Migrant: Migrant status is one factor considered when determining if a student is domicile in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for tuition purposes if they, or their parents or legal guardian, were employed in Michigan for at least two months during each of three of the proceeding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used be migrant workers to establish their status.

g. Active duty members of the military, their spouses, and dependents: Active duty members of the armed forces of the United States and their spouses and dependents will be granted In-State tuition if the member of the armed forces is a Michigan resident (and has not established residency in another state) or is stationed in Michigan. Once an active duty member of the armed forces or his or her spouse or dependent qualifies for In-State status, that status will continue to be recognized as long as the student is continually enrolled in the current degree program at the University. The spouse or dependent of a person who died while serving in a branch of the U.S. military service shall be eligible for In-State tuition purposes if that military service person qualified in accordance with the University's regulations for determining In-State tuition status.

h. U.S. Military Service Veteran: A veteran of a branch of the U.S. military service (excluding reserve programs) shall be eligible for classification as In-State for tuition purposes if that
person qualifies in accordance with the University’s regulations for determining residence classification.

2. Guidelines for establishing In-State tuition status based on residence
   a. Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as an out of state student shall continue to be so classified throughout his/her attendance as a student, unless a review is requested when circumstances change to meet eligibility requirements below.
   b. The following guidelines and criteria shall be applied when reviewing a student’s classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student’s domicile will be considered by the University in classifying a student.
   c. The following facts and circumstances, although not necessarily conclusive, have probate value in support of a claim for In-State tuition.
      1. Domicile in Michigan of family, guardian or other relatives or persons legally responsible for the student.
      2. Former domicile in Michigan and maintenance of significant connections therein while absent.
      3. Self-supporting reliance upon Michigan sources for financial support (verification of Michigan income tax liability must be provided).
      4. Continuous presence in Michigan during periods when not enrolled as a student.
      5. Long-term military commitments in Michigan.
      6. Acceptance of an offer of permanent employment in Michigan (in a position not normally filled by a student).
      7. Ownership of real estate in Michigan.
   d. The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as IN-State under these regulations:
      1. Voting or registration for voting.
      2. Employment in any position normally filled by a student.
      3. A lease of living quarters.
      4. A statement of intention to acquire a domicile in Michigan.
      5. Automobile registration, driver’s license.
      6. Other public record, e.g., birth records

3. Establishing eligibility through attendance at Michigan schools
   a. You may qualify for In-State tuition by demonstrating all of the following:
      1. You attended an accredited Michigan high school for at least 3 years and thereafter (a) graduate from an accredited Michigan high school or (b) received a Michigan General Education Development High School Equivalency Certificate (GED); and
      2. You began your education at Eastern Michigan University within 28 months of graduation from the Michigan high school or receiving your GED.

4. Veteran Status
a. You may qualify for a grant of the difference between In-State and out of state tuition by demonstrating all of the following:
   1. You are a veteran of the United States military, excluding services in the reserves; and
   2. You served in the United States Military for at least one year; and
   3. You have been honorably discharged or medically separated from service.
b. This grant will be based on 24 credit hours per year and will be limited to the differential of In-State and out of state tuition.

5. Reclassification of In-State status
   a. A student’s In-State status may be reviewed at each re-enrollment. If a student’s circumstances should change to the extent that he/she would no longer be considered an In-State student for tuition purposes, as herein described, that student shall be reclassified as an out of state student for tuition purposes 12 months thereafter.
   b. It shall be the responsibility of all students, prior to registering, to raise questions in Student Business Services regarding their right to be registered as an In-State student for tuition purposes. Should you wish to apply for a residency status change you must complete the following form by the specified deadline:
      http://www.emich.edu/sbs/docs/RequestResidenceStatusChangeMaster.pdf
   c. The administration is authorized to establish procedures and delegate authority for determining the In-State status of students for tuition purposes.
   d. A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regent in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates. Monroe County residents can attend the University of Toledo at Ohio resident tuition rates.

B. Assessment and Collection of Tuition and Fees
   1. University practice for administering this policy includes:
      a. Any modifications in tuition and fees shall be presented to the Board of Regents annually for their approval.
      b. Students who elect to pay in installments including a University sanctioned external installment payment plan may be assessed an installment fee.
      c. Students who fail to remit appropriate payment on established due dates may be assessed late fee.
      d. Students who withdraw from the University or reduce their academic load shall have their assessment of tuition and fees reduced in accordance with published course load reduction schedules. This reduction in assessment shall satisfy the federally mandated “Fair and Equitable Refund” rules issued by the Secretary of Education or any other federally mandated refund rule which may, in the future, supersede this act. A program adjustment fee and/or administrative fee may be assessed.
      e. Students who fail to pay their tuition and fee assessment on time and in a sufficient amount may have all University services withheld until such time that they satisfy the University’s payment requirements.
f. Students who accounts become seriously delinquent, which is defined as 90 days past due, are subject to assignment to an external professional agency for collection action.

C. New Student Fee
1. The new student fee for freshman is comprised of Fast Track, records initiation, and orientation fees.
2. The new student fee for all other students is comprised of records initiation and orientation fees.

D. Admissions Application Fee
1. There will be assessment of an Admissions Application Fee upon submission of the admissions application.
2. Continuing Education students will be exempted from the fee until such time as they apply for degree seeking status or teacher certification.
3. Exceptions will be made for extraordinary financial hardship on an individual review basis.
4. Guest and nonmatriculated students and special students are assessed the applicable application fee.
5. The fee will be nonrefundable.

E. Registration Fee
1. Assess a registration fee for each semester: fall, winter, spring, and summer.
2. This fee will be assessed at the time of registration and is non-refundable.

F. Late Registration Fee
1. A late registration fee is charge to those students who, for any cause, do not complete registration prior to the first official day of classes each semester.

G. Graduation Fee
1. Costs are incurred by the University in finalizing student preparation for graduation; assessment of program completion, evaluation of credentials, diploma production, commencement and other graduation related services. A non-refundable fee is assessed to each study applying for graduation, and is only assessed once for each degree.

H. Tuition Appeal
1. Tuition appeals will be accepted if there is a University error or extreme unexpected circumstance. Documentation regarding the situation must be attached.
2. Tuition Appeal documents can be found at: http://www.emich.edu/sbs/docs/TuitionAppeal-master.pdf
3. Filing an appeal for tuition charges does not relieve a student of the obligation to pay all assessed charges.
4. Appeals will not be approved for the following reasons:
   a. Changes in work schedule
   b. Failure to verify a web drop transaction
   c. Changes in employment
   d. Non-attendance for a single course, if attending other courses that term
5. EMU allows the first 10 percent of the semester to drop all classes for full credit, minus the non-refundable registration fee.
6. If a student does not drop within the allotted time, he/she will be responsible for the entire tuition for the term.

7. All appeals must include the following:
   a. Appeal form
   b. A letter from the student explaining the situation in his/her own words
   c. Supporting written documentation
   d. Verification of non-attendance from the professors, that all courses for the entire term have not been attended. If registered for an online course, email Distance.Education@emich.edu; provide E#, term, and CRN for verification.
   e. Medical appeals must include required documents provided by SBS to be completed by the attending physician. These should be completed for students who have potentially on-going or chronic medical conditions which have or may have impacted multiple semesters.
   f. Appeals will be denied without required information.

8. The deadline for filing a tuition appeal is 15 calendar days after the end of the semester for which the appeal is submitted

9. Should your appeal be denied, you may re-appeal within 1 month after receiving your appeal decision with new supporting documentation. The tuition re-appeal document can be found at: http://www.emich.edu/sbs/docs/TuitionReAppeal-master.pdf

10. Appeals for non-attendance will only be considered will only be considered if the student did not attend any classes for the given semester. It is the student’s responsibility to provide supporting documentation from the professors reflecting non-attendance in order for the appeal to be approved.

11. If there has been a university error, supporting documentation from a faculty or staff member must be included.

12. If the student has an ongoing condition that limits him/her in one or more major life activities, they should contact the Disability Resource Center

13. If the student is a Financial Aid recipient, he/she should consult a Financial Aid advisor prior to submitting an appeal.

**Student Conduct & Community Standards**

250 Student Center | 734-487-2157 | http://www.emich.edu/studentconduct/

**A. Student Code of Conduct & University Disciplinary Procedures**

1. It is the policy of Eastern Michigan University to establish a student conduct code, to be administered by the Office of Student Conduct and Community Standards, 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

**BOARD OF REGENTS POLICY**

The following Board of Regents policy applies to the information presented here:

3.7.1 - Tobacco Use
http://www.emich.edu/policies/policy.php?id=198
8.1 - Student Conduct Code and Judicial Structure
http://www.emich.edu/policies/policy.php?id=124
protects the rights of all members of the University community. The Eastern Michigan University Student Conduct Code and the accompanying student disciplinary processes are intended to foster ethical development, personal accountability and civility toward others.

2. The Student Conduct Code, below, outlines the practices to be utilized in administering the student disciplinary system at Eastern Michigan University.

3. Section I: Purpose
   a. In support of the overall goals of Eastern Michigan University, the purpose of the Student Conduct Code, administered by the Office of Student Conduct and Community Standards, is to maintain a campus environment that is conducive to learning, protects the university’s educational purposes, maintains reasonable order on campus, and protects the rights of all members of the University community. The Student Conduct Code and the accompanying student disciplinary processes are intended to foster ethical development, personal accountability, and civility toward others.
   b. The Code embraces several core philosophies: preservation of the rights of free speech and peaceable assembly; respect for freedom of inquiry and constructive criticism; a conviction that honesty and integrity are key values to the University community; and the belief that all members of the University should be part of a campus environment that respects differences of culture, gender, religion, race, age, lifestyle, or ability.

4. Section II: Responsibility for Implementation
   a. The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the Student Conduct Code and the student disciplinary process and has delegated its overall management to the Vice President for Student Affairs and the Director of Student Conduct and Community Standards. The Office of Student Conduct and Community Standards are directly responsible for the daily administration of the University’s student judicial system.

5. Section III: Jurisdiction
   a. The University will have jurisdiction over misconduct that occurs 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.
   b. A student committing a criminal offense, off-campus that is also a violation of the Student Conduct Code may be subject to University discipline.
   c. The University may pursue disciplinary action against a student at the same time the student is facing criminal charges for the same offense, even if the criminal prosecution is pending, has been dismissed or the charges have been reduced.

