



Faculty Policies Manual
MICHIGAN STATE UNIVERSITY
COLLEGE OF MUSIC
COMMUNITY MUSIC SCHOOL

FACULTY POLICIES MANUAL 2026-2027
REVISED: JUNE 2026

FORWARD:

This manual details the Michigan State University College of Music Community Music School's policies and procedures for faculty. It is the official source of information pertaining to all questions regarding relations between the CMS, its faculty and staff, and its students. The CMS may make revisions to these guidelines from time to time. This document was revised in June 2026 and supersedes all prior written and oral representations of the Faculty Policies Manual.

MISSION STATEMENT:

The MSU Community Music Schools – in East Lansing and Detroit – bring the transformative power of music to individuals of all ages, abilities, and backgrounds. As divisions of the MSU College of Music, both schools are committed to providing high-quality, sequential music education and music therapy services that are accessible and inclusive for all.



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SECTION I – GENERAL

- A. **History** – Founded in 1993, the Community Music School (CMS) is an outreach division of the Michigan State University College of Music dedicated to making high-quality music education, music therapy, and performance opportunities accessible to the community. CMS serves individuals from infancy through adulthood, welcoming people of all ages, abilities, and incomes and providing financial assistance to those with demonstrated need.

Over the years, CMS has expanded its programs to include private and group instruction, ensembles, summer camps, early childhood music, and clinical music therapy services. In 2009, a second Community Music School opened in Detroit, extending the College of Music's outreach to Metro Detroit. Together, the two Community Music Schools provide opportunities for lifelong learning, connection, creativity, and personal growth through music.

- B. **Statement of Nondiscriminatory Policies** – All MSU nondiscriminatory policies and equal opportunity policies apply to all operations and employment at the CMS.
- C. **Facilities** – The Community Music School (CMS) is located at **4930 S. Hagadorn Rd.** All activities and instruction take place at CMS unless otherwise indicated. Students of the CMS are to receive their lessons at the Community Music School unless otherwise approved by the CMS executive director. Smoking and alcohol consumption are not permitted at CMS nor in the parking lot or on the grounds.

D. **CMS Contact Information and Office Hours** –

- **Office Phone Number:** 517-355-7661
- **Fax:** 517-355-3292
- **Address:** 4930 S.Hagadorn Rd, East Lansing, MI, 48823
- **Email:** commusic@msu.edu
- **Website:** <https://cms.msu.edu/>
- **Office Hours:**
 - **Monday:** 8:00 a.m. – 9:00 p.m.
 - **Tuesday:** 8:00 a.m. – 9:00 p.m.
 - **Wednesday:** 8:00 a.m. – 9:00 p.m.
 - **Thursday:** 8:00 a.m. – 9:00 p.m.
 - **Friday:** 8:00 a.m. – 8:00 p.m.
 - **Saturday:** 9:00 a.m. – 1:00 p.m.
 - **Sunday:** CLOSED

MSU Community Music School Staff Contact Information

Jaime DeMott Executive Director jdemott@msu.edu	Katie Pletka Registrar pletka@msu.edu	Carmen Zavala Financial Officer/HR zavalac1@msu.edu	Mary Fukagawa Receptionist mfukaga@msu.edu
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Michigan State University College of Music Contact Information

- MSU College of Music Main Office:
 - Phone: 517- 353-5340
 - Fax: 517- 432-2880
 - Website: www.music.msu.edu

- E. **Calendar** – The academic year consists of two semesters (Fall-Spring), and a summer session. Faculty members are expected to teach 17 lessons each semester in the fall and spring. Some



classes run for fewer than 17 weeks, typically 10-15 weeks, with scheduling determined by the registrar, in consultation with the executive director.

- F. **Semester Dates** – CMS observes all holidays and closures regularly observed by MSU policies. Please note that the CMS academic/semester schedule does not regularly coincide with the MSU collegiate academic/semester schedule.
- Labor Day: Closed 09/07/2026
 - Fall Start Date: 09/08/2026
 - Thanksgiving: Closed 11/26/2026 - 11/29/2026
 - Winter Break: Closed 12/24/2026 - 01/03/2027
 - MLK Day: Closed 01/18/2027
 - Fall End Date: 01/23/2027
 - Spring Start: 01/25/2027
 - Spring End: 05/29/2027
 - Memorial Day: Closed 05/31/2027
 - Independence Day: Observed, closed 07/05/2027
- G. **Schedule and Facilities Bookings** – To ensure the effective use of Community Music School facilities, all room reservations, schedule changes, rehearsals, meetings, and special events must be coordinated through the office. Requests for additional space or schedule adjustments should be submitted to the office as early as possible. Space assignments are based on program needs, availability, and institutional priorities. Unauthorized use of classrooms or other facilities is not permitted.
- H. **Intra-Office Communications & Email** – Faculty should check their email and physical mailboxes in the faculty lounge at least twice per week to stay up to date on all necessary communications from the administrative team.
- Email** – All CMS faculty members are expected to maintain email accounts for communication purposes. MSU email accounts are available to all faculty members.
- I. **Photocopying** – Faculty may submit photocopy requests for official CMS business. Usually, copies are made within 48 hours of reasonable requests. Working in conformity with Federal Copyright Laws is imperative and is the legal responsibility of the faculty member.
- J. **Purchasing Supplies and Materials** – All purchases on behalf of the CMS must be approved by the CMS administrative team in advance and conform to university regulations.
- K. **Media and Program Information** – All interviews, press conferences, press releases, media contacts, and publicity information concerning CMS events must be submitted to the CMS office for approval before publication.



