

MASTER OF PUBLIC POLICY

Graduate Program Handbook

Department of Political Science
Michigan State University

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I. OVERVIEW OF THE MASTER OF PUBLIC POLICY PROGRAM AT MICHIGAN STATE UNIVERSITY

The goal of the [Master of Public Policy \(MPP\) Program](#) at Michigan State University (MSU) is to produce graduates who will pursue professional careers in policy analysis, program management, and policy advocacy. To accomplish this goal, the program provides high-quality graduate-level instruction in quantitative analysis, program development, policy implementation, public finance, and policy evaluation.

Students in the MPP program benefit from small class sizes that enable them to interact with the program's faculty and engage in serious dialogues about public policy issues. In addition, the program draws upon a diverse population of students with on-the-job experience as well as more recent college graduates or Shared BA-MPP students interested in professional development. This allows students to share experiences with one another, engage in collective discussions, work together on team projects, and apply the competencies and skills learned in the classroom to real-world issues and problems.

The Master of Public Policy program is administered by the Department of Political Science. Faculty are committed to producing well-informed, well-equipped students who will have a positive impact on public policy making and analysis at the local, regional, and national levels. The program sets and upholds standards of learning and professionalism to ensure students leave the program prepared academically and personally to succeed in policy and public service careers.

Learning Outcomes

Master of Public Policy (MPP) graduates acquire policy analytic skills and politically-grounded substantive knowledge. This blend of knowledge and skills is developed across the mix of courses offered in the program. More specifically, the program learning outcomes are:

- **Substantive knowledge**
 - Demonstrate a solid understanding of the policy-making process and its political and institutional bounds.
 - Demonstrate comprehensive knowledge in at least one policy area/topic.
- **Analytical skills**
 - Understand and apply methods and theories of economics and political science to policy analysis.
 - Evaluate the process and impact of policies and programs.
 - Conduct high-quality analysis of policies and programs.
 - Produce an original policy analysis, research policy study, or policy evaluation.
- **Communication**
 - Write effectively to diverse audiences about policy.
 - Use visuals to effectively communicate policy issues.

- Communicate verbally to the full range of public audiences.
- **Professionalism**
 - Understand and apply ethical and professional guidelines.

Student Expectations

To develop professional skills and networks, students are expected to attend all courses and professional development events, which may include speakers, workshops, and networking events. The program provides these experiences outside of regular courses to enhance individual development, support learning outcomes, and maintain important links between the MPP program, students, alumni, and the broader policy community. Students unable to attend events must notify the Graduate Program Coordinator ahead of time.

To uphold standards of professionalism in the MPP program, students will:

- Attend class sessions and program events
- Meet deadlines
- Respect class time and events by arriving prepared and on time, engaging with others, and minