

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: <sup>B</sup>
DATE: December 14, 2018

**RECOMMENDATION**

**TO APPROVE REVISIONS TO BOARD POLICIES**

**ACTION REQUESTED**

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

Revisions

Section 6.2.2	Graduate Programs
Section 8.0	Mandatory Health Insurance for International Students
Section 8.5.1	Limitations to University Authority: Student Body Constitution
Section 9.2	Exterior Signage Systems
Section 11.4.2	Use of Motor Pool Vehicles
Section 12.1.10	Admissions Application Fee
Section 12.2.8	Program Costs for Extended Programs
Section 13.1.4	Physical Facilities Improvements
Section 13.2.1	Building Security: Keys
Section 13.2.2	Use of Facilities
Section 14.2.1	Residence Hall Eligibility

**STAFF SUMMARY**

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; and b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks.

In an ongoing effort to enhance the transparency of the actions of the University and to align University practice with Board policy, Board Policies are subject to ongoing review and updated as appropriate. All Board Policies are published.

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

**FISCAL IMPLICATIONS**

None.

**ADMINISTRATIVE RECOMMENDATION**

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



University Executive Officer  
Lauren M. London  
General Counsel

12/14/18  
Date

## **Board Policy 6.2.2: ~~Graduate Programs~~ Academic Policies: Graduate**

### **Policies, Rules and Regulations**

**Chapter Name: Academic Programs and Requirements**

**Chapter No. 6.2.2**

**Issue: Graduate**

**Effective Date: 10-18-1978**

**Revision Date: ~~3-21-2006~~12-14-2018**

#### **UNIVERSITY POLICY STATEMENT:**

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

#### **UNIVERSITY PRACTICE:**

The Graduate Catalog explains procedures for the following requirements:

- Application and Admission
- Program requirements and prerequisites
- Program advising
- Academic load
- Degree and award credit hours
  - [Combined bachelor's-master's degree and award credit hours](#)
- Time-to-degree
- Transfer of credit from other universities or other graduate degrees
- Course auditing
- Course limitations
- Course withdrawal
- Grading system
- Grade point average and other graduation requirements
- Residency
- Graduate course enrollment by undergraduate students
- Probation and dismissal
- Degree audit for graduation

#### **RESPONSIBILITY FOR IMPLEMENTATION:**

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

#### **SCOPE OF POLICY COVERAGE:**

The policy applies to all graduate students and graduate programs.

#### **Authority for Creation or Revision:**

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

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

## **Board Policy 6.2.2: Academic Policies: Graduate**

### **Policies, Rules and Regulations**

**Chapter Name: Academic Programs and Requirements**

**Chapter No. 6.2.2**

**Issue: Graduate**

**Effective Date: 10-18-1978**

**Revision Date: 12-14-2018**

#### **UNIVERSITY POLICY STATEMENT:**

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

#### **UNIVERSITY PRACTICE:**

The Graduate Catalog explains procedures for the following requirements:

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

#### **RESPONSIBILITY FOR IMPLEMENTATION:**

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

#### **SCOPE OF POLICY COVERAGE:**

The policy applies to all graduate students and graduate programs.

#### **Authority for Creation or Revision:**

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

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

# 8.0 Mandatory Health Insurance for International Students

## Effective Date:

5-21-96

## Revision Date:

6-17-03, ~~12-14-18~~

## University Policy Statement

All international students with an F or J VISA STATUS ~~and their accompanying dependents~~ shall be required to carry health insurance ~~for the entire duration of their program of study during the semesters in which they are enrolled~~ at Eastern Michigan University. Eastern Michigan University will allow these international students to present proof of equivalent insurance coverage complying with the expected standard of coverage during a specified waiver period. ~~each semester.~~

## University Practice

### University practices for implementing this policy include:

- Registration will identify international students with an F or J visa status. This will automatically require them to carry the mandatory student health insurance.
- A health insurance premium will be assessed on the student's account for ~~the annual policy unless the~~ ~~each semester the student will be enrolled.~~ ~~Students who do not enroll in classes for a specific semester are informed that they must purchase the insurance directly if they wish to continue on the policy.~~ ~~students will be allowed to~~ presents proof of equivalent insurance coverage complying with the expected standard of coverage. Students requesting a waiver will be required to submit a 'Waiver Application for the Student Health Insurance' along with ~~an English translation of~~ their insurance policy ~~in English~~ for review and approval by the waiver deadline. Waiver reviews will be administered by the ~~Eastern Michigan University Student Insurance Office,; University Health Services.~~

## Responsibility for Implementation

The Associate Vice President for Student Affairs has the overall responsibility for implementation of this policy.

The ~~International Office of~~ Admissions ~~Office~~ and the Office of International Students ~~and Scholars~~ are primarily responsible for notification to new students regarding the Mandatory Health Insurance Policy and requirements. ~~The Assistant Vice President for Student Affairs and Dean of Students~~ ~~University Health Services~~ is primarily responsible for implementation and daily administration of this policy.

~~The Student~~ ~~Business Services~~ ~~Accounting Office~~ is responsible for assessment and collection of ~~the~~ health insurance premiums from students.

## Scope of Policy Coverage

This policy applies to all international students with an F or J visa status for the entire duration of their program of study and their accompanying dependents during the semester in which they are enrolled at Eastern Michigan University.

Authority for Creation and Revision

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Minutes of the Board of Regents, May 21, 1996, para. .5103M.

Minutes of the Board of Regents, June 17, 2003, para. .6132M.

# **8.0 Mandatory Health Insurance for International Students**

## **Effective Date:**

5-21-96

## **Revision Date:**

6-17-03, 12-14-18

## **University Policy Statement**

All international students with an F or J VISA STATUS shall be required to carry health insurance for the entire duration of their program of study at Eastern Michigan University. Eastern Michigan University will allow these international students to present proof of equivalent insurance coverage complying with the expected standard of coverage during a specified waiver period.

## **University Practice**

### **University practices for implementing this policy include:**

- Registration will identify international students with an F or J visa status. This will automatically require them to carry the mandatory student health insurance.
- A health insurance premium will be assessed on the student's account for the annual policy unless the student presents proof of equivalent insurance coverage complying with the expected standard of coverage. Students requesting a waiver will be required to submit a 'Waiver Application for the Student Health Insurance' along with their insurance policy in English for review and approval by the waiver deadline. Waiver reviews will be administered by the Eastern Michigan University Student Insurance Office.

