

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: C
DATE: October 25, 2018

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 1.8	Provisions for Appeal to the Board of Regents
Section 2.3	Contract Authority
Section 2.5.1	Enhanced Access to Public Records
Section 2.6	Policy on Policies
Section 2.8	Indemnification of Employees and Agents
Section 4.1	University Marketing
Section 4.2	University Communications
Section 4.4	Copyright
Section 4.5	Advertising, Sponsorships and Endorsements
Section 4.6	Licensing
Section 4.7	World Wide Web
Section 6.2.1.6	Undergraduate Academic Standing
Section 8.4.1	Student Organization Recognition
Section 8.4.3	Free Speech and Speaker Policy
Section 8.4.4	Student Organization Fundraising, Sales and Solicitation
Section 8.4.5	Space Reservation
Section 8.4.6	Student Organization Off-Campus Excursion Policy
Section 8.7	Student Medical Withdrawal Policy
Section 9.4	Restrictions on Weapons/Dangerous Substances
Section 14.2.3	University Apartments Eligibility
Section 14.8	Sales and Fundraising

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.

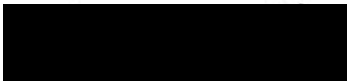
The policies listed for revisions above contain recommended updates in accordance with the attachments, which include the existing policies with the changes highlighted.

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

10/25/18

Date

1.8 Provisions for Appeal to the Board of Regents

Printable Version

Effective Date:

8-19-70

Revision Date:

10-25-18

The Michigan constitutional and ~~statutory-statutes provisions constitute designate~~ the Board of Regents of Eastern Michigan University as the ultimate managing authority of the University and as such the Board may consider appeals from faculty members, administrative personnel, other employees and students as to the findings or holdings of any University judicial body, grievance or tenure committee, supervisory authority or similarly situated group or individual. (The procedure for appeals by students is provided in the Student Conduct Code). Such appeals shall in all cases be made to the board through the President who shall present the request for an appeal within a reasonable time to the Secretary of the Board with recommendations or comments as he may deem appropriate. In the event the Board or a member of the Board shall receive a direct request for an appeal it shall be the regular procedure of the Board to refer said request for an appeal to the President for his recommendations or comments before making any determination regarding said appeal. An appellant shall be required to follow and complete any pre-established administrative procedure before the Board shall give any consideration to the appeal.

The granting of appeals to the Board of Regents shall be discretionary with the Board. There shall be no appeal or hearing before the Board as a matter of right and the Board may refuse to consider an appeal without comment. Any such refusal by the Board to hear an appeal shall be considered to give full force and effect to the previous determinations in the matter at issue.

Authority for Creation and Revision

Minutes of the Board of Regents, August 19, 1970; para. .920M.

Last Review Date: October 2018

1.8 Provisions for Appeal to the Board of Regents

[Printable Version](#)

Effective Date:

8-19-70

Revision Date:

10-25-18

The Michigan constitution and statutes designate the Board of Regents of Eastern Michigan University as the ultimate managing authority of the University and as such the Board may consider appeals from faculty members, administrative personnel, other employees and students as to the findings or holdings of any University judicial body, grievance or tenure committee, supervisory authority or similarly situated group or individual. (The procedure for appeals by students is provided in the Student Conduct Code). Such appeals shall in all cases be made to the board through the President who shall present the request for an appeal within a reasonable time to the Secretary of the Board with recommendations or comments as he may deem appropriate. In the event the Board or a member of the Board shall receive a direct request for an appeal it shall be the regular procedure of the Board to refer said request for an appeal to the President for his recommendations or comments before making any determination regarding said appeal. An appellant shall be required to follow and complete any pre-established administrative procedure before the Board shall give any consideration to the appeal.

The granting of appeals to the Board of Regents shall be discretionary with the Board. There shall be no appeal or hearing before the Board as a matter of right and the Board may refuse to consider an appeal without comment. Any such refusal by the Board to hear an appeal shall be considered to give full force and effect to the previous determinations in the matter at issue.

Authority for Creation and Revision

Minutes of the Board of Regents, August 19, 1970; para. .920M.

Last Review Date: October 2018

2.3 Contract Authority

Printable Version

Effective Date:

2-8-90

Revision Date:

6-20-00, 10-25-18

University Policy Statement

The authority to contract on behalf of Eastern Michigan University is vested in the collective power of the Board of Regents. To facilitate the day-to-day administration and operation of the University, the Board of Regents hereby delegates contracting authority to the President. The Board and President, in specific instances, may delegate ~~additional officers~~ contracting authority to additional officers or University officials. The Board of Regents, a body corporate, having ultimate authority and responsibility for the University, reserves to itself the right to take final action on all contracts not delegated ~~specifically~~ to the President. Further, no contract shall be entered into which calls for the expenditure of funds unless these funds have been previously budgeted.

The Board of Regents shall ~~first have exclusive authority to~~ approve and authorize contracting authority for all of the following:

- ~~all~~ transactions involving real property;
- capital outlay; ~~and~~
- labor contracts; ~~and for~~
- all contracts with containing terms exceeding obligating the University for a continuous period of more than five (5) years beyond the contract's effective date.

~~Further~~, while prior Board approval of contracts shall be required only as described above, the Board shall be informed of all major contract proposals in advance of execution of the contract.

University Practice

University practices for implementing this policy include:

The development and enforcement of guidelines and procedures for contract authorization.

The development and dissemination of an executive order delineating contract authority and appropriate sub-delegations which is revocable by the President at any time and without prior notice.

Responsibility for Implementation

The President shall establish written administrative guidelines for the delegation and implementation of the authority and power granted herein. All delegation of contracting authority must be documented in writing, and a copy maintained in the office of the Secretary to the Board of Regents.

It is the responsibility of the authorized signatory to obtain appropriate legal counsel prior to execution of the contract.

Scope of Policy Coverage

This policy applies to all University contracts including, but not limited to, transactions involving the lease, purchase, sale or other disposition of real property, all land contracts, deeds conveying University property and all discharges of mortgages and cancellations of land contracts; all contracts calling for consultation/planning services on/or for the construction of new facilities; labor contracts with collective bargaining units; contracts in connection with sponsored programs, investments, services of independent contractors, consultants, speakers and performers; and all other routine contracts associated with the purchasing activities of the University.

Authority for Creation and Revision

Minutes of the Board of Regents, February 8, 1990; para. .4153M.
Minutes of the Board of Regents, June 20, 2000; para. .5680M.

Last Review Date: October 2018

2.3 Contract Authority

[Printable Version](#)

Effective Date:

2-8-90

Revision Date:

6-20-00, 10-25-18

University Policy Statement

The authority to contract on behalf of Eastern Michigan University is vested in the collective power of the Board of Regents. To facilitate the day-to-day administration and operation of the University, the Board of Regents hereby delegates contracting authority to the President. The Board and President, in specific instances, may delegate contracting authority to additional officers or University officials. The Board of Regents, a body corporate, having ultimate authority and responsibility for the University, reserves to itself the right to take final action on all contracts not delegated to the President. Further, no contract shall be entered into which calls for the expenditure of funds unless these funds have been previously budgeted.

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Authority for Creation and Revision

Minutes of the Board of Regents, February 8, 1990; para. .4153M.
Minutes of the Board of Regents, June 20, 2000; para. .5680M.

Last Review Date: October 2018

2.5.1 Enhanced Access to Public Records

Printable Version

Effective Date:

11-27-01

Revision Date:

6-15-04, [10-25-18](#)

University Policy Statement

In accordance with Public Act 462 of 1996, as amended, the Enhanced Access to Public Records Act, the University may provide enhanced access, which is defined as immediate availability for public inspection, purchase or copying, to a geographical information system (GIS) or to public records which contain output from a GIS that are not confidential or otherwise exempt, by law, from disclosure. The University may establish reasonable fees for providing enhanced access to a GIS or output from a GIS to recover only those operating expenses related to the provision of enhanced access. University officials, employees or agents who are responsible for the creation, preparation, custody, control, maintenance, preservation, retention, possession or use of a GIS or a public record containing output from GIS shall select the information to be made available through enhanced access, with due regard for intellectual property ownership and confidentiality considerations. Recipients of enhanced access pursuant to this policy receive all information at their own risk and without warranties of any kind or nature.

This policy shall not be construed to require Eastern Michigan University to provide enhanced access to any specific public record.

University Practice

This policy is adopted pursuant to Public Act 462 of 1996, as amended, the Enhanced Access to Public Records Act, which allows public bodies to provide enhanced access for the inspection, purchase, or copying of a public record that is not confidential or otherwise exempt from disclosure. The legislature requires that a public body which wishes to provide such enhanced access, must enact a policy, approved by its governing board, which complies with P. A. 462.

Responsibility for Implementation

The president of Eastern Michigan University is responsible for the overall implementation of this policy.

Scope of Policy Coverage

The policy applies to a GIS or other public records which contain output from a GIS that are not confidential or otherwise exempt from disclosure.

Authority for Creation and Revision

Minutes of the Board of Regents, November 27, 2001; para. .5891M.
Minutes of the Board of Regents, June 15, 2004; para. .6286M.

Last Review Date: October 2018

2.5.1 Enhanced Access to Public Records

Printable Version

Effective Date:

11-27-01

Revision Date:

6-15-04, 10-25-18

University Policy Statement

In accordance with Public Act 462 of 1996, as amended, the Enhanced Access to Public Records Act, the University may provide enhanced access, which is defined as immediate availability for public inspection, purchase or copying, to a geographical information system (GIS) or to public records which contain output from a GIS that are not confidential or otherwise exempt by law, from disclosure. The University may establish reasonable fees for providing enhanced access to a GIS or output from a GIS to recover only those operating expenses related to the provision of enhanced access. University officials, employees or agents who are responsible for the creation, preparation, custody, control, maintenance, preservation, retention, possession or use of a GIS or a public record containing output from GIS shall select the information to be made available through enhanced access, with due regard for intellectual property ownership and confidentiality considerations. Recipients of enhanced access pursuant to this policy receive all information at their own risk and without warranties of any kind or nature.

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Scope of Policy Coverage

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Authority for Creation and Revision

Minutes of the Board of Regents, November 27, 2001; para. .5891M.
Minutes of the Board of Regents, June 15, 2004; para. .6286M.

Last Review Date: October 2018

2.6 Policy on Policies

Printable Version

Effective Date:

12-2-03

Revision Date:

6-19-12, 10-25-18

University Policy Statement

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 one that:~~

- a) has broad application throughout the University; and
- b) helps to ensure compliance with applicable laws and regulations, promotes University-wide operational efficiencies, enhances the university's mission, or reduces institutional risks.

~~The University administration may enact statements of procedure which prescribe specific actions to be taken to conform to established University policies, allowing for the orderly implementation of those policies. Further, T~~the University administration shall establish a uniform method and format for the enactment, publication, and periodic review of University policies ~~and procedures~~. Further, the University administration may enact statements of procedure which prescribe specific actions to be taken to conform to established University policies, allowing for the orderly implementation of those policies.

The University administration is authorized to enact, implement and enforce, without Board of Regents approval, appropriate executive orders, administrative policies and divisional, college, departmental, office or local operating rules and regulations. These administrative executive orders, policies, rules and regulations shall not conflict with University policy.

University Practice

The Board of Regents has delegated authority to the president to manage the University and to implement University policies and procedures. While all University policies must be approved by the University's Board of Regents, University procedures are approved by the president's executive leadership team. Approved University policies are placed in

the University's Board Policy Manual, ~~and approved University procedures are placed in the University's Procedures Manual~~. The president of the University shall be responsible for issuing and enforcing appropriate executive orders. The president and the executive leadership team shall be responsible for approving all administrative policies. The head of each university division shall be responsible for developing and implementing a process for the approval, implementation and enforcement of intra-divisional operating rules and regulations. Where an intra-divisional rule or regulation impacts the operations of another University division, college, department or office, appropriate notice of the rule or regulation shall be provided to the affected division, college, department or office.

Responsibility for Implementation

The president, and the executive leadership team shall be responsible for implementation of this policy.

Scope of Policy Coverage

This policy is applicable to the development, approval and implementation of all University policies and procedures, and all administrative executive orders, policies, rules and regulations.

Authority for Creation and Revision

Minutes of the Board of Regents, December 2, 2003; para. .6194M.
Minutes of the Board of Regents, June 19, 2012

Last Review Date: October 2018

2.6 Policy on Policies

[Printable Version](#)

Effective Date:

12-2-03

Revision Date:

6-19-12, 10-25-18

University Policy Statement

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is one that:

- a) has broad application throughout the University; and
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The University administration shall establish a uniform method and format for the enactment, publication, and periodic review of University policies. Further, the University administration may enact statements of procedure which prescribe specific actions to be taken to conform to established University policies, allowing for the orderly implementation of those policies.

The University administration is authorized to enact, implement and enforce, without Board of Regents approval, appropriate executive orders, administrative policies and divisional, college, departmental, office or local operating rules and regulations. These administrative executive orders, policies, rules and regulations shall not conflict with University policy.

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Responsibility for Implementation

The president and the executive leadership team shall be responsible for implementation of this policy.

Scope of Policy Coverage

This policy is applicable to the development, approval and implementation of all University policies and procedures, and all administrative executive orders, policies, rules and regulations.

Authority for Creation and Revision

Minutes of the Board of Regents, December 2, 2003; para. .6194M.
Minutes of the Board of Regents, June 19, 2012

Last Review Date: October 2018

2.8 Indemnification of Employees and Agents

[Printable Version](#)

Effective Date:

6-23-09, [10-25-18](#)

Revision Date:

University Policy Statement

It is the University's policy to defend and indemnify employees and agents of the University (~~hereafter, "Indemnitees"~~) who become parties to legal proceedings by virtue of their good faith efforts to perform their responsibilities on behalf of the University (~~hereafter, "Indemnitees"~~).

- A. Authority for decisions about the application or revocation of this policy rests with the General ~~Council~~Counsel, in consultation with the President, except in cases involving the ~~president~~President. In such cases, such authority shall rest with the General ~~Council~~Counsel, in consultation with the Board of Regents. Authority for the selection of appropriate legal counsel rests with the Office of ~~the General Counsel~~Legal Affairs.
- B. In proceedings in which both the University and an Indemnatee are parties, the University shall have the sole discretion to determine when a conflict of interest exists between the University and the Indemnatee such that separate representation of the Indemnatee shall be provided by the University.
- C. The University shall have sole authority over litigation and settlement strategies and decisions for those proceedings for which it is providing legal counsel to an Indemnatee. The Indemnatee's full cooperation with legal counsel is a condition of continued defense and indemnification.
- D. The University reserves the right to revoke its initial decision to defend and indemnify an Indemnatee based on information received subsequent to that decision, e.g., that the Indemnatee did not satisfy a condition required by this policy. In that event, the University may seek restitution from the Indemnatee of expenses, including attorney's fees and costs, incurred prior to the revocation.
- E. Indemnitees may, at their own expense, retain separate counsel rather than avail themselves of this policy. In such a situation, the University will not indemnify the Indemnatee for any settlement, judgment, or expense incurred.
- F. This policy does not apply to an Indemnatee's involvement in internal University proceedings.
- G. All inquiries about this policy and about how to seek a determination whether it applies to particular proceedings should be directed to the Office of ~~the General Counsel~~Legal Affairs.

Authority for Creation and Revision

Minutes of the Board of Regents, June 23, 2009

Last Review Date: October 2018

2.8 Indemnification of Employees and Agents

[Printable Version](#)

Effective Date:

6-23-09, 10-25-18

Revision Date:

University Policy Statement

It is the University's policy to defend and indemnify employees and agents of the University who become parties to legal proceedings by virtue of their good faith efforts to perform their responsibilities on behalf of the University (hereafter, "Indemnitees").

- A. Authority for decisions about the application or revocation of this policy rests with the General Counsel, in consultation with the President, except in cases involving the President. In such cases, such authority shall rest with the General Counsel, in consultation with the Board of Regents. Authority for the selection of appropriate legal counsel rests with the Office of Legal Affairs.
- B. In proceedings in which both the University and an Indemnitee are parties, the University shall have the sole discretion to determine when a conflict of interest exists between the University and the Indemnitee such that separate representation of the Indemnitee shall be provided by the University.
- C. The University shall have sole authority over litigation and settlement strategies and decisions for those proceedings for which it is providing legal counsel to an Indemnitee. The Indemnitee's full cooperation with legal counsel is a condition of continued defense and indemnification.
- D. The University reserves the right to revoke its initial decision to defend and indemnify an Indemnitee based on information received subsequent to that decision, e.g., that the Indemnitee did not satisfy a condition required by this policy. In that event, the University may seek restitution from the Indemnitee of expenses, including attorney's fees and costs, incurred prior to the revocation.
- E. Indemnitees may, at their own expense, retain separate counsel rather than avail themselves of this policy. In such a situation, the University will not indemnify the Indemnitee for any settlement, judgment, or expense incurred.
- F. This policy does not apply to an Indemnitee's involvement in internal University proceedings.
- G. All inquiries about this policy and about how to seek a determination whether it applies to particular proceedings should be directed to the Office of Legal Affairs.

Authority for Creation and Revision

Minutes of the Board of Regents, June 23, 2009

Last Review Date: October 2018

4.1 University Communications Marketing

UNIVERSITY POLICY STATEMENT

To ensure that all communications representing the University are of high quality, represent present EMU consistently and accurately, conform to policies policy approved by the Board of Regents and adhere to style and standards guidelines, it is University policy that all such communications they be reviewed and approved by the Division of University Marketing and Communications unless otherwise specified by the Vice President for Executive Director for University Marketing and Communications or the President.

UNIVERSITY PRACTICE

The Division of University Marketing and Communications develops and maintains comprehensive style and standards guidelines, and reviews and approves material covered by this policy.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Executive Director for Marketing and Communication or his/her designee is responsible for administration and implementation management of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, and students, divisions, colleges, departments and University entities, and any persons working on University projects. Communications that utilize the name Eastern Michigan University, are paid for by University funds or funds administered through a University account, and are intended for off-campus distribution are subject to this policy. These include:

- Publications and promotional materials used to generate awareness or action (includes but is not limited to brochures, postcards, flyers, posters, banners, programs, invitations, giveaway items). ~~including those requiring no or partial editorial or design services, reprints or revisions of previously produced publications; publications produced by means of desktop publishing; and initial formats and editorial style for newsletters directed toward off-campus audiences.~~
- Advertising (includes but is not limited to print, broadcast, outdoor, digital, sponsorships). ~~Promotional print and broadcast advertising.~~
- Digital communications (includes but is not limited to videos, photos, audio in electronic or physical formats).
- Websites (includes all web pages that reside on www.emich.edu).
- Social media (includes all channels [i.e., Facebook, Twitter, etc.] for all colleges, departments, programs, and other University entities).
- External news distribution (includes but is not limited to press releases, news announcements).
- All-campus email distribution.
- Stationery (includes but is not limited to printed or digital letterhead, envelopes, business cards, permanent University name tags.)
- ~~Deviations from standard EMU letterhead or business card design. Letterhead and business cards representing EMU must be approved regardless of where they are printed or who pays for them.~~
- ~~Videos, CD-ROMs or DVDs representing the University.~~
- ~~Web sites.~~
- ~~Press releases.~~

The following are exempt from this policy:

- Materials produced for classroom or educational use.

- Materials produced for scholarly publications and presentations.
- Advertisements for employment positions.
- Materials intended only for on-campus distribution.
- Material produced by student organizations (unless it bears a University mark.)
- Material produced by student media.
- Material produced by WEMU.
- Material produced by Intercollegiate Athletics.
- Forms and correspondence with approved University marks.
- ~~Routine forms.~~
- ~~Correspondence.~~
- ~~Press releases distributed through Sports Information.~~
- Advertisements for employment positions (unless they bear University marks).

4.1 University Communications

UNIVERSITY POLICY STATEMENT

To ensure that all communications are of high quality, represent EMU accurately, conform to policies approved by the Board of Regents and adhere to style and standards guidelines, it is University policy that all such communications be reviewed and approved by the Division of Communications unless otherwise specified by the Vice President for Communications or the President.

UNIVERSITY PRACTICE

The Division of Communications develops and maintains comprehensive style and standards guidelines, and reviews and approves material covered by this policy.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communication or his/her designee is responsible for administration and implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, students, divisions, colleges, departments and University entities, and any persons working on University projects. Communications that utilize the name Eastern Michigan University, are paid for by University funds or funds administered through a University account, and are intended for off-campus distribution are subject to this policy. These include:

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- Digital communications (includes but is not limited to videos, photos, audio in electronic or physical formats).
- Websites (includes all web pages that reside on www.emich.edu).
- Social media (includes all channels [i.e., Facebook, Twitter, etc.] for all colleges, departments, programs, and other University entities).
- External news distribution (includes but is not limited to press releases, news announcements).
- All-campus email distribution.
- Stationery (includes but is not limited to printed or digital letterhead, envelopes, business cards, permanent University name tags.)

The following are **exempt** from this policy:

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- Materials produced for scholarly publications and presentations.
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- Material produced by student organizations (unless it bears a University mark.)
- Material produced by student media.
- Material produced by WEMU.
- Material produced by Intercollegiate Athletics.
- Forms and correspondence with approved University marks.
- Advertisements for employment positions (unless they bear University marks).

4.2 External University Communications

UNIVERSITY POLICY STATEMENT

It is University policy that the Division of Communications will coordinate all official University communications with the news media. This includes but is not limited to publicizing University events and news, providing official responses to media inquiries, and leading public affairs and issue-oriented communications efforts in order to promote and protect Eastern's reputation and image. ~~all external communications regarding official University business with the news media via official university news releases, phone contacts and computer, fax or e-mail transmissions, will be issued through the University Communications Office.~~

The Sports Information Office in Intercollegiate Athletics is responsible for all external communications regarding ~~will issue releases relating to~~ University athletics.

UNIVERSITY PRACTICE

The Division of University Communications serves as the liaison between the University and the local and national news media. ~~newspapers, radio and television stations, magazines, specialty publications and wire services.~~ The staff promotes initiates and assists news coverage of University events and news, provides media training, coordinates schedules press conferences, and consults with individuals and University entities departments regarding news opportunities. ~~University Communications also manages the University's internal communications program and maintains the University Calendar.~~

The Vice President Director for University Communications and the Executive Director of Media Relations serves as ~~Official~~ Spokespersons for the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communications or his/her designee ~~executive director for university marketing and communications~~ is responsible for administration and implementation of administering this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, divisions, colleges, departments and other University entities.

4.2 External Communications

UNIVERSITY POLICY STATEMENT

It is University policy that the Division of Communications will coordinate all official University communications with the news media. This includes but is not limited to publicizing University events and news, providing official responses to media inquiries, and leading public affairs and issue-oriented communications efforts in order to promote and protect Eastern's reputation and image.

The Sports Information Office in Intercollegiate Athletics is responsible for all external communications regarding University athletics.

UNIVERSITY PRACTICE

The Division of Communications serves as the liaison between the University and the local and national news media. The staff promotes coverage of University events and news, provides media training, coordinates press conferences, and consults with individuals and University entities regarding news opportunities.

The Vice President for Communications and the Executive Director of Media Relations serves as official spokespersons for the University.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communications or his/her designee is responsible for administration and implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, divisions, colleges, departments and other University entities.

4.4 Copyright

Printable Version

Effective Date:

6-21-05, 10-25-18

Revision Date:

University Policy Statement

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

University Practice

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

Fair Use

The Fair Use doctrine, 17 United States Code §§ 107 and 108, provides for limited use of copyrighted materials for educational and research purposes without obtaining permission from work's owner. ~~Section 107 of~~ 17 U.S.C. §107 states:

§ 107. Limitations on exclusive rights: Fair Use

Notwithstanding the provisions of sections 106 [covering exclusive rights in copyrighted works], and 106A [concerning the rights of certain authors for attribution and integrity], the fair use of a copyrighted work, including such use by reproduction in copies or

phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

The University's Office of Legal Affairs should be consulted whenever there are questions regarding whether the "Fair Use" doctrine is applicable.

Digital Millennium Copyright Act (DMCA)

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

Any further procedures under the authority of this policy shall be defined and implemented to comply with the provisions of the DMCA.

Technology, Education, and Copyright Harmonization (Teach) Act and Distance Education

It is the intention of the University to comply with the provisions of the Technology, Education and Copyright Harmonization Act, the TEACH act of November 2, 2002 amending §110 of Title 17 U.S.C.

Pursuant to the Act, any procedures under the authority of this policy shall be defined and implemented:

- Provide copyright informational materials to accurately describe and promote compliance with the copyright laws of the United States. These materials shall be provided to faculty, administrators, staff and students. The materials may be printed or online, or both.
- Provide notice to students in addition to notices in general informational material that materials used in a given course may be subject to copyright protection. The notice shall

be given in the distribution materials for a course, and on or within online portions of a course, such as a Web site used in distance education.

- ~~Regulate~~Restrict the electronic distribution and transmission of the content of course materials to only those students officially enrolled in the course for which the distribution or transmission is made.

Responsibility for Implementation

The Executive Director of University Marketing and Communications, the Executive Director of Information and Communications Technology (CIO) and the University Librarian are responsible for causing the implementation and administration of this policy. Those administrators shall cause the creation of appropriate procedures and guidelines to meet the requirements of the DMCA, TEACH Act, and other applicable laws, and for public copyright warning notices on and at appropriate devices and places, as well as procedures for dealing with the use of copyrighted materials:

- in printed, audio, video, digital and other media in the classroom or otherwise, and
- on University Web sites, servers or other devices distributing electronic files, and
- in digital materials, audio, video, writings, images and other materials or documents distributed electronically through online course content tools, or otherwise, and
- for all other relevant uses, except
- the University Librarian, in consultation with the Office of Legal Affairs, shall be the authority for determining copyright exemptions and permissions for library and archive copying and reproduction activities, including library photocopying activities, e-Reserves and the online and other activities of the library.

Scope of Policy Coverage

This policy is intended to apply broadly to all persons including, without limitation, faculty, administrators, staff, students and any other persons involved in using copyrighted materials in pursuit of University business or activities, or using University facilities, equipment or materials.

Authority for Creation and Revision

Minutes of the Board of Regents, June 21, 2005; para. .6450M.

Last Review Date: October 2018

4.4 Copyright

[Printable Version](#)

Effective Date:

6-21-05, 10-25-18

Revision Date:

University Policy Statement

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

University Practice

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

Fair Use

The Fair Use doctrine, 17 United States Code §§ 107 and 108, provides for limited use of copyrighted materials for educational and research purposes without obtaining permission from work's owner 17 U.S.C. §107 states:

§ 107. Limitations on exclusive rights: Fair Use

Notwithstanding the provisions of sections 106 [covering exclusive rights in copyrighted works], and 106A [concerning the rights of certain authors for attribution and integrity], the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as

criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

The University's Office of Legal Affairs should be consulted whenever there are questions regarding whether the "Fair Use" doctrine is applicable.

Digital Millennium Copyright Act (DMCA)

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

Any further procedures under the authority of this policy shall be defined and implemented to comply with the provisions of the DMCA.

Technology, Education, and Copyright Harmonization (Teach) Act and Distance Education

It is the intention of the University to comply with the provisions of the Technology, Education and Copyright Harmonization Act, the TEACH act of November 2, 2002 amending §110 of Title 17 U.S.C.

Pursuant to the Act, any procedures under the authority of this policy shall be defined and implemented:

- Provide copyright informational materials to accurately describe and promote compliance with the copyright laws of the United States. These materials shall be provided to faculty, administrators, staff and students. The materials may be printed or online, or both.
- Provide notice to students in addition to notices in general informational material that materials used in a given course may be subject to copyright protection. The notice shall be given in the distribution materials for a course, and on or within online portions of a course, such as a Web site used in distance education.

- Restrict the electronic distribution and transmission of the content of course materials to only those students officially enrolled in the course for which the distribution or transmission is made.

Responsibility for Implementation

The Executive Director of University Marketing and Communications, the Executive Director of Information and Communications Technology (CIO) and the University Librarian are responsible for causing the implementation and administration of this policy. Those administrators shall cause the creation of appropriate procedures and guidelines to meet the requirements of the DMCA, TEACH Act, and other applicable laws, and for public copyright warning notices on and at appropriate devices and places, as well as procedures for dealing with the use of copyrighted materials:

- in printed, audio, video, digital and other media in the classroom or otherwise, and
- on University Web sites, servers or other devices distributing electronic files, and
- in digital materials, audio, video, writings, images and other materials or documents distributed electronically through online course content tools, or otherwise, and
- for all other relevant uses, except
- the University Librarian, in consultation with the Office of Legal Affairs, shall be the authority for determining copyright exemptions and permissions for library and archive copying and reproduction activities, including library photocopying activities, e-Reserves and the online and other activities of the library.

Scope of Policy Coverage

This policy is intended to apply broadly to all persons including, without limitation, faculty, administrators, staff, students and any other persons involved in using copyrighted materials in pursuit of University business or activities, or using University facilities, equipment or materials.

Authority for Creation and Revision

Minutes of the Board of Regents, June 21, 2005; para. .6450M.

Last Review Date: October 2018

4.5 Advertising, Sponsorships and Endorsements

UNIVERSITY POLICY STATEMENT

In order to protect its reputation, ensure the integrity of its publications and venues and limit its liability as a consequence of advertising, Eastern Michigan University reserves the right to determine the nature and scope of advertising about the University, who may advertise and what they may advertise in EMU publications, ~~at or on~~ EMU venues, ~~or on EMU property~~.

UNIVERSITY PRACTICE

Outbound Advertising and Sponsorships, ~~Endorsements~~

~~All advertising by University departments, except classified advertising for employment, must be approved by University Marketing prior to placement. Departments must follow all University regulations regarding the purchasing of goods and services.~~

Advertising and sponsorships by University entities must be approved by the Division of Communications prior to placement. Employment advertising by Human Resources does not need to be approved by the Division of Communications.

Advertising and sponsorships by Intercollegiate Athletics must be approved by the Vice President for Intercollegiate Athletics prior to placement.

All advertising and sponsorships must adhere to University style and standards guidelines. All purchasing of advertising and sponsorships must also follow University guidelines regarding the purchasing of goods and services ~~must be followed, including and such contracts must be reviewed of contracts by Legal Affairs.~~

Inbound Advertising and Sponsorships, ~~Endorsements~~

The University recognizes that ~~there are many of its activities provide~~ potential sources of revenue from ~~through legitimate and worthwhile~~ opportunities for advertising and sponsorships by businesses and organizations. ~~and promotion of entities and their products and services.~~

~~EMU produces a variety of publications and maintains other venues for advertising. Certain publications/venues are more appropriate for advertising than others. As a general rule, advertising in /on alumni publications, event publications, sports venues, and on promotional products and giveaways (with licensing approval) is appropriate. Advertising in student recruitment literature, WWW pages, academic materials and on website pages and social media official publications such as the graduate and undergraduate catalog is inappropriate is not allowed. The University's Vice President of Communications shall retain the discretion to allow or disallow such material.~~

Individuals, colleges, ~~and/or~~ departments and other University entities seeking to sell advertising space or ~~enter into financial~~ sponsorships ~~of publications/other venues~~ must ~~have prior~~ seek approval from the ~~University Marketing and Division of Communications office~~. Coordination with unit leadership, the EMU Foundation, Legal Affairs, and Purchasing is recommended. Working with these entities will help identify any potential conflicts of interest and duplication of efforts, and ensure relationships are developed appropriately for future opportunities.

~~Sale of advertising, sponsorships and/or endorsements in/on athletic publications, activities, events and venues must be approved by the Director of Intercollegiate Athletics.~~

The Vice President for Intercollegiate Athletics is responsible for approving the sale of advertising and sponsorships for athletic publications, events and venues.

The **Associate** Vice President of Student Affairs is responsible for approving the sale of advertising and sponsorships ~~and/or endorsements~~ by registered student organizations.

~~Departments must follow all University regulations regarding the purchasing of goods and services. Products that are co-branded with University marks must have licensing approval.~~

Endorsements

No official University publication or statement and no activity carried out in the name of the University or by any individual officially acting on behalf of the University shall constitute or be construed as a University endorsement of any commercial product or service. Further, sponsorship and advertising consistent with this policy are not intended and shall not be deemed to constitute the University's endorsement of related commercial products or services.

RESPONSIBILITY FOR IMPLEMENTATION

The **Vice President for** ~~Executive Director for University Marketing and~~ Communications, **Vice President for** ~~Director of~~ Intercollegiate Athletics, **and Associate** Vice President for Student Affairs, or his/her designees are responsible for **administration and implementation** ~~management~~ of this policy.

SCOPE OF POLICY COVERAGE

The policy applies to all University employees, **students, divisions, colleges, departments, and University entities, any persons working on University projects,** and external vendors who have advertising/sponsorship contracts with the University.

WEMU and Student Media publishing under the guidelines of the University Student Media Board are exempt from this policy, **but these divisions must still follow all University guidelines regarding the purchasing of goods and services must be followed, including review of contracts by the Office of Legal Affairs.** Coordination with the EMU Foundation is recommended.

4.5 Advertising, Sponsorships and Endorsements

UNIVERSITY POLICY STATEMENT

In order to protect its reputation, ensure the integrity of its publications and venues and limit its liability as a consequence of advertising, Eastern Michigan University reserves the right to determine the nature and scope of advertising about the University, who may advertise and what they may advertise in EMU publications, at EMU venues, or on EMU property.

UNIVERSITY PRACTICE

Outbound Advertising and Sponsorships

Advertising and sponsorships by University entities must be approved by the Division of Communications prior to placement. Employment advertising by Human Resources does not need to be approved by the Division of Communications.

Advertising and sponsorships by Intercollegiate Athletics must be approved by the Vice President for Intercollegiate Athletics prior to placement.

All advertising and sponsorships must adhere to University style and standards guidelines. All purchasing of advertising and sponsorships must also follow University guidelines regarding the purchasing of goods and services, and such contracts must be reviewed by Legal Affairs.

Inbound Advertising and Sponsorships

The University recognizes that there are potential sources of revenue from opportunities for advertising and sponsorships by businesses and organizations

As a general rule, advertising in event publications, sports venues, and on promotional products and giveaways (with licensing approval) is appropriate. Advertising in student recruitment literature, academic materials and on website pages and social media is not allowed. The University's Vice President of Communications shall retain the discretion to allow or disallow such material.

