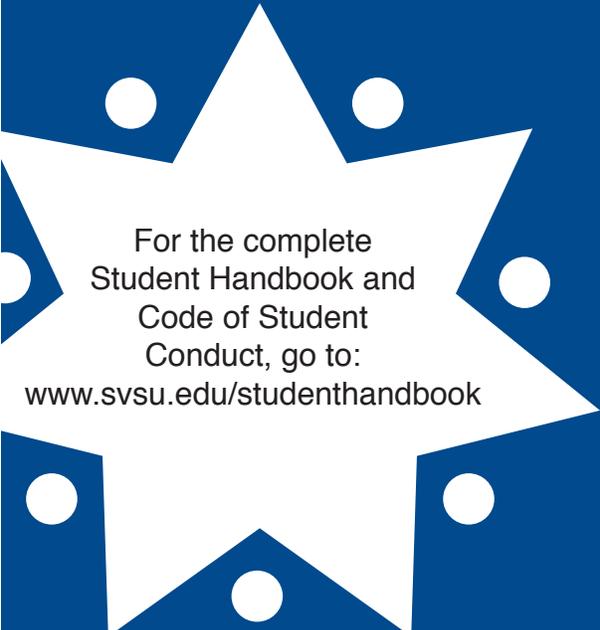


2011-2012
**Student
Handbook**
Code of Student Conduct



For the complete
Student Handbook and
Code of Student
Conduct, go to:

www.svsu.edu/studenthandbook

Welcome to Saginaw Valley State University!

As Dean of Students, I am proud to welcome all SVSU Cardinals to the 2011-2012 academic year! RED PRIDE at SVSU starts with our strong student-centered philosophy, which includes a student life rich with opportunities for involvement. I urge you to explore the choices, from registered student organizations, cultural, theatre, musical and artistic events, to fitness, intramurals, athletic, and academic and social programs. Engagement in your University provides the opportunity to grow personally, as well as develop leadership and social skills that will serve you well in your chosen career. The choices are yours, but choose wisely and find that balance between your studies and extra-curricular life at SVSU.

We have created this Student Handbook to inform you about the many services and programs that are available to you to achieve your educational goals, to grow and develop as an individual and to simply enjoy your university experience. It is also designed to inform you of your rights and responsibilities as a student.

The first half of the Handbook contains information about our campus services and resources. If you have a question or require assistance, you will be able to find the right office to resolve your concern. The second half of the Handbook contains various policies and procedures that affect you as a student. I encourage you to review them; they are important.

I hope your SVSU collegiate experience becomes everything you want it to be, and may every day be a **GREAT DAY TO BE A ... CARDINAL!**

Merry Jo Brandimore
Dean of Students/Vice President for Student Affairs

Table of Contents

Student Services and Resources

Academic Advisement Center.....	2
Athletics.....	2
Bookstore.....	2
Campus Dining Services.....	3
Campus Events Calendar.....	3
Campus Recreation & Intramural Sports.....	3
Career Services.....	3
Cashier's Office.....	4
Color Copying and Print Services.....	4
Counseling Services (See Student Counseling).....	
Dean of Students.....	4
Disability Services.....	4
Emergency Notification System.....	5
Faith-based Organizations.....	5
First Year Experience.....	5
Fitness Center.....	5
Health Services.....	5
Information Technology Services.....	6
International Programs.....	6
Library.....	6
Math and Physics Resource Center.....	7

Microcomputer Labs.....	7
Multicultural Student Services.....	7
Office of Adjunct Faculty Support.....	7
Postal Services.....	8
Public Transportation Information.....	8
Regional Education Resource Center.....	8
Regional Mathematics and Science Center.....	8
Registration/Schedule Changes.....	9
Residential Life.....	9
Scholarships and Financial Aid.....	9
Student Association.....	9
Student Counseling Center.....	9
Student Employment.....	10
Student Financial Services.....	10
Student Identification Cards.....	10
Student Life Center.....	10
Student Publications.....	10
Student Technology Center.....	11
University Conference & Events Center.....	11
University Housing Operations.....	12
University Ombudsman.....	12
University Police/Parking Services.....	12

University Web Page.....	13
Veteran/Military Students.....	13
Weather Policy.....	13
Writing Center.....	13

Policies and Procedures

Student Problem Resolution Procedures.....	14
Student Grade Grievance Procedure.....	15
Student Rights and Responsibilities.....	16
Student Technology Access Policy.....	20
Anti-Harassment/Discrimination Policy.....	20
Sexual Assault Awareness & Resources.....	21
Missing Persons Policy.....	22
Emergency Contact.....	22
Policy on Use of Alcohol and Other Drugs.....	22
Smoke-free Environment Policy.....	29
Policy on Student Self-destructive Behavior.....	30
Information for Students with Disabilities.....	30
Minimum Standard Sanctions.....	31
Code of Student Conduct.....	32

Student Services and Resources

The purpose of this handbook is to help point you in the right direction when you encounter situations that are puzzling or troublesome to you. It will familiarize you with student services and specific offices to call upon for answers to your questions. It also will acquaint you with university policies and the Code of Student Conduct. Student services are listed below. You are encouraged to visit these offices and talk with the staff if you have a concern.

The Academic Advisement Center **Wickes Hall 117 964-4286**

www.svsu.edu/aac

aacsvsu@svsu.edu

From orientation to first-year assistance programs and persisting toward graduation, the Academic Advisement Center works to help students achieve academic success. Advisement Center services include:

- Initial academic advising, course registration and placement testing for all new undergraduate students.
- General advising for undergraduate students, as well as advisement on academic policies and procedures and utilizing the on-line degree audit system in Cardinal Direct.
- Programming to assist first-year students in the successful transition to college, including Peer Advisors and specialized advising/registration programs.
- Coordination of the University Foundation Scholars program, College Success Courses, Course Placement Testing and Orientation programs.

Athletics

Ryder Center 964-7300

www.svsu.edu/athletics

SVSU continues to provide the University community with one of the finest athletics facilities in the Midwest. Among the newest renovations are new outdoor tennis courts and synthetic turf, lights and a new scoreboard in Wickes Memorial Stadium. The student identification card, "THE CARD" is required to enter the Ryder Center for classes as well as recreational use.

SVSU is affiliated with the NCAA Division II and sixteen of our seventeen varsity sports teams belong to the Great Lakes Intercollegiate Athletic Conference (GLIAC). The bowling team competes in the Michigan Intercollegiate Bowling Conference. SVSU women's teams are: basketball, cross-country, indoor/outdoor track and field, soccer, softball, tennis, and volleyball. Men's teams include: baseball, basketball, bowling, cross-country, football, golf, soccer, indoor/outdoor track and field. We also sponsor a competitive cheer team.

Bookstore

Curtiss Hall 964-4277

www.svsu.bkstore.com

bookstore@svsu.edu

The Bookstore sells new and used textbooks, trade books, art and class supplies, university apparel and gifts, general reading books and a limited supply of snacks and beverages. Textbook rental and digital course materials are available for select courses. Students can access course material requirements by clicking on the "Textbook & Materials" button at the bottom of the My Class Schedule with Cardinal Direct. Students may also bring a printout of their class schedule to the Bookstore. Store personnel will assist you in locating the correct books for your course requirements. Accepted forms of payment include cash, check, debit card, MasterCard, Visa, Discover and American Express. Students may pay for small purchases using their flex account, a component of the "THE Card" identification and transaction card program. Financial Aid recipients may be eligible to purchase books and supplies with any excess aid dollars available after paying for tuition, fees and housing charges. Student loan recipients may elect to participate in the book advance program. This program allows students to access up to \$500 of their loan funds beginning one week before the first day of classes using the "THE Card". A Pack and Hold service is available to provide convenient textbook ordering service to students.

Campus Dining Services

Curtiss 122 964-4252

www.campusdish.com/en-us/CSMW/SaginawValley

diningservices@svsu.edu

The residential restaurant in Doan Center (**Marketplace @ Doan**) provides freshly prepared food in an all-you-care-to-eat setting for residential and commuter students alike. Dining concepts include Breakfast, Grill, Traditional Entrée, Mongolian Grill, Stone-hearth oven, Pizza, Desserts, Bakery, Garden Market and Exhibition Cooking. Comfortable seating is distributed among the dining concepts creating a warm and inviting atmosphere. A stone hearth fireplace further enhances the ambiance of this residential focused facility.

Operating hours extending to 10:30 p.m. accommodate students' class and eating schedules.

SVSU's retail food court, **Albert E's**, is strategically located in the center of the primary academic neighborhood on campus, near the Zahn Library. Albert E's offers numerous dining choices to students and staff in a quick service environment. Featured concepts include: Quiznos Sub, Papa John's pizza, Grille Works, Greens to Go, and grab-n-go items. **Starbucks Coffee**, located in the Science East Building offers fresh hand roasted fine coffee, hot, iced and blended specialty beverages and assorted food offerings. The convenience store (**C-store**) located in the Student Center is open until 2:00 a.m. most evenings to accommodate students' late night cravings. The C-store has a wide variety of products for every need on campus from snacks to cleaning supplies to groceries essential for meal preparation. A small coffee shop in Curtiss Hall offers brewed coffee and a selection of convenience items. Papa John's Pizza, located in the Student Center satisfies student cravings for pizza and similar offerings. **Einstein Bros. Bagels** is located inside the Regional Education Center and offers a tempting menu of espresso coffee beverages, fresh bagels baked on-site, parfaits, sandwiches, salads and wraps.

Numerous meal plans are available for residential and commuter students. Students access their meal plans using "THE Card". Meal plans consist of a combination of all-you-care-to-eat meals and/or dining dollars. Dining dollars are accepted at all of the aforementioned venues, including the C-store. All purchases from an established meal plan are sales tax exempt. Dining dollars and block meal plans must be expended within the academic year and are non-refundable.

Campus Events Calendar: Student Happenings

www.svsu.edu/calendar/student-events

The online events calendar (Student Happenings) is designed to be a centralized source of everything happening at SVSU. A customizable interface allows users to view and refine calendars as well as utilize several interactive elements to help stay informed about all the great events that occur on campus.

Campus Recreation & Intramural Sports

Student Recreation Center, Fitness Center 964-REC1 (7321)

www.svsu.edu/campusrec

campusrec@svsu.edu

Campus Recreation is dedicated to offering a wide variety of fitness and leisure related activities for SVSU students, faculty, and staff. There are many dimensions of individual and group recreation and fitness programs. **Intramural Sports** offers participation in organized sports ranging from competitive play to just getting exercise. Intramural Leagues include: Flag Football, Basketball, Volleyball, Soccer, Dodgeball, Tennis, Golf, Floor Hockey, Wallyball and many more! Check online or call for current offerings and registration dates.

Club Sports programs provide opportunities for students to improve their skill level and overall knowledge of a recreational sport or interest. Each Club is organized and maintained through student effort, with advisement from Campus Recreation. Clubs practice regularly and compete against other colleges and universities. Current competitive club sports teams include:

- | | | |
|--------------------|--------------------|------------------|
| ▪ Baseball | ▪ Swimming | ▪ Men's Soccer |
| ▪ Women's Bowling | ▪ Men's Lacrosse | ▪ Women's Soccer |
| ▪ Dodgeball | ▪ Women's Lacrosse | ▪ Table Tennis |
| ▪ Equestrian | ▪ Men's Rugby | ▪ Tennis |
| ▪ Gymnastics | ▪ Women's Rugby | ▪ Water-ski |
| ▪ Men's Ice Hockey | ▪ Running | ▪ Wrestling |

Cardinal Fitness programs offer a wide variety of group fitness classes year round. If you're looking to try something new or just take a break from your routine work outs, Cardinal Fitness programs are the perfect option. Personal training is also available to SVSU students. Equipment rentals (sports racquets, sports balls, and more) are available at the Campus Recreation Help Desk located inside the Fitness Center. These items are checked out with your student ID card.

Outside SVSU provides educational and recreational opportunities to students through adventure activities that foster leadership development, environmental stewardship, and outdoor recreation appreciation. Outside SVSU trips include canoeing, camping, and other adventures throughout the year, check online for current listings.

Career Services

Wickes 270 964-4954

www.svsu.edu/careers

careers@svsu.edu

Career Services provides a number of services to help students make informed career decisions and develop effective strategies to achieve success. Students may receive one-on-one career advising on choosing a career path, writing a résumé, cover letter, or portfolio, interviewing, professional etiquette and labor market trends. Career Services hosts employment fairs and on-campus interviews each year that bring regional and national employers to campus. The office website features advice on choosing a major, résumé writing, networking, and the *Cardinal Career Network*, a comprehensive system for online job postings, résumé submittal and interview scheduling.

Internships and Cooperative Education (Co-op): Relevant experience is one of the most important factors that employers consider when making hiring decisions. By participating in co-ops or internships, students not only gain a better understanding of their future profession but also increase their value to potential employers after graduation. Career Services assists students to obtain placement with a variety of organizations throughout the region. To learn more about internships or co-ops visit our Web site, www.svsu.edu/careers, and click on “co-ops and internships” link or schedule an appointment to meet with a Career Services staff member by phoning the office.

Cashier's Office

Wickes 166 964-7405

www.svsu.edu/cashiers-office

cashiers@svsu.edu

The Cashier's Office is open for business from 9 a.m. to 4:30 p.m., Monday through Friday with extended hours posted for peak periods. For your convenience, a 24-hour Payment Center is located on the first floor of Wickes Hall in the east corridor that leads to Brown Hall. The office disburses student employment payroll checks. Students living on campus may cash personal checks (up to \$50) and university payroll checks. These transactions require picture identification, either a driver's license or “THE CARD.” The Cashier's Office also generates and disburses the SVSU student ID card, THE CARD.

Credit payments for tuition, fees and housing are processed by a third party vendor (CashNet®) on behalf of the university. Credit payments may only be made online. Students can access CashNet® through Cardinal Direct at cardinaldirect.svsu.edu. CashNet® accepts American Express, Discover and MasterCard; however, VISA is not accepted. CashNet® assesses a 2.9% service charge on the total amount of the credit card transaction. The university does not accept credit card payments in person, via the phone or through the mail at the Cashier's Office for student related fees. There are several alternatives to making payment by credit card:

- In person at the Cashier's Office, 166 Wickes Hall – cash, check or money order.
- Via mail to the Cashier's Office – check or money order.
- Via Cardinal Direct – electronic checks are accepted by SVSU at no charge.

Color Copying and Print Services

South Campus Complex A 964-4278

High-quality color copying and large-format printing are available at the Graphics Center. Transparencies, flyers, and report covers can be printed in about one business day; print posters, banners and photos up to 40 inches wide can be produced. For pricing and other information, call the Graphics Center Monday-Friday, 8 a.m. to 4:30 p.m.

Counseling Services (See Student Counseling Center)

Dean of Students/Vice President for Student Affairs

Curtiss 113 964-4410

studentaffairs@svsu.edu

The Dean of Students oversees a range of programs and services that are critical to a student's success at the university. The offices that fall under the Dean's oversight are: Campus Recreation, the Student Counseling Center, Peer Health Education, Disability Services, Residential Life, Student Conduct Programs and the Student Life Center. The Dean is available to work with students and student groups with issues that involve any of these areas or to establish activities that enhance the SVSU student experience overall.