## **Responsibility for Implementation**

The Associate Vice President for Student Affairs has the overall responsibility for implementation of this policy.

The International Admissions Office and the Office of International Students and Scholars are primarily responsible for notification to new students regarding the Mandatory Health Insurance Policy and requirements. The Assistant Vice President for Student Affairs and Dean of Students is primarily responsible for implementation and daily administration of this policy.

Student Business Services is responsible for assessment and collection of health insurance premiums from students.

## **Scope of Policy Coverage**

This policy applies to all international students with an F or J visa status for the entire duration of their program of study at Eastern Michigan University.

Authority for Creation and Revision

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Minutes of the Board of Regents, May 21, 1996, para. .5103M.

Minutes of the Board of Regents, June 17, 2003, para. .6132M.



# Board Policy Manual

## 8.5.1 Limitations to University Authority: Student Body Constitution

[Printable Version](#)

**Effective Date:**

8-19-70

**Revision Date:**

~~1-17-06~~ [12-14-18](#)

### University Policy Statement

It is recognized by Eastern Michigan University that the student body has the right to establish and maintain a Student Body Constitution. The Student Body Constitution sets forth the structure and procedures of student government. The constitution gains no added authority by being referenced in the Policy Manual nor are the students hereby limited in their power to approve or implement changes to their constitution.

To the extent that the Student Body Constitution may be found to conflict with Board approved policy ~~such as may occur in the provisions on judicial power in any way~~, it is not controlling on the University, its governing board or administrators.

Student Government bears the legal responsibility for its actions and for its oversight of the Student Body Constitution.

### University Practice

Student Government will be responsible for maintaining the Student Body Constitution. The Constitution is a reflection of the structure and procedures of Student Government.

### Responsibility for Implementation

The ~~Dean of Students~~ [Associate Vice President of Student Affairs](#) is responsible for the overall implementation, administration and interpretation of the policy. Student Government is responsible for the daily administration of this policy.

## **Scope of Policy Coverage**

This policy applies to all students at Eastern Michigan University.

Authority for Creation and Revision

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Minutes of the Board of Regents, August 19, 1970; para. .922M.

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

Minutes of the Board of Regents, January 17, 2006; para. .6558M.

# **8.5.1 Limitations to University Authority: Student Body Constitution**

## **Effective Date:**

8-19-70

## **Revision Date:**

12-14-18

## **University Policy Statement**

It is recognized by Eastern Michigan University that the student body has the right to establish and maintain a Student Body Constitution. The Student Body Constitution sets forth the structure and procedures of student government. The constitution gains no added authority by being referenced in the Policy Manual nor are the students hereby limited in their power to approve or implement changes to their constitution.

To the extent that the Student Body Constitution may be found to conflict with Board approved policy in any way, it is not controlling on the University, its governing board or administrators.

Student Government bears the legal responsibility for its actions and for its oversight of the Student Body Constitution.

## **University Practice**

Student Government will be responsible for maintaining the Student Body Constitution. The Constitution is a reflection of the structure and procedures of Student Government.

## **Responsibility for Implementation**

The Associate Vice President of Student Affairs is responsible for the overall implementation, administration and interpretation of the policy. Student Government is responsible for the daily administration of this policy.

## **Scope of Policy Coverage**

This policy applies to all students at Eastern Michigan University.

Authority for Creation and Revision

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Minutes of the Board of Regents, August 19, 1970; para. .922M.  
Minutes of the Board of Regents, December 2, 2003; para. .6194M.  
Minutes of the Board of Regents, January 17, 2006; para. .6558M.



## Policies, Rules and Regulations

Chapter Name: Public Safety, Traffic and Parking  
Chapter No. 9.2  
Issue: Exterior Signage Systems  
Effective Date: [12-14-1810-25-89](#)

### University Policy Statement

It is the policy of Eastern Michigan University to develop, promote and implement a consistent and effective signage system to regulate traffic and provide direction ~~in accordance with the Campus Master Plan.~~

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### University Practice

University practices for implementing this policy include:

1. Maintain consistency within the signage system while employing the minimum amount of signage required to be effective.

2. Exterior signage includes all:

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- Wayfinding
- Parking lot identification
- Traffic and Parking Enforcement Signage
- Specific Designated Parking Area Signage Within Parking lots
- Electronic Signage
- Campus Maps
- Bicycle and non-motorized signage

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3. Building signage

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2. Exterior facility signage ~~will consist of a building identification sign, consistent with all building signage. Department names or organizations will not appear on the exterior of a building. design, content, and placement will be determined following the Physical Plants signage procedures.~~

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3. Parking signage will consist of ~~contact information to the Parking Authority (1) a parking lot identification sign stating the name of the lot and the hours of operation and (2) a sign listing deals required for parking,~~ and information relevant to the parking lot: parking lot name, permits required, hours of operations and enforcement.

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4.2. Placement of regulatory signage ~~will be outside pedestrian routes of travel whenever possible.~~

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~~5.4~~ Temporary or portable signage will not be installed without the prior approval of Physical Plant Administration.

## Responsibility for Implementation

1. The Vice President for ~~Operations and Facilities Business & Finance~~ has overall responsibility for University exterior signage.
2. The standardization of all regulatory signage will be approved by ~~Campus Safety the Department of Public Safety~~ and Physical Plant Administration.
3. The standardization of all non-regulatory signage will be approved by Physical Plant Administration.
4. Installation of all regulatory signage will be approved by ~~Campus Safety the Department of Public Safety~~.
5. Installation of all non-regulatory signage systems will be approved by Physical Plant Administration.

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## Scope of Policy Coverage

This policy covers the exterior environment for all University property.

## Authority for Creation and Revision

Minutes of the Board of Regents, October 25, 1989, para. .4092M.



## Policies, Rules and Regulations

<b>Chapter Name:</b>	<b>Public Safety, Traffic and Parking</b>
<b>Chapter No.</b>	<b>9.2</b>
<b>Issue:</b>	<b>Exterior Signage Systems</b>
<b>Effective Date:</b>	<b>12-14-18</b>

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### University Policy Statement

It is the policy of Eastern Michigan University to develop, promote and implement a consistent and effective signage system to regulate traffic and provide direction.