6. Section IV: Definitions
   a. For the purposes of the Student Conduct Code only, the following definitions apply:
      1. Faculty Member: Any person hired by the University to conduct classes.
      2. Institution or University: Eastern Michigan University
3. Member of the University Community: Any person who is a student, faculty member, University official, or any other person employed by the University.

4. Student: All persons 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. Persons who are not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University are considered “students”. Persons who have been accepted into EMU but have not yet enrolled for courses are considered “students”.

5. Student Group: A number of students who are associated with each other and have not complied with University requirements for registration as an organization.

6. Student in Good Standing: A student who is in good academic standing and who is not presently under any University disciplinary sanctions.

7. Student Organization: A number of students who have complied with University requirements for registration and/or recognition.

8. University Premises: All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.

9. University Sponsored Activity: Any activity on or off campus, which is initiated, aided, authorized, or supervised by the University.

7. Section V: Violations

   a. The following behavior is subject to disciplinary action under this Code. An individual, a group of individuals or a student organization may be charged with any of the violations. In cases where a violation is committed by an individual member of a student organization, the entire organization may be held responsible, in addition to the individual member, when those members not directly involved participate in the activity by encouraging, witnessing or condoning the act in any manner.

1. Academic Dishonesty

   a. Engaging in academic dishonesty in any form with respect to examinations, course assignments, research projects, grades, and/or academic records, including, but not limited to the following:

   1. Cheating: Using or attempting to use unauthorized materials, information or study aids in any academic assignment. Examples of cheating are: looking on someone else’s paper; using any kind of “cheat” sheet or other enhancement during a test; allowing someone else to take an exam in your place; submitting the same work more than once for credit; using someone else’s homework or lab assignments; collaborating with another student on any assignment or take-home test if told that collaboration was not allowed; assisting another student in committing an act of academic dishonesty by allowing another student to copy homework or an exam; taking an exam for someone else; or giving test information to students in other sections of the same class.

   2. Falsification: Intentional and unauthorized falsification or invention of any information or citation in an academic assignment. Examples of falsification are: making up data on an assignment; making up a source to cite in a paper; altering then resubmitting
returned academic work; giving false information to a faculty or staff member to increase one’s grade; or attempting to change, actually changing, altering grades or any other unauthorized tampering with grades.

3. Plagiarism: Deliberate and knowing use of someone else’s work or ideas as one’s own. Examples of plagiarism are: quoting a source verbatim, or paraphrasing text from a given source, without properly citing the source; turning in a research paper that was written by someone else; or in any other way passing off someone else’s work as one’s own; or failing to give credit for ideas or materials taken from someone else.

2. Alcohol Violations
a. Possession or consumption of alcoholic beverages by persons under the legal drinking age as defined by Michigan law.
b. Dispensing, selling, or supplying alcoholic beverages to a person under the legal drinking age as defined by Michigan law.
c. Possession or consumption of alcoholic beverages in violation of federal, state, and local laws.
d. Transportation in sealed containers to and from an authorized area or place is permissible if the person in possession is of legal age to possess alcoholic beverages as allowed by Michigan law.
e. Use of alcohol and controlled substances by Greek Organizations is covered under Student Conduct Code Section XI: Special Provisions Governing the University Recognition and Conduct of Greek Letter Social Organizations. Those provisions should be used to address alcohol violations committed by a Greek organization.

3. Computer Misuse
a. Unauthorized access, entry, or use of a computer, computer system, network, software, password, account, or data.
b. Unauthorized alteration or tampering with computer equipment, software, network, or data.
c. Unauthorized copying or distribution of computer software or data.
d. Use of computing facilities or equipment to send obscene, harassing, threatening, or abusive messages.
e. Use of computer to falsify records, tamper with records or commit any act of academic dishonesty.
f. Any other act in violation of law and/or University policies and guidelines regulating computer-related use.

4. Discrimination by Student Organization
a. Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation or disability unless any given student organization’s membership restriction is shown to be specifically allowed by law.

5. Disruptive Conduct
a. Actions that impair, interfere with, or obstruct the normal operations of the University and/or interfere with the rights of other members of the University community or visitors.
This includes intentional occupation of or blocking the entry or exit of University facilities, including but not limited to, buildings, classrooms, offices, hallways, entryways, conference rooms and campus grounds.

b. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member’s or instructor’s role to carry out the normal academic or educational functions of his/her class.

c. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.

d. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

e. Disturbance of any member of the University community or visitor.

f. Solicitation on campus without prior approval from appropriate University officials. This includes, but is not limited to, the disbursement of any forms of promotional/informational material on University property or on items (e.g. motor vehicles) on University property, requests for donations, or the selling or vending of any merchandise or services.

6. Drugs

a. Possession or use of narcotics, prescription drugs or other controlled substances in violation of local, state or federal drug or narcotic laws.

b. Distribution, delivery or sale of narcotics, prescription drugs or other controlled substances in violation of local, state or federal drug or narcotic laws.

c. Possession or use of drug paraphernalia

7. Failure to Comply

a. Failure to comply with a lawful order of a University official, including a campus police officer, in the performance of his/her duty.

b. Failure to comply with the sanctions rendered during the student judicial process.

c. Failure to comply with a request to be interviewed by a University judicial officer during the investigation of a conduct code violation. (Students may choose not to appear and present testimony at a student judicial proceeding after meeting with the judicial officer.)

8. Falsification/Fraud/False Testimony

a. Furnishing false information to the University, including false reporting of emergencies, knowingly making false accusations or giving false testimony during the disciplinary process.

b. Misuse, reproduction, alteration or forgery of any University related documents, records, identification, keys, access codes or property.

c. Providing a worthless check or money order in payment to the University or to a member of the university community.

9. Fire and Safety

a. Damage to, removal of or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
b. Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the University.

10. Gambling
   a. Gambling or participation in games of chance on campus for money or other things of value except as provided by law.

11. Guests
   a. Students are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests.

12. Harassment/Stalking
   a. Conduct (not of a sexual nature) that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.
   b. Conduct (not of a sexual nature) that threatens, intimidates, humiliates, or otherwise harms another person or group.
   c. Stalking, defined as following or otherwise contacting, via any means, another person repeatedly for no legitimate purpose, so as to put that person in fear for his/her life or personal safety, or to cause that person substantial emotional distress. Stalking includes:
      1. Repeatedly following or harassing another person.
      2. Contacting a person after being asked or ordered not to contact the person.
      3. Violating any provision of the Michigan Stalking Law.

13. Hazing
   a. Any action or activity committed by either active members, associate members or pledges of an organization which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:
      1. Interference with a student’s academic or work performance.
      2. Forced consumption of any food, alcohol, other drugs, or any other substance.
      3. Forced physical activity.
      4. Deprivation of food or sleep.
      5. Physical acts such as branding and paddling
      6. Requiring participation in any activity that violates University policies or any local, state or federal law.
      7. Other violations as outlined in the Interfraternity Council (IFC), College Panhellenic Council (CPC) or National Pan-Hellenic Council (NPHC) Constitutions.
   b. Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization.
   c. In cases where the activity is performed by an individual member of a student organization, the total organization may be held responsible, when those members not directly involved participate in said activity by encouraging, witnessing, or condoning the act in any manner.
   d. Any individual and/or organization found guilty of hazing will be subject to a minimum penalty of suspension.
14. Physical Abuse & Endangerment
   a. Physical violence or attempted physical violence toward another person or group.
   b. Threat of physical violence against another person or group.
   c. Any action that endangers the health, safety or welfare of a person or group.
   d. Attempt to harm, or actual harm, to oneself.

15. Property/Facilities/Services
   a. Theft of University property or property of a member of the University or visitor.
   b. Damage, destruction, or defacement of University property or property of a member of
      the University or visitor, including littering.
   c. Wrongful appropriation of University property or property of a member of the University
      or visitor.
   d. Public posting, selling of, or in any other way, distribution of notes of class lectures, course
      handouts and outlines, and/or any other University-supplied materials without the
      express written permission of the instructor.
   e. Unauthorized possession and/or use of University property or property of a member of
      the University or visitor, including knowingly being in possession of stolen goods. This
      includes unauthorized use of vehicles, equipment, services, the University name and logo.
   f. Unauthorized entry into University facilities, including but not limited to buildings,
      classrooms, hallways, entryways, conference rooms, and campus grounds.
   g. Bringing animals and/or pets into University buildings, except where properly authorized.
      Use or operation of rollerblades, skates, skateboards, bicycles, and similar items inside
      University facilities, unless expressly permitted.
   h. Violation of any policy or guidelines pertaining to specific usage of a University facility.

16. Sexual Misconduct/Sexual Harassment
   a. Any sexual act that occurs without the consent of the other person or occurs when the
      other person is unable to give consent.
   b. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus,
      educational or working environment for another person. This includes unwelcome sexual
      advances or requests for sexual favors, inappropriate sexual or gender-based activities,
      comments or gestures, or other forms of verbal or physical conduct or communications
      constituting sexual harassment.
   c. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or
      the display of sexual behavior that would reasonably be offensive to others.

17. Weapons/Firearms/Explosives
   a. Possession, storage or use of firearms and other weapons, including non-lethal weapons.
      Examples of such weapons may include, but are not limited to pellet guns, air-soft guns
      and paintball guns.
   b. Possession, storage or use of fireworks, gunpowder, ammunition, explosives or
      incendiary devices, or other articles or substances which could endanger health or safety.

18. Other Violations
a. Violation of any other published or posted University regulations not specifically mentioned in this Section, including, but not limited to, the EMU Policy Manual(s); EMU’s Alcohol and Other Drug Policy; Residence Hall Contract and the Guide to Campus Living; Campus Life Council regulations and guidelines for organizations; Student Government monetary allocation guidelines; EMU published undergraduate and graduate catalogs; EMU’S Athletics Alcohol and Other Drug Education and Testing Policy; ORD Research Guidelines; and Greek Social Policy.
b. Aiding and abetting another in any violation of laws and/or University policies.
c. Attempt or intent to commit any violation outlined in the Student Conduct Code.
d. Off-Campus Conduct as described in the Student Conduct Code, Section III: Jurisdiction.

