

**Welcome to Saginaw Valley State University!** 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.

Your participation in a variety of events and activities, including clubs and organizations and our Student Association, affords you the opportunity for personal growth and to develop the leadership or social interaction skills that will serve you well in your chosen career. There will be many cultural events, from art to music and theater. You may decide to participate in our intramural sports or intercollegiate athletic programs or use our physical fitness facilities. The choices are yours – but choose wisely and find that balance between your studies and the extra-curricular life of our campus. We are pleased to have you as a member of our university community.

Sincerely,

**Robert Maurovich**

Vice President for Student Services and Enrollment Management

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# 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.

## Academic Advisement Center

117 Wickes Hall - 964-4286

[aacsvsu@svsu.edu](mailto:aacsvsu@svsu.edu)

[www.svsu.edu/aac](http://www.svsu.edu/aac)

One of the single most important aspects of a student's academic career is his/her degree requirements. Our primary goal is to help each student understand the general education and course requirements of a selected curriculum and to guide students to make wise choices in meeting their degree requirements. Our services include:

- Initial academic advisement, course registration and placement testing for all new undergraduates.
- Academic advisement for all continuing undergraduate students including course planning prior to registration, explanation of academic policies and procedures, monitoring academic progress via a computerized degree audit system, and assistance in selecting a degree program.
- Tutorial assistance in selected first and second year courses such as beginning accounting, biology, chemistry, economics, history, physics and psychology.

- Coordination of University Foundation Scholars Program, College Success Courses, Course Placement
- Testing and Orientation Programs.

Walk-in advising is available or students may make appointments by calling the number listed above.

## Athletics

Ryder Center - 964-7300

Athletic Director - Mike Watson

[mewatson@svsu.edu](mailto:mewatson@svsu.edu)

[www.svsu.edu/athletics](http://www.svsu.edu/athletics)

Harvey Randall Wickes Memorial Stadium, Ryder Center, baseball/softball fields and tennis facilities were completed in 1989 placed SVSU as one of the finest facilities in the Midwest. With the renovations to the baseball/softball, Wickes Memorial Stadium and the soccer field completed in 2007 SVSU will again ranked as one of the finest sport complexes in the Midwest. The Student Identification Card, "Access SVSU" is required to enter the Ryder Center for classes and recreational use.

SVSU is affiliated with the NCAA Division II and 16 of our 17 varsity sports teams belong to the Great Lakes Intercollegiate Athletic Conference. The bowling team competes in the Michigan Intercollegiate Bowling Conference.



Harvey Randall Wickes Memorial Stadium

SVSU women's teams include 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, and indoor/outdoor track and field. We also sponsor a competitive cheer team.

## Bookstore

Student Center - 964-4277

bookstore@svsu.edu

svsu.bkstore.com

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.

Be sure to bring a printout of your 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 "Access SVSU" 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 \$450 of their loan funds beginning one week before the first day of classes using the "Access SVSU" card. A Pack and Hold service is available to provide convenient textbook ordering service to students.

## Campus Dining Services

122 Curtiss Hall - 964-4252

diningservices@svsu.edu

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

The newly renovated residential restaurant in Doan Center (RFoC) provides quality food in an all-you-care-to-eat setting for residential and commuter students alike. Dining concepts include Breakfast, Grill, Traditional Entrée, Pizza, Pasta, Desserts, Bakery, Garden Market and Display Cooking. Comfortable seating is distributed among the dining concepts creating a warm and colorful atmosphere. A strategically located fireplace further enhances the ambiance of this residential focused facility. Operating hours extending to 10:30 p.m. accommodate students' class and eating schedules.

Einstein's Eatery is strategically located in the center of the primary academic neighborhood on campus, near the Zahnow Library. The retail based food court offers numerous dining choices to students and staff in a quick service environment. Featured concepts include: Jump Express Asian Cuisine, Quiznos Sub, Bené Pizza, Grille Works, Starbucks Coffee (opening Fall, 2007) and grab-n-go items.

Java City, 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. Also located in the C-Store:

Freshens - a concept offering ice cream, frozen yogurt, smoothies and other frozen treats. Java City - offers fresh hand roasted fine coffee, hot, iced and blended specialty beverages.



Real Food on Campus provides all-you-care-to-eat dining near the residential halls.

The Apple Slice located in the Regional Education Center provides dining options at the North end of campus.

Numerous meal plans are available for residential and commuter students. Students access their meal plans using the "Access SVSU" 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.

## Campus Recreation and Intramural Sports

108 Fitness Center - 964-REC1 (7321)

www.svsu.edu/studentlife/campusrec.cfm

Contact: Richard Buford

campusrec@svsu.edu

Campus Recreation is dedicated to offering a wide variety of fitness-related activities for SVSU students, faculty and staff.

Whether you're a seasoned athlete, or just ready to try something new, Intramural Sports are a great opportunity to learn and engage in friendly, competitive athletics. Sports include: Flag Football, 5-on-5 Basketball, Volleyball, Soccer, Dodge ball, Tennis, Golf, Floor Hockey, and much more! Check online or call for information and registration dates.

Campus Recreation also advises Club Sports teams. Club Sports teams practice regularly and compete against other colleges and



Students enjoy a stroll through the campus court yard near freshman housing.

universities. Our current competing club sports teams include Men's & Women's Lacrosse, Men's Ice Hockey, Dodge ball and a newly formed Men's Club Soccer team. Campus Recreation also offers CardX Fitness classes. Equipment rentals (sports racquets, sports balls and much more) are available at the Fitness Center desk. The items are free with your Student ID!

## Career Planning and Placement

111 Curtiss Hall - 964-4954

[careers@svsu.edu](mailto:careers@svsu.edu)

[www.svsu.edu/careers](http://www.svsu.edu/careers)

Career Services

Career Planning and Placement provides a number of services to help students make informed career decisions and put into action 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 Planning and Placement hosts employment fairs and on-campus interviews each year that conveniently bring regional and national employers to campus. The offices' Website features advice on choosing a major, résumé, writing, networking, and College Central Network (CCN), 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. The Office of Career Planning and Placement places students with a variety of employers or hosts throughout the region. To learn more about internships or co-ops visit our Web site, [www.svsu.edu/careers](http://www.svsu.edu/careers), and click on "co-ops and internships" link, or schedule an appointment to meet with a Career Planning and Placement staff member by phoning the office.

## Cashier's Office

166 Wickes Hall - 964-7406

[cashiers@svsu.edu](mailto:cashiers@svsu.edu)

The Cashier's Office provides several services for students. Students living on campus may cash personal checks (up to \$50) and University payroll checks. The office also disburses student employment payroll checks. These transactions require picture identification, either a driver's license or "Access SVSU." The Cashier's Office also generates and disburses the Access SVSU card.

Payments for student tuition, housing and other miscellaneous charges are handled by this office. Payment also may be made through Cardinal Direct, the SVSU online service. Be sure to note the payment deadlines posted on Cardinal Direct, [cardinaldirect.svsu.edu](http://cardinaldirect.svsu.edu).