SECTION II – FACULTY

- A. **MSU/CMS Faculty Policies Manual** – Employment as a CMS faculty member is subject to the rules and procedures set forth in the Faculty Policies Manual and all other applicable MSU policies.
- B. **Contracts / Letters of Agreement** – Contracts or letters of agreement are issued to all faculty and staff and outline the expected job requirements, pay rate, rank or title, inclusive dates of appointment, and other responsibilities and duties. Contracts, Letters of Agreement, or any additional document(s) should be signed and returned by the due date. Depending on the employee, MSU contracts will be issued as appropriate and required by MSU based on appointment level or association with the university (faculty, student, etc.).
- C. **Faculty Hiring Procedures** – A prospective faculty member must submit a resume to the CMS. Applicants for available positions whose credentials qualify them for further consideration are invited to CMS to demonstrate teaching skills in a lesson demonstration for a committee which may consist of the executive director, registrar, or other faculty member(s).
- D. **Background Check** – All faculty members must complete a background check through the established MSU mechanisms for such checks. The appointment may not be completed if the background check form is not submitted by the due date listed in the contract. A delay in submitting the background check may result in a payment delay.

Further information regarding background checks can be found here:

<https://hr.msu.edu/ua/hiring/cbc.html>

- E. **Self-Disclosure Process** – Individuals currently employed or engaged by the University (whether paid or unpaid) are required to notify the Associate Provost and Associate Vice President of Academic Human Resources of certain arrests, convictions, or events within 72 hours or at the earliest possible opportunity by using the Michigan State University Self-Disclosure Form. The arrests, convictions, and events that must be reported are described in Section III of this policy.
- Engagement in any such conduct will not, in and of itself, result in termination of the appointment. However, failure to disclose such information, or any misrepresentation made in connection with the disclosure, could be grounds for termination.
 - The Associate Provost will make a good faith effort to contact the individual and provide him/her with an opportunity to provide clarifying information about the disclosure.
 - In consultation with the relevant unit administrator(s), the Associate Provost will evaluate the relevancy of the criminal history and/or events disclosed and determine whether the individual can successfully fulfill the responsibilities of their appointment. The Associate Provost may also seek advice and guidance from other University offices, such as the MSU Police Department and the Office of the General Counsel. The Associate Provost will utilize the factors listed in Section IV.F in conducting this assessment.
 - Depending on the facts of the matter disclosed and the impact on the individual's ability to successfully fulfill the responsibilities of their appointment, the individual may be subject to disciplinary action, up to and including termination.
- F. **Reporting Date** – All faculty members are required to report to work by the first day of lessons and classes each semester. Faculty members requesting a different start date for the instructional semester must consult with the CMS executive director.
- G. **Payment & Timesheets** – Faculty will be paid at the contracted hourly rate negotiated individually with the administrative team of CMS and listed on faculty contracts or letter of appointment.



FACULTY MEMBERS MUST REGULARLY REVIEW THEIR STUDENT LISTS AND TIMESHEETS CAREFULLY TO ENSURE THAT THEIR STUDENTS ARE REGISTERED CORRECTLY.

Failure to notify the office of registration mistakes or changes will result in incorrect pay.

Timesheets – Timesheets MUST be turned in every two weeks and on time according to the schedule posted online (Saturdays at 12:00pm). [Payroll Schedules | Controller | Michigan State University](#). Time sheets will be emailed to MSU emails each time period. Timesheets will be placed in mailboxes upon request. Blank time sheets are available in the office.

Late timesheets will be paid on the NEXT pay period. Hours for make-up lessons will be paid only after the lesson has been taught.

Faculty must use the correct codes when completing timesheets. See below for the current Attendance Codes:

ATTEND CODES			
NA	No session scheduled	SDM	Snow Day Makeup (Payable)
P	Present (Payable)	SM	SA Makeup
SA	Student Absence (Payable)	TA	Teacher Absence
SD	Snow Day - CMS closed	VL	Virtual/Online (Payable)
		X	No Code Indicated --
			ADMIN USE ONLY

Payroll checks will be issued in compliance with MSU policies. Discrepancies should be directed to the CMS administrative team. In cases of prolonged absence on the part of students or student discontinuance, please inform the CMS staff.

- H. **Scheduling** – All scheduling of students is to be done by the registrar unless otherwise arranged. All faculty members will be expected to provide a schedule of available teaching days and times to the registrar by a prescribed deadline for each semester. It is imperative that faculty inform the registrar immediately regarding openings, changes of schedule, etc.