Individuals, colleges, departments and other University entities seeking to sell advertising space or sponsorships must seek approval from the Division of Communications. Coordination with unit leadership, the EMU Foundation, Legal Affairs, and Purchasing is recommended. Working with these entities will help identify any potential conflicts of interest and duplication of efforts, and ensure relationships are developed appropriately for future opportunities.

The Vice President for Intercollegiate Athletics is responsible for approving the sale of advertising and sponsorships for athletic publications, events and venues.

The Associate Vice President of Student Affairs is responsible for approving the sale of advertising and sponsorships by registered student organizations.

Endorsements

No official University publication or statement and no activity carried out in the name of the University or by any individual officially acting on behalf of the University shall constitute or be construed as a University endorsement of any commercial product or service. Further, sponsorship and advertising consistent with this policy are not intended and shall not be deemed to constitute the University's endorsement of related commercial products or services.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communications, Vice President for Intercollegiate Athletics, Associate Vice President for Student Affairs, or his/her designees are responsible for administration and implementation of this policy.

SCOPE OF POLICY COVERAGE

The policy applies to all University employees, students, divisions, colleges, departments, and University entities, any persons working on University projects, and external vendors who have advertising/sponsorship contracts with the University.

WEMU and Student Media publishing under the guidelines of the University Student Media Board are exempt from this policy, but these divisions must still follow all University guidelines regarding the purchasing of goods and services, including review of contracts by the Office of Legal Affairs. Coordination with the EMU Foundation is recommended.

4.6 Licensing

UNIVERSITY POLICY STATEMENT

The trademarks of Eastern Michigan University are the exclusive property of the Eastern Michigan University Board of Regents, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State. The University reserves ownership of any trademark, service mark, logo, insignia, seal design or other symbol or device associated with or referring to Eastern Michigan University.

UNIVERSITY PRACTICE

Commercial Use of Marks

To protect the University's ~~its brand and fiscal~~ reputation and meet legal obligations associated with trademark registration, the ~~Division of Intercollegiate Athletics has oversight for the commercial use of University marks. University has established the Trademark Licensing Office.~~

Persons, ~~organizations~~ or businesses wishing to use University marks commercially must enter into a licensing agreement. The University issues non-exclusive licenses.

University employees, students, divisions, colleges, departments, or other University entities, and registered student organizations who wish to use University marks for commercial purposes must submit all graphic designs to the Division of Communications for review and approval for commercial use.

The Vice President for Intercollegiate Athletics will review and approve all graphic designs intended for commercial use by student-athletes and employees in Intercollegiate Athletics.

Non-Commercial Use of Marks

University employees, students, divisions, colleges, departments, other University entities, and registered student organizations ~~or individuals~~ wishing to use University marks for non-commercial use must submit all graphic designs to the Division of Communications for review and approval. ~~obtain prior approval from the Trademark Licensing Office.~~

~~Registered student organization wishing to use University marks for commercial purposes, where all sales revenues will be deposited in the organization's account, may apply for a limited, nonroyalty license.~~

The Division of Communications ~~University Licensing~~ must approve the development of all logos independent of the official University marks that will be used in an official University capacity ~~logo to represent individual administrative entities.~~

Restrictions

Official University marks cannot be used in association with political fundraising or campaigns.

Official University marks cannot be used by any person or entity on unofficial or non-University physical or digital properties (including but not limited to social media channels) with an intention to appear to represent Eastern Michigan University in an official capacity.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for ~~The Executive Director for University Marketing and~~ Communications, Vice President for Intercollegiate Athletics, or his/her designees are ~~is~~ responsible for administration and implementation of ~~administering~~ this policy.

SCOPE OF POLICY COVERAGE

This policy applies to every person or entity ~~all faculty, staff, students, external businesses and individuals~~ seeking to use University marks.

4.6 Licensing

UNIVERSITY POLICY STATEMENT

The trademarks of Eastern Michigan University are the exclusive property of the Eastern Michigan University Board of Regents, in accordance with the trademark and service mark registrations filed with the U.S. Patent and Trademark Office and the Michigan Secretary of State. The University reserves ownership of any trademark, service mark, logo, insignia, seal design or other symbol or device associated with or referring to Eastern Michigan University.

UNIVERSITY PRACTICE

Commercial Use of Marks

To protect the University's reputation and meet legal obligations associated with trademark registration, the Division of Intercollegiate Athletics has oversight for the commercial use of University marks.

Persons, organizations or businesses wishing to use University marks commercially must enter into a licensing agreement. The University issues non-exclusive licenses.

University employees, students, divisions, colleges, departments, or other University entities, and registered student organizations who wish to use University marks for commercial purposes must submit all graphic designs to the Division of Communications for review and approval for commercial use.

The Vice President for Intercollegiate Athletics will review and approve all graphic designs intended for commercial use by student-athletes and employees in Intercollegiate Athletics.

Non-Commercial Use of Marks

University employees, students, divisions, colleges, departments, other University entities, and registered student organizations wishing to use University marks for non-commercial use must submit all graphic designs to the Division of Communications for review and approval.

The Division of Communications must approve the development of all logos independent of the official University marks that will be used in an official University capacity.

Restrictions

Official University marks cannot be used in association with political fundraising or campaigns.

Official University marks cannot be used by any person or entity on unofficial or non-University physical or digital properties (including but not limited to social media channels) with an intention to appear to represent Eastern Michigan University in an official capacity.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communications, Vice President for Intercollegiate Athletics, or his/her designees are responsible for administration and implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to every person or entity seeking to use University marks.

4.7 Websites ~~World Wide Web~~

UNIVERSITY POLICY STATEMENT

It is the policy of the University to ensure that official information published on its website ~~Web site(s)~~ accurately ~~correctly~~ represents Eastern Michigan University and its mission. ~~It is accurate, well-written, timely and visually appealing, and is of the same high standards as other official communications.~~

The Eastern Michigan University website, and its collection of division, college, department, program, and University web pages, are highly visible communications and marketing tools with a primary purpose of:

- Attracting prospective students;
- Providing accurate and timely information; and
- Enhancing the image of the University.

As such, all EMU websites must present professional and relevant content in a consistent design meeting Eastern's brand objectives and guidelines.

UNIVERSITY PRACTICE

~~General Rules on Information Content~~

Official Websites

Official University websites are defined as those created by the Division of Communications using the approved content management system software and hosted on the University server (emich.edu). In some instances, official websites may be hosted on other servers, but in those cases the project must be approved, and managed or co-managed by the Division of Communications.

Unofficial Websites

Unofficial websites include those created by individual employees, faculty and students to represent individuals, groups or organizations connected to the university, but do not represent official University information. These sites are not hosted on the University server. All unofficial sites must contain this disclaimer: "The views, opinions and conclusions expressed on this website are those of the author or organization and are not those of Eastern Michigan University or its Board of Regents."

Student Organization Websites

All student organizations should use the University's OrgSync portal ~~for~~ to build and maintain their organization websites.

Website Content and Design

In general, University ~~P~~olicies and regulations that apply to the content of publications and communications apply to the contents contained on University websites. ~~of Web pages published using EMU's Web servers.~~

~~In particular,~~ ~~a~~All information on EMU official websites ~~pages~~ must:

- ~~e~~Comply with all applicable laws, including those governing copyrights, intellectual property, libel and privacy.
- ~~a~~Not violate any policy, rule or regulation of the University.
- ~~a~~Not be used for non-EMU commercial activities.
- ~~e~~Comply with Americans with Disabilities Act standards ~~or provide text-only alternate versions.~~ and those governing Web Accessibility.

Official University Web Pages

~~A University WWW page is considered official when it is published by (and representative of) the University itself, or a college, school, department, or an official administrative unit of the University.~~

~~Official Web pages are considered University publications. The University Marketing and Communications and Information and Communication Technology offices are responsible for developing style, standards and review procedures for official University Web pages. The Director of Web Communications and New Media will develop and maintain the official EMU home page.~~

~~Administrative and academic units are responsible for developing their own sites using the graphics, style guidelines or templates supplied by University Marketing and Communications, under the direction of Web Communications. Site developers must follow the procedures published in the EMU Web Standards Guide. Web sites developed by any University administrative or academic unit that do not use provided templates must be approved by the Director of Web Communications.~~

The Division of Communications has developed templates adhering to EMU brand guidelines and best practices in web development.

Eastern Michigan University is committed to providing equal access to information delivered through its website. Under the guidance of the Web Accessibility Coordinator, the University strives to comply with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

It is the responsibility of the designated website page editors **representatives** in academic and administrative units to ensure that all content that they place on University websites **information in their electronic (Web) publications** is accurate, and that recommendations found in the EMU Website Development Process and Guidelines document are followed. ~~current and adheres to University policies.~~

Academic Program Information

All divisions, colleges, departments, and University entities must link to the official EMU Catalog for course descriptions and degree requirements. Website page editors should not link to course description PDFs or any information source other than the EMU Catalog.

Individual Course Content

All academic course content must reside on Canvas, or on course content software that has been approved by the Division of Information Technology.

WWW Pages Published By Faculty, Staff and Students

~~Faculty, staff and students may create Web pages for use in their various academic and administrative duties and activities and may install them on EMU's Web servers. The contents of individuals' Web pages published on EMU servers must comply with the General Rules on Information Content stated in this policy.~~

~~Faculty professional pages containing resume, research and course information will be reviewed by the respective department head.~~

~~Personal Web sites are not University publications. Any unofficial University site must indicate that it is unofficial by publishing the approved disclaimer for unofficial Web sites. The disclaimer may be obtained from the Director of Web Communications.~~

Student Organization WWW Pages

Recognized student organizations may create Web pages and may install them on an EMU server. The Director of McKenny Union and Campus Life (or their designee) must verify that the student

~~organization is active and officially recognized by the University before a link can be created from an official page to the student organization's home page. The Office of Campus Life is responsible for providing an approved list of student organizations.~~

~~The contents of student organization Web sites must comply with the General Rules on Information Content stated in this policy.~~

~~Student organization Web sites are not University publications and must publish the official Web site disclaimer on their home pages.~~

Advertising, Merchandising and Commercial Activity

Except for approved University-related items, sale of goods and services is prohibited on any EMU website. Non-EMU advertising, merchandising and commercial activities are prohibited in the emich.edu domain.

RESPONSIBILITY FOR IMPLEMENTATION

The ~~Vice President for Communications or his/her designee Executive Director of University Marketing and Communications and the Executive Director of Information and Communication Technology is~~ jointly responsible for ~~administration and the implementation and administration of~~ this policy. They shall resolve issues of interpretation and enforcement of this policy jointly with an appropriate administrative official, a Dean in the case of an academic unit or a Director in the case of an administrative unit.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, students, divisions, colleges, departments, University entities, and any persons or external vendors working on University projects. ~~users of Web resources and facilities at EMU and its related foundations and organizations.~~

~~All users of Web facilities at EMU consent to all of the provisions of this policy and agree to comply with all of its terms and conditions and with all applicable local, state and federal laws and regulations.~~

~~Any user, whose actions violate this policy, or any other University policy or regulation, may be subject to limitations or elimination of Web privileges as well as other disciplinary actions.~~

~~The University reserves the right to remove from its servers Web sites that do not comply with University guidelines or the EMU Web Standards Guide.~~

4.7 Websites

UNIVERSITY POLICY STATEMENT

It is the policy of the University to ensure that official information published on its website accurately represents Eastern Michigan University and its mission.

The Eastern Michigan University website, and its collection of division, college, department, program, and University web pages, are highly visible communications and marketing tools with a primary purposes of:

- Attracting prospective students;
- Providing accurate and timely information; and
- Enhancing the image of the University.

As such, all EMU websites must present professional and relevant content in a consistent design meeting Eastern's brand objectives and guidelines.

UNIVERSITY PRACTICE

Official Websites

Official University websites are defined as those created by the Division of Communications using the approved content management system software and hosted on the University server (emich.edu). In some instances, official websites may be hosted on other servers, but in those cases the project must be approved, and managed or co-managed by the Division of Communications.

Unofficial Websites

Unofficial websites include those created by individual employees, faculty and students to represent individuals, groups or organizations connected to the university, but do not represent official University information. These sites are not hosted on the University server. All unofficial sites must contain this disclaimer: "The views, opinions and conclusions expressed on this website are those of the author or organization and are not those of Eastern Michigan University or its Board of Regents."

Student Organization Websites

All student organizations should use the University's OrgSync portal to build and maintain their organization websites.

Website Content and Design

In general, University policies and regulations that apply to the content of publications and communications apply to the content contained on University websites.

All information on EMU official websites must:

- Comply with all applicable laws, including those governing copyrights, intellectual property, libel and privacy.
- Not violate any policy, rule or regulation of the University.
- Not be used for non-EMU commercial activities.
Comply with Americans with Disabilities Act standards and those governing Web Accessibility.

The Division of Communications has developed templates adhering to EMU brand guidelines and best practices in web development.

Eastern Michigan University is committed to providing equal access to information delivered through its website. Under the guidance of the Web Accessibility Coordinator, the University strives to comply with Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

It is the responsibility of the designated website page editors in academic and administrative units to ensure that all content that they place on University is accurate, and that recommendations found in the EMU Website Development Process and Guidelines document are followed.

Academic Program Information

All divisions, colleges, departments, and University entities must link to the official EMU Catalog for course descriptions and degree requirements. Website page editors should not link to course description PDFs or any information source other than the EMU Catalog.

Individual Course Content

All academic course content must reside on Canvas, or on course content software that has been approved by the Division of Information Technology.

Advertising, Merchandising and Commercial Activity

Except for approved University-related items, sale of goods and services is prohibited on any EMU website. Non-EMU advertising, merchandising and commercial activities are prohibited in the emich.edu domain.

RESPONSIBILITY FOR IMPLEMENTATION

The Vice President for Communications or his/her designee is responsible for administration and implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all University employees, students, divisions, colleges, departments, University entities, and any persons or external vendors working on University projects.



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.6

Issue: Undergraduate Academic Standing

Effective Date: 10-18-1978

Revision Date: 4-16-2013

ACADEMIC PROBATION AND DISMISSAL

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

Students on probation will be placed on an Academic Plan which specifies academic achievement requirements for continuation of study at EMU.

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

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

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

A student on academic probation ~~who earns less than the required grade point average and completion rate~~ in any enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.

This policy is academic in nature and is not intended to have any application to the eligibility of any student to participate in any Eastern Michigan University extracurricular activity (e.g., marching band, varsity athletics, forensics team, etc.). All Eastern Michigan University extracurricular activities shall be free to define and implement their own standards for participation, independent of the policy.

READMISSION-REINSTATEMENT

A student who is ~~academically~~ dismissed for academic reasons will normally not be eligible for reinstatement for one calendar year following the dismissal. ~~Readmission-Reinstatement~~ is not automatic; an application for reinstatement must be submitted to the University Registrar along with supporting documentation. The student applying for ~~readmission~~ reinstatement will be required to support his or her eligibility for ~~readmission-reinstatement~~ through:

1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University ~~and~~.
2. Earning a minimum grade point average of 2.00 ("C" average) ~~if in~~ courses are taken at other accredited collegiate institutions.

A student who is ~~readmitted-reinstated~~ and is dismissed a second time ~~normally~~ will not typically be ~~readmitted-reinstated~~ again except upon demonstration of extraordinary circumstances.

Authority for Creation or Revision:

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



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.1.6

Issue: Undergraduate Academic Standing

Effective Date: 10-18-1978

Revision Date: 4-16-2013

ACADEMIC PROBATION AND DISMISSAL

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

Students on probation will be placed on an Academic Plan which specifies academic achievement requirements for continuation of study at EMU.

A student will be removed from academic probation only when his/her cumulative grade point average at EMU is at least 2.00 (a "C" average). Students on academic probation who fail to meet the terms of their Academic Plan in each term of enrollment at EMU while on probation will be subject to dismissal for academic reasons.

Exceptions to the above policies may be made under the following condition: A student on academic probation in any enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.

This policy is academic in nature and is not intended to have any application to the eligibility of any student to participate in any Eastern Michigan University extracurricular activity (e.g., marching band, varsity athletics, forensics team, etc.). All Eastern Michigan University extracurricular activities shall be free to define and implement their own standards for participation, independent of the policy.

REINSTATEMENT

A student who is dismissed for academic reasons will normally not be eligible for reinstatement for one calendar year following the dismissal. Reinstatement is not automatic; an application for reinstatement must be submitted to the University Registrar along with supporting documentation. The student applying for reinstatement will be required to support his or her eligibility for reinstatement through:

1. Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University and
2. Earning a minimum grade point average of 2.00 ("C" average) in courses taken at other accredited collegiate institutions.

A student who is reinstated and is dismissed a second time will not typically be reinstated again except upon demonstration of extraordinary circumstances.

Authority for Creation or Revision:

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

8.4.1 Student Organization Recognition

Effective Date: 4-19-72

Revision Date: ~~12-2-03~~ 10/25/2018

University Policy Statement

A student organization consists of a number of students who have complied with University requirements for registration and/or recognition of a group. Student organizations must be recognized each year by the University in order to use University facilities, services and resources and to participate in Student Government during the year. Student organizations are not considered a part of the University for tax exemption purposes or for other purposes.

University Practice

University administrative procedures are established which govern the application, review, and bestowal, and dissolution of student organization recognition status, ~~as well as to~~. These procedures also govern the collection, recording, maintenance, compilation, distribution and retention of student organization recognition data in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy. These policies/procedures are maintained and enforced by the Office of Campus Life.

Each student organization seeking recognition must abide by the following general standards for recognition:

1. ~~Recognition may be granted by the Vice President for Student Affairs or his/her designee.~~ Student organization files and recognition records are maintained and administered by the Office of Campus Life.
2. Any organization shall be considered for official University recognition if the ~~organization's objectives are compatible with the objectives of the University and if the organization completes all~~ required information requirements for recognition.
3. Membership in an Eastern Michigan University organization must be open to any Eastern Michigan University student regardless of race, color, religion, sex, physical disability or sexual orientation. Exceptions to this policy include religious qualifications, which may be required by organizations whose aims are primarily sectarian and social fraternities and sororities that are permitted by federal and state law to discriminate on the basis of sex.
4. The organization's name cannot begin with "EMU" or "Eastern Michigan University" or any other ~~derivative~~ derivation of the University's name. The organizations may use the University's name following the name of the organization.
5. An organization cannot be organized for the purpose of furthering the private financial gain of an individual or a select group of individuals.

6. Student organizations are not allowed to use any derivation of the University name related to external banking relationships.
7. ~~An organization must have a minimum of five members to be recognized and considered "active."~~
8. In order to be eligible for funding recognition, no less than 75 percent of the organization's membership must be comprised of EMU enrolled students.
9. Each organization must have a student organization advisor who is an Eastern Michigan University faculty or staff member or is an enrolled EMU graduate student.
10. All organizations recognized by the University agree to abide by all applicable University policies and procedures.
11. All organizations recognized by the University agree to abide by the University Code of Community Responsibility Student Conduct Code provisions applicable to Student Organizations.

A student organization's recognition may be terminated by:

1. Written request of the student organization's executive officers.
2. Failure to meet its financial obligations to the University, as per any appropriate University policy governing financial debts.
3. Failure to meet the requirements for recognition as determined by the Office of Campus Life.
4. Decision of the ~~Vice President for~~ Associate Vice President for Student Affairs or their designee.

Responsibility for Implementation

The ~~Vice President for~~ Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The ~~Director of Student Judicial Services Office of Wellness & Community Responsibility~~ is responsible for administering the Code of Community Responsibility Student Conduct Code as it applies to a violation of this policy.

Scope of Policy Coverage

This policy applies to all student organizations at Eastern Michigan University.

8.4.1 Student Organization Recognition

Effective Date: 4-19-72

Revision Date: 10/25/2018

University Policy Statement

A student organization consists of a number of students who have complied with University requirements for registration and/or recognition of a group. Student organizations must be recognized each year by the University in order to use University facilities, services and resources and to participate in Student Government during the year. Student organizations are not considered a part of the University for tax exemption purposes or for other purposes.

University Practice

University administrative procedures are established which govern the application, review, bestowal, and dissolution of student organization recognition status. These procedures also govern the collection, recording, maintenance, compilation, distribution and retention of student organization recognition data in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy. These procedures are maintained and enforced by the Office of Campus Life.

Each student organization seeking recognition must abide by the following general standards for recognition:

1. Student organization files and recognition records are maintained and administered by the Office of Campus Life.
2. Any organization shall be considered for official University recognition if the organization completes all requirements for recognition.
3. Membership in an Eastern Michigan University organization must be open to any Eastern Michigan University student regardless of race, color, religion, sex, physical disability or sexual orientation. Exceptions to this policy include religious qualifications, which may be required by organizations whose aims are primarily sectarian and social fraternities and sororities that are permitted by federal and state law to discriminate on the basis of sex.
4. The organization's name cannot begin with "EMU" or "Eastern Michigan University" or any other derivation of the University's name. The organizations may use the University's name following the name of the organization.
5. An organization cannot be organized for the purpose of furthering the private financial gain of an individual or a select group of individuals.
6. Student organizations are not allowed to use any derivation of the University name related to external banking relationships.
7. In order to be eligible for recognition, no less than 75 percent of the organization's membership must be comprised of EMU enrolled students.

8. Each organization must have a student organization advisor who is an Eastern Michigan University faculty or staff member or is an enrolled EMU graduate student.
9. All organizations recognized by the University agree to abide by all applicable University policies and procedures.
10. All organizations recognized by the University agree to abide by the University Code of Community Responsibility .

A student organization's recognition may be terminated by:

1. Written request of the student organization's executive officers.
2. Failure to meet its financial obligations to the University, as per any appropriate University policy governing financial debts.
3. Failure to meet the requirements for recognition as determined by the Office of Campus Life.
4. Decision of the Associate Vice President for Student Affairs or their designee.

Responsibility for Implementation

The Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Office of Wellness & Community Responsibility is responsible for administering the Code of Community Responsibility as it applies to a violation of this policy.

Scope of Policy Coverage

This policy applies to all student organizations at Eastern Michigan University.



Policies, Rules and Regulations

Chapter Name:	Student Programs And Requirements
Chapter No.	8.4.3
Issue:	Free Speech and Speaker Policy
Effective Date:	4-19-72
Revision Date:	10-20-17 10/25/2018

University Policy Statement

Free speech is essential to Eastern Michigan University's educational mission. The University will enable faculty, staff, student organizations and other groups to host a variety of events on campus in the spirit of the free exchange of ideas and thereby to supplement and enrich students' educational experience. Views expressed should be stated openly in order to allow for critical evaluation.

Toward that end, the University makes certain event facilities and spaces available to faculty, staff, and student organizations and to other non-University users.