8. Section VI: Sanctions for Misconduct
a. The purpose of University discipline is to be corrective and educational as well as punitive. The disciplinary experience is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may include a combination of sanctions for a particular incident. The sanctions which may be incurred include, but are not limited to, the following:
b. Sanctions for Students and/or Student Groups
   1. **Verbal Warning:** notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
   2. **Formal Reprimand:** An official written statement of the University’s disapproval of a student’s actions and a warning that any future violation(s) will be dealt with more severely.
   3. **Disciplinary Probation:** An official notice that the student’s conduct is in violation of the Student Conduct Code but does not warrant suspension or permanent dismissal. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student commits another conduct code violation during the probationary period. During the Probation period, a student will be considered “not in good standing” and may be excluded from some programs and curricular or extra-curricular activities, including running for and/or holding office in any student organization.
   4. **Suspension:** An involuntary separation of the student from the University for a definite period of time and/or until certain conditions for readmission is met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. (Suspension requires administrative review and approval by the President or his/her designee.)
   5. **Deferred Suspension:** The sanction of Suspension may be placed in deferred status provided that the student completes other assigned sanctions by the specified deadline dates. Failure to complete all sanctions and provide proof of completion by the deadline date(s) will result in the automatic enactment of the suspension without charges or hearing. If a student is found responsible for another violation of the Student Conduct Code during the period of deferred suspension, the student may be permanently dismissed from the University.
6. **Permanent Dismissal:** An involuntary permanent separation from the University.
   (Permanent dismissal requires administrative review and approval by the President or his/her designee.)

7. **Delay and/or Denial of Degree Award:** During the period disciplinary charges are pending against a student, the University may deny and/or delay issuance of a degree. Further, the University may refuse to issue a degree to a student who is serving a suspension or has been permanently dismissed from the University.

8. **Revocation of degree:** An awarded degree may be revoked for violations of the Student Conduct Code, which occur prior to the award of the degree but are discovered after the degree has been awarded, where the violation is sufficient to justify the suspension or permanent dismissal of the student. (Revocation of a degree requires administrative review and approval by the President or his/her designee.)

9. **Other Secondary Sanctions** may be imposed instead of or in addition to those specified above. Secondary sanctions include, but are not limited to:
   a. **Restitution** (compensation for loss, damage or injury)
   b. **Fines** (for alcohol or drug violations) First Offense = $100; Second Offense = $200; Third Offense = $300
   c. **Community Service**
   d. **Educational activities** such as a reflective writing assignment or attendance at an event directly related to the violation committed. (e.g. alcohol/drug workshop; diversity awareness training; ethics workshop)
   e. **Restrictions** (temporary or permanent loss of privileges or the use of a University facility or service)

c. Sanctions for Student Organizations
   1. **Verbal Warning:** Notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
   2. **Formal Reprimand:** An official written statement of the University’s disapproval of a student organization’s actions and a warning that any future violation(s) will be dealt with more severely.
   3. **Disciplinary Probation:** An official notice that the student organization’s conduct is in violation of the Student Conduct Code but does not warrant suspension of or permanent termination of the organization’s University status. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student organization commits another conduct code violation during the probationary period. During the Probationary period, a student organization may also be excluded from campus activities, forfeit student monetary allocations, and lose Campus Life status.
   4. **Suspension:** An involuntary withdrawal of student organization status from the University for a definite period of time and/or until certain conditions for renewal of recognition is met. During this time, the University will not in any way recognize nor support the continued operation of said student organization. The Student organization must reapply to the University for renewed recognition following any period of suspension. The suspension shall
be reported to say organization’s national office, if applicable. (Suspension requires administrative review and approval by the President or his/her official designee.)

5. **Deferred Suspension:** The sanction of Suspension may be placed in deferred status provided that the student organization completes other assigned sanctions by the specified deadline dates. Failure to complete all sanctions and provide proof of completion by the deadline date(s) will result in the automatic enactment of the suspension without charges or hearing. If a student organization is found responsible for another violation of the Student Conduct Code during the period of deferred suspension, the student organization may have its University status permanently terminated.

6. **Permanent Termination of University Status:** An involuntary permanent withdrawal of student organization status from the University. The University will not in any way recognize nor support the continued operation of said student organization. The permanent termination shall be reported to said organization’s national office, if applicable. (Permanent termination requires administrative review and approval by the President or his/her official designee.)

7. **Other Secondary Sanctions** may be imposed instead of or in addition to those specified above. Secondary sanctions include, but are not limited to:
   a. **Restitution** (compensation for loss, damage or injury)
   b. **Fines** (for alcohol or drug violations) First Offense = $100; Second Offense = $200; Third Offense = $300
   c. **Community Service**
   d. **Educational activities** such as a reflective writing assignment or attendance at an event directly related to the violation committed. (e.g. alcohol/drug workshop, diversity awareness training; ethics workshop)
   e. **Restrictions** (temporary or permanent loss of privileges or the use of a University facility or service)

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4. **Enhanced Sanctions**

1. Any violation of the Student Conduct Code against any individual, group or student organization which is shown to be motivated by the individual’s, group’s or student organization’s racial identity, religion or religious beliefs, disability, national origin, gender, sexual orientation or other personal characteristic will subject a student/student organization to a more severe sanction than would ordinarily accompany that violation.

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8. **Counseling Assessments and Counseling**

1. In addition to any sanctions assigned, a student may also be required to undergo a mandated counseling assessment. Participation in counseling may be recommended. Issuance of sanctions may be postponed pending the results of the counseling assessment.

9. **Section VII: Organization of the University Judicial System**

a. **University Judicial Board**

1. **Composition:** The University Judicial Board will consist often (10) enrolled students and four (4) alternates; four (4) full-time faculty members and two (2) alternates; and four (4) full-time members of the University community and two (2) alternates. A student member
must be a student in good standing in order to be selected for and remain on the University Judicial Board.

2. Selection of board members - In consultation with the Director of Student Conduct and Community Standards, student members will be appointed by the Student Government; faculty members will be selected by Faculty Council; and the full-time members from the University community will be selected by the President or his/her designee.

3. Terms of Office - Board members will be appointed for a two-year term. They may be reappointed by the person or body who appointed them. Two members serving as Chairpersons will be elected by a majority vote of all of the University Judicial Board members.

4. Removal from office - A board member may be removed from the board for poor attendance by a simple majority vote of the total University Judicial Board.

5. Jurisdiction - The University Judicial Board will serve as the panel to hear the case of any student(s)/student organization seeking resolution of the case through the formal hearing process.

6. Procedural Considerations
   a. Selection of the University Judicial Board members for any given case depends on the availability of the members at the time scheduled for the hearing.
   b. Quorum for a given hearing will exist with the presence of any five (5) members. During vacation periods or summer session, the University Judicial Board has the authority to convene a disciplinary hearing with only three (3) members, provided that at least one of those is a student.
   c. The Chairperson will exercise control over the proceedings.

b. Judicial Appeals Board

1. Composition - The Judicial Appeals Board will consist of four (4) enrolled students; four (4) full-time faculty members; and four (4) full-time members of the University community. A student member must be a student in good standing in order to be selected for and remain on the Judicial Appeals Board.

2. Selection of board members - In consultation with the Director of Student Conduct and Community Standards, student members will be appointed by the Student Government; faculty members will be selected by Faculty Council; and the full-time members from the University community will be selected by the President or his/her designee.

3. Terms of Office - Board members will be appointed for a three-year term. They may be reappointed by the person or body who appointed them. Two members serving as Chairpersons will be elected by a majority vote of all of the Judicial Appeals Board members.

4. Removal from office - A board member who is consistently unavailable for appellate reviews may be removed from the board by a simple majority vote of the total Judicial Appeals Board.

5. Jurisdiction - The Judicial Appeals Board will serve as the panel to review decisions rendered by the University Judicial Board during the formal hearing process. Both the charged party and the University will have the right to appeal a University Judicial Board decision.

6. Procedural Considerations
a. Selection of the Judicial Appeals Board members for any given case depends on the availability of the members at the time scheduled for the appeal.

b. A quorum will exist with the presence of a Chairperson and any two (2) other Judicial Appeals Board members, EXCEPT that any three (3) Judicial Appeals Board members may hear the appeal if a Chairperson cannot be available within a reasonable time, not to exceed fourteen (14) work days from the date of receipt of the written appeal.

10. Section VIII: Rights of Charged Student(s)/Student Organizations In Disciplinary Proceedings
   a. The following rights apply to a student conduct proceeding that has reached the level of a formal hearing, EXCEPT that Rights One (1) through Four (4) apply also to any investigative meeting held with the Office of Student Conduct and Community Standards and to the Informal Disposition Conference. Student(s)/student organizations will have the right to:
      1. Remain silent and not have that silence used against them.
      2. Have a voluntary advisor, or conduct advocate, present who may participate in the proceedings. The advisor or advocate must be a member of the university community, and if the advisor or advocate is another EMU student, she/he must be a student in good standing.
      3. Engage an attorney, at the student/student organization’s own expense only when criminal prosecution is pending on charges stemming from the same incident. The attorney may appear at the proceedings with the student(s) to provide advice, but may not represent the student(s)/student organization, directly question or cross-examine witnesses, or, in any other way, participate in the proceedings.
      4. Be given a written statement of the charges against them, in accordance with the provisions of Section IX.b. of the Student Conduct Code.
      5. Adequate notice of dates set for all hearings, and related conferences and meetings.
      6. Reasonable review of the disciplinary case file maintained by the Office of Student Conduct and Community Standards prior to a formal hearing and/or appeal.
      7. Question and cross-examine the complainant and all witnesses.
      8. Present witnesses and submit any pertinent, supportive documentation. The hearing board, by a 2/3 vote of members present at the hearing, may limit the number of witnesses in order to avoid dilatory tactics.
      9. An open or closed hearing. A hearing will be considered open if no person is excluded until the room’s capacity has been reached EXCEPT that a person may be removed if his/her behavior is disruptive to the hearing process. A closed hearing will include only the charged student(s)/student organization, Student Conduct and Community Standards official(s), witnesses, and members of the particular judicial board hearing the case.
     10. Challenge a judicial board member on the grounds of bias, conflict of interest or any other factor that could preclude the board member from rendering an impartial and fair decision. The board member may be disqualified upon majority vote of the remaining members of the board present at the hearing, conducted by secret ballot. If the board votes to exclude the challenged board member from that particular hearing, the hearing will continue with the remaining board members present, even if the number of board members remaining is less than the number required by the Student Conduct Code to reach a quorum for that hearing.
11. A written statement of the outcome of the proceeding, and a description of the appeal procedure.
12. Make a taped recording of the proceeding at their own expense.
13. Appeal the decision of the university judicial board, subject to the provisions of the Student Conduct Code, Section IX.E: Appeal of Formal Hearing Results.

