

SECTION: **F**

DATE:
June 22, 2018

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

TO APPROVE REVISIONS TO BOARD POLICIES

ACTION REQUESTED

It is recommended that the Board of Regents of Eastern Michigan University approve the attached revisions to existing Board Policies:

Revisions

Section 6.1.2	General Undergraduate Curricular Requirements
Section 6.2.2	Graduate
Section 6.2.3	Dean's List
Section 6.2.8	Academic Misconduct
Section 6.4.1	Conflict of Interest: Federally Sponsored Projects
Section 11.1.3	Banking Services
Section 11.1.7	Imprest Cash Funds
Section 11.1.8	Replacement of Lost Checks
Section 11.1.9	Returned Checks
Section 11.4.1	Travel Policy
Section 11.5.2	Equipment Inventory
Section 11.5.3	Responsibility for Non-University Property
Section 12.1.1	In-State Classification for Tuition Purposes
Section 12.1.3	Assessment and Collection of Tuition and Fees
Section 12.1.5	Fees Subject to Revision
Section 12.1.6	Spring and Summer Sessions
Section 12.1.7	In-State Tuition for Disaster Victims
Section 12.1.11	Registration Fee
Section 12.1.12	Late Registration Fee
Section 12.1.15	Graduation Fee
Section 12.2.1	Adjustments of Deposits and Fees
Section 12.2.2	Refunds

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 for revisions above contain recommended updates in accordance with the attachments, which include the existing policies with the changes highlighted.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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



University Executive Officer
Lauren M. London
General Counsel

6/22/18
Date



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.2

Issue: General Undergraduate Curricular Requirements

Effective Date: 3-2-64

Revision Date: 6-22-2018

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 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.

REQUIREMENTS IN MAJORS AND MINORS

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 ~~45-60~~ 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.

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.

REQUIREMENTS FOR UNDERGRADUATE CERTIFICATES

The following are the minimum requirements for an Undergraduate Certificate:

- An undergraduate certificate may only be offered in conjunction with or subsequent to a baccalaureate degree. They cannot be 'stand-alone' certificates, offered to students who are not pursuing or do not have a previously earned bachelor's degree. For students pursuing an undergraduate certificate concurrent with a bachelor's degree, the certificate will be awarded upon graduation.
- An undergraduate certificate will consist of a minimum of six credits at the 300-level or above, all of which must be taken at EMU. Prerequisite or lower-level coursework may be transferred from another university or community college.
- Credits used to satisfy certificate course requirements cannot also be used to satisfy major, minor, or general education requirements.
- An undergraduate certificate must require a minimum of 15 credit hours.

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

Minutes of the Board of Regents, December 15, 2017

[Minutes of the Board of Regents, June 22, 2018](#)



Policies, Rules and Regulations

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Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.2

Issue: Graduate **Programs**

Effective Date: 10-18-1978

Revision Date: ~~3-21-2006~~ 22-20168

UNIVERSITY POLICY STATEMENT:

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

UNIVERSITY PRACTICE:

The Graduate Catalog ~~provides~~ [explains](#) procedures for the following requirements:

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

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RESPONSIBILITY FOR IMPLEMENTATION:

The Provost and ~~Executive~~ Vice President for Academic ~~Affairs~~, and the ~~Vice President for Enrollment Services~~ ~~are~~ [Affairs](#) is responsible for the overall implementation, administration and interpretation of this policy.

SCOPE OF POLICY COVERAGE:

The policy applies to all graduate students ~~and graduate programs~~.

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Authority for Creation or Revision:

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

Minutes of the Board of Regents, March 21, 2006, para. .6590M.

~~Minutes of the Board of Regents, June 22, 2018.~~



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.2

Issue: Graduate Programs

Effective Date: 10-18-1978

Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT:

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

UNIVERSITY PRACTICE:

The Graduate Catalog explains procedures for the following requirements:

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

RESPONSIBILITY FOR IMPLEMENTATION:

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

SCOPE OF POLICY COVERAGE:

The policy applies to all graduate students and graduate programs.

Authority for Creation or Revision:

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

Minutes of the Board of Regents, March 21, 2006, para. .6590M.

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.3

Issue: Dean's List

Effective Date: 12-1-1978

Revision Date: ~~10-24-1990~~ 6-22-2018

UNIVERSITY POLICY STATEMENT

Each semester, undergraduate students who carry a minimum of ten [gradable](#) credit hours with a [scholarship index grade point average](#) for the semester of 3.50 or above are recorded on the Honors (Dean's) List.

UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. The Records Office personnel will compile the Dean's List.
2. The honor will be designated on the student [transcript](#). ~~permanent record card (transcript) through the ISIS system.~~
- ~~3. The qualifications for attendance at an Honors Convocation will be made consistent with this policy.~~

RESPONSIBILITY FOR IMPLEMENTATION

The Registrar is responsible for the implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all undergraduate students.

Authority for Creation or Revision:

Minutes of the Board of Regents, October 24, 1990, para. .4286M.

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.3

Issue: Dean's List

Effective Date: 12-1-1978

Revision Date: 6-22-2018

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UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. The Records Office personnel will compile the Dean's List.
2. The honor will be designated on the student transcript.

RESPONSIBILITY FOR IMPLEMENTATION

The Registrar is responsible for the implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all undergraduate students.

Authority for Creation or Revision:

Minutes of the Board of Regents, October 24, 1990, para. .4286M.

Minutes of the Board of Regents, June 22, 2018.



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.8

Issue: **Academic Research Misconduct**

Effective Date: 9-25-1990

Revision Date: ~~6-22-2018~~ ~~6-20-2006~~

UNIVERSITY POLICY STATEMENT

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Eastern Michigan University recognizes that academic institutions have the responsibility to set standards for ethical and honorable behavior in the conduct of research and scholarly pursuits. These standards ~~insure ensure~~ that the scholarly activity of the University's faculty, research staff, and students will be conducted with integrity and openness. It is the policy of the University to foster an intellectual and academic environment in which exemplary scholarship and ethical practice may flourish.

Misconduct and fraud in academic activity seriously undermine the ~~scientific research~~ enterprise. The University will act to ensure that allegations of misconduct are investigated promptly, thoroughly, and fairly. If the allegations are substantiated, the University will apply appropriate sanctions and correct any public record or report of the work. ~~It is important to distinguish clearly research misconduct from honest error or from ambiguities that might be resolved by further investigation.~~

UNIVERSITY PRACTICE DEFINITIONS

~~Research: a systematic experiment, study, evaluation, demonstration, or survey that is designed to develop or contribute to either general or specific/applied knowledge.~~

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~~University practices for implementing this policy include: Research Misconduct; Research misconduct is defined as improper conduct in proposing, performing, or reviewing research, or in reporting research results.~~

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~~+ It is important to distinguish clearly research misconduct from honest error or from ambiguities that might be resolved by further investigation. Research misconduct does not include honest error or difference in interpretation and judgment of data. Research misconduct shall be defined as including includes, but is not limited to:~~

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~~a) The fabrication of data;~~

~~b) The falsification, ~~fabrication~~ or misrepresentation of data, including deceptive reporting, or omission of conflicting data with the intent of falsifying results;~~

~~c) Plagiarism or misrepresentation of others' work as one's own;~~

~~d) Failure to assign authorship appropriately on any manuscript, report, project, publication, or electronic communication;~~

~~e) Deliberate violation of a university policy or standard procedure in research, including but not limited to the policies on the use of human subjects and the use and care of animals;~~

~~f) Abuse of confidentiality in peer, editorial, or regulatory review; or use or disclosure of privileged information, such as misappropriating ideas from others' grant proposals, award application, or manuscripts; or inappropriately using other privileged communications;~~

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~~g) Retaliation against an investigator conducting research, against an individual who reports an allegation of research misconduct, or against an individual who is involved, either in the investigative process or as a witness, in the institutional response to an allegation of research misconduct; and~~

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h) Sabotage of research, research data, or dissemination of research results:-

In order to be considered Research Misconduct, the behavior must be a significant or substantial deviation from accepted or standard practice and must be knowing, intentional, or reckless.

e) Research misconduct does not include honest error or difference in interpretation and judgment of data.

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RESPONSIBILITY FOR IMPLEMENTATION

The implementation and administration of this policy is the responsibility of the Provost and Executive Vice President for Academic and Student Affairs or their designee. The Provost shall appoint a senior administrator Research Misconduct Institutional Official and a Research Integrity Officer who will be responsible for the implementation of this policy and its compliance with present and future federal regulations on research misconduct.

The Provost Institutional Official Provost or designee will appoint a committee to advise and assist the with the implementation of this policy administrator. The committee shall be representative of collegiate concentrations. The committee will assist the administrator with the implementation of the policy also assist in the preparation of educational literature, the development of administrative procedures, and the conduct of inquiries and investigations when deemed appropriate.