The goal is for all University events to be orderly and peaceful so as many persons as possible can participate in and benefit from an open exchange of ideas. Because events can sometimes raise security concerns, the University will strive to ensure safety while protecting the First Amendment rights of those who wish to participate in on campus events.

Accordingly, the University will promulgate reasonable rules and regulations surrounding the use of its campus facilities with the dual goals of protecting the First Amendment Rights of members of its community and ensuring that the safety and security of persons on and around campus is paramount.

University Practice

The University policies and procedures governing Free Speech and Expression on Campus can be located on the On Campus Events and Resource Page (</campuslife/resources/demonstrations.php>).

Responsibility for Implementation

The Provost and Executive Vice President for Academic and Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Office of Wellness and Community Responsibility ~~Director the Office of Student Conduct and Community Standards~~ is responsible for administering the Code of Community Responsibility ~~Student Conduct Code~~ as it applies to a violation of this policy.

The Departments of Public Safety and Office of Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

Scope of Policy Coverage

This policy applies to all members of the Eastern Michigan University community.

Authority for Creation and Revision:

Minutes of the Board of Regents, April 19, 1972; para. .1097M.
 Minutes of the Board of Regents, December 2, 2003; para. .6194M.
 Minutes of the Board of Regents, October 20, 2017



Policies, Rules and Regulations

Chapter Name:	Student Programs And Requirements
Chapter No.	8.4.3
Issue:	Free Speech and Speaker Policy
Effective Date:	4-19-72
Revision Date:	10/25/2018

University Policy Statement

Free speech is essential to Eastern Michigan University's educational mission. The University will enable faculty, staff, student organizations and other groups to host a variety of events on campus in the spirit of the free exchange of ideas and thereby to supplement and enrich students' educational experience. Views expressed should be stated openly in order to allow for critical evaluation.

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The goal is for all University events to be orderly and peaceful so as many persons as possible can participate in and benefit from an open exchange of ideas. Because events can sometimes raise security concerns, the University will strive to ensure safety while protecting the First Amendment rights of those who wish to participate in on campus events.

Accordingly, the University will promulgate reasonable rules and regulations surrounding the use of its campus facilities with the dual goals of protecting the First Amendment Rights of members of its community and ensuring that the safety and security of persons on and around campus is paramount.

University Practice

The University policies and procedures governing Free Speech and Expression on Campus can be located on the [On Campus Events and Resource Page \(/campuslife/resources/demonstrations.php\)](/campuslife/resources/demonstrations.php).

Responsibility for Implementation

The Provost and Executive Vice President for Academic and Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Office of Wellness and Community Responsibility is responsible for administering the Code of Community Responsibility as it applies to a violation of this policy.

The Departments of Public Safety and Office of Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

Scope of Policy Coverage

This policy applies to all members of the Eastern Michigan University community.

Authority for Creation and Revision:

Minutes of the Board of Regents, April 19, 1972; para. .1097M.
 Minutes of the Board of Regents, December 2, 2003; para. .6194M.
 Minutes of the Board of Regents, October 20, 2017

8.4.4 Student Organization Fundraising, Sales and Solicitation

Effective Date: 4-19-72

Revision Date: ~~12-2-03~~ 10/25/2018

University Policy Statement

The University ~~recognizes the need for and~~ may grant permission to recognized student organizations to conduct fundraising activities for their organizations ~~which have been determined to be~~ if it determines the activities to be acceptable and legal if the fundraising activities fall within all appropriate guidelines contained within this policy.

The use of University facilities for sales or solicitations for private gain is prohibited. Canvassing or solicitation of funds, sales, or subscriptions is prohibited on the University campus, in University buildings, and in residence halls, unless prior written permission is granted by the Associate Vice President for Student Affairs or his/her/their designee.

Funds raised by approved agencies and organizations within the general campus community and the campus proper must benefit the University as a whole and support an educational or public service function.

A violation of this policy by a recognized student organization may result in termination of its recognition status by decision of the President of the University, upon recommendation of the Associate Vice President for Student Affairs or their designee.

University Practice

University procedures ~~are~~ shall be established which govern the registration of student organization fundraising and sales plans, as well as the authorization of licensed University marks, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.

Responsibility for Implementation

The Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The ~~Director of Office of Wellness and Community Responsibility Student Judicial Services~~ is responsible for administering the Code of Community Responsibility Student Conduct Code as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

Scope of Policy Coverage

This policy applies to all student organizations at Eastern Michigan University.

8.4.4 Student Organization Fundraising, Sales and Solicitation

Effective Date: 4-19-72

Revision Date: 10/25/2018

University Policy Statement

The University may grant permission to recognized student organizations to conduct fundraising activities for their organizations if it determines the activities to be acceptable and legal if the fundraising activities fall within all appropriate guidelines contained within this policy.

The use of University facilities for sales or solicitations for private gain is prohibited. Canvassing or solicitation of funds, sales, or subscriptions is prohibited on the University campus, in University buildings, and in residence halls, unless prior written permission is granted by the Associate Vice President for Student Affairs or their designee.

Funds raised by approved agencies and organizations within the general campus community and the campus proper must benefit the University as a whole and support an educational or public service function.

A violation of this policy by a recognized student organization may result in termination of its recognition status by decision of the President of the University, upon recommendation of the Associate Vice President for Student Affairs or their designee.

University Practice

University procedures shall be established which govern the registration of student organization fundraising and sales plans, as well as the authorization of licensed University marks, in accordance with this policy. University procedures are also established which govern the sanctions for violation of this policy.

Responsibility for Implementation

The Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Office of Wellness and Community Responsibility is responsible for administering the Code of Community Responsibility as it applies to a violation of this policy. The Departments of Public Safety and Legal Affairs are responsible for helping to ensure compliance with local, state and federal laws.

Scope of Policy Coverage

This policy applies to all student organizations at Eastern Michigan University.

8.4.5 Space Reservation

Effective Date: 4-19-72

Revision Date: 10/25/2018

General

All on-campus office space allocations for recognized student organizations are handled through the Office of Campus Life. ~~The application forms are secured from the Office of Campus Life and must be signed by the dean of students or his or her designee. This staff signature is to verify that the group is a recognized student organization and entitled to available space without charge, except for any maintenance duties or other services required.~~

Organizations who apply and are granted university office space are responsible for the reasonable upkeep of said space and may be held accountable for any damages occurring to the space, furnishings, or equipment provided.

Off-Campus Facilities

Negotiations for off-campus facilities and all arrangements with renters are the responsibility of the organization. ~~A listing of facilities used in the past is on file at the Office of Campus Life with comments. These are not necessarily approved or endorsed.~~

8.4.5 Space Reservation

Effective Date: 4-19-72

Revision Date: 10/25/2018

General

All on-campus office space allocations for recognized student organizations are handled through the Office of Campus Life.

Organizations who apply and are granted university office space are responsible for the reasonable upkeep of said space and may be held accountable for any damages occurring to the space, furnishings, or equipment provided.

Off-Campus Facilities

Negotiations for off-campus facilities and all arrangements with renters are the responsibility of the organization.

8.4.6 Student Organization Off-Campus Excursion Policy

Effective Date: 4-19-72

Revision Date: ~~4-17-06~~ 10/25/2018

University Policy Statement

It is the policy of Eastern Michigan University to allow representatives of recognized student organizations and student government groups to engage in off-campus travel. Travel is permitted in order to fulfill the purpose of the organization or in service ~~on behalf~~ of the university. When traveling off-campus a student organization and/or its respective members must comply with Eastern Michigan University's Student Code of Conduct, all other university policies, and federal, state, and local laws.

Recognized student organizations traveling off-campus on behalf of their own organization, and not on behalf of the university and/or not for university-sanctioned events, shall not be considered to be traveling under the auspices of, or with the approval or authorization of, the university. Student organizations traveling on student organization business are not considered to be part of the university and shall not be extended liability, automotive or any other type of insurance coverage. It is the sole responsibility of any student organization traveling off-campus to provide liability insurance and other appropriate insurance coverage for its activities.

University Practice

University procedures ~~are shall be~~ established ~~which to~~ govern the request for permission to travel, request for student organization travel funding, and waiver of liability, in accordance with this policy. These procedures are administered through Student Affairs and Campus Life. Procedures are also established to request insurance coverage for university-sanctioned student organization travel only, in accordance with this policy. These procedures are administered through The Offices of Legal Affairs and Risk Management. University procedures ~~are shall~~ also ~~be~~ established ~~which governing the~~ sanctions for violation of this policy.

The following guidelines also apply to this policy:

- ~~1. Recognized student organizations traveling off-campus strictly in the conduct of university or university-sanctioned events consistent with the university's mission, policies and state and local laws, must request permission to travel from McKenny Union and Campus Life at least 10 (ten) working days in advance of the travel date. Documents verifying the travel itinerary, purpose of the trip and method of travel must be included with the Travel Authorization Form.~~
- ~~2. Any student organization intending to travel off-campus must complete and sign a waiver of responsibility form for each person participating in the trip. These forms must be submitted to McKenny Union and Campus Life prior to departure.~~

3. ~~No student organization or student government travel will be authorized or supported with university monies (including student organization accounts) without prior approval from the appropriate university officials. Unapproved travel will not be eligible for reimbursement from a university account.~~
4. ~~Trip supervisors may prohibit the participation of individuals showing signs of intoxication or other inappropriate behavior from any or all activities over the duration of the trip.~~

Responsibility for Implementation

The Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of ~~McKenny Union and~~ Campus Life is responsible for the daily administration of the policy. The Director Office of Student Judicial Services Wellness and Community Responsibility is responsible for administering the Code of Community Responsibility Student Conduct Code as it applies to a violation of this policy. The Departments of Legal Affairs and Risk Management are responsible for helping to ensure compliance with ~~university policies and~~ local, state and federal laws.

8.4.6 Student Organization Off-Campus Excursion Policy

Effective Date: 4-19-72

Revision Date: 10/25/2018

University Policy Statement

It is the policy of Eastern Michigan University to allow representatives of recognized student organizations and student government groups to engage in off-campus travel. Travel is permitted in order to fulfill the purpose of the organization or in service of the university. When traveling off-campus a student organization and/or its respective members must comply with Eastern Michigan University's Student Code of Conduct, all other university policies, and federal, state, and local laws.

Recognized student organizations traveling off-campus on behalf of their own organization, and not on behalf of the university and/or not for university-sanctioned events, shall not be considered to be traveling under the auspices of, or with the approval or authorization of, the university. Student organizations traveling on student organization business are not considered to be part of the university and shall not be extended liability, automotive or any other type of insurance coverage. It is the sole responsibility of any student organization traveling off-campus to provide liability insurance and other appropriate insurance coverage for its activities.

University Practice

University procedures shall be established to govern the request for permission to travel, request for student organization travel funding, and waiver of liability, in accordance with this policy. These procedures are administered through Student Affairs and Campus Life. Procedures are also established to request insurance coverage for university-sanctioned student organization travel only, in accordance with this policy. These procedures are administered through The Offices of Legal Affairs and Risk Management. University procedures shall also be established governing sanctions for violation of this policy.

Responsibility for Implementation

The Associate Vice President for Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. The Director of Campus Life is responsible for the daily administration of the policy. The Office of Wellness and Community Responsibility is responsible for administering the Code of Community Responsibility as it applies to a violation of this policy. The Departments of Legal Affairs and Risk Management are responsible for helping to ensure compliance with local, state and federal laws.



Policies, Rules and Regulations

Chapter Name:	Student Programs And Requirements
Chapter No.	8.7
Issue:	Student Medical Withdrawal Policy
Effective Date:	1-10-66
Revision Date:	6-16-15 10/25/2018

University Policy Statement

Eastern Michigan University strives to maintain a community that is safe for all of its members.