### University Practice

University practices for implementing this policy include:

1. Maintain consistency within the signage system while employing the minimum amount of signage required to be effective.
2. Exterior signage includes all:
  - Wayfinding
  - Parking lot identification
  - Traffic and Parking Enforcement Signage
  - Specific Designated Parking Area Signage Within Parking lots
  - Electronic Signage
  - Campus Maps
  - Bicycle and non-motorized signage
  - Building signage

Exterior facility signage design, content, and placement will be determined following the Physical Plants signage procedures.

- 3- Parking signage will consist of contact information to the Parking Authority and information relevant to the parking lot; parking lot name, permits required, hours of operations and enforcement.
4. Temporary or portable signage will not be installed without the prior approval of Physical Plant Administration.

### Responsibility for Implementation

1. The Vice President for Operations and Facilities has overall responsibility for University exterior signage.
2. The standardization of all regulatory signage will be approved by the Department of Public Safety and Physical Plant Administration.
3. The standardization of all non-regulatory signage will be approved by Physical Plant Administration.
4. Installation of all regulatory signage will be approved by the Department of Public Safety.
5. Installation of all non-regulatory signage systems will be approved by Physical Plant Administration.

## Scope of Policy Coverage

This policy covers the exterior environment for all University property.

## Authority for Creation and Revision

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Minutes of the Board of Regents, October 25, 1989, para. .4092M.





## Policies, Rules and Regulations

Chapter Name: ~~Business and Financial Operations~~ ~~Operations and Facilities~~  
Chapter No. 11.4.2  
Issue: Use of Motor Pool Vehicles

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Effective Date: 12-18-85 14-18

### Policy

Vehicles provided by the Motor Pool are for use only by University personnel in the conduct of official University business and of University sponsored activities.

Use of a vehicle by a student for authorized student activities is approved by the ~~chief student personnel officer- department head~~.

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Use of a vehicle by a student for instructional purposes is approved by the department head.

Use of vehicles for other than University business is prohibited

Departments of the University are charged for the use of Motor Pool vehicles, and drivers when required.

#### Assignment of vehicles on either a permanent or trip basis

Permanent assignment is interpreted to mean that the work responsibilities of the employee or department are not confined to an office or to normal working hours and require the employee(s) to be mobile, both on and off campus. Permanent assignment may be for a defined or an indefinite period of time, but subject to annual review.

Permanent assignment also may be a condition of employment on authority of the chairman of the Board of Regents.

Trip assignment is interpreted to mean that work responsibilities of the employee require an occasional off-campus trip.

### Rules and Regulations

Vehicles are not to be used-for transportation to and from the employee's home except:

1. When permanent assignment is a condition of employment.
2. A major responsibility of the employee is off-campus and he or she generally leaves directly from and returns directly to his or her home.
3. The employee's responsibilities require 24 hour per day call for the health and safety of people and property for which no added compensation is given.

4. On a trip basis, an employee leaving prior to 8 a.m. and returning after 5 p.m. may retain a University vehicle at his or her home, providing the vehicle is available.

All university owned vehicles are required to be identified as Eastern Michigan University vehicles in accordance with university procedure. This identification procedure is set by the Vice President of Operations and Facilities. Exceptions:

1. When the department of Public Safety is using a vehicle for unmarked police work; or
2. When the vehicle is assigned permanently to an individual or department, and is approved by the Vice President of Operations and Facilities not to be labeled.

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An employee with a permanently assigned vehicle may not sub-assign the vehicle.

An employee with a permanently assigned vehicle who is on annual leave, leave of absence or extended sick leave, must return the vehicle to the University Motor Pool during these periods.

The charge to a department for use of a Motor Pool vehicle on a trip basis is calculated on a predetermined mileage rate, with a minimum charge for 50 miles.

A late charge is made for a vehicle returned more than 1/2 hour after its scheduled return.

### **Authority for Creation and Revision**

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



## Policies, Rules and Regulations

<b>Chapter Name:</b>	<b>Operations and Facilities</b>
<b>Chapter No.</b>	<b>11.4.2</b>
<b>Issue:</b>	<b>Use of Motor Pool Vehicles</b>
<b>Effective Date:</b>	<b>12-14-18</b>

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### Policy

Vehicles provided by the Motor Pool are for use only by University personnel in the conduct of official University business and of University sponsored activities.

Use of a vehicle by a student for authorized student activities is approved by the department head.

Use of a vehicle by a student for instructional purposes is approved by the department head.

Use of vehicles for other than University business is prohibited

Departments of the University are charged for the use of Motor Pool vehicles, and drivers when required.

#### Assignment of vehicles on either a permanent or trip basis

Permanent assignment is interpreted to mean that the work responsibilities of the employee or department are not confined to an office or to normal working hours and require the employee(s) to be mobile, both on and off campus. Permanent assignment may be for a defined or an indefinite period of time, but subject to annual review.

Permanent assignment also may be a condition of employment on authority of the chairman of the Board of Regents.

Trip assignment is interpreted to mean that work responsibilities of the employee require an occasional off-campus trip.

### Rules and Regulations

Vehicles are not to be used-for transportation to and from the employee's home except:

1. When permanent assignment is a condition of employment.
2. A major responsibility of the employee is off-campus and he or she generally leaves directly from and returns directly to his or her home.
3. The employee's responsibilities require 24 hour per day call for the health and safety of people and property for which no added compensation is given.
4. On a trip basis, an employee leaving prior to 8 a.m. and returning after 5 p.m. may retain a University vehicle at his or her home, providing the vehicle is available.

All university owned vehicles are required to be identified as Eastern Michigan University vehicles in accordance with university procedure. This identification procedure is set by the Vice President of Operations and Facilities. Exceptions:

1. When the department of Public Safety is using a vehicle for unmarked police work; or
2. When the vehicle is assigned permanently to an individual or department, and is approved by the Vice President of Operations and Facilities not to be labeled.

An employee with a permanently assigned vehicle may not sub-assign the vehicle.