Disability Services

Curtiss 112 964-7000

www.svsu.edu/disabilityservices

disability-services@svsu.edu

The mission of the Office of Disability Services is to ensure that all students with disabilities can actively participate in all facets of university life. Disability Services will coordinate support services that enable students with disabilities the opportunity to achieve intellectual and personal growth. SVSU offers auxiliary aids and services to students with documented disabilities. All support services are individualized to meet the needs of students, and are based on an intake interview and proper documentation. A notice of three

weeks is requested for regular classroom accommodations. Six week's notice is necessary for contracted services such as sign language interpreters, brailled materials, or captioned videos.

Emergency Notification System

Register for **Campus Alert** (www.svsu.edu/universitypolice/emergency)

Campus Alert provides e-mail, telephone and text message notification in the event of a critical incident, severe weather or campus closure. Information will also be available online at www.svsu.edu when classes are cancelled. No announcement is made when the university is open. All members of the campus community are urged to register for Campus Alert.

Faith-based Organizations

Student Life Center, 964-4170

www.svsu.edu/studentlife/student-organizations/spiritual-organizations

A number of organizations and resources are available for students who wish to continue their spiritual activities or are interested in exploring religious opportunities while at college. A complete listing can be found on the Student Life Center web page. Student Life Center staff is anxious to help students find the group that best meets their needs. A variety of worship services are held on campus each week, including those that are non-denominational in nature.

First Year Experience

Wickes 117, 964-4091

peeradvisors@svsu.edu

The First Year Experience office is here to provide all first year students with the resources to have a successful and enjoyable college experience. Our primary goal is to create a culture of "Student Success"; emphasizing academics, learning, student engagement, and RED PRIDE! Our services include:

- Academic Advising – Based out of the Academic Advisement Center, we are here to assist students in course planning prior to registration, explanation of academic policies and procedures, monitoring academic progress, explanation of degree audit, and selecting a degree program.
- Peer Advisors – This staff of SVSU students are available to assist students in their navigation of SVSU. From academic advising to campus involvement, they are willing and eager to help.
- "I'M BOSS" – This is a student organization focused on academic programming.

Fitness Center

Located in the Student Recreation Center of Ryder (south end) 964-REC1 (7321)

www.svsu.edu/campusrec

The Fitness Center offers Precor cardio equipment, free weights, Nautilus weight machines, and a wide variety of fitness accessories that will help you reach your health and fitness goals. The Fitness Center is also home to Cardinal Fitness classes, Intramural Sports, Club Sports and Campus Recreation. The student identification card is required for entrance to Ryder Center. Equipment rentals are available for free with your ID card, as well.

Fall and Winter semester hours are:

Monday – Thursday	6:30 AM -12:00 AM
Friday	6:30 AM -10:00 PM
Saturday & Sunday	12:00 PM -10:00 PM

Health Services - University Health Center

2970 Pierce Road (989) 583-0285

www.svsu.edu/university-health-center

uhc@chs-mi.com

University Health Center, located inside Saginaw Valley Health Care, provides walk-in primary medical care, disease prevention, health education and various specialty services to SVSU students, faculty and staff, and the surrounding community. UHC is conveniently located adjacent to campus at 2970 Pierce Rd., on the corner of Bay and Pierce Roads. University Health Center is a MedExpress, operated by Covenant Health Care Systems. The Center is staffed with board certified physicians, physician's assistants, nurse practitioners, specially trained nurses and lab technicians. A primary care physician offers a practice at the adjoining site.

Patients may contact UHC to set up their account in advance of making use of the Center for urgent medical matters. While potential users of UHC are invited to "walk-in" for treatment during hours of operation, it is possible to set up appointments in advance.

Services

The university community is urged to seek medical assistance at the University Health Center for their urgent medical care needs.

Examples of medical services available at the UHC are:

- allergy injections
- blood pressure screenings
- burns
- cuts/stitches
- earaches
- eye injuries
- fever
- flu shots
- health screenings
- illnesses
- immunizations, e.g.: Tetanus/Diphtheria, Hepatitis A & B, Meningitis, and HPV
- insect bites and stings
- laboratory work
- minor injuries
- physical examinations
- pink eye
- pregnancy tests
- skin rashes
- sports physicals
- sprains/strains
- TB tests
- x-rays

Fees & Payment

The basic fee for an office visit fee is \$12, but charges may vary with other required procedures. Payment can be made at the UHC at the time of service with cash/check or credit card, the balance can be applied to the student's SVSU Cardinal Direct account or the charge can be submitted through the student's health insurance provider.

Information Technology Services

South Complex B-128

Help Desk: 964-4225; ResNet and Wireless Support: 964-7225

www.svsu.edu/ITS

support@svsu.edu

The ITS Support Center provides free phone support for various "limited" computer related problems at SVSU. Students may call or visit the office located in South Complex B-128, for problems or questions pertaining to their access and use of university technology resources. The Support Center does not offer "hands on" hardware or software technical support or "trouble shooting & repair" for non-university owned computers, except for limited "fee-based" ResNet Support Services. More information can be found using the web address above. Students may review the section, Student Technology Center, found later in this handbook to learn how to obtain one-on-one assistance with course-related software to complete assignments.

International Programs

Wickes 250 964-4473

www.svsu.edu/studyabroad

oip@svsu.edu

The Office of International Programs (OIP) provides services for international students, university exchanges, faculty-led opportunities and local students interested in studying abroad.

Students can earn SVSU credit while studying overseas through programs around the world. Programs include Argentina, Australia, England, Ireland, Italy, Japan, Mexico, Spain, India, China and many more. Convenient terms range from ten day programs, spring, summer, fall, winter or year long. There are programs for every major/minor offered by SVSU. Funding resources are available through various scholarship opportunities and other financial aid. Interested in studying abroad? Start your journey now by visiting our informative website at www.svsu.edu/studyabroad or contact the OIP to schedule an appointment.

Library

Melvin J. Zahnnow Library 964-4240

www.svsu.edu/library

library@svsu.edu

Zahnnow Library offers students a vibrant and comfortable research and learning environment. In addition to housing the library's print book, journal, and media collections, the 83,000 square foot building includes four floors featuring an elegant reading room, a computer lab, the Student Technology Center, and the Writing Center. Collaborative workrooms, group study rooms and ample seating with wired and wireless laptop capabilities are conveniently located throughout the library. Librarians at the Reference Desk on the first floor are ready to assist students with research strategies for using a growing collection of over 90 academic databases, **more than 20,000 e-books**, the library's online catalog, and Internet resources. Online assistance is also available by email and a new chat reference service. A nearby 60-seat computer lab is open for student use when not scheduled for online testing or library instruction sessions.

Staff in the Student Technology Center on the second floor provides assistance to students with the use of various multimedia software applications for classroom assignments. Students can meet with STC tutors on a walk-in basis, call for an appointment or attend technology training workshops in the STC mini-lab. Another student support center, the Writing Center, is located on the third floor. The Writing Center provides tutorial sessions, workshops, and resources for students to develop their skills as writers and critical thinkers.

Also on the third floor are vending machines and a comfortable area where students can have food, meet with friends, and enjoy books from the Popular Reading Collection and the Café Collection. On the fourth floor, the Roberta Allen Reading Room provides a beautiful view of the central campus, comfortable seating space for studying and meetings, and hosts unique exhibits throughout the year.

Math and Physics Resource Center

Brown 214 (with additional entrance from Zahnow 202A) 964-4648

www.svsu.edu/mathcenter

mathtutor@svsu.edu

The Math and Physics Resource Center exists to help SVSU students succeed in their lower level math and physics courses. This involves placement of students into the appropriate mathematics courses and tutoring support for students enrolled in a mathematics or physics courses. Professional and student tutors are available for MATH 081 through MATH 262 and PHYS 107 through PHYS 212 on a walk-in basis. Individual tutoring sessions are available by appointment. We also provide workshops and preparation material for the mathematics portions of the Michigan Test for Teacher certification.

Microcomputer Labs

South Complex B-128 964-4225

www.svsu.edu/ITS

microlabs@svsu.edu

The Microcomputer Labs consist of PC and/or Macintosh computers. There are two general purpose open labs, one located in Curtiss 227 and the other located in Science East 104/105. Several teaching labs and specialized labs are also available throughout campus. The basic software available in most labs includes: word processing, spreadsheet, presentation, internet access and e-mail. Other specialized software is available, but varies between labs. The ITS website also has more details on hardware and software, lab schedules and the Print Management Policy.

Multicultural Student Services

Curtiss 111 964-7090

www.svsu.edu/mss

mss-stu@svsu.edu

the Office of Multicultural Services facilitates the success of minority students, thereby enhancing persistence-to-graduation. The Office offers programs to help students reach their academic goals on both appointment and walk-in bases. Services offered include:

- Referrals to academic and student support services, such as academic advisement, registration, and financial aid, and student accounts, among other offices
- Referrals to the Writing Center, Math/Physics Resource Center, and tutoring sessions
- Counseling with personal concerns
- Peer mentoring program, assigning upper division mentors to work with incoming freshmen
- Support for university cultural student organizations
- Planning and coordinating cultural programs (i.e. Black History Month, Hispanic Heritage Month and MLK Celebration) in collaboration with other offices
- Assistance with class scheduling
- Unofficial graduation audits
- Encouraging the development of minority students through leadership programs and related activities

Office of Adjunct Faculty Support Programs

Science East 201 964-4050

www.svsu.edu/adjunctfaculty

adjunctfaculty@svsu.edu

Fall and Winter Semester Office Hours

8:00 a.m. to 8:30 p.m. Monday through Thursday

8:00 a.m. to 4:30 p.m. Friday

REC Fall and Winter Semester Office Hours – located in EN 127

3:15 – 8:15 p.m.

Spring and Summer Semester Office Hours

8:00 a.m. to 7:30 p.m. Monday through Thursday

8:00 a.m. to 4:30 p.m. Friday

The Office of Adjunct Faculty Support Programs provides professional development opportunities and support services to adjunct faculty. The online directory lists this office as the primary location and contact for adjunct faculty, however, adjunct faculty do not necessarily use this office and the best way to contact adjunct faculty is by using their SVSU email address. Issues related to adjunct faculty can be directed to this office.

Parking Services (See University Police)

Postal Services

South Complex C 964-4466

Postal needs are provided by the SVSU Mailroom. The Mailroom sells stamps, sends overnight letters, handles UPS package shipping, and all international postal needs. For additional convenience, stamps can also be purchased at the Cashier's Office, first floor Wickes Hall and at the Student Life Center. Hours of operation for the Mailroom are 8 a.m. through 4:30 p.m., Monday through Friday.

Public Transportation Information

Saginaw Transit Authority Regional Services (STARS): (989) 907-4000

Bay Metro: (989) 894-2999

There are three bus stop locations on campus: Collings Drive, College Drive and Pierce Road. Bus schedules can be obtained in the Student Life Center or the University Conference & Events Center Information Desk located at the west end of Groening Commons.

Regional Education Resource Center (RERC)

Regional Education Center – EN107 964-4100

www.svsu.edu/coe/outreach/regional-educational-resource-center

The Regional Education Resource Center holds a wide variety of educational materials geared toward the teaching of K-12 students. Materials in the RERC represent a collaborative collection made up of materials from the College of Education, the English Department, the SVSU Regional Math & Science Center, and the SVSU Center for Economics Education just to name a few. Textbooks and curriculum kits covering a broad array of subject areas and grade levels are on display along with curriculum manuals from area school districts, activity books designed to reinforce existing programs, and many of the latest programs and practices in math and science. Materials that circulate within this collection include juvenile materials, manipulative teaching items, and a broad general collection of materials pertaining to K-12 education theory and practice. Other services provided by the RERC include lamination, comb binding, photocopying and a large selection of Ellison® Die Cutters. The RERC is a resource designed for undergraduate pre-service teaching candidates, graduate education students, faculty and area K-12 educators. Hours of operation vary from semester to semester. Please visit our website or call for more information or to speak to a staff member.

Regional Mathematics and Science Center

Regional Education Center 964-4114

www.svsu.edu/mathsci-center

Current SVSU students may be interested in looking into services provided by the Regional Mathematics and Science Center, particularly those students entering the field of education. The RMS Center is a K-12 support organization responsible for providing teacher professional development and student services linked to hands-on inquiry based educational opportunities. The RMS Center houses numerous resources which will help pre-service teachers through the difficult early stages of activity identification and lesson plan development.

The RMS Center provides a limited loan-out program which entitles students to the use of equipment and materials in specifically identified content areas. On file you will find many content area resource books, the latest curricular guidelines from the Michigan Department of Education, hands-on tools which support inquiry-based instruction, and available coordinator support in the mathematical and natural sciences. Located on the first floor of the Regional Education Center, this office is a wonderful introduction to the world of hands-on, minds-on instruction as it applies to the K-12 environment. The RMS Center is open Monday-Friday, 1p.m. - 4:00 p.m., or by appointment.

Registration/Schedule Changes

Registrar's Office-Wickes 151 964-4085

www.svsu.edu/registrar

registrar@svsu.edu

The Office of the Registrar is responsible for registration, add/drop, course withdrawal, enrollment verification, transfer credit evaluation, graduation degree audits, grade processing, transcript production and records maintenance. Registration is done through Cardinal Direct, the SVSU on-line service. Students are urged to read and carefully follow important procedures and deadlines posted on the SVSU Registrar web site, www.svsu.edu/registrar and on Cardinal Direct, cardinaldirect.svsu.edu.

Online university catalogs are the important guide to course descriptions and degree requirements. Undergraduates should contact the Academic Advisement Center, 117 Wickes Hall, 964-4286, for more information regarding academic requirements. Graduate students should contact their faculty advisor or program coordinator for academic advisement.

Residential Life

Curtiss 113 964-4410

www.svsu.edu/livingoncampus

reslife@svsu.edu

The Office of Residential Life creates opportunities for resident students that enhance the overall university experience. Each of the six residential communities is staffed with professionals and para-professionals who are concerned about each resident's success and satisfaction in campus residence halls or apartments. The Residential Life staff provides information regarding involvement opportunities, special residential programs and activities, leadership development, roommate concerns, health and safety issues, residential student services and policies, and assistance in negotiating other university procedures.

Scholarships and Financial Aid

Wickes 141 964-4103

www.svsu.edu/financialaid

financial-aid@svsu.edu

The Office of Scholarships and Financial Aid administers a variety of financial aid programs that include scholarships, grants and loans to help finance a student's education. Students are required to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible annually after January 1 to identify financial need for full consideration of financial assistance including loans. SVSU scholarships are available for qualified students regardless of their financial status.

Student Association

Doan 105 (new location) 964-4232

www.svsu.edu/studentassociation

Student Association, SVSU's student governing body, represents the interest of SVSU students through participation on many university policy-making committees and the Board of Control. This organization allocates student fees for activities as well as education grants. The Association works with campus clubs and organizations to promote social and educational activities.