When a student's conduct may jeopardize the health, safety or welfare of the community or one of its members, such conduct will typically be addressed through the ~~Code of Community Responsibility-Student Conduct Code~~. There are times, however, when such conduct may be, in whole or in part, the result of a documented medical condition, and/or the behavior is not appropriately addressed through the ~~Code of Community Responsibility-Student Conduct Code~~. In those cases, this Policy may present an alternative to proceeding solely under the ~~Code of Community Responsibility-Student Conduct Code~~. Every student's situation will be reviewed and assessed individually to determine if it is appropriate to apply this Policy.

Section I: Scope of Policy

The Policy will cover behaviors described in Section II that occur on University premises and/or at University-sponsored activities. The Policy may also address off-campus behavior if the University determines that the behavior impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this Policy a student is defined as any of the following:

- Any person enrolled for courses through or at EMU, ~~both-either~~ full-time ~~and-or~~ part-time, and those who attend educational institutions other than EMU but who reside in EMU residences.
- Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University.
- Any person who has been accepted into EMU but has not yet enrolled.

Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be medically withdrawn from the University and/or University residences, either temporarily or permanently, if it is determined that the student:

- Demonstrates behavior that is unreasonably disruptive to the normal education process and orderly operation of the University, and requires an excessive amount of University resources, and/or
- Demonstrates significant and ongoing inability to satisfy basic personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that harm may occur, and/or
- Commits a violation of the University's ~~Code of Community Responsibility-Student Conduct Code~~ and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or did not understand the nature or wrongfulness of the conduct at the time of the offense.

Section III: Premises Underlying This Policy

The Involuntary Medical Review process will include consideration of the following information:

- The objective and observable behaviors exhibited by the student;
- Current medical information; and
- The student's educational record.

An involuntary medical withdrawal:

- Is not a substitute for appropriate disciplinary action under the Code of Community Responsibility. ~~Student-Conduct-Code~~. The University reserves the right, in all cases, to address conduct under the Code of Community Responsibility. ~~Student-Conduct-Code~~.
- Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in Section II.

Should only be initiated when:

- Reasonable attempts to secure cooperation for a voluntary withdrawal have been exhausted or
- The student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in University residence.

Section IV: Procedures Under this Policy

Commencement of the Process

This process may be initiated when:

- Any member of the University community reasonably believes that a student may meet one of the involuntary medical withdrawal standards in Section II and reports his/her concerns about the student, or
- The student has committed a possible Code of Community Responsibility ~~conduct-code~~ violation and the ~~conduct~~ is such that it may meet one or more of the involuntary medical withdrawal standards in Section II.

Informal Review

The Chair of the Student Intervention Team (SIT) or his/her designee will review information as outlined in Section III and schedule a meeting with the student.

At the end of this informal review, the Chair may do one or more of the following:

- Determine that the student does not meet the standard for involuntary medical withdrawal and terminate this process. If warranted, the student's conduct will be handled by the Office of Wellness and Community Responsibility ~~Student-Conduct and Community Standards~~ under the regular disciplinary process.
- Require the student to undergo an evaluation by a fully-licensed psychologist or psychiatrist designated by the University. The cost of the evaluation will be borne by the University. If the student refuses to undergo an evaluation or to provide any release of requested information for the review and/or evaluation, the Involuntary Medical Withdrawal process will continue without the benefit of the medical evaluation.
- Allow a student who meets the conditions for an involuntary medical withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Student Intervention Team will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).
- Refer the student to the Involuntary Withdrawal Review Team (IWRT) to proceed with the hearing process. Referral to the Involuntary Withdrawal Review Team (IWRT)

The role of the team is to determine whether the student should be involuntarily withdrawn from the University and/or University residences or whether the student can remain in school and/or continue to live in University residence under specified conditions.

- The Involuntary Withdrawal Review Team will include: The Chair of the Student Intervention Team.
- Two additional members of the Student Intervention Team (excluding General Counsel).
- The SIT Chair will arrange for the team to meet with the student and will notify the student by email of his/her referral to a hearing and inform the student of the time, date and location of the hearing. Notice of the hearing will be considered adequate if it is delivered to the student at least three business days in advance of the meeting time.

Involuntary Withdrawal Review Team Hearing

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

- The student may be present throughout the entire hearing, unless the student is not able to participate effectively.
- The hearing will be conducted even if the student does not attend.
- The student may bring one support person to the hearing. The student will be expected to speak on his/her own behalf.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student at least 2 business days before the scheduled hearing.
- The hearing will follow a discussion format whenever possible. Formal rules of evidence will not apply. The Chair may exclude information that is not relevant or is cumulative.
- The student has the right to question all witnesses and comment on all documents presented.
- The hearing will be closed to the public, and information will be considered confidential to the extent permitted by law.
- The hearing will be recorded by the University.

Disposition of the Case

Upon completion of the hearing, the IWRT will submit its written findings to the Associate Vice President of Student Affairs or his/her designee within 3 business days. This document will include the recommendation of the IWRT, and the reason(s) for the recommendation.

- A recommendation of involuntary medical withdrawal will include the conditions the student must meet to be considered for reenrollment and the length of time that must pass before the student can apply for reenrollment. A recommendation of no involuntary medical withdrawal may still include conditions that the student must meet in order to remain enrolled in school and/or University residences.
- A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment which may include, but are not limited to:
 - Continued counseling or therapy
 - Continued medication
 - Restrictions from on-campus residences or Academic reintegration plan.
- The Associate Vice President of Student Affairs or his/her designee will make a determination within 3 business days after receiving the IWRT recommendation(s).
- The Associate Vice President of Student Affairs or his/her designee will inform the student of the decision and the right to appeal in writing within 3 business days.
- The student will have 3 business days to notify the Associate Vice President of Student Affairs or his/her designee of their choice to either accept or appeal the decision in whole or in part. The decision will go into effect if the student fails to respond within 3 business days.

Reenrollment Process

- Reenrollment requests must be submitted in writing to the Office of the Associate Vice President of Student Affairs 30 days prior to the desired date of return or as indicated in the decision letter.
- Reenrollment requests must include documentation of adherence to all required conditions for reenrollment as indicated in the decision letter.
- Reenrollment is not guaranteed. The Associate Vice President of Student Affairs or his/her designee will make a decision on the request which may include further conditions for reenrollment.
- The student will receive written notification within 5 business days after meeting with the student.

Appeal Process

The student may appeal any of the actions taken under this policy, provided a written appeal is received by the Office of the Provost within 5 business days from the date of the decision.

The following are the only grounds for appeal:

- There were procedural errors in the hearing or disposition of the case serious enough to affect the outcome.

- There is new information not available at the time of the hearing which would have materially affected the outcome.
- The decision of the IWRT was not supported by the information presented at the hearing.

Possible outcomes of the appeal are:

- Remand to the IWRT for further review.
- Modification of the decision.

The Provost and Executive Vice President of Academic and Student Affairs or his/her designee will issue a written decision within 5 business days. This decision will be final.

The official case file will be retained by the Associate Vice President of Student Affairs' Office for a period of 7 years from a final determination date.

Section V: Emergency Interim Suspension

- An emergency interim suspension may be implemented immediately by the Associate Vice President for Student Affairs or his/her designee upon recommendation of IWRT, if the student's behavior poses an imminent threat to the health, safety or welfare of the community or one of its members, such that the timelines contained in Section IV: Procedures Under this Policy cannot be adhered to.
- A student will be notified of the emergency interim suspension either orally or in writing.
- Emergency interim suspension takes effect immediately.
- A student suspended on an emergency interim basis will be given the opportunity to meet with the Associate Vice President of Student Affairs or his/her designee within 2 business days from the effective date of the emergency interim withdrawal to appeal the decision.
- Whether the emergency interim suspension is upheld or cancelled, the Associate Vice President of Student Affairs or his/her designee will direct the IWRT to proceed with the Involuntary Medical Withdrawal Process as outlined in this policy.

Authority for Creation and Revision:

Minutes of the Board of Regents, January 10, 1966
 Minutes of the Board of Regents, December 5, 1979; para. .2165M.
 Minutes of the Board of Regents, June 17, 2003; para. .6133M.
 Minutes of the Board of Regents, December 15, 2011
 Minutes of the Board of Regents, June 16, 2015



Policies, Rules and Regulations

Chapter Name:	Student Programs And Requirements
Chapter No.	8.7
Issue:	Student Medical Withdrawal Policy
Effective Date:	1-10-66
Revision Date:	10/25/2018

University Policy Statement

Eastern Michigan University strives to maintain a community that is safe for all of its members.

When a student's conduct may jeopardize the health, safety or welfare of the community or one of its members, such conduct will typically be addressed through the Code of Community Responsibility.. There are times, however, when such conduct may be, in whole or in part, the result of a documented medical condition, and/or the behavior is not appropriately addressed through the Code of Community Responsibility.. In those cases, this Policy may present an alternative to proceeding solely under the Code of Community Responsibility.. Every student's situation will be reviewed and assessed individually to determine if it is appropriate to apply this Policy.

Section I: Scope of Policy

The Policy will cover behaviors described in Section II that occur on University premises and/or at University-sponsored activities. The Policy may also address off-campus behavior if the University determines that the behavior impairs, obstructs, interferes with or adversely affects the mission, processes or functions of the University.

For purposes of this Policy a student is defined as any of the following:

- Any person enrolled for courses through or at EMU, either full-time or part-time, and those who attend educational institutions other than EMU but who reside in EMU residences.
- Any person who is not officially enrolled for a particular term but whose EMU record indicates a continuing relationship with the University.
- Any person who has been accepted into EMU but has not yet enrolled.

Section II: Standards for Withdrawal

In accordance with University policy, and applicable federal and state laws prohibiting discrimination based on disability, a student may be medically withdrawn from the University and/or University residences, either temporarily or permanently, if it is determined that the student:

- Demonstrates behavior that is unreasonably disruptive to the normal education process and orderly operation of the University, and requires an excessive amount of University resources, and/or
- Demonstrates significant and ongoing inability to satisfy basic personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that harm may occur, and/or
- Commits a violation of the University's Code of Community Responsibility and lacks the capacity to comprehend and participate in the University's disciplinary process, and/or did not understand the nature or wrongfulness of the conduct at the time of the offense.

Section III: Premises Underlying This Policy

The Involuntary Medical Review process will include consideration of the following information:

- The objective and observable behaviors exhibited by the student;
- Current medical information; and
- The student's educational record.

An involuntary medical withdrawal:

- Is not a substitute for appropriate disciplinary action under the Code of Community Responsibility. The University reserves the right, in all cases, to address conduct under the Code of Community Responsibility.
- Should not be used to dismiss socially or emotionally "eccentric" students who do not otherwise meet the standards for withdrawal specified in Section II.

Should only be initiated when:

- Reasonable attempts to secure cooperation for a voluntary withdrawal have been exhausted or
- The student refuses to agree to or doesn't adhere to reasonable conditions established for his/her continued presence on campus and/or in University residence.

Section IV: Procedures Under this Policy

Commencement of the Process

This process may be initiated when:

- Any member of the University community reasonably believes that a student may meet one of the involuntary medical withdrawal standards in Section II and reports his/her concerns about the student, or
- The student has committed a possible Code of Community Responsibility violation and the conduct is such that it may meet one or more of the involuntary medical withdrawal standards in Section II.

Informal Review

The Chair of the Student Intervention Team (SIT) or his/her designee will review information as outlined in Section III and schedule a meeting with the student.

