Program Evaluation

Master's Degree & Graduate Certificate

STUDENT HANDBOOK

2021 - 2022

Department of Psychology

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MICHIGAN STATE
U N I V E R S I T Y

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Program Overview

The Master's Degree and Graduate Certificate in Program Evaluation are offered through the Department of Psychology and the College of Social Science at Michigan State University.

The Program Evaluation MA is designed to meet the need for skilled, early-career specialists in a rapidly growing field by providing students with the practical skills and real-world experience needed for successful evaluation careers. The program emphasizes professional development in (a) leading models and standards of professional evaluation practice, (b) quantitative, qualitative, and mixed-method design and analysis for the evaluation context; (c) effective interpersonal and communication skills; (d) leading-edge dissemination and reporting strategies; and (e) evaluation contracting and project management.

The Graduate Certificate is an alternative to the MA degree. It is designed to provide foundational knowledge and skills, while providing students with the flexibility to tailor the program to meet their unique educational needs. The graduate certificate is a good option for evaluation practitioners looking to advance their skills and credentials without committing the time and resources necessary to complete a master's degree.

All of the program evaluation courses are delivered entirely online by practicing evaluators who work in diverse settings and problem areas and bring real-world experience to the classroom. Students consult with faculty, exchange ideas with classmates, and complete knowledge- and skill-building activities, all at a location and hours that are most convenient for them.

As part of the MA coursework, students complete a two-semester supervised practical application course in which they work alongside evaluation practitioners in a professional evaluation setting to gain first-hand experience applying the learning from prior classes. This experience provides students with the opportunity to further develop their evaluation skills by immersion in a real-world setting in which evaluations are currently being conducted. Settings might include governmental agencies, human service organizations, educational settings, healthcare organizations, and for-profit and non-profit evaluation firms. Also, as part of their coursework, MA students receive structured guidance on the job search process and graduate with a portfolio of work demonstrating core competencies needed to start a career in program evaluation.

Admissions

Admissions Requirements

There are no minimum cut-off values on any admissions indices. Comparisons are made among all applicants and individuals with the most promise for superior achievement are selected. In the final analysis, the minimum standards are those of the reviewing faculty. The following serve as general guidelines:

Students applying for admission to the master's or certificate program in program evaluation will be considered regardless of the field of their previous academic training. It is, however, recommended that students have earned at least 12 undergraduate credits in a social science such as anthropology, sociology, or psychology before entering the program. Admission on other than a provisional status is normally contingent upon the possession of a bachelor's degree from a recognized college or university, and a junior-senior undergraduate grade-point average of 3.0 or better in academic studies. The GPA requirement is waived for applicants who have completed a graduate degree. Consideration for admission requires the following:

- A bachelor's degree from an accredited college or university.
- Official copies of transcripts from each institution attended.
- Three letters of recommendation from academic or professional contacts who can attest to your potential for success in this graduate program and a career in program evaluation. If you exited a graduate program in the past calendar year without completing the degree, one letter of recommendation must come from that program's director/chairperson.
- A personal statement explaining why you are seeking a graduate degree in Program Evaluation, how the degree contributes to your professional goals, and why you think you would be successful in an online MA program.
- English proficiency exam if non-U.S. citizen without permanent residency status (i.e. TOEFL or IELTS). Refer to the [MSU Office of Admissions](#) for further details.

The GRE is not required for this program.

Admission Status

Acceptance into the MA or Certificate in Program Evaluation program represents a "*recommendation for admission*." Credentials are forwarded to the MSU Office of Admissions for final approval before admission to the University is complete.

Please note: Due to MSU policy, graduate students taking fewer than 5 credits per semester are not eligible for financial aid.

MA Degree Requirements

The program of each MA degree student shall consist of a minimum of 37 credit hours of coursework beyond the bachelor's degree. The program is available through a Plan B option. A Plan B program refers to a professional practice / management program with a professional project or experience and no thesis requirement.

To obtain a MA in Program Evaluation degree, students must complete 24 credits of online coursework and 13 credits of practicum, distributed as follows:

Courses			Credits
PSY	880	Foundations of Evaluation Practice	3
PSY	881	Evaluation Design	3
PSY	882	Evaluation Data Collection Methods	3
PSY	883	Statistics for Evaluators I	3

PSY	884	Qualitative and Mixed Method Evaluation Methods	3
PSY	885	Communicating and Reporting	3
PSY	886	Evaluation Practicum Preparation	1
PSY	887	Statistics for Evaluators II	3
PSY	888	Evaluation Management	3
PSY	889	Evaluation Practicum	12

Students must also complete the Responsible Conduct of Research requirements detailed on page 19.

MA Plan of Study

Students in the MA program must complete and submit a Plan of Study form before the start of their first semester. The plan can be revised as needed over the course of the student's tenure in the program.

The Plan of Study form is available here: Program Evaluation MA Plan of Study Form. This is a writable PDF. Students should download and save it to their computer to complete and sign the form electronically.

The MA can be completed on a full-time or part-time basis. The full-time plan of study is presented below.