Student Counseling Center

Curtiss 112 964-7078

www.svsu.edu/healthysvsu

counselingservices@svsu.edu

The Student Counseling Center provides a range of counseling services and prevention programs free of charge to all enrolled students. Support, intervention and referral resources are available for mental health and substance abuse issues. The licensed professional staff at the Student Counseling Center provides short-term solution-focused counseling, individual assessments, crisis intervention, educational classes and workshops. If the counselor finds it necessary, a referral can be made to a trusted professional in the community. Attempts are made to provide services quickly and to meet individual emotional needs or demands. All services are confidential.

A very popular dimension of the Student Counseling Center is the Peer Health Education program (PHE). Through the academic year, PHE provides interactive and engaging programs on the following four topics: alcohol and other drugs, sexual health, sexual violence and assault, and physical/emotional wellness. The goal of the Peer Health programs is to help students to remain healthy during their experience at SVSU. To find out more information about PHE or their programs available during the academic year please contact the PHE office at 964-4658 or visit them in Curtiss Hall 121.

To schedule an appointment to speak to a counselor, call 964-7078 or stop by Curtiss Hall 112. For after-hour emergencies contact

911 or go directly to Bay Regional Medical Emergency Department (989) 894-3111 or Covenant Emergency Care Center (989) 583-6121. Additional emergency support can be found by calling The Saginaw Community Mental Health crisis line at (989) 792-9732.

Student Employment

Career Services-Wickes 270 964-4954

www.svsu.edu/careers

careers@svsu.edu

Working on campus as a student employee can be an effective way to earn money while pursuing an education. To be eligible for student employment in the fall and winter semesters, students must be enrolled at least half time during the semester in which they work. For the spring and summer semesters, students must be enrolled at least half time during spring and summer or be registered at least half time for the following fall semester to be eligible for work. Students interested in working on-campus must apply to open positions via the Cardinal Career Network. On-campus positions are highly competitive so be sure to check out the on line tutorials to best prepare for the application process.

Student Financial Services

Wickes 173 964-4210

www.svsu.edu/aba/departments/controllers-office/student-financial-services

sfs@svsu.edu

Student Financial Services is responsible for the collection, coordination and processing of all financial transactions applicable to SVSU student accounts. This includes tuition, fees, housing, meals, insurance and other miscellaneous accounts receivable charges. The office is also responsible for coordinating excess loans, financial aid and other student refunds, third party billings, and the Cardinal Payment Plan. Staff members are available to assist students with inquiries or disputes regarding any of their accounts.

Student Identification Cards (ID) – “The CARD”

Wickes 166 (Cashier’s Office) 964-7211

www.svsu.edu/cashiers-office

cashiers@svsu.edu

The CARD is the student identification card. It has a wide range of uses on campus. Photographs for cards will be taken at orientation. Students will receive “The CARD” card prior to beginning classes. The CARD includes the student's name, identification number, photo and signature.

The CARD permits use of Zahnow Library and Ryder Center facilities. Students with The CARD may attend athletic events as well as other campus functions that require proof of enrollment. A magnetic strip on each card allows it to function as an on-campus, pre-paid debit card for small value purchases at the Bookstore, Campus Dining venues, laundry facilities, as a meal card for students enrolled in a meal plan, and as an ATM card when used in conjunction with the Freedom Checking Account offered by Independent Bank. Students exercising this last option also may have their student payroll earnings and financial aid refunds directly deposited into their Independent Bank checking account.

Residents of the First Year Suites, Living Centers, and University Village single efficiencies use The CARD to access their respective building/complex.

Robert Maurovich Student Life Center

Student Center 964-4170

www.svsu.edu/studentlife

studentlife@svsu.edu

The Robert Maurovich Student Life Center strives to enrich the academic experience of all students by providing programs, resources and opportunities that foster personal growth and promote a fun, balanced lifestyle. Programs, resources and opportunities include: volunteer and community service, Greek life (fraternities & sororities), cultural events, Alternative Breaks, leadership development programs, Commuter Programs, Program Board, Registered Student Organizations, Valley Nights weekend programs and campus traditions, such as Homecoming events and the Card’s Party.

SVSU is home to approximately 120 Registered Student Organizations (RSO’s), including academic, professional, Greek, recreational and sports clubs, spiritual, honorary, service and special interest groups. A complete listing of organizations can be viewed on the Student Life website. The Student Life Staff is always willing to assist students in finding the right co-curricular experience for them! Student life promotes a vibrant campus life by providing guidance, training, event planning and for RSO support.

The Student Life Center facilities include an open entertainment room where students can meet, study, socialize and relax. Board games and video games are available for check-out with The CARD. Billiards are available free of charge. In addition, the Student Life Center includes the Unity Room, Thompson Student Activities Room, Rotunda, Alumni Lounge and Wedge Lounges. Free usage is available to Registered Student Organizations for hosting functions and organizational business.

The Student Life Center reception desk maintains information about campus and community events, assists with event planning and room reservations, sells postage stamps and envelopes, provides fax service, and can assist residential students in locating on-duty Residential Life staff members. Stop by to learn more about what the Student Life Center has to offer!

Student Publications

Cardinal Sins - Curtiss 125 964-4050

orgs.svsu.edu/clubs/cardinalsins/

Cardinal Sins is a student literary publication. The magazine solicits original works of poetry, fiction, essay, artwork and photography. Students interested in making contributions or joining the staff should call or visit Evening Services, or contact the editor, in the Student Publications office in Curtiss 125.

Valley Vanguard

Curtiss 125 964-4248

www.svsu.edu/clubs/vanguard

vanguard@svsu.edu

The Valley Vanguard has been SVSU's student newspaper since 1966. It publishes weekly during the fall and winter semesters and usually once during each of the spring/summer sessions. The Vanguard informs students about campus events and other university concerns. Students are encouraged to contribute to the newspaper by submitting letters to the editor. Any student interested in earning income and gaining valuable writing experience can apply to join the staff.

Student Technology Center

Zahnow Library (Second Floor) 964-2299

<http://www.svsu.edu/stc>

techtutor@svsu.edu

The Student Technology Center (STC), located on the second floor of the Library, offers free one-on-one assistance to students who need help using course-related software to complete assignments. Whether students are new to computers or experienced users who want to create a website, presentation or electronic portfolio, the STC can help. The Center is equipped with state of the art hardware and software. Various applications are available for word processing, presentation and web design, photo enhancement, video production and more. Assistance in using university specific tools such as Vspace (online learning system), Vmail (student email) and Cardinal Direct (course registration system) is also provided. Next to the STC is a mini lab where students can attend free drop-in technology workshops or take advantage of the open lab option as available. The STC also offers digital camera equipment (video, still and accessories) free of charge to students for checkout. Students have several convenient options for getting technology help – walk in any time the Center is open, call to set up an appointment with STC staff, email or call with questions. Visit the STC website to find out more about the services offered, camera equipment usage, workshop details and hours of operation.

University Conference & Events Center

Curtiss 201 964-4348

events@svsu.edu

www.svsu.edu/events

The University Conference & Events Center is responsible for the scheduling of facilities and services for all events and activities that are held on campus. Complete catering and banquet services are available for all occasions including: wedding receptions, seminars, dinner parties, meetings, luncheons, picnics, breakfast meetings and special events.

Reservations should be made as early as possible, preferably one month in advance and no later than two weeks prior to the event to ensure the availability of space. You can now check campus room availability directly from the Internet at

<http://www.svsu.edu/calendar/room-schedules>

SVSU Conference and Events Center is also host to the SVSU Box Office, located in Groening Commons on the 1st Floor across from

the Malcolm Field Performing Arts Theatre. Hours of operation are Monday through Friday, 11:00 a.m. to 4:00 p.m. at the Conference and Events Center Office, Curtiss Hall 201 and 1 hour before an event for "Walk Up Sales" only at the Box Office on 1st Floor of Curtiss Hall. The Box Office phone number is: 989-964-4261. Tickets may also be purchased on line at www.svsu.edu/events 24 hrs a day 7 days a week. Starting this fall tickets will be available for credit card sales through a KIOSK located in Groening Commons. Tickets can be purchased by cash or check one hour before an event at the Box Office window.

University Housing Operations

Curtiss 114 964-4255

www.svsu.edu/housing

housing@svsu.edu

University Housing Operations is committed to providing quality residential facilities to SVSU students. There are six housing complexes at SVSU, accommodating approximately 2,700 students: First Year Suites, Living Center North, Living Center South, Living Center Southwest, University Village and Pine Grove Apartments. Each residential facility provides living options that strive to meet the varying needs of college students and the demands of university life. The Office of University Housing Operations provides answers to questions about the diverse housing and dining options available, as well as the associated costs. Housing personnel will be happy to discuss the advantages of living on campus and can arrange for tours of residential facilities upon request.

For students residing in University Housing, the office assists with Housing contract questions, damage and maintenance concerns, mail, furnishings, internet connections, key problems and lockouts, check-in and check-out and special accommodation requests. Information regarding housing during the Spring and/or Summer sessions can also be obtained in the Office of Housing Operations.

University Ombudsman

Wickes 160 964-4294

thompson@svsu.edu

www.svsu.edu/ombudsman

The University Ombudsman's office is a place where student questions, problems and concerns about the functioning of the university can be discussed confidentially. The office offers informal dispute resolution services, provides resources and referrals and helps students consider options available to them. The University Ombudsman will listen to your concerns and take one or several courses of action. To resolve a concern the office may:

- Investigate the nature of your problem.
- Explain the process you might follow to resolve your problem.
- Refer you to the appropriate person who can help you with your problem.

University Police & Parking Services

South Campus Complex A 964-4141

www.svsu.edu/universitypolice

University Police

The department offers a wide range of police services to the campus community, including emergency response to life threatening situations, traffic control and enforcement, criminal incident investigations, traffic investigations, campus preventive patrol, and special event coordination. Additionally, special programs in crime prevention and sexual assault prevention are provided.

The University Police distributes an annual Campus Security and Fire Safety Report within the community that describes campus criminal activity and related fire and safety issues, as required by the Crime Awareness and Campus Security Act of 1990. You can review the report by visiting the department's website at www.svsu.edu/universitypolice. A paper copy of the report is also available upon request.

The University Police office is open 24 hours. For assistance or information call 989-964-4141.

Emergency Numbers

- On Campus (Including Apartments, Offices, Residence Halls): Dial 9-911
- Off Campus or from a cell phone: Dial 911

Parking Services

Signs are located at the entrance to each parking lot indicating restricted times and usage for parking facilities. Most parking areas on the campus are open to public parking at no charge, although there are some restricted/reserved lots. Vehicles parked on campus

overnight must be registered at University Police, and parked in designated parking lots only. There is a \$5.00 fee for a permit that is good for up to two days. There is a two week waiting period before another overnight permit can be issued. Unregistered cars parked overnight will be ticketed and may be impounded.

If you need assistance starting your car (battery jump), or if you accidentally lock your keys inside your car, call the University Police (964-4141) or Parking Services (964-4140). University Police also provides escorts upon request for students walking from a building or residence hall to their vehicles.

University Web Page

www.svsu.edu

The SVSU web site provides information on course offerings, special events, faculty and staff, and student services. Information on the various academic and administrative departments, student organizations, programs and activities can also be found there. Students, parents and guests also can find information on admissions policies and apply online. You can also search the SVSU website by key words.

Veteran/Military Students - Registrar's Office (989) 964-4085

www.svsu.edu/veterans

SVSU thanks our active, reserve, veteran student and dependents of the U.S. Armed Services for their commitment and sacrifices. We are dedicated to providing outstanding services to help veterans, service members, or eligible family members of disabled veterans achieve their academic and personal goals. The Office of the Registrar is the certifying office for SVSU and is available to assist with questions regarding educational benefits. Staff will assist with benefits, how to apply, University and VA forms and support services.

Weather Policy - Weather Information Line – (989) 964-4477

www.svsu.edu/aba/aba-information/weather-policy

While adverse weather conditions may affect the normal operations of the university, SVSU will be kept open if possible. When adverse conditions necessitate cancellation or closing, announcements will be made on local radio and television stations beginning at 6:30 a.m. for day classes (those beginning before 4 p.m.) and by 2:30 p.m. for evening classes. Members of the university community, at their option, may subscribe to Campus Alert at www.svsu.edu/universitypolice/campus-alert-sign-up. Campus Alert provides e-mail, telephone and text message notification in the event of a critical incident, severe weather or campus closure. Information will also be available online at www.svsu.edu when classes are cancelled. No announcement is made when the university is open.

The Dean of the College of Education, with officials in Macomb County, St. Clair, Oakland and on-site at Saginaw Valley State University, will determine whether classes are to be cancelled at the off-campus sites. When the Office of the Dean of the College of Education is aware of circumstances preventing the holding of classes at the Macomb site, the Oakland site and/or the St. Clair sites, students will be notified immediately by faculty and staff in the College of Education.

Because commuting students come from a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. SVSU does not ask students to assume undue risk in traveling to class. Students who are prevented by weather from reaching their classes when the campus is open should report the nature of their absence to their instructors as soon as possible.

Information about weather-related closings and cancellations may be obtained by calling the Weather Information Line at **(989) 964-4477**. Taped messages report the status of campus activities.

Writing Center

Zahnow 308 (third floor library) 964-6061

www.svsu.edu/writingcenter

writing-center@svsu.edu

The SVSU Writing Center, located in Zahnow 308 (third floor library), assists both undergraduate and graduate students to develop their writing abilities. The Writing Center is open the following hours during the fall and winter semesters:

Mondays through Thursdays: 8:30 am - 7 pm

Fridays: 10 am - 2 pm

Check the website for hours during the spring/summer semesters. Online tutoring is also available; see the website

<http://www.svsu.edu/writingcenter>

The Writing Center's goal, to aid the overall development of students as writers, goes beyond helping students improve the documents

they bring. Peer mentors provide free assistance to all students from all disciplines, at all levels of writing proficiency, with planning, drafting, and revising. The peer mentors are experienced writers who have been specially trained to meet the needs of SVSU's diverse student body. Mentors work most effectively when students arrive at the Writing Center with the instructor's assignment, clear goals for their session, their syllabus and text(s), and any previous work they have done. In addition, the Writing Center has many print and electronic resources, including style and documentation manuals, for student use.

Policies and Procedures

During their course of study at SVSU, students will likely encounter some situations that are puzzling or troublesome to them. The university wants to be sure that students can find answers to their questions and the help they need to resolve their problems and/or complaints. For that reason, it is important that these concerns be brought to the attention of the right people.

Student Problem Resolution Procedures

After reading the following sections, if you are uncertain where to address your question, concern or problem, contact the University Ombudsman's office for assistance in Wickes 160 or by calling 964-4294.

Academic Issues and Questions

If you have a concern with a class-related matter, you should make an appointment and discuss it with the professor. If that discussion does not resolve the matter, you should contact the Department Chairperson. If that discussion still does not resolve the matter, you should contact the Dean of the College. Finally, if that discussion still does not resolve the matter, you may submit a written statement of the matter to the Provost/Vice President for Academic Affairs. The Provost/Vice President, or his designee, will meet with you regarding the matter.

Address other academic problems, such as transfer credit evaluation, class scheduling, course requirements etc., with the office originating the information. If this fails to bring about a satisfactory answer or resolution, present your statement of the problem, preferably in writing, to the appropriate dean of the academic college. The dean, or someone designated by the dean, will meet with you and review the question or problem for you.

If this procedure does not resolve the issue, you may submit a written statement of the problem to the Provost/Vice President for Academic Affairs. The Provost/Vice President, or his designee, will meet with you and look further into the matter, and you may anticipate a written answer within 30 days. It may be important to review The Grade Grievance process, which follows in its entirety in this publication.

Administrative Problems and Questions

If you have a problem or question about a nonacademic policy, procedure or issue, the first step is to discuss the issue with a staff member from that department. The first section of this handbook lists most nonacademic departments with descriptions of the services they provide and contact information. If this fails to bring about a satisfactory answer or resolution, contact the department's Director. The Director will meet with you to review the question or problem and attempt to reach an acceptable resolution.

Present your question or statement of the problem to the Vice President to whom the department reports if this procedure does not resolve the issue. The Vice President, or someone designated by the Vice President, will meet with you and look into the question or problem for you.

Campus and Student Life Matters

You should address questions or problems with campus or student life to the relevant office (e.g., Student Life Center, Residential Life, Athletics, etc). If this fails to bring about a satisfactory answer or resolution, present your question or statement of the problem to the Vice President for Student Affairs. The Vice President, or someone designated by the Vice President, will meet with you and look into the question or problem for you.

Disability Services and Accommodations Concerns

The Disability Services office is responsible for arranging and approving services for students with disabilities. Students should first discuss their concerns with the Director of Disability Services. If this fails to bring about a satisfactory answer or resolution, then you may file an appeal in writing to the Vice President for Student Affairs. The entire appeals procedure is printed in the section on Policy and Procedures or available on-line, www.svsu.edu/disabilityservices.

Resident Student Disciplinary Process

Students residing in University Housing are subject to the Code of Student Conduct, the University Housing Contract, policies described on the www.svsu.edu/livingoncampus website and contained in the Resident Student Handbook and/or other standards of behavior otherwise published by the Offices of Housing and Residential Life. Address questions or concerns about the resident student disciplinary process to the Student Conduct Programs office.

Discrimination and Sexual or Racial Harassment

Address discrimination concerns, including sexual and racial harassment, to the Special Assistant to the President for Diversity Programs for consultation and assistance in resolving the complaint. The university has adopted a formal policy and complaint procedure on unlawful discrimination that is printed in this handbook or www.svsu.edu/diversity/policy-on-discrimination-sexual-harassment-racial-harassment.html.

Student Conduct Process

Admission to Saginaw Valley State University obligates each student to abide by regulations for acceptable student behavior. The Code of Student Conduct can be found in its entirety in this publication and on the university web page at www.svsu.edu/student-conduct/policies/code-of-student-conduct. Students, faculty and staff who feel that violations of the provisions of the Code have occurred may contact the Coordinator of Student Conduct Programs (Curtiss 113, 964-2220) for assistance in resolving complaints.

Student Grade Grievance Procedure

The following procedure shall be used by any student who has a complaint relating to the grade received in a class.

1. A student must first contact the faculty member and discuss the complaint concerning the grade received. This will serve as an informal review.
2. If the review of the complaint by the student and faculty member does not lead to a satisfactory resolution, the student, if he/she wishes to do so, must file within thirty (30) days of the date that the student has knowledge of, or reasonably should have had knowledge of the problem, a formal grievance with the faculty member with copies to the appropriate chairperson, dean, and Student Association Grievance Committee Representative. The formal grievance shall include:
 - Statement of Grievance: This should be brief and specific.
 - Justification: Reasons for lodging the grievance should be presented.
 - Remedy: A specific remedy should be cited.

The faculty member must respond in writing to the student within four (4) weekdays of receipt of the grievance, indicating whether the grievance is accepted or rejected, or offering an alternative suggestion for resolving the complaint. (Copies must be sent to the appropriate chairperson, dean, and Student Association Grievance Committee Representative.)

3. If the decision or the proposed resolution is not acceptable to the student, he/she may pursue the matter by presenting the grievance within three (3) weekdays to the chairperson of the faculty member's department. (If the faculty member is the chairperson, the procedure moves to Step 4.) The chairperson then should judge the case and make a recommendation agreeing with the student or the faculty member or proposing an alternative resolution. The chairperson must make the recommendation known in writing to the student and instructor within six (6) weekdays of receipt of the grievance. Copies must be sent to the appropriate dean and the Student Association Grievance Committee Representative.
4. If the recommendation of the chairperson is unsatisfactory to the student, he/she must ask that the grievance be considered by the Faculty/Student Grievance Committee, which will be set up by the appropriate academic dean. This request must be made to the appropriate academic dean within three (3) weekdays of the receipt of the chairperson's decision. If the recommendation of the chair is different from the grade assigned by the instructor, the case will automatically go to the Grade Grievance Committee, unless the faculty member informs the dean that he/she agrees to the grade change. The Grievance Committee will be a standing committee consisting of three (3) students from the Student Representative Grievance Committee (selected by the Representative chairperson); and three (3) faculty members selected by the Faculty Association President from a pool of six (6) faculty members designated by the Faculty Executive Board [the three (3) faculty members not selected shall serve as alternates], and will be chaired by the appropriate dean. The Faculty/Student Grievance Committee shall meet to review the case, providing the student and faculty member involved have had an opportunity to present arguments at separate times. The committee shall reach a decision by a recorded roll call vote. In case of a tie, the dean will cast the deciding vote. The decision of the Committee will be presented in writing by the dean to the student, faculty member and chairperson within ten (10) weekdays of receipt of the grievance.

5. If the decision of the Committee is unsatisfactory to the student or the faculty member, either may request that the grievance be reviewed by the Provost/Vice President for Academic Affairs. This request must be made within three (3) weekdays of the receipt of the Committee's decision. The decision of the Provost/Vice President for Academic Affairs must be presented to the faculty member, student, dean, chairperson and Faculty/Student Grievance Committee within six (6) weekdays of the appeal. The decision of the Provost/Vice President for Academic Affairs is final.
6. If any of the above deadlines are not met by the student, the grievance will be considered invalid and dropped, unless, due to extenuating circumstances, the Provost/Vice President for Academic Affairs grants an extension of time. In the event that any of the above deadlines of Steps 1 through 4 are not met by the faculty or the dean, the matter will automatically be referred to the next step of the process. If the deadlines of step five (5) are not met by the Provost/Vice President for Academic Affairs, the resolution of the grievance will stand as determined by the committee.
7. All days mentioned in the above procedure refer to those days when the university is in regular, official session.
8. Receipt, in all cases, refers to the time (day) at which the appropriate document(s) are officially initialed and/or stamped by the person(s) designated or by his/her official representative.
9. If the student and/or faculty member involved in the grievance is not available due to the former not being enrolled in a current term or the latter not assigned teaching duties in a current term, the Provost/Vice President for Academic Affairs will establish appropriate and reasonable extensions of time.

As a university student you will have a great deal of independence and freedom. At the same time, as members of society, as well as the university community, we are all held accountable for our actions. The policies of the university are set forth below, as well as your student rights and responsibilities. Please take the time to familiarize yourself with this section of the SVSU Student Handbook.

Student Rights and Responsibilities

Article 1

Academic Rights and Responsibilities

Appropriate conditions and opportunities for learning are important measures of the quality of an educational institution. The university assumes a number of essential responsibilities in order to achieve academic excellence and to preserve the ideals of academic freedom for students. As members of the academic community, students similarly accept certain responsibilities.

1.1 Academic Integrity Policy

Statement of Philosophy

The primary purposes of a university are to produce new knowledge and to share knowledge acquired from others. These purposes can be achieved only when intellectual property rights are recognized by everyone within the university. Thus academic integrity is essential; university citizens must take responsibility for their own work and give credit when using the work of others.

Student Honor Code

One effective way for an individual to maintain academic integrity is to accept and follow a code of honorable conduct. The Honor Code authored by the Academic and Leadership Development Committee of the Student Association is one such code:

As a student at Saginaw Valley State University:

I am committed to upholding a high standard of academic integrity in all of my work, inside and outside of the classroom. Out of respect for my peers, professors, institution, and self, I will complete all tasks honestly and to the best of my ability.

I am guided by my conscience as I work toward my educational and professional goals, and I expect my fellow students to practice that same moral judgment.

I take pride in my academic accomplishments and therefore will not give or receive unauthorized assistance on any assignment, project, exam, or other university requirement.

I seek to maintain the honor of a Saginaw Valley State University degree, and I will preserve its value throughout my professional career.

Definitions

Academic integrity is undermined whenever one is dishonest in the pursuit of knowledge. Dishonesty takes many forms, including cheating, plagiarism, and other activities for undermining the educational process:

Cheating occurs whenever one attempts to gain an advantage through violation of rules regarding the relevant behavior. It should be assumed that collaboration is cheating unless explicitly authorized.

Plagiarism involves intentionally or unintentionally presenting another person's expressions –ideas, opinions, illustrations, data, style—as one's own expression.

Undermining the Educational Process occurs whenever one attempts to prevent another's learning or subverts the recognized means by which learning occurs.

Procedures for Dealing with Instances of Academic Dishonesty

The first step to be taken by a faculty member should be a review of the evidence to ensure that there is sufficient reason to warrant a charge of academic dishonesty. This should be accomplished prior to imposing any academic sanction (e.g., failing a student for an assignment or a course) and/or referring the matter to the Office of Student Conduct Programs for adjudication.

To determine the course of action to be taken, faculty may elect to consult with a department chair, academic dean or the Coordinator of Student Conduct Programs. When the violation involves plagiarism faculty members are encouraged to employ all available resources (e.g., Turnitin.com, Google searches) in developing a set of evidence.

Disciplinary Process for Incidents of Academic Dishonesty

If the faculty member elects to impose an academic sanction (whether or not the faculty member also refers the matter to the Office of Student Conduct Programs), the faculty member is to advise the student of the sanction. If the student elects to appeal the academic sanction, the student is to initiate the Student Grade Grievance Procedure which appears in the Policies and Procedures section of the Student Handbook. If the faculty member elects not to impose an academic sanction but refers the matter to the Office of Student Conduct Programs, the disciplinary process outlined in the Code of Student Conduct will be followed.

Sanctions

The Hearing Panel may impose sanctions upon any student determined to be accountable for violations of the Academic Integrity Policy. Sanctions are cumulative and may be increased based on a past disciplinary record, the severity of the violation, and the impact upon the academic community. There may be circumstances that are cause for exception as determined by the Hearing Panel.

Appeals

Students have the right to appeal outcomes of hearings and/or sanctions imposed. Written appeals must be submitted within three days following the written notification of the decisions reached by the Hearing Panel. Appeals will be reviewed jointly by the Provost/Vice President for Academic Affairs and the Vice President for Student Affairs.

Records

All cases concerning academic dishonesty must be recorded in the Office of Student Conduct Programs. Additionally, student grade grievance proceedings that occur due to academic dishonesty must be recorded in the Office of Student Conduct Programs. This means that faculty, academic chairs or deans must notify the Office of Student Conduct Programs when a student's grade is changed for reasons of academic dishonesty.

1.2 Instruction and Academic Evaluation

1.2.1 Institutional Responsibility: The university shall provide a variety of degree programs. Courses and programs should be offered which are relevant not only to the varied interests and abilities of the student body, but also to the changing needs of society. Courses should be offered on a timely basis. Qualified faculty and adequate facilities, equipment, and materials should be provided to support instructional programs. The university also has the responsibility to provide instruction which correlates closely with approved course descriptions as published in the current SVSU catalog, to be provided for each incoming student.

Students have a right to be informed of the aims of each course at the beginning of the semester; instruction will be directed toward fulfillment of those aims. They have a right to be informed of the course requirements, methods and criteria for determination of the course grade at the beginning of the semester. Reasonable notice will be given for fulfillment of said requirements. Classes will meet at regularly scheduled times unless notice is given or emergency circumstances arise. Students should have, upon request, appraisal of their progress in each course and opportunities to review and discuss their academic work with their instructors. Course grades shall be based entirely upon students' performances in meeting course requirements. A grievance is an alleged violation of this agreement and students have the right to pursue resolution of grievances through the student grievance procedure. Course work neither returned nor offered to be returned by a faculty member to a student shall be retained by the faculty member for at least thirty (30) days from the time the student had knowledge, or reasonably should have knowledge, of the occurrence of a possible cause of a grievance and, if a grievance is filed, shall be retained by the faculty member throughout the time limits of the student grievance procedure.

1.2.2 Student Responsibility: Students, as members of the academic community, also share responsibility for promoting a healthy academic environment. Students should be aware of the programs of study which are available and their particular requirements.

Students should strive to attain their highest possible level of academic achievement. They have an obligation to abide by standards of academic honesty which dictate that all their scholastic work shall be original. Violations of academic honesty are governed by the Code of Student Conduct.

Once enrolled in a course, students are expected to become familiar with instructional objectives, course requirements, and methods employed in determining the course grade. Students should make every effort to attend class, to be prepared, and to participate in the activities of the course. Students shall accept responsibility for completing the requirements of the course. Students should participate in the evaluation of instruction, courses, and academic programs. Students shall be responsible for their course work returned to them by the faculty.

1.3 Academic Freedom for Students

1.3.1 Institutional Responsibility: Students should be encouraged to engage in open discussion, inquiry and expression, to take reasoned exception to the views and interpretations offered, and to reserve judgment about matters of opinion throughout the academic community.

1.3.2 Student Responsibility: Students share with the entire academic community the responsibility for preserving the ideals of academic freedom. Any action which stifles free expression or which disrupts efforts to present a wide variety of opinion is contrary to academic freedom and is, therefore, unacceptable within the university.

1.4 Academic Advising

1.4.1 Institutional Responsibility: The university shall provide accurate, complete and readily available information sought by the students, or should direct students to the proper sources. Faculty and staff are expected to be readily available to students for advising and other conferences during scheduled office hours, or at arranged appointments.

1.4.2 Student Responsibility: Students are responsible for informing themselves of university, college and departmental requirements as stated in the university catalog. In planning to meet such requirements, students are responsible for consulting with faculty and/or staff for academic advice.

1.5. Academic Records

1.5.1 Institutional Responsibility: Students have a right to protection against improper disclosure of information concerning academic performance and personal characteristics such as values, beliefs, organizational affiliations and health.

1.5.2 Student Responsibility: Students have the responsibility to provide full and accurate information necessary for the maintenance of valid academic records. Students are encouraged to keep copies of their course work.

Article 2

General Rights and Responsibilities

2.1 Student Participation in Institutional Governance

2.1.1 Institutional Responsibility: As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy, and on matters of general interest to the student body. Through membership on various standing and ad hoc committees with members of the faculty and administration, students may participate in the formulation and application of institutional policy affecting academic and student affairs.