At the end of this informal review, the Chair may do one or more of the following:

- Determine that the student does not meet the standard for involuntary medical withdrawal and terminate this process. If warranted, the student's conduct will be handled by the Office of Wellness and Community Responsibility under the regular disciplinary process.
- Require the student to undergo an evaluation by a fully-licensed psychologist or psychiatrist designated by the University. The cost of the evaluation will be borne by the University. If the student refuses to undergo an evaluation or to provide any release of requested information for the review and/or evaluation, the Involuntary Medical Withdrawal process will continue without the benefit of the medical evaluation.
- Allow a student who meets the conditions for an involuntary medical withdrawal to voluntarily withdraw from the University and waive the right to further procedures under this policy. If future reenrollment at the University is an option, the Student Intervention Team will provide the conditions necessary for consideration of reenrollment to the student in writing (see "Conditions for Reenrollment" section of this policy).
- Refer the student to the Involuntary Withdrawal Review Team (IWRT) to proceed with the hearing process. Referral to the Involuntary Withdrawal Review Team (IWRT)

The role of the team is to determine whether the student should be involuntarily withdrawn from the University and/or University residences or whether the student can remain in school and/or continue to live in University residence under specified conditions.

- The Involuntary Withdrawal Review Team will include: The Chair of the Student Intervention Team.
- Two additional members of the Student Intervention Team (excluding General Counsel).
- The SIT Chair will arrange for the team to meet with the student and will notify the student by email of his/her referral to a hearing and inform the student of the time, date and location of the hearing. Notice of the hearing will be considered adequate if it is delivered to the student at least three business days in advance of the meeting time.

Involuntary Withdrawal Review Team Hearing

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

- The student may be present throughout the entire hearing, unless the student is not able to participate effectively.
- The hearing will be conducted even if the student does not attend.
- The student may bring one support person to the hearing. The student will be expected to speak on his/her own behalf.
- The student will have the right to review all case information before the hearing with the exception of personal or confidential notes of University officials regarding the case. The information will be made available to the student at least 2 business days before the scheduled hearing.
- The hearing will follow a discussion format whenever possible. Formal rules of evidence will not apply. The Chair may exclude information that is not relevant or is cumulative.
- The student has the right to question all witnesses and comment on all documents presented.
- The hearing will be closed to the public, and information will be considered confidential to the extent permitted by law.
- The hearing will be recorded by the University.

Disposition of the Case

Upon completion of the hearing, the IWRT will submit its written findings to the Associate Vice President of Student Affairs or his/her designee within 3 business days. This document will include the recommendation of the IWRT, and the reason(s) for the recommendation.

- A recommendation of involuntary medical withdrawal will include the conditions the student must meet to be considered for reenrollment and the length of time that must pass before the student can apply for reenrollment. A recommendation of no involuntary medical withdrawal may still include conditions that the student must meet in order to remain enrolled in school and/or University residences.
- A student who voluntarily withdraws or is involuntarily withdrawn under this policy may be subject to conditions for reenrollment which may include, but are not limited to:
 - Continued counseling or therapy
 - Continued medication
 - Restrictions from on-campus residences or Academic reintegration plan.
- The Associate Vice President of Student Affairs or his/her designee will make a determination within 3 business days after receiving the IWRT recommendation(s).
- The Associate Vice President of Student Affairs or his/her designee will inform the student of the decision and the right to appeal in writing within 3 business days.
- The student will have 3 business days to notify the Associate Vice President of Student Affairs or his/her designee of their choice to either accept or appeal the decision in whole or in part. The decision will go into effect if the student fails to respond within 3 business days.

Reenrollment Process

- Reenrollment requests must be submitted in writing to the Office of the Associate Vice President of Student Affairs 30 days prior to the desired date of return or as indicated in the decision letter.
- Reenrollment requests must include documentation of adherence to all required conditions for reenrollment as indicated in the decision letter.
- Reenrollment is not guaranteed. The Associate Vice President of Student Affairs or his/her designee will make a decision on the request which may include further conditions for reenrollment.
- The student will receive written notification within 5 business days after meeting with the student.

Appeal Process

The student may appeal any of the actions taken under this policy, provided a written appeal is received by the Office of the Provost within 5 business days from the date of the decision.

The following are the only grounds for appeal:

- There were procedural errors in the hearing or disposition of the case serious enough to affect the outcome.

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Authority for Creation and Revision:

Minutes of the Board of Regents, January 10, 1966

Minutes of the Board of Regents, December 5, 1979; para. .2165M.

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

Minutes of the Board of Regents, December 15, 2011

Minutes of the Board of Regents, June 16, 2015



Policies, Rules and Regulations

Chapter Name: Public Safety Traffic And Parking
Chapter No. 9.4
Issue: Restrictions on Weapons/Dangerous Substances
Effective Date: ~~6-19-01~~ 10/25/2018

University Policy Statement

It is the policy of Eastern Michigan University that no person shall possess or use any firearm or other dangerous weapon, concealed or otherwise, on property owned, leased or controlled by the University or otherwise in the course of University business. Further, no person shall possess or use explosive materials, incendiary devices or other dangerous objects or substances on property owned, leased or controlled by the University or otherwise in the course of University business.

The above prohibitions shall not apply:

- To University employees who are authorized by the University to possess and/or use such weapons, devices or substances;
- To other non-University law enforcement officers or other non-University employees who are authorized by their employers to possess or use such weapons, devices or substances in the performance of their official duties;
- To a person who possesses or uses such weapons, devices or substances in connection with a regularly scheduled educational, recreational or training program authorized by the University;
- To a person who possesses or uses such weapons, devices or substances as part of a military or similar uniform or costume in connection with a public ceremony or parade or theatrical performance;
- When the University's Director of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.

Responsibility for Implementation

The University's President, Director of Public Safety and Office of Wellness and Community Responsibility ~~Director of Judicial Services~~ have overall responsibility for implementing and enforcing this policy.

Scope of Policy Coverage

This policy applies to all University employees, students and campus visitors. Violators may face disciplinary action, up to and including termination of employment and/or expulsion from campus.

Authority for Creation and Revision:

Minutes of the Board of Regents, June 19, 2001; para. .5827M.



Policies, Rules and Regulations

Chapter Name: Public Safety Traffic And Parking
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- To other non-University law enforcement officers or other non-University employees who are authorized by their employers to possess or use such weapons, devices or substances in the performance of their official duties;
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Authority for Creation and Revision:

Minutes of the Board of Regents, June 19, 2001; para. .5827M.

Policies, Rules and Regulations

Chapter Name: Auxiliary Operations

Chapter No. 14.2.3

Issue: University Apartments Eligibility

Effective Date: 5-17-72

Revision Date: ~~3-21-06~~ 8-21-2018

UNIVERSITY POLICY STATEMENT

University ~~Housing~~ apartments are available for ~~upperclass students, juniors, seniors, and graduate~~ Eastern Michigan University students who have completed their first year of undergraduate education. ~~For the purpose of housing, class status of students area~~ Students' eligibility pursuant to this policy is defined by ~~their~~ their years in college, not by the number of credit hours completed. ~~sophomore, junior, senior and graduate students and freshmen on an exception basis~~

~~In addition, students with spouses and/or dependents/children living with them are eligible for the university apartments. Students who are parents or legal guardians may have their dependents live with them.~~ Appropriate documentation may be required before an assignment is made. The student will be responsible for abiding by the ~~contract/~~ terms of the applicable housing agreement and will ~~in~~ be responsible for paying the rental costs of the ~~entire~~ apartment.

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

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

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

~~Residents and guests are responsible for complying with the current terms of the housing contract, Guide to Campus Living, other University policies, and federal, state, and local laws and regulations.~~

UNIVERSITY PRACTICE

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

~~In the instances in which a resident's continued presence in on-campus housing jeopardizes the health, safety, well-being, or poses a significant disruption to the on-campus housing community, the Director of HRL Housing and Residence Life or their designee reserves the right to remove the resident or guest from the halls or apartments on a temporary or permanent basis. The Director may also move the student to another location on a temporary or permanent basis.~~

RESPONSIBILITY FOR IMPLEMENTATION

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

SCOPE OF POLICY COVERAGE

~~This policy applies to all students living in University apartments or applying to do so, tenants leasing an apartment.~~

Authority for Creation or Revision:

Minutes of the Board of Regents, May 17, 1972, para. .1109M.

Minutes of the Board of Regents, December 2, 2003, para. .6194M.

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

Policies, Rules and Regulations

Chapter Name: Auxiliary Operations

Chapter No. 14.2.3

Issue: University Apartments Eligibility

Effective Date: 5-17-72

Revision Date: 8-21-2018

UNIVERSITY POLICY STATEMENT

University apartments are available for Eastern Michigan University students who have completed their first year of undergraduate education. a Students' eligibility pursuant to this policy is defined by their years in college, not by the number of credit hours completed.

In addition, students with spouses and/or dependents/children living with them are eligible for the university apartments. Appropriate documentation may be required before an assignment is made. The student will be responsible for abiding by the terms of the applicable housing agreement and will be responsible for paying the rental costs of the apartment.

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

Residents and guests are responsible for complying with the current terms of the housing contract, Guide to Campus Living, other University policies, and federal, state, and local laws and regulations.

UNIVERSITY PRACTICE

In the instances in which a resident's continued presence in on-campus housing jeopardizes the health, safety, well-being, or poses a significant disruption to the on-campus housing community, the Director of Housing and Residence Life or their designee reserves the right to remove the resident or guest from the halls or apartments on a temporary or permanent basis. The Director may also move the student to another location on a temporary or permanent basis.

RESPONSIBILITY FOR IMPLEMENTATION

The Housing and Residence Life staff is responsible for implementing this policy.

SCOPE OF POLICY COVERAGE

This policy applies to all students living in University apartments or applying to do so.

Authority for Creation or Revision:

Minutes of the Board of Regents, May 17, 1972, para. .1109M.

Minutes of the Board of Regents, December 2, 2003, para. .6194M.

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

14.8 Sales and Fundraising

Effective Date: 12-20-78

Revision Date: ~~6-15-04~~ 10/25/2018

University Policy Statement

Fundraising by approved agencies and student organizations may be permissible if the activity benefits the University as a whole and supports an educational or public service function or the function of the student organization. The use of University facilities for sales or solicitation for private gain is prohibited except at approved outlets as defined in the policy on Sale of Commercial Products.

University Practice

Fundraising for such projects as the establishment and growth of scholarship and loan funds, the development of University facilities and the expansion of research, teaching and service initiatives of the University must not be in conflict with University Advancement activities or procedures. In the case of student organizations such fundraising projects must have the prior written approval of the Associate Vice President for Student Affairs or ~~his/her~~their designee.

Responsibility for Implementation

The President of the University or his/her designee is responsible for implementation of this policy as it relates to all non-student groups and the Associate Vice President for Student Affairs is responsible for implementation of the policy in terms of student organizations.

Scope of Policy Coverage

This policy applies to all forms of fundraising by University agencies and student organizations except for fundraising under the auspices of University Advancement or for University-sponsored initiatives such as the annual United Way Campaign.

14.8 Sales and Fundraising

Effective Date: 12-20-78

Revision Date: 10/25/2018

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Fundraising by approved agencies and student organizations may be permissible if the activity benefits the University as a whole and supports an educational or public service function or the function of the student organization. The use of University facilities for sales or solicitation for private gain is prohibited except at approved outlets as defined in the policy on Sale of Commercial Products.

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Responsibility for Implementation

The President of the University or his/her designee is responsible for implementation of this policy as it relates to all non-student groups and the Associate Vice President for Student Affairs is responsible for implementation of the policy in terms of student organizations.

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