Full-time MA

The sequencing of courses for full-time MA students is as follows:

Semester 1
PSY 880 Foundations of Evaluation Practice

PSY 881 Evaluation Design

PSY 882 Evaluation Data Collection Methods

Semester 2
PSY 883 Statistics for Evaluators I

PSY 884 Qualitative and Mixed Method Evaluation Methods

PSY 885 Communicating and Reporting

PSY 886 Evaluation Practicum Preparation

Semester 3
PSY 887 Statistics for Evaluators II

PSY 889 Evaluation Practice

Semester 4
PSY 888 Evaluation Management

PSY 889 Evaluation Practice

Part-time MA
Students seeking a part-time plan of study should consult with an advisor.

Practicum

Students must complete a three-semester practicum sequence (13 credits) where they secure a placement and then work alongside evaluation practitioners in a professional evaluation setting to gain first-hand experience applying their learning from prior classes and further develop their evaluation skills. The practicum sequence is initiated with PSY 886, a one-semester course in which students are guided through the process of securing a practicum placement and establishing a learning contract with that site. The learning contract must specify the parameters of practicum and be approved by the practicum instructor. Following successful completion of PSY 886, students are required to complete a total of 12 credit hours of PSY 889 preferably over the course of two semesters (6 credits the first semester and 6 credits the second semester). Each semester of PSY 889 requires a face-to-face commitment of 210 hours (roughly 15 hours each week), for a total of 420 hours. In addition to the face-to-face time spent in the placement, students are expected to participate in the weekly activities required by the practicum course instructor.

PSY 889 is graded on a Pass / No Pass basis. Grades will be computed separately for each semester. Students must pass the first semester of PSY 889 to register for the second semester. If a student is terminated from their placement, they will receive a "No Pass."

The faculty reserve the right to not permit students to register for PSY 886 or PSY 889 whom they feel have not demonstrated an adequate grasp of the material in their core courses or who have not shown adequate professional readiness to succeed in a placement. Indicators of professional readiness include:

1. Willingness and ability to self-explore and reflect on experiences in order to grow as a professional.
2. Ability to effectively communicate with others.
3. Ability to work effectively and respectfully with others, including faculty, classmates, and program administrators.
4. Ability to hear and make changes based on communicated feedback.
5. Ability to value diversity in terms of race, ethnicity, gender, sexual orientation, disability, and social class.
6. Ability to practice in a manner consistent with the professional's ethical guidelines.

Action will not be taken without first attempting to address concerns with the student.

Graduate Certificate Requirements

As an alternative to the M.A. degree, students can earn a 12-credit graduate certificate in program evaluation. The graduate certificate is designed to provide foundational knowledge and skills, while providing students with the flexibility to tailor

the program to meet their unique educational needs. The graduate certificate is a good option for evaluation practitioners looking to advance their skills and credentials without committing the time and resources necessary to complete a master's degree.

To earn a graduate certificate in program evaluation, students complete four 3-credit courses (12 credits):

1. The following course (3 credits):
    PSY 880: Foundations of Evaluation
2. One of the following courses (3 credits):
    PSY 881: Evaluation Design
    PSY 884: Qualitative and Mixed Method Evaluation
3. Two of the following courses (6 credits):
    PSY 881: Evaluation Design
    PSY 882: Evaluation Data Collection Methods
    PSY 883: Statistics for Evaluators I
    PSY 884: Qualitative and Mixed Method Evaluation
    PSY 885: Communicating and Reporting
    PSY 887: Statistics for Evaluators II
    PSY 888: Evaluation Project Management

Nine (9) credits from the certificate program can be applied toward the M.A. in Program Evaluation.

Certificate Plan of Study

Students must complete and submit a Certificate Plan of Study form before the start of their first semester in the program. The plan can be revised as needed over the course of the student's tenure in the program.

The Plan of Study form can be found here: [Program Evaluation Certificate Plan of Study Form.](#) This is a writable PDF. Students should download and save it to their computer to complete and sign the form electronically.

Students seeking a certificate should consult with an advisor to prepare their plan of study.

Academic and Career Advising

Upon admission to the program, students will be assigned an academic advisor and a career advisor. The academic advisor will assist with course planning, as well as track student progress and performance in consultation with the student and faculty. Concerns about progress or performance will be communicated to the student and documented in the student's record. The career advisor will help students identify evaluation career paths, find evaluation job opportunities, and navigate the evaluation profession. Students should contact their academic and career advisor as needed.

Graduation

A student must be enrolled during the semester for which they intend to graduate.

Program Evaluation MA students need to submit an online graduation application on or before the end of the first week of the semester they expect to complete their degree requirements. The application for graduation is here: https://reg.msu.edu/StuForms/GradApp/GradApp.aspx.

Commencement information can be found at: https://commencement.msu.edu/. Also available at this website are academic calendars, how to order a cap and gown and other useful information regarding graduation.

The program coordinator processes graduation for Program Evaluation Certificate students in the semester the student is taking the final course listed on their plan of study form. Students who would like to receive a paper Graduate Certificate should complete the graduate certificate application form found here: https://reg.msu.edu/StuForms/GradApp/GradApp.aspx. Follow the link under the section titled "Graduate Certificate Application."

Candidates for Graduate Certificates do not participate in commencement activities.

Course Descriptions

The program evaluation courses are listed in the MSU Course Catalog under the Subject Code: Psychology. The Course Catalog can be found here: https://reg.msu.edu/courses/search.aspx. The courses are described as follows:

PSY 880 Foundations of Evaluation Practice
History, professional roles and contexts, practice standards, and central theories of program evaluation

PSY 881 Evaluation Design
Fundamentals of designing formative and summative evaluations

PSY 882 Evaluation Data Collection Methods
Data collection for program evaluation

PSY 883 Statistics for Evaluators I
Quantitative evaluation data preparation and management. Descriptive and inferential statistics, including correlation and regression and their application to evaluation data. Interpreting and reporting statistics for evaluation audiences.

PSY 884 Qualitative and Mixed Evaluation Methods
Qualitative and mixed method designs and analytic techniques for program evaluation

PSY 885 Communicating and Reporting
Communicating and reporting program evaluation activities and findings. Generating and communicating recommendations. Techniques to facilitate deliberative dialogue about evaluation findings. Written, verbal, and listening skills.

PSY 886 Evaluation Practicum Preparation
Securing a practicum placement in a professional evaluation setting

PSY 887 Statistics for Evaluators II
Inferential statistics, including t-tests, analysis of variance, and non-parametric statistics and their application to evaluation data. Handling missing data, power analysis, and other statistical tools for evaluators.

PSY 888 Evaluation Management
Evaluation project management, budgeting, and quality assurance.

PSY 889 Evaluation Practicum
Supervised practicum placement in a professional evaluation setting. Integration and application of theories, methods, and skills in evaluation practice. Professional job search skills.

Program Costs

Tuition and Fees
Tuition and fees are subject to change without notice. Based on 2019 - 2020 rates, the estimated cost for the MA is as follows:

COST OF DEGREE	
37 credits @ $780 per credit hour	$28,860
MSU student voted taxes*	$21.50
Estimated Total	**$28,881.50**

The estimated cost for the graduate certificate is as follows:

COST OF CERTIFICATE	
12 credits @ $780 per credit hour	$9,360
MSU student voted taxes*	$21.50
Estimated Total	**$9,381.50**

*Tax for students taking under 6 credits is $14.00

For the most current tuition and fees at MSU, visit the Student Accounts website at http://www.ctlr.msu.edu/COStudentAccounts/Default.aspx .

Course Enrollment

Pre-Enrollment
1. Before students can enroll in classes, they must first receive their Admissions letter from Michigan State University. This letter will contain a PID (Personal Identification Number)/Student ID Number and Personal Access Number (PAN), which allow access to MSU resources.

2. The student must activate their MSU NetID by visiting the following web address and following the directions: https://netid.msu.edu/
3. All MSU students receive a free e-mail account. This account is used for all correspondence pertaining to University business and the program evaluation program. Go to https://mail.msu.edu/locator.php
4. Once an MSU e-mail account is activated, students should send an e-mail to Adrienne Adams at adamsadr@msu.edu informing her that the account has been activated.
5. Students must login to their student portal at student.msu.edu and familiarize themselves with the tools and resources provided. Here is where students find enrollment appointments each semester. It is also where they enroll in classes, view grades, pay tuition bills, confirm attendance, and view account details.
6. To view all semester deadlines, including course start and end dates, enrollment deadlines, tuition bill availability, graduation application deadlines, etc., access the MSU Academic Calendar from StuInfo, or visit https://reg.msu.edu/ROInfo/Calendar/academic.aspx and choose the appropriate academic year and semester.

Enrollment

All of the program evaluation courses require special permission to enroll. You will be granted permission (i.e., granted an "override") to enroll in your courses based on the plan of study you have on file.

Once you have established your MSU NetID, you can begin using student.msu.edu to enroll in classes, view your course schedule, pay your bill, track your financial aid, change your address, and view your account details. You will need to regularly check this portal.

Students can access their class schedule by logging in to SIS at student.msu.edu and clicking on the "Classes" tile. Prior to a student's enrollment appointment, it is recommended that classes are added to the Shopping Cart and are "validated" to confirm students are ready to enroll. The validation will check for prerequisites and alert students to any approvals that are needed, time conflicts and list any holds that would prevent enrollment. Then, when it is time for enrollment, students will be ready to do so with ease. Explore resources below for using the Class Search, Enrollment and Shopping Cart. For more detailed information, please go to https://sis.msu.edu/help/enrollment.html

If you have trouble enrolling in your planned courses, contact Darlene Dalessandro, the program coordinator, for assistance. Her email is daless26@msu.edu.

Post-Enrollment

Billing

Michigan State University does not mail billing statements to students. Instead, students are notified via Spartan Mail (MSU email) that this information is available in Student

Information System at student.msu.edu. Please visit ctlr.msu.edu/COStudentAccounts for additional information on billing, including payment plans and payment methods.

Important Deadlines

Students can view important deadlines, including course start and end dates, enrollment deadlines, course drop/add deadlines, tuition bill availability, graduation application deadlines, and more on the MSU Academic Calendar from the following site: student.msu.edu, the MSU Home Page, msu.edu, or reg.msu.edu/ROInfo/Calendar/academic.aspx.

Enrollment Changes

Students may add courses using the online enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Students may drop courses using the enrollment system through the middle of the term of instruction. Students should pay close attention to the deadlines (see links to academic calendar above) for dropping courses with a refund and no grade reported. Read more about the university policies on enrollment changes here: https://reg.msu.edu/roinfo/enrreg/lateadds.aspx.

Financial Aid

Our program does not offer scholarship or fellowship funds. Visit the website for the MSU Office of Financial Aid to review graduate school funding opportunities and contact them directly with questions. Their web address is: https://finaid.msu.edu/grad.asp. The MSU Counsel of Graduate Students is another resource for funding opportunities: https://cogs.msu.edu/.

Please note, due to MSU policy, graduate students taking less than 5 credits per semester are not eligible for financial aid.

Academic Policies

Academic Honesty and Integrity

Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Faking data or results.

In addition, falsification of admission and academic records and violations of professional standards constitute academic misconduct.

Academic Performance

The following represent the minimum academic standards to maintain enrollment in the program.

- Students must maintain a 3.0 cumulative GPA throughout the program of study.
- A GPA of 3.0 is required in each course and is necessary to continue enrollment.
- The accumulation of grades below 3.0 (including N grades in the P-N grading system) in greater than or equal to six graduate credits removes the student from candidacy for the degree regardless of overall GPA.

A student who fails to meet the minimum standards may be required to withdraw from the program at the end of the semester. In the event that a student disagrees with the grade received in a course, he/she should discuss their concerns with the instructor. If this discussion is not resolved to the student's satisfaction, he/she may elect to pursue the process described in the Grievance section of this handbook. Students may request to review their academic file in the office during regular business hours. An appointment should be made with the academic advisor to arrange for this.

Students may also be removed from candidacy for the degree or certificate for the following: theft or misuse of University property, intellectual dishonesty, or violation of law and/or University rules and regulations. Students have a right to a hearing if they believe their being removed from the program somehow included an alleged violation of their rights.

A student dismissed from the program cannot enroll in courses at MSU unless they have been admitted to another academic program.

Grading System

Michigan State University employs three systems of grading: a numerical system, a supplemental credit-no credit system (CR-NC), and a limited pass-no grade system (P-N). For MSU's complete policies on the grading system, please visit the Academic Programs Catalog from the Registrar's web page at http://www.reg.msu.edu/AcademicPrograms/Default.asp under General Procedures and Regulations.

Viewing Grades

Students can view their course grades in D2L and at student.msu.edu. To view assignment and final course grades in D2L, go to the course in D2L, click on "Assessments," and select "Grades." To view your final course grade reported by the instructor to the registrar's office, log into student.msu.edu.

Incomplete and Deferred Grades

When special or unusual circumstances occur, the instructor may postpone assignment of the student's final grade in a course by use of an I-Incomplete or a DF-Deferred marker.

I-Incomplete

The I-Incomplete may be given only when: the student (a) has completed at least 6/7 of the term of instruction but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

Provided these conditions are met, the instructor electing to give an I-Incomplete, files an Agreement for Completion of (I) Incomplete at the time course grades are due. This agreement specifies what the student must do, and when, to remove the I-Incomplete. The department or school office gives a copy to the student and retains a copy for at least one year.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete. Exception to this deadline: An instructor may submit an Administrative Action stating that course structure necessitates delay of make-up grading until the end of the student's next semester in attendance.

Failure to complete the required work by the due date will result in a grade of I/0.0, I/NC or I/N, depending on the grading system under which the student was enrolled. (A student who does not register for Michigan State University courses subsequent to receipt of an I-Incomplete has one calendar year to complete the required work; after that, the I-Incomplete will become U-Unfinished and will be changed to I/U on the student's academic record, and the course may be completed only by re-enrollment).

An extension of time for completion of the required work may be approved by the college offering the course only by means of an Administrative Action documenting physician-certified illness or other extraordinary circumstances.

An Extension of Time is a formal agreement between the instructor and the student. After an Extension of Time has been filed, the work must be done by the deadline determined by the instructor or the I-Incomplete will be changed to I/0.0, I/NC, or I/N depending on the grading system under which the student was enrolled.

DF – Deferred

The DF-Deferred applies to the numerical, the CR-NC, and P-N grading systems.

Given only to graduate students who are doing satisfactory work but cannot complete the course work because of reasons acceptable to the instructor.

The required work must be completed, and a grade reported within six months (190 calendar days from the last class day of the term of instruction), with the option of a single six-month extension (190 calendar days). If the required work is not completed within the time limit, the DF-Deferred will become U-Unfinished and will be changed to DF/U.

Repeating a Course

A graduate student can repeat a course once. A student who received a grade of 2.0 or above, CR, or P in a course may not repeat the course on a credit basis with the following exception: with the approval of the associate dean, a graduate student may repeat a course in which a grade of 2.0 or 2.5 was received.

Whenever a course is repeated on a credit basis, the last grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of grade-point averages. All entries remain a part of the student's permanent academic record.

Correction of Grades

Once recorded in the Office of the Registrar, a student's grade may not be changed unless the first grade was in error. An Administrative Action must be submitted certifying the reasons why the first grade is in error. The request must be approved by the instructor, the chairperson of the department or school offering the course, the associate dean of the college in which the course is offered, and the student's associate dean. The time limit for the correction of grades is 30 days after the opening of the new semester.

The Office of the Registrar (http://www.reg.msu.edu/) reserves the right to audit student records and to correct them as necessary.

Change of Enrollment/Registration

Students may add courses using the enrollment system through the first 1/14th of the term of instruction (the 5th day of classes in the fall and spring semesters). Students may drop courses using the enrollment system through the middle of the term of instruction. Information about drops and adds can be found here: https://reg.msu.edu/ROInfo/EnrReg/Lateadds.aspx.

Resolution of Conflicts or Concerns

It is possible that even with the best of intentions, conflict arises between students and program faculty.