Faculty should strive to teach all lessons within the confines of the prescribed dates for the semester. Faculty members are expected to stay in close contact with the registrar during registration periods, especially if faculty members are making changes to their schedules.

All prospective music therapy clients will be referred to the Director of Music Therapy Clinical Services.

- I. **Teaching Time** – Faculty should arrive ten minutes prior to their first lesson or class of the day so that they may check their mailboxes, receive telephone calls, or communicate with office staff, parents, other faculty, etc.
- J. **MSU ID** – All CMS faculty should obtain an MSU ID card. ID cards will allow CMS faculty to access the CMS building via swipe card access. ID cards are available at the MSU ID Office in the International Center (427 N Shaw Ln., Rm. 170).
- K. **Vacation** – The Community School observes all holidays and closures regularly observed by MSU policies. Please note that the CMS academic/semester schedule does not regularly coincide with the MSU collegiate academic/semester schedule. Faculty members are expected to schedule personal



holiday and vacation times to avoid conflict with the academic schedule. See Section I “Semester Dates” for a current list of all holidays and time in and out of session.

- L. **Faculty Meeting(s)** – Faculty meetings are scheduled once per year. These meetings are designed to provide information to faculty members as well as to discuss issues related to the Community Music School.
- M. **Faculty Leave of Absence** – Faculty are expected to maintain a consistent teaching schedule throughout each semester. If a faculty member anticipates a leave of absence of up to five (5) consecutive teaching days that will conflict with their regularly scheduled lessons or classes, they must notify the CMS executive director in writing at least two (2) weeks in advance whenever possible.
- Any absence that will result in the cancellation or rescheduling of lessons or classes must receive prior approval from the executive director before students or families are notified. Faculty should include the dates of the requested leave, the reason for the absence (as appropriate), and a proposed plan for making up missed lessons or classes, if applicable.
- Unexpected illnesses, emergencies, or other unforeseen circumstances should be communicated to the executive director as soon as possible so that students, families, and staff can be notified promptly and appropriate arrangements can be made.
- Leaves of absence exceeding five (5) consecutive teaching days may require additional review and approval and will be considered on a case-by-case basis.
- For Absences of Longer Duration** – In the event that a faculty member expects an absence that would exceed the allowable leave, the faculty member must discuss with the executive director as soon as possible for a leave of absence. The CMS executive director has final authority regarding the granting of a leave of absence.
- N. **Student Notification of Approved Leave** – Faculty members **MUST** notify parents/students as soon as a leave of absence has been approved by the executive director.
- O. **Confidentiality** – CMS faculty members should not discuss the details of a student's progress with individuals other than the CMS faculty, staff or parents/guardians of the student.
- P. **Music Therapy Clinical Services Confidentiality** – It is important for CMS faculty to follow all ethical guidelines of confidentiality with the music therapy program. According to the American Music Therapy Association Code of Ethics, we need to protect the confidentiality of information obtained, disguise the identity of the client and maintain all forms of individually identifiable client information in a confidential manner. Please help us meet these guidelines by not looking into or entering an ongoing session.
- Q. **Outside Employment, Conflict of Interest and Disclosure** – Faculty policies require for all CMS faculty members to disclose non-degree teaching they do outside of CMS. This includes at home, other public or private non-degree teaching studios, music stores, etc., to assure that no conflicts of interest exist or should arise. Faculty members are expected to make teaching and studio growth at CMS a high priority.

The University Conflicts of Interest, Faculty/Academic Staff Policy (COI) states expectations for institutional and individual conduct. A detail description of the COI can be found at:
https://hr.msu.edu/resources/pdf/faculty-handbook/fac_policy_man.pdf

All CMS students must receive instruction at the Community Music School unless otherwise approved by the executive director. Conversely, no non-CMS students may be taught at CMS or be involved in any CMS activities unless registered in private lessons, classes or ensembles. Teachers found to be



meeting with non-CMS students at the Community Music School may be dismissed, at the discretion of the executive director.

Upon discontinuing employment at the CMS, whether initiated by the CMS or the faculty member, the departing faculty member may not recruit CMS students for their non-CMS studio for a period of one year.

Teaching is the primary duty of every faculty member. It is the responsibility of the faculty to make up all missed lessons due to performing or rehearsing. Teachers are encouraged to accept outside engagements as performers, provided such engagements do not regularly interfere with teaching schedules. The CMS will act as a referral service for faculty wishing to provide music at special events either public or private. Faculty who are interested in such performances should advise the director.

- R. **Faculty Observations** – Each year the executive director may schedule faculty observations for the purpose of evaluation. Prior to the conference, the executive director may observe lessons, the faculty member will complete an annual review statement summarizing the activities of their studio for the prior year and any professional activities and achievements, and student/parent review forms will be collected.

A full review is recommended for each instructor during their first two years of employment. After two years of positive review, there will be a full review every three years. During the non-review years, a short evaluation conference may be held with the director to review the year and to set goals for the following year.

- S. **Grievances** – CMS faculty members are encouraged to bring all employment issues and problems directly to the CMS executive director. If a resolution is unsuccessful, a meeting will be scheduled with the dean of the College of Music. For further action, refer to the faculty grievance procedures as established by MSU, as applicable.