2.1.2 Student Responsibility: Student members of committees should fulfill all responsibilities of that membership, including regular attendance and follow-through on all assignments and commitments.

2.2 Student Publications

2.2.1 Institutional Responsibility: The university shall provide sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for editorial freedom, all forms of student publications shall be free of censorship and advance approval of material, and their editors shall be free to develop their own editorial policies and news coverage.

2.3 Student Records

2.3.1 Institutional Responsibility: The university shall be responsible for keeping accurate and up-to-date student records. Students are entitled to obtain access, with legal limitations, to official non-academic records and transcripts.

2.3.2 Student Responsibility: Students shall provide honest and complete information as requested for any university matter, and comply with all reasonable expectations concerning format and completion of that information. Students are encouraged to keep copies of documents pertaining to non-academic matters.

2.4 Rights of Citizenship

2.4.1 Institutional Responsibility: Students, as members of the academic community, enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials will ensure that institutional powers do not inhibit students' exercise of rights of citizenship both on and off campus.

2.4.2 Student Responsibility: Students are subject to the obligations which accrue to them by virtue of their membership in the academic community and as citizens.

2.5 Freedom of Association

2.5.1 Institutional Responsibility: In order to express current interests and to develop new ones, students have the right to organize, and to join associations which promote these interests.

2.6 Information Regarding Policies and Procedures

2.6.1 Institutional Responsibility: The university will make available to students, upon request, written information of policies and procedures which could affect the students' welfare, and full explanation of questions about these policies.

2.6.2 Student Responsibility: Students should acquaint themselves with the policies and procedures pertaining to their circumstances. They should adhere to these policies and procedures.

2.7 Fair and Equitable Treatment

2.7.1 Institutional Responsibility: In contacts with university personnel, students should receive fair, equitable and respectful treatment.

2.7.2 Student Responsibility: Students should afford to all university personnel due respect in the conduct of their business.

2.8 Affirmative Action

2.8.1 Institutional Responsibility: All faculty, administrative and staff personnel share the responsibility for adherence to the following policy:

2.8.1.1 Non-discrimination: Saginaw Valley State University is committed to a policy of equal employment opportunity, equal education opportunity and nondiscrimination in the provision of educational and other services to the public. These opportunities are to be provided regardless of race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Vietnam-era veteran status.

2.8.1.2 Sexual Harassment: Discrimination because of sex includes sexual harassment which means unwelcome advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

2.8.1.2.1 Submission to such conduct of communication is made a term or condition, either explicitly or implicitly, to obtain employment, public accommodations or public services, education or housing.

2.8.1.2.2 Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing.

2.8.1.2.3 Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing, or creating an intimidating, hostile or offensive employment, public accommodations, public services, education or housing environment.

2.8.2 Student Responsibility: Students who feel that they are subjected to discrimination and/or sexual harassment should report the incident(s) to the Special Assistant to the President for Diversity Programs and/or Michigan Civil Rights Commission to receive assistance.

2.8.3 Rights of Due Process: The establishment and maintenance of the proper relationship among members of the university's community are fundamental to the university's function. This relationship requires that faculty, staff and students respect the rights and responsibilities which derive from it. Whenever problems arise among members of the university community, attempts should be made to resolve them through informal and direct discussions. If such discussions fail to resolve a given problem satisfactorily, the appeals procedure shall apply.

2.8.4 Provisions for Amendment: Any amendments to this document must be approved by the Student Association Representatives, the Faculty Association Executive Board and the Faculty Association General Membership, it being recognized that final approval is also required by the Board of Control.

Student Technology Access Policy

See full policy at www.svsu.edu/its/not-in-menu/policies/student-technology-access-policy

Student Technology Access Overview:

Resource	You Get it:	You Lose it:
SVSU E-mail Account VSpace Access	Within 24 hours of being admitted to SVSU	<u>No-Shows</u> ¹ . The middle of the first term for which you were admitted <u>All Other Students</u> : The end of the add/drop period in the seventh consecutive term in which you do not register ²
Cardinal Direct (Web access to your records and registration)	Within 24 hours of being admitted to SVSU	<u>No-Shows</u> ¹ . The middle of the first term for which you were admitted <u>All Other Students</u> : The end of the add/drop period in the seventh consecutive term in which you do not register ²
Network Access in labs, "M Drive" Network Storage Space, and Personal Web Page Storage Space	Within 24 hours of registering for classes at SVSU	The middle of the first Fall or Winter term in which you do not register
"The CARD"	During campus orientation or within 24 hours of registration	<u>Ryder Center Access</u> : The start of the first Fall or Winter term in which you do not register <u>All other privileges</u> : At the end of the add/drop period in the fourth consecutive term in which you do not register ² .
Cardinal-Link Discount Cable Modem Service	One week after registering	One year after the end of the last term in which you are registered.

¹Students who do not register in the term for which they are first admitted

²Spring and Summer sessions count as one term for purposes of this policy

Anti-Discrimination/Harassment Policy

Article I. Purpose

Saginaw Valley State University ("University") is committed to providing work and learning opportunities without regard to race, color, religion, sex (including pregnancy), sexual orientation, age, national origin, military status or application, height, weight, disability, marital status, or on any other basis protected by state, federal, or other applicable law, and to achieving its objectives in compliance with applicable federal, state and local laws and regulations that prohibit discrimination.

Article II. Prohibition of Unlawful Discrimination/Harassment

Discrimination Prohibited: It is the University's policy to treat faculty, staff and students equally without regard to any personal characteristic protected by applicable law.

Sexual and Other Harassment Prohibited: The University is committed to maintaining an environment where no individual, including, but not limited to, faculty, staff, students, applicants for employment, contractors, customers, consultants, visitors, or vendors experiences sexual harassment or harassment based on any personal characteristic protected by applicable law. The University will respond promptly to reports of violations of this policy.

The Law and the University's Policy: The law defines "sexual harassment" as unwelcome sexual advances, request for sexual favors, or verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment, education, housing or participation in any University activity; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's employment, education, housing or participation in any University activity by creating an intimidating, hostile, humiliating or sexually offensive environment. It is the University's policy to vigorously enforce these prohibitions.

Article III. Reporting and Investigation

Reports of Prohibited Conduct:

1. Any individual who believes that he or she has been subjected to conduct prohibited by this policy by any University officer, employee, student, contractor, visitor, vendor, or other person should report the inappropriate conduct to the University. Individuals are encouraged to report prohibited conduct before it becomes severe or frequent.
2. An individual may report the prohibited conduct, either in person or in writing, to his or her supervisor. Alternatively, an individual may report a violation of this policy by contacting the officer to whom the supervisor reports, to the Office of Diversity Programs or Human Resources. Under no circumstances is anyone required to report prohibited conduct to a person he or she believes may be responsible for that conduct.
3. Individuals who become aware of or observe any conduct or incident that could be construed as a violation of this policy must report promptly such conduct or incident(s) to the Office of Diversity Programs or Human Resources.

Investigation and Corrective Measures:

1. The University will investigate all reports of conduct prohibited by this policy as promptly as possible. The University expects employees and students who are contacted in the course of an investigation to cooperate fully, and to answer questions honestly and completely. The individual who made the report will be advised generally of the results of the investigation.
2. Any employee or student who is found to have engaged in conduct prohibited by this policy will be subject to appropriate disciplinary action, up to and including termination of employment or enrollment. In addition, appropriate corrective measures will be taken when a contractor, customer, consultant, visitor, vendor or other person is found to have engaged in conduct prohibited by this policy.
3. Discipline issued to any employee will be subject to the terms of any applicable grievance procedure. Discipline issued to a student will be subject to the procedures as outlined in the Code of Student Conduct.

Article IV. Retaliation Prohibited

Retaliation in any form against an individual who reports a violation of this policy, or who provides information in the course of an investigation of a reported violation, is strictly prohibited and will not be tolerated.

Article V. Confidentiality

The University is committed to investigating and resolving reports of violation of this policy in such a way as to maintain confidentiality to the fullest extent permitted by the circumstances and to the extent permitted by law. Individuals who report violations or who are contacted in the course of an investigation are expected to treat reports of violations or information regarding reports as strictly confidential. A breach of confidentiality may result in disciplinary action up to and including termination of employment.

Sexual Assault as a form of Sexual Harassment Resource Information

Sexual Violence can consist of several acts such as; sexual assault, rape, sexual battery and sexual coercion. What this means is physical sexual acts are perpetrated against a person's will or where a person is incapable of giving consent. Consent by definition is giving permission, approval or agreeing to. Once you have stated "no" in any way then the other person should respect your wishes and stop. If this does not happen then the act of sexual violence has occurred.

If you have been the victim of sexual violence please follow the steps below.

1. Get to a safe place.
2. Call a friend, family member or the police for transportation to your local hospital for a medical exam if the sexual assault has occurred within 72 hours.
3. Your local hospital will contact a forensically trained nurse to come to the hospital. This nurse is known as a SANE nurse (Sexual Assault Nurse Examiner). The SANE nurse will collect evidence and test for sexually transmitted diseases.
4. A rape crisis counselor will also be contacted to assist you with support, information, and continuing counseling if needed.

If the assault occurred on SVSU campus the following procedures will take place:

1. You will meet with an officer privately, at a place of your choice, to take a complaint report.

2. Your name will not be released to the public or the media.
3. Police officers will not prejudge you or the charges you make and you will be treated with courtesy, sensitivity, dignity, understanding and professionalism.
4. If you indicate a preference for talking with a female or male officer, we will do our best to accommodate your request.
5. You will be assisted for a medical exam and other medical needs, if required.
6. You will be assisted by a rape crisis counselor with special expertise in working with sexual assault survivors.
7. Your case will be fully investigated to achieve a just outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
8. The officer investigating will continue to be available for you, to answer your questions, to explain the criminal justice system, and to be a listening ear if you wish.
9. Your case will be considered serious regardless of your gender or the gender of your assailant.
10. You will be assisted in utilizing standard university disciplinary procedures.
11. You will be assisted in an attempt to relocate to other housing and to transfer classes, if you should request.

Reporting the Incident: You should contact the Title IX Coordinator, Dr. Mamie Thorns, Wickes 314, (989) 964-4068.

Resources and Information

Campus Resources

- University Police: (989) 964-4141
- Student Counseling Center (989) 964-7078
- Peer Health Education (989) 964-4658
- Title IX Coordinator, Dr. Mamie Thorns, (989) 964-4068

Community Resources

- Bay Area Women's Center - (989)686-4551
- Caro Thumb Area Assault Crisis Center - (800) 292-3666
- Saginaw Underground Railroad - (989) 755-0411 or (888) 399-8385
- Saginaw Sexual Assault Center - (989) 790-9118
- Shelterhouse of Midland - (877) 216-6383

Educational Programs

- Rape Aggression Defense (RAD) is offered by University Police
- Peer Health Education (PHE) offers education and prevention programs on this topic during the fall and winter semesters.

Missing Persons Policy

Saginaw Valley State University observes the requirement for Missing Persons as mandated in the Higher Education Reauthorization Act of 2008. Each resident student has the opportunity to confidentially identify an individual he or she wants contacted in the event the student is reported missing for a period of 24 hours. The student may complete an emergency contact form in the Offices of Housing Operations and/or Residential Life. For additional information see: www.svsu.edu/universitypolice/departments-policies.html

Emergency Contact

If a university staff member has reasonable cause to be concerned for your personal safety or well-being, contact may be made with the person(s) you designated as your emergency contact on your admissions application to the university.

Policy Concerning the Use of Alcohol and Other Drugs

Policy Rationale

Saginaw Valley State University strives to offer members of the university community the same rights as those afforded to members of the larger community. All members of the university community are responsible for making decisions about their behavior in accordance with federal, state and local laws, and university regulations.

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No. 101-226, require that Saginaw Valley State University maintain an environment free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substance and/or alcohol. This Policy Concerning the Use of Alcohol and

Other Drugs (this "Policy") applies to all activities on university property, and may extend to off-campus activities and behaviors. Any violation of this Policy constitutes a violation of the SVSU Code of Student Conduct. Such violations may result in disciplinary action by both the university and civil authorities.

This Policy is written as evidence of Saginaw Valley State University's commitment to its students by:

- Encouraging a campus environment where healthful choices are made;
- Working to prevent alcohol and other drug abuse;
- Expecting responsibility for one's own choices and behavior;
- Encouraging alcohol-free programs;
- Supporting and empowering those who choose responsibly not to use alcohol; and
- Enforcing university rules and regulations, and federal, state, and local laws that govern alcohol and other drug use.

Alcohol & Drug Related Incidents Requiring Medical Assistance

In the case of alcohol intoxication, alcohol poisoning, drug overdose or other alcohol or drug-related medical emergency, the primary concern is the health and safety of the individual(s) involved. Students are strongly encouraged to seek immediate medical assistance for themselves or their peers in the case of an alcohol or other drug-related medical emergency. Students for whom medical assistance is sought, or those who seek medical assistance for themselves or for others, for alcohol or other drug-related medical emergencies will not be subject to university discipline for the sole violation of using or possessing alcohol or drugs. Such students may, however, be referred to university education and support programs or community referrals, and may be subject to disciplinary action when other university rules or policies have been violated. Further, students remain subject to local, state, and/or federal laws concerning the use of alcohol and/or drugs, and may be subject to penalties as prescribed by law.

An individual, for whom emergency medical assistance is sought due to an alcohol or drug-related condition, is financially responsible for all costs of his or her medical care, including ambulance and/or hospitalization costs.

Disciplinary Process

Students accused of behavior in violation of this Policy are subject to the disciplinary process and procedures set forth in the SVSU Code of Student Conduct and this Policy. In the event a student is notified of a violation of this Policy, the student must contact the designated student conduct officer within two (business) days of notification. A screening appointment will then be scheduled within the next five (business) days and a determination of the appropriate sanction(s) will be completed within the following two weeks, when school is in session.

Parental Notification

In October of 1998, Congress passed an amendment to the Family Education Rights and Privacy Act (FERPA) which allows an institution of higher education to disclose to parents or legal guardians of a student, information involving a violation of federal, state, local law or a rule or policy of the institution governing the use or possession of alcohol and/or other drugs, if the student is under the age of 21 and the institution has determined that a disciplinary violation occurred. In response to alcohol-related tragedies in the State of Michigan and across the country, SVSU's policy is to inform parents or guardians of a student under the age of 21 when the student is found responsible for a violation(s) of this Policy.

Provisions Specifically Relating to Alcohol

University Alcohol-Related Regulations

- Unauthorized possession, use, manufacture, distribution or sale of alcoholic beverages on university property is forbidden.
- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of an I.D. for the purchase of alcoholic beverages will be enforced.
- Furnishing alcohol to an obviously or visibly intoxicated person, regardless of age, is prohibited.
- Kegs of any size or any common sources of alcohol beverage are not permitted on campus without university approval.
- Consumption of alcohol by those 21 years of age or older is permitted in university housing facilities only in accordance with the provisions outlined below in the "Additional Resident Student Alcohol Policy Provisions."
- Possession of alcohol containers by unauthorized individuals, whether or not the containers hold an alcoholic beverage, is considered acceptable evidence of consumption of alcohol and is a violation.
- Alcoholic beverages are not permitted at athletic events, concerts or any other event open to the campus community or general public, without prior authorization from the university.
- Student organization funds may not be used for the purchase of alcoholic beverages.

- Intoxication, disruptive behavior and/or damage related to the consumption of alcohol are prohibited.
- Students are expected to exercise good judgment and immediately report violations of this Policy; and failure to do so may be deemed a violation of this Policy.
- Driving while under the influence of alcohol or in possession of alcohol is prohibited.

Violations of any of the above-listed regulations will constitute a violation of this Policy *and* the SVSU Code of Student Conduct.

Alcoholic Beverage Policy for Approved University Functions

The consumption of alcohol by those 21 years of age and older is permitted during an approved university function; provided, however, that all applicable provisions of this Policy concerning the use of alcohol remain in effect. Applications and guidelines are available from University Conference & Events Center (964-4348).

1. Consumption of alcohol is permitted by those 21 years of age or older on campus during an approved university function.
2. Organizations that receive a special liquor license, may serve alcohol at an approved function.
3. Alcohol may only be served by University Campus Dining personnel.
4. Attendees at an approved university function are not permitted to supply their own alcoholic beverages.
5. Advertising in university publications or publicized notice on or off campus of the availability of alcoholic beverages at any event sponsored by a university group or individual is prohibited.

The possession and/or use of alcohol beverages in the teaching of SVSU courses is permitted if: 1) the instruction occurs in an academic building of the university; 2) the possession and/or use of alcohol is under supervision of a faculty member; 3) the purpose of the possession and/or use of alcohol is solely educational; and 4) the beverage is a legal one as defined by the Michigan Liquor Control Code and related laws, rules and regulations.

Additional Resident Student Alcohol Policy Provisions

First Year Suites and Living Center North are designated as alcohol-free (zero tolerance) living areas. The possession or consumption of alcohol, being under the influence of alcohol, and/or the possession of alcohol containers, regardless of whether the containers hold alcohol, is not permitted under any circumstances. Assigned residents of Living Center South, Living Center Southwest, University Village East, University Village West, and Pine Grove who are 21 years of age or older, and who have obtained a valid alcohol permit initiated through the Resident Director are permitted to possess and consume alcohol in accordance with this Policy, including, the following behavioral rules and regulations:

- Possession of alcohol or alcohol containers outside living units is not permitted, regardless of age or the possession of an alcohol permit.
- In no event is the possession or consumption of alcohol permitted in rooms or apartments where all residents are under 21 years of age.
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences.
- Common sources of alcohol (e.g., kegs, trash cans, etc.) or quantities of alcohol (including empty containers) determined to be excessive by university personnel are not permitted.
- Residents are responsible for their guests' behavior and may be charged through the disciplinary process for the actions of guests who violate this Policy.
- Alcohol permits granted to students 21 years or older are only valid in the student's assigned residence. Alcohol permits are not transferable to use in other units.
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of university staff.

The following limits have been established regarding the amounts and types of alcoholic beverages (as defined in the Michigan Liquor Control Code and related laws, rules, and regulations) each assigned resident who is 21 years of age or older, has obtained a valid alcohol permit, and behaves in accordance with this Policy, university rules and regulations, and federal, state and local laws; may possess:

- 144 ounces of beer (equivalent of 12 , 12-ounce cans of beer) and 755 ml of wine (the equivalent of one average-size bottle of wine); OR
- 144 ounces of beer (equivalent of 12 , 12-ounce cans of beer) and 755 ml of liquor (the equivalent of one fifth); OR

- 755 ml of wine (the equivalent of one average-size bottle of wine) and 755 ml of liquor (the equivalent of one fifth).

All other alcoholic beverages are prohibited.

Substance-free living areas (free of alcohol, drugs, and tobacco products) are also available to residents. Students residing in these areas must understand and agree to abide by the substance-free agreement. The resident's guests must also abide by these conditions. Student's present in any university substance-free area under the influence of alcohol, drugs, and/or tobacco products may result in the removal from the substance-free area, space permitting. If space is not available in another suitable residential facility, the student may be removed from university housing and bear the financial consequences under the conditions described in the publication, "Resident Student Handbook," under the "Termination" section.

Off-campus Activities

Although the university accepts no responsibility for the use or distribution of alcoholic beverages at off-campus social functions sponsored or attended by students or university-related organizations or individuals, the university's expectations and standards for its students may extend to activities and behavior off-campus.

All persons planning or attending such an off-campus activity should be aware of the applicable alcoholic beverage and other laws in that situation. Each person participating in the activity assumes responsibility for his or her own actions. Students attending off-campus social functions sponsored or hosted by students or university-related organizations or individuals are subject to all applicable federal, state and local laws, as well as university rules and regulations, and violations may result in disciplinary action by the university and/or civil authorities.

Alcohol Disciplinary Sanctions

A student who is determined to have violated this Policy for an alcohol-related infraction is subject to the sanctions set forth in SVSU's Code of Student Conduct, as well as the sanctions described below. In addition, such student is subject to prosecution and punishment under federal, state and local laws.

The following table is a general summary of the range of possible university alcohol-related sanctions. Sanctions are cumulative and may be enhanced based on past disciplinary record, the severity of behavior and/or the impact of the violation upon the community. There may be circumstances that are cause for exception. Penalties may include appropriate developmental sanctions or disciplinary restrictions.

First Offense	Second Offense	Third Offense
Alcohol Education	University Probation	University Suspension
Parental Notification	Alcohol Education	Parental Notification
\$75 minimum fine, not to exceed \$300	Parental Notification	\$250 minimum fine, not to exceed \$400
University Housing: Probation, Relocation or Removal	Counseling Referral	Other appropriate developmental sanctions or disciplinary restrictions
Other appropriate developmental sanctions or disciplinary restrictions	\$200 minimum fine, not to exceed \$350	
	University Housing: Probation, Relocation or Removal	
	Other appropriate developmental sanctions or disciplinary restrictions	

Sanctions will reflect both the degree and number of offenses of a particular student. In certain situations sanctions, including, but not limited to, the following, may be imposed in addition to the standard sanctions listed in the table above:

- Violators who are student athletes should be aware that the Athletic Department will be notified in the instance of an alcohol-related violation and are encouraged to immediately communicate with his/her coach in the event of an incident.

- Sanctions involving removal from university housing or suspension from the university may require the completion of specific criteria subsequent to re-enrollment.

State and Township Law: State and Local Law and Related Sanctions

Violation	Case Law(s)	First Offense	Second/ Subsequent Offense
Open House Party	750.141a	Misdemeanor, 30 days in jail, or fine of not more than \$1000	Misdemeanor, 90 days in jail, or fine of not more than \$1000
Open House Party (Saginaw County)	ORD 107	Misdemeanor, 30 days in jail, and/or \$500 fine	Misdemeanor, 90 days in jail, and/or \$500 fine
Sell or furnish alcohol to minors	MCL 436.1701(1)	Misdemeanor, 60 days in jail, and/or \$1000 fine	Misdemeanor, 90 days in jail, and/or \$2500 fine and may be ordered to perform community service
Furnishing to minors and causing minor's death	MCL 436.1701(2)	Felony, 10 years, and/or \$5000 fine	Same
Transporting/Possession of alcohol by minor in a motor vehicle	MMVL 257.624b	Misdemeanor, substance abuse screening, community service, loss of M.V. up to 30 days, fine up to \$100, and license suspension up to 180 days	Misdemeanor, substance abuse counseling, community service, loss of M.V. up to 30 days, fine up to \$200, and license suspension up to one year
Purchase/Possess/or Consume	MCL 436.1703(1)	Misdemeanor, fine up to \$100, substance abuse treatment, community service; substance abuse screening to assess at own expense.	Misdemeanor, fine up to \$500, substance abuse treatment, community service, and license sanctions up to one year
Fraudulent Identification	MCL 436.1703(2)	Misdemeanor, fine and suspension of license for 90 days, up to 93 days in jail	Same
Minor driving with a blood alcohol level above a .02	MMVC 257.625(6)	Misdemeanor, fine up to \$1000 and/or 1 year of community service, pay for cost of prosecution, licensing sanctions, 1-5 years in jail	Felony, fine up to \$5000 and/or 60 days of community service, pay for cost of prosecution, licensing sanctions, subsequent violation will be a \$500 fine and/or, 1-5 years in jail

Civil (Dram Shop) Liability

Students should also be aware that civil liability may be incurred when their sale or furnishing of, or assistance procuring, alcoholic beverages to an intoxicated person is found to have caused or contributed to property damage or personal injury or death of a person. Such liability may arise independently of any university sanctions or prosecution under local, state or federal laws.

Provisions Specifically Relating to Other Drugs

University Drug-Related Regulations

The following university regulations govern the possession, use, manufacture, sale or distribution of controlled substances (as defined in the Michigan Public Health Code):

- Any student unlawfully using controlled substances, possessing controlled substances or drug paraphernalia, selling or otherwise distributing controlled substances is subject to discipline under the SVSU Code of Student Conduct.
- The use of prescription drugs or over-the-counter substances, such as inhalants or herbals, in any way other than the intended or appropriate use, may be interpreted as a violation of this Policy.
- The odor of a controlled substance may constitute a violation of this Policy.
- Evidence of a drug-related violation of this Policy will be reported promptly to the Department of University Police.
- Criminal penalties imposed under federal, state and local laws for controlled substance violations can be severe, and can include imprisonment.
- Drug violations for which a student is convicted may affect his or her eligibility for financial aid.
- Violations of drug regulations may result in disciplinary action by both the university and civil/criminal justice systems.
- The university will pursue prosecution of students utilizing drugs in the execution of a crime.
- Residents are responsible for their guests' behavior and may be charged through the disciplinary process for the actions of guests who violate this Policy.

Violations of any of the above-listed regulations will constitute a violation of this Policy *and* the SVSU Code of Student Conduct.

Medical Marijuana

The use, possession, storage or cultivation of marijuana in any form and for any purpose is prohibited at Saginaw Valley State University. Although the Michigan Medical Marijuana Act of 2008 (the "MMMA") permits qualified patients with specific medical conditions and their primary caregivers to use and possess marijuana, the MMMA conflicts with federal laws. Because the university receives federal funding and is subject to the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act

Amendments of 1989, the use, possession, storage or cultivation of marijuana by anyone while on SVSU property, regardless of whether he or she is a licensed/registered patient or caregiver under the MMMA, is a violation of this Policy and, therefore, a violation of SVSU's Code of Student Conduct.

Drug Disciplinary Sanctions

A student who is determined to have violated this Policy for a drug-related infraction is subject to the sanctions set forth in SVSU's Code of Student Conduct, as well as the sanctions described below. In addition, such student is subject to prosecution and punishment under federal, state and local laws.

The following table is a general summary of the range of possible university drug-related sanctions. Sanctions are cumulative and may be enhanced based on past disciplinary record, the severity of behavior and/or the impact of the violation upon the community. There may be circumstances that are cause for exception. Penalties will reflect the degree of the drug-related violation and may include appropriate developmental sanctions or disciplinary restrictions and, in certain situations, a student may be expelled upon the first occurrence of a drug-related violation of this Policy.

Ranges of Sanctions for Students Violating Drug Policy

Offense	First offense sanction	Second offense sanction
Odor of controlled substances	<ul style="list-style-type: none"> • \$50 minimum fine • Drug Education • Other appropriate developmental sanctions or disciplinary restrictions 	<ul style="list-style-type: none"> • \$100 minimum fine • Counseling Referral • Drug Education • University Housing Probation • Parental Notification • Other appropriate developmental sanctions or disciplinary restrictions
Possession of residue, paraphernalia or any type of controlled substances device including, but not limited to: tools, bongs, bowls, cutting or weighing equipment, etc.	<ul style="list-style-type: none"> • \$100 minimum fine • Parental Notification • Drug Education • University Housing Probation • Other appropriate developmental sanctions or disciplinary restrictions 	<ul style="list-style-type: none"> • \$200 minimum fine • Parental Notification • Counseling Referral • Drug Education • University Housing Removal • University Probation • Other appropriate developmental sanctions or disciplinary restrictions
<p>Possession or use of Schedule IV* Controlled Substances, including, but not limited to: Rohypnol, Darvon, Xanax and other categories of prescription drugs;</p> <p>Possession or use of Schedule III* Controlled Substances, including but not limited to: anabolic steroids, testosterone, codeine, some barbiturates, and ketamine;</p> <p>Possession or use of Schedule I & II* Controlled Substances, including but not limited to: I: GHB, Heroin, Marijuana, Ecstasy and LSD; II: Cocaine, Crack, Oxycontin, Ritalin</p>	<ul style="list-style-type: none"> • \$200 minimum • Parental Notification • Drug Education • Counseling Referral • University Housing Probation, Relocation or Removal • University Probation, Suspension or Expulsion • Other appropriate developmental sanctions or disciplinary restrictions 	<ul style="list-style-type: none"> • \$250 minimum • Parental Notification • Drug Education • Counseling Referral • University Housing Removal • University Probation, Suspension or Expulsion • Other appropriate developmental sanctions or disciplinary restrictions
Offense	Sanction	
Possession or use of Schedule V*	<ul style="list-style-type: none"> • \$200 minimum fine 	

Controlled Substances; Mis-intended use or mass quantities of prescription drugs or over the counter substances	<ul style="list-style-type: none"> • Parental Notification • Drug Education • Counseling Referral • University Probation, Suspension or Expulsion • University Housing Probation, Relocation or Removal • Other appropriate developmental sanctions or disciplinary restrictions
Manufacture, sale or distribution of any category of drug or controlled substances; manufacture, sale or distribution of any prescribed medications or over-the-counter substances other than for their intended use	<ul style="list-style-type: none"> • \$300 minimum fine • University Suspension or Expulsion • Parental Notification

*Examples of Controlled Substances by Schedule	
Schedule V	Robitussin A-C, over the counter medications containing codeine, prescriptions with medical benefits
Schedule IV	Xanax, Valium, Darvocet, Rohypnol, Talwin, Darvon
Schedule III	Anabolic steroids (body builders), testosterone, Ketamine, codeine, some barbiturates
Schedule I & II	GHB, Heroin, Marijuana, Ecstasy, and LSD

Sanctions will reflect both the degree and number of offenses of a particular student. In certain situations additional sanctions, including, but not limited to the following, may be imposed in addition to the standard sanctions listed in the table above:

- Violators who are student athletes should be aware that the Athletic Department will be notified in the instance of a drug-related violation and are encouraged to immediately communicate with his/her coach in the event of an incident.
- Sanctions involving removal from university housing or suspension from the university may require the completion of specific criteria subsequent to re-enrollment.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

For current and detailed information regarding Federal Drug Trafficking Penalties, please visit The U.S. Drug Enforcement Administration: <http://www.dea.gov/agency/penalties.htm>

Risks Related to Alcohol and Other Drugs

Alcohol and other drug use can start out as casual or social use and progress into abuse and dependence. The abuse of alcohol and other drugs can diminish the personal attainment of intellectual, social, physical and moral growth and development.