The following steps are recommended for resolution of such conflicts:

1. Students should start by trying to resolve a conflict or concern with the instructor.
2. If the student is not satisfied, he/she should contact Dr. Adrienne Adams, director of the program evaluation program, either by phone, (517) 353-4568, or e-mail, adamsadr@msu.edu.
3. If the issue is not resolved, the student should consult the Psychology Department Associate Chair for Graduate Studies, Emily Durbin. If the issue is not resolved at that level, the student should consult the Psychology Department Chair, Brent Donnellan.
4. Thereafter, the College of Social Science Associate Dean for Graduate Affairs is the appropriate resource for college and graduate school policies.

5. If the issue is not resolved, then the Graduate School Dean's Office may be consulted. The Office of the Ombudsman is another resource for problem solving. That office can be contacted either at (517) 353-8830 or by filling out a problem form available on their website, https://ombud.msu.edu/.

Grievance concerns related to a violation of academic rights (e.g., a dispute regarding a grade) or an allegation of academic misconduct (e.g., plagiarism) may be brought to the Psychology Department Grievance Committee. Details regarding the academic grievance procedure can be found in Appendix A.

Integrity of Scholarship and Grades

The statement of university policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records can be found at http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades#:~:text=Practices%20that%20maintain%20the%20integrity,without

Professionalism

Competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected in the Program Evaluation Program. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included are the knowledge, competence, demeanor, attitude, appearance, mannerism, integrity, and morals displayed by the student to faculty, peers, and colleagues in other professions. Students are expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity. The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings on DesireToLearn (D2L) and on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

As a Program Evaluation student, you must meet certain professional standards and take on professional responsibilities such as: behaving in a responsible and professional manner (e.g., meeting deadlines, appropriate and timely communications), demonstrating respect for others (e.g., peers, faculty, staff, patients, program consumers), acting with integrity (e.g., maintaining confidentiality, taking social responsibility for the greater good).

Time Limit

Students must complete the master's degree within five years, and the graduate certificate should be completed within three years. The semester in which the first class is taken that can be applied to the degree is considered the student's first semester in

the program. Extensions requests will be considered by the graduate school. Students must consult with their advisor regarding extensions requests.

Readmission Procedure

If a student does not enroll and attend a class, for 3 consecutive terms, including Summer, an application for readmission into the University is required. The application can be accessed by clicking on the following link: https://reg.msu.edu/StuForms/Readmission/Readmission.aspx.

For domestic students, the application should be submitted at least one month prior to the beginning of the term in which the student expects to resume studies. For international students, the application should be submitted at least four months prior to the beginning of the term in which the student expects to resume studies.

Non-Attendance Policy

To comply with federal regulations governing financial aid and Veterans education benefits, we are required to report students who stop attending or who have never attended class. Attendance is defined as physical attendance or participation in an academically related activity such as submission of an assignment, an examination, participation in a study group or an online discussion, etc. Non-attendance includes not completing any assigned activities or not logging into the course on a regular basis. Instructors are not required to take attendance each day in order to determine non-attendance.

If a student does not log into the course in the first two weeks or **if a student stops attending at any point in the course** (for at least a one-week period), the instructor can drop the student without notice. See Academic Programs Catalog at http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s494 for more general information.

Student Files

The MSU Graduate Office maintains an official file of each student. A student can request access to these files to review and check information for completion and correctness. Request to access files should be made in writing. Reasonable efforts will be made to correct any errors should the student find them upon review.

FERPA: Protecting Student Data

Michigan State University maintains student education records and is responsible for their access to and release in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA"). Go to http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx for more information about FERPA.

Withdrawal from the University

A withdrawal from the University occurs when students drop all of their courses within a semester. A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester or within the first 6/7 of the duration of the student's enrollment in a non-standard term of instruction (calculated in weekdays). Withdrawal is not permitted after these deadlines. Refer to the university's academic calendar for specific dates: https://reg.msu.edu/roinfo/calendar/academic.aspx. For more information about withdrawal from the university, go to https://reg.msu.edu/ROInfo/Notices/Withdrawal.aspx.

Graduate Student Rights and Responsibilities

The MSU Graduate School maintains a document, entitled "*Spartan Life*" which is introduced from this web site: http://grad.msu.edu/gsrr/. It includes a section explaining graduate students rights and responsibilities. It is the responsibility of each graduate student to be familiar with this document. The document can be found at https://grad.msu.edu/sites/default/files/content/gsrr/GSRR.pdf.

University Policies

Academic Programs

Academic Programs is the listing of academic programs, policies, and related information. Course Descriptions is the course listing. Together, they comprise the Michigan State University catalog.

https://reg.msu.edu/AcademicPrograms/

https://reg.msu.edu/Courses/search.aspx

Acceptable Use of the MSU Network

Go to https://tech.msu.edu/about/guidelines-policies/aup/ for the Acceptable Use Policy for MSU information Technology Resources

Go To https://tech.msu.edu/about/guidelines-policies/appropriate-use-msu-email/ for the policy on Appropriate Use of MSU Email Services by Internal Users on MSUnet.

Go to https://tech.msu.edu/about/guidelines-policies/cloud-services-appropriate-use/ for the cloud computing policy detailing appropriate use of online software tools such as Google Apps, Gmail, and Microsoft Live Office by the Michigan State University Community.