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SCOPE OF POLICY COVERAGE

This policy applies to all scholarly and research activity performed by University *faculty, staff, and students* under the auspices of the University, whether funded or unfunded; all scholarly and research activity conducted on University premises or using University facilities and materials; all work published, ~~presented, or otherwise disseminated~~ in which a University affiliation is stated or implied, as for example, when a University address is listed ~~for requesting reprints of a~~ ~~publication~~; or all other scholarly and research activity that is directly related to the fulfillment of one's employment responsibilities at the University, such as professional activities taken into consideration for faculty promotion.

The scope of this policy includes ~~the work of students when they are acting as paid or volunteer workers for the University. It also includes student theses and dissertation theses, dissertations, and capstone projects submitted for dissemination.~~ It also includes the work of students when they are acting as paid or volunteer workers for the University. It excludes students' work when done as part of a course assignment.

Authority for Creation or Revision:

Minutes of the Board of Regents, September 25, 1990, para. .4355M. Minutes of the Board of Regents, June 20, 2006, para. .6632M.
[Minutes of the Board of Regents, June 22, 2018](#)

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Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements
Chapter No. 6.2.8
Issue: Research Misconduct
Effective Date: 9-25-1990
Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

Eastern Michigan University recognizes that academic institutions have the responsibility to set standards for ethical and honorable behavior in the conduct of research and scholarly pursuits. These standards ensure that the scholarly activity of the University's faculty, research staff, and students will be conducted with integrity and openness. It is the policy of the University to foster an intellectual and academic environment in which exemplary scholarship and ethical practice may flourish.

Misconduct and fraud in academic activity seriously undermine the research enterprise. The University will act to ensure that allegations of misconduct are investigated promptly, thoroughly, and fairly. If the allegations are substantiated, the University will apply appropriate sanctions and correct any public record or report of the work. It is important to distinguish clearly research misconduct from honest error or from ambiguities that might be resolved by further investigation.

DEFINITIONS

Research: a systematic experiment, study, evaluation, demonstration, or survey that is designed to develop or contribute to either general or specific/applied knowledge.

Research Misconduct: Research misconduct is defined as improper conduct in proposing, performing or reviewing research, or in reporting research results. Research misconduct is:

- a) The fabrication of data;
- b) The falsification or misrepresentation of data, including deceptive reporting, or omission of conflicting data with the intent of falsifying results;
- c) Plagiarism or misrepresentation of others' work as one's own;
- d) Failure to assign authorship appropriately on any manuscript, report, project, publication, or electronic communication;
- e) Deliberate violation of a university policy or standard procedure in research, including but not limited to the policies on the use of human subjects and the use and care of animals;
- f) Abuse of confidentiality in peer, editorial, or regulatory review; or use or disclosure of privileged information, such as misappropriating ideas from others' grant proposals, award application, or manuscripts; or inappropriately using other privileged communications;
- g) Retaliation against an investigator conducting research, against an individual who reports an allegation of research misconduct, or against an individual who is involved, either in the investigative process or as a witness, in the institutional response to an allegation of research misconduct; and
- h) Sabotage of research, research data, or dissemination of research results.

In order to be considered Research Misconduct, the behavior must be a significant or substantial deviation from accepted or standard practice and must be knowing, intentional, or reckless.

Research misconduct does not include honest error or difference in interpretation and judgment of data.

RESPONSIBILITY FOR IMPLEMENTATION

The Provost and Executive Vice President for Academic and Student Affairs or their designee will be responsible for the implementation of this policy and its compliance with present and future federal regulations on research misconduct.

The Provost or designee will appoint a committee to advise and assist with the implementation of this policy. The committee shall be representative of collegiate concentrations. The committee will also assist in the preparation of educational literature, the development of administrative procedures, and the conduct of inquiries and investigations when deemed appropriate.

SCOPE OF POLICY COVERAGE

This policy applies to all scholarly and research activity performed by *University faculty, staff, and students* under the auspices of the University, whether funded or unfunded; all scholarly and research activity conducted on University premises or using University facilities and materials; all work published, presented, or otherwise disseminated in which a University affiliation is stated or implied, as for example, when a University address is listed; or all other scholarly and research activity that is directly related to the fulfillment of one's employment responsibilities at the University, such as professional activities taken into consideration for faculty promotion.

The scope of this policy includes the work of students when they are acting as paid or volunteer workers for the University. It also includes student theses, dissertations, and capstone projects submitted for dissemination. It excludes students' work when done as part of a course assignment.

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Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.4.1

Issue: Financial Conflict of Interest: Federally Sponsored Projects

Effective Date: 1-23-1996

Revision Date: 5-186-22-2018

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UNIVERSITY POLICY STATEMENT

In accordance with federal regulations, Eastern Michigan University has a responsibility to manage, reduce, or eliminate any conflicts of interest that may be presented by a financial interest of an investigator. In order to foster objectivity and integrity in research, Eastern Michigan University will comply with applicable federal and state regulations and statutes regarding financial conflicts of interest in research. Thus, it is the policy of the University to require investigators to disclose any significant financial interest that may present a conflict of interest in connection with federally sponsored projects.

Definitions

Conflict of Interest Committee (COI Committee) means the committee appointed by the Provost and Executive Vice President for Academic and Student Affairs or their designee, that is designated to monitor implementation of this policy.

Financial Conflict of Interest means a Significant Financial Interest that the COI Committee reasonably determines could directly and significantly affect the design, conduct, or reporting of externally sponsored research. Conflicts of interest arise when an investigator is or may be in a position to influence University business, research, or other decisions in ways that could lead to any form of personal gain for the investigator (including their spouse and/or dependent children) or give improper advantage to others to the University's detriment. Conflicts of interest depend on the situation and not on the character or actions of the individual.

Financial Interest means anything of monetary value received or held by an Investigator or an Investigator's Family, whether or not the value is readily ascertainable, including, but not limited to salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works); any equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights and interests (e.g., patents, trademarks, service marks, and

copyrights), upon receipt of royalties or other income related to such intellectual property rights and interests.

Financial Interest does NOT include:

- a) Salary, royalties, or other remuneration from EMU.
- b) Income from the authorship of academic or scholarly works.
- c) Income from seminars, lectures, or teaching engagements sponsored by or from advisory committees or review panels for U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers; or
- d) Equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles.

For Investigators, *Financial Interest* also includes any reimbursed or sponsored travel undertaken by the Investigator and related to their institutional responsibilities. This includes travel paid on behalf of the Investigator as well as reimbursed travel, even if the exact monetary value is not readily available. It excludes travel reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers, unless that entity is itself the subject of research by the Investigator.

Institutional Official means the individual within the Institution who is responsible for the solicitation and review of disclosures of significant financial interests, including those of the Investigator's Family, related to the Investigator's institutional responsibilities.

Investigator means any individual who is responsible for the design, conduct, or reporting of sponsored research, or who is included on proposals for externally sponsored funding. This definition is not limited to those titled or budgeted as principal investigator or co-investigator on a particular proposal, and may include postdoctoral associates, senior scientists, or students. The definition may also include collaborators or consultants as appropriate. For the purpose of this policy, the term investigator includes the investigator's spouse and dependent children.

Research means a systematic investigation, study, or experiment designed to contribute to generalizable knowledge. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a device or material).

Significant Financial Interest means a Financial Interest that reasonably appears to be related to the Investigator's Institutional Responsibilities, and:

- a) If with a publicly traded entity, the aggregate value of any salary or other payments for services received during the 12 month period preceding the disclosure, and the value of any equity interest during the 12 month period preceding or as of the date of disclosure, exceeds \$5,000, or

- b) If with a non-publicly traded entity, the aggregate value of any salary or other payments for services received during the 12 month period preceding the disclosure exceeds \$5,000; or
- c) If with a non-publicly-traded company, is an equity interest of any value during the 12 month period preceding or as of the date of disclosure; or
- d) Is income exceeding \$5,000 related to intellectual property rights and interests not reimbursed through the Institution; or
- e) Is reimbursed or sponsored travel, outside of the exclusions outlined above.

Sponsored Research means research at EMU supported at least in part through money and/or donated equipment by any organization or entity not directly affiliated with EMU.

- ~~1. The term investigator refers to the principal investigator/project director, co-principal investigator(s), and any other person at the University who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external sponsor. In this context, the term investigator includes the investigator's spouse and dependent children.~~
- ~~2. A conflict of interest may take many forms, but arises when a principal investigator is or may be in a position to influence University business, research, or other decisions in ways that could lead to any form of personal gain for the principal investigator (including his/her spouse and/or dependent children) or give improper advantage to others to the University's detriment.~~
- ~~3. A potential conflict of interest occurs when there is a divergence between an individual's private interests and his or her other professional obligations to the institution such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. An actual conflict of interest depends on the situation, and not on the character or actions of the individual.~~
- ~~4. An actual or potential conflict of interest exists when the reviewers of disclosures determine that a significant financial interest could reasonably appear to affect the design, conduct, or reporting of the research or educational activities funded or proposed for funding by an external sponsor.~~
- ~~5. Significant financial interest means anything of monetary value, including, but not limited to, salary or other payment for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights). The term significant financial interest does not include:

 - a. Salary, royalties, or other remuneration from Eastern Michigan University.
 - b. Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities.
 - c. Income from service on advisory committees or review panels for public~~

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- or nonprofit entities; or
- (d) Financial interests in business enterprises or entities if the value of such interests does not exceed \$10,000 or \$10,000 per annum if such interests represent salary, fees, or other continuing payments) or represent more than 5% ownership interest for any one enterprise or entity when aggregated for the investigator and the investigator's spouse and dependent children.
- Significant financial interests that may be disclosed are (a) any financial interests of the investigator (including the investigator's spouse and dependent children) that would reasonably appear to be directly and significantly affected by the research or educational activities funded or proposed for funding by the external sponsor; or (b) entities whose financial interests would reasonably appear to be directly and significantly affected by the sponsored activities.

UNIVERSITY PRACTICE

The institution's practice is to comply with Federal regulations, which require institutions to have policies and procedures in place that ensure that investigators disclose any significant financial interest that may present a conflict of interest in relationship to

federally sponsored projects. Such disclosures must be made prior to the submission of a proposal for funding at the time an investigator becomes engaged in externally sponsored research, and annually thereafter, and institutions must certify compliance on each proposal, as well as develop specific mechanisms by which conflicts of interest will be satisfactorily managed, reduced, or eliminated, prior to the University's expenditure of any funds under an award. The institution must also maintain appropriate records. If a new or reportable conflict of interest arises at any time during the period after submission of the proposal through the period of the award, the filing of a disclosure is also required.

1. Effective October 1, 1995, Eastern Michigan University requires each investigator submitting a proposal for funding by a federal agency engaged in externally sponsored research, regardless of the sponsor, to submit all required financial disclosures. Disclosures must be made at the time of proposal submission or when initiating engagement in externally sponsored research (whichever occurs first) and annually thereafter.
2. If investigators are added to a project subsequent to proposal submission, these investigators must disclose all financial conflicts of interest prior to initiating work on the project.
3. If a new or reportable conflict of interest arises at any time during the period after submission of the proposal through the period of the award, the filing of a disclosure is also required, and to update this information-

annually, or as new reportable interests are obtained, during the life of the award.

2.4. ~~Disclosure of financial interests shall be made to the Director of the Office of Research Development (or official designee) Institutional Official, or their designee, by means of a packet of information consisting of the submitting the Eastern Michigan University Financial Conflict of Interest Disclosure Form (available on the Office of Research Compliance website) for Federally Sponsored Projects, all required supporting documentation (in a sealed envelope marked confidential), the proposal, and the proposal transmittal form to the Office of Research Compliance.~~

3.5. ~~In accordance with federal regulations, a complete disclosure must be made by the investigator(s) prior to the submission of the proposal. At the time a proposal is submitted to a federal funding agency, the Director of the Office of Research Development and Administration shall certify that the University has implemented a written and enforced conflict of interest policy that is consistent with current federal guidelines.~~

~~The Institutional Official shall be responsible for developing and adhering to procedures consistent with this policy.~~

~~A COI Committee shall be charged with the responsibility for review of financial disclosures to determine whether a conflict of interest may exist, and to determine conditions or restrictions, if any, that should be imposed by the institution to manage, reduce, or eliminate such conflicts of interest.~~

4. ~~The procedure to review disclosures, assess their potential for conflicts of interest, and develop strategies to "manage, reduce, or eliminate" such conflicts shall be incorporated with the standard internal university review process and integrated into the normal submission process.~~

5. ~~A Conflict of Interest Review Committee shall be charged with the responsibility for review of financial disclosure to determine whether an actual or potential conflict of interest exists; to determine what conditions or restrictions, if any, should be imposed by the institution to manage, reduce, or eliminate such conflicts of interest; and, as necessary, to recommend sanctions.~~

~~In the event that a conflict of interest cannot be resolved to the satisfaction of the committee, the administrative officer of the committee shall direct the Director of the Office of Research Development to inform the funding agency of the unresolved issues prior to the University's expenditure of any funds under the award.~~

6. ~~The Office of Research Development shall be responsible for appropriate follow-up reporting and records management procedures. Records of investigator financial disclosures and actions taken to manage actual or potential conflicts of interest shall be retained for at least three years beyond the termination or completion of the grant to which they relate, or until the resolution of any government action involving those records, whichever is longer. All records shall be maintained in a manner to protect confidentiality.~~

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RESPONSIBILITY FOR IMPLEMENTATION

The [President-Provost and Executive Vice President for Academic and Student Affairs of the University](#) has the overall responsibility for implementation of this policy. The [Director of Research Development Institutional Official, or their designee](#) is responsible for the daily administration of the policy.

SCOPE OF POLICY COVERAGE:

This policy requires the principal investigator/project director, co-principal investigator(s) and any other person at the University who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external sponsor to disclose any significant financial interest that may present a conflict of interest in connection with [federally externally](#) sponsored projects.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 23, 1996

Minutes of the Board of Regents, June 22, 2018

~~EASTERN
MICHIGAN
UNIVERSITY
CONFLICT OF
INTEREST
DISCLOSURE FORM
FOR FEDERALLY
SPONSORED
PROJECTS~~

Name _____

Title _____ and/or

Rank _____

College _____ Department/Unit

Department/Unit _____

1. Do you have a consulting or other financial relationship with a sponsor of your research?

yes (If so, please list and explain in an attached statement.)

no

2. Do you have a managerial role or a significant financial relationship with a company in a field of your research or a company that does business with the University?

yes (If so, please list and explain in an attached statement.)

no

3. Are you engaged in non-University professional or income-producing activities involving either Eastern Michigan University students or other staff?

yes (If So, please list and explain in an attached statement.)

no

4. Do you or any members of your immediate family have any other relationships, commitments, or activities that might present or appear to present a conflict of interest or commitment related to this grant or grant proposal?

~~yes (If so, please list and explain in an attached statement.)~~

~~no~~

~~5. I have read and understand Eastern Michigan University's Investigator Significant Financial Disclosure Policy for Federally Funded Projects and have made all financial disclosures required by that policy, if any, in an attached statement. I will comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate actual or potential conflicts of interest.~~

~~Name _____~~

~~Date _____~~

Authority for Creation or Revision:

Minutes of the Board of Regents, January 23, 1996.



Policies, Rules and Regulations

**Chapter Name: Academic
Programs and Requirements**

Chapter No. 6.4.1

**Issue: Financial Conflict of Interest:
Federally Sponsored Projects**

Effective Date: 1-23-1996

Revised Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

In order to foster objectivity and integrity in research, Eastern Michigan University will comply with applicable federal and state regulations and statutes regarding financial conflicts of interest in research. Thus, it is the policy of the University to require investigators to disclose any significant financial interest that may present a conflict of interest in connection with federally sponsored projects.

Definitions

Conflict of Interest Committee (COI Committee) means the committee, appointed by the Provost and Executive Vice President for Academic and Student Affairs or their designee, who is designated to monitor implementation of this policy.

Financial Conflict of Interest means a Significant Financial Interest that the COI Committee reasonably determines could directly and significantly affect the design, conduct, or reporting of externally sponsored research. Conflicts of interest arise when an investigator is or may be in a position to influence University business, research, or other decisions in ways that could lead to any form of personal gain for the investigator (including their spouse and/or dependent children) or give improper advantage to others to the University's detriment. Conflicts of interest depend on the situation and not on the character or actions of the individual.

Financial Interest means anything of monetary value received or held by an Investigator or an Investigator's Family, whether or not the value is readily ascertainable, including, but not limited to: salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works); any equity interests (e.g., stocks, stock options, or other ownership interests); and intellectual property rights and interests (e.g., patents, trademarks, service marks, and copyrights), upon receipt of royalties or other income related to such intellectual property rights and interests.

Financial Interest does NOT include:

- a) Salary, royalties, or other remuneration from EMU;
- b) Income from the authorship of academic or scholarly works;
- c) Income from seminars, lectures, or teaching engagements sponsored by or from advisory committees or review panels for U.S. Federal, state or local governmental agencies; U.S. institutions of higher education; research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers; or
- d) Equity interests or income from investment vehicles, such as mutual funds and retirement accounts, so long as the Investigator does not directly control the investment decisions made in these vehicles.