- T. **Termination/Renewal** – Notification of intent to renew appointments normally shall be given in writing by the executive director no later than May 31. The typical appointment period is from August 16 through August 15. Faculty will be subject to termination if they breach their appointment agreement or violate these policies or any policies established as performance guidelines by MSU. Terminated faculty have the right to appeal through the grievance process. Request for early termination of contract should be given in writing to the executive director.

- U. **Faculty Ensembles** – Faculty members may be asked to participate in organized faculty ensembles, especially for the purposes of student recruitment, performance services to the community and area educational institutions, and perform on recitals at CMS.

- V. **Youth Safety and Reporting Protocols** – The University strives to offer safe and supportive learning and working environments for all individuals. In support of that goal, the University has established reporting protocols for its employees and volunteers with respect to child abuse, sexual assault, and child pornography. It is our responsibility and top priority to foster an environment where students at CMS can not only grow but also learn in a safe environment. Please see Section V for all protocols on youth safety, as well as other additional resources on youth and employee safety.



SECTION III: INSTRUCTIONAL

- A. **Curriculum** – The executive director, in consultation with the CMS faculty and staff, determine which classes, workshops, lessons, and ensembles are to be offered and the time of each offering. CMS instructors are invited to make suggestions for future course offerings. Courses must be approved by the executive director before any registration or instruction can take place.
- B. **Registration** – Refer to the Community Handbook or the CMS office for up-to-date registration and student policies and procedures. Registration is not complete, lessons will not be scheduled, and teachers will not be paid until payment from the student/family is received.

Private lessons, classes, and ensembles are offered on a semesterly basis. Students are registered for full semesters or for however many weeks are remaining in the term at the time of registration. Short one-time introductory private lesson sessions (typically four weeks) may be scheduled at the discretion of the registrar.

- C. **Assignment of Students** – The assignment of students to teachers is the ultimate responsibility of the registrar in consultation with the CMS faculty and executive director. Student preferences for a specific teacher will be honored when feasible. The registrar will attempt to maintain equitable teaching loads based on faculty availability. When there is no expressed preference or limiting schedule conflict by the student, the registrar will adhere to the following guidelines:

Students will be assigned to salary positioned faculty and current professional faculty first, based on the requested course of study, available schedule, and other student preferences.

Students will only be assigned to undergraduate student teachers on request or referral. Students will only be assigned to collegiate faculty after approval from the requested faculty member.

All prospective music therapy clients will be referred to the Director of Music Therapy Clinical Services.

- D. **Attendance Records** – Faculty members are expected to keep accurate records of lesson and class attendance. These records may need to be examined if a discrepancy arises. Two or more consecutive absences should be reported to the registrar. Faculty and students are asked to observe a 10-minute grace period before labeling the lesson as a "no show" and leaving the premises. Teachers should not leave the building if their students are still present.
- E. **Payment & Registration Fee** – In order to keep administrative costs down, full payment of all tuition is due at registration unless the installment payment option is selected. The Community Music School accepts checks, money orders, cash, Visa, Mastercard, Discover, and American Express.

CMS charges a \$15 registration fee per family, per semester. This fee applies to all private lessons, classes, ensembles, and music therapy services registrations with tuition of \$100 or more in a single semester. This fee is non-refundable and does not apply to any summer programming.

Per MSU policy, accounts that are more than 90 days overdue will be sent to the MSU Delinquent Receivables Department for collection. Students will be suspended from lessons/classes/ensembles at this time and cannot attend or enroll in any CMS programming until their account is paid in full.

Students are asked to keep payments current. A \$25 late charge/billing fee will be applied to the balance of each outstanding bill on a monthly basis until the bill is paid in full. Students who have not completed payment by the end of the term will not be permitted to enroll for the following term.



- F. **Make-up Lessons Due to Student Cancellation** – A student should notify the CMS office 24 hours before missing a lesson as a courtesy to the teacher. This does not exempt the student from payment as established. Teachers may choose to make up or reschedule lessons as they wish but are not obligated to make up lessons missed by students. If a student misses an appointed make-up lesson, it will not be rescheduled. Refunds or credits are not available for lessons missed by the student, except under exceptional circumstances at the discretion of the CMS administration.
- G. **Make-up Lessons Due to Faculty Cancellation** – In the event it becomes necessary for a faculty member to cancel private lessons or a class/rehearsal, it is the responsibility of said faculty member to notify the office and to arrange for make-ups. Faculty absences are to be reported to the executive director with as much advance notice as possible. Faculty members are expected to honor the lesson time on a consistent basis.
- Please view private lesson times as you would any class. Out of respect for our students' and families' schedules, private lesson times should be honored as scheduled without disruption when at all possible. Any planned schedule changes should be provided in writing to your students and the registrar as early in the semester as possible. Remember that students call the office for information, and we wish to be accurate.
- H. **Snow Days and Inclement Weather** – Generally, MSU does not close due to inclement weather. In the event that the Community Music School is closed, announcements will be posted on our website and outgoing phone message. Please remember that CMS closes independently of area schools, including East Lansing. If you have any question about whether or not CMS is closed, you should check our website or call the office.
- I. **Student Suspensions** – The school reserves the right to discontinue any student whose work or behavior is unsatisfactory or whose payment is in arrears.
- J. **Discontinuing Lessons – Refund/Withdrawal Policy**
In order to withdraw, a student must contact the registrar. Notice to the instructor is not sufficient. Contact the registrar immediately if a student informs you that they are withdrawing from a lesson, class, or ensemble. Non-attendance does not constitute a withdrawal. Registration is based on a semester commitment. There are no refunds for classes, ensembles, camps, or summer lessons after the semester begins except under extraordinary circumstances.