Communication

An official MSU e-mail address is issued to each student at the time he or she is admitted to MSU. This is the only e-mail address that the university will use for sending official communications to students.

Integrity and Safety in Research and Creative Activities

Integrity in research and creative activities are based on basic values such as, fairness, equity, honesty, and respect. Students learn to value integrity and ethical behavior by interacting with faculty and following exemplary behavior. The Program Evaluation students are expected to follow the rules of the University pertaining to academic integrity. Students will be dismissed from the program for taking part in any unethical activity e.g., research misconduct, dishonesty with respect to grades or academic records and scholarship, and violations of professional standards. Find the university guidelines for Integrity in Research and Creative Activities at https://grad.msu.edu/researchintegrity

Responsible Conduct of Research

MSU requires all graduate students to complete training in research ethics. Master's Plan B students must complete 4 Collaborative Institutional Training Initiative (CITI) online modules within the first year of enrollment in the program. The four required modules are: 1) Introduction to the Responsible Conduct of Research; 2) Authorship; 3) Plagiarism; and 4) Research Misconduct. Completion of these modules is a requirement of PSY 882: Evaluation Data Collection Methods. Students who do not complete PSY 882 in the first year of the MA program must complete the CITI courses independently. Information about the CITI program can be found at https://ora.msu.edu/CITI-RCR-registration. Students are also required to complete 6 hours of discussion-based training on research ethics by the completion of the MA program. Appropriate coursework may count toward meeting this requirement.

Student Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. Please visit the following web page to review information disclosed to you as a student at Michigan State University (MSU) in compliance with federal law. https://reg.msu.edu/ROInfo/HEOAnotices.aspx

Web Accessibility

Go to http://webaccess.msu.edu/ for MSU's official policy on Web accessibility, and related guidelines and resources.

MSU Resources

Academic Calendar

The MSU Office of the Registrar maintains an online academic calendar with important dates and deadlines, such as course enrollment deadlines and semester start and end dates. You can review the full calendar here: https://reg.msu.edu/ROInfo/Calendar/academic.aspx.

Academic Computing and Network Services

MSU IT Services Desk consultants provide the primary technology support for the MSU community, though some MSU departments also have support desks. For assistance call (517) 432-6200 or visit https://tech.msu.edu/support/

Computer Laboratories are located throughout campus giving students access to the Internet, popular software, and printing services. Anyone with an MSU NetID can use these computers. To locate a computer lab on campus, visit https://tech.msu.edu/teaching/computer-labs-classrooms/ or call (517) 432-6200. Most public computer labs are wheelchair accessible. For detailed information regarding accommodations for persons with disabilities, contact the Resource Center for Persons with Disabilities at (517) 353-9642.

Computer Repair provides repair service on PC and Mac hardware and software, and upgrade and installation service for desktop and laptop computers. Walk-in service is provided in 505 Computer Center. For additional information call (517) 353-5266 or visit https://techstore.msu.edu/

MSU Library offers seminars and workshops that cover a wide range of topics to enhance information research skills. Learn more here: https://bookings.lib.msu.edu/calendar/events/?cid=3079&t=g&d=0000-00-00&cal=3079

MSU's centrally supported e-mail system is *mail.msu.edu* Students are expected to activate their MSU e-mail as this is the only address the university will use for sending official communications to students. For more information, read the Student E-mail Communications Notice at https://tech.msu.edu/about/guidelines-policies/student-email-communications/. To get started, go to *mail.msu.edu*.

MSU Computer Store in room 110 of the Computer Center offers educationally discounted pricing on computers, software, and peripherals. Find out more at https://techstore.msu.edu/ or call (517) 432-0700.

Campus Driving, Parking, and Bicycling

Autos and bicycles used on campus must be registered and parked in accordance with University regulations. Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required, and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. You will find vehicle registration, parking and permit information on the "parking services" tab of the MSU Police website, http://police.msu.edu/.

Career Services and Placement

Career Services and Placement (CSP), located in the Student Services Building, includes the Career Development Center and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on campus on topics such as constructing resumes, interviewing, conducting job

campaigns and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these Career Fairs, check with Career Development Center staff in Room 6, Student Services Building or visit the website at: http://careernetwork.msu.edu/.

CSP provides walk-in advising for quick questions regarding resumes, job searches or careers at 113 Student Services. Walk-in appointments are limited to 15 minutes and available times may vary from semester to semester. Check for hours posted at 113 Student Services. Regular appointments may be made for more intensive advising on careers and job searches.

Student Employment Office staff help students find part-time and summer jobs on and off campus. All work-study positions are obtained through the Student Employment Office at 110 Student Services. Students must qualify for work-study through the Financial Aid Office before seeking work-study positions.

Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students should register for job referrals and on-campus interviewing at their website, https://hrlr.msu.edu/careers/index.php#.W2Cbh9JKg2w.

Communication

MSU NetID

MSU students receive NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID even if they already have another email account. By setting up the MSU NetID, students can:

- Receive official communications from MSU that are sent to students by email only.
- Publish a personal webpage.
- Access public computer labs
- Access electronic resources on campus

You will need your PID (Personal Identification Number)/Student ID Number and your PAN (Personal Access Number) to activate your MSU NetID. Please visit https://netid.msu.edu/ for more information.