For Investigators, *Financial Interest* also includes any reimbursed or sponsored travel undertaken by the Investigator and related to their institutional responsibilities. This includes travel paid on behalf of the Investigator as well as reimbursed travel, even if the exact monetary value is not readily available. It excludes travel reimbursed or sponsored by U.S. Federal, state or local governmental agencies, U.S. institutions of higher education, research institutes affiliated with institutions of higher education, academic teaching hospitals, and medical centers, unless that entity is itself the subject of research by the Investigator.

Institutional Official means the individual within the Institution who is responsible for the solicitation and review of disclosures of significant financial interests, including those of the Investigator's Family, related to the Investigator's institutional responsibilities.

Investigator means any individual who is responsible for the design, conduct, or reporting of sponsored research, or who is included on proposals for externally sponsored funding. This definition is not limited to those titled or budgeted as principal investigator or co-investigator on a particular proposal, and may include postdoctoral associates, senior scientists, or students. The definition may also include collaborators or consultants as appropriate. For the purpose of this policy, the term investigator includes the investigator's spouse and dependent children.

Research means a systematic investigation, study, or experiment designed to contribute to generalizable knowledge. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a device or material).

Significant Financial Interest means a Financial Interest that reasonably appears to be related to the Investigator's Institutional Responsibilities, and:

- a) If with a publicly traded entity, the aggregate value of any salary or other payments for services received during the 12 month period preceding the disclosure, and the value of any equity interest during the 12 month period preceding or as of the date of disclosure, exceeds \$5,000; or
- b) If with a non-publicly traded entity, the aggregate value of any salary or other payments for services received during the 12 month period preceding the

- disclosure exceeds \$5,000; or
- c) If with a non-publicly-traded company, is an equity interest of any value during the 12 month period preceding or as of the date of disclosure; or
 - d) Is income exceeding \$5,000 related to intellectual property rights and interests not reimbursed through the Institution, or
 - e) Is reimbursed or sponsored travel, outside of the exclusions outlined above.

Sponsored Research means research at EMU supported at least in part through money and/or donated equipment by any organization or entity not directly affiliated with EMU.

UNIVERSITY PRACTICE

The institution's practice is to comply with Federal regulations, which require institutions to have policies and procedures in place that ensure that investigators disclose any significant financial interest that may present a conflict of interest in relationship to federally sponsored projects. Such disclosures must be made prior to the submission of a proposal for funding, at the time an investigator becomes engaged in externally sponsored research, and annually thereafter. Institutions must certify compliance on each proposal, as well as develop specific mechanisms by which conflicts of interest will be satisfactorily managed, reduced, or eliminated, prior to the University's expenditure of any funds under an award. The institution must also maintain appropriate records. If a new or reportable conflict of interest arises at any time during the period after submission of the proposal through the period of the award, the filing of a disclosure is also required.

1. Eastern Michigan University requires each investigator engaged in externally sponsored research, regardless of the sponsor, to submit financial disclosures. Disclosures must be made at the time of proposal submission or when initiating engagement in externally sponsored research (whichever occurs first) and annually thereafter.
2. If investigators are added to a project subsequent to proposal submission, these investigators must disclose all financial conflicts of interest prior to initiating work on the project.
3. If a new or reportable conflict of interest arises at any time during the period after submission of the proposal through the period of the award, the filing of a disclosure is also required.
4. Disclosure of financial interests shall be made to the Institutional Official, or their designee, by submitting the Eastern Michigan University Financial Conflict of Interest Disclosure Form (available on the Office of Research Compliance website) to the Office of Research Compliance.
5. At the time a proposal is submitted to a funding agency, the Director of the Office of Research Development and Administration shall certify that the University has implemented a written and enforced conflict of interest policy that is consistent with current federal guidelines.

The Institutional Official shall be responsible for developing and adhering to procedures consistent with this policy.

A COI Committee shall be charged with the responsibility for review of financial disclosures to determine whether a conflict of interest may exist, and to determine conditions or restrictions, if any, that should be imposed by the institution to manage, reduce, or eliminate such conflicts of interest.

RESPONSIBILITY FOR IMPLEMENTATION

The Provost and Executive Vice President for Academic and Student Affairs has the overall responsibility for implementation of this policy. The Institutional Official, or their designee, is responsible for the daily administration of the policy.

SCOPE OF POLICY COVERAGE:

This policy requires the principal investigator/project director, co-principal investigator(s) and any other person at the University who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding by an external sponsor to disclose any significant financial interest that may present a conflict of interest in connection with externally sponsored projects.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 23, 1996

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.1.3

Issue: Banking Services

Effective Date: 1-10-66

Revision Date: ~~12-2-03~~ 6-30-22-2018

UNIVERSITY POLICY STATEMENT

Eastern Michigan University shall employ regulated banking services to assist in the administration of its fiscal operations.

UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. Selection of financial institutions to perform banking services shall be based upon at a minimum, evaluation of the financial institution's:
 - A. Fiscal condition
 - B. Internal processing procedures and controls
 - C. Scope of services offered
 - D. Cost effectiveness of services
 - E. Convenience of location
2. No account shall be established with a banking institution under the name of Eastern Michigan University without the explicit authorization of the ~~Vice President for Business and Finance~~Chief Financial Officer.
3. All funds collected on behalf of Eastern Michigan University must be deposited into an approved University bank account.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Vice President for Business and Finance~~Chief Financial Officer, or (his/her designee(s)), has responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE

This policy applies to all banking services contracted by Eastern Michigan University.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 10, 1966, para. .334M.

Minutes of the Board of Regents, March 15, 1972, para. .1086M.

Minutes of the Board of Regents, December 8, 1976, para. .1726M.

Minutes of the Board of Regents, November 19, 1980, para. .2329M.

Minutes of the Board of Regents, April 26, 1989, para. .3994M.

Minutes of the Board of Regents, December 2, 2003, para. .6201M.

Minutes of the Board of Regents, June 22, 2018.



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

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3. All funds collected on behalf of Eastern Michigan University must be deposited into an approved University bank account.

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The Chief Financial Officer, or (his/her designee(s)), has responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

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- Minutes of the Board of Regents, January 10, 1966, para. .334M.
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- Minutes of the Board of Regents, November 19, 1980, para. .2329M.
- Minutes of the Board of Regents, April 26, 1989, para. .3994M.
- Minutes of the Board of Regents, December 2, 2003, para. .6201M.
- Minutes of the Board of Regents, June 22, 2018.



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.1.7

Issue: ~~Imprest~~ Cash Funds

Effective Date: 1-21-76

Revision Date: ~~4-22-81~~ 6-30-22-2018

~~Imprest~~ Cash funds are issued in rare instances where the volumetype of transactions-business a University Department is-is conducting with outside entities is sufficient to justify such a fund.

~~Imprest-cash~~ Cash funds are to be used only for University business associated with the sale of merchandise or services to outside entities who can-not pay by any other means. normally-of-a-minor nature and will exclude such activities as personal business, payment of personal services, check cashing, loans and also reimbursement for travel or restaurant expenditures. Any exception must be approved by the vice president for business and finance.

~~A department head makes the request for an imprest cash fund, although actual custody for operations purposes may be delegated. Propriety of use of the fund remains with the department head. The custodian of the fund is held accountable for its security, and will be required to personally make up any shortage due to negligence, as determined from a policy report and internal audit report.~~

All Cash Funds will be approved by the Chief Financial Officer or his/her designee. All custodians of any Cash funds must follow the procedures established by the Chief Financial Officer and the University's Internal Auditor.

~~Imprest Cash Funds are of two types:-~~

- ~~1.—A petty cash fund is a cash fund issued for the purpose of paying small expenditures and reimbursements. This type of fund always must contain either cash or receipts totaling the amount of the fund.~~
- ~~2.—A change fund is a cash fund issued only for the purpose of making change. This type of fund always must contain currency or coin totaling the amount of the fund.~~

~~The internal auditor will perform the following audits of imprest cash:-~~

- ~~1.— When notified of a theft of imprest cash funds as provided by the University's Procedures Manual.~~
- ~~2.— Cashier's office—physical cash count at June 30 for the fiscal year end closing at the request of our external auditors~~
- ~~3.— University Bookstore—used book imprest cash (this directly involves the physical inventory audit).~~

~~In addition, the Budget Office shall be designated the responsible area for performing cash counts on a surprise basis, at least once annually, for all imprest cash funds of \$100 or more.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, January 21, 1976, para. .1604M.

Minutes of the Board of Regents, April 22, 1981, para. .2392M.