## Color Copying

Service Building - 964-4278

[graphicscenter@svsu.edu](mailto:graphicscenter@svsu.edu)

A color copier and a large format printer are located in the Graphics Center. Some of the many uses are report covers, transparencies for presentations, fliers to advertise an event and large format posters, banners and photos that can be printed to 42 inches high. For pricing and other information, call the Graphics Center Monday through Friday, 8 a.m. to noon, and 1 to 4:30 p.m.

## Counseling Services

112 Curtiss Hall - 964-7000

[www.svsu.edu/counseling](http://www.svsu.edu/counseling)

Counseling and Health Services provides students with quality healthcare that integrates individual health needs, health education, prevention, treatment for illness and injury, counseling and the enhancement of students' knowledge about healthy lifestyle choices. Our interdisciplinary professional staff strives to support the personal and academic development of all SVSU students by promoting and supporting their physical and emotional health and well being.

Counseling Services is a Mental Health and Substance Abuse resource for students. Services include; assessments, crisis intervention, community referrals, prevention programs, educational classes and workshops. Health Educators are available to share information and resources regarding Alcohol and Other Drug Abuse, Sexual Assault, Emotional Health, Relationships and much more. All services are confidential.

To schedule an appointment, call 964-7000 or stop by 112 Curtiss Hall. For emergencies, call 9-911 from on campus phones and 911 from off campus or cell phones. The Saginaw Community Mental Health crisis line is 989-792-9732 and can be accessed 24 hours per day.

## Disability Services

112 Curtiss Hall - 964-7000

[disability-services@svsu.edu](mailto:disability-services@svsu.edu)

The Office of Disability Services coordinates support services that enable students with documented disabilities the opportunity to achieve intellectual and personal growth. Some of the services available at SVSU include note-taking paper, assistive listening devices, alternate testing arrangements, power assisted doors in all buildings, OCR computers with scanners and screen readers, and CCTV printer enlarger.

All documentation must be received and reviewed by Disability Services. Three weeks notice is requested for regular classroom accommodations. Six weeks notice is required for contracted services, such as Braille or sign language interpreters.

## Ecumenical Campus Ministry

124 Curtiss Hall

[www.svsu.edu/ecm](http://www.svsu.edu/ecm)

Luis Gonzalez-Becerra - [ecm4males@hotmail.com](mailto:ecm4males@hotmail.com)

With the hectic pace of the world we live in, it is very easy to lose perspective. Trying to balance friends, family, school and work can be a difficult task. Perhaps you find yourself pulled in too many directions and stretched by a host of obligations. Maybe it is time you found some balance.

There is a resource for SVSU students. It is called the Campus Ministry. Founded and supported by local area churches, it seeks to: offer friendship; create a safe place for healing and growth; provide opportunities for people to discover God in their own way; support people in searching and following the vocational path to which they are called.

For information on fellowship opportunities, worship services and support in finding a local church family, or just to have a chat, contact the Campus Ministry Coordinators.

## Fitness Center

Located inside the Ryder Center (south side of building)

964-REC1 (7321)

Contact: Richard Buford

[campusrec@svsu.edu](mailto:campusrec@svsu.edu)

The Fitness Center offers cardio equipment, nautilus equipment, free weights and a wide variety of other fitness equipment to help you reach your health & fitness goals. The Fitness Center is also home to the CardX Fitness Program, SVSU Campus Recreation and Intramural Sports. Equipment rentals (racquets, variety of balls) are available for free with your Student ID. Hours are: Monday-Thursday 6:30 a.m. to 12:00 Midnight, Friday 7:00 a.m. to 7:00 p.m., Saturday & Sunday 12:00 noon to 6:00 p.m.



The Physical Fitness Center offers a variety of training equipment.

## Health Services

267 Wickes Hall - 964-4271

[www.svsu.edu/healthservices](http://www.svsu.edu/healthservices)

Counseling and Health Services provides students with quality healthcare that integrates individual health needs, health education, prevention, treatment for illness and injury, counseling and the enhancement of students' knowledge about healthy lifestyle choices. Our interdisciplinary professional staff strives to support the personal and academic development of all SVSU students by promoting and supporting their physical and emotional health and well being.

Health Services provides assistance with minor illnesses and injuries, immunizations, screening tests, health care education and referrals to local health care providers. In addition, the Nurse Practitioner is available to provide more advanced care, prescriptions, simple physicals, and routine allergy injections. Health Educators are available to share information and resources regarding Smoking Cessation, Sexual Health, Nutrition and Fitness, Sleep Hygiene, Stress Management and much more. All services are confidential.

To schedule an appointment, call 964-4271 or stop by 267 Wickes Hall. Health Services will be open from 8:00 a.m. - 7:00 p.m. Monday - Thursday and from 8:00 a.m. - 4:30 p.m. on Friday during the Fall and Winter semester. Spring and Summer hours will be from 8:00 a.m. - 4:30 p.m. For emergencies, call 9-911 from on campus phones and 911 from off campus or cell phones.

## Information Technology Services - Support Center

128 South Campus B - 964-4225

[support@svsu.edu](mailto:support@svsu.edu)

[www.svsu.edu/support](http://www.svsu.edu/support)

The ITS Support Center provides free phone support for various “limited” computer related problems at SVSU. Students are encouraged to call the Support Center’s Help Desk at 964-4225, or visit their office located in 128 South Campus B, 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.



SVSU students can interact with peers from other countries.

## International Programs

160 Wickes Hall - 964-4473

[www.svsu.edu/studyabroad](http://www.svsu.edu/studyabroad)

The Office of International Programs works with incoming international students, local students interested in studying abroad, university exchanges, and faculty opportunities abroad.

Students can earn SVSU credit while studying overseas through programs in Argentina, Australia, Austria, Chile, England, France, Germany, Ireland, Italy, Japan, Mexico, Poland, Spain, Turkey, and others. Financial aid can be used and foreign language is not required for most of these programs.

## Library

Melvin J. Zahnnow Library - 964-4240

[library@svsu.edu](mailto:library@svsu.edu)

[www.svsu.edu/library](http://www.svsu.edu/library)

Zahnnow Library was renovated and expanded in 2003. In addition to housing the library’s print book, journal, and media collections, the 83,000 square foot building now 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, CARDCAT (the library’s online catalog) and Internet resources. 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 Resource Center

106 Science East - 964-4648

[mathtutor@svsu.edu](mailto:mathtutor@svsu.edu)

[www.svsu.edu/mathcenter](http://www.svsu.edu/mathcenter)

The Math Resource Center exists to help students at SVSU succeed in their mathematics courses. This involves helping with placement of students into the appropriate mathematics courses and also providing tutoring support for students once they are enrolled in a mathematics course. Professional and student tutors are available on a walk-in basis for courses MATH 081 – MATH 261. We also provide workshops to help prepare for the MTTC (Michigan Test for Teacher Certification). For more information about the services we provide, please access our website at [www.svsu.edu/mathcenter](http://www.svsu.edu/mathcenter).

## Microcomputer Labs

209 Wickes Hall - 964-7268

microlabs@svsu.edu

www.svsu.edu/ITS

The Microcomputer Labs consist of PC and/or Macintosh computers. There are two general purpose open labs, one located in 227 Curtiss Hall and the other located in 104/105 Science East. Several teaching labs and specialized labs are also available throughout the 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.