Health Risks Associated with the Use of Illicit Drugs and Alcohol

For current and detailed information regarding the Health Risks Associated with the Use of Illicit Drugs and Alcohol, please visit: National Institute on Drug Abuse, www.nida.nih.gov
National Institute on Alcohol Abuse and Alcoholism, www.niaaa.nih.gov

Campus and Community Resources

Campus Resources

- Student Counseling Center, 112 Curtiss Hall, 964-7078
- University Health Center, 2970 Pierce Road, 583-0285
- University Police, South Campus Complex A, 964-4141
- Residential Life, 113 Curtiss Hall, 964-4410
- Student Conduct Programs, 113 Curtiss Hall, 964-2220

Community Resources

Bay County

- Access Alliance of MI, 800-448-5498
- Alcoholics Anonymous 24-Hour Help Line, 894-1949

Midland County

- Access Center, 800-686-0749
- Alcoholics Anonymous 24-Hour Help Line, 698-2975
- Alcoholics Anonymous Website, www.midlandaa.org

Saginaw County

- Saginaw County Substance Abuse Treatment & Prevention Services, 888-466-3141
- Alcoholics Anonymous 24-Hour Help Line, 776-1241
- Alcoholics Anonymous Website, www.saginawaa.org
- Access Alliance of MI, 800-448-5498
- Alcoholics Anonymous Website, www.tauc.us
- Narcotics Anonymous 24-Hour Help Line, 698-2977
- Narcotics Anonymous Website, www.michigan-na.org/saginaw/

Tuscola County

- Access Alliance of MI, 800-448-5498
- Alcoholics Anonymous Website, www.tauc.us

Smoke-Free Environment Policy

Purpose

Saginaw Valley State University recognizes free choice in the matter of smoking. However, it recognizes a more fundamental right of the majority population of non-smokers to breathe clean air. This policy is intended to protect and enhance the indoor and outdoor air quality and to contribute to the health and well-being of all.

Saginaw Valley State University is committed to providing a campus environment that promotes productivity and well-being and minimizes the harmful effects and discomfort which using tobacco products can produce.

Policy

This policy is established to promote public health and provide compliance with the Michigan Indoor Clean Air Act (P.A. 1986, No.84, MCLA 333.12601 et. Seq.); P.A. 368 of 1978 as amended, MCLA 333.12905; and sec. 20 of P.A. 227 or 1967, MCLA 408.820 and the university's Clean Indoor Air Policy adopted 3/13/78 with revisions made 2/9/89 and 8/11/97:

- All university facilities, including university vehicles, are designated as smoke-free, including all smoking materials or chewing tobacco products.
- This smoke-free policy applies to all students, faculty, staff members and visitors.
- Smoking is prohibited on campus except in residential parking lots and lettered parking lots. However, in no case can smoking in residential parking lots and lettered parking lots take place within 25 feet of any building.
- Smokers are expected to keep smoking areas clean and to use appropriate receptacles to dispose of smoking materials.

Procedure

To lodge a formal complaint against a person who does not comply with this policy, persons must follow this procedure:

1. Inform the individual that smoking is prohibited on campus except in residential parking lots and lettered parking lots; in no case can smoking in residential parking lots and lettered parking lots take place within 25 feet of any building. It is the responsibility of each member of the campus community to educate others on Saginaw Valley State University's Smoke-Free Environment Policy.
2. Should the problem persist, ask the person for his/her name and whether he/she is a student, faculty, staff member or visitor. To adjudicate the alleged violations, initiate a referral to the Coordinator of the Office of Student Conduct for students, to the Director of Human Resources for employees and to University Police for visitors.
3. If the person refuses to identify himself/herself, contact the University Police, 989-964-4141, for assistance.
4. Persons violating this policy will be subject to discipline as with other violations of university policies, regulations and rules. State law also provides for a civil fine of not more than \$100 for a first violation and a fine of not more than \$500 for a second or subsequent violation of the Michigan Indoor Clean Air Act (MCLA 333.12601 et. seq.).

Policy on Student Self-Destructive Behavior

Self-destructive behavior shall be understood to mean and include: attempts or threats on the part of the individual to end his/her life or to inflict serious bodily harm on himself or herself by any means capable of producing such result. Attempted or threatened suicide or self-inflicted physical harm is an occasional form of student behavior with which the university is unsuited to cope with on any but the most temporary basis. While the institution aims to provide students with a great deal of individual freedom to think, speak and act, physically destructive behavior cannot be ignored. Therefore, it may be necessary to withdraw students who manifest such behaviors from the university, subject only to the possibility of conditional reinstatement to include compliance with terms outlined in a behavioral contract between the university and the student.

Where student withdrawal occurs under this policy, every effort will be made to minimize adverse academic and financial consequences from withdrawal, consistent with existing university policies applicable to grades and refunds.

All cases/complaints involving self-destructive behavior must be reported to a coordinator of the Student Conduct program. Due to the responsibility for the welfare of the entire university community, it may be necessary to consider emergency suspension in these cases.

A temporary suspension may be imposed if, after notification of alleged self-destructive behavior, the Vice President for Student Affairs, or his/her designee, believes there is or will be a danger to the student involved.

Information for Students with Disabilities

Policy Statement

Saginaw Valley State University does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty or staff and the operation of any of its programs, services or activities.

Saginaw Valley State University will make reasonable accommodations to individuals with disabilities within a reasonable period of time, normally within three weeks from the request for a specific accommodation. Eligibility for reasonable accommodations is based on disability documentation and assessment of individual needs. Requests for accommodations should be made at the Office of Disability Services, Curtiss 112. SVSU does not provide personal assistance.

Student Accommodation Appeals Procedure

Saginaw Valley State University's office of Disability Services has the responsibility to recommend and arrange accommodations for students with disabilities. A formal appeal process is available to students who believe accommodations have been denied or that the recommended accommodation is not appropriate. Although there is no time limit for filing a complaint, mediation and resolutions will be for current or on-going situations.

1. Student should first discuss the problem with the Director of Disability Services.
2. If the situation cannot be resolved informally or if the student is not satisfied with the outcome of the meeting, an appeal may be filed, in writing, to the Vice President for Student Affairs or his/her designee. The appeal can be brief but must be specific, identifying the problematic situation, parties involved and possible solutions.
3. A review of the situation will typically commence within three (3) working days. The Vice President for Student Affairs or his/her designee will appoint (an) investigator(s) to review the complaint. A full report will be filed by the investigator(s) with the appropriate Vice President or Dean, who will render a decision within three working days of receipt of the report and notify the student in writing.

4. At any time students may contact the Office of Civil Rights to seek assistance.

Office of Civil Rights
U.S. Department of Education
600 Superior Avenue, East
Bank One Center, Suite 750
Cleveland, Ohio 44111-2611
(216) 522-4970
FAX: (216) 522-2573

If a complaint is brought by a student regarding denial of an accommodation for an ongoing class, the decision of the Director of Disability Services to provide or deny said accommodation shall be implemented until such time as a formal resolution is achieved. Faculty issues with decisions regarding accommodation of students with disabilities should be referred to the Provost/Vice President for Academic Affairs.

Minimum Standard Sanctions

The following table identifies minimum standard sanctions related to specific infractions of the Code of Student Conduct or other university policies. Minimum published sanctions are not subject to appeal.

MINIMUM STANDARD SANCTIONS FOR VARIOUS OFFENSES Found in the Code of Student Conduct or Resident Student Handbook

Offense	Minimum Standard Sanction*
Aiding or Abetting Violations/Failure to Discourage	\$50
Alcohol and Drug Policy	According to sanctions published in the policy for First, Second and Third Offenses
Candles/Incense/Open Flames	\$100 + University Housing Probation
Disorderly Conduct	\$50
Endangerment	\$100
Failure to Observe Terms of Discipline	\$100
Fire Safety Equipment - Breaking glass of fire pull station or fire extinguisher - Shooting fire extinguish - Disengaging smoke detectors - Remove or tampering with detectors	\$200 + University Housing Probation and/or University Probation for two academic semesters
Footballs, Frisbees, throwing objects or sports inside facilities	\$50 + restitution
Hosting/Guest Policy/Visitation	\$50 + restitution + guest restrictions
Hygiene/Laundry/Noxious Odors	Referral to Student Counseling Center
Littering/Trashing/Toilet Papering	\$50
Noise/Quiet Hours	\$25
Pets/Unauthorized Service Animals	\$100 + cleaning fee
Selling, Advertising, Soliciting	\$50
Smoking, Tobacco Products	\$100
Treading on Protected Landscaping	\$50 + restitution
Voluntary Compliance/Directive of a University Official	\$100

*Sanctions are applicable to first offenses, only, and may be accompanied by probationary periods. Sanctions are progressive with repeated offenses and the severity of the actions.

Code of Student Conduct

Admission to Saginaw Valley State University obligates each student to abide by regulations for acceptable student behavior. All students are expected to conduct themselves as responsible members of the university community and to respect the rights of their fellow citizens. SVSU regulations may apply to behavior off campus as well as on campus. Violations of the regulations may result in disciplinary action by both the University and civil authorities. Students at Saginaw Valley State University also are responsible for their guests' behavior. Students may be charged through the disciplinary process for the actions of guests who violate provisions of this code.

Reporting Violations of the Code of Student Conduct

Alleged violations of the Code of Student Conduct may be reported by any member of the university community. The report must be made in writing and can be initiated through:

1. The Student Conduct Program, 113 Curtiss, 964-2220.
2. University Police South Campus Complex A, 964-4141.
3. Any member of Residential Life staff.

Section 1. Regulations

Violations of any of the following university regulations may result in dismissal from Saginaw Valley State University or in a lesser sanction deemed appropriate by a university Hearing Officer.

1. Academic Integrity

Violations of the Academic Integrity Policy (refer to the Student Handbook) will constitute a violation of the university regulations under this section.

Procedural Guidelines for Reports of Violations of the Academic Integrity Policy

- a. Notification:** The student will be notified by the Coordinator of Student Conduct Programs that he/she is accused of violating the Academic Integrity Policy by means of a Notice of Charge. This official notification will contain adequate information enabling the student to prepare a response to the charge(s) including the action(s) in question and name of complainant and witnesses.
- b. Response:** The student will have the opportunity to accept or deny responsibility for the charge(s) in writing. Failure to respond to the charge(s) will be considered the same as admission of responsibility. A Hearing Panel of two faculty members and two students from the Academic Integrity Board will review the charge(s) of academic dishonesty and will have the authority to determine a student's accountability for the charge(s) and to impose appropriate sanctions.
- c. Sanctions:** The range of sanctions that may be imposed by the Hearing Panel for violations of the Academic Integrity Policy include:
 - Mandatory attendance at one or more workshop(s) on academic integrity;
 - Letter of apology written to course instructor;
 - Anonymous letter of apology to all other students attending the same class;
 - Submit written paper on academic integrity;
 - University probation;
 - Withdraw student from the course;
 - University suspension;
 - University expulsion;
 - Other developmental sanctions deemed appropriate and commensurate with the violation.
 - A first time offense will include the minimum sanctions of attendance at a workshop on academic integrity and university probation for up to two semesters.
- d. Appeal:** Written appeals must be submitted within three days of the written notification of the decision of the Hearing Panel, through the Coordinator of the Office of Student Conduct, to the Vice President of Academic Affairs and the Vice President for Student Affairs.
- e.** The imposition of regular disciplinary penalties does not preclude an academic penalty imposed by an instructor.
- f. Records:** All cases concerning academic integrity will be recorded in the Office of Student Conduct Programs.

2. Alcohol and/or Other Drugs

Violations of the Policy Concerning the Use of Alcohol and/or Other Drugs (refer to this *Student Handbook*) will constitute a violation of university regulations under this section.

3. Demonstrations and Assemblages

Students have the right to assemble lawfully and express their concerns in ways that do not interfere with others or with the normal functions of the university. Demonstrations and assemblages on the campus must be held in such a place and manner so that the public peace of the campus is maintained. The Office of the Vice President for Student Affairs, or the University Police, is authorized by the university to advise an assemblage or demonstration that they are violating the public peace of the campus. Failure to heed such a warning will constitute grounds for terminating the demonstration or assemblage and initiating charges through the Student Conduct Programs.

4. Facilities and Equipment

- a. General:** Certain facilities may have specific usage requirements. Guidelines will be made available to students by those regulating the use of the facility. Violations of these guidelines will constitute a violation of university regulations.
- b. General Use Of Facilities:** No student shall engage in conduct that interferes with public peace or the rights of others with the general use of facilities. Examples of restricted activities may include, but not limited to, disruption by sound amplification equipment, general horseplay, roller blading, skateboarding, or other activities as deemed disruptive by an authorized representative of the university.
- c. Keys:** Students shall not possess or duplicate university keys or other locking mechanisms without proper authorization.
- d. Pets:** Pets are not allowed in any university building with the exception of those trained to assist individuals with physical disabilities. Animals that are brought on the campus must be leashed, or otherwise restrained, and attended by their owners. Resident students should refer to the University Housing Agreement for policy exceptions.
- e. Postings:** Postings on university property must be approved through the Student Life Center, may only be displayed in authorized areas, and must meet University Posting Policy regulations. Postings in University Housing must be approved through the Residential Life Office.
- f. Selling, Advertising or Soliciting:** No student shall engage in, or invite any firm, individual, or group to engage in, the solicitation or consummation of commercial or business contracts for any service or product in any public area of the university without the prior approval of the Vice President for Student Affairs.
- g. Smoking, Food and Beverages:** Smoking is permitted only in designated areas on campus (refer to Smoke-Free Environment Policy in this Student Handbook). Restriction of food and/or beverages in some areas of campus will be indicated by signage.
- h. Use of Facilities:** Requests for non-academic use of university facilities must be made to the SVSU University Conference & Events Center at least two weeks in advance of the requested date. Facilities may be reserved only by authorized personnel and student organizations formally recognized by the University.
- i. Use of University Equipment and Property** must be authorized by the appropriate university administrator or designee. Use of the equipment shall be limited as authorized by the university. Payment for damages or loss of equipment or use of equipment is the responsibility of the borrower.

5. Financial Responsibility

- a.** Students owing money or fines to any university department may be subject to additional charges or disciplinary action, or loss of services, if not paid when due. If any account is overdue at the end of the semester, the student will not be issued a transcript of his/her academic record and may not register for any subsequent semester until the account is paid. Application for other services, such as housing, may be denied to students with delinquent financial obligations.
- b.** Students found responsible for violations of university regulations may forfeit financial aid and/or university discretionary scholarships in addition to other penalties that may be imposed.

6. Misconduct

- a. Aiding or Abetting Violations\Failure to Discourage:** Individuals aiding or abetting in carrying out an unlawful act or the violation of any university policies, whether he or she directly commits the act, may be treated under the regulations as if he or she had directly committed such violation. Students present during the execution of a university policy infraction may be considered in violation under this regulation. It is expected that students will exercise good judgment and appropriately report a violation(s) in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.
- b. Assault - Physical:** No student shall engage in physically assaultive behavior, self-destructive behaviors or gestures or other conduct to cause danger to the personal, mental or physical health, safety or welfare of members of the university community or visitors to the campus.
- c. Assault - Sexual: Any** touching and/or fondling (with or without the use of an object of a person in areas of the body considered private where:
 - 1. That person has not reached the age of consent, OR
 - 2. That person is impaired due to a mental or physical handicap or temporary impairment, OR
 - 3. That person indicates the touching and/or fondling is unwanted.
- d. Assault - Verbal:** No student shall engage in verbal assaultive behavior or communicate the intent to engage in assaultive behaviors (including written or electronic transmissions), verbal threats, self-destructive behaviors or gestures or other conduct to cause danger to the personal, mental or physical health, safety or welfare of members of the university community or visitors to the campus.
- e. Bias-motivated Offenses:** Acts of violence includes, but are not limited to, hostile discrimination based on sexual orientation, gender, race, religion, age, disability, or ethnicity are prohibited.
- f. Classroom Misconduct:** No student shall engage in conduct that disrupts or interferes with educational activities in classrooms, lecture halls, campus library, laboratories, computer laboratories, theatres, or any other place where education and teaching activities take place. This includes, but is not limited to, such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud or distracting behaviors, displaying defiance or disrespect to others or threaten any university employee or student. No student shall engage in conduct that is disruptive or interferes with the rights of others on university property or at a university-sponsored function, nor shall a student obstruct, disrupt or interfere or attempt to interfere with another student's right to learn or complete academic requirements.
- g. Disorderly Conduct:** No student shall engage in conduct that is disruptive or interferes with the rights of others on university property or at a university-sponsored function.
- h. Disruption of Learning:** No student shall engage in conduct that obstructs, disrupts, interferes or attempts to obstruct, disrupt or interfere with another student's right to study, learn or complete academic requirements. This includes acts to destroy or prevent or limit access to information or records used by other students in connection with their university responsibilities.

- i. Failure to Identify, Appear or Observe Terms of Discipline:** No student shall misrepresent or refuse to identify him/herself when requested to do so by identified university officials, refuse to appear before university officials or bodies when requested to do so, or violate the terms of discipline imposed.
 - j. Fires:** No student shall set a fire or create an open flame, such as candle burning, anywhere on university property without the prior written authorization from the Chief of University Police, except in approved grills in designated picnic areas.
 - k. Fire Safety/Equipment:** No student shall misuse or damage safety equipment including, but not limited to, fire and life safety equipment. Failure to evacuate during fire alarms constitutes a violation under this regulation.
 - l. Gambling:** Any form of gambling is prohibited.
 - m. Hazing:** Hazing in any form is prohibited.
 - n. Internet, Electronic Communications and Computing Resources Acceptable Use Policy:** *Saginaw Valley State University has adopted the Internet, Electronic Communications and Computing Resources Acceptable Use Policy for SVSU students, faculty and staff. It is necessary that students utilizing these university resources refer to this policy, become familiar with its contents and abide by it. The policy in its entirety can be found at www.svsu.edu/operationsmanual/aup.html. Misuse will result in disciplinary action.*
 - o. Lewd or Indecent Behavior:** Lewd or indecent behavior is prohibited on university property.
 - p. Property Damage:** Damage to property of the university, members of the university community or campus visitors constitutes a violation of university regulations.
 - q. Stalking/Harassment:** No student shall engage in any conduct involving harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, or that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
 - r. Theft of Property:** Theft of property of the university, members of the university community or campus visitors, including use of property without the consent of the owner, constitutes a violation of university regulations.
 - s. University Housing/Residential Life Regulations:** Violations of University Housing regulations contained in documents constitute a violation of university regulations.
 - t. Voluntary Compliance:** Students shall obey legitimate and reasonable instructions of university officials to cease conduct which threatens to disrupt or interfere with:
 1. The rights of others
 2. University discipline
 3. Normal university functions
 4. A university official acting in the line of duty
 - u. Weapons:** The possession or use on university property or in approved housing of any weapons such as, but not limited to, firearms, ammunition, pellet guns, airguns, knives, blades, chemicals or explosives, including firecrackers, is prohibited unless authorized in writing by the Chief of University Police. A harmless instrument designed to look like a weapon that is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of weapons. Saginaw Valley State University has adopted a Weapons Policy. It is necessary for students to become familiar with the policy which can be found at <http://www.svsu.edu/operationsmanual/general-operations/general-operations-ii/47-1-weapons-policy.html>
- 7. Obedience to Criminal Law:** Violations of federal, state or local laws committed by students, whether prosecuted or not, constitute a violation of university regulations when it appears that the act endangers the welfare of any member of the university community or has a direct detrimental effect on the institution's educational function. Students in violation of this regulation are subject to university disciplinary action.
- 8. Student Organizations**
All organizations that sponsor activities in violation of laws or regulations are subject to discipline under the Student Code. In addition, all members and nonmembers who participate in this activity may be disciplined individually.
- 9. University Records**
- a. Counterfeiting, Altering, Fraudulent Use or Copying:** No student shall alter, mutilate, manufacture, possess, falsely represent as his/her own, access without authorization, use fraudulently, or furnish to an unauthorized person any official university document or confidential record, including but not limited to ID cards, personal identification number (PIN), electronic mail access codes and/or passwords, computerized records, transcripts, athletics passes, course registrations, and receipts.
 - b. Current Address:** Each student shall maintain a current mailing address in the Office of the Registrar. Students will be held responsible for, and may not claim ignorance of, information mailed first class to the last address recorded in the Registrar's Office.
 - c. Falsification of University Records:** No student shall provide false or misleading information to the university.
 - d. Forgery:** No student shall possess or use any official document unless that document bears the legitimate or authorized signature of the individual indicated.

Severability

If a court of law should rule any portion of these regulations to be unlawful, it is the intent of Saginaw Valley State University that the remainder of these regulations will remain in effect.

Section 2.

10. Disciplinary Process

Complaints of student behavior that may be in violation of the Code of Student Conduct are first reviewed by the Coordinator of Student Conduct Programs. There are four courses of action available to the coordinator:

1. Handle the complaint as a Mediation Conference -- a meeting convened to provide conciliation between parties; the resolution is agreed upon by all involved. If this process does not satisfy both parties, a referral will be made as follows.
2. Formally charge the accused student with a violation of the Code of Student Conduct, following the Disciplinary Procedures outlined below.
3. Refer the charge through the University Residential Life Disciplinary Process.
4. Determine that no formal action should be taken.

11. Disciplinary Procedures

a. Emergency Suspension/Restriction

Because of the responsibility of the university for the welfare of the entire university community, it may be necessary to impose emergency suspension/restrictions in some serious situations. After a report of a violation, if the Vice President for Student Affairs or his/her designee has cause to believe that danger will be present if a student is allowed to remain on campus, a limited action for a temporary suspension/restriction from campus residency, use of facilities and/or attendance/participation at specified university functions can be imposed. When reasonably possible, the Vice President for Student Affairs or designee will meet with the student prior to imposing the restriction.

A hearing will be scheduled before a hearing officer(s) as soon as practicable. A hearing officer(s) will have the power to lift, extend or impose additional sanctions following the hearing.

12. Procedural Guidelines

Follow-up will take place, as soon as practical, as prescribed in the following section. The essential safeguards for fair treatment will be provided for students charged with violating university regulations. The following shall serve as procedural guidelines:

- a. The student shall be notified by the coordinator that he/she is accused of violating university regulation(s) by means of a formal Notice of Charge, which will include the following information:
 1. The charges with sufficient detail of the reported action to enable him/her to prepare a response to the charge
 2. A forewarning of possible consequences.
 3. The name of complainant and witnesses, if then known.
 4. The Waiver/Hearing Request Form by which the student may either accept responsibility for the charge or deny responsibility and request a hearing.
- b. Within a stated period of time, the student may select one of two courses of action:
 1. He/she may accept responsibility for the reported action and waive, in writing, his/her right to a hearing. In such cases, a hearing officer(s) will impose a sanction(s) deemed appropriate after meeting with the student.
 2. He/she may deny responsibility for the reported action in writing. If this option is selected, the student will be afforded a hearing before a hearing officer(s) not less than three (3) days but no more than seven (7) days following this request. When an extension of time appears necessary to avoid undue hardship, the Coordinator of Student Conduct Programs may extend the time.

Failure to respond by choosing either of the above will be considered the same as an admission of responsibility. In this case, a hearing officer(s) will attempt to meet with the student and then make a ruling based on the information available.

13. Hearing Procedures

- a. After sufficient notice of the date, time and location of the hearing, the charged student may elect to appear. Should the student fail to appear after sufficient notice, the hearing will take place in the student's absence.
- b. The student charged shall be permitted to view any material evidence that will be submitted and considered at the hearing.
- c. The student charged shall be entitled to hear, see and examine all evidence presented, to present all relevant evidence in his/her behalf in the form of witnesses or documents, and to respond to questions, but only if the student so elects.
- d. The accused student may be advised and accompanied by a member of the university community, who may, if requested by the student, present a statement to a hearing officer(s) on behalf of the student. Any other presentations and questioning of witnesses shall be conducted solely by the student.
- e. A hearing officer(s) shall attempt to establish the facts relevant to the reported violation based solely on the evidence presented at the hearing. Any findings must be based on substantial evidence.
- f. Each hearing will be recorded on audio tape, which will remain in the Office of Student Conduct Programs throughout the appeal period.
- g. All proceedings shall be private, unless otherwise requested by the student.
- h. After due deliberation and within three (3) class days of the hearing, a hearing officer(s) will announce findings. Sanctions, when appropriate, will be delivered in the form of a letter to the charged including the reasons for any decision rendered against him/her.

14. Sanctions

The following sanctions are authorized as appropriate penalties that may be imposed by a hearing officer(s) when a student admits responsibility for, or is found to have violated university regulations. These sanctions may be used in combination.

- a. Completion of Rehabilitation Program:** At the discretion of the Student Counseling Center, a student may be required to attend and complete a community rehabilitation program.
- b. Developmental/Educational Assignments:** Examples include, but are not limited to, community service assignments, written topical reports, presentation of programs, interviewing appropriate persons and attending appropriate lectures or seminars.
- c. Expulsion:** This sanction is one of involuntary departure from the university with loss of all student rights and privileges. Separation is permanent and makes no provision for the student to re-enroll at SVSU. The expelled student is prohibited from the university and may be subject to arrest if this restriction is violated.
- d. Fines:** Students may be assessed a fine in conjunction with other sanctions which will further the educational mission of the university. A fee for mandatory short-term counseling may also be assessed. Fines will be posted on a student's subsequent billing statement.
- e. Referral for Counseling:** Students may be required to schedule an appointment(s) with the Student Counseling Center for purposes of assessment and short-term counseling. The student may be required to submit a written signed statement of attendance.
- f. Restitution:** Payment equal to replacement or repair costs, including labor, for damaged or stolen property, or for the reimbursement of other losses, such as medical bills.
- g. Restrictions:** Restrictions include, but are not limited to, termination or denial of residence in university housing, denial of use of specific university facilities, and/or restrictions from participation in extracurricular activities.
- h. Temporary University Suspension:** A student may be temporarily suspended from the university by the Vice President for Student Affairs or his/her designee pending the outcome of final charges. The Vice President for Student Affairs or his/her designee may invoke a temporary suspension if there is a strong indication that the student's continued presence on campus would constitute a potential for serious harm to him/herself or to the safety of any member of the university community or property.
- i. University Housing Probation:** Probation is a definite period of observation and review. If a student is again found responsible for violating a university rule or regulation, particularly within a residence hall, or violating an order of a judicial body, then suspension from remaining in a particular residence hall, suspension from all university housing and/or restriction from entering any university residence hall may take effect immediately. Additional or alternate sanctions may be imposed.
- j. University Housing Suspension:**
 1. This form of suspension precludes a student from remaining in a particular university facility. Or, it may preclude a student from living in any University Housing. The specific period of the suspension will be for a minimum of two semesters. The suspended student is prohibited from visiting any university housing facilities during this suspension and may be subject to arrest if this condition is violated.
 2. A student whose University Housing Agreement is terminated by judicial or proprietary action is responsible for payment of a minimum pro-rated charge of the room and board rate for the actual days in residence and forfeiture of the remainder of the contractual obligation. Housing deposits for the following academic year will also be forfeited according to established cancellation deadlines.
- k. University Probation:** A more severe sanction than a warning, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. Probation will not exceed two consecutive semesters of enrollment. Violations occurring during the time of probation will result in suspension or expulsion from the university. A copy of the letter of probation will be filed in the Office of Student Conduct Programs.
- l. University Suspension:** A suspended student will be withdrawn from all courses and will be separated from the university for a period not to exceed six academic semesters. Readmission will be at the discretion of the university and may include completion of required conditions. The suspended student is prohibited from the university and may be subject to arrest if this restriction is violated.
- m. Warning:** A verbal and/or written notice to a student indicating his/her conduct is in violation of university rules or regulations. A copy of the written notice will be filed in the Office of Student Conduct Programs.

15. Interpretation

Any questions related to the Code of Student Conduct, including disciplinary procedures, can be referred to the Office of Student Conduct Programs, 113 Curtiss, 964-2220. Hearings are designed to afford fair and just treatment to those participating. A format is employed which preserves order and gives each participant an opportunity to speak and ask questions in turn.

16. Appeals

In some instances, the decision of a hearing officer(s) may be appealed by the accused student. Appeals must be made in writing within three (3) class days following the announcement of a hearing officer(s) and should be delivered to the Coordinator of Student Conduct Programs. Appeals will be heard by a hearing officer(s) and handled within three (3) class days of its receipt by the Coordinator. When an extension of time appears necessary to avoid undue hardship, the Coordinator of Student Conduct Programs may extend the time.

The following constitute grounds for appeals:

If the appeal is subsequent to a charge that was admitted by the student, the appeal must be based solely on the contention that the sanction was excessive. Minimum published sanctions are not subject to appeal.

If the appeal is subsequent to a charge that was denied by the student and a hearing officer(s) ruled that the student was responsible for the action, the appeal may be based on the following:

1. New evidence that was not available during the hearing;
2. The contention that due process was denied the student;
3. Proof of arbitrary or capricious treatment by a hearing officer or panel; or,
4. Contention that the sanction was excessive. Minimum published sanctions are not subject to appeal.

The Coordinator of Student Conduct Programs will determine if the grounds for appeal are sufficient to warrant such; that decision will be final.

Section 3

17. Resident Student Disciplinary Process

Students residing in University Housing are subject to the Code of Student Conduct, various policies described in the University Housing Agreement, information contained in the Resident Student Handbook and/or other standards of behavior otherwise published by the Offices of Housing Operation and Residential Life. Reports of violations can be submitted by students, staff or faculty to the Office of Residential Life. The reported incident will be evaluated and referred to an appropriate university conduct process.