11. Section IX: University Disciplinary Procedures
   a. Reporting
      1. Any member of the university community may initiate a complaint against a student or student organization for an alleged violation of the Student Conduct Code through the Office of Student Conduct and Community Standards. A complainant shall submit the complaint to the Office of Student Conduct and Community Standards within a reasonable amount of time from the date he/she becomes aware of the alleged violation. For purposes of this Code, an incident report generated by the Department of Public Safety or an incident report generated by a member of the University will be considered a complaint to be reviewed by the Office of Student Conduct and Community Standards for possible Student Conduct Code violations.
   b. Charges and Notice
      1. The Office of Student Conduct and Community Standards will investigate each complaint, and if the circumstances surrounding the complaint indicate that a violation of the Student Conduct Code may have occurred, disciplinary charges may be issued. The student(s)/student organization will be notified of the charges in writing. Notice of the charges will be considered adequate if it is sent to the student(s)/student organization’s last known address registered with the University OR to the address given by a student on either an EMU Department of Public Safety’s Incident Report or on a Housing Incident Report.
      2. Proper written notice to a student/student organization will include the following:
         a. Recitation of facts surrounding the incident, in as sufficient detail as possible as to date, time, and location;
         b. Statement of the specific conduct code provision(s) violated;
         c. Any penalty assigned or other action taken;
         d. Amount of time in which the student(s)/student organization has to respond to the notice;
         e. Ramifications of not responding to the notice within the time limit; and
         f. Copy of “Rights of Charged Students/Student Organizations in Disciplinary Proceedings”.
      3. The Office of Student Conduct and Community Standards may place a judicial hold on a student’s academic record, and/or may go forward with disciplinary action against a student/student organization in either of the following situations:
         a. The student or student organization fails to respond to a charge letter sent by the Office of Student Conduct and Community Standards within the applicable time limit.
b. The student withdraws from the University after allegedly committing violation, whether or not the Office of Student Conduct and Community Standards has yet had the opportunity to charge the student with a conduct code violation.

c. The student/student organization fails to appear at his/her scheduled formal hearing or appeal hearing.

c. Disposition of Cases

1. A disciplinary case may be handled in one of the following two formats:

a. Informal Disposition Conference - The student(s)/student organization representative and a judicial officer will meet informally to discuss the alleged violation(s). If the substantive facts and sanction(s) can be agreed upon by the judicial officer and the charged student(s), a disciplinary action agreement will be prepared and signed by both sides. A signed disciplinary action agreement will constitute a waiver of the right to a formal hearing and any appeal, and an acceptance of the finding(s) and sanction(s). The President or his/her designee must approve any suspension, permanent dismissal or permanent termination of a student organization’s university status.

b. Formal Hearing - If, during the informal disposition conference, the student(s)/student organization disputes the findings by the Office of Student Conduct and Community Standards that a violation has occurred or if an appropriate sanction(s) cannot be agreed upon, the case will be referred for a formal hearing. In cases where the student(s)/student organization was issued a verbal warning or formal reprimand as part of the Informal Disposition Conference, a formal hearing will be offered before a judicial officer different than the one who proposed the original sanction. Procedures for this hearing will be consistent with those noted in Section IX:d. This option allows the student(s)/student organization to respond to the charges, present witnesses on his or her own behalf and question witnesses. Formal hearings are tape-recorded. The judicial officer may find the party charged not responsible for violating the Code of Conduct. If the party is found responsible the student(s)/student organization will be notified in writing. This decision of the judicial officer is final and there is no right of appeal.

2. In cases where sanctions other than verbal warning or formal reprimand are proposed as part of the Informal Disposition Conference, a formal hearing will be offered before the University Judicial Board.

d. Procedures for Formal Hearings

1. Notice of Hearing - After the formal hearing is scheduled, the Office of Student Conduct and Community Standards will notify the student(s)/student organization involved of the date, time and place of the hearing and of the pre-conference.

2. Pre-conference - At least two (2) days prior to the formal hearing, a pre-hearing conference will be scheduled by the Office of Student Conduct and Community Standards for any charged student(s)/student organization. The two (2) day requirement may be modified by mutual consent of the charged student(s)/student organization and the Office of Student Conduct and Community Standards. The conference will include the presiding officer of the University Judicial Board or a designee, the Director of Student Conduct and Community...
Standards or a designee, any individual designated to represent the University, and the charged student(s)/student organization and their advisor.

a. The purpose of the pre-hearing conference will be to identify those issues and facts which will be presented at the hearing, to exchange information as to witnesses likely to be called, to answer procedural questions, and to settle those matters which may be agreeably concluded. The conference will not be used to settle the issue of whether or not the violation was committed or to challenge any recommended sanctions. Failure of the charged student(s)/student organization or the advisor to appear will in no way affect any of their procedural rights and will not prohibit a hearing from being set and being held.

3. Formal Hearing Premises. The following premises will govern any formal hearing:

a. The focus of inquiry in a University hearing will be the determination of whether a violation of University rules occurred, and such decision will be totally unrelated to any criminal or civil decisions against the student(s)/student organization arising from the same incident.

b. Formal rules of evidence will not apply to University proceedings, nor will deviations from these prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student(s)/student organization or the University may result.

c. The charged student(s)/student organization will be presumed to have not violated the Student Conduct Code until it is proven otherwise.

d. The burden of proof during a formal hearing will rest with the University. The University must prove its case by a preponderance of the evidence, meaning that the evidence, considered in its entirety, indicates that, more likely than not, the charged student(s)/student organization committed the violation(s).

e. The judicial officer may recommend a sanction to the University Judicial Board during the formal hearing, but the University Judicial Board will have the authority to reject the recommendation and issue any sanction(s) deemed appropriate.

f. All formal hearings will be recorded. Copies of the recording will remain the property of the University and will serve as the official record of the proceedings.

4. Disposition of the Case

a. University Judicial Board decisions as to culpability of the charged student(s)/student organization and sanctions to be issued will be made by a simple majority of the University Judicial Board members present at the hearing. After hearing the case, board members will go into closed session to reach a decision.

b. Decisions of the University Judicial Board will be in writing. The decision will state what rule was violated, the behavior constituting the violation, and any sanctions issued. Within two (2) working days, the written decision will be submitted to the Director of Student Conduct and Community Standards. If the recommended sanction is not a suspension, permanent dismissal of the student or permanent termination of University status, the Director of Student Conduct and Community Standards will mail the decision to the
student(s)/student organization within two (2) working days after being submitted to that office by the University Judicial Board.

c. If the recommended sanction is either a suspension, permanent dismissal or permanent termination of University Status, the Director of Student Conduct and Community Standards will submit the decision to the President or his/her designee for review. The President or his/her designee will either accept or reject the University Judicial Board’s decision to suspend, permanently dismiss the student, or permanently terminate the University status of a student organization. If the decision is rejected, the President or his/her designee will provide to Student Conduct and Community Standards a written rationale for the rejection of the University Judicial Board’s sanction. A rejection of the University Judicial Board’s sanction will constitute an automatic appeal to the Judicial Appeals Board.

d. The President or his/her designee will have five (5) working days after submission of the University Judicial Board’s decision to take action. If no action is taken during that time, the University Judicial Board’s decision will be considered approved.

e. The Office of Student Conduct and Community Standards will send the written decision to the student(s)/student organization by using the address of record. Additional copies will be sent to the student(s)/student organization by using an official university e-mail address. The communication will take place within one (1) working day following any presidential action. If the five (5) working days lapse without the President or his/her designee taking action, the Office of Student Conduct and Community Standards will mail the University Judicial Board’s written decision to the student(s)/student organization on the sixth (6) working day following the submission of the decision to the President or his/her designee for review.

e. Appeal for Formal Hearing Results

1. **Right to Appeal**- Student(s)/student organizations or the University (represented by the Office of Student Conduct and Community Standards) may request that the University’s Judicial Appeals Board review the decision rendered at the conclusion of the formal hearing process. Student(s)/student organization(s) may challenge the finding of the University Judicial Board that a violation occurred and/or the sanction(s) assigned. Conversely, the University may challenge the finding of the Board that no violation occurred or that the sanction(s) issued were not severe enough for the violation committed.

2. **Appeal Process for Student(s)/Student Organizations**- The following steps should be followed by student(s)/student organizations in order to file an appeal:

   a. A written request for an appeal must be submitted to the Office of Student Conduct and Community Standards within seven (7) working days from the date of the written decision from the formal hearing. The appeal will be immediately forwarded to the Judicial Appeals Board for consideration. Unless extenuating circumstances can be shown, failure to appeal within the allotted time will render the University Judicial Board’s decision final.
b. The written request for an appeal must state the grounds for appeal (citing the appropriate grounds from the “Grounds for Appeal” list below); a discussion of the evidence and facts in support of the appeal; and a recommended solution.

c. The request for an appeal must be typed and should include any supporting documentation that should be considered by the Judicial Appeals Board.

d. **Grounds for Appeal** - The following will be considered the only grounds for an appeal
   1. There were procedural errors in the case or in the interpretation of University rules and regulations serious enough to deny the student(s)/student organization a fair hearing.
   2. There is new evidence of a substantive nature not previously available at the time of the hearing, which would have materially affected the decision.
   3. The severity of the sanction is disproportionate to the violation(s) committed.
   4. The decision of the Board was not supported by the evidence presented at the hearing.

3. **Appeal Process for the University** - The following steps should be followed by the University in order to file an appeal:
   a. A written request for an appeal must be submitted by Student Conduct and Community Standards to the Judicial Appeals Board within seven (7) working days from the date of the written decision from the formal hearing. A copy of the appeal will also be made available to the student(s)/student organization. Unless extenuating circumstances can be shown, failure to appeal within the allotted time will render the University Judicial Board’s decision final and conclusive.
   b. The written request for an appeal must state the grounds for appeal (citing the appropriate grounds from the “Grounds for Appeal” list below); a discussion of the evidence and facts in support of the appeal; and a recommended solution.
   c. The request for an appeal must be typed and should include any supporting documentation that should be considered by the Judicial Appeals Board.
   d. **Grounds for Appeal** - The following will be considered the only grounds for an appeal:
      1. There were procedural errors in the case or in the interpretation of University rules and regulations serious enough to affect the University’s chance of proving its case.
      2. The sanction is too lenient given the violation(s) committed.
      3. There is new evidence of a substantive nature not previously available at the time of the hearing, which would have materially affected the decision.
      4. The decision of the Board was not supported by the evidence presented at the hearing.

4. **Scheduling an Appeal**
   a. The Judicial Appeals Board will convene an appeal hearing as soon as possible after receiving the written appeal. A quorum will exist with the presence of a Chairperson and any two other board members, EXCEPT that any three board members may handle the appeal if the a Chairperson cannot be available within a reasonable time, not to exceed fourteen (14) calendar days from the receipt of the written appeal.
   b. After the appeal is scheduled, Student Conduct and Community Standards will notify the student(s)/student organization involved of the date, time and place of the hearing.

5. **Appeal Hearing Premises** - The following premises will govern any appeal hearing:
a. Deviations from these prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the charged student(s)/student organization or the University may result.

b. On appeal, the burden of proof rests with the appellant to clearly exhibit that one of the four grounds for an appeal has been met; this is not a re-hearing of the entire case.

c. All appeal hearings will be recorded. Copies of the recording(s) will remain the property of the University and will serve as the official record of the proceedings.

d. Any sanction(s) issued by the University Judicial Board will not take effect until the appeal process is completed.

6. **Disposition of the Appeal**

a. Prior to the appeal hearing, the Judicial Appeals Board will meet in closed session to review the written decision of the University Judicial Board, the written appeal, any supporting documentation provided by the Appellant, and the recording of the formal hearing.

b. After reviewing the case materials, the Judicial Appeals Board will convene the Appeal Hearing and call in both parties to the appeal. The student(s)/student organization may bring an advisor or conduct advocate to the Hearing who may speak on their behalf. The advisor or conduct advocate must be a member of the University community, and if the advisor or conduct advocate is a student, he/she must a student in good standing.

c. The party who filed the appeal will be allowed fifteen (15) minutes to present his/her case to the Judicial Appeals Board. The Board members may then ask questions of the appellant. The opposing side will then be given fifteen (15) minutes to present its counter-arguments, after which the Board members can ask questions of that party.

d. The Judicial Appeals Board will again go into closed session to reach a decision in the case, then reconvene the hearing and read its decision. The decision will be made by a simple majority of the Judicial Appeals Board members present at the hearing.

e. The Judicial Appeals Board may take one of the following actions:
   1. Uphold the decision of the University Judicial Board in its entirety.
   2. Alter the sanctions imposed by the University Judicial Board EXCEPT that the Board cannot increase the severity of the sanctions if the appeal was filed by the student(s)/student organizations.
   3. Send the case back to the University Judicial Board for a new hearing only if there were errors in procedures or interpretation of University rules and regulations or there is new evidence in the case. A decision issued by the University Judicial Board in a case sent back to it by the University Appeals Board may not be appealed again and will be the final decision, pending approval by the President or his designee in accordance with sub-section f below.
   4. Dismiss the case against the student(s)/student organization.

f. In cases where the Judicial Appeals Board, or the University Judicial Board upon a re-hearing of the case, issues a suspension, permanent dismissal of the student or permanent termination of University status of a student organization, the decision will be sent to the
President or his/her designee for review. The President or his/her designee will have five (5) working days after submission of the decision to either affirm or alter the decision. This decision will be final. If no action is taken during that time, the appellate decision, or the decision from a re-hearing will be considered approved.

g. The Office of Student Conduct and Community Standards will send the written decision to the student(s)/student organization within one (1) working day following any presidential action. If the five (5) working days lapse without the President or his/her designee taking action, the Office of Student Conduct and Community Standards will mail the written decision to the student(s)/student organization on the sixth (6) working day following the submission of the decision to the President or his/her designee for review.


a. Academic dishonesty is both an academic matter between a student and his/her faculty member and a violation under the Student Conduct Code subject to University disciplinary action. An act of academic dishonesty may and should be handled by the faculty member, the student, and, if appropriate, the faculty member’s department head and/or the dean over that particular academic department. Sanctions that can be assigned by a faculty member range from giving a reduced grade on the particular work in question to failing the student for the entire course. In addition, some academic departments and programs have their own policies for dealing with academic dishonesty and/or violations of Professional Codes of Ethics which allow the department or program to impose sanctions ranging from probation to program dismissal. A sanction assigned by a faculty member and/or an academic department or program is an academic, not a disciplinary sanction.

b. If the matter is resolved satisfactorily between the student and the faculty member, and the faculty member decides not to refer the student for university disciplinary action, the faculty member may still report the incident to the Office of Student Conduct and Community Standards. The Office of Student Conduct and Community Standards will maintain a record of the reported incident and may elect to pursue university disciplinary action against a student who is reported to that office for a subsequent act of academic dishonesty.

c. If the faculty member decides that a stronger sanction is needed instead of or in addition to any academic sanctions assigned by that faculty member, the incident may be referred to the Office of Student Conduct and Community Standards for review and possible university disciplinary action. Once the referral is made to the Office of Student Conduct and Community Standards, the incident will be handled in the same manner as would any other allegation under the Student Conduct Code.

d. In cases where the student denies the allegation of academic dishonesty, the faculty member may elect to postpone assigning any academic sanctions until after the student has gone through the university disciplinary process. If at the end of that process, the charge of academic dishonesty is upheld, the faculty member may then assign an academic sanction. The academic sanction is independent of any disciplinary actions taken against the student by the University.
e. Academic sanctions assigned by the faculty member in agreement with the student or assigned by the faculty member after the charge of academic dishonesty has been validated through the University disciplinary system cannot be grieved under the University’s Grade Grievance Procedure.

13. Section XI: Special Provisions Governing the University Recognition and Conduct of Greek Letter Social Organizations

a. Because of the importance of the Greek social system and because of the unique circumstances under which it operates, the following conditions have been established between the University and the Greek social organizations. These provisions set out the requirements for maintaining University recognition and good standing and delineate specific violations that may be handled through the Greek system’s own judicial process rather than under the University’s Student Conduct Code.

b. The University reserves the right to retain jurisdiction over cases in which the conduct violates both these provisions and the University’s Student Conduct Code AND the University determines that the misconduct is of such severe nature as to impair, obstruct, interfere with or adversely affect the mission, processes or functions of the University.

c. The University may take action against an individual member of a student organization for misconduct that is both a violation of this provision and of the Student Conduct Code, regardless of any separate disciplinary action taken against the student organization.

d. This section of the Student Conduct Code applies only to the relationship between the University and the Greek social organizations and has no bearing on relations between chapters and national and/or alumni agreements.

e. Good standing must be maintained in order for Greek social organizations to participate in Greek sponsored activities. Failure to do any of the following will constitute a violation of these provisions of the Student Conduct Code and will subject the Greek social organization to disciplinary action, including possible loss of good standing:

1. Registering annually as a recognized student organization with Campus Life;

2. Participating in the appropriate Greek governing bodies (The National Pan-Hellenic Council (NPHC), The Interfraternity Council (IFC), or The College Panhellenic Council (CPC);

3. Submitting roster and grade release forms for active members and pledges/associates during the first month of the semester;

4. Following all rules and guidelines for New Member Recruitment Process, and the Greek Social Policy; and

5. Abiding by all terms and conditions of the alcohol and controlled substance guidelines below:

a. The possession, use and/or consumption of alcoholic beverages while on chapter premises during an official event or in any situation sponsored or endorsed by the chapter or organization must be in compliance with any and all applicable laws and University rules and policies.

b. No chapter or organization members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age.
c. The possession, sale, and/or use of any illegal or controlled substance at any chapter,
organization or University sponsored event are strictly prohibited.
d. Alcohol or controlled substances will be prohibited at any and all recruitment activities.
e. Open parties where alcohol is provided by the host chapter, meaning those with
unrestricted access by non-members of the organization, without specific invitation, will
be prohibited.
f. All organizations must provide, at no charge, an alternative non-alcoholic beverage and
food at any event where alcohol is provided.
g. There will be no solicitation or encouragement of alcohol consumption by contest or
promotion at any chapter event where alcoholic beverages are present.

f. Greek organizations whose members are in violation of this policy, regardless of whether the
individuals are identified, will be subject to one or more of the sanctions listed in the Student
Conduct Code, Section VI.B: Sanctions for Student Organizations.

g. The following process will be utilized in any incident alleging a violation of these policy
provisions by a Greek Social organization:

1. The incident will be referred to the respective Greek Judicial Board for hearing and original
adjudication (i.e. cases involving members of the Panhellenic Council and Interfraternity
Council will be heard by the Greek Judicial Board and cases involving members of the NPHC
will be heard by its own council). Each Greek Council will establish its own judicial board
and its own set of hearing procedures for handling the incident. The chair of the respective
Greek Judicial Board will immediately inform the Office of Student Conduct and
Community Standards about any incident referred to it.

2. A decision rendered by the respective Greek Judicial Board may be appealed by either the
party alleging the violation or by the Greek social organization being accused of a violation.
The appeal will be made in accordance to policies governing each of the governing councils.

3. The Office of Student Conduct and Community Standards will receive written transcripts of
all final judicial decisions, from the Greek Judicial Board. The Office of Student Conduct and
Community Standards will review the decision and may accept or reject the proposed
sanctions.

4. In the event the Office of Student Conduct and Community Standards rejects' the final
decision, the Director will provide a written explanation of the rejection and a recommended
alternative.

5. In the event that the Office of Student Conduct and Community Standards and the Greek
board rendering the final decision cannot reach an agreement, the case will be referred to the
Eastern Michigan University Judicial Appeals Board as outlined in the Eastern Michigan
University Student Conduct Code. In this instance the Office of Student Conduct and
Community Standards will notify the national or international headquarters of the
organization involved. In the case of local organizations, the Alumni Association will be
notified.