MSU Student Email

An official MSU e-mail address is issued to each student at the time they are admitted to MSU. This official MSU email address takes the form of a person's MSU NetID followed by "@msu.edu" (e.g., sparty@msu.edu) and resides in MSU's mail.msu email system (mail.msu.edu). This is the only email address that the University will centrally maintain for sending official communications to students, and the only email address that the University will use for sending official communications to students after they enroll. For more information on the student email system, read the MSU Student E-mail

Communications Notice at https://tech.msu.edu/about/guidelines-policies/student-email-communications/.

Council of Graduate Students

COGS is the all-University graduate and graduate-professional student governing body. It is composed of one representative and an alternate from each degree granting unit, seven officers, and the graduate student representatives on University committees. COGS' goals are to: promote the academic, economic and social aims for all graduate students; establish effective communication among these students and the academic/administrative units of the University; and create channels of effective communication with other student organizations. Located at 313-316 Student Services, 353-9189, e-mail: cogs@msu.edu. Web site: https://cogs.msu.edu/

Counseling & Psychiatric Services

Counseling & Psychiatric Services provides help for a wide range of concerns, including depression, anxiety, stress management, homesickness, adjustment or acculturation, relationships, gender identity and sexual orientation (LBGTQ) concerns, substance abuse, trauma, eating or body image concerns, and other personal mental health concerns. CPS is on the 3rd floor of the Olin Health Center. MSU students have counseling support anytime, anywhere. Additionally, international students have the ability to speak with a counselor in their native language. Visit us.myissp.com or call 1.866.743.7732. If outside of North America call 001.416.380.6578. Learn more at ISSP/My SSP for MSU.

Distance Learning Services

The MSU libraries maintain a unit to support the research and information needs of faculty and students participating in on-line or off-campus courses. Among the services are supporting the D2L course management system and providing book and article delivery. Visit the website at:
https://lib.msu.edu/covid19/OnlineDistanceLearningResources/.msu.edu/dls/.

Family Resource Center

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents On a Mission) offers peer support for students with children (https://studentparents.msu.edu/student-parents-on-mission/). The FRC may be reached at 517-432-3745 ext. 146, and additional information is available at https://iwpr.org/sp_programs/family-resource-center-2/

Financial Aid

Over 65 percent of MSU students receive financial aid. Many receive aid from more than one source. The Office of Financial Aid assists students as part of the University's commitment to providing equal opportunity and equal access to all qualified students.

Financial aid advisors are available to answer questions, discuss your needs, or assist with budget planning. Talk with a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available, and no appointment is necessary. Refer to the website at http://www.finaid.msu.edu

Offices:

252 Student Services; Open Monday–Friday 9 a.m.–5 p.m.

150 Administration Building, Open Monday–Friday 8 a.m.–5 p.m.

Telephone: Voice: 517/353-5940; Fax: 517/432-1155

Mailing Address: 252 Student Services, E. Lansing, MI 48824-1113

Libraries

The MSU Libraries house a research collection of approximately 4.8 million volumes as well as non-print materials such as maps, sound recordings, and hundreds of electronic databases. The library also provides a wide range of user services, including extended hours, assistance in using online resources, planning research, and the Assistive Technology Center. Special areas of interest to new students include the Careers Collection, the Financial Aid Collection and the Cybercafé, as well as the Film Series and other free events for students. The Main Library is located on West Circle Drive, across from Beaumont Tower. www.lib.msu.edu Phone numbers: Main Library Information 432-6123, Circulation Department 355-2333

Office for International Students and Scholars

The Office for International Students and Scholars (OISS) serves international students and international faculty. OISS is a resource center for information and consultation on matters related to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook, *Welcome to Our Community*, to answer questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS. The OISS is located in Room 103 in the International Center and can be contacted by phone at 353-1720, e-mail: *oiss@msu.edu*.

Office of Cultural and Academic Transitions

OCAT constructs supportive social and educational communities that actively involve students in learning. Specifically, they prompt students' involvement in broad-based University learning experiences (e.g., study-abroad, alternative spring break, internships, etc.), while also connecting them to campus resources, people, and programs that lead to deeper student learning and personal success. In part, the Office accomplishes this mission by building critical alliances and links to academic units. Additionally, OCAT helps students to better understand themselves and others through cultural and social activities. *Student-to-student interaction is the key to benefiting from diversity,* and OCAT strives to bring together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions. Moreover, OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity. OCAT employs multiple strategies to accomplish these goals. A few of OCAT's signature programs include the Transition and Cultural Aides, the Maximizing Academic Growth in College program (MAGIC), the Council of Racial Ethnic Students program (CORES), and Internationalizing Student Life (ISL). View the website at http://www.ocat.msu.edu.

Olin Health Center

Olin Health Center is an outpatient health care facility providing medical, dental, and health education services to the students of MSU. Services are available year round. Olin Health Center is located on East Circle Drive between Berkey Hall and the Grand River Avenue parking ramp. Telephone: 355- 4510. For current information on hours and services, please visit the Olin website: http://olin.msu.edu/.

Records

Office of the Registrar, 150 Administration Building, keeps your academic records. Telephone 355-3300; fax 353-1935; https://reg.msu.edu/.