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.1.7

Issue: Cash Funds

Effective Date: 1-21-76

Revision Date: 6-22-2018

Cash funds are issued in rare instances where the type of business a University Department is conducting with outside entities is sufficient to justify such a fund.

Cash funds are to be used only for University business associated with the sale of merchandise or services to outside entities who cannot pay by any other means. All Cash Funds will be approved by the Chief Financial Officer or his/her designee. All custodians of any Cash funds must follow the procedures established by the Chief Financial Officer and the University's Internal Auditor.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 21, 1976, para. .1604M.

Minutes of the Board of Regents, April 22, 1981, para. .2392M.

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.1.8

Issue: Replacement Of Lost Checks

Effective Date: 4-10-67

Revision Date: 6-22-2018

A check issued by Eastern Michigan University which has been lost ~~, or mysteriously disappeared or misplaced;~~ may be replaced ~~nine working days~~ after payment is stopped on the original check if the original check has not been paid by ~~our~~ the university's bank.

~~When a check disappears after delivery to the payee, a replacement service charge (\$1) is made.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, April 10, 1967, para. .508M.

Minutes of the Board of Regents, ~~May 01~~ June 22, 2018.



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.1.8

Issue: Replacement Of Lost Checks

Effective Date: 4-10-67

Revision Date: 6-22-2018

A check issued by Eastern Michigan University which has been lost or misplaced may be replaced after payment is stopped on the original check if the original check has not been paid by the university's bank.

Authority for Creation or Revision:

Minutes of the Board of Regents, April 10, 1967, para. .508M.

Minutes of the Board of Regents, June 22, 2018.

11.1.9 Returned Checks

Effective Date: 12-1-78

Revision Date: ~~12-2-87~~ 6-22-2018

A ~~returned~~ Returned item is either (1) check returned by depository as non- negotiable, or (2) bank card item returned by depository as non- negotiable. .

Student ~~R~~returned ~~i~~items are charged to the student account. The fee assessed is also charged to the student account. ~~Staff returned items, if unpaid in 60 days are to be collected by the Department Head.~~

Non—student, ~~non staff, if unpaid in 60 days are referred to DPS (Department of Public Safety) for collection,~~ returned Returned Items Items are charged back to the applicable university department. Collection of the Returned Item is the responsibility of the university department. The fee ~~is \$20.00~~ per each returned item ~~is~~ will be determined by the ~~Controller's Office~~ Chief Financial Officer or their designee.

~~The University reserves the right to waive the fee in cases of documented University or bank error.~~

Authority for Creation and Revision

Minutes of the Board of Regents, December 2, 1987, para. .3626M.

Minutes of the Board of Regents, June 22, 2018.

11.1.9 Returned Checks

Effective Date: 12-1-78

Revision Date: 6-22-2018

A Returned Item is either (1) check returned by depository as non- negotiable, or (2) bank card item returned by depository as non- negotiable.

Student Returned Items are charged to the student account. The fee assessed is also charged to the student account.

Non--student Returned Items are charged back to the applicable university department. Collection of the Returned Item is the responsibility of the university department. The fee per each returned item will be determined by the Chief Financial Officer or their designee.

Authority for Creation and Revision

Minutes of the Board of Regents, December 2, 1987, para. .3626M.

Minutes of the Board of Regents, June 22, 2018.



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.4.1

Issue: Travel Policy

Effective Date: 1-27-64

Revision Date: ~~10-7-2014~~ ~~6-3022-2018~~

UNIVERSITY POLICY STATEMENT

Eastern Michigan University will reimburse University Employees for actual and/or reasonable expenses incurred while traveling or hosting in conjunction with University business. Reimbursement for such expenses will be made in accordance with the IRS Accountable Plan, Treasury Regulations and the University Travel Procedures, and upon appropriate verification of a business rationale for the expenses.

Travel by privately owned, leased or chartered aircraft (other than commercial) in conduct of University business is prohibited unless expressly authorized in advance by the Chief Financial Officer.

UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. Overnight domestic travel at University expense must be pre-approved by the traveler's supervisor. International travel must be pre-approved by the traveler's supervisor AND the ~~Divisional Vice President or his/her respective designee~~ Chief Financial Officer or University Provost.
2. Employees authorized to travel at University expense are required to do so in accordance with official University Travel Procedures.
3. When travel is funded by a sponsored agreement (i.e., grant, contract, etc.), the use of travel funds will be governed by the more restrictive of either the sponsored agreement or University policy.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Financial Officer or his/her designee(s) has overall responsibility for implementation of this policy.

SCOPE OF POLICY COVERAGE

The Travel Policy applies to all University employees.

Authority for Creation or Revision:

Minutes of the Board of Regents, January 27, 1964, para. .12M.

Minutes of the Board of Regents, December 18, 1985, para. .3211M.

Minutes of the Board of Regents, September 22, 1992, para. .4600M.

Minutes of the Board of Regents, March 21, 2006, para. .6599M.

Minutes of the Board of Regents, October 7, 2014

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.4.1

Issue: Travel Policy

Effective Date: 1-27-64

Revision Date: 6-22-2018

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Eastern Michigan University will reimburse University Employees for actual and/or reasonable expenses incurred while traveling or hosting in conjunction with University business. Reimbursement for such expenses will be made in accordance with the IRS Accountable Plan, Treasury Regulations and the University Travel Procedures, and upon appropriate verification of a business rationale for the expenses.

Travel by privately owned, leased or chartered aircraft (other than commercial) in conduct of University business is prohibited unless expressly authorized in advance by the Chief Financial Officer.

UNIVERSITY PRACTICE

University practices for implementing this policy include:

1. Overnight domestic travel at University expense must be pre-approved by the traveler's supervisor. International travel must be pre-approved by the traveler's supervisor AND the Chief Financial Officer or University Provost.
2. Employees authorized to travel at University expense are required to do so in accordance with official University Travel Procedures.
3. When travel is funded by a sponsored agreement (i.e., grant, contract, etc.), the use of travel funds will be governed by the more restrictive of either the sponsored agreement or University policy.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Financial Officer or his/her designee(s) has overall responsibility for implementation of this policy.

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The Travel Policy applies to all University employees.

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Minutes of the Board of Regents, January 27, 1964, para. .12M.

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Minutes of the Board of Regents, September 22, 1992, para. .4600M.

Minutes of the Board of Regents, March 21, 2006, para. .6599M.

Minutes of the Board of Regents, October 7, 2014

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.5.2

Issue: Equipment ~~Inventory~~

Effective Date: 6-19-74

Revision Date: ~~6-3022-2018~~

Equipment purchased ~~from using~~ University funds is property of the University. It is assigned to a department or activity for use as long as the department or activity has need ~~for of~~ the equipment. The head of the department having custody of the equipment is responsible and held accountable for the equipment assigned to ~~his/her~~that department.

~~When a department or activity no longer has need for of any a piece of equipment because of a change in program or facilities, it is declared excess to the department and becomes "Unassigned Equipment" available to other units of the University. A credit will be given to the equipment account of the releasing department, or other account from which the equipment was purchased, based on age, state of repair, general condition and potential for resale.~~

~~surplus property . All University Surplus Property must be handled according to University Surplus Property Guidelines. When new equipment is purchased to replace worn out or obsolete equipment, the old equipment becomes a traded-in item rather than excess. Old equipment either may be traded in to the vendor for an allowance toward the purchase price of like new equipment, or it may be traded in to the University for credit, whichever is to the best advantage of the University. The decision is subject to approval by the vice president for business and finance.~~

~~Equipment traded in to the University by a department will be disposed of by a method and at a price approved by the vice president for business and finance.~~

~~A charge is made to a department for equipment from the "Unassigned Equipment Inventory" equal to the credit allowed when the item was released, plus any repair or refinishing cost, plus a handling charge of 10 percent. The aesthetic quality of the equipment is evaluated in relation to a proposed new location prior to its reassignment.~~

~~After a reasonable time, if "Unassigned Equipment" has not been reassigned to another unit of the University or no further need by the University is anticipated, it is declared surplus to the University and is made available for sale to the public at a fair market price.~~

~~Sale prices of surplus and traded-in equipment are approved by the vice president for business and finance. The vice president may determine a need for specific Board of Regents action prior to sale to comply with Board policies.~~

~~The policies for Eastern Michigan University provide for an annual reconciliation of the perpetual and physical inventory of equipment, through the use of appropriate accounting entries and that the necessary adjustments are reported to the Board of Regents.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, June 19, 1974, para. .1382M.

| [Minutes of the Board of Regents, June 22, 2018.](#)



Policies, Rules and Regulations

Chapter Name: Business and Financial Operations

Chapter No. 11.5.2

Issue: Equipment

Effective Date: 6-19-74

Revision Date: 6-22-2018

Equipment purchased using University funds is property of the University. It is assigned to a department or activity for use as long as the department or activity has need of the equipment. The head of the department having custody of the equipment is responsible and held accountable for the equipment assigned to that department.