For more details on hardware, software and lab schedules, please check the website at [www.svsu.edu/microlabs](http://www.svsu.edu/microlabs).

## Minority Student Services

119 Wickes Hall - 964-7090

aacsvsu@svsu.edu

Minority Student Services provides various programs to help students reach their academic goals on a by appointment and walk-in basis.

- Academic and student support programs and services that include academic advisement and assistance with student service-related issues (e.g., registration, financial aid, student accounts).
- Advisement with personal concerns.
- Advisement to student organizations.
- Participating in and support of campus multicultural programs.
- Free tutoring.
- Class scheduling.
- Unofficial graduation audits.
- Minority scholarship information.
- Pre-College day programs to area middle school and high school students:

The GEAR UP/KCP (King, Chavez, Parks) College Day Program is a cultural diversity initiative that educates students on college admissions, as well as scholarship and financial aid opportunities. The students are also introduced to other aspects of college, such as career exploration, student organizations and clubs, volunteering, on-campus housing, and other college preparation activities. High academic achievements, regular attendance, and school/community involvement are highly emphasized.

The Roosevelt Ruffin Symposium is an annual event which enhances awareness of careers in teaching and other post-secondary opportunities.



Residential living can enhance one's overall University experience.

## Office of Adjunct Faculty Support/Evening Services

201 Science East – 964-4050

adjunct@svsu.edu

www.svsu.edu/adjunct

Fall & 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

Spring & Summer 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

The Office of Adjunct Faculty Support/Evening Services assists SVSU Adjunct Faculty in providing quality academic instruction.

Services provided to SVSU Students include:

- A message center for adjunct faculty. Find Information on adjunct faculty location, office hours, phone or voicemail number. Students may leave messages.
- A message center for offices closed after 4:30 p.m.
- Information on class locations, changes, and cancellations
- Information about SVSU activities and special events

## Parking Services (See University Police)

## Postal Services

Service Building - 964-4466

Your postal needs are provided for by the SVSU Mailroom located in Building C of South Campus. The Mailroom sells stamps, sends overnight letters, handles UPS package shipping, and all your international postal needs. For your 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.

## Regional Educator's Resource Center (RERC)

Regional Education Center - EN107

(989) 964-4100

[www.svsu.edu/coe/rerc](http://www.svsu.edu/coe/rerc)

RERC Library

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



The Regional Education Center offers a wide variety of educational materials geared toward teaching grades K-12.

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 meant to reinforce existing programs, and many of the latest programs and practices in math and science. Materials that circulate within this collection include NASA and educational videos and slide sets, items on laser disk, 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 the librarian.

## Regional Mathematics and Science Center

Regional Education Center - 964-4114

[www.svsu.edu/mathsci-center/](http://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. This K-12 support organization houses numerous resources that will help pre-service teachers through the difficult early stages of activity identification and lesson plan development. The Center provides a limited loan-out program that entitles students the use of equipment and materials in specifically identified content areas. On file are many content area resource books, the latest curricular guidelines from the Michigan Department of Education, hands-on tools that 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 an introduction to "hands-on, minds-on instruction" as it applies to the K-12 environment. The Regional Mathematics and Science Center is open Monday through Thursday, 8 a.m. to 4:30 p.m., and Friday, 8 a.m. to 4 p.m.

## Registration/Schedule Changes

151 Wickes Hall - 964-4085

[registrar@svsu.edu](mailto:registrar@svsu.edu)

[www.svsu.edu/registrar](http://www.svsu.edu/registrar)

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. Be sure to read and carefully follow important procedures and deadlines posted on the SVSU Registrar web site, [www.svsu.edu/registrar](http://www.svsu.edu/registrar) and on Cardinal Direct, [cardinaldirect.svsu.edu](http://cardinaldirect.svsu.edu).

Your online University catalogs are your 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

114 Curtiss Hall - 964-4255  
reslife@svsu.edu

The Office of Residential Life creates opportunities for resident students that enhance the overall University experience. Each of the six housing facilities is staffed with professionals and paraprofessionals who are concerned about each resident's success and satisfaction in campus residence halls or apartments. The Residential Life staff provide 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

141 Wickes Hall - 964-4103  
financial-aid@svsu.edu  
www.svsu.edu/financialaid

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 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. Information regarding these scholarships is available in the office and on the SVSU website: [www.svsu.edu/financial-aid](http://www.svsu.edu/financial-aid).

## Student Association

124 Curtiss Hall - 964-4232  
www.svsu.edu/sa  
svsusa@svsu.edu

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 Employment

Career Planning and Placement  
111 Curtiss Hall - 964-4954  
careers@svsu.edu  
www.svsu.edu/careers

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 need to complete a Student Employment Application and submit it to the Office of Career Planning and Placement. When an on-campus department has a student employment vacancy, qualified applicants will be referred on a "first-apply, first-serve basis."

## Student Financial Services

173 Wickes Hall - 964-4210  
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 - "Access SVSU"

Transaction Card Office  
166 Wickes Hall (Cashier's Office) - 964-7211  
cashiers@svsu.edu

Photographs for cards will be taken at Orientation. Students will receive their "Access SVSU" card during orientation. The "Access SVSU" card includes the student's name, identification number, photo and signature.

The "Access SVSU" card permits use of Zahnnow Library and Ryder Center facilities. Students with an "Access SVSU" card may attend athletic events as well as other campus functions that require proof of enrollment. A magnetic stripe 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, etc.; as a meal card for students enrolled in a meal plan; and as an ATM card when used in conjunction with the Totally Free 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.

## Student Life Center

105 Doan Center (located between the Bookstore and RFoC)  
964-4170  
studentlife@svsu.edu  
www.svsu.edu/studentlife

The 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.

These programs, resources and opportunities include:

Volunteer Programs, Greek Life (Fraternities & Sororities), Cultural Programs, Alternative Breaks, Leadership Development Programs, Campus Recreation, Intramural Sports, Fitness Center, Program Board, Registered Student Organizations and campus traditions such as Homecoming events and Card's Party.

SVSU is home to approximately 110 Registered Student Organizations (RSO's), including academic, professional, Greek, sports clubs, religious and special interest groups. You can review a complete listing of organizations 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 management for RSO's.

The Student Center facilities include the Cardinal Cage area, an open entertainment room where students can meet, study, socialize and relax. Board games and video games are available for check-out with your student ID. Billiards & Ping Pong are available free of charge. In addition, the Student Center includes the Unity Room, Multipurpose Room, Alumni Lounge and Wedge Lounges-free usage is available to Registered Student Organizations for hosting functions and organizational business.

The Student Life 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 Residence Life staff members. Stop by and learn more about what the Student Life Center can offer you!

## Student Publications

*Cardinal Sins* - 964-4050

Cardinal Sins is a student literary publication. The magazine solicits original works of poetry, short fiction, essay, black-and-white photography and two-dimensional art. Students interested in making contributions or joining the staff should call or visit Evening Services or the editor, who can be located in the Valley Vanguard office in 125 Curtiss Hall.

