

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: B
DATE:

RECOMMENDATION TO APPROVE AMENDMENTS TO BOARD POLICIES

ACTION REQUESTED

It is recommended that the Board of Regents of Eastern Michigan University approve the attached fifteen revisions and five deletions to Board Policies:

Revisions

- | | |
|-----------------|---|
| Section 6.1.1 | Degrees, Certificates and Requirements for Graduation |
| Section 6.1.2 | General Curricular Requirements |
| Section 6.2.1.3 | Undergraduate Grades and Academic Progress |
| Section 6.2.1.4 | Undergraduate Drops and Withdrawals from Courses |
| Section 6.2.1.5 | Undergraduate Total Withdrawals from all Courses |
| Section 6.2.1.6 | Undergraduate Academic Standing |
| Section 6.3.1.2 | Continuing Education Units |
| Section 8.1 | Student Conduct Code and Judicial Structure |
| Section 8.3 | Prohibition Against Discrimination on the Basis of Disability |
| Section 9.3.1 | Public Act of 1967 |
| Section 9.3.2 | Traffic and Parking Regulations |
| Section 9.3.6 | List of Other References to Traffic and Parking |
| Section 12.1.11 | Registration Fee |
| Section 12.1.12 | Late Registration Fee |
| Section 12.2.3 | Charges for Transcripts of Credits |

Deletions

- | | |
|-----------------|----------------------------------|
| Section 6.3.1.1 | Continuing Education Division |
| Section 6.3.1.3 | In-Service Courses |
| Section 9.3.3 | Vehicle Registration |
| Section 9.3.4 | Parking Rates |
| Section 9.3.5 | Parking and Pedestrian Ordinance |

STAFF SUMMARY

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; and b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks.

In an ongoing effort to enhance the transparency of the actions of the University and to align University practice with Board policy, Board Policies are subject to ongoing review and updated as appropriate. All Board Policies are published.

The policies listed above are recommended for revision in accordance with the attachments, which include the existing policies with the changes highlighted. The policies recommended for deletion have been streamlined with existing policies to enhance clarity and efficiency (Section 9) or describe offices or services which have been discontinued (Section 6).

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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



University Executive Officer
Gloria A. Hage
General Counsel

December 15, 2017
Date



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.1

Issue: Degrees, Certificates and Requirements for Graduation

Effective Date: 6-9-1960

Revision Date: ~~12-08-2015~~ 12-15-2017

DEGREES

The Board of Regents of Eastern Michigan University, on recommendation of the president and the faculty, [may](#) confers the following degrees:

Doctor of Philosophy

Specialist in Arts

Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Arts Teaching, Master of Fine Arts, Master of Public Administration, Master of Health Administration, Master of Liberal Studies, Master of Music, Master of Occupational Therapy, Master of Science in Nursing, Master of Social Work

Graduate Certificates

Post-baccalaureate Certificates

[Bachelor of Science](#), [Bachelor of Arts](#), [Bachelor of Fine Arts](#), [Bachelor of Business Education](#), [Bachelor of Business Administration](#), [Bachelor of Music Education](#), [Bachelor of Art Education](#), [Bachelor of Athletic Training](#), [Bachelor of General Studies](#), [Bachelor of Music](#), [Bachelor of Music Therapy](#), [Bachelor of Science in Nursing](#), [Bachelor of Social Work](#)
[Bachelor of Arts](#)

~~Bachelor of Fine Arts~~

~~Bachelor of Business Education Bachelor of Business Administration~~

~~Bachelor of Music Education Bachelor of Art Education~~

~~Bachelor of Athletic Training Bachelor of General Studies Bachelor of Music~~

~~Bachelor of Music Therapy Bachelor of Science in Nursing Bachelor of Social Work~~

Undergraduate Certificates

TEACHING CERTIFICATES

Teaching certificates are issued by the State Board of Education upon recommendation of Eastern Michigan University.

The University will recommend for **provisional** certification only those individuals who have satisfied the curricular requirements in one of the many teacher education **degree** programs, **and** successfully passed the appropriate State of Michigan Board of Education subject competency tests (MTTC).

~~The Michigan State Board of Education issues six-year provisional certificates which always expire on June 30. Certificates issued in January are valid for only five and one-half years.~~

~~Following are the certificates issued: State Elementary Provisional Certificate*~~

~~Qualifies the holder to teach in elementary grades (Kindergarten–5 and majors and minors through grade 8) in any public school in Michigan. Also qualifies the holder to teach in a self-contained classroom Kindergarten through grade 8.~~

~~State Secondary Provisional Certificate*~~

~~Qualifies the holder to teach their major and minor in grades 6–12~~

~~State Secondary Provisional Vocational Certificate in Office and/or Marketing Education~~

~~Qualifies the holder to teach office and/or distributive subjects in schools offering programs that are reimbursed by federal and state funds allocated for that purpose.~~

~~State Secondary Provisional Vocational Certificate in Trade and Industrial Education~~

~~Qualifies the holder to teach trade and industrial subjects in schools offering programs which are reimbursed by federal and state funds allocated for that purpose.~~

~~*A holder of this certificate who has completed Eastern's curricular requirements in art, technology and design education, select foreign languages, music, physical education, or special education is eligible to teach in the area of his or her specialty in grades K–12, providing student teaching experience includes both elementary and secondary grades.~~

~~CERTIFICATE OF ADVANCED STUDIES IN CURRICULUM AND INSTRUCTION~~

~~GENERAL INFORMATION CONCERNING CERTIFICATION~~

~~Teaching certificates will be granted only to persons who are 18 years of age or older.~~

~~Continuing teaching certificates will be granted only to individuals who are citizens of the United States.~~

~~PROCEDURE FOR CONTINUING CERTIFICATION~~

~~The holder of an elementary or secondary provisional certificate who wishes to obtain a continuing certificate must meet the following qualifications:~~

- ~~1. Be a United States citizen.~~
- ~~2. Teach successfully for three years subsequent to the issuance of the Michigan provisional certificate within the validity of the individual's Michigan provisional certificate.~~
- ~~3. Earn 18 semester hours credit subsequent to the issuance of the Michigan provisional certificate in a planned course of study. The first 18 semester hours on a master's program following the issuance of the provisional certificate is acceptable, as are other planned programs with an approved teacher training institution. A person with an earned master's or higher degree has met the academic requirements. The planned program should be approved in advance by the Office of Academic Records and Teacher Certification.~~

~~The procedure after three years of successful teaching and the earning of 18 semester hours credit in an approved planned program subsequent to the issuance of the provisional certificate is as follows:~~

~~The applicant will:~~

- ~~1. Obtain an application blank from the Office of Academic Records and Teacher Certification~~
- ~~2. Fill out the application as required and return it to the Office of Academic Records and Teacher Certification.~~

~~The office will~~

- ~~1. Evaluate the credits earned and contact the school district of the candidate for recommendations concerning the teaching experience to ascertain if the requirements for the continuing certificate have been met.~~

~~2. Recommend the candidate to the State Board of Education for continuing certification if the candidate's qualifications are found satisfactory. The Michigan State Department of Education will mail the continuing certificate to the candidate.~~

OTHER PROFESSIONAL CERTIFICATES (Not issued by Eastern Michigan University, but for which students may be eligible based on their education at Eastern Michigan University)

Certificate in Medical Technology

The American Society of Clinical Pathologists awards a certificate for registration as a medical technologist upon successful completion of the medical technology curriculum and the national examination conducted by the Board of Registry of Medical Technologists.

Certificate in Occupational Therapy

The American Occupational Therapy Association issues a certificate in occupational therapy upon successful completion of the Occupational Therapy curriculum and the board examinations administered by the American Occupational Therapy Association. This certificate qualifies the holder for professional registration with the American Occupational Therapy Association.

Certificate in Dietetics

The American Dietetic Association issues a certificate in dietetics upon successful completion of the coordinated dietetics curriculum. Successful completion of the national examination administered by the American Dietetic Association results in professional registration status with the American Dietetics Association.

Certificate in Speech Pathology

The American Speech and Hearing Association issues Certificates of Clinical Competence to individuals who present satisfactory evidence of their ability to provide independent clinical services to persons who have disorders of communication (speech, language, and/or hearing). An individual who meets these requirements may be awarded a Certificate in Speech Pathology or in Audiology, depending upon the emphasis of his preparation. Note: The program at Eastern Michigan prepares individuals to meet the requirements in Speech Pathology only. Specific requirements may be obtained from the advisers in Speech Pathology.

Licensure in Nursing

Graduates of the nursing program receive a Bachelor of Science in Nursing degree and are eligible to qualify as registered nurses through the Michigan State Board of Nursing Licensure Examination. This examination is given at times and places specified by the State Board of Nursing, usually three times a year. Candidates should file application immediately after official completion date of degree requirements. Upon receipt of application and all credentials, a

temporary permit to practice will be issued and examination date assigned. Licensure is granted upon successful completion of the State Board of Licensure Examination.

REQUIREMENTS FOR GRADUATION

Each [undergraduate](#) student will be responsible for the fulfillment of the requirements or their equivalents of the Eastern Michigan University catalog in force at the time of his or her initial registration at a college or university or a subsequent catalog including the one in effect at the time of his or her graduation.

In the event ~~the~~ [an undergraduate](#) student does not complete the degree requirements within seven years of the date of his or her original registration at a college or university, the student may be required to have his or her credits re-evaluated by the academic department(s) of his or her major/minor in keeping with catalog requirements in force during the year of his or her graduation.

[See the Graduate Catalog for graduate student requirements.](#)

APPLICATION FOR GRADUATION -FINANCIAL OBLIGATIONS

A formal application for graduation must be filed by candidates for graduation and/or certification during their final semester. The application should be filed after final registration is complete but as near the beginning of the final semester as possible.

Failure to meet an application deadline could result in the candidate's graduation being delayed until the following graduation period.

Applications must be submitted with the graduation fee.

Students are eligible for diplomas and final academic transcripts only after all of their financial obligations to the University have been met.

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

Authority for Creation or Revision:

Minutes of the State Board of Education, June 9, 1960.

Minutes of the Board of Regents, March 19, 1969, para. .763M.

Minutes of the Board of Regents, March 19, 1980, para. .2214M.
Minutes of the Board of Regents, October 30, 2012



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.1

Issue: Degrees, Certificates and Requirements for Graduation

Effective Date: 6-9-1960

Revision Date: 12-15-2017

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Each undergraduate student will be responsible for the fulfillment of the requirements or their equivalents of the Eastern Michigan University catalog in force at the time of his or her initial registration at a college or university or a subsequent catalog including the one in effect at the time of his or her graduation.

In the event an undergraduate student does not complete the degree requirements within seven years of the date of his or her original registration at a college or university, the student may be required to have his or her credits re-evaluated by the academic department(s) of his or her major/minor in keeping with catalog requirements in force during the year of his or her graduation.

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Minutes of the Board of Regents, October 30, 2012

Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.2

Issue: General [Undergraduate](#) Curricular Requirements

Effective Date: 3-2-1964

Revision Date: 02-19-2013

DEGREE REQUIREMENTS

Each curriculum leading to a bachelor's degree requires a minimum of 124 semester hours of academic credit at the 100-level and above. Courses with numbers below 100 will not be counted toward this degree requirement. No more than eight hours of credit in physical education activity courses may be applied to this minimum of 124 semester hours except that students majoring in Physical Education, Recreation or Dance may apply to the minimum 124 credit hours the minimum number of hours in activity courses required for their respective majors.