An employee with a permanently assigned vehicle who is on annual leave, leave of absence or extended sick leave, must return the vehicle to the University Motor Pool during these periods.

The charge to a department for use of a Motor Pool vehicle on a trip basis is calculated on a predetermined mileage rate, with a minimum charge for 50 miles.

A late charge is made for a vehicle returned more than 1/2 hour after its scheduled return.

### **Authority for Creation and Revision**

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

12. Tuition, Fees, Fines, Deposits and Refunds  
12.1. Tuition and Fees

## 12.1.10. Admissions Application Fee

Effective Date: 6-20-79

Revision Date: 4-26-89, [12-14-18](#)

Eastern Michigan University shall assess an Admissions Application Fee on undergraduate and graduate applicants.

### UNIVERSITY PRACTICE:

University practices for implementing this policy include:

1. There will be assessment of an Admissions Application Fee upon submission of the admissions application.
- ~~2. Continuing Education students will be exempted from the fee until such time as they apply for degree seeking status or teacher certification.~~
- ~~23. Exceptions will be made for extraordinary financial hardship on an on an individual review basis.~~
34. Guest and non-matriculated students and special students are assessed the applicable application fee.
- ~~46. The fee will be nonrefundable.~~

### RESPONSIBILITY FOR IMPLEMENTATION:

The Vice President for Business and Finance has overall responsibility for the assessment and collection of the Admissions Application Fee. The Student Accounting Office is responsible for administration of the fee. Financial hardship reviews for exception are a responsibility of the Office of the ~~Dean of Admissions and Financial Aid~~ Vice President of Enrollment Management.

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### SCOPE OF POLICY COVERAGE:

The Admissions Application Fee generally applies to first-time enrolled in any college ~~admittees, applicants, and~~ ~~admittee transfer applicants,~~ and all graduate applicants.

### Authority for Creation and Revision

Minutes of the Board of Regents, June 20, 1979, para. 2100M.

Minutes of the Board of Regents, April 26, 1989, para. 3989M.

## **12. Tuition, Fees, Fines, Deposits and Refunds**

### **12.1. Tuition and Fees**

# **12.1.10. Admissions Application Fee**

Effective Date: 6-20-79

Revision Date: 4-26-89, 12-14-18

Eastern Michigan University shall assess an Admissions Application Fee on undergraduate and graduate applicants.

#### **UNIVERSITY PRACTICE:**

University practices for implementing this policy include:

1. There will be assessment of an Admissions Application Fee upon submission of the admissions application.
2. Exceptions will be made on an individual review basis.
3. Guest and non-matriculated students and special students are assessed the applicable application fee.
4. The fee will be nonrefundable.

#### **RESPONSIBILITY FOR IMPLEMENTATION:**

The Vice President for Business and Finance has overall responsibility for the assessment and collection of the Admissions Application Fee. The Student Accounting Office is responsible for administration of the fee. Financial hardship reviews for exception are a responsibility of the Office of the Vice President of Enrollment Management.

#### **SCOPE OF POLICY COVERAGE:**

The Admissions Application Fee generally applies to first-time enrolled in any college applicants, transfer applicants, and all graduate applicants.

#### **Authority for Creation and Revision**

Minutes of the Board of Regents, June 20, 1979, para. .2100M.

Minutes of the Board of Regents, April 26, 1989, para. .3989M.

## 12.2.8 Program Costs For Extended or Non-Traditional Programs

Printable Version

Effective Date:

6-17-97

Revision Date:

~~6-17-03~~12/14/2018

### University Policy Statement

The University ~~'s offices in Extended Programs~~ offers an array of non-traditional courses and programs which are consistent with the University's mission. Program costs, both direct and indirect, in excess of normal course delivery expenses, may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. A Extended Programs also may offer a course or program also may be offered to an organization at a market-based single price contract.

### University Practice

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non-credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

### Responsibility for Implementation

The Provost and Executive Vice President for Academic and Student Affairs or designee has responsibility for determining the appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

## Scope of Policy Coverage

This policy applies to all ~~Extended~~ extended Programs or non-traditional programs which incur program costs regardless of the course/program location.

Authority for Creation and Revision

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Minutes of the Board of Regents, June 17, 1997; para. .5246M.

Minutes of the Board of Regents, June 17, 2003; para. .6132M.

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Last Review Date: June 2018



## 12.2.8 Program Costs For Extended or Non-Traditional Programs

[Printable Version](#)

Effective Date:

6-17-97

Revision Date:

12/14/2018

### University Policy Statement

The University offers an array of non-traditional courses and programs which are consistent with the University's mission. Program costs, both direct and indirect, in excess of normal course delivery expenses, may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. A course or program also may be offered to an organization at a market-based single price contract.

### University Practice

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non-credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

### Responsibility for Implementation

The Provost and Executive Vice President for Academic and Student Affairs or designee has responsibility for determining the appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

## Scope of Policy Coverage

This policy applies to all extended or non-traditional programs which incur program costs regardless of the course/program location.

Authority for Creation and Revision

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Minutes of the Board of Regents, June 17, 1997; para. .5246M.  
Minutes of the Board of Regents, June 17, 2003; para. .6132M.

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Last Review Date: June 2018



## Policies, Rules and Regulations

Chapter Name: Facilities: Acquisition, Disposal, Improvement and Use  
Chapter No. 13.1.4  
Issue: Physical Facilities Capital Improvements  
Effective Date: 8-3-64 12.14.18

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### Policy - General

The broad term of Physical Facilities Capital Improvements is separated into ~~four~~two categories for purposes of planning, financing and accomplishment.