When a department no longer has need of a piece of equipment it is declared surplus property . All University Surplus Property must be handled according to University Surplus Property Guidelines.

Authority for Creation or Revision:

Minutes of the Board of Regents, June 19, 1974, para. .1382M.

Minutes of the Board of Regents, June 22, 2018.

11.5.3. Responsibility For Non-University Property

Effective Date: 12-2-03

Revision Date: ~~6-3022-2018~~

UNIVERSITY POLICY STATEMENT

Eastern Michigan University's insurance covers only University-owned property.

UNIVERSITY PRACTICE

The University's insurance covers all property owned by the University and does not cover non- University owned property (except in instances where the terms of a properly negotiated and signed contract might provide otherwise) such as, but not limited to the following:

1. Paintings and objects of art placed on semi-permanent display on the campus where ownership is not passed to the University;
2. Personal property of students, employees and guests of the University;
3. Property of vendors and service entities.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Vice President for Business and Finance~~[Chief Financial Officer](#), or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE

This policy covers all non-University owned property not covered by a discrete and properly negotiated and signed contract that provides otherwise.

Authority for Creation and Revision:

Minutes of the Board of Regents, December 2, 2003, para. .6201M.

[Minutes of the Board of Regents, June 22, 2018.](#)

11.5.3 Responsibility For Non-University Property

Effective Date: 12-2-03

Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

Eastern Michigan University's insurance covers only University-owned property.

UNIVERSITY PRACTICE

The University's insurance covers all property owned by the University and does not cover non- University owned property (except in instances where the terms of a properly negotiated and signed contract might provide otherwise) such as, but not limited to the following:

1. Paintings and objects of art placed on semi-permanent display on the campus where ownership is not passed to the University;
2. Personal property of students, employees and guests of the University;
3. Property of vendors and service entities.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Financial Officer, or his/her designee(s), has overall responsibility for implementation and administration of this policy and for adopting, amending and/or revising related administrative policies and procedures.

SCOPE OF POLICY COVERAGE

This policy covers all non-University owned property not covered by a discrete and properly negotiated and signed contract that provides otherwise.

Authority for Creation and Revision:

Minutes of the Board of Regents, December 2, 2003, para. .6201M.

Minutes of the Board of Regents, June 22, 2018.

12.1.1. In-State Classification For Tuition Purposes

Effective Date: 11-17-1971

Revision Date: 6-~~22-2018~~~~16-2016~~

UNIVERSITY POLICY STATEMENT

Policy for the Establishment of In-State Tuition

I. Regulations for Determining In-State Classification

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

II. Eligibility Through Michigan Residence.

You may qualify for In-State tuition by demonstrating that you are a permanent legal Michigan ~~or Ohio~~ resident and are coming to the state for reasons primarily other than to attend the University. ~~Domestic out-of-state undergraduate students entering as of Fall 2016 will receive in-state tuition rate regardless of State of Residence.~~ The following criteria will be used to determine In-State tuition status:

A. Criteria for Establishing In-State Tuition through Michigan Residence

1. **Minors and Dependents over 18.** The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardian would qualify in accordance with the University's regulations for determining In-State tuition status, that student shall be considered in-State for tuition purposes.

Students 18 years of age or older who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

2. Nondependent Students

An independent student 18 years of age or older is considered eligible for In-State tuition if the student has demonstrated that he/she has established permanent legal residence in Michigan.

3. Spouse

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

4. Aliens

An alien (noncitizen) student shall be eligible for In-State tuition if he/she is domicile in the United States and meets the criteria below.

In order to demonstrate that he/she is domicile in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Services that reflects such status.

Visa classifications: E-1 - treaty trader, spouse, and children; E-2 - treaty investor, spouse, and children; G-4 - international organization officer or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

5. Migrants

Migrant status is one factor considered when determining if a student is domicile in Michigan for tuition purposes.

Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for

Commented [BH1]: Does this need to be changed regarding the Fall 2016 domestic out-of-state undergrad rate that mirror the in-state tuition rate?

tuition purposes if they, or their parents or legal guardian, were employed in Michigan for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.

6. Active Duty Members of the Military, their Spouses and Dependents

Active duty members of the armed forces of the United States and their spouses and dependents will be granted In-State tuition if the member of the armed forces is a Michigan resident (and has not established residency in another state) or is stationed in Michigan. Once an active duty member of the armed forces or his or her spouse or dependent qualifies for In-State status, that status will continue to be recognized as long as the student is continually enrolled in the current degree program at the University.

The spouse or dependent of a person who died while serving in a branch of the U.S. military service shall be eligible for In-State tuition purposes if that military service person qualified in accordance with the University's regulations for determining In-State tuition status.

7 Eligible Individuals Using Educational Assistance under Federal Choice Act

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending Eastern Michigan University (regardless of his/her formal state of residence) shall be eligible for In-State Tuition Status.

B. Guidelines for Establishing In-State Tuition Status Based on Residence

Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as an out of state student shall continue to be so classified throughout his/her attendance as a student, unless a review is requested when circumstances change to meet eligibility requirements below.

The following guidelines and criteria shall be applied when reviewing a student's classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student's domicile will be considered by the University in classifying a student.

A. The following facts and circumstances, although not necessarily conclusive, have probate value in support of a claim for In-State tuition.

1. Domicile in Michigan of family, guardian or other relatives or persons legally responsible for the student.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support (verification of Michigan income tax liability must be provided).
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan (in a position not normally filled by a student).
7. Ownership of real estate in Michigan.

B. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as In-State under these regulations:

1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
3. A lease of living quarters.
4. A statement of intention to acquire a domicile in Michigan.
5. Automobile registration, driver's license.
6. Other public record, e.g., birth records

III. Establishing Eligibility Through Attendance at Michigan Schools

You may qualify for In-State tuition by demonstrating all of the following:

A. You attended an accredited Michigan high school for at least 3 years and thereafter (a) graduated from an accredited Michigan high school or (b) received a Michigan General Education Development High School Equivalency Certificate (GED); and

B. You began your education at Eastern Michigan University within 28 months of graduation from the Michigan high school or receiving your GED.

IV. Graduate Assistant Status

Graduate Assistants (GAs) and Doctoral Fellows (DFs) are classified as In State for the purpose of determining tuition rates at EMU. For Graduate Assistants, this classification as In State is in effect for the period of the GA appointment, with a maximum of two academic years. For Doctoral Fellows, this classification remains in effect for the period of the DF appointment, with a maximum of four years.

V. Reclassification of In-State Status

A student's In-State status may be reviewed at each re-enrollment. If a student's circumstances should change to the extent that he/she would no longer be considered an In-State student for tuition purposes, as herein described, that student shall be reclassified as an out of state student for tuition purposes 12 months thereafter.

It shall be the responsibility of all students, prior to registering, to raise questions in Student Business Services regarding their right to be registered as an In-State student for tuition purposes.

The administration is authorized to establish procedures and delegate authority for determining the In-State status of students for tuition purposes.

A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regent in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates. Monroe County residents can attend the University of Toledo at Ohio resident tuition rates.

Authority for Creation and Revision

Minutes of the Board of Regents, November 17, 1971, para. .1047M.

Minutes of the Board of Regents, August 26, 1987, para. .3537M

Minutes of the Board of Regents, December 2, 2003, para. .6201M.

Minutes of the Board of Regents, January 20, 2004, para. .6222M.

Minutes of the Board of Regents, June 17, 2008

Minutes of the Board of Regents, December 10, 2013

Minutes of the Board of Regents, June 10, 2014

Minutes of the Board of Regents, June 16, 2015

Minutes of the Board of Regents, June 22, 2016

12.1.1 In-State Classification For Tuition Purposes

Effective Date: 11-17-1971

Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

Policy for the Establishment of In-State Tuition

I. Regulations for Determining In-State Classification

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

II. Eligibility Through Michigan Residence.

You may qualify for In-State tuition by demonstrating that you are a permanent legal Michigan resident and are coming to the state for reasons primarily other than to attend the University. Domestic out-of-state undergraduate students entering as of Fall 2016 will receive in-state tuition rate regardless of State of Residence.. The following criteria will be used to determine In-State tuition status:

A. Criteria for Establishing In-State Tuition through Michigan Residence

1. Minors and Dependents over 18. The domicile of a student who is not yet 18 years of age follows that of the student's parents or legal guardian. If that student's parents or legal guardian would qualify in accordance with the University's regulations for determining In-State tuition status, that student shall be considered In-State for tuition purposes.