GENERAL EDUCATION PROGRAM REQUIREMENTS ~~(effective for students who began their undergraduate program fall 2007 or later)~~

The General Education Program sets up minimum requirements which all students in the University must meet in five broad areas of study: Effective Communication. Quantitative Reasoning. Perspectives on Diversity. Knowledge of the Disciplines. Learning Beyond the Classroom.

A minimum total of 39 semester hours in the General Education Program is required. ~~Translated into specific areas, the General Education Program includes:~~

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~~Effective Communication two courses required~~

~~1. — One course in Written Composition~~

~~2. — One Course in Oral Communication~~

-

Quantitative Reasoning one course required

-

Perspectives on Diversity two courses required

1. — One course on Global Awareness

2. — One course on US Diversity

-

Knowledge of the Disciplines eight courses required

1. — Two courses in the Arts with different prefixes

2. — Two courses in Humanities with different prefixes

3. — Two courses in Natural Sciences with different prefixes

4. — Two courses in Social Science with different prefixes

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Learning Beyond the Classroom two groups required

1. — Self and Well-Being

2. — Community Service, Citizenship & Leadership

3. — Cultural & Academic Activities & Events

4. — Career and Professional Development

5. — International & Multicultural Experience

6. — Undergraduate Research

-

REQUIREMENTS IN MAJORS AND MINORS

Each student must complete a major **subject** of at least 30 unique semester hours and a minor **subject** of not less than 20 unique semester hours with the following exceptions:

- A. A student in the elementary teaching curriculum may present three minors of not less than 20 semester hours each, at least two of the minors being subject fields taught in elementary grades.
- B. A student who completes ~~the specialized curriculums for teachers of art, teachers of business education, teachers of industrial education, and teachers of music, or the professional curriculums in applied science, business administration, nursing, music therapy, industrial technology, and occupational therapy will automatically satisfy major-minor requirements. a major which requires more than 50 hours will not be required to complete a minor, unless required by the major program.~~

Hours of credit counted in a minor may not also be applied to a major or another minor, or vice versa. General Education courses may be applied toward a major or minor, where appropriate.

Credits in the required 121 English composition course and credits in professional education courses do not count toward majors and minors, except in cases where such courses are specifically required or indicated as permissible as part of that major or minor.

RESIDENCE REQUIREMENTS

Candidates for the bachelor's degree must earn at least 30 semester hours at Eastern Michigan University. These 30 hours may be taken on or off campus, [or online](#).

Of the last 30 semester hours, prior to the granting of the bachelor's degree, at least 10 hours must be taken in courses offered by Eastern Michigan University. These 10 hours may be taken either on or off campus [or online](#).

Students with credit from a junior or community college must earn a minimum of ~~60-45~~ semester hours exclusive of junior or community college credit. This rule ~~is~~ [may be](#) waived if a program-to-program articulation agreement is involved and the agreement is approved by the appropriate Eastern Michigan University departmental faculty, department head, and college dean and a Provost's office representative.

SCHOLARSHIP

No student will be graduated if his or her cumulative grade point average is less than 2.0. To be eligible for graduation, a student must also maintain a minimum grade point average of 2.0 in each major and minor (some programs may require a higher GPA based on approved program requirements).

COURSE LEVEL

At least 6 credits in 300-level or higher courses must be earned at EMU in each minor.

At least 9 credits in 300-level or higher courses must be earned at EMU in each major.

At least 15 credits in 300-level or higher courses must be earned at EMU in each major which does not require a minor.

LIMIT ON HOURS IN ONE SUBJECT

Not more than 60 semester hours in any one subject code may be applied toward the minimum of 124 hours required for a bachelor's degree. [unless specifically waived as part of the curriculum approval process.](#)

The University Graduate and Undergraduate catalog are the organs for promulgation of official University policy concerning curriculum, degree requirements, course offerings, and the like. The Catalogs are revised annually and, upon approval of the Board of Regents, become official University policy.

Authority for Creation or Revision:

Minutes of the Board of Regents, March 2, 1964; para. .8.01.41M.

Minutes of the Board of Regents, February 19, 1969; para. .753M.

Minutes of the Board of Regents, March 19, 1980; para. 2214M.

Minutes of the Board of Regents, June 17, 1997; para. .5250M.

Minutes of the Board of Regents, February 19, 2013

Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.2

Issue: General Undergraduate Curricular Requirements

Effective Date: 3-2-1964

Revision Date: 02-19-2013

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Each curriculum leading to a bachelor's degree requires a minimum of 124 semester hours of academic credit at the 100-level and above. Courses with numbers below 100 will not be counted toward this degree requirement. No more than eight hours of credit in physical education activity courses may be applied to this minimum of 124 semester hours except that students majoring in Physical Education, Recreation or Dance may apply to the minimum 124 credit hours the minimum number of hours in activity courses required for their respective majors.

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A minimum total of 39 semester hours in the General Education Program is required.

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Each student must complete a major of at least 30 unique semester hours and a minor of not less than 20 unique semester hours with the following exceptions:

- A. A student in the elementary teaching curriculum may present three minors of not less than 20 semester hours each, at least two of the minors being subject fields taught in elementary grades.
- B. A student who completes a major which requires more than 50 hours will not be required to complete a minor, unless required by the major program.

Hours of credit counted in a minor may not also be applied to a major or another minor, or vice versa. General Education courses may be applied toward a major or minor, where appropriate.

Credits in the required 121 English composition course and credits in professional education courses do not count toward majors and minors, except in cases where such courses are specifically required or indicated as permissible as part of that major or minor.

RESIDENCE REQUIREMENTS

Candidates for the bachelor's degree must earn at least 30 semester hours at Eastern Michigan University. These 30 hours may be taken on or off campus, or online.

Of the last 30 semester hours prior to the granting of the bachelor's degree, at least 10 hours must be taken in courses offered by Eastern Michigan University. These 10 hours may be taken either on or off campus or online.

Students with credit from a junior or community college must earn a minimum of 45 semester hours exclusive of junior or community college credit. This rule may be waived if a program-to-program articulation agreement is involved and the agreement is approved by the appropriate Eastern Michigan University departmental faculty, department head, and college dean and a Provost's office representative.

SCHOLARSHIP

No student will be graduated if his or her cumulative grade point average is less than 2.0. To be eligible for graduation, a student must also maintain a minimum grade point average of 2.0 in each major and minor (some programs may require a higher GPA based on approved program requirements).

COURSE LEVEL

At least 6 credits in 300-level or higher courses must be earned at EMU in each minor.

At least 9 credits in 300-level or higher courses must be earned at EMU in each major.

At least 15 credits in 300-level or higher courses must be earned at EMU in each major which does not require a minor.

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Not more than 60 semester hours in any one subject code may be applied toward the minimum of 124 hours required for a bachelor's degree, unless specifically waived as part of the curriculum approval process.

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Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.3 – Change to 6.2.9.1

Issue: ~~Undergraduate~~ Grades ~~and Academic Progress~~

Effective Date: 10-18-1978

Revision Date: 11-01-2016

CLASSIFICATION

For purposes of determining class levels, the following hours classifications are used:

<u>Class</u>	<u>Semester Credit Hours</u>
Freshman	0 - 24
Sophomore	25 - 55
Junior	56 - 84
Senior	85 or over

GRADES

The grades used by the University with their corresponding values in points are as follows:

<u>Letter Grades</u>	<u>Grade Point Values</u>	
A	4.0	
A H	4.0	A with Honors Credit
A-	3.7	
A-H	3.7	A- with Honors Credit
B+	3.3	

B+H	3.3	B+ with Honors Credit
B	3.0	
B H	3.0	B with Honors Credit
B-	2.7	
B-H	2.7	B- with Honors Credit
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
E	0	Replaced with "F" effective fall 2012
F	0	Effective fall 2012
N	0	No Grade Submitted
AUD	0	Grade in audit elections
CR	0	Passing grade in Credit/No Credit courses
NC	0	No credit awarded in Credit/No Credit courses
S	0	Passing grade in Pass/Fail elections
U	0	Failing grade in Pass/Fail elections
SC	0	Passing grade in student teaching with certification
PN	0	Passing grade in student teaching but not sufficient for certification
UN	0	Failing grade in student teaching course
2YR	0	Academic forgiveness; no credit

-Graduate students who earn a D+, D or D- grade will have an F grade posted on their academic transcript as grades below a C- are considered a failing grade by the Graduate School.

Credits earned by student teaching, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E", "F" or "U" have been received can be earned only by repeating the course.

WITHDRAWALS

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, the grade of "F" will be assigned.

INCOMPLETES

An "I" is awarded only when an undergraduate student's work has been of acceptable quality ("C" or better), at least 50% of the coursework has been completed, but the required total amount of coursework has not been completed because of illness, necessary absence or other satisfactory reasons. A graduate student's work must have been of acceptable quality ("B" or better. It is never applied to poor work or to nonattendance of class by the student. It is the responsibility of the student to request an incomplete from the instructor prior to submission of grades for the course, and to provide the reason and, if requested, supporting documentation for the request. If the instructor is satisfied that the reason and documentation provided are sufficient and that the conditions above are met, he/she should provide a description in writing of the work to be completed and the deadline for completion; copies should be provided to the student and to the department head. The deadline for completion can be no later than one year from the end of the semester in which the course was taught.

An "IP" ("In Progress") is assigned to **all students** in a course or section that continues past the end of the semester. This grade does not apply to independent/directed studies courses or to individual students seeking an incomplete (I) grade. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

~~An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of an "I" may be extended upon written recommendation of the instructor and approval by the dean of the college. Such extension will be granted only under unusual circumstances. The initiative for conversion of an "I" to a letter grade rests with the student. However, the instructor may submit a change of grade without further notification if the student had not completed the required work by the deadline specified by the instructor.~~

~~When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.~~

~~Change from "I" or "IP" do not require department head or dean signatures if submitted within one year of the end of the course. After one year the student must provide an explanation of why the course work could not be completed within one year as required by university policy; the extension will be granted only if both the instructor and the dean approve, and both signatures are required to change an "I" or "IP" beyond one year.~~

PROCESS AND DEADLINES FOR CHANGING GRADES

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error. ~~This form requires approval of the department head, and the appropriate dean will review and approve grade changes to ensure consistency with academic policies. All changes in letter grades (excluding "I" or "IP" that are converted within one year) will require the signature of the dean of the college.~~

~~Any attempt to change an individual grade or to convert an "I" must be initiated no later than one year following the semester or session in which the grade was given. An extension beyond this limitation may be permitted only by the dean of the college in which the course was taken. Such extensions will be granted only on verifiable evidence of emergency circumstances, such as serious illness or military obligation, which prevented the petitioner from acting during the prescribed period.~~

All grades are final three years following the end of the close of the term or at time of degree conferral, whichever is first; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or his/her designee.

GRADE POINT AVERAGE

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

PASS-FAIL OPTION

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she

wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.
2. It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements.
3. A maximum of six such courses may be applied toward graduation.
4. The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration.
5. Students who elect a course on Pass/Fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.
6. The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
 - a. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D-, will be converted to S, and shall count as credit toward graduation (if it is at the 100 level or higher).
 - b. The grade of F will be converted to U and shall not count toward graduation.
7. A course taken under this option shall not be used in any way in the computation of the student's grade point average. Thus a Pass/Fail-election shall not be approved for a course in which the student previously received a letter grade.