1. Capital Construction
- ~~2. Remodeling Maintenance~~ Asset Preservation/Deferred Maintenance and Minor Renovation Improvement
- ~~3.2. Special Maintenance~~
4. Routine Maintenance

Specific ~~policies~~ and procedures apply to each of these categories

### Policy Statement

~~It is recognized that it is the responsibility of the Eastern Michigan University Physical Plant to perform and/or supervise all work (including the hiring of architects, engineers and contracts) that involves the physical construction, alteration, or improvement to University owned, leased, or occupied facilities, or any improvements or modifications to land owned or leased by the University. No other department or individual is authorized to contract for or perform these functions.~~

~~In order to fulfill this responsibility, plans and construction for this work are managed by the Physical Plant, who will insure compatibility with established University standards, regulations, and building codes, and will coordinate the work of the architects, engineers, contractors and physical plant maintenance and operations staff.~~

### Definitions

#### Self-Liquidating Projects

~~Self-liquidating structures are defined as those constructed with funds raised through the use a debt instrument and which are expected to generate revenues to amortize the loan. Those structures or projects constructed with funds derived from gifts, grants or with institutional sources also are considered to be self-liquidating projects. Self-liquidating projects may or may not be self-supporting.~~

#### Self-Supporting Facilities

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~~In accounting for operations, self-supporting describes a function or activity where revenue and fees are expected to cover all direct and indirect costs without additional transfer of general fund money.~~

## Capital Construction

Capital construction consists of those projects which provide totally new facilities on the campus, which materially alter the use of a facility, or construct a major addition ~~to a facility, alteration or improvement to a facility~~; cost of a Capital construction project shall exceed \$75,000; they are financed by capital provided by the state or federal government, ~~or from~~ bond proceeds, ~~or other localized funding as appropriated by the chief financial officer~~; and they require professional and technical services in the ~~planning stages and~~ construction and closeout stages. ~~inspection during the course of construction.~~

~~All new self-liquidating projects to be constructed with borrows funds, gifts, grants or institutional sources, and any expenditure in a self-liquidating project which will increase or create a capital value and change the present use and method of financing, are considered to be capital construction. Projects in this category must be reviewed by the Joint Capital Outlay Subcommittee.~~

~~The Executive Capital Outlay Project Committee, Vice President of Operations and Facilities and the Chief Financial Officer shall review and recommend to the President the priority of projects, the plans and the method of financing for his or her review and recommendation to the Board of Regents.~~

~~Bids for capital construction projects will be obtained from the Physical Plant in conformance with the physical plant and the purchasing department procurement policies and procedures.~~

~~Construction contracts are awarded by the Board of Regents after any necessary approvals by the state of Michigan, in accordance with the physical plant and purchasing Department policies and procedures.~~

~~A schedule of anticipated payments will be prepared and become a part of each construction contract. Each request for payment from a contractor is to be reviewed and approved in accordance with the physical plant and purchasing department policies and procedures for signatory authority by the architect/engineer, the Physical Plant administrator, and the vice-president for business and finance prior to payment.~~

~~Equipment which is affixed to the construction is purchased and installed by the contractor and is capitalized as "Buildings".~~

~~Movable equipment is procured in accordance with purchasing policies and procedures, and is capitalized as "Equipment". Payment of invoices is made in conformance with accounting procedures.~~

## Special Maintenance and Remodeling Asset Preservation/Deferred Maintenance & Minor Capital Improvement

~~Special maintenance~~Asset Preservation/Deferred Maintenance consists of those projects ~~costing over \$25,000 which whose intended aim is~~ to restore a facility to its former state without changing the purpose or program for which it was designated.

~~Minor Renovation Improvement~~ consists of those projects ~~costing between \$25,000 and \$75,000 which alter the facility by increasing its value or changing its use.~~

Funds to support special maintenance/asset preservation/deferred maintenance and minor renovation improvement projects, which are estimated to cost between over \$25,000 and \$75,000, shall be appropriated in the annual capital appropriations priority project list/outlay bill in a lump sum. A list of such projects will be submitted annually to the ppresident for Board of Regents approval Michigan director of the Bureau of Management and Budget with the regular capital outlay request, or funded by the using/benefiting department and approved in accordance with the departmentally funded project procedures.

Projects in this category costing less than \$25,000 are financed from the appropriate operations budget.

Asset preservation/ deferred maintenance and minor renovation improvement projects may require professional and technical services in the planning, construction, and closeout stages.

Programs for minor renovation improvement projects are developed cooperatively with the physical plant professional staff and the using department(s).

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Remodeling consists of those projects costing between \$25,000 and \$75,000 which alter the structure by increasing its value or changing its use.

Funds for remodeling projects are appropriated in the capital outlay bill either in lump sum or line item.

Programs for special maintenance and remodeling projects are developed cooperatively with the Physical Plant professional staff and the using department(s). Plans are prepared by the professional staff and approved by the Executive Capital Outlay Project Planning Committee; inspection of construction performance is supervised by the Physical Plant staff.

Bids for special maintenance and remodeling/asset preservation/deferred maintenance and minor renovation improvement projects will be obtained from the Physical Plant and from independent contractors in conformance with the physical plant and purchasing policies and procedures. Bids are reviewed by the Purchasing Committee and a recommendation of the successful bidder made to the vice-president for business and finance. Approval of the successful bidder will be made by the vice-president for business and finance.

Invoices from the contractor are approved by the Physical Plant administrator prior to payment with final approval by the vice-president for business and finance. Each request for payment from a contractor is to be reviewed and approved in accordance with physical plant and purchasing policies and procedures for signatory authority prior to payment.

An special maintenance/asset preservation/deferred maintenance or minor renovation improvement and remodeling or additions project, costing in excess of \$25,000, consists of the sum total of all contracts or separate work orders issued for including labor, material, furnishings and equipment related to a certain designated project to complete the total project.

Exceptions to the above are made for emergency situations. An emergency is defined as a situation where the delay of needed repairs or construction for the amount of time necessary to accomplish the bidding and awarding process might cause danger to life or property or conflict with normal operations of the University, as determined by the vice-president for business and finance.



Costs of both special maintenance and of remodeling projects, whether the work is accomplished by the Physical Plant Department or by an independent contractor, are capitalized as an addition to the original cost of the facility.

## Routine Maintenance

Routine maintenance is the service performed by the Physical Plant staff to preserve a part or all of a facility from failure or decline or to return a facility to its original value without changing the purpose or program for which it was designed.

Cost of routine maintenance is a part of the operating budget for the facility.

Plans, when necessary, are drawn by the Physical Plant professional staff after consultation with the user department(s), and as approved by the Physical Plant administrator.

The need, priority, plans and cost estimates for routine maintenance projects which will cost less than \$5,000 are approved by the Physical Plant administrator and submitted to the Executive Capital Outlay Project Planning Committee for its information. Those projects which exceed a cost of \$5,000 are reviewed and approved by the EXCOPP Committee.