SECTION IV: RECITALS

- A. **Faculty / Student Recitals** – Faculty are encouraged to schedule studio, student, or artist recitals throughout the academic year. Requests to reserve recital dates and performance spaces should be made by contacting the executive director. Recital scheduling is based on facility availability and the Community Music School calendar.
- B. **All-School Recitals** – All-School Recitals are open to any CMS student who wishes to perform. Faculty who would like to enter students should complete the recital request form and submit it to the executive director by the published deadline.

All-School Recitals are typically offered monthly during the academic year but may be canceled if participation is insufficient. CMS provides a collaborative pianist for All-School Recitals at no additional cost to participating students who require accompaniment.

- C. **Recital Attendance** – Faculty members are expected to attend recitals in which they have students performing.



SECTION V: Anti-Discrimination, Title IX, MSU Substance Free, Youth Safety Resources Policies and Reporting Protocols

Michigan State University Anti-Discrimination Policy

Article I. Purpose

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism within an over-arching strategy promoting equitable access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

Article II. Applicability

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and to the University's contractors in the execution of their University contracts or engagements^[1], with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs and activities occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

Article III. Prohibited Discrimination

Unlawful acts of discrimination or harassment are prohibited.

In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they^[2]:

1. Discriminate against any University community member(s) through inappropriate limitation^[3] of employment opportunity^[4], access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender^[5] (including gender identity and gender expression), genetic information, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sex (including pregnancy, sexual orientation), military or veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, (including gender identity, gender expression), genetic information, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sex (including pregnancy, sexual orientation), military or veteran status, or weight.

These prohibitions shall not be construed in a manner that abridges University community members' right of free expression or other civil rights.

Article IV. Informal Resolution

Informal resolution of disputes, through consultation provided by offices serving the University, is encouraged^[6]. Informal resolution is typically used when a claimant asks to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational, or preventive action. Participation in informal resolution is voluntary, and either party may



terminate the informal resolution process at any time. If a party terminates attempts at informal resolution, or the parties are unable to resolve the matter informally, a formal review of the complaint will begin.^[1]

Article V. Complaints and Investigations

Complaints under this Policy are processed and investigated by the Investigation, Support and Resolution (ISR) Department pursuant to the ISR Complaint Procedures. Allegations involving gender discrimination, including sexual and gender-based harassment, assault, and violence, are processed and investigated pursuant to the Relationship Violence & Sexual Misconduct and Title IX (RVSM) Policy.

CONTACT INFORMATION:

Investigation, Support and Resolution Department
Office for Civil Rights and Title IX Education and Compliance
Olds Hall
408 W. Circle, Suite 5
Michigan State University
East Lansing, MI 48824
(517) 353-3922
ocr.isr@msu.edu
www.civilrights.msu.edu

The University investigates complaints involving conduct occurring at the locations, programs, and activities listed in Article II above. The University also investigates complaints of conduct occurring off-campus, even if not occurring in the context of a University program or activity, if the alleged conduct creates or contributes to a hostile environment on campus.

Article VI. Violations of the Policy

Violations of the policy may result in disciplinary action pursuant to the applicable student conduct or employee disciplinary process. Discipline may include, but is not limited to, suspension or dismissal for students or employees.

Article VII. History

This Policy was approved by the Board of Trustees on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015. Following formal action by the Board of Trustees to move the policy to the University-wide policy series, an Interim Policy was approved by the President on June 28, 2024. The term “interim” was removed from this policy effective July 31, 2024. This policy was revised on April 25, 2025 to remove reference to affirmative action.

^[1]This policy does not apply to the conduct of a contractor’s internal affairs, nor does it apply to the conduct of contractual engagements to which the University is not a party.

^[2]The [Anti-Discrimination Policy User’s Manual](#), University ordinances, and written policies provide guidance on the conduct prohibited by Article III of this Policy.

^[3] Limitations are inappropriate if they are not directly related to a legitimate University purpose. The [Anti-Discrimination Policy User’s Manual](#) provides additional guidance on inappropriate limitation as defined by this Policy.

^[4]For purpose of this Policy, “employment opportunity” is defined as job access and placement, retention, promotion, professional development, and salary.