AUDITING OF COURSES

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

~~Subject to the approval of the head of the department offering the course, students wishing to audit a course must register for it just as for any other class, and then also turn in at registration a "permission to audit" card with the required approval.~~

~~The student's intention to audit a course rather than to take it for credit must be established at the time of registration. Shifting from credit to audit or from audit to credit is not permitted after the last day that classes may be added or sections changed.~~

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Authority for Creation or Revision:

Minutes of the Board of Regents, September 20, 2011

Minutes of the Board of Regents, October 30, 2012

Minutes of the Board of Regents, November 1, 2016



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.3 – Change to 6.2.9.1

Issue: Grades

Effective Date: 10-18-1978

Revision Date: 11-01-2016

CLASSIFICATION

For purposes of determining class levels, the following hours classifications are used:

<u>Class</u>	<u>Semester Credit Hours</u>
Freshman	0 - 24
Sophomore	25 - 55
Junior	56 - 84
Senior	85 or over

GRADES

The grades used by the University with their corresponding values in points are as follows:

<u>Letter Grades</u>	<u>Grade Point Values</u>	
A	4.0	
A H	4.0	A with Honors Credit
A-	3.7	
A-H	3.7	A- with Honors Credit
B+	3.3	

B+H	3.3	B+ with Honors Credit
B	3.0	
B H	3.0	B with Honors Credit
B-	2.7	
B-H	2.7	B- with Honors Credit
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
E	0	Replaced with "F" effective fall 2012
F	0	Effective fall 2012
N	0	No Grade Submitted
AUD	0	Grade in audit elections
CR	0	Passing grade in Credit/No Credit courses
NC	0	No credit awarded in Credit/No Credit courses
S	0	Passing grade in Pass/Fail elections
U	0	Failing grade in Pass/Fail elections
SC	0	Passing grade in student teaching with certification
PN	0	Passing grade in student teaching but not sufficient for certification
UN	0	Failing grade in student teaching course
2YR	0	Academic forgiveness; no credit

Graduate students who earn a D+, D or D- grade will have an F grade posted on their academic transcript as grades below a C- are considered a failing grade by the Graduate School.

Credits earned by student teaching, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E", "F" or "U" have been received can be earned only by repeating the course.

WITHDRAWALS

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, the grade of "F" will be assigned.

INCOMPLETES

An "I" is awarded only when an undergraduate student's work has been of acceptable quality ("C" or better), at least 50% of the coursework has been completed, but the required total amount of coursework has not been completed because of illness, necessary absence or other satisfactory reasons. A graduate student's work must have been of acceptable quality ("B" or better). It is never applied to poor work or to nonattendance of class by the student. The deadline for completion can be no later than one year from the end of the semester in which the course was taught.

An "IP" ("In Progress") is assigned to **all students** in a course or section that continues past the end of the semester. This grade does not apply to independent/directed studies courses or to individual students seeking an incomplete (I) grade. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

PROCESS AND DEADLINES FOR CHANGING GRADES

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error.

All grades are final three years following the end of the close of the term or at time of degree conferral, whichever is first; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or his/her designee.

GRADE POINT AVERAGE

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If

students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

PASS-FAIL OPTION

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.
2. It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements.
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Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Authority for Creation or Revision:

Minutes of the Board of Regents, September 20, 2011

Minutes of the Board of Regents, October 30, 2012

Minutes of the Board of Regents, November 1, 2016



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.4 – Change to 6.2.9.2

Issue: Undergraduate Individual Drops and Withdrawals ~~from Courses~~

Effective Date: 10-18-1978

Revision Date: 02-19-2013

DROPS AND WITHDRAWALS FROM INDIVIDUAL COURSES

Drops and/or withdrawals from individual courses are permitted according to the following schedule for all courses taught as full-semester sections during all semesters (fall, winter and summer):

First Eight Days

Any drop in the student's enrollment occurring during this period is accomplished through the regular registration adjustment system. Such drops are not recorded on the student's permanent academic transcript.

Ninth Day through Tenth Week

All student-initiated withdrawals are accepted automatically and recorded as "W" grades during this period. These withdrawals may be processed through the registration system or by submitting a withdrawal form to the Office of Records and Registration.

After Tenth Week - Until last Day of Classes Preceding Final Exam Period

During this period, individual withdrawals are not automatically granted. A Late Withdrawal (resulting in a "W" grade) may be granted only if students have specific extenuating circumstances that clearly prevented them from completing the course(s) in which they are enrolled and which prevented them from withdrawing by the tenth week of the course. Students must provide original, verifiable documentation of these circumstances along with their request to withdraw.

The decision on awarding the "W" will be made by the Provost or his/her designee. Students should not stop attending class until they have received official notice that their requested withdrawal has been approved. If the application for administrative/late withdrawal is denied and the student fails to complete the work of the course successfully, an appropriate grade (reflecting any incomplete work and/or absences from class) will be recorded by the instructor.

*Appropriate dates for parts of term which do not meet the full 15 weeks of a semester will be publicly posted and available to students.

Additional Notes

When withdrawal from the class brings the student's academic load below the minimum number of hours necessary to qualify as a full-time student for University housing, scholarship aid, student loans, or any other benefit he or she enjoys for which academic enrollment was a prerequisite, the University may at its option take any or all of the following steps:

1. Cancel the benefits as of that date
2. Declare the student ineligible for present and/or any future benefits of a similar nature

Withdrawal from the student's last/only enrolled course must be submitted to the Office of Records and Registration and cannot be accomplished through the online registration system.

The Provost shall be responsible for establishing and making publicly available procedures to support this policy. The Provost and Registrar shall be jointly responsible to establish specific deadlines for regular and non-traditional terms and to make these dates publicly available to students.

Authority for Creation or Revision:

Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, February 19, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.4 – Change to 6.2.9.2

Issue: Individual Drops and Withdrawals

Effective Date: 10-18-1978

Revision Date: 02-19-2013

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Authority for Creation or Revision:

Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, February 19, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.5 – Change to 6.2.9.3

Issue: ~~Undergraduate~~ Total Withdrawals ~~from all Courses~~

Effective Date: 10-18-1978

Revision Date: 02-19-2013

TOTAL WITHDRAWALS FROM THE UNIVERSITY

An ~~undergraduate~~ student who finds it necessary to withdraw from all classes for a given semester is required to do so through the Office of Records and Registration. A student who is unable to accomplish the withdrawal in person may do so by a written request mailed to the Office of Records and Registration. The request should indicate the reason for the requested withdrawal, and any tuition adjustment will be based on postmark date of that communication.

Eastern Michigan University shall publish in advance of each semester exact dates and deadlines for withdrawal requests and related tuition credit adjustment that will be provided.

Late Withdrawal: The University recognizes that unexpected circumstances arise making it necessary for a student to initiate a request for withdrawal after the completion of classes for a term or after the deadline for a specific part of term. Normally, a late withdrawal will only be considered for the current or immediately preceding term.

Late withdrawals may be granted for either one or both of the following reasons:

1. Administrative: through an administrative problem or error, the student received an "F" grade.
2. Mental or physical stress: subsequent to awarding of term grades, the student claims that severe physical or psychological stress was present during the semester. Original

documentation of the circumstances and of the reasons for delay in seeking the withdrawal must be presented by or on behalf of the student and a consultation with the student may be required. In this case, the decision will affect all the classes the student was registered for during the term in question.

In all cases, the student must initiate the request for retroactive withdrawal. The Provost shall be responsible for establishing and disseminating criteria and the review procedures for these requests.

A student with an approved retroactive withdrawal does not automatically receive any consideration for tuition refund and grades of "W" will be posted on his/her official transcript.

These procedures also apply for the Summer semester. Eastern Michigan University will publish exact withdrawal dates for each semester in advance of said semester.

READMISSION AFTER PROLONGED ABSENCE

Re-enrolling and Readmission: Students whose transcripts show no active enrollment for ~~eight consecutive semesters~~ (two full years) must reapply and be accepted for admission before enrolling again. A student who withdraws from all courses with "W" grades on the transcript is counted as enrolled for that semester. A student who drops all courses in a semester, removing them from the transcript, is not counted as enrolled for that semester.

Authority for Creation or Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, February 19, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.5 – Change to 6.2.9.3

Issue: Total Withdrawals

Effective Date: 10-18-1978

Revision Date: 02-19-2013

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Authority for Creation or Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, February 19, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.6

Issue: Undergraduate Academic Standing

Effective Date: 10-18-1978

Revision Date: 4-16-2013

ACADEMIC PROBATION AND DISMISSAL

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.

~~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.~~

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%.

~~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.~~

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.

Exceptions to the above policies may be made under the following conditions:

1. 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.

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.

READMISSION

A student who is academically dismissed will normally not be eligible for reinstatement for one calendar year following the dismissal. Readmission is not automatic; an application for ~~readmission~~ reinstatement must be submitted along with supporting documentation. ~~A readmission interview will normally be required.~~

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 grade point average 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.

Authority for Creation or Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, December 6, 2012
Minutes of the Board of Regents, April 16, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.6

Issue: Undergraduate Academic Standing

Effective Date: 10-18-1978

Revision Date: 4-16-2013

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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 grade point average of 2.00 ("C" average) if courses are taken at other accredited collegiate institutions.

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Authority for Creation or Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, December 6, 2012
Minutes of the Board of Regents, April 16, 2013



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.3.1.2 – [change to 6.2.9.5](#)

Issue: Continuing Education Units

Effective Date: 12-20-1978

PURPOSE

~~The rapid expansion of knowledge and its swift obsolescence have created a widespread need for noncredit continuing education designed to re-fine and update the skills of workers. In many occupational fields, evidence of continued learning is required for maintenance of membership and certification.~~

~~Participants in noncredit continuing education experiences as well as employers, professional groups, licensing agencies, and others who routinely examine and evaluate individual accomplishments have recognized a need for uniform methods and standards for combining noncredit educational activities into a measurable record.~~

~~In 1974 a task force representing business, industry, labor, professional associations, government, and education developed a concept called the Continuing Education Unit to be used for this purpose.~~

DEFINITIONS

The Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction.

LIMITATIONS

It is understood that Continuing Education Units are to be awarded for learning experiences offered through the Office of Continuing Education which impart organized noncredit instruction to post-secondary learners, in programs belonging to the following categories:

1. — Intensive courses in technical and professional areas.
2. — In-service training to improve competence in new techniques and new technical developments (including courses sponsored by technical and professional societies but offered through the Office of Continuing Education).
3. — Courses, seminars, and workshops which may be used in partial fulfillment of certification or licensing requirements.
4. — Vocational training, in-service or in preparation for job-entry positions.
5. — Professional or paraprofessional training.
6. — Liberal education experiences for the general public.

It is further understood that CEU's cannot be converted to units of academic credit at Eastern Michigan University.

EXCLUSIONS

Types of programs for which Continuing Education Units will not be awarded include the following:

1. Programs carrying academic credit, either secondary or collegiate.
2. Programs leading to high school equivalency certificates or diplomas.
3. Organizational orientation training programs
4. Programs of short duration only casually related to any specific upgrading purpose or goal.

RESPONSIBILITY

The Provost dean of continuing education will be responsible for identifying the need for programs in which Continuing Education Units will be awarded, and for the coordination and administration of such programs. Under his or her direction, the Office of Continuing Education will serve as facilitator between the participant group and the program sponsor to ensure that the program fulfills the needs of the participant group. The ultimate responsibility for program quality rests with the dean of continuing education.