Resource Center for Persons with Disabilities

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapper populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293). http://www.rcpd.msu.edu/ Services available are:

> Volunteer Reading Services
> Oral/Sign Interpreters
> Taped Library
> Transport Service (on-campus transport)
> Optical to Tactile Converter
> Environment Accommodation Info or Assistance
> Talking Computer Terminal
> Assistance in Housing Accommodations
> TV Magnifiers

Personal Assistant Referral System
Enlarger/Copier
Student/Faculty Consultation
Kurzweil Reading Machine
Registration Assistance
Telecommunication Device for the Deaf
Campus Orientation

Center for Community Engaged Learning

The Center for Community Engaged Learning (CCEL) provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government.

Students interested in gaining career-related experience through volunteering may contact (CCEL), complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request a CCEL transcript. For more information, students should pick up a reference handbook available in Room 26, Student Services Building or visit the website at: http://www.servicelearning.msu.edu/.

Spartan Life: Student Handbook and Resource Guide

Spartan Life: Student Handbook and Resource Guide is a helpful resource guide to campus programs and services. It includes rules, regulations, rights and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms. The handbook is available at: http://www.vps.msu.edu/SpLife/.

Student Identification Card

Identification cards may be obtained in Room 50 Administration Building and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

If you lose your ID card, contact the Registrar's Office immediately at 517-355-3300 and the Main Library at 517-355-2333. You are responsible for all materials checked out of the libraries with your ID card. The cost of replacement of a lost card is $20, and the exchange of a damaged card is $10 (no charge for the replacement of an electronically unreadable card that is not visibly damaged). Questions concerning Michigan State University ID cards should be addressed to the Registrar's Office, 50 Administration Building, MSU, East Lansing, MI 48824: 517-355-3300.

The Writing Center

The Writing Center staff consults with writers at all levels of proficiency and at all stages of the composing process. Call for an appointment at our main location, 300 Bessey Hall (432-3610), or stop by and be seen on a first-come, first-served basis at our writing center satellite in the main library. https://writing.msu.edu/

Final Notes

The Program Evaluation Graduate Student Handbook is available in PDF format in the Program Evaluation New Student Orientation in D2L. Download a copy for your records. Refer to this document for program content, procedures, and MSU policies.

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make certain disclosures to students. This information can be found on the Student Consumer Information page from the Office of the Registrar's website at https://reg.msu.edu/ROInfo/HEOAnotices.aspx

For technical difficulties, contact https://tech.msu.edu/support/help/.

Students can contact one of the in Program Evaluation Director, Adrienne Adams at adamsadr@msu.edu if they have questions or concerns at any time throughout their study. Course specific questions should be directed to the course instructor.

Appendix A

Academic Grievance Procedures

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities* (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the Psychology Department has established the following Hearing Board procedures for adjudicating graduate student **academic grievances** and complaints. (See GSRR 5.4.). **If a complaint is not about an academic issue, please refer to processes noted in Sections 3.3**

I.   JURISDICTION OF THE PSYCHOLOGY DEPARTMENT HEARING BOARD:

A.   The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving <u>graduate </u>students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of

professional standards, or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)

B.   Students may <u>not</u> request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II.   COMPOSITION OF THE HEARING BOARD:

A.   The Department shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established procedures. Hearing Board members serve one-year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)

B.   The Chair of the Hearing Board shall be a faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)

C.   The Department will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

A.   After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)

B.   At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

C.   In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)

D.   Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including summer). In cases in which a student seeks to contest an allegation of

academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)

F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

A. After receiving a graduate student's written request for a hearing, the Chair of the Department (or designated Associate Chair) will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

B. Within **5** class days, the Chair of the Hearing Board will:

1. forward the request for a hearing to the respondent and ask for a written response.

2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c).

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final; send the Hearing Board members a copy of the request for a hearing and the respondent's written response and send all parties a copy of these procedures.

C. Within **5** class days of being established, the Hearing Board shall review the

request, and, after considering all requested and submitted information:

1. accept the request, in full or in part, and promptly schedule a hearing.

2. reject the request and provide a written explanation to appropriate parties, e.g., lack of jurisdiction. (The student may appeal this decision.)

3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.

E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)

F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and Advisor, if any, and request permission for the Advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and vice versa. (See GSRR 5.4.7.1.)

G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)

H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)

I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.

K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. <u>Introductory remarks by the Chair of the Hearing Board</u>: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

- In <u>academic grievance hearings</u> in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.

- In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.

- All Hearing Board decisions must be reached by a majority of the Hearing Board, based on "clear and convincing evidence." (See GSRR 8.1.18.)

  (See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

2. If the <u>complainant</u> fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)

3. If the <u>respondent</u> fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in their absence. (See GSRR 5.4.9-b.)

4. If the <u>respondent</u> is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

6. <u>Presentation by the Complainant:</u> The Chair recognizes the complainant to present, without interruption, any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.

7. <u>Presentation by the Complainant's Witnesses</u>: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.

8. <u>Presentation by the Respondent</u>: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.

9. <u>Presentation by the Respondent's Witnesses</u>: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, statements directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.

10. <u>Rebuttal and Closing Statement by Complainant</u>: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.

11. <u>Rebuttal and Closing Statement by Respondent:</u> The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

12. <u>Final questions by the Hearing Board</u>: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A.   Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B.   Decision:

1. In <u>grievance (non-disciplinary)</u> hearings involving graduate students in which a majority of the Hearing Board finds, based on "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair. Upon receiving the Hearing Board's recommendation, the Department Chair shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Department Chair. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In <u>grievance (non-disciplinary)</u> hearings involving <u>graduate</u> students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C.   Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)

B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)