*Valley Vanguard* - 964-4248

The Valley Vanguard is the student newspaper of SVSU. It is published every other week during fall and winter semesters and once a month during 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 a little money and gaining valuable newspaper experience can join the staff by contacting the Vanguard office in 125 Curtiss Hall.

## Student Technology Center

Zahnnow Library (Second Floor) - 964-2299

techtutor@svsu.edu

www.svsu.edu/stc

The Student Technology Center (STC), located on the second floor of the Library, offers free one-on-one tutoring to students who need help using course-related software to complete their assignments. Whether students are new to computers or experienced users who want to create a presentation or electronic portfolio, the



Students can relax, socialize and study in the Student Life Center.

STC can help. The Center is equipped with state of the art hardware and software. Applications include word processing, web page design, desktop publishing, multimedia and DVD production, spreadsheets, graphics, presentations and more. Assistance in using the on-line learning system, campus e-mail and other university computing resources is also provided. Next to the Center is a mini training lab where students can attend free drop-in workshops covering tips, tricks and techniques for applications and/or frequently-encountered problems. Students have several convenient options for getting technology help – walk in any time the Center is open, call to set up an appointment for an individual consultation with a tutor, or e-mail quick questions. Visit the STC web site to find out more about the services offered, staff and hours of operation.

## Transportation Information

964-4170

Saginaw Transit: 753-9500

Bay Metro: 894-2999

The bus stop is located near the west entrance to Curtiss Hall. Bus schedules can be obtained in the Student Life Center, or the University Conference & Events Center Desk Information Desk located at the west end of Groening Commons.

## University Conference & Events Center

201 Curtiss - 964-4348, 964-7487 (fax)

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 and make room requests directly from the Internet via WebViewer. WebViewer is accessible only through Internet Explorer at r25.svsu.edu.

SVSU Conference and Events Center is also host to the SVSU Box Office. The Box Office is 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. and 1 hour before an event for "Walk Up Sales" only. SVSU 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.

## University Housing Operations

114 Curtiss Hall - 964-4255

housing@svsu.edu

www.svsu.edu/housing

University Housing Operations is committed to providing quality residential facilities to SVSU students. There are five housing complexes at SVSU, accommodating approximately 2,200 students: First Year Suites, Living Center North and Living Center South, University Village and Pine Grove Apartments. Each residential facility provides lifestyle 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, telephone and internet connections, key problems and lockouts, check-in and check-out and accommodation requests. Information regarding housing during the Spring and/or Summer sessions can also be obtained in the Office of Housing Operations.



The Student Technology Center offers one-on-one tutoring on a variety of software.

## University Ombudsman

120 Wickes Hall - 964-4294

thompson@svsu.edu

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](http://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 and campus preventive patrol. Additionally, special programs in crime prevention, sexual assault prevention and awareness and special event coordination are provided.

The University Police distributes an annual Crime Awareness Report within the community that describes campus criminal activity and related 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](http://www.svsu.edu/universitypolice). A paper copy of the report is also available upon request.

For assistance or information, call 964-4141 until midnight any night of the week. University police officers work past midnight and, in the event of an emergency, can be reached by dialing 9-911 from on campus.

#### *Emergency Numbers*

- On Campus (Including Apartments, Offices, Residence Halls): Dial 9-911
- Off Campus: 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 the Cashier's Office or University Police, and parked in designated parking lots only. There is a \$2.00 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](http://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.

## 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. No announcement is made when the University is open.

The Dean of the College of Education, with officials in Macomb County, St. Clair 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 and/or St. Clair sites, students will be notified immediately by faculty and staff in the College of Education.

When evening classes on the SVSU campus are cancelled, classes at Cass City are canceled. In addition, if the Cass City School District is closed, evening classes at Cass City are cancelled.

Because commuting students come from a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate to 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.

#### *Weather Information Line - (989) 964-4477*

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. Information will also be available online at [www.svsu.edu](http://www.svsu.edu) when classes are cancelled.

## Writing Center

Zahnow 308 (third floor library) – 964-6061

writing-center@svsu.edu

www.svsu.edu/writingcenter

The SVSU Writing Center assists students to develop their writing abilities. The Writing Center is open during posted hours. Students may walk in or call ahead for an appointment, e-mail writing-center@svsu.edu, or visit the website at www.svsu.edu/writingcenter. Online tutoring is also available through VSpace, linked from the website.

In the Writing Center, peer mentors assist 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. In addition, the Writing Center has print and electronic resources, including style and documentation manuals, for student use.

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



Print and electronic resources for student use are available in the Writing Center, where experienced peer mentors assist students.

# 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

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 to bring these concerns to the attention of the right people. 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.

### Academic Issues and Question

If you have a concern with a grade received in a class, you should make an appointment for an informal review with the professor. If informal discussion does not resolve the matter, see the "Student Grade Grievance Procedure" in this handbook.

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 Vice President for Academic Affairs. The 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.

### 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 with a staff member of the relevant office (e.g., Student Life Center, Residential Life, Athletics). 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.

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 Services and Enrollment Management. 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 Services and Enrollment Management. The entire appeals procedure is printed in the section on Policy and Procedures or available on-line, [www.svsu.edu/disabilityservices](http://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 Living on Campus 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 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.

## 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/stuserve/studenthandbook/code.cfm](http://www.svsu.edu/stuserve/studenthandbook/code.cfm). Students, faculty and staff who feel that violations of the provisions of the Code have occurred may contact the Coordinator of Student Conduct (114 Curtiss Hall, 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 Representative Grievance Committee. 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 Representative Grievance Committee.)

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 decision agreeing with the student or the faculty member or proposing an alternative resolution. The chairperson must make the decision 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 Representative Grievance Committee.
4. If the decision of the chairperson is unsatisfactory to either the faculty member or the student, the faculty member or the student 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. 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 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 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 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 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 higher level. If the deadlines of step five (5) are not met by the 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 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 Vice President for Academic Affairs and the Vice President for Student Services and Enrollment Management.

### **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 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**  
**Student Technology Access Overview, Effective June 2002**  
**(See full policy at [www.svsu.edu/its/index.cfm?doc\\_id=1970](http://www.svsu.edu/its/index.cfm?doc_id=1970) for exceptions)**

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

<sup>1</sup>Students who do not register in the term for which they are first admitted

<sup>2</sup>Spring and Summer sessions count as one term for purposes of this policy

## Sexual Assault Awareness - Programs and Services

### Introduction

Sexual assault is a serious concern across the nation. We at Saginaw Valley State University would like to do everything we can to prevent it from occurring at SVSU. The mere fact that a sexual assault might be labeled “acquaintance rape,” “social rape” or “date rape” does not minimize the seriousness of these types of sexual assault. Once a woman has said “NO,” and made clear her intentions against sexual contact, physically restraining or attacking behavior is rape aggression, and is NOT an acceptable dating practice. Unwanted sexual contact is criminal in nature regardless of the circumstances or social context.

### If You Have Been Sexually Assaulted

1. Get to a safe place.
2. Call a friend, family member or the police for transportation to a hospital.
3. Once you have gone to the hospital and/or contacted the police, a forensically trained nurse will be contacted for you.
4. The forensic nurse will collect evidence, and test for pregnancy and sexually transmitted diseases.
5. At the same time the forensic nurse is contacted, a rape crisis counselor will also be contacted to assist you with support, information, and continuing counseling.

### Remember

- Don’t shower, bathe, douche, change clothes or straighten up the area. You will destroy evidence you may need.
- Report it to the police, even if you do not want to prosecute.

## **Be Assured**

If you feel you have been (are) the victim of a sexual assault on campus, the University Police will assure you of the following:

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. Our officers will not prejudge you or the charges you make.
4. You will be treated with courtesy, sensitivity, dignity, understanding and professionalism.
5. If you indicate a preference for talking with a female or male officer, we will do our best to accommodate your request.
6. You will automatically be assisted for a forensic exam and other medical needs. If required.
7. You will be assisted by a rape crisis counselor with special expertise in working with sexual assault survivors.
8. 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.
9. 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.
10. Your case will be considered serious regardless of your gender or the gender of your assailant.
11. You will be assisted in utilizing standard University disciplinary procedures.
12. You will be assisted in an attempt to relocate to other housing and to transfer classes if you should request.

## **Prevention**

The University Police offers various programs relating to sexual assault awareness and prevention throughout the year.

In addition, department members teach a one credit physical education class titled "Self Defense for Women." The class is offered each fall and winter semester.

## **Campus and Local Community Resources and Information**

### **Campus Information**

- University Police, 964-4141
- Student Counseling Center, 964-7000
- Health Services, 964-4271
- Any member of the Residential Life Staff

### **Community Resources**

- Bay County Women's Center, (989) 686-4551
- Caro Thumb Area Assault Crisis Center, (800) 292-3666
- Saginaw Underground Railroad, (989) 755-0413 or (888) 399-8385
- Saginaw Sexual Assault Program, (989) 790-9118

### **Educational Programs**

- Rape Aggression Defense Systems
- Crime Prevention Programs
- Crisis Intervention Programs
- Sexual Education/Awareness Program

## **Policy on Discrimination, Sexual Harassment and Racial Harassment**

### **Policy**

It is the policy of Saginaw Valley State University that no unlawful discrimination will be practiced or tolerated in the provision of employment, education, organizations, athletics, housing, public accommodations and other services to the public. Equal opportunity will be provided regardless of race, religion, sex, sexual orientation, national origin, age, marital or familial status, color, height, weight, handicap or disability.

Improper or unlawful discrimination and discriminatory harassment have no place in this University.

Students may not use threats, whether explicit or implicit, concerning the terms or conditions of an individual's education, employment, housing, or participation in a University activity to gain sex and sexual favors. Unwelcome sexual advances, including physical conduct such as touching, requests for sexual favors, derogatory verbal comments, and any other actions which tend to create a sexually hostile environment or that interferes with an individual's academic effort, employment or participation in University activities are strictly prohibited.

Physical acts or threats or verbal slurs, invectives or epithets, taunting or verbal abuse, degrading comments or jokes referring to an individual's race, religion, sex, sexual orientation, national origin, age, marital or familial status, color, height, weight, handicap or disability are strictly prohibited.

Anyone who concludes that he or she is the subject of discriminatory conduct or harassment, sexual or otherwise, is required to immediately report such conduct in writing to the Special Assistant to the President for Diversity Programs or the Director of Staff Relations.

A student who knowingly and intentionally files a false complaint under this policy is subject to discipline.

Saginaw Valley State University will not allow any retaliation, threats, or intimidation of any kind against a complainant who comes forward with a genuine complaint or concern pursuant to this policy or against any person who assists in an investigation process relating to this policy, nor will any student or employee be adversely affected in his/her employment or student status with the University for bringing forward a genuine complaint or concern.

Any student who violates this policy will be subject to discipline, including possible separation from the University.

### **Investigation Procedure**

The University will investigate the complaint and will determine, within twenty (20) calendar days, if the problem can be resolved informally. If any informal resolution is attained, it will be documented and retained in the Diversity Programs office.

If no resolution can be reached, a written report of the investigators findings will be issued to the appointing officer (Vice Presidents, etc.) and the Special Assistant to the President for Diversity Programs.

The appointing officer will, within twenty (20) calendar days, conduct further investigation, if deemed necessary, and issue a written decision with respect to the complaint, applying sanctions if warranted by the facts of the case.

Reports of the harassment or discrimination will be kept as confidential as possible although it is understood that an investigation will normally require the involvement of third parties.

## **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 within the context of Michigan law 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, requires that Saginaw Valley State University maintain an environment free from the unlawful manufacture, distribution, dispensation, possession or use of controlled substance and/or alcohol. The unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol is prohibited on any site where activities occur by individuals on behalf of Saginaw Valley State University.

These policy statements are 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;
- Enforcing University, federal, state, and local codes, ordinances and statutes which govern alcohol and other drug use.

### **University Response to Incidents Requiring Medical Assistance**

In cases of intoxication for alcohol poisoning and/or other drug-related overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for his or herself or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

Students who become incapacitated as a result of drinking, drug usage, or a medical condition who will require emergency medical care will be financially responsible for the costs of the medical care including ambulance and/or hospitalization costs. Incapacitated students who are in violation of the University, local, state, and/or federal laws concerning the use of alcohol and/or drugs may be

subject to penalties as prescribed by law or referred to University support programs or community referrals.

### **Disciplinary Process**

Students must contact the designated student conduct officer within two (business) days of notification of a violation. A screening will then be scheduled within five (business) days and a sanction completed within two weeks, when school is in session. The disciplinary process includes the following steps:

1. Violation
2. Referral to student conduct officer
3. Screening appointment
4. Referral to substance abuse education or counseling
5. Parental notification
6. Necessary follow up and/or compliance verification

### **Alcohol Policy 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 source 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 provisions outlined in "Additional Resident Student Alcohol Policy Provisions."
- Possession of alcohol containers by unauthorized individuals will be considered a violation whether or not the containers hold an alcoholic beverage.
- Alcoholic beverages are not permitted at athletic events, concerts or any other event open to the campus community or general public, without prior authorization.
- Student organization funds will not be used for the purchase of alcoholic beverages.
- Intoxication, disruptive behavior and/or damage related to the consumption of alcohol are in violation of University policy.
- It is expected that students will exercise good judgment and appropriately report observed violations in progress. Failure to take appropriate action may be interpreted as collusion and will be referred through the disciplinary process accordingly.
- Driving while under the influence of alcohol or in possession of alcohol is considered a violation of the Alcohol and Other Drugs policy.

Violations of the above regulations will constitute a violation of the SVSU Code of Student Conduct.

### **Alcoholic Beverage Policy for Approved University**

#### **Functions**

Applications and guidelines are available from University Conference & Events Center (964-4348). All provisions of the SVSU Policy Concerning the Use of Alcohol and Other Drugs are in effect for approved functions.

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.
3. Alcohol must be served by University Campus Dining personnel. Activity participants are not permitted to supply their own beverages.
4. The use of alcohol in the teaching of SVSU courses is permitted when the instruction occurs in an academic building of the University. The course must be under supervision of a faculty member, the purpose must be solely educational, and the beverage must be a legal one as defined by the Michigan Liquor Control Act.
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.

#### **Additional Resident Student Alcohol Policy Provisions**

- First Year Suites and Living Center North are designated as alcohol-free (zero tolerance) living areas; no intoxication, possession or consumption of alcohol containers are permitted.
- Residents assigned to Living Center South, 21 years of age or older, may be eligible for alcohol permits to allow the possession and consumption of alcohol within approved living units. Students should see the Resident Director for application details.
- Residents assigned to Substance-Free residential options must understand and agree to live up to zero tolerance for alcohol and drugs. The resident agrees that his/her guests will also abide by the conditions as stated. Presence in any University Substance Free environment under the influence of alcohol or drugs may result in the removal from the Substance Free option, 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 Policies and Procedures Handbook" under the section 'Termination.'
- Possession or consumption of alcohol is permitted by those residents 21 years of age or older and present in the University Village East and West and Pine Grove Apartments where one or more residents are at least 21 years of age and present. Possession or consumption of alcohol in these facilities is not permitted in rooms or apartments where all residents are under 21 years of age.
- Possession of alcohol or alcohol containers outside living units is not permitted.
- Alcoholic beverages in factory sealed containers may be transported by individuals (21 years or older) from off campus directly to approved residences.
- A common source of alcohol (kegs, trash cans, etc.) or quantities of alcohol (including empty containers) determined to be excessive by University personnel is not permitted.
- The following limits have been established regarding the quantities of alcohol allowable per assigned resident, so long as the possession, use and resulting behaviors are consistent with University policy: Each assigned resident of the unit, who is 21 years of age or older, is permitted a combination of alcoholic beverages not to exceed 288 ounces per occasion.

- Residents will be held responsible for the actions of their guests.
- Social events (parties, large gatherings, etc.) may be terminated at any time at the discretion of University staff.

#### **Off-campus Activities**

The University accepts no responsibility for the use or distribution of alcoholic beverages at off-campus social functions sponsored by University-related organizations or individuals.

All persons planning or attending such an off-campus activity should be aware of the alcoholic beverage laws, which apply to the situation. Each person participating in the activity assumes responsibility for his or her own actions. Violations of pertinent alcoholic beverage laws may result in disciplinary action by both the University and civil authorities.

#### **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 has adopted a Parental Notification policy.

#### **Alcohol Disciplinary Sanctions**

Sanctions may be imposed upon a student for an infraction of the SVSU Student Code of Conduct. These sanctions do not preclude criminal prosecution resulting from violations of federal, state or local laws. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. Sanctions will include, but are not limited to fines, alcohol education, removal from University housing facilities and/or suspension from the University.

In addition, parents or legal guardians may be notified of violations and sanctions. Sanctions involving removal from University Housing or suspension from the University will require the completion of specific criteria subsequent to re-enrollment.

#### **Standard Range of Sanctions for Students Violating SVSU Policy Concerning the Use of Alcohol**

The following information includes standard ranges of sanctions for all students responsible for violating the Alcohol and Other Drugs policy. Sanctions are cumulative, and may be enhanced based on a past disciplinary record, the severity of behavior and the impact upon the community. There may be circumstances that are cause for exception.

## Sanctions for Students Violating Alcohol Policy

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

For the definition of sanctions, please refer to 2007-2008 Student Code of Conduct in this publication.

## 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)	SEC 108	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
Refusal to submit to a Preliminary Chemical Breath Test	MCL 436.1703(5)	Civil infraction, fine up to \$100	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 the sale or furnishing of alcoholic beverages to a visibly intoxicated person is found to be the proximate cause of damage, injury or death of an innocent person. Such liability may arise independently of any University sanctions or prosecution under local, state or federal law.

### **Drug Policy Regulations**

The following University policies govern the possession, use, manufacture, sale or distribution of controlled substances:

NOTE: Controlled substances include narcotics and other drugs as defined by the Michigan Public Health Code.

- Any student found using controlled substances, possessing controlled substances or drug paraphernalia, selling or otherwise distributing controlled substances is subject to discipline under the Code of Student Conduct.
- The use of prescription drugs or over-the-counter substances, such as inhalants or herbals, in any other than the intended or appropriate use, may be interpreted as a violation under this policy.
- The odor of a controlled substance may constitute a violation of this policy.
- Evidence of violation of these policies will be reported promptly to the Department of University Police.
- Criminal penalties for controlled substance violations can be severe, and can include imprisonment.
- Drug violations of which students are convicted could affect 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 will be held responsible for the actions of their guests in drug-related incidents.

### **Drug Disciplinary Sanctions**

The following will apply in each case if a student is responsible for a drug-related offense. These standard sanctions may be imposed IN ADDITION to those itemized in the chart following:

- All students under the age of 21 will be subject to notification of parents in the event of a drug-related violation.
- All violations of drug-related policies for resident students may result in relocation from various living environments or removal from University housing accommodations.
- 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 the incident.
- Sanctions involving removal from University Housing or suspension from the University will require the completion of specific criteria subsequent to re-enrollment.

- Students using any controlled substance in the execution of a crime will be subject to expulsion upon the first occurrence.

In addition to the above, the following identifies ranges of sanctions for all the students responsible for violating the drug policy as it relates to specific infractions. Sanctions are cumulative, and may be enhanced based on past disciplinary record, the severity of behavior and/or the impact upon the community. There may be circumstances that are cause for exception. Penalties may include appropriate developmental sanctions or disciplinary restrictions.

## **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: [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm)

## 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"> <li>• \$50 minimum fine</li> <li>• Drug Education</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• \$100 minimum fine</li> <li>• Counseling Referral/Drug Education</li> <li>• University Housing Probation</li> <li>• Parental Notification</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>
Possession of paraphernalia or any type of controlled substances device including, but not limited to: tools, blunts, residue or roaches, bongs, bowls, cutting or weighing equipment, etc.	<ul style="list-style-type: none"> <li>• \$100 minimum fine</li> <li>• Parental Notification</li> <li>• Drug Education</li> <li>• University Housing Probation</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• \$200 minimum fine</li> <li>• Parental Notification</li> <li>• Counseling Referral/Drug Education</li> <li>• University Housing Removal</li> <li>• University Probation</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>
Offense	Sanction	
Possession or use of Schedule V* Controlled Substances; Mis-intended use or mass quantities of prescription drugs or over the counter substances	<ul style="list-style-type: none"> <li>• \$200 minimum fine</li> <li>• Parental Notification</li> <li>• Drug Education</li> <li>• Counseling Referral</li> <li>• University Probation, Suspension or Expulsion</li> <li>• University Housing Probation, Relocation or Removal</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>	
<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 &amp; II* Controlled Substances, including but not limited to: 1) GHB, Heroin, Marijuana, Ecstasy and LSD; or 2) Cocaine, Crack, Oxycontin, Ritalin</p>	<ul style="list-style-type: none"> <li>• \$250 minimum fine</li> <li>• Parental Notification</li> <li>• Drug Education</li> <li>• Counseling Referral</li> <li>• University Probation, Suspension or Expulsion</li> <li>• University Housing Removal</li> <li>• Other appropriate developmental sanctions or disciplinary restrictions</li> </ul>	
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"> <li>• \$300 minimum fine</li> <li>• University Suspension or Expulsion</li> <li>• Parental Notification</li> </ul>	

### \*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

## 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.

### A Snapshot of Annual High-Risk College Drinking Consequences

The consequences of excessive and underage drinking affect virtually all college campuses, college communities, and college students, whether they choose to drink or not.

- **Death:** 1,700 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes (Hingson et al., 2005).
- **Injury:** 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol (Hingson et al., 2005).
- **Assault:** More than 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking (Hingson et al., 2005).
- **Sexual Abuse:** More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape (Hingson et al., 2005).
- **Unsafe Sex:** 400,000 students between the ages of 18 and 24 had unprotected sex and more than 100,000 students between the ages of 18 and 24 report having been too intoxicated to know if they consented to having sex (Hingson et al., 2002).
- **Academic Problems:** About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall (Engs et al., 1996; Presley et al., 1996a, 1996b; Wechsler et al., 2002).
- **Health Problems/Suicide Attempts:** More than 150,000 students develop an alcohol-related health problem (Hingson et al., 2002) and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use (Presley et al., 1998).
- **Drunk Driving:** 2.1 million students between the ages of 18 and 24 drove under the influence of alcohol last year (Hingson et al., 2002).
- **Vandalism:** About 11 percent of college student drinkers report that they have damaged property while under the influence of alcohol (Wechsler et al., 2002).
- **Property Damage:** More than 25 percent of administrators from schools with relatively low drinking levels and over 50 percent from schools with high drinking levels say their campuses have a "moderate" or "major" problem with alcohol-related property damage (Wechsler et al., 1995).
- **Police Involvement:** About 5 percent of 4-year college students are involved with the police or campus security as a result of their drinking (Wechsler et al., 2002) and an estimated 110,000 students between the ages of 18 and 24 are arrested for an alcohol-related violation such as public drunkenness or driving under the influence (Hingson et al., 2002).
- **Alcohol Abuse and Dependence:** 31 percent of college students met criteria for a diagnosis of alcohol abuse and 6 percent for a diagnosis of alcohol dependence in the past 12 months, according to questionnaire-based self-reports about their drinking (Knight et al., 2002).

## 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/](http://www.nida.nih.gov/)  
National Institute on Alcohol Abuse and Alcoholism, [www.niaaa.nih.gov/](http://www.niaaa.nih.gov/)

### Health Risks Associated With Alcohol and Abuse

#### Alcohol: What You Don't Know Can Harm You

But did you know that even moderate drinking, under certain circumstances, can be risky? If you drink at more than moderate levels, you may be putting yourself at risk for serious problems with your health as well as problems with family, friends, and coworkers. This section explains some of the problems that can be caused by drinking that you may not have considered.

#### Drinking and Driving

It may surprise you to learn that you don't need to drink much alcohol before your driving ability is affected. For example, certain driving skills can be impaired by blood alcohol concentrations (BACs) as low as 0.02 percent. (The BAC refers to the amount of alcohol in the blood.) A 160-pound man will have a BAC of about 0.04 percent 1 hour after drinking two 12-ounce beers or two other standard drinks on an empty stomach. And the more alcohol you drink, the more impaired your driving skills will be. Although Michigan set the BAC limit for adults who drive after drinking at 0.08 percent, driving skills are affected at much lower levels.

#### Interactions With Medications

Drinking alcohol while taking certain medications can cause problems. In fact, there are more than 150 medications that should not be mixed with alcohol. For example, if you are taking antihistamines for a cold or allergy and drink alcohol, the alcohol will increase the drowsiness that the medicine alone can cause, making driving or operating machinery even more dangerous. And if you are taking large doses of the painkiller acetaminophen (Tylenol®) and drinking alcohol, you are risking serious liver damage. Check with your doctor or pharmacist before drinking any amount of alcohol if you are taking any over-the-counter or prescription medicines.

#### Social and Legal Problems

The more heavily you drink, the greater the potential for problems at home, at work, with friends, and even with strangers. These problems may include:

- Arguments with or separation from your significant other and family members;
- Strained relationships with coworkers;
- Absence from or lateness to work or school with increasing frequency;
- Loss of employment due to decreased productivity; and
- Committing or being the victim of violence.

#### Alcohol-Related Birth Defects

If you are pregnant or trying to get pregnant, you should not drink alcohol. Drinking alcohol while you are pregnant can cause a range of birth defects, and children exposed to alcohol before birth can have lifelong learning and behavioral problems. The most serious problem that can be caused by drinking during pregnancy is fetal alcohol syndrome (FAS). Children born with FAS have severe physical, mental, and behavioral problems.

Because scientists do not know exactly how much alcohol it takes to cause alcohol-related birth defects, it is best not to drink any alcohol during this time.

### **Long-Term Health Problems**

Some problems, like those mentioned above, can occur after drinking over a relatively short period of time. But other problems—such as liver disease, heart disease, certain forms of cancer, and pancreatitis—often develop more gradually and may become evident only after many years of heavy drinking. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Because alcohol affects nearly every organ in the body, long-term heavy drinking increases the risk for many serious health problems, some of which are described below.

**Alcohol-related Liver Disease.** More than 2 million Americans suffer from alcohol-related liver disease. Some drinkers develop alcoholic hepatitis, or inflammation of the liver, as a result of heavy drinking over a long period of time. Its symptoms include fever, jaundice (abnormal yellowing of the skin, eyeballs, and urine), and abdominal pain. Alcoholic hepatitis can cause death if drinking continues. If drinking stops, the condition may be reversible. About 10 to 20 percent of heavy drinkers develop alcoholic cirrhosis, or scarring of the liver. People with cirrhosis should not drink alcohol. Although treatment for the complications of cirrhosis is available, a liver transplant may be needed for someone with life-threatening cirrhosis. Alcoholic cirrhosis can cause death if drinking continues. Cirrhosis is not reversible, but if a person with cirrhosis stops drinking, the chances of survival improve considerably. People with cirrhosis often feel better, and liver function may improve, after they stop drinking. About 4 million Americans are infected with hepatitis C virus (HCV), which can cause liver cirrhosis and liver cancer. Some heavy drinkers also have HCV infection. As a result, their livers may be damaged not only by alcohol but by HCV-related problems as well. People with HCV infection are more susceptible to alcohol-related liver damage and should think carefully about the risks when considering whether to drink alcohol.

**Heart Disease.** Moderate drinking can have beneficial effects on the heart, especially among those at greatest risk for heart attacks, such as men over the age of 45 and women after menopause. However, heavy drinking over a long period of time increases the risk for heart disease, high blood pressure, and some kinds of stroke.

**Cancer.** Long-term heavy drinking increases the risk of certain forms of cancer, especially cancer of the esophagus, mouth, throat, and larynx (voice box). Research suggests that, in some women, as little as one drink per day can slightly raise the risk of breast cancer. Drinking may also increase the risk for developing cancer of the colon and rectum.

**Pancreatitis.** The pancreas helps regulate the body's blood sugar levels by producing insulin. The pancreas also has a role in digesting the food we eat. Long-term heavy drinking can lead to pancreatitis, or inflammation of the pancreas. Acute pancreatitis can cause severe abdominal pain and can be fatal. Chronic pancreatitis is associated with chronic pain, diarrhea, and weight loss.

If you or someone you know has been drinking heavily, there is a risk of developing serious health problems. Because some of these health problems can be treated, it is important to see a doctor for help. Your doctor will be able to advise you about your health and your drinking.

### **Campus Resources**

#### Counseling & Health Services

- Counseling Services, 112 Curtiss Hall, 989-964-7000
- Health Services, 267 Wickes Hall, 989-964-4271
- University Police, South Campus Complex A, 989-964-4141
- Residential Life, 114 Curtiss Hall, 989-964-4225
- Student Conduct Programs, 114 Curtiss Hall, 989-964-2220

### **Community Resources**

#### Bay County

- Access Alliance of MI, 800-448-5498
- Alcoholics Anonymous 24-Hour Help Line, 989-894-1949

#### Midland County

- Access Center, 800-686-0749
- Alcoholics Anonymous 24-Hour Help Line, 989-695-2975
- Alcoholics Anonymous Website, [www.midlandaa.org](http://www.midlandaa.org)

#### Saginaw County

- Saginaw County Substance Abuse Treatment & Prevention Services, 888-466-3141
- Alcoholics Anonymous 24-Hour Help Line, 989-776-1241
- Alcoholics Anonymous Website, [www.saginawaa.org](http://www.saginawaa.org)
- Narcotics Anonymous 24-Hour Help Line, 989-695-2977
- Narcotics Anonymous Website, [www.michigan-na.org/saginaw/](http://www.michigan-na.org/saginaw/)

#### Tuscola County

- Access Alliance of MI, 800-448-5498
- Alcoholics Anonymous Website, [www.tauc.us](http://www.tauc.us)

## **Smoke-Free Environment Policy**

### **Policy Statement**

This policy is established to promote public health and provide compliance with the Michigan Indoor Clean Air Act and the University's Smoke-Free Environment Policy.

- All University facilities including University vehicles are designed 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 permitted only in the designated smoking shelters and in an individual's private vehicle.
- 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 permitted only in the designated smoking shelters and in an individual's private vehicle. 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 Staff Relations 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 Services and Enrollment Management, or his/her designee, believes there is or will be a danger to the student involved.

A group designated by the Vice President for Student Services and Enrollment Management will review all alleged misconduct cases regarding self-destructive behavior.

## Student Accommodation Appeals Procedure

Saginaw Valley State University's Office of Disability Services (ODS) 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 Services and Enrollment Management 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 Services and Enrollment management or his/her designee will appoint a (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. The student may appeal the decision of the Dean or Vice President to the ADA Advisory Council within ten (10) working days. Appeals should be submitted directly to the Chairperson of the ADA Advisory Council. The Council will hold a hearing as soon as is reasonably possible, usually within ten (10) working days. The student may choose to address the Council on his/her own behalf. The recommendation of the Council will be forwarded to the President. The Council will exclude from the hearing panel members who were involved in the investigation or denial of services.
5. 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 ODS 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 Vice President for Academic Affairs.

## American with Disabilities Act Advisory Council

### Procedures for Students with Life Threatening Disabilities

Occasionally students apply for admission to the University with disabilities are of such a serious nature that accommodations must be made by the University to ensure the overall health and welfare of the student while on campus. The following procedures are designed to guide faculty and administrators as they attempt to meet the needs of this group of potential students.

Primarily care must be taken to ensure that the rights of these students relative to admission to the University are not violated. Disabilities cannot be used to bar students from admission and the University is required to offer auxiliary aids and services.

Once it is determined that students are academically admissible, they are invited to contact the Office of Disability Services (ODS) if accommodations are requested. Students may alternatively have self-disclosed their disabilities to the ODS.

In cases where the Admissions Office is notified of an applicant with severe disabilities, they will attempt to expedite the admissions process to allow time for planning to accommodate the student.

As soon as is practicable, a group of appropriate faculty and staff should be convened by the Vice President of Student Services and Enrollment Management or his/her designee to meet with the student to plan for accommodation. Such a group might generally include representatives of the ODS, Affirmative Action Office, Public Safety, Student Health Services, Plant Services, ADA Council, Office of the VP for Academic Affairs, and the student's academic department. The group should always include representation from Risk Management and consult with University legal counsel as appropriate.

The recommended plan for accommodation of the student, if such emerges from the discussion, should be noted in written form. The group should also recommend a process for monitoring of the success of the plan and for revisions should the student's condition change. The recommended plan should be submitted to the Vice President for Student Service and Enrollment Management.

#### ADA 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 every reasonable attempt to meet the needs of qualified individuals within a reasonable period of time, normally three weeks from the time of a request for specific accommodations. Requests for accommodations should be made at the Office of Disability Services, 112 Curtiss Hall. SVSU does not provide personal care assistance for individuals.

Individuals may file complaints on matters related to disabilities with the ADA Advisory Council. Initial contact should be made with the Office of Disability Services, 112 Curtiss Hall.

#### **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.

# 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. Office of Student Conduct Programs, 114 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 guilt. 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 Programs, to the Vice President of Academic Affairs and the Vice President for

Student Services and Enrollment Management.

**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 Services and Enrollment Management, 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 program.

#### 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 Services and Enrollment Management.

**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 guilty of 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/manual.cfm?doc\\_id=1819](http://www.svsu.edu/operationsmanual/manual.cfm?doc_id=1819). 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 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, air guns, 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 on 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 [www.svsu.edu/operationsmanual/manual.cfm?doc\\_id=1820](http://www.svsu.edu/operationsmanual/manual.cfm?doc_id=1820).

### **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. There are four courses of action available to the coordinator:

- 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 to Step 2 or 3, below.
- Formally charge the accused student with a violation of the Code of Student Conduct, following the Disciplinary Procedures outlined below.
- Refer the charge through the University Residential Life Disciplinary Process.
- Determine that no formal action should be taken.

### **11. Disciplinary Procedures**

#### **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 Services and Enrollment Management 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 Services and Enrollment Management 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 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 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 Services and Enrollment Management or his/her designee pending the outcome of final charges. The Vice President for Student Services and Enrollment Management 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.

**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.

**15. Interpretation**

Any questions related to the Code of Student Conduct, including disciplinary procedures, can be referred to the Office of Student Conduct, 114 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**

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. 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 may extend the time.

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.

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:

- New evidence that was not available during the hearing.
- The contention that due process was denied the student.
- Proof of arbitrary or capricious treatment by a hearing officer(s).

**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 and/or other standards of behavior otherwise published by the Office of Housing and Residential Life. Reports of violations can be submitted by students, staff or faculty to the Office of Housing and Residential Life. The reported incident will be evaluated and referred to an appropriate University conduct process.