RECORDS

Eastern Michigan University will maintain a record of all Continuing Education Units awarded to individuals. Cumulative records for each individual will be constantly available to be issued as an official statement or transcript upon request of the participant and payment of the transcript fee. The following information will be included on all transcripts or official statements:

1. Name and student number of the participant.
2. Social Security number of the participant.
3. Title and course number (if any) of the program or activity.
4. Beginning and completion dates of the program or activity.
5. Number of Continuing Education Units awarded.

In addition, records of each activity for which Continuing Education Units are awarded will be available in the Office of Continuing Education describing for each activity the audience, purposes, format, content, duration, teaching staff, course or experience prerequisites, cooperating organization (company, agency, association, or institution), and level of instruction.

COSTS

Each participant will be assessed a fee of \$5.00 per Continuing Education Unit, payable to the General Fund. Other costs of each program will depend upon the nature of the program, its duration, the number of instructors required, and other appropriate expense items as determined by the dean of continuing education in consultation with the program director.

Authority for Creation or Revision:

Minutes of the Board of Regents, December 20, 1978, para. .2035M.



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.3.1.2 – change to 6.2.9.5

Issue: Continuing Education Units

Effective Date: 12-20-1978

DEFINITIONS

The Continuing Education Unit (CEU) is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction.

LIMITATIONS

It is understood that Continuing Education Units are to be awarded for learning experiences which impart organized noncredit instruction to post-secondary learners.

It is further understood that CEU's cannot be converted to units of academic credit at Eastern Michigan University.

EXCLUSIONS

Types of programs for which Continuing Education Units will not be awarded include the following:

1. Programs carrying academic credit, either secondary or collegiate.
2. Programs leading to high school equivalency certificates or diplomas.
3. Organizational orientation training programs
4. Programs of short duration only casually related to any specific upgrading purpose or goal.

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The Provost will be responsible for identifying the need for programs in which Continuing Education Units will be awarded.

Authority for Creation or Revision:

Minutes of the Board of Regents, December 20, 1978, para. .2035M.



Policies, Rules and Regulations

Chapter Name: Student Programs and Requirements

Chapter No. 8.1

Issue: ~~Student Conduct Code and Structure of~~
Community Responsibility

Effective Date: 7-01-17

Revision Date: 7-01-~~20~~17

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a ~~student conduct code of~~ Community Responsibility, to be administered by the Office of ~~Student Conduct, Community Standards and Wellness and Community Responsibility~~, 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 of all members of the University community.

SECTION I: PURPOSE

The ~~Student Conduct Code of~~ Community Responsibility and the accompanying student disciplinary policies are intended to foster ethical development, academic integrity, personal accountability and civility toward others. The ~~Student Conduct Code of~~ Community Responsibility sets forth standards and expectations of behavior applicable to all Eastern Michigan University students.

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 diversity including but not limited to differences of culture, gender, gender identity, religion, race, age, sexual orientation, and/or ability.

SECTION II: RESPONSIBILITY FOR IMPLEMENTATION

The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the ~~Student Conduct Code of~~ Community Responsibility and the student disciplinary process and has delegated its overall management to the Associate Vice President for Student Affairs and/or their designee. The Office of ~~Student Conduct, Wellness and Community Standards and Wellness Responsibility~~ is directly responsible for the daily administration of the University's student ~~conduct~~Community Responsibility system.

SECTION III: JURISDICTION

The University has 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 threatens, impairs, obstructs, interferes with or adversely affects the community, mission, processes or functions of the University. Criminal offenses committed off campus may also be considered violations of the ~~Student Conduct Code of~~ Community Responsibility.

The University ~~conduct~~Community Responsibility system acts independently of criminal proceedings. The University may pursue disciplinary action against a student while 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.

SECTION IV: DEFINITIONS

A. For purposes of the ~~Student Conduct Code~~ Code of Community Responsibility only, the following definitions apply:

1. *FACULTY MEMBER* means any person hired by the University to conduct classes.
2. *INSTITUTION* or *UNIVERSITY* means Eastern Michigan University.
3. *MEMBER OF THE UNIVERSITY COMMUNITY* includes any person who is a student, faculty member, University official or any other person employed or contracted by the University.
4. *STUDENT* includes all persons
 - Enrolled in any number of courses, in any format at EMU
 - Who are not officially registered for a particular term but whose EMU record indicates a continuing relationship with the University. The term relationship includes but is not limited to:
 - Those applying for reenrollment and/or readmission;
 - Those involved in an appeal or grievance process;
 - Those persons under any ~~disciplinary sanction~~ administrative action other than permanent dismissal;
 - Who have been accepted into EMU and who are eligible to register for courses but have not yet registered
5. *GOOD STANDING* means a student or student organization who is not presently ~~sanctioned~~ under an administrative action with disciplinary probation or higher.
6. *STUDENT ORGANIZATION* means a number of students who have complied with University requirements for registration and/or recognition.
7. *UNIVERSITY PREMISES* includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
8. *UNIVERSITY SPONSORED ACTIVITY* means any activity on or off campus, which is initiated, aided, authorized or supervised by the University.
9. *COMMUNITY ~~STANDARDS~~RESPONSIBILITY ADMINISTRATOR* is an individual who is trained and designated by the Director of ~~Student Conduct, Wellness and~~ Community Standards and Wellness Responsibility, or designee, to investigate, hear and determine responsibility for cases of student misconduct.
10. *COMMUNITY ~~STANDARDS~~RESPONSIBILITY REVIEW* is a meeting between a student and a community ~~standards~~ responsibility administrator and the process by which ~~sanctions~~ administrative or restorative actions may be ~~imposed~~ agreed upon.

SECTION V: VIOLATIONS

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 under the ~~Student Conduct Code~~ Code of Community Responsibility. 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.

A. Academic Dishonesty

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** - 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, unauthorized 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** - presentation or 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.
4. **Other Academic Dishonesty** - 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.

B. Misuse of Alcohol

1. Possession, creation, distribution, or consumption of alcoholic beverages, in violation of local, state or federal law, or university policies and procedures.
2. Violation of any section of the Student Conduct Code of Community Responsibility while under the influence of alcohol.

C. Misuse of Drugs

1. Possession, creation, distribution, or use of illegal drugs, prescription drugs or other controlled substances, in violation of local, state or federal laws.
2. Possession or use of drug paraphernalia.
3. Misuse or distribution of over the counter drugs, or substances used as drugs.
4. Violation of any section of the Student Conduct Code of Community Responsibility while under the influence of legal or illegal drugs, or other controlled substances.

D. Computer Misuse

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

E. Disruptive Conduct

1. 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.

2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within the university community.
3. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.
4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
5. 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.

F. Failure to Comply

1. Failure to comply with a lawful order or directive of a University official, in the performance of his/her duty.
2. Failure to comply with the ~~sanctions rendered~~actions decided upon during the ~~student conduct~~Community Responsibility process.

G. Falsification/Fraud/False Testimony

1. Furnishing false information to the University, including false reporting of emergencies, making false accusations or giving false testimony during the disciplinary process.
2. Misuse, reproduction, alteration or forgery of any University related documents, records, identification, keys, identification cards, access codes or property.
3. Providing a worthless check or money order in payment to the University or to a member of the University community.

H. Gambling

Participation in games of chance on campus for money or other things of value except as provided by local, state or federal law.

I. Guests

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

J. Harassment/Bullying

The University's *Sexual Misconduct and Interpersonal Violence Policy* governs conduct of a sexual or gender based nature. This section of the ~~Student Conduct Code~~of Community Responsibility applies only to conduct that is not covered by the Sexual Misconduct Policy.

1. Intimidating conduct which would cause a reasonable person to feel as though there was an imminent threat to the health and safety, or personal property, of themselves or another individual.
2. Pervasive conduct directed toward another person or group that results in the intimidating, humiliating, degrading, or otherwise harming of another person or group.

K. Discrimination by Student Organizations

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

L. Hazing

In cases where hazing is performed by an individual member of a student organization and in which other members of the organization encourage, or condone hazing, the organization as a whole may be held responsible. Any individual and/or organization found responsible for hazing may be subject to a minimum penalty of suspension if the violation is found to directly impact the health and safety of an individual or group.

1. 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~~Which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:

- a. Interference with a student's academic or work performance.
 - b. Forced consumption of any food, alcohol, other drugs, or any other substance.
 - c. Forced physical activity.
 - d. Deprivation of food or sleep.
 - e. Physical acts of violence
 - f. Requiring participation in any activity that violates University policies or any local, state or federal law.
 - g. Other violations as outlined in the Interfraternity Council (IFC), College Panhellenic Council (CPC), National Pan-Hellenic Council (NPHC) Constitutions, or any other councils for Greek Life which have been officially recognized by the Board of Regents.
2. Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization.

M. Physical Abuse and Endangerment

The University's *Sexual Misconduct and Interpersonal Violence Policy* governs conduct of a sexual or gender based nature. This section of the ~~Student Conduct Code~~ of Community Responsibility applies only to conduct that is not covered by the Sexual Misconduct Policy.

1. Physical violence or attempted physical violence toward another person or group.
2. Threat of physical violence against another person or group.
3. Any action that endangers the health, or safety of a person or group.
4. Damage to, removal or misuse of, or tampering with any fire safety systems, firefighting equipment or other emergency warning or lifesaving equipment.

N. Property/Facilities/Services

1. Theft, damage, destruction, littering, or defacement of University property or property of a member of the University or visitor.
2. Theft, damage, destruction, littering or defacement of property not owned or controlled by the University but occurs at an event sponsored by the University, or enacted by a student representative of the University.
3. Wrongful appropriation of University property or property of a member of the University or visitor.
4. 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.
5. Unauthorized entry into University facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.
6. Bringing animals and/or pets into University buildings, except where properly authorized.
7. Use or operation of rollerblades, skates, skateboards, bicycles, and similar items inside University facilities, unless expressly permitted.
8. Violation of any policy or guidelines pertaining to specific usage of a University facility.

O. Sexual Misconduct/Sexual Harassment

All forms of Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender- Based Harassment and Retaliation are prohibited. Conduct of this nature, including definitions, investigative procedures, interim measures, sanctions, and all other matters related to sexual misconduct and interpersonal violence are governed by the *Sexual Misconduct and Interpersonal Violence Policy* and not by the ~~Student Conduct Code~~ of Community Responsibility. (<https://www.emich.edu/policies/policy.php?id=238>)

P. Weapons/Firearms/Explosives

1. Possession, sale, 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.

2. Possession, sale, storage or use of firecrackers, gunpowder, ammunition, explosives or incendiary devices, dangerous chemicals, or other articles or substances which could endanger health or safety.

Q. Other Violations

1. Violation of any other published or posted University regulations not specifically mentioned in this Section, including, but not limited to:
 - Board Policy Manual(s); <http://www.emich.edu/policies/>
 - Guide to Campus Living;
 - Housing Contracts;
 - Student Handbook; <http://www.emich.edu/studenthandbook/>
 - Course Syllabi;
2. Aiding and abetting another in any violation of local, state or federal laws, and/or University policies and procedures.