Students 18 years of age or older who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

2. Nondependent Students

An independent student 18 years of age or older is considered eligible for In-State tuition if the student has demonstrated that he/she has established permanent legal residence in Michigan.

3. Spouse

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

4. Aliens

An alien (noncitizen) student shall be eligible for In-State tuition if he/she is domicile in the United States and meets the criteria below.

In order to demonstrate that he/she is domicile in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Services that reflects such status.

Visa classifications: E-1 - treaty trader, spouse, and children; E-2 - treaty investor, spouse, and children; G-4 - international organization officer or employee and members of immediate family; H-1 - temporary worker of distinguished merit and ability; H-2 - temporary worker performing services unavailable in the U.S.; H-3 - trainee; H-4 - spouse or child of H-1, H-2, or H-3; J-1 - exchange visitor (limited to persons engaged as trainee, teacher, professor or research scholar); J-2 - spouse or child of J-1 as limited above; L-1 - intracompany transferee; L-2 - spouse or child of L-1.

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Migrant status is one factor considered when determining if a student is domicile in Michigan for tuition purposes.

Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose. Migrant students shall be considered Michigan residents for

tuition purposes if they, or their parents or legal guardian, were employed in Michigan for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.

6. Active Duty Members of the Military, their Spouses and Dependents

Active duty members of the armed forces of the United States and their spouses and dependents will be granted In-State tuition if the member of the armed forces is a Michigan resident (and has not established residency in another state) or is stationed in Michigan. Once an active duty member of the armed forces or his or her spouse or dependent qualifies for In-State status, that status will continue to be recognized as long as the student is continually enrolled in the current degree program at the University.

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7 Eligible individuals Using Educational Assistance under Federal Choice Act

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® - Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending Eastern Michigan University (regardless of his/her formal state of residence) shall be eligible for In-State Tuition Status.

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4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan (in a position not normally filled by a student).
7. Ownership of real estate in Michigan.

B. Please note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as In-State under these regulations:

1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
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4. A statement of intention to acquire a domicile in Michigan.
5. Automobile registration, driver's license.
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B. You began your education at Eastern Michigan University within 28 months of graduation from the Michigan high school or receiving your GED.

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A student's In-State status may be reviewed at each re-enrollment. If a student's circumstances should change to the extent that he/she would no longer be considered an In-State student for tuition purposes, as herein described, that student shall be reclassified as an out of state student for tuition purposes 12 months thereafter.

It shall be the responsibility of all students, prior to registering, to raise questions in Student Business Services regarding their right to be registered as an In-State student for tuition purposes.

The administration is authorized to establish procedures and delegate authority for determining the In-State status of students for tuition purposes.

A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regent in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates. Monroe County residents can attend the University of Toledo at Ohio resident tuition rates.

Authority for Creation and Revision

Minutes of the Board of Regents, November 17, 1971, para. .1047M.

Minutes of the Board of Regents, August 26, 1987, para. .3537M

Minutes of the Board of Regents, December 2, 2003, para. .6201M.

Minutes of the Board of Regents, January 20, 2004, para. .6222M.

Minutes of the Board of Regents, June 17, 2008

Minutes of the Board of Regents, December 10, 2013

Minutes of the Board of Regents, June 10, 2014

Minutes of the Board of Regents, June 16, 2015

Minutes of the Board of Regents, June 22, 2018

12.1.3. Assessment And Collection Of Tuition And Fees

Effective Date: 4-24-68

Revision Date: ~~11-18-97~~ 6-22-2018

UNIVERSITY POLICY STATEMENT

Tuition and Fees shall only be assessed in an amount approved by the University Board of Regents and shall be collected in a timely, effective, and professional manner.

UNIVERSITY PRACTICE

University practice for administering this policy includes:

1. Any modification in tuition and fees shall be presented to the Board of Regents annually for their approval.
2. Students who elect to pay in installments including a University-sanctioned external installment payment plan may be assessed an installment fee.
3. Students who fail to remit appropriate payment on established due dates may be assessed a late fee.
4. Students who withdraw from the University or reduce their academic load shall have their assessment of tuition and fees reduced in accordance with published course load reduction schedules. This reduction in assessment shall satisfy the federally mandated "Fair and Equitable Refund" rules issued by the Secretary of Education or any other federally mandated refund rule which may, in the future, supersede this act. A Program Adjustment Fee and/or Administrative Registration Fee may be assessed.
5. Students who fail to pay their tuition and fee assessment on time and in a sufficient amount may have all University services withheld until such time that they satisfy the University's payment requirements.
6. Students who accounts become seriously delinquent, which is defined as 90 days past due, are subject to assignment to an external professional agency for collection action. Accounts are subject to collection fees as are guided by pursuant to applicable law.
7. The administration shall report to the Board on a regular basis the status, aging and collection action of student accounts receivable.

RESPONSIBILITY FOR IMPLEMENTATION

The Student Business Services department is primarily responsible for administering this policy on a daily basis. Other University departments which provide student services shall assist with the administering of the policy as required.

Only the President and/or Vice President for Business and Finance Chief Financial Officer or designee shall have the authority to make exceptions to this policy when circumstances of an exceptional nature exist or the best interest of the University is clearly served.

SCOPE OF POLICY COVERAGE

The assessment and collection of tuition applies to all currently enrolled students and/or former students who may still have an outstanding financial obligation to the University.

Authority for Creation and Revision

Minutes of the Board of Regents, November 18, 1997, para. .5301M.

Minutes of the Board of Regents, June 22, 2018.

12.1.3. Assessment And Collection Of Tuition And Fees

Effective Date: 4-24-68

Revision Date: 6-22-2018

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Tuition and Fees shall only be assessed in an amount approved by the University Board of Regents and shall be collected in a timely, effective, and professional manner.

UNIVERSITY PRACTICE

University practice for administering this policy includes:

1. Any modification in tuition and fees shall be presented to the Board of Regents annually for their approval.
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3. Students who fail to remit appropriate payment on established due dates may be assessed a late fee.
4. Students who withdraw from the University or reduce their academic load shall have their assessment of tuition and fees reduced in accordance with published course load reduction schedules. This reduction in assessment shall satisfy the federally mandated "Fair and Equitable Refund" rules issued by the Secretary of Education or any other federally mandated refund rule which may, in the future, supersede this act. A Program Adjustment Fee and/or Registration Fee may be assessed
5. Students who fail to pay their tuition and fee assessment on time and in a sufficient amount may have all University services withheld until such time that they satisfy the University's payment requirements.
6. Students who accounts become seriously delinquent, which is defined as 90 days past due, are subject to assignment to an external professional agency for collection action Accounts are subject to collection pursuant to applicable law.
7. The administration shall report to the Board on a regular basis the status, aging and collection action of student accounts receivable.

RESPONSIBILITY FOR IMPLEMENTATION

The Student Business Services department is primarily responsible for administering this policy on a daily basis. Other University departments which provide student services shall assist with the administering of the policy as required.

Only the President and/or Chief Financial Officer or designee shall have the authority to make exceptions to this policy when circumstances of an exceptional nature exist or the best interest of the University is clearly served.

SCOPE OF POLICY COVERAGE

The assessment and collection of tuition applies to all currently enrolled students and/or former students who may still have an outstanding financial obligation to the University.

Authority for Creation and Revision

Minutes of the Board of Regents, November 18, 1997, para. .5301M.

Minutes of the Board of Regents, June 22, 2018.

12.1.5. Fees Subject To Revision

Effective Date: 7-5-72

Revision Date: ~~3-21-95~~ 6-22-2018

FEES SUBJECT TO REVISION

All University fees and assessments are subject to change by action of the Board of Regents.

It shall be the duty of all students prior to registration, if there are any questions as to their right to be registered as a student with a in-state tuition status ~~of Michigan resident~~, to raise such questions in the Student Accounting Office in Briggs Hall-Student Business Services office.

In determining tuition assessments, both activity and academic hours are counted. Rates for auditing courses are the same as for credit.

Regardless of student class level, undergraduate tuition will be assessed for all 100-400 level courses. Graduate tuition will be assessed for all 500-600 level courses.

(University fees are established annually in determining the University budget policy. Before quoting or citing these rates, inquiry should be made to ensure their authenticity.)

Authority for Creation and 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, November 5, 1991, para. .4458M.

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

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

Minutes of the Board of Regents, March 21, 1995, para. .4969M.

Minutes of the Board of Regents, June 22, 2018.

12.1.5. Fees Subject To Revision

Effective Date: 7-5-72

Revision Date: 6-22-2018

FEES SUBJECT TO REVISION

All University fees and assessments are subject to change by action of the Board of Regents.

It shall be the duty of all students prior to registration, if there are any questions as to their right to be registered as a student with in-state tuition status, to raise such questions in the Student Business Services office,

In determining tuition assessments, both activity and academic hours are counted. Rates for auditing courses are the same as for credit.

Regardless of student class level, undergraduate tuition will be assessed for all 100-400 level courses. Graduate tuition will be assessed for all 500-600 level courses.

(University fees are established annually in determining the University budget policy. Before quoting or citing these rates, inquiry should be made to ensure their authenticity.)

Authority for Creation and 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, November 5, 1991, para. .4458M.

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

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

Minutes of the Board of Regents, March 21, 1995, para. .4969M.

Minutes of the Board of Regents, June 22, 2018.



Policies, Rules and Regulations

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

Chapter No. 12.1.6

Issue: ~~Spring And Summer Sessions~~Summer semester

Effective Date: 7-19-67

Revision Date: ~~3-23-77~~6-22-2018

The ~~spring sessions~~summer semester consists of ~~seven and one half weeks and the summer session of six week and seven and one half week courses. In addition, several two and three-week workshop sessions are conducted~~fifteen weeks. Multiple options for offering courses at varying lengths are offered within the defined fifteen week semester. Tuition and registration fees are assessed on all courses offered during ~~the spring and the summer sessions~~semester. Tuition and registration fees apply to workshop sessions at the same rates as for regular class sessions. However, a student enrolled in other course work during a session will not be assessed an additional registration fee for enrolling in a workshop during ~~the same session.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, July 19, 1967, para. .565M.

Minutes of the Board of Regents, July 16, 1969, para. .802M.

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

Minutes of the Board of Regents, June 22, 2018



Policies, Rules and Regulations

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

Chapter No. 12.1.6

Issue: Summer Semester

Effective Date: 7-19-67

Revision Date: 6-22-2018

The summer semester consists of fifteen weeks. Multiple options for offering courses at varying lengths are offered within the defined fifteen week semester. Tuition and registration fees are assessed on all courses offered during the summer semester.

Authority for Creation or Revision:

Minutes of the Board of Regents, July 19, 1967, para. .565M.

Minutes of the Board of Regents, July 16, 1969, para. .802M.

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

Minutes of the Board of Regents, June 22, 2018

12.1.7. In-State Tuition For Disaster Victims

Effective Date: 9-20-05

Revision Date: [6-22-2018](#)

UNIVERSITY POLICY STATEMENT

Eastern Michigan University may provide in-state tuition benefits to students who: 1) are residents of a county designated as a national disaster area by the President of the United States; or 2) are enrolled as a student at a post-secondary institution within a county designated as a national disaster area. This policy is effective retroactive to September 1, 2005.

UNIVERSITY PRACTICE

Students who wish to enter Eastern Michigan University must apply to the University and provide legal documentation which supports their residency in affected areas or enrollment at affected institutions.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Enrollment Services or his designee is responsible for implementation of the policy.

SCOPE OF POLICY COVERAGE

This policy applies to all Eastern Michigan University students.

Authority for Creation and Revision

Minutes of the Board of Regents, September 20, 2005, para. .6360M.

[Minutes of the Board of Regents, June 22, 2018](#)

12.1.7. In-State Tuition For Disaster Victims

Effective Date: 9-20-05

Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

Eastern Michigan University may provide in-state tuition benefits to students who: 1) are residents of a county designated as a national disaster area by the President of the United States; or 2) are enrolled as a student at a post-secondary institution within a county designated as a national disaster area. This policy is effective retroactive to September 1, 2005.

UNIVERSITY PRACTICE

Students who wish to enter Eastern Michigan University must apply to the University and provide legal documentation which supports their residency in affected areas or enrollment at affected institutions.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Enrollment Services or his designee is responsible for implementation of the policy.

SCOPE OF POLICY COVERAGE

This policy applies to all Eastern Michigan University students.

Authority for Creation and Revision

Minutes of the Board of Regents, September 20, 2005, para. .6360M.

Minutes of the Board of Regents, June 22, 2018

12.1.11. Registration Fee

Effective Date: 7-5-72

Revision Date: ~~12-15-176-22-2018~~

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, and summer.
2. This fee will be assessed at the time of registration and is non-refundable.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Chief Financial Officer 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~~ Student Business Services office is responsible for its administration.

SCOPE OF POLICY COVERAGE

The Registration Fee applies to all undergraduate and graduate students.

Authority for Creation and 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.

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 22, 2018

12.1.11. Registration Fee

Effective Date: 7-5-72

Revision Date: 6-22-2018

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, and summer.
2. This fee will be assessed at the time of registration and is non-refundable.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Financial Officer 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 Business Services office is responsible for its administration.

SCOPE OF POLICY COVERAGE

The Registration Fee applies to all undergraduate and graduate students.

Authority for Creation and 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.

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 22, 2018

12.1.12. Late Registration Fee

Effective Date: 3-23-77

Revision Date: ~~12-16-176-22-2018~~

A late registration fee 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 and Revision

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

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

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 22, 2018.

12.1.12. Late Registration Fee

Effective Date: 3-23-77

Revision Date: 6-22-2018

A late registration fee is charged to those students who, for any cause, do not complete registration prior to the first official day of classes each semester.

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 and Revision

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

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

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 22, 2018.

12.1.15. Graduation Fee

Effective Date: 8-20-75

Revision Date: ~~1-20-046-22-2018~~

UNIVERSITY POLICY STATEMENT

A graduation fee is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree.

UNIVERSITY PRACTICE

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

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Vice President for Business and Finance~~ [Chief Financial Officer](#), or his/her designee(s), has overall responsibility for implementation and administration of this policy.

SCOPE OF POLICY COVERAGE

The graduation fee policy applies to all graduating students.

Authority for Creation and Revision

Minutes of the Board of Regents, August 20, 1975, para. .1552M.

Minutes of the Board of Regents, December 8, 1976, para. .1729M.

Minutes of the Board of Regents, June 16, 1982, para. .2582M.

Minutes of the Board of Regents, October 26, 1988, para. .3868M.

Minutes of the Board of Regents, January 20, 2004, para. .6222M.

[Minutes of the Board of Regents, June 22, 2018.](#)

12.1.15. Graduation Fee

Effective Date: 8-20-75

Revision Date: 6-22-2018

UNIVERSITY POLICY STATEMENT

A graduation fee is charged to each student who makes application for graduation. The fee is non-refundable and is assessed only once for each degree.

UNIVERSITY PRACTICE

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

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Financial Officer, or his/her designee(s), has overall responsibility for implementation and administration of this policy.

SCOPE OF POLICY COVERAGE

The graduation fee policy applies to all graduating students.

Authority for Creation and Revision

Minutes of the Board of Regents, August 20, 1975, para. .1552M.

Minutes of the Board of Regents, December 8, 1976, para. .1729M.

Minutes of the Board of Regents, June 16, 1982, para. .2582M.

Minutes of the Board of Regents, October 26, 1988, para. .3868M.

Minutes of the Board of Regents, January 20, 2004, para. .6222M.

Minutes of the Board of Regents, June 22, 2018.

12.2.1. Adjustments Of Deposits And Fees

Effective Date: 1-10-66

Revision Date: 6-22-2018

Discretion to adjust student accounts on an individual ~~cases~~basis within the spirit of University-stated policies is vested in the treasurer-Chief Financial Officer, or his/her designee(s), with respect to the collection and refund of deposits and fees.

Authority for Creation and Revision

Minutes of the Board of Regents, January 10, 1966, para. .331M.

Minutes of the Board of Regents, June 22, 2018.

12.2.1. Adjustments Of Deposits And Fees

Effective Date: 1-10-66

Revision Date: 6-22-2018

Discretion to adjust student accounts on an individual basis within the spirit of University-stated policies is vested in the Chief Financial Officer, or his/her designee(s), with respect to the collection and refund of deposits and fees.

Authority for Creation and Revision

Minutes of the Board of Regents, January 10, 1966, para. .331M.

Minutes of the Board of Regents, June 22, 2018.

12.2.2. Refunds

Effective Date: 10-5-64

Revision Date: 6-22-2018

~~Refunds are administered by Student Business Services under the direction of the Chief Financial Officer.~~

~~For other than deposits, refunds will be made only when the amount exceeds the charge by \$1.01 or more, unless a request for refund is received from the remitter.~~

Authority for Creation and Revision

Minutes of the Board of Regents, October 5, 1964, para. .141M.

Minutes of the Board of Regents, June 22, 2018.

12.2.2. Refunds

Effective Date: 10-5-64

Revision Date: 6-22-2018

Refunds are administered by Student Business Services under the direction of the Chief Financial Officer.

Authority for Creation and Revision

Minutes of the Board of Regents, October 5, 1964, para. .141M.

Minutes of the Board of Regents, June 22, 2018.