14. Section XII: Interim Suspensions and Other Interim Sanctions
a. For alleged violations of this Code, interim sanctions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University housing facilities and/or campus facilities by time and location, and limitation of privilege to engage in specified University activities may be imposed by the President or his/her designee. Such interim sanctions are to be utilized only when there is reason to believe that the student(s)/student organization’s conduct 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.

b. FOR INTERIM SUSPENSIONS ONLY, a student will be denied access to the residence halls, and/or to the campus (including classes), and to all other University activities or events, which the student might otherwise be eligible to participate in or attend. A student organization will lose its University student organization status and will be denied access to any University activities or events which the student organization might otherwise be eligible to participate in or attend.

c. A student/student organization will be notified of an interim sanction or interim suspension, orally, by written notice served on the student/student organization, or by written notice sent to the last address on record. The interim sanctions or interim suspension takes effect the day it is issued by the President or his/her designee.

d. A student/student organization issued an interim suspension or interim sanctions will be given an opportunity to appear before the Vice President of Student Affairs and Enrollment Management or a designee within three (3) working days in order to discuss the following issues only:

1. The reliability of the information concerning the student/student organization’s alleged misconduct.

2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself/herself, to others, or to property.

e. The Vice President for Student Affairs or his/her designee may affirm or alter the interim sanctions or interim suspension based on the discussion with the student/student organization. If the decision is affirmed, the Vice President or his/her designee will inform the student/student organization of that decision at the conclusion of the discussion. Regardless of whether the interim sanctions or interim suspension is affirmed or altered, the Vice President or his/her designee will direct that a formal hearing before the University Judicial Board take place within ten (10) days. If the University fails to schedule the formal hearing within the ten (10) day period, the interim sanctions or interim suspension will cease although the original charges will not be dropped and will still be handled through the University’s disciplinary process.

15. Section XIII: Emergency Powers of the President
a. The President, as Chief Executive Officer of the University, is charged with the
maintenance of that degree of order and safety necessary to the successful continuation
of the University’s lawful mission, and he/she is further charged with the authority to
protect the members of the University community and University property.
b. When faced with mass disruptions, activity of a violent and destructive nature, or other
dangerous violations of University rules of a serious enough nature to threaten the University,
the President, after consultation with and approval of the Board of Regents, may declare a “state
of emergency” and do any of the following:
1. Impose and have enforced a curfew on all or portions of the University campus.
2. Curtail or suspend services.
3. Close the University or portions of the University entirely for the period of emergency.
4. Issue an emergency suspension and forbid the presence on campus of any student(s)/student
organization(s) if they have been sufficiently identified to him/her as participants in activities
which violated University policy and led to the conditions described above. Suspensions
issued under this section of the code are effective immediately upon notice to the
student(s)/student organization(s).
5. Appoint a Special Hearing Board on an ad hoc or extraordinary basis to make a
recommendation as to whether any emergency suspensions issued should be continued. The
Special Hearing Board will convene and make its recommendations to the President within
seven (7) calendar days from the effective date of the emergency suspension. Regardless of
the recommendation to the President as to the continuation of the emergency suspension,
the President will direct Student Conduct and Community Standards to convene a formal
hearing before the University Judicial Board within ten (10) days of the date of the Special
Hearing Board’s recommendation to the President in order to rule on the original charges
brought against the student(s)/student organization(s).
6. Take other actions that may be explicitly stated in or implied by any laws governing the
authority of the University and/or the President in emergency situations.

c. Due to the unique circumstances and severe conditions that would lead the President to exercise
any of his/her emergency powers, an emergency suspension issued under this section of the
Code is to be considered different from an interim suspension issued under the conditions
stated in Section XIII. The issuance and review of an emergency suspension will be handled in
accordance with the procedures outlined above in sub-sections iv and v.
d. The Board of Regents, regardless of granting any emergency powers to the President, in no way
restricts its own powers and prerogative to carry out its obligations and duties as imposed by the
Constitution and laws of the State of Michigan.

16. Section XIV: Student Disciplinary Files and Records
a. Student Conduct and Community Standards will establish a student disciplinary file whenever a
case is referred for investigation of a possible conduct code violation. A student or student
organization’s file will be destroyed if the investigation indicates that no violation occurred. The
file of a student/student organization found to have violated the conduct code will be retained
for four (4) years from the date of the sanction or until the student’s graduation from the University, whichever comes first. Student conduct records may be retained longer or permanently if the student was suspended or permanently dismissed or if there is reason to believe the case could result in future litigation.

b. A notation will be made on the student’s official University transcript if the student was suspended, permanently dismissed or given an “E” grade in a course as a result of academic dishonesty.

c. The release of student disciplinary records will be governed by applicable federal and state laws governing the privacy of educational records.

17. Section XV: Review of the Student Judicial System

a. The Office of Student Conduct and Community Standards will convene a Student Judicial System Review Committee at least every four (4) years that will be responsible for carrying out the following tasks:
   1. Reviewing the goals and effectiveness of the University’s disciplinary system;
   2. Reviewing the effectiveness of the types of sanctions issued;
   3. Recommending changes to the Student Conduct Code;
   4. Recommending changes in the judicial processes and procedures established and followed by the Office of Student Conduct and Community Standards;
   5. Recommending training sessions and publications on topics related to the mission of the Office of Student Conduct and Community Standards to educate the campus community about student conduct and the campus judicial processes.

b. The Committee will be appointed and chaired by the Director of Student Conduct and Community Standards and will include one representative from the following areas: Office of the Ombudsman; Legal Affairs; Housing; Health Services; Counseling Services; Student Government; Faculty Council; Department of Public Safety; Campus Life; a Chairperson of the University Judicial Board; and a Chairperson of the Judicial Appeals Board.

c. Amendments to the Student Conduct Code that receive the support of the Review Committee will be forwarded, in accordance with University procedures, to the Board of Regents for approval.

18. Responsibility for Implementation

a. The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the Student Conduct Code and the student disciplinary process and has delegated its overall management to the Vice President for Student Affairs and the Director of the Office of Student Conduct and Community Standards. The Office of Student Conduct and Community Standards are directly responsible for the daily administration of the University’s student judicial system.

19. Scope of Policy Coverage

a. This policy applies to all students, student groups, and student organizations as defined in Section IV of the Student Conduct Code.

B. Tobacco Use Policy
1. The University is committed to promoting and maintaining a healthy work and academic environment that is as close to tobacco free as practicably possible and in accordance with all federal, state, and local laws. Students, employees, and visitors are prohibited from using tobacco throughout all University buildings (exception University Apartments), University vehicles, and outside of buildings within 25 feet of any entrance, air intake duct, and/or window.

2. The use of tobacco products is prohibited in all university buildings and leased spaces. This prohibition applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, warehouses, storage spaces, atriums, balconies, stairwells and other similar building features considered “within a building.”

3. The use of tobacco products is prohibited within 25 feet of any building entrance, air intake duct and window.

4. Specific outside areas for tobacco use will not be established or identified.

5. The University will install ashtrays and other appropriate tobacco litter appliances beyond 25 feet from buildings.

6. Individuals who use tobacco products will be responsible for their proper disposal.

7. The use of tobacco products is prohibited in University vehicles. This prohibition includes passenger vehicles and all other state-owned mobile equipment, including light and heavy duty trucks, cargo and passenger vans, buses, golf carts and any other mobile equipment.

8. The use of tobacco products is prohibited in outdoor areas where seating is provided.

9. The use of tobacco products is prohibited on the grounds of the Children’s Institute.

10. University Health Services will provide educational information and programs on tobacco use cessation.

11. Vice presidents, deans, directors and department heads are responsible for informing the campus community of the tobacco use policy and overseeing day-to-day compliance. The appropriate administrative division will address violations and habitual offenders of this policy.

12. Sanctions for Violations of Laws & Policies
   a. The laws of the state of Michigan and Eastern Michigan University's policies and rules prohibit the use of tobacco in public buildings.
   b. Community Sanctions:
      1. Violations of the Michigan Clean Indoor Air Act are subject to civil fines of not more than $100 for the first violation and not more than $500 for second or subsequent violations.
      2. Violations of the smoking prohibition at child care centers and child care institutions are subject to a stricter penalty of a fine not less than $100 and not more than $ 1,000
   c. University Sanctions:
      1. Violations of University policies and rules will be subject to campus disciplinary review and action as follows:
         a. Faculty and Staff:
            1. Disciplinary action will be taken as per applicable collective bargaining agreements and university policy up to and including termination of employment for habitual repeat offenders.
         b. Students:
1. Students who violate this policy are subject to disciplinary action in accordance with the provisions of the Student Conduct Code. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension, or dismissal.

c. Visitors:
1. Violation of University rules and regulations by visitors could result in permanent removal from EMU properties.

13. Health Effects of Tobacco Use

a. Smoking
1. Cigarette smoking increases the risk for many types of cancer, including cancers of the lip, oral cavity, and pharynx; esophagus; pancreas; larynx; lung; uterine cervix; urinary bladder; and kidney.
2. Cigarette smokers are 2-4 times more likely to develop coronary heart disease than nonsmokers.
3. Cigarette smoking approximately doubles a person’s risk for stroke.
4. Cigarette smoking has many adverse reproductive and early childhood effects, including an increased risk for infertility, preterm delivery, stillbirth, low birth weight, and sudden infant death syndrome.

b. Second Hand Smoke
1. Second hand smoke is associated with an increased risk for lung cancer and coronary heart disease in nonsmoking adults. Second hand smoke is a known human carcinogen (cancer-causing agent).
2. Because their lungs are not fully developed, young children are particularly susceptible to second hand smoke. Exposure is associated with an increased risk for sudden infant death syndrome, asthma, bronchitis, and pneumonia in young children.

c. Smokeless Tobacco
1. Smokeless tobacco contains 28 cancer-causing agents (carcinogens). It increases the risk of developing cancer of the oral cavity.
2. Smokeless tobacco use can lead to nicotine addiction and dependence.

14. Assistance Available to Students, Faculty, Staff and their Families at EMU:

a. University Health Services
1. Medical Services (734-487-1122)
2. Wellness Center (734-487-2226)

Student Employment Grievance Policy

A. University Policy Statement
1. Eastern Michigan University recognizes that misunderstandings may sometimes arise in the administration of its student employment policies. It is the policy of the University to provide student employees, graduate assistants and doctoral fellows with a formal process for resolving disagreements with
their campus employer in order to provide all members of the University community with a positive and supportive work environment. The underlying intent of the policy is to encourage the resolution of any grievance at the lowest possible level of intervention.

B. University Practice

1. Informal Resolution
   a. Most difficulties can be resolved through open, direct discussion among the parties involved. Students are therefore encouraged to communicate their job-related concerns to their direct supervisor. The student and the campus employer should work collaboratively to resolve the issue fairly and informally within the department.
   b. Disputes that cannot be resolved informally may be submitted to the formal grievance process only if the student employee is alleging an incorrect interpretation or application of a published University Student Employment policy, procedure, or work rule. Claims of discriminatory treatment should be directed to the Office of Diversity and Affirmative Action.

2. Formal Resolution
   a. Step 1 for student employees: Meeting with the Director of Career Development and Outreach
      1. The student employee must complete and submit a Student Employment Complaint Form to the Director of Career Development and Outreach within a reasonable time, not to exceed 10 (ten) working days, after the alleged incident occurs. Employee Complaint Forms and information are available at the Graduate School, the University Academic and Career Development Center, the Office of Student Conduct and Community Standards and the Office of the Ombuds.
      2. Upon receipt of the complaint, the Director of Career Development and Outreach (or his/her designee) will schedule an appointment with the student to discuss the dispute. The purpose of this meeting will be to confirm that informal resolution is not an option and to direct the student to appropriate resources for further assistance. If the matter is not settled, the Director of Career Development and Outreach shall forward the complaint to the Office of Student Conduct and Community Standards and inform the student that he/she may enlist the assistance of the University Ombuds for advisement throughout the grievance process.
   b. Step 1 for graduate assistants and doctoral fellows: Meeting with the Dean of the Graduate School
      1. The graduate assistant or doctoral fellow must complete and submit a Student Employment Complaint Form to the Dean of the Graduate School within a reasonable time, not to exceed 10 (ten) working days, after the alleged incident occurs. Employee Complaint Forms and information are available at the Graduate School, the University Academic and Career Development Center, the Office of Student Conduct and Community Standards and the Office of the Ombuds.
      2. Upon receipt of the complaint, the Dean (or his/her designee) will schedule an appointment with the student to discuss the dispute. The purpose of this meeting will be to confirm that informal resolution is not an option and to direct the student to appropriate resources for further assistance. If the matter is not settled, the Dean shall forward the complaint to the
Office of Student Conduct and Community Standards and inform the student that he/she may enlist the assistance of the University Ombudsman for advisement throughout the grievance process.

c. Step II: Meeting with the Director of Student Conduct and Community Standards
   1. The Director of Student Conduct and Community Standards will review the complaint to evaluate whether the alleged violation falls within the purview of the Student Employment Grievance Policy. Complaints which do not allege an incorrect interpretation or application of a published University Student Employment policy, procedure, or work rule will not go forward in the process.
   2. If the Director of Student Conduct and Community Standards determines that the alleged violation falls within the purview of the Student Employment Grievance Policy, the Director will investigate the complaint. The investigation may include a meeting with the student grievant (and the student’s advisor), the student’s work supervisor and the head of the department against which the student is filing the complaint. After investigating the matter and within ten (10) working days of receiving the complaint, the Director of Student Conduct and Community Standards will issue a written decision determining whether a University policy was violated and a proposed resolution. The student and employer will be provided with a copy of the decision.

d. Step III: Appeal
   1. If either the student or the employer thinks that the decision is unreasonable in light of the facts and evidence presented, either one may appeal the decision to the Student Employment Appeals Board (SEAB). The SEAB will consist of three (3) members and will be chaired by the Chief Justice of the Judicial Appeals Board. The Chief Justice will then select the other two members of the SEAB as follows:
      a. IF THE APPELLANT IS A STUDENT EMPLOYEE – both members, one of which must be a student, will be selected from either the University’s Judicial Board or the Judicial Appeals Board.
      b. IF THE APPELLANT IS A GRADUATE ASSISTANT - one member will be selected from either the University Judicial Board or the Judicial Appeals Board and a master’s level graduate student will be selected from the Student Government list of graduate students willing to hear student grievances.
      c. IF THE APPELLANT IS A DOCTORAL FELLOW - one member will be selected from either the University Judicial Board or the Judicial Appeals Board and a doctoral fellow will be selected from a list of names provided by the department head of an academic department different from that of the appellant’s.
   2. The appeal must articulate on what basis the Director’s decision is unreasonable and unsupported by the evidence and facts presented. The appeal letter, along with any supporting documentation, must be submitted to the Office of Student Conduct and Community Standards within five (5) working days after receipt of the decision issued by the Director of Student Conduct and Community Standards. Student Conduct and Community Standards will then forward the appeal to the SEAB and provide a copy of the written appeal.
to the opposing party, who may then submit a written response to the SEAB within five (5) working days of receiving a copy of the appeal letter.

3. The SEAB will promptly convene an executive session to review the written decision of the Student Conduct and Community Standards Director, the appeal letter, the opposing party’s response to the appeal letter, and any supporting documentation. The review will be limited to whether the decision was reasonable in light of the evidence and facts presented. A majority vote will be required for any decision made by the SEAB. Within five (5) working days of the executive session, the SEAB will issue a written decision upholding or modifying the Director’s decision. Decisions of the SEAB are final.

C. Responsibility for Implementation
1. The Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Career Development and Outreach, the Dean of the Graduate School, and the Director of Student Conduct and Community Standards are responsible for the daily administration of this policy.

D. Scope of Policy Coverage
1. This policy applies to all students working in on-campus student employment positions, to graduate assistants, and to doctoral fellows that are not covered by an established grievance procedure within their own work area.

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Student Involuntary Withdrawal

A. Student Involuntary Withdrawal Policy
1. 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 in the full text of this policy.

B. Standards for Withdrawal
1. 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:
   a. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
   b. 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
   c. 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
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 wrong fullness of the conduct at the time of the offense.

2. The full Student Involuntary Administrative Withdrawal Policy, including procedures, is available at the Office of Student Conduct and Community Standards website (http://www.emich.edu/studentconduct/). For more information, visit the Office of Student Conduct and Community Standards in 250 Student Center, or by phone at 734.487.2157.

**Title IX Coordinator**

A. Eastern Michigan University Notice of Non-Discrimination

1. Eastern Michigan University does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act.

B. Sex Discrimination, Harassment, and Assault: EMU Title IX Coordinators

1. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” --Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

2. Sex discrimination includes sexual harassment and sexual assault.

3. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Eastern Michigan University. While compliance with the law is everyone’s responsibility at EMU, listed below are the staff members who have primary responsibility for Title IX compliance.

C. Title IX Coordinator

1. Chief Human Resource Officer, Human Resources
   a. 140 McKenny, Ypsilanti, MI 48197

2. Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX Compliance at the University, including coordination of training, education, communication, and administration of grievance procedures for faculty, staff, students, and others.

D. Title IX Deputy Coordinators

1. For students:
   a. Director – Student Conduct and Community Standards
   b. 250 Student Center, Ypsilanti, MI 48197,
   c. If you have a complaint against an EMU student for sexual harassment, sex discrimination, or sexual assault, you should contact Student Conduct and Community Standards (SCCS).
d. The SCCS director is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of the grievance procedure for all complaints against EMU students

2. For faculty, staff, and visitors:
   a. Director – Diversity/Affirmative Action, Human Resources
   b. 140 McKenny, Ypsilanti, MI 48197
   c. If you have a complaint against an EMU faculty or staff member or visitor for sexual harassment, sex discrimination, or sexual assault, you should contact the office of Diversity and Affirmative Action. The Diversity and Affirmative Action Director is responsible for Title IX compliance for matters involving faculty and staff, including training, education, communication, and administration of the grievance procedure for all complaints against faculty, staff and visitors, including those complaints filed by students.
   d. A link to the grievance procedures for complaints against faculty, staff, and visitors can be found at: http://www.emich.edu/title-nine/Title_IX_Faculty-Staff_Gr_Proceduresfinal.pdf

3. For athletics:
   a. Associate Athletic Director
   b. 309 E. Convocation Center, 799 N Hewitt, Ypsilanti, MI 48197
   c. Complaints against EMU Students and Employees in Athletics:
      1. If you have a complaint against an EMU student, coach or administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the offices listed above who will facilitate the handling of the complaint with the appropriate office.
   d. Gender Equity in Athletics:
      1. If you have a complaint about gender equity in EMU athletics programs you should contact the Associate Athletics Director who is responsible for Title IX Compliance in matters related to gender equity in EMU athletics programs.

4. Additional Resources
   a. Sexual Assault
      1. To file a complaint of sexual assault, you may contact one of the offices above, depending on who the complaint is against (faculty/staff, visitors, or students) and you may also contact:
         a. EMU Department of Public Safety, 1200 Oakwood Street, Ypsilanti, MI 48197; 734-487-1222 (non-emergency, land line); 734-487-1222 (emergency, cell phone); 911 (emergency, land line)

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**Use of Information Technology**

**Use of EMU Email for Official Correspondence**

http://www.emich.edu/it/about/docs/policy/2-1_EMU_EMAIL_for_official_correspondence_20140519.pdf

**A. Purpose**

1. Eastern Michigan University is committed to using available technology to communicate among members of the campus community due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.
2. EMU-provided email (EagleMail) shall be considered an appropriate mechanism for official communication between and among EMU faculty, students, staff, and administration. The University reserves the right to send official communications via EagleMail with the full expectation that all recipients will receive and will be responsible for the content of the email, consistent with the work schedule defined by the appropriate governing body or collective bargaining agreement.

B. Policy

1. The University will provide all students, faculty, and staff with an official University email address (@emich.edu) at no charge. This will be the email address listed in University directories.

2. The University will direct all official email communications to this address.

3. Students, faculty, and staff are responsible for checking their official email address on a frequent and consistent basis in order to stay current with University communications, since communications may be time-critical. Failure to read notifications in a timely manner does not release the recipient from the obligation of knowing and complying with its contents.