SECTION VI: ~~SANCTIONS~~ACTIONS FOR ~~MISCONDUCT~~CODE VIOLATIONS

~~Sanctions~~Actions may be imposed after a student is found responsible for a violation of the ~~Student Conduct Code of Community Responsibility~~. An administrative ~~sanction~~action is generally combined with a ~~secondary sanction~~restorative action in order to promote corrective behavior. The ~~sanctions~~actions are determined by the community ~~standards~~responsibility administrator, or the hearing board assigned to the case, and take into account the impact of the violation on the community, prior incidents and implemented ~~sanctions~~Sanctionsactions. Actions issued may include, but are not limited to:

A. Administrative ~~Sanctions~~Actions

1. 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.
2. Disciplinary Probation: An official notice that the student's conduct is in violation of the ~~Student Conduct Code of Community Responsibility~~ 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~~administrative actions if the student violates another conduct code during the probationary period. During the probation period, a student may be excluded from some programs and curricular, or extra-curricular activities, including running for and/or holding office in any student organization.
3. Suspension: An involuntary separation of the student from the University for a definite period of time and/or until certain conditions for readmission are met. Conditions for lifting the suspension, including a subsequent probationary period (if any), will be provided to the student upon notification of the suspension. The student must complete all ~~sanctions~~actions in order to be considered for readmission. At the conclusion of a suspension period, the student will need to meet with the Director of the Office of ~~Student Conduct, Wellness and Community Standards and Wellness~~Responsibility (or designee) to lift disciplinary holds, provided all conditions of the suspension have been met. During the suspension period, the student will be excluded from programs and curricular, or extra-curricular activities, and may be banned from University Premises. (Suspension requires administrative review and approval by the President or his/her designee.)
4. Deferred Suspension: The ~~sanction~~administrative action of Suspension may be placed in deferred status provided that the student completes other assigned ~~sanctions~~actions by the specified deadlines. Failure to complete all ~~sanctions~~actions and provide proof of completion by the deadlines will result in the automatic enactment of the suspension. If a student is found responsible for another violation of the ~~Student Conduct Code of Community Responsibility~~ during the period of Deferred Suspension, the student may be permanently dismissed from the University. During the Deferred Suspension period, a student may be excluded from some programs and curricular, or co-curricular activities, including running for and/or holding office in any student organization.

5. Permanent Dismissal: An involuntary permanent separation from the University. (Permanent dismissal requires administrative review and approval by the President or his/her designee.)
6. 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.
7. Revocation of degree: An awarded degree may be revoked for violations of the Student Conduct Code of Community Responsibility, 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.)

B. Secondary Sanctions

B. Restorative Actions

1. Restitution: Compensation for loss, damage or injury.
2. Fines: Payment for alcohol or drug violations.
3. Community Service: A specified amount of time worked for an authorized individual or group which directly relates to the violation of the Student Conduct Code of Community Responsibility.
4. Educational Activities: A reflective writing assignment or attendance at an event directly related to the violation of the Student Conduct Code of Community Responsibility. (e.g. alcohol/drug workshop; diversity awareness training; ethics workshop). Students are responsible for all costs related to sanctioned workshop educational activities.
5. Restrictions: Temporary or permanent loss of privileges or the use of a University facilities and/or services.

C. Sanctions Administrative Actions for Student Organizations

1. 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.
2. Disciplinary Probation: An official notice that the student organization's conduct is in violation of the Student Conduct Code of Community Responsibility 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 administrative actions if the student organization commits another conduct community responsibility 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.
3. 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 are 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 re-apply to the University for renewed recognition following any period of suspension. The suspension shall be reported to said organization's national office, if applicable. (Suspension requires administrative review and approval by the President or his/her official designee.)
4. Deferred Suspension: The sanction administrative action of Suspension may be placed in deferred status provided that the student organization completes other assigned sanctions actions by the specified deadline dates. Failure to complete all sanctions actions 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 of Community Responsibility during the period of deferred suspension, the student organization may have its University status permanently terminated.
5. 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.)
6. Secondary Sanctions: A Secondary Sanction Restorative Actions: A restorative action from section "B" may be imposed upon the student organization, or involved members of the student organization, in addition to those specified above.

SECTION VII: UNIVERSITY DISCIPLINE, RIGHTS AND RESPONSIBILITY

A. Reporting

Any member of the University Community, or an individual not affiliated with Eastern Michigan University, may submit a report of an alleged violation of the ~~Student Code of Conduct~~ Community Responsibility. All reports of student misconduct must be submitted, in writing, to the Office of ~~Student Conduct, Community Standards and Wellness~~ and Community Responsibility. Reports can also be written electronically at https://emich-advocate.symplicity.com/public_report/index.php

B. Review

All reports of alleged violation of the ~~Student Conduct Code~~ of Community Responsibility will be reviewed by the Office of ~~Student Conduct, Community Standards and Wellness~~ and Community Responsibility or a designee. All information regarding the alleged violation will be reviewed by a community ~~standardsresponsibility~~ administrator. If there are facts that substantiate a potential violation of the ~~Student Conduct Code~~ of Community Responsibility, the student(s)/student organization involved will be notified of the allegation(s) and have the right to meet for a community standards review. The community standards review will follow all ~~policies and procedures laid out by the Office of Student Conduct, Community Standards and Wellness~~ Procedures established by the Office of Wellness and Community Responsibility which shall comport with all elements of due process. Should the student/student organization fail to schedule a review by the deadline, the community ~~standardsresponsibility~~ administrator will schedule a review and notify the student of the meeting date and time. A failure to appear will result in the review being conducted by the community ~~standardsresponsibility~~ administrator. After the review, a decision will be made as to the students' responsibility.

The University and the Office of ~~Student Conduct, Wellness and Community Standards and Wellness~~ Responsibility values student engagement and encourages students to engage in the ~~conduct~~ Community Responsibility system. Engagement in the process is necessary to provide educational opportunities and outline the impact of misconduct on the University Community. Should a student or student organization choose not to engage and meet with community ~~standardsresponsibility~~ administrators, the University reserves the right to make a decision in the student's absence.

C. ~~Rights of Charged Students/Student Organizations~~

- ~~1. The Office of Student Conduct, Community Standards and Wellness will afford all students/student organizations the right of due process.~~
- ~~2. A student may choose to remain silent and not participate in the conduct process. However, the University reserves the right to proceed with findings, and issue sanctions, based on the information available.~~
- ~~3. A student/student organization may 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 in good standing.~~
- ~~4. A student/student organization may 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.~~
- ~~5. A student/student organization has the right to be notified, in writing, of any allegations of misconduct for which the student/student organization has been charged, as well as notice of all dates set for reviews, conferences, meetings, outcomes of proceedings, and appeals procedure.~~
- ~~6. All students/student organizations have a right to access and review their disciplinary case file.~~
- ~~7. All students/student organizations may present witnesses and submit any pertinent, supportive documentation.~~

D.C. Appeals

The appeals procedure for students/student organizations may be found on the Office of Wellness and Community Responsibility website.

Except for cases that were referred back for review, and decisions resulting from an appeal, all students or student organizations who are found responsible for a violation of the Student Conduct Code of Community Responsibility have a right to appeal the decision within a time designated by the Office of Student Conduct, Community Standards and Wellness and Community Responsibility.

The appeal must be submitted to the Office of Student Conduct, Community Standards and Wellness and Community Responsibility, in writing, by the designated deadline. Failure to submit a letter of appeal before the deadline may result in an ineligibility for appeal. Appeal letters will be reviewed by the Director of Student Conduct, Community Standards and Wellness or designee. Letters for appeal must include a description of the foundation for the appeal. An appeal must be made on the basis of one of the following:

1. There were procedural errors in the case or in the interpretation of University rules and regulations which denied 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 review which would have materially affected the decision.
3. The severity of the sanction is disproportionate to the violation(s) committed.
4. The decision was not supported by the evidence presented at the review.

A community standards administrator will review the information and facts provided in the letter of appeal. For cases where an administrative sanction of suspension, deferred suspension, permanent dismissal, termination of university status, denial or delay of degree or award, or revocation of degree is issued, the case will be referred to an appeals board. The community standards administrator, designee or board may take any of the following actions:

1. Uphold the decision of the administrative review in its entirety.
2. Alter the sanctions imposed by the administrative review. However, the severity of the sanctions cannot be increased.
3. Send the case back to be reviewed by a community standards administrator. This administrator should be different from the original community standards administrator.
4. Dismiss the case against the student(s)/student organization.

For cases sent back for a second administrative review, the student(s)/student organization will be afforded the same Due Process rights as previously given. The decision resulting from the appeal will be considered final.

All decisions will be sent to the student(s)/student organization in writing.

The appeals procedure for students/student organizations may be found on the Office of Student Conduct, Community Standards and Wellness website.

E.D. Medical Amnesty

The Office of Student Conduct, Wellness and Community Standards and Wellness Responsibility will develop and maintain a policy for medical amnesty with regards to alcohol and drug use. This policy will encourage students who may be in violation of university policy to step forward and report an incident where an individual's health and safety is at risk.

F.E. Student Records and Files

Student's disciplinary files will be managed and maintained by the Office of Student Conduct, Wellness and Community Standards and Wellness Responsibility. A policy regarding record confidentiality, disclosure, and management will be included in the Office of Student Conduct, Wellness and Community Standards and Wellness Responsibility policies and procedures.

VIII: PROVISIONS GOVERNING ACADEMIC DISHONESTY

- A. Academic dishonesty is both an academic matter between a student and his/her faculty member and a violation under the Student Conduct Code of Community Responsibility 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, Wellness and Community Standards and Wellness Responsibility. Faculty members are encouraged to report cases of academic dishonesty for documentation purposes. The Office of Student Conduct, Wellness and Community Standards and Wellness Responsibility 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 formal disciplinary action 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, Wellness and Community Standards and Wellness Responsibility for review and possible university disciplinary action. Once the referral is made to the Office of Student Conduct, Wellness and Community Standards and Wellness Responsibility, the incident will be handled in the same manner as would any other allegation under the Student Conduct Code of Community Responsibility.
- 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 to a 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.

IX: INTERIM SANCTIONS ADMINISTRATIVE ACTIONS

- A. For alleged violations of the Student Conduct Code of Community Responsibility, interim sanctions administrative actions, 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 administrative actions 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 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, events, or resources 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 administrative action 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 administrative actions 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 administrative action will be given an opportunity to appear before the Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs or his/her designee may affirm or alter the interim ~~sanctions~~administrative actions or interim suspension based on the discussion with the student/student organization. If the decision is affirmed, the Associate 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~~administrative actions or interim suspension is affirmed or altered, the Associate Vice President or his/her designee will direct that a community standards review take place and the case be heard according to University policies and procedures. If the University fails to schedule the formal hearing within the ten (10) day period, the interim ~~sanctions~~administrative actions or interim suspension will cease although the original charges will not be dropped and will still be handled through the University's disciplinary process.

F-E. _____



Policies, Rules and Regulations

Chapter Name: Student Programs and Requirements

Chapter No. 8.1

Issue: Code of Community Responsibility

Effective Date: 7-01-17

Revision Date: 7-01-17

UNIVERSITY POLICY STATEMENT

It is the policy of Eastern Michigan University to establish a code of Community Responsibility, to be administered by the Office of Wellness and Community Responsibility, 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 of all members of the University community.

SECTION I: PURPOSE

The Code of Community Responsibility and the accompanying student disciplinary policies are intended to foster ethical development, academic integrity, personal accountability and civility toward others. The Code of Community Responsibility sets forth standards and expectations of behavior applicable to all Eastern Michigan University students.

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 diversity including but not limited to differences of culture, gender, gender identity, religion, race, age, sexual orientation, and/or ability.

SECTION II: RESPONSIBILITY FOR IMPLEMENTATION

The President, as Chief Executive Officer of the University, has overall responsibility for implementation of the Code of Community Responsibility and the student disciplinary process and has delegated its overall management to the Associate Vice President for Student Affairs and/or their designee. The Office of Wellness and Community Responsibility is directly responsible for the daily administration of the University's student Community Responsibility system.