Maintenance projects costing \$25,000 or more are classified as special maintenance projects.

Materials and equipment are procured in accordance with purchasing policies and procedures, and invoices are paid through normal accounting procedures.

A routine maintenance project is defined as a planned project making use of one or more maintenance departments, and with a total project cost of less than \$25,000.

## Reason for Policy

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To establish clear authority for the maintenance, repair, renovation, remodeling and new construction (including the hiring of architects, engineers and contracts) related to the University facilities.

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## Violation

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Non-approved work that is initiated in violation of this policy will be corrected if necessary by the Physical Plant Management Department, with all associated costs charged to the responsible unit. ~~Non-compliance may result in disciplinary action.~~

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## Authority for Creation and Revision

Minutes of the Board of Regents, August 3, 1964; para .102M; .103M; .104M; .105M; .106M; .107M; .108M; .109M; .110M; .111M; .112M; .113M.



## **Policies, Rules and Regulations**

**Chapter Name:** Facilities: Acquisition, Disposal, Improvement and Use  
**Chapter No.** 13.1.4  
**Issue:** Physical Facilities Capital Improvements  
**Effective Date:** 12.14.18

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### **Policy - General**

The broad term of Physical Facilities Capital Improvements is separated into two categories for purposes of planning, financing and accomplishment.

1. Capital Construction
2. Asset Preservation/Deferred Maintenance and Minor Renovation Improvement

Specific procedures apply to each of these categories

### **Policy Statement**

It is the responsibility of the Eastern Michigan University Physical Plant to perform and/or supervise all work (including the hiring of architects, engineers and contracts) that involves the physical construction, alteration, or improvement to University owned, leased, or occupied facilities, or any improvements or modifications to land owned or leased by the University. No other department or individual is authorized to contract for or perform these functions.

In order to fulfill this responsibility, plans and construction for this work are managed by the Physical Plant, who will insure compatibility with established University standards, regulations, and building codes, and will coordinate the work of the architects, engineers, contractors and physical plant maintenance and operations staff.

### **Capital Construction**

Capital construction consists of those projects which provide totally new facilities on the campus, which materially alter the use of a facility, or construct a major addition, alteration or improvement to a facility; cost of a Capital construction project shall exceed \$75,000; they are financed by capital provided by the state or federal government, bond proceeds, or other localized funding as appropriated by the chief financial officer; and they require professional and technical services in the planning, construction and closeout stages.

The Vice President of Operations and Facilities and the Chief Financial Officer shall review and recommend to the President the priority of projects, the plans and the method of financing for his or her review and recommendation to the Board of Regents.

Bids for capital construction projects will be obtained from the Physical Plant in conformance with the physical plant and the purchasing department procurement policies and procedures.

Construction contracts are awarded in accordance with the physical plant and purchasing Department policies and procedures.. Each request for payment from a contractor is to be reviewed and approved in accordance with the physical plant and purchasing department policies and procedures for signatory authority prior to payment.

## **Asset Preservation/Deferred Maintenance & Minor Capital Improvement**

**Asset Preservation/Deferred Maintenance** consists of those projects costing over \$25,000 whose aim is to restore a facility to its former state without changing the purpose or program for which it was designated.

**Minor Renovation Improvement** consists of those projects costing between \$25,000 and \$75,000 which alter the facility by increasing its value or changing its use.

Funds to support asset preservation/deferred maintenance and minor renovation improvement projects, which are estimated to cost over \$25,000, shall be appropriated in the annual capital appropriations priority project list submitted annually to the President for Board of Regents approval or funded by the benefitting department and approved in accordance with the departmentally funded project procedures.

Projects in this category costing less than \$25,000 are financed from the appropriate operations budget.

Asset preservation/ deferred maintenance and minor renovation improvement projects may require professional and technical services in the planning, construction, and closeout stages.

Programs for minor renovation improvement projects are developed cooperatively with the physical plant professional staff and the using department(s).

Bids for asset preservation/deferred maintenance and minor renovation improvement projects will be obtained from the Physical Plant in conformance with the physical plant and purchasing policies and procedures. Each request for payment from a contractor is to be reviewed and approved in accordance with physical plant and purchasing policies and procedures for signatory authority prior to payment. An asset preservation/deferred maintenance or minor renovation improvement project, costing in excess of \$25,000, consists of the sum total of all contracts including labor, material, furnishings and equipment related to a certain designated project to complete the total project.

### **Reason for Policy**

To establish clear authority for the maintenance, repair, renovation, remodeling and new construction (including the hiring of architects, engineers and contracts) related to the University facilities.

### **Violation**

Non-approved work that is initiated in violation of this policy will be corrected if necessary by the Physical Plant Management Department, with all associated costs charged to the responsible unit.

### **Authority for Creation and Revision**

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Minutes of the Board of Regents, August 3, 1964; para. .102M; .103M; .104M; .105M; .106M; .107M; .108M; .109M; .110M; .111M; .112M; .113M.



## Policies, Rules and Regulations

**Chapter Name:** Facilities: Acquisition, Disposal, Improvement and Use

**Chapter No.** 13.2.1

**Issue:** Building Security: Keys and Access

**Effective Date:**

**Revision Date:** ~~4-25-90~~ 12.14.18

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### University Policy Statement

Eastern Michigan University Physical Plant will provide authorized keys access to employees who demonstrate an employment related need to gain ~~entrance to~~ limited access to EMU building and roomsspaee. Keys will also be temporarily provided to other authorized individuals on an as needed basis. Keys are University property and duplication is prohibited.

In order to fulfill this responsibility, the Physical Plant is responsible for the initial issuance of keys for campus facilities.

### Purpose

To establish clear authority for keys and access to the University property to help minimize the risk to safety and security of the students, faculty, staff, and assets of EMU.

### University Practice

1. All buildings ~~and interior spaces~~ will be equipped with locks.
2. Employees and other authorized individuals receiving keys will be required to sign an agreement detailing the responsibilities associated with possession of a key and to comply with approved procedures and practices.
3. The Physical Plant Director may limit access to various spaces and will be responsible for unassigned space.
4. Charges to an individual or a department may be made for new keys, lost keys and lock changes

### Responsibility for Implementation

The Vice President for ~~Business and Finance~~ Operations and Facilities is vested with the authority to issue or deny issuance of University keys.