^[5] For the purposes of this Policy, the reference to “gender identity” shall be interpreted to include protection against gender stereotyping based on a person’s gender expression. In other words, gender stereotyping is impermissible discrimination or harassment based on a failure to conform to stereotypical gender norms.

^[6]Consultation with one or more of the following may be useful:

- the chairperson, director, or dean of the relevant unit,
- supervisory support personnel,
- the Title IX Coordinator or Deputy Title IX Coordinator,
- the ADA Coordinator,
- Institutional Diversity and Inclusion,
- the University Ombudsperson,



- the Faculty Grievance Official,
- REHS staff,
- faculty or staff academic advisors, and
- MSU Counseling and Psychiatric Services.

[\[1\]](#) The availability and appropriateness of informal resolution involving claims of gender discrimination, including sexual and gender-based harassment, assault, and violence, is governed by the Relationship Violence and Sexual Misconduct and Title IX (RVSM) Policy.

Title IX Policy and Title IX Coordinator

Updated: August 25, 2025

Accessed From: [Relationship Violence and Sexual Misconduct and Title IX Policy \(Effective August 25, 2025\) | University Policies | Michigan State University](#)

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

Institutional Values

Michigan State University ("MSU" or the "University") strives to provide an academic and work environment that fosters the values of safety; mutual respect; dignity; equity; responsibility; and clear and timely communication. Relationship violence, sexual misconduct, and stalking are in direct conflict with our institution's values and policies and present barriers to fulfilling the University's missions.

The University's commitment to preventing and responding to relationship violence, sexual misconduct, and stalking applies to admissions, employment, and access to and treatment in University programs and activities.

Additionally, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. ("Title IX"), which prohibits discrimination based on sex in education programs or activities; Section 1557 of the Affordable Care Act ("ACA"), which prohibits sex discrimination in applicable health programs or activities; and Title VII of the Civil Rights Act of 1964, which prohibits sexual harassment in employment; as well as other federal and state laws (including the Elliott-Larsen Civil Rights Act).

What is Title IX?

The University prohibits sexual harassment as defined by Title IX as well as relationship violence, sexual misconduct, and stalking as defined by the University.

- "RVSM": This Policy uses the acronym "RVSM" to include "relationship violence" (a broad term encompassing domestic violence and dating violence); "sexual misconduct" (a term that includes sexual assault, sexual harassment, and sexual exploitation); and stalking.
- Title IX: Additionally, the University prohibits sexual harassment (which includes sexual assault, domestic violence, dating violence, and stalking) as defined by the Title IX regulations.



Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one of more of the following:

1. An employee of the University conditioning a provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education, program, or activity as determined by a reasonable person standard
3. Other "sexual offenses" defined in the following statutes and described in this Policy: "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These other sexual offenses under Title IX are defined in more detail below.

Additional discrimination on the basis of sex includes:

- Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- Sexual harassment
- Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Laura Rugless, JD

Title IX Coordinator

Office for Civil Rights and Title IX Education and Compliance

408 West Circle Drive, Suite 105, Olds Hall

East Lansing, MI 48824

Phone: (517) 355-3960

Email: OCR.laurarugless@msu.edu

Website: www.civilrights.msu.edu/

Reporting Procedures and Resources: All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault, and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact Confidential Resource. A list of these resources is available at <https://civilrights.msu.edu/about/index.html>

A list of these resources specifically available for youth is available at:

<https://youthprograms.msu.edu/reporting/index.html>

Report to the Office for Civil Rights and Title IX Education and Compliance by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

- **Address:** 408 W. Circle Dr., Suite 5, Olds Hall, East Lansing, MI 48824
- **Phone:** 517-353-3922



- E-mail: ocr.isr@msu.edu
- Online reporting: [Public Incident Reporting Form](#)

Reports may also be submitted directly to the Title IX Coordinator.

Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

- **MSU Department of Police and Public Safety**
- **Address:** 1120 Red Cedar Rd., East Lansing, MI 48824
- **Emergencies:** call 9-1-1
- **Non-Emergency Line:** 517-355-2221

Smoke and Tobacco-Free Policy

Enacted: July 16, 1993; Amended: August 15, 2016, September 10, 2021; Retired Policy No. 02-09-04

The following policy was approved by the Board of Trustees on July 16, 1993:

Michigan State University (the "University") is committed to eliminating harmful exposure to smoke, tobacco, and environmental tobacco byproducts and adopts the following smoke and tobacco-free policy.

1. No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, on any property governed by the Board of Trustees of Michigan State University Ordinance 29.01.
2. Products derived from or containing tobacco may not be sold on any property governed by the Board. Ordinance 29.02.
3. No person shall (a) smoke, or (b) otherwise use any product derived from or containing tobacco, in any vehicle owned or leased by the University.
4. Notwithstanding the foregoing, all FDA-approved nicotine replacement therapy products are permitted when used for the purpose of cessation. Traditional Native American spiritual, ceremonial, or cultural use of tobacco, including but not limited to possessing, gifting, smoking, combusting (without smoking), and depositing on the ground or in the water, is permitted. Indoor use requires prior notice. Traditional Native American smudging using tobacco, sage, cedar, or sweetgrass is also permitted. Other exceptions to this policy may be authorized by the Secretary of the Board pursuant to guidelines issued by the Secretary of the Board. Ordinance 29.04.

Definitions

For the purpose of this policy:

To "smoke" means inhaling, exhaling, burning, or carrying any lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic. To "smoke" also includes the use with any tobacco or plant product of a pipe or hookah; of any electronic smoking device which creates, in any manner, an aerosol or vapor, in any form; or any other oral smoking device.

"Tobacco-derived or containing products" include, without being limited to, cigarettes (including clove, bidis, kreteks), electronic cigarettes, aerosol or vapor nicotine delivery devices, cigars and cigarillos, pipe tobacco, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Application of Policy to All Persons

This policy applies to all persons on University property, including students, faculty, employees, contractors, sub-contractors, and visitors, and to all persons who use University vehicles. Conspicuous signage will be posted on University grounds to inform the public that the University campus is smoke and tobacco-free. Exceptions to this policy may be authorized by the Secretary of the Board of Trustees pursuant to established guidelines.

Traditional Native American spiritual, ceremonial, or cultural use of tobacco is permitted with prior notice. To ensure that traditional Native American spiritual, ceremonial or cultural activities do not inadvertently activate fire alarms or sprinkler systems and that such use conforms to applicable fire codes, regulations and safety practices, event organizers must submit the Tobacco Use Notification Form — (URL to be provided soon) — which will notify Infrastructure Planning and Facilities (IPF), Michigan State University



Police and Public Safety, and Residence Education and Housing Services (for use in residence halls)--at least three days before an indoor event involving combustibles or burning. Individual indoor use involving combustibles or burning. Event organizers and/or individuals may submit one form at the beginning of each semester for use that will occur on consecutive days or on a regular schedule throughout the semester.

For such use:

- Use fire-safe cigarettes.
- Use deep, sturdy smudge bowls and use away from other combustible materials (including mulch and plants by building entrances).
- Place used lit tobacco and smoking materials in a non-combustible container with sand, water, or dirt and ensure it is extinguished. Place container in a safe area outside (i.e. an area away from combustible material and vegetation). Event organizers or individuals will inform Custodial Services of the location of the container so that it may be disposed of safely.
- Do not place smoking materials in vegetation (e.g. mulch, potted plants, landscaping, dried grass or leaves).

For use involving open flame or fire:

- Keep the area within 35 feet of any fire free of flammable material.
- Ensure there is a fire extinguisher nearby. Event organizers or individuals can bring their own or request one from IPF.
- At least one individual should remain in the area for thirty (30) minutes after the fire is extinguished as a fire watch.

Education

University leaders, managers, supervisors, and facilities managers are expected to educate employees regarding this policy and to promote compliance in their areas of responsibility and on the larger campus. University managers and supervisors are also expected to facilitate attendance at University-sponsored programs for employees who desire to become tobacco-free.

Residential community supervisors and Student Life staff are expected to educate students regarding this policy and to promote compliance with it.

Enforcement

The success of this policy requires the cooperation of all members of the University community, not only through personal compliance with this policy, but by encouraging others to comply.

Concerns about smoking and tobacco use should be addressed in the moment whenever feasible.

Continued concerns should be referred to the appropriate unit responsible for review and action:

- Faculty and Employees (including student employees)—issues should be referred to the employee's supervisor or the employing unit head
- Students—issues should be referred to residential community supervisors or Student Conduct and Conflict Resolution
- Contractors and Subcontractors—issues should be referred to the campus unit responsible for monitoring performance under the contract
- Visitors—issues should be referred to the visitor's host or to the University Police
- Persons who violate this policy will be subject to disciplinary action.
- Smoking Cessation Programs and Products

University-sponsored smoking cessation programs are available to assist students, faculty, and employees who wish to quit smoking.

University Policy on a Drug-Free Workplace

Consistent with state and federal law, Michigan State University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.* The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of



Michigan State University, and at any site where work is performed by individuals on behalf of Michigan State University.

Pursuant to applicable University procedures governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on University premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

The employee must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline. The employee shall notify his/her immediate supervisor, who will report the incident to MSU Human Resources, Faculty and Academic Staff Affairs, or the Student Employment Office.

Michigan State University supports and sponsors programs aimed at the prevention of substance abuse by University employees. Olin Health Education Service's Alcohol and other Drug Program provides preventive programs and counseling for employees experiencing substance-dependency problems. Assistance is available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under the medical leave provision of the appropriate [Collective Bargaining Agreement](#) or policy, or consult the Reference Guide to the FMLA Act of 1993 for additional information ([see Policy and Procedure\(s\)](#) for Family Medical Leave Act [FMLA], leave of absence without pay, and leave of absence with pay).

* Five schedules of controlled substances are defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.

Youth Safety Protocol and Resources

The University strives to offer a safe and enjoyable educational learning environment for all minors attending its programs. In support of that goal, this document sets forth minimum requirements for conducting University youth programs.