SECTION III: JURISDICTION

The University has 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 threatens, impairs, obstructs, interferes with or adversely affects the community, mission, processes or functions of the University. Criminal offenses committed off campus may also be considered violations of the Code of Community Responsibility.

The University Community Responsibility system acts independently of criminal proceedings. The University may pursue disciplinary action against a student while 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.

SECTION IV: DEFINITIONS

- A. For purposes of the Code of Community Responsibility only, the following definitions apply:
1. *FACULTY MEMBER* means any person hired by the University to conduct classes.
 2. *INSTITUTION* or *UNIVERSITY* means Eastern Michigan University.
 3. *MEMBER OF THE UNIVERSITY COMMUNITY* includes any person who is a student, faculty member, University official or any other person employed or contracted by the University.
 4. *STUDENT* includes all persons
 - Enrolled in any number of courses, in any format at EMU
 - Who are not officially registered for a particular term but whose EMU record indicates a continuing relationship with the University. The term relationship includes but is not limited to:
 - Those applying for reenrollment and/or readmission;
 - Those involved in an appeal or grievance process;
 - Those persons under any administrative action other than permanent dismissal;
 - Who have been accepted into EMU and who are eligible to register for courses but have not yet registered
 5. *GOOD STANDING* means a student or student organization who is not presently under an administrative action with disciplinary probation or higher.
 6. *STUDENT ORGANIZATION* means a number of students who have complied with University requirements for registration and/or recognition.
 7. *UNIVERSITY PREMISES* includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
 8. *UNIVERSITY SPONSORED ACTIVITY* means any activity on or off campus, which is initiated, aided, authorized or supervised by the University.
 9. *COMMUNITY RESPONSIBILITY ADMINISTRATOR* is an individual who is trained and designated by the Director of Wellness and Community Responsibility, or designee, to investigate, hear and determine responsibility for cases of student misconduct.
 10. *COMMUNITY RESPONSIBILITY REVIEW* is a meeting between a student and a community responsibility administrator and the process by which administrative or restorative actions may be agreed upon.

SECTION V: VIOLATIONS

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 under the Code of Community Responsibility. 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.

A. Academic Dishonesty

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** - 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, unauthorized 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** - presentation or 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.
4. **Other Academic Dishonesty** - 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.

B. Misuse of Alcohol

1. Possession, creation, distribution, or consumption of alcoholic beverages, in violation of local, state or federal law, or university policies and procedures.
2. Violation of any section of the Code of Community Responsibility while under the influence of alcohol.

C. Misuse of Drugs

1. Possession, creation, distribution, or use of illegal drugs, prescription drugs or other controlled substances, in violation of local, state or federal laws.
2. Possession or use of drug paraphernalia.
3. Misuse or distribution of over the counter drugs, or substances used as drugs.
4. Violation of any section of the Code of Community Responsibility while under the influence of legal or illegal drugs, or other controlled substances.

D. Computer Misuse

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

E. Disruptive Conduct

1. 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.
2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within the university community.
3. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.

4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
5. 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.

F. Failure to Comply

1. Failure to comply with a lawful order or directive of a University official, in the performance of his/her duty.
2. Failure to comply with the actions decided upon during the Community Responsibility process.

G. Falsification/Fraud/False Testimony

1. Furnishing false information to the University, including false reporting of emergencies, making false accusations or giving false testimony during the disciplinary process.
2. Misuse, reproduction, alteration or forgery of any University related documents, records, identification, keys, identification cards, access codes or property.
3. Providing a worthless check or money order in payment to the University or to a member of the University community.

H. Gambling

Participation in games of chance on campus for money or other things of value except as provided by local, state or federal law.

I. Guests

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

J. Harassment/Bullying

The University's *Sexual Misconduct and Interpersonal Violence Policy* governs conduct of a sexual or gender based nature. This section of the Code of Community Responsibility applies only to conduct that is not covered by the Sexual Misconduct Policy.

1. Intimidating conduct which would cause a reasonable person to feel as though there was an imminent threat to the health and safety, or personal property, of themselves or another individual.
2. Pervasive conduct directed toward another person or group that results in the intimidating, humiliating, degrading, or otherwise harming of another person or group.

K. Discrimination by Student Organizations

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

L. Hazing

In cases where hazing is performed by an individual member of a student organization and in which other members of the organization encourage, or condone hazing, the organization as a whole may be held responsible. Any individual and/or organization found responsible for hazing may be subject to a minimum penalty of suspension if the violation is found to directly impact the health and safety of an individual or group.

1. 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:
 - a. Interference with a student's academic or work performance.
 - b. Forced consumption of any food, alcohol, other drugs, or any other substance.
 - c. Forced physical activity.

- d. Deprivation of food or sleep.
 - e. Physical acts of violence
 - f. Requiring participation in any activity that violates University policies or any local, state or federal law.
 - g. Other violations as outlined in the Interfraternity Council (IFC), College Panhellenic Council (CPC), National Pan-Hellenic Council (NPHC) Constitutions, or any other councils for Greek Life which have been officially recognized by the Board of Regents.
2. Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization.

M. Physical Abuse and Endangerment

The University's *Sexual Misconduct and Interpersonal Violence Policy* governs conduct of a sexual or gender based nature. This section of the Code of Community Responsibility applies only to conduct that is not covered by the Sexual Misconduct Policy.

1. Physical violence or attempted physical violence toward another person or group.
2. Threat of physical violence against another person or group.
3. Any action that endangers the health, or safety of a person or group.
4. Damage to, removal or misuse of, or tampering with any fire safety systems, firefighting equipment or other emergency warning or lifesaving equipment.

N. Property/Facilities/Services

1. Theft, damage, destruction, littering, or defacement of University property or property of a member of the University or visitor.
2. Theft, damage, destruction, littering or defacement of property not owned or controlled by the University but occurs at an event sponsored by the University, or enacted by a student representative of the University.
3. Wrongful appropriation of University property or property of a member of the University or visitor.
4. 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.
5. Unauthorized entry into University facilities, including but not limited to buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.
6. Bringing animals and/or pets into University buildings, except where properly authorized.
7. Use or operation of rollerblades, skates, skateboards, bicycles, and similar items inside University facilities, unless expressly permitted.
8. Violation of any policy or guidelines pertaining to specific usage of a University facility.

O. Sexual Misconduct/Sexual Harassment

All forms of Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender- Based Harassment and Retaliation are prohibited. Conduct of this nature, including definitions, investigative procedures, interim measures, sanctions, and all other matters related to sexual misconduct and interpersonal violence are governed by the *Sexual Misconduct and Interpersonal Violence Policy* and not by the Code of Community Responsibility .

(<https://www.emich.edu/policies/policy.php?id=238>)

P. Weapons/Firearms/Explosives

1. Possession, sale, 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.
2. Possession, sale, storage or use of firecrackers, gunpowder, ammunition, explosives or incendiary devices, dangerous chemicals, or other articles or substances which could endanger health or safety.

Q. Other Violations

1. Violation of any other published or posted University regulations not specifically mentioned in this Section, including, but not limited to:
 - Board Policy Manual(s); <http://www.emich.edu/policies/>
 - Guide to Campus Living;
 - Housing Contracts;
 - Student Handbook; <http://www.emich.edu/studenthandbook/>
 - Course Syllabi;
2. Aiding and abetting another in any violation of local, state or federal laws, and/or University policies and procedures.

SECTION VI: ACTIONS FOR CODE VIOLATIONS

Actions may be imposed after a student is found responsible for a violation of the Code of Community Responsibility. An administrative action is generally combined with a restorative action in order to promote corrective behavior. The actions are determined by the community responsibility administrator, or the hearing board assigned to the case, and take into account the impact of the violation on the community, prior incidents and implemented actions. Actions issued may include, but are not limited to:

A. Administrative Actions

1. 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.
2. Disciplinary Probation: An official notice that the student's conduct is in violation of the Code of Community Responsibility but does not warrant suspension or permanent dismissal. Probation is for a designated period of time and includes the probability of more severe administrative actions if the student violates another conduct code during the probationary period. During the probation period, a student may be excluded from some programs and curricular, or extra-curricular activities, including running for and/or holding office in any student organization.
3. Suspension: An involuntary separation of the student from the University for a definite period of time and/or until certain conditions for readmission are met. Conditions for lifting the suspension, including a subsequent probationary period (if any), will be provided to the student upon notification of the suspension. The student must complete all actions in order to be considered for readmission. At the conclusion of a suspension period, the student will need to meet with the Director of the Office of Wellness and Community Responsibility (or designee) to lift disciplinary holds, provided all conditions of the suspension have been met. During the suspension period, the student will be excluded from programs and curricular, or extra-curricular activities, and may be banned from University Premises. (Suspension requires administrative review and approval by the President or his/her designee.)
4. Deferred Suspension: The administrative action of Suspension may be placed in deferred status provided that the student completes other assigned actions by the specified deadlines. Failure to complete all actions and provide proof of completion by the deadlines will result in the automatic enactment of the suspension. If a student is found responsible for another violation of the Code of Community Responsibility during the period of Deferred Suspension, the student may be permanently dismissed from the University. During the Deferred Suspension period, a student may be excluded from some programs and curricular, or co-curricular activities, including running for and/or holding office in any student organization.
5. Permanent Dismissal: An involuntary permanent separation from the University. (Permanent dismissal requires administrative review and approval by the President or his/her designee.)
6. 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.
7. Revocation of degree: An awarded degree may be revoked for violations of the Code of Community Responsibility, 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.)

B. Restorative Actions

1. Restitution: Compensation for loss, damage or injury.
2. Fines: Payment for alcohol or drug violations.
3. Community Service: A specified amount of time worked for an authorized individual or group which directly relates to the violation of the Code of Community Responsibility.
4. Educational Activities: A reflective writing assignment or attendance at an event directly related to the violation of the Code of Community Responsibility. (e.g. alcohol/drug workshop; diversity awareness training; ethics workshop). Students are responsible for all costs related to educational activities.
5. Restrictions: Temporary or permanent loss of privileges or the use of a University facilities and/or services.

C. Administrative Actions for Student Organizations

1. 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.
2. Disciplinary Probation: An official notice that the student organization's conduct is in violation of the Code of Community Responsibility 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 administrative actions if the student organization commits another community responsibility 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.
3. 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 are 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 re-apply to the University for renewed recognition following any period of suspension. The suspension shall be reported to said organization's national office, if applicable. (Suspension requires administrative review and approval by the President or his/her official designee.)
4. Deferred Suspension: The administrative action of Suspension may be placed in deferred status provided that the student organization completes other assigned actions by the specified deadline dates. Failure to complete all actions 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 Code of Community Responsibility during the period of deferred suspension, the student organization may have its University status permanently terminated.
5. 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.)
6. Restorative Actions: A restorative action from section "B" may be imposed upon the student organization, or involved members of the student organization, in addition to those specified above.

SECTION VII: UNIVERSITY DISCIPLINE, RIGHTS AND RESPONSIBILITY

A. Reporting

Any member of the University Community, or an individual not affiliated with Eastern Michigan University, may submit a report of an alleged violation of the Code of Community Responsibility. All reports of student misconduct must be submitted, in writing, to the Office of Wellness and Community Responsibility. Reports can also be written electronically at https://emich-advocate.symplicity.com/public_report/index.php

B. Review

All reports of alleged violation of the Code of Community Responsibility will be reviewed by the Office of Wellness and Community Responsibility or a designee. All information regarding the

alleged violation will be reviewed by a community responsibility administrator. If there are facts that substantiate a potential violation of the Code of Community Responsibility, the student(s)/student organization involved will be notified of the allegation(s) and have the right to meet for a community standards review. The community standards review will follow all [Procedures](#) established by the Office of Wellness and Community Responsibility which shall comport with all elements of due process. Should the student/student organization fail to schedule a review by the deadline, the community responsibility administrator will schedule a review and notify the student of the meeting date and time. A failure to appear will result in the review being conducted by the community responsibility administrator. After the review, a decision will be made as to the students' responsibility.

The University and the Office of Wellness and Community Responsibility values student engagement and encourages students to engage in the Community Responsibility system. Engagement in the process is necessary to provide educational opportunities and outline the impact of misconduct on the University Community. Should a student or student organization choose not to engage and meet with community responsibility administrators, the University reserves the right to make a decision in the student's absence.

C. Appeals

The appeals procedure for students/student organizations may be found on the Office of Wellness and Community Responsibility website.

Except for cases that were referred back for review, and decisions resulting from an appeal, all students or student organizations who are found responsible for a violation of the Code of Community Responsibility have a right to appeal the decision within a time designated by the Office of Wellness and Community Responsibility.

The appeal must be submitted to the Office of Wellness and Community Responsibility, in writing, by the designated deadline. Failure to submit a letter of appeal before the deadline may result in an ineligibility for appeal.

D. Medical Amnesty

The Office of Wellness and Community Responsibility will develop and maintain a policy for medical amnesty with regards to alcohol and drug use. This policy will encourage students who may be in violation of university policy to step forward and report an incident where an individual's health and safety is at risk.

E. Student Records and Files

Student's disciplinary files will be managed and maintained by the Office of Wellness and Community Responsibility. A policy regarding record confidentiality, disclosure, and management will be included in the Office of Wellness and Community Responsibility policies and procedures.

VIII: PROVISIONS GOVERNING ACADEMIC DISHONESTY

- A. Academic dishonesty is both an academic matter between a student and his/her faculty member and a violation under the Code of Community Responsibility 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 Wellness and Community Responsibility. Faculty members are encouraged to report cases of academic dishonesty for documentation purposes. The Office of Wellness and Community

Responsibility 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 formal disciplinary action 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 Wellness and Community Responsibility for review and possible university disciplinary action. Once the referral is made to the Office of Wellness and Community Responsibility, the incident will be handled in the same manner as would any other allegation under the Code of Community Responsibility.
- 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 to a 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.

IX: INTERIM ADMINISTRATIVE ACTIONS

- A. For alleged violations of the Code of Community Responsibility , interim administrative actions, 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 administrative actions 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 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, events, or resources which the student organization might otherwise be eligible to participate in or attend.
- C. A student/student organization will be notified of an interim administrative action 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 administrative actions 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 administrative action will be given an opportunity to appear before the Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs or his/her designee may affirm or alter the interim administrative actions or interim suspension based on the discussion with the student/student organization. If the decision is affirmed, the Associate 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 administrative actions or interim suspension is affirmed or altered, the Associate Vice President or his/her designee will direct that a community standards review take place and the case be heard according to University policies and procedures. If the University fails to schedule the formal hearing within the ten (10) day period, the interim administrative actions or interim suspension will cease although the original charges will not be dropped and will still be handled through the University's disciplinary process.



Policies, Rules and Regulations

Chapter Name: Student Programs and Requirements

Chapter No. 8.3

Issue: Prohibition Against Discrimination on the Basis of Disability

Effective Date: 1-16-1974

Revision Date: 1-17-2006

UNIVERSITY POLICY STATEMENT

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

In accordance with University policy and applicable federal and state laws prohibiting discrimination based on disability, all University personnel are responsible for ensuring that any qualified student with a disability is not denied employment on campus or participation in any program, service or activity under their supervision. Similarly, all students and student organizations shall be responsible for ensuring that no student is denied participation in a student organization or student-sponsored activity on the basis of disability.

UNIVERSITY PRACTICE

A. In order to comply with this policy, Eastern Michigan University will:

1. Publish notice of the University's policy against discrimination on the basis of disability. The notice will inform all members of the University of their responsibility to accommodate students with disabilities and will provide the contact information for the University's [Disability Resource Center](#). ~~Access Services office.~~
2. Respond to student requests for accommodation through the [Disability Resource Center](#). ~~Office of Access Services. Access Services~~ The [Disability Resource Center](#) will determine appropriate accommodations in accordance with relevant legal and University standards.
3. Develop and disseminate accommodation guidelines to faculty and hold training sessions on issues related to equal access for students with disabilities.
4. Inform faculty about the accommodations policy and advise faculty of their responsibility to include information in course syllabi explaining the University's responsibility to accommodate students with disabilities in compliance with federal, state and local laws.
5. Develop and implement a process through the [Disability Resource Center](#). ~~Access Services office~~ for addressing student requests for accommodations.

B. Non-students with disabilities and students with disabilities requesting accommodations for non-academic related programs, services or events should be referred to the individual responsible for arranging accommodations for that specific program, service or event. If the accommodation requested is beyond the means or authority of the program, service or event, the individual handling the request shall be referred to [the Disability Resource Center](#). ~~Access Services.~~

C. If a requested accommodation is beyond the means or authority of [the Disability Resource Center](#). ~~Access Services~~ to implement, [the Disability Resource Center](#). ~~Access Services~~ will report the requested accommodation to the ~~Dean of Students, who will forward the request to the~~ [Associate](#) Vice President for [Academic and Student Affairs](#) ([or designee](#)) for consideration.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University has overall responsibility for implementation of this policy and has delegated its overall management to the [Associate](#) Vice President for [Academic and Student Affairs](#). The

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~~Dean of Students~~ [Assistant Vice President for Academic and Student Affairs](#) and the [Disability Resource Center Director \(or designee\)](#) ~~Access Services Director~~ are responsible for the daily administration of the policy. In addition, each vice

president, dean, director, department head, hiring authority, supervisor and student organization leader is responsible for maintaining compliance with this policy. ~~The Director of Student Judicial Services and~~ The Director of Diversity and Affirmative Action ~~is~~are responsible for investigating any violations of this policy.

SCOPE OF POLICY COVERAGE

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units as well as to all University programs, services, employment and activities.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1974, para. .1318M.
Minutes of the Board of Regents, December 2, 2003, para. .6194M.
Minutes of the Board of Regents, January 17, 2006, para. .6558M.



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1. Publish notice of the University's policy against discrimination on the basis of disability. The notice will inform all members of the University of their responsibility to accommodate students with disabilities and will provide the contact information for the University's Disability Resource Center.
2. Respond to student requests for accommodation through the Disability Resource Center. The Disability Resource Center will determine appropriate accommodations in accordance with relevant legal and University standards.
3. Develop and disseminate accommodation guidelines to faculty and hold training sessions on issues related to equal access for students with disabilities.
4. Inform faculty about the accommodations policy and advise faculty of their responsibility to include information in course syllabi explaining the University's responsibility to accommodate students with disabilities in compliance with federal, state and local laws.
5. Develop and implement a process through the Disability Resource Center for addressing student requests for accommodations.

B. Non-students with disabilities and students with disabilities requesting accommodations for non-academic related programs, services or events should be referred to the individual responsible for arranging accommodations for that specific program, service or event. If the accommodation requested is beyond the means or authority of the program, service or event, the individual handling the request shall be referred to the Disability Resource Center.

C. If a requested accommodation is beyond the means or authority of the Disability Resource Center to implement, the Disability Resource Center will report the requested accommodation to the Associate Vice President for Academic and Student Affairs (or designee) for consideration.

RESPONSIBILITY FOR IMPLEMENTATION

The President of the University has overall responsibility for implementation of this policy and has delegated its overall management to the Associate Vice President for Academic and Student Affairs. The Assistant Vice President for Academic and Student Affairs and the Disability Resource Center Director

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(or designee) are responsible for the daily administration of the policy. In addition, each vice

president, dean, director, department head, hiring authority, supervisor and student organization leader is responsible for maintaining compliance with this policy. The Director of Diversity and Affirmative Action is responsible for investigating any violations of this policy.

SCOPE OF POLICY COVERAGE

This policy shall apply to all members of the University community, including students, faculty, staff, administrators and university units as well as to all University programs, services, employment and activities.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 16, 1974, para. .1318M.
Minutes of the Board of Regents, December 2, 2003, para. .6194M.
Minutes of the Board of Regents, January 17, 2006, para. .6558M.

9.3.1. Parking and Pedestrian Ordinance

[Printable version](#)

Effective Date: 8-3-1964

Revision Date: 12-15-17

Pursuant to Public Act 291 of 1967, the Board of Regents adopted the Parking and Pedestrian Ordinance of 1979. This Ordinance was replaced by Eastern Michigan University Parking Ordinance, which the Board adopted on December 15, 2017. This Ordinance may be amended from time to time, and is available in paper form and on line through the Department of Public Safety.

Pursuant to their authority, the Regents have established fines for violation of the Ordinance. Such violations are designated as civil infractions. If a civil infraction included in an Ordinance enacted by the Regents substantially corresponds to a provision of the Michigan Vehicle Code, 1949 PA 300, MCL 257.923 et seq, a civil fine established by the Board of Regents for that infraction shall not exceed the maximum civil fine for the substantially corresponding provision of the Michigan Vehicle Code.

9.3.1. Parking and Pedestrian Ordinance Public Act of 1967

[Printable version](#)

Effective Date: 8-3-1964

Revision Date: ~~6-21-2014~~12-15-17

Pursuant to Public Act 291 of 1967, the Board of Regents ~~has adopted~~ the Parking and Pedestrian Ordinance of 1979. This Ordinance was replaced by Eastern Michigan University Parking Ordinance, which the Board adopted on December 15, 2017. This Ordinance~~which remains in effect to this date, and~~ may be amended from time to time, and is-

~~The Ordinance is~~ available in paper form and on line through the Department of Public Safety, upon request.

Pursuant to their authority, the Regents have established fines for violation of the ~~ordinance~~Ordinance. Such violations are designated as civil infractions.

If a civil infraction included in an ~~ordinance~~Ordinance enacted by the Regents substantially corresponds to a provision of the Michigan Vehicle Code, 1949 PA 300, MCL 257.923 et seq., a civil fine established by the Board of Regents for that infraction shall not exceed the maximum civil fine for the substantially corresponding provision of the Michigan Vehicle Code.

~~The Board of Regents delegates the setting of fines, enforcement of parking-related violations, and the establishment of parking fees to the President and to the Treasurer of the Board of Regents.~~

9.3.2. Traffic and Parking Regulations and Rates

[Printable version](#)

Effective Date: 8-3-64

Revision Date: 12-15-17

TRAFFIC AND PARKING REGULATIONS AND RATES

All vehicles used by university employees and students on campus must be registered. Those using more than one vehicle must register each vehicle. Information regarding registration of vehicles, parking facilities and regulations, parking permits, and penalties for violations, is published in the Eastern Michigan University Parking Ordinance, which is available online and through the Department of Public Safety.

Parking rates are set annually and are available on line and through the Department of Public Safety.