The Director of Physical Plant is responsible for implementing the procedures supporting this policy.

### Scope of Policy Coverage

This policy applies to all University buildings, interior space and persons requiring access to such space.

## Violation

Any employee who violates this policy may be subject to disciplinary action.

## **Authority for Creation and Revision**

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Procedures manual, System 1, Procedure 1; 9-13-66 and 10-22-79.

Minutes of the Board of Regents, April 25, 1990; para. .4183M.



## Policies, Rules and Regulations

<b>Chapter Name:</b>	<b>Facilities: Acquisition, Disposal, Improvement and Use</b>
<b>Chapter No.</b>	<b>13.2.1</b>
<b>Issue:</b>	<b>Building Security: Keys and Access</b>
<b>Effective Date:</b>	
<b>Revision Date:</b>	<b>12.14.18</b>

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### Policy Statement

Eastern Michigan University Physical Plant will provide authorized key access to employees who demonstrate an employment related need to gain limited access to EMU building and rooms. Keys will also be temporarily provided to other authorized individuals on an as needed basis. Keys are University property and duplication is prohibited.

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## Authority for Creation and Revision

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Procedures manual, System 1, Procedure 1; 9-13-66 and 10-22-79.

Minutes of the Board of Regents, April 25, 1990; para. .4183M.



## Policies, ~~Rules and Regulations~~

Chapter Name: Facilities: Acquisition, Disposal, Improvement and Use  
Chapter No. 13.2.2  
Issue: Use of Facilities  
Effective Date: 12-18-68  
Revision Date: 12-10-71, 12-14-18

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### Property

#### Academic Use

The Office of the ~~Provost and Executive Vice President~~ ~~Vice-President for Academic Affairs~~ is charged with the responsibility for administering the use of University ~~and Student Affairs~~' buildings and property for academic use. Academic use includes the use of buildings and property for the instructional program- e.g., scheduled classes and laboratories, field experiences, clinical experiences, theatre production, and field trips.

#### Non-Academic Use

The Office of the Vice-President ~~for Operations and Facilities for Student Affairs~~ ~~is~~ ~~Facilities~~ is charged with the responsibility for administering non-academic use of University buildings and property according to the policies of Eastern Michigan University. Non-academic includes the use of buildings and property for other than the instructional program, ~~e.g.g.~~ student organizations, university departments, groups unaffiliated with the University, and public individuals. ~~All groups will be required to have a signed confirmed reservation and by signing, agree to follow all University rules and regulations, for each individual facility, as stated on the confirmed reservation.~~

#### Athletic Use

~~The Office of the Vice-President and Director for Intercollegiate Athletics is charged with the responsibility for administering athletic and non-athletic use of University Athletic buildings and property according to the policies of Eastern Michigan University. Non-athletic use includes the use of buildings and property for other than athletics, instructional program, e.g., student organizations, university departments, groups unaffiliated with the University, and public individuals.~~

### Student Center- McKenny Hall ~~Union~~ – ~~Lakeh~~ ~~House~~ ~~Hoyt~~ Conference Center

University-recognized student organizations may use the facilities in the Student Center, McKenny Union and McKenny Hall, and the Lakehouse on campus and the Hoyt Conference Center according to the following guidelines:

- The organizations must be provisionally or fully recognized by the University.
- The facilities may only be used for activities that conform to the federal and state laws and policies and procedures of Eastern Michigan University.

Further specific requirements are as follows:

- ~~University employees must be present at all functions. If this refers to student orgs. Should read:~~
- ~~The Student Organization's President, Vice President, or other authorized signer (for reservations) must be present at all functions at these prescribed spaces~~
  - Fire, safety, traffic, parking and public safety requirements will be observed.
  - Food and beverage will not be brought to the event except as provided by the EMU Dining Services or University with an approved or as exceptions made by the Director of EMU Dining Services and/or the Assistant Director – Conference and Event Services, director of McKenny Union and university conferences.
  - The organization is responsible for damages incurred as a result of the function.
  - The organizations will be charged for the use of facilities according to the approved schedule of rental rates.
  - Organizations having outstanding debts with ~~the Conference and Event Services Office~~ McKenny Union or Hoyt Conference Center will ~~not be allowed to make a future reservation until either payment or a payment schedule has been arranged for the outstanding debt to be paid with the Conference and Event Services Office.~~ be required to place a 10% non-refundable deposit at the time of the reservation and full payment seventy-two hours in advance of the event.
- Arrangements for security will be made for each event depending upon the following factors:
  - Service of alcoholic beverages;
  - Fee or charge for the event;
  - Whether the event is limited to Eastern Michigan University faculty, staff, students, or whether it is open to guests and/or the public;
  - Size of the anticipated crowd;
  - Past history of the type of event;
  - Other relevant factors;
  - Request of the organization.

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Organizations failing to comply with the regulations may be denied use of University facilities for a time specified by the Assistant Director of Conference and Event Services ~~director of McKenny Union and university conferences~~, with the right to appeal through the administrative grievance procedure.

### Authority for Creation and Revision

Minutes of the Board of Regents, December 18, 1968; para. .739M.

Minutes of the Board of Regents, December 10, 1971; para. .1058M.

Minutes of the Board of Regents, December 14, 2018.



## Policies

<b>Chapter Name:</b>	<b>Facilities: Acquisition, Disposal, Improvement and Use</b>
<b>Chapter No.</b>	<b>13.2.2</b>
<b>Issue:</b>	<b>Use of Facilities</b>
<b>Effective Date:</b>	<b>12-18-68</b>
<b>Revision Date:</b>	<b>12-10-71, 12-14-18</b>

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## Property

### Academic Use

The Office of the Provost and Executive Vice President is charged with the responsibility for administering the use of University and Student Affairs buildings and property for academic use. Academic use includes the use of buildings and property for the instructional programs, scheduled classes and laboratories, field experiences, clinical experiences, theatre production, and field trips.