4. Members of the campus community may elect to forward email from their official University-provided account to an external, non-EMU email account, but do so at their own risk. The University will not be responsible for the handling of email by outside vendors, including potential delivery delays. Having email redirected to an alternate service does not absolve students, faculty, or staff from the responsibilities associated with communication sent to their official email address, including important dates, events, billing deadlines, or other time-critical matters.

C. Responsibility For Implementation

1. The authority for this policy is Eastern Michigan University policy 15.1 “Electronic Communications”. The University’s Chief Information Officer, with the advice of Legal Affairs, is responsible for the implementation of this policy.

D. Enforcement

1. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU’s Student Code of Conduct. Any suspected violation of State or Federal laws will be reported to the appropriate legal authority for investigation.

2. The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.

Acceptable Use of Information Technology Resources

http://www.emich.edu/it/about/docs/policy/3-1_acceptable_use_it_resources_20140403b.pdf

A. Purpose

1. The University provides information technology (IT) resources to students, faculty, and staff. All users have the responsibility to use these resources in an effective, efficient, ethical, and legal manner. Appropriate and responsible use stipulates that EMU IT resources be used in a manner

http://www.emich.edu/ombuds/
consistent with the University's instructional, public service, research, and administrative objectives and all local, state, and federal laws. All uses inconsistent with these objectives are considered to be inappropriate use and may jeopardize further access to services and lead to disciplinary action, up to and including discharge.

B. Scope

1. Anyone using or accessing EMU computers, networks, systems, or data is subject to the provisions of this policy. EMU faculty, staff, emeritus faculty and staff, registered students, alumni, and approved guests are permitted to use EMU’s computing and networking services, but are subject to the terms of this policy during the use. Individuals who use personally-owned equipment while connected to the university network are subject to the provisions of this policy while connected to the network. Use of EMU’s computing and networking facilities and equipment by unauthorized persons is prohibited.

C. Policy

1. Information technology resources are provided by Eastern Michigan University (EMU) to all university employees in support of the University's mission. The University provides IT resources with the stipulation that users contribute to creating and maintaining an open community of responsible users through the ethical and responsible use of University-provided computing resources. All uses inconsistent with these objectives are considered to be inappropriate use.

2. Academic Freedom
   a. Eastern Michigan University endorses the principle of Academic Freedom – the freedom to discuss academic subjects fully, freedom to engage in research and to publish the results of research, and freedom to write or speak as citizens without fear of institutional censorship or discipline, provided individuals do not represent themselves as speaking for the University. Policies concerning Information Technology (IT) will be administered with full respect for the principle of Academic Freedom.
   b. Further, EMU understands the importance of securing the confidentiality of research data and other academic materials. In a networked electronic environment, it is not within the means of the University to provide absolute assurances of confidentiality with respect to data stored on EMU equipment. Faculty members, particularly, are encouraged to seek training and advice from IT that will empower them to protect confidential information related to their academic work.

3. Appropriate and Responsible Use
   a. Appropriate and responsible use stipulates that EMU’s computing resources be used in a manner consistent with the University’s instructional, public service, research, and administrative objectives. Use should also be consistent with the specific objectives of projects or tasks for which use was authorized. All uses inconsistent with these objectives, as modified by subsection D, Personal Use of EMU IT Resources, are considered to be inappropriate use and may jeopardize further access to services.
   b. In brief, employees of EMU may not:
      1. Assumes another person’s identity or role through deception or without proper authorization.
2. Communicate or act under the guise, name, identification, email address, signature, or indicia of another person without proper authorization.

3. Communicate under the guise of an organization, entity, or unit that you do not have the authority to represent.

c. The University characterizes as unethical and unacceptable any activity through which an individual:

1. Violates such matters as University or third party copyright or patent protection and authorizations, as well as license agreements and other contracts.

2. Interferes with the intended use of the information resources.

3. Seeks to gain or gains unauthorized access to information resources.

4. Without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources.

5. Without authorization invades the privacy of individuals or entities that are creators, authors, or users of information resources.

4. User Responsibilities

a. By using the University’s computing services, you accept the following responsibilities:

1. Respect the rights and privacy of other users. For example, employees of EMU may not:

a. Intentionally seek information on, obtain copies of, or modify any e-mails, files, or passwords belonging to other users or the University.

b. Represent others, unless authorized to do so explicitly by those users.

2. Respect the rights of the University.

a. Information technology resources, systems, and services are the property of EMU. These include all components of the electronic communications, physical infrastructure, and any electronic communications address, number, account, or other identifiers associated with the University.

b. The University reserves the right to inspect, monitor, and/or disclose electronic files, records, and communications in transit or storage only in the following circumstances:

1. When required by compliance with a court order (i.e. search warrant) or compliance with Federal or State Law (i.e. subpoenas).

2. When required by the University’s legal office to comply with a documented Freedom of Information Request.

3. When there is a written allegation filed with the legal office of the University stating that there has been a violation of University policy, rule, regulation, or procedure and the employee who is the subject of the written allegation has had an opportunity to respond to the allegation through a due process hearing.

4. To maintain the security or performance of the computer network infrastructure.

5. Those instances in which an employee is absent from work and access to specific computer records in critical to continue the work of the University during their absence.
a. In these specific circumstances, the files, records, and communications to be inspected, monitored, or disclosed must be explicitly listed in the authorizing document provided to the Chief Information Officer or his/her designee.

b. EMU reserves the right to withdraw information technology resources, systems, or services from anyone who misuses the system.

3. Respect the legal protection provided by copyright and licensing of programs and electronic media.

a. Users are expected to obey copyright laws. Copyright protected materials include, but are not limited to, software, music, written works, audio and videos, photographs, and electronic books (e-books). Do not use your computer or other electronic device in a manner inconsistent with or in violation of EMU Board Policy 4.4 regarding copyrights. For example, employees of EMU may not:

1. Use file-sharing programs to obtain copyrighted material such as music, DVDs, and other protected items without permission of the copyright holder.

2. Make copies of a licensed computer program to avoid paying additional license fees or to share with other users.

4. Respect the intended usage of resources.

a. You are responsible for all activity on your account conducted by you. You are responsible for all authorized activity on your account conducted by users you have authorized. You are not responsible for activity resulting from the unauthorized or illegal capture of your access credentials. For example, employees of EMU may:

1. Use only those resources assigned to you by authorized system administrators for the purposes specified.

2. Not access, use, or divulge such resources unless explicitly authorized to do so by the appropriate authority.

3. Not use University resources assigned to you or others for profit-making or fund-raising activities unless explicitly authorized to do so by the appropriate authority.

4. Not use University resources to support or oppose a candidate or the qualifications, defeat, or passage of a ballot proposal (per Michigan Campaign Finance Act, Act 388 of 1976).

5. May not advertise or solicit for commercial events or endeavors in a manner inconsistent with or in violation of EMU Board Policies 14.7 and 14.8 regarding commercial sales.

5. Respect the intended usage of systems for electronic exchange.

a. All University electronic communications are to be used in an ethical and responsible manner. Do not send or publish threatening or harassing communications. Do not falsify or forge authentication, e-mail headers, or other postings. Examples of inappropriate use of communication resources include:

1. Soliciting e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
2. Creating or forwarding spam or e-mail service inhibitors (intentional e-mail transmissions that disrupt normal e-mail services).
3. Sending “chain mail” or e-mails repeatedly that misuses or disrupts resources.
4. Creating or intentionally sending viruses or other harmful programs or files.
b. For example, EMU employees may not:
   1. Indiscriminately send unsolicited mass e-mail unrelated to the University’s academic or business initiatives.
   2. Send forged e-mail, e-mail that threatens or harasses other users, unsolicited mass e-mail not related to the purpose of the addressed group(s), or promotional e-mail for commercial or profit-making purposes.

6. Respect for the integrity of the system or network.
a. It is your responsibility to use effective passwords and to safeguard those passwords. You are also responsible for the physical security of information technology devices you use and the data they contain. The Division of IT’s website provides instructions for creating effective passwords that are easy for users to remember but are difficult to decipher or “crack”.
b. Do not try to access a computer, the EMU system, or other devices without appropriate permission and without following proper login procedures.
c. Avoid activities that jeopardize the continued function of the university’s computer network or that prevent other users from using the university’s computer network or accessing their assigned network resources.
d. Example:
   1. EMU employees may not intentionally develop or use programs, transactions, data, or processes that harass other users, infiltrate the university’s network, or damage or alter the software or data components of an attached computer system. This would not apply to academic programs that have worked with the Division of IT to establish a closed network system for educational or research purposes.

7. Adhere to all legal statutes and University policies.
a. Users of EMU information technology resources agree to comply with applicable federal and state laws and the policies, standards, and procedures of the University. Do not use University-provided computing resources to do something illegal, threatening, or deliberately destructive or harmful.

5. Personal use of EMU IT resources
a. EMU employees may use the University information technology resources for incidental personal purposes provided such use does not:
   1. Directly or indirectly interfere with the University operations and services.
   2. Burden the University with noticeable incremental cost.
   3. Interfere with the user’s employment or other obligations to the University.
   4. Violate the law, University polices or procedures, or reasonable standards of decency and civility.
b. Guidelines on how to save and protect employee-owned personal files on university-owned computers in documented in EMU IT Procedure 7.3.P.2, “Personal and Private Folder”.

6. Reporting an incident
   a. If an incident is a threat to personal safety, contact Campus Police at the Department of Public Safety.
   b. To report an incident involving the misuse of Information Technology resources, contact the Chief Information Officer (CIO) or the IT Security Office via email, letter, or telephone.
   c. When an incident is reported, the CIO, IT Security Office, and/or the Campus Policy may (as needed and appropriate) consult with the Office of the President, the Office of Legal Affairs, Staff and Academic Human Resources Offices, and other University Offices/Departments.

D. Responsibility For Implementation
   1. The authority for this policy is Eastern Michigan University policy 15.2 “Information Technology Security and Confidentiality”. The University’s Chief Information Officer is responsible for the implementation of this policy.

E. Enforcement
   1. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU’s Student Code of Conduct. Any suspected violation of State or Federal laws will be reported to the appropriate legal authority for investigation.
   2. The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.