9.3.2. Traffic ~~a~~And Parking Regulations ~~and~~ Rates

[Printable version](#)

Effective Date: 8-3-64

Revision Date: ~~6-28-04~~12-15-17

TRAFFIC AND PARKING REGULATIONS AND RATES

All ~~motor~~-vehicles used by ~~staff members~~university employees and students on campus must be registered. Those ~~driving using~~ more than one ~~car~~-vehicle must register each ~~car~~vehicle. Information regarding registration of ~~automobiles~~vehicles, parking facilities and regulations, parking permits, and penalties for violations, is published in "~~Parking and Traffic Regulations for Students, Faculty, and Staff~~" ~~booklets~~the Eastern Michigan University Parking Ordinance, which is available online and through the Department of Public Safety.

Parking rates are set annually and are available through the Department of Public Safety and on line.

9.3.6. List of Other References to Traffic and Parking

[Printable version](#)

Effective Date: 8-3-64

Revision Date: 12-15-17

1. Minutes of the State Board of Education, Apr. 26, 1956; page 93.
2. Minutes of the State Board of Education, May 27, 1959; page 170.
3. Minutes of the Regents, April 11, 1962; para. .220.
4. Minutes of the Regents, Aug. 3, 1964; para. 2.13.106.
5. Minutes of the Regents, Apr. 15, 1965; para. 2.13.211.
6. Minutes of the Regents, July 19, 1967; para. .566.
7. Minutes of the Regents, December 5, 1979.
8. Systems Manual, System 12, Procedure 4.
9. Minutes of the Regents, December 15, 2017.

9.3.6. List of Other References to Traffic and Parking

[Printable version](#)

Effective Date: 8-3-64

Revision Date: ~~12-5-79~~[12-15-17](#)

1. Minutes of the State Board of Education, Apr. 26, 1956; page 93.
2. Minutes of the State Board of Education, May 27, 1959; page 170.
3. Minutes of the Regents, April 11, 1962; para. .220.
4. Minutes of the Regents, Aug. 3, 1964; para. 2.13.106.
5. Minutes of the Regents, Apr. 15, 1965; para. 2.13.211.
6. Minutes of the Regents, July 19, 1967; para. .566.
7. Minutes of the Regents, December 5, 1979.
8. Systems Manual, System 12, Procedure 4.
9. [Minutes of the Regents, December 15, 2017.](#)



Policies, Rules and Regulations

Chapter Name: Tuition, Fees, Fines, Deposits and Refunds

Chapter No. 12.1.11

Issue: Registration Fee

Effective Date: 7-5-72

Revision Date: 4-19-94

UNIVERSITY POLICY STATEMENT

Eastern Michigan University shall assess a registration fee on undergraduate and graduate students.

UNIVERSITY PRACTICE

University practices for implementing this policy include:

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.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Business and Finance has overall responsibility for the assessment and collection of the Registration Fee, and has the authority to make exceptions to this policy in those instances where extraordinary circumstances exist. The Student Accounting Office is responsible for its administration.

SCOPE OF POLICY COVERAGE

The Registration Fee applies to all undergraduate and graduate students.

Authority for Creation or Revision:

Minutes of the Board of Regents, July 5, 1972, para. .1128M.

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, April 26, 1989, para. .3992M.

Minutes of the Board of Regents, June 22 1993, para. .4720M.

Minutes of the Board of Regents, April 19, 1994, para. .4817M.



Policies, Rules and Regulations

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Minutes of the Board of Regents, April 19, 1994, para. .4817M.



Policies, Rules and Regulations

Chapter Name: Tuition, Fees, Fines, Deposits and Refunds

Chapter No. 12.1.12

Issue: Late Registration Fee

Effective Date: 3-23-77

Revision Date: 9-21-99

A late registration fee of \$10 is charged to those students who, for any cause, do not complete registration prior to the first official day of classes each semester. Checks returned by a bank constitute late registration and the late registration fee is charged.

LAST REGISTRATION DAY

The last official registration day each semester for purposes of tuition refund, late registration fee and program adjustment fee assessments is defined as the first day of classes.

Authority for Creation or Revision:

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, September 21, 1999, para. .5558M.



Policies, Rules and Regulations

Chapter Name: Tuition, Fees, Fines, Deposits and Refunds

Chapter No. 12.1.12

Issue: Late Registration Fee

Effective Date: 3-23-77

Revision Date: 9-21-99

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Authority for Creation or Revision:

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, September 21, 1999, para. .5558M.



Policies, Rules and Regulations

Chapter Name: Tuition, Fees, Fines, Deposits and Refunds

Chapter No. 12.2.3

Issue: Charges For Transcripts Of Credits

Effective Date: 3-23-77

Revision Date: 10-26-88

Each student or former student is furnished one official transcript ~~either before or after~~ with their diploma at time of graduation, without charge.

~~A charge of \$5 is made for each a~~ Additional transcripts may be ordered through University approved processes.

~~Payment is made to the Cashier before the transcript is issued.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, October 26, 1988, para. .3869M.



Policies, Rules and Regulations

Chapter Name: Tuition, Fees, Fines, Deposits and Refunds

Chapter No. 12.2.3

Issue: Charges For Transcripts Of Credits

Effective Date: 3-23-77

Revision Date: 10-26-88

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Authority for Creation or Revision:

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, October 26, 1988, para. .3869M.



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements
Chapter No. 6.3.1.1
Issue: Continuing Education Division
Effective Date: 12-20-1978

The Division of Continuing Education is a unit of the Division of Academic Affairs.

The unit is headed by a dean who reports to the provost and vice president for academic affairs. The dean acts with other academic deans to form the Advisory Council to the provost and vice president for academic affairs. The dean of continuing education is responsible to the provost and vice president for academic affairs for extending the academic services of the University beyond the campus classroom and laboratory.

The Division of Continuing Education provides leadership and is administratively responsible for working cooperatively with deans and departments of instruction for developing:

1. Off-campus credit courses.
2. Innovative or special credit courses on or off campus which fall outside the usual or established academic class schedule.
3. Non-credit projects such as workshops, contract courses and conferences.
4. An extension of departmental curriculum interests to high school youth through special summer programs.
5. Correspondence courses.
6. Consultative services.

The Division of Continuing Education administers the program of travel tours, international studies and the Upward Bound Program.

The Division of Continuing Education is charged with the development of additional programs or projects consistent with the goals of the University and within the established administrative guidelines of the University and the Division of Academic Affairs.

Authority for Creation or Revision:

Minutes of the Board of Regents, December 20, 1978, para. .2035M.



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements
Chapter No. 6.3.1.3
Issue: In-Service Courses
Effective Date: 1-17-1973

The Office of Continuing Education offers credit courses in established centers throughout southeastern Michigan. These classes are undergraduate and graduate courses conducted by regular instructors of Eastern Michigan University. Presently, classes are offered in practically any field connected with education.

General Procedures and Regulations of Open Center Courses

Students who enroll in off-campus courses must meet the entrance requirements of Eastern Michigan University and must matriculate at Eastern in order to receive credit towards certificates and degrees. Application blanks and details of the admission procedure may be obtained by writing the Admissions Office at Eastern Michigan University.

Students must make application for in-service courses to the director of the Office of Continuing Education, Eastern Michigan University, Ypsilanti, Michigan.

Students are held to the same requirements concerning distribution of courses taken by students in residence. Students should consult outlines of curriculums as published in the University catalog, should make their selection of work and should consult the dean of academic records and teacher certification.

The number of hours of in-service work for credit which one may carry while engaged full-time in other work shall not exceed six hours per semester.

No course will be offered for credit in in-service courses which is not a part of the regular curriculum of Eastern Michigan University.

Fees

The current fee rate is published in the Undergraduate and Graduate Catalogs.

The Office of Continuing Education makes no provision for partial payment or delayed payment of fees.

Enrollment of off-campus courses is handled by mail and should be completed well in advance of the first meeting date of the course in order to insure a place in the class. Enrollments not completed prior to the first meeting date are subject to assessment of \$10.00 late enrollment fee.

Credits

To avoid possible loss of credit toward graduation requirements, an Eastern Michigan University student who wishes to take courses at another college or university secure approval of the department concerned or dean of academic records and teacher certification.

Students regularly enrolled in other colleges or universities may be enrolled as guest matriculants.

Students must complete all work on time. Incompletes are given only in extreme cases such as illness. An incomplete must be made up within one month after the beginning of the subsequent semester in which the student is enrolled. Otherwise the course will be recorded with a grade of "E".

It is expected that students contemplating certification or degrees will acquaint themselves with the University regulations which are available from the Office of Academic Records and Teacher certification.

Persons may audit a course without credit upon payment of the regular fees. Under no condition will academic credit be given once a person is enrolled as an auditor.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 17, 1973, para. .1187M.



Policies, Rules and Regulations

Chapter Name: Public Safety, Traffic and Parking

Chapter No. 9.3.3

Issue: Vehicle Registration And Fee

Effective Date: 11-2-64

Revision Date: 3-23-77

All students, meeting the requirements of the law, and who live in University housing or are defined as commuting students, are eligible to maintain and operate a motor vehicle on campus. Motor vehicles are required to be operated within the provisions of the Traffic, Parking and Pedestrian Ordinance of the University.

Registration of motor vehicles used by commuter students is not required. Parking for commuter vehicles is available at several locations on campus. An entry or meter charge is required at several of these locations.

Authority for Creation or Revision:

Minutes of the Board of Regents, November 2, 1964, para. .2.13.159M.

Minutes of the Board of Regents, March 23, 1977, para. .1660M.



Policies, Rules and Regulations

Chapter Name: Public Safety, Traffic and Parking
Chapter No. 9.3.4
Issue: Parking Rates
Effective Date: 7-16-69
Revision Date: 8-16-78

Parking rates are as follows:

Student automobile registration for family housing (Pine Grove, Cornell Courts, and Westview) is \$25.00 per year. This fee is included in the rent.

Student automobile registration for Brown-Munson residents parking in the Structure is \$60.00 per year. This fee is included in the rent.

Student parking in the central campus area in the student lots or in the Parking Structure is \$.25 per entry or exit.

Fees for parking for regular staff members are paid by the employing department to the Parking account at a rate of \$60 per year. Parking fees for part-time faculty and graduate assistants are \$5.00 per semester and are paid by the employing department to the Parking account.

For guest parking, the recommended rate is \$.30 per hour for meters and \$.75 per entry or exit for guest lots.

For special events parking, such as football games, various tournaments, concerts, etc., there is a charge of \$1.00 for parking at the Stadium or in the Parking Structure.

Authority for Creation or Revision:

Minutes of the Board of Regents, July 16, 1969, para. .809M.

Minutes of the Board of Regents, March 23, 1977, para. .1770M.

Minutes of the Board of Regents, August 16, 1978, para. .1962M.



Policies, Rules and Regulations

Chapter Name: Public Safety, Traffic and Parking

Chapter No. 9.3.5

Issue: Parking and Pedestrian Ordinance

Effective Date: 8-3-64

Revision Date: 8-20-80

The Parking and Pedestrian ordinance dated December 17, 1979, took effect in the winter semester of 1980 and remains in force.

The ordinance is made available by the University in booklet form.

Authority for Creation or Revision:

Minutes of the Board of Regents, August 3, 1964, para. .2.13.106M.

Minutes of the Board of Regents, August 28, 1967, para. .570M.

Minutes of the Board of Regents, May 18, 1977, para. .1797M.

Minutes of the Board of Regents, December 5, 1979, para. .2166M.

Minutes of the Board of Regents, August 20, 1980, para. .2290M.