### Non-Academic Use

The Office of the Vice-President for Operations and Facilities is charged with the responsibility for administering non-academic use of University buildings and property according to the policies of Eastern Michigan University. Non-academic includes the use of buildings and property for other than the instructional program, e.g. student organizations, university departments, groups unaffiliated with the University, and public individuals. All groups will be required to have a signed confirmed reservation and by signing, agree to follow all University rules and regulations, for each individual facility, as stated on the confirmed reservation.

### Athletic Use

The Office of the Vice-President and Director for Intercollegiate Athletics is charged with the responsibility for administering athletic and non-athletic use of University Athletic buildings and property according to the policies of Eastern Michigan University. Non-athletic use includes the use of buildings and property for other than athletics, instructional program, e.g., student organizations, university departments, groups unaffiliated with the University, and public individuals.

## Student Center- McKenny Hall – Lakehouse

University-recognized student organizations may use the facilities in the Student Center, McKenny Hall, and the Lakehouse on campus according to the following guidelines:

- The organizations must be provisionally or fully recognized by the University.
- The facilities may only be used for activities that conform to the federal and state laws and policies and procedures of Eastern Michigan University.



Further specific requirements are as follows:

- The Student Organization's President, Vice President, or other authorized signer (for reservations) must be present at all functions at these prescribed spaces.
- Fire, safety, traffic, parking and public safety requirements will be observed.
- Food and beverage will not be brought to the event except as provided by the EMU Dining Services or with an approved exception made by the Director of EMU Dining Services and/or the Assistant Director –Conference and Event Services.
- The organization is responsible for damages incurred as a result of the function.
- The organizations will be charged for the use of facilities according to the approved schedule of rental rates.

Organizations having outstanding debts with the Conference and Event Services Office will not be allowed to make a future reservation until either payment or a payment schedule has been arranged for the outstanding debt to be paid with the Conference and Event Services Office.

- Arrangements for security will be made for each event depending upon the following factors:
  - Service of alcoholic beverages;
  - Fee or charge for the event;
  - Whether the event is limited to Eastern Michigan University faculty, staff, students, or whether it is open to guests and/or the public;
  - Size of the anticipated crowd;
  - Past history of the type of event;
  - Other relevant factors;
  - Request of the organization.

Organizations failing to comply with the regulations may be denied use of University facilities for a time specified by the Assistant Director of Conference and Event Services, with the right to appeal through the administrative grievance procedure.

## **Authority for Creation and Revision**

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Minutes of the Board of Regents, December 18, 1968; para. .739M.

Minutes of the Board of Regents, December 10, 1971; para. .1058M.

Minutes of the Board of Regents, December 14, 2018.

# Policies, Rules and Regulations

Chapter Name: Auxiliary Operations

Chapter No. 14.2.1

Issue: Residence Hall Eligibility

Effective Date: 4-19-72

Revision Date: ~~8-21-18 12-2-03, 10-25-18~~ 12-14-18

## UNIVERSITY POLICY STATEMENT

All first-year ~~unmarried~~ students shall be required to live in ~~the university~~ University residence halls ~~unless commuting to the campus from the permanent home of their parents or guardians and it is within a 50-mile radius, contingent on space availability. Sophomore students may be required to live on campus as well, space permitting.~~ ~~The university reserves the right to grant exceptions to the housing requirement. Exceptions may be granted to students who are:~~

- ~~— a. commuting from the permanent home of their parents/guardian;~~
- ~~— b. 21 years of age or older; or~~
- ~~— c. veterans who have served on active duty.~~

~~All students living in University residence halls assume responsibility for their own hours.~~

~~The university may modify these requirements as deemed appropriate based on market demand. Sophomore students may be required to live on campus as well, space permitting.~~

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

## UNIVERSITY PRACTICE

Occupancy in a University residence hall is restricted to ~~currently enrolled~~ currently enrolled students currently enrolled at Eastern Michigan University. Occupants other than currently enrolled Eastern students are allowed on an exception basis only in exceptional circumstances, which rest within the sole discretion of the Director of Housing and Residence Life. However, priority will be maintained for current Eastern students. Each resident agrees to make the

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designated prepayment and agrees to the payment of fees as established for the term(s) of occupancy according to the current payment schedule.

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

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~~Additionally, the residents are responsible for compliance with all terms and conditions set forth in the contract and the Residence Hall Handbook.~~

## RESPONSIBILITY FOR IMPLEMENTATION

Housing ~~and Residence Life management~~ staff members are responsible for implementing this policy and for granting waivers in a fair and consistent manner within policy guidelines.

## SCOPE OF POLICY COVERAGE

This policy shall apply to ~~first-year and sophomore~~ all students wishing to live in student housing on the campus of Eastern Michigan University.

## Authority for Creation or Revision:

Minutes of the Board of Regents: April 19, 1972, para. .1097M.  
December 2, 2003, para. .6201M

# **Policies, Rules and Regulations**

Chapter Name: Auxiliary Operations

Chapter No. 14.2.1

Issue: Residence Hall Eligibility

Effective Date: 4-19-72

Revision Date: 12-14-18

## **UNIVERSITY POLICY STATEMENT**

All first-year students shall be required to live in the university residence halls unless commuting to the campus from the permanent home of their parents or guardians and it is within a 50-mile radius. The university reserves the right to grant exceptions to the housing requirement.

The university may modify these requirements as deemed appropriate based on market demand.

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

## **UNIVERSITY PRACTICE**

Occupancy in a University residence hall is restricted to students currently enrolled at Eastern Michigan University. Occupants other than currently enrolled students are allowed only in exceptional circumstances, which rest within the sole discretion of the Director of Housing and Residence Life. However, priority will be maintained for current Eastern students. Each resident agrees to make the designated prepayment and agrees to the payment of fees as established for the term(s) of occupancy according to the current payment schedule.

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

## **RESPONSIBILITY FOR IMPLEMENTATION**

Housing and Residence Life staff members are responsible for implementing this policy and for granting waivers in a fair and consistent manner within policy guidelines.

## **SCOPE OF POLICY COVERAGE**

This policy shall apply to all students wishing to live in student housing on the campus of Eastern Michigan University.

### **Authority for Creation or Revision:**

Minutes of the Board of Regents: April 19, 1972, para. .1097M.  
December 2, 2003, para. .6201M