CMSD faculty must abide by all University regulations and may be terminated for violation of such rules. Program rules for CMSD faculty also include the following:

- The supervision ratio expectations addressing the number of adults who must be present during activities where minors are present.
- Youth program directors and coordinators must make reasonable efforts to limit one-on-one contact between adults and minors participating in youth programs.
- Faculty may not take pictures of minors or post information about minors to social media sites without permission from a parent/guardian.
- CMS faculty may have no personal, non-programmatic related electronic communications with participants (email, phone, text, Facebook, etc.) during the youth program.
- CMS faculty may not meet participants off-site or off-hours.
- Adults may not engage in abusive conduct of any kind toward, or in the presence of, a minor.
- Adults may not strike, hit, administer corporal punishment of any kind to, or touch a minor in an inappropriate or illegal manner.
- Adults may not pick up minors from or drop off minors at their homes, other than the driver's child/children, or except as specifically authorized in writing by the minor's parent/legal guardian.
- Adults may not provide alcohol or illegal drugs to any minor.



- Adults may not provide prescription drugs or any medication to any minor except for medical professionals specifically authorized in writing by the parent or legal guardian as being required for the minor's care or emergency treatment.
- Adults may not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
- Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy.
- If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a program, including program staff/volunteers, the accused adult must be removed from any further participation in programs and activities covered by this policy until such allegation has been satisfactorily resolved.
- Adults may not give personal gifts to participants.
- Adults may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for minor participants.
- Adults may not possess a firearm or other weapon at any time during the youth program.
- Adults may not violate the University's Anti-Discrimination Policy.³
- Reasonable efforts must be made to have two or more adults present during activities where single minors are present.
- Reasonable efforts must be made to involve more than one adult in any direct electronic contact with single minors.
- Staff/volunteers should make reasonable efforts to have another adult staff/volunteer present when addressing single participants in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).
- If handling an emergency when only one minor is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.
- Staff expected to contact single minors for official academic or programmatic recruitment may do so as directed by their supervisor by E-mail or phone call during standard business hours.
- Transportation of Minors. Units operating a youth program that involves transportation of minors must comply with the following requirements:
 - University employees and volunteers that transport minors must have been subject to a Michigan driver records check⁴ within the last twelve months.⁵
 - Although the use of private vehicles for transporting minors should be avoided, when private vehicles must be used, drivers must have automobile liability insurance.
 - More than one adult must be present in the vehicle except when there are multiple minors for the duration of transportation.
 - University youth programs utilizing commercial transportation services must follow the guidelines outlined in the statements regarding "Services Provided & Request Forms" in Section 35 of the University's Manual Business Procedures.⁶

Youth Safety Reporting Protocols:

Youth program staff, volunteers, and other individuals associated with a youth program must adhere to university protocols for reporting child abuse, sexual assault, and child pornography. Further information can be found by the following resources list:



- A. The University's policy, University Reporting Protocols: Child Abuse and Other Harm to children, details reporting requirements for University employees and volunteers, and can be found at <https://u.policies.msu.edu/doctract/documentportal/08DB621359BE06F4E1CE7A4566DE1C4D>
- B. Frequently Asked Questions about University Protocols: <https://www.hr.msu.edu/policies-procedures/university-wide/documents/UniversityReportingProtocolFAQ.pdf>
- C. Resources on the Safety of Minors at Michigan State University: <https://youthprograms.msu.edu/policies/index.html>
- D. How to Report Suspected Crimes: <https://youthprograms.msu.edu/reporting/index.html>
- E. [Contact the MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Department of Police and Public Safety
Address: 1120 Red Cedar Rd., East Lansing, MI, 48824
In case of emergencies: Call 9-1-1
Non-emergency Line: 517-355-2221

- F. [Report to the Office of Institutional Equity \(OIE\)](#) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.
Address: 408 W. Circle Dr., Suite 5, Olds Hall, East Lansing, MI 48824
Phone: 517-353-3922
E-mail: ocr.isr@msu.edu
Online reporting: Public Incident Reporting Form

³ The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at

<https://u.policies.msu.edu/doctract/documentportal/08DC8FCBBBEF7442AC7BAA37AB09F817>

⁴ The Motor Vehicle Record (MVR) Review Request Form can be found at <https://rmi.msu.edu/forms/index.html>

⁵ Drivers must have a valid driver's license; not have had three or more convictions for moving violations within the past 36 months; not have been convicted of operating a vehicle while under the influence of alcohol or drugs, leaving the scene of an accident, failure to report an accident, driving with a suspended license or reckless driving within the past 36 months; and not have been convicted of obtaining a vehicle unlawfully, possessing a stolen vehicle, or using a vehicle in a crime or in connection with an unlawful act.

⁶ A detailed description of Section 35 of the Manual Business Procedures can be found at <https://controller.msu.edu/manual-of-business-procedures/section-35>

⁷ The University's policy, University Reporting Protocols: Child Abuse, Sexual, Assault, and Child Pornography, details reporting requirements for University employees and volunteers, and can be found at <https://u.policies.msu.edu/doctract/documentportal/08DB621359BE06F4E1CE7A4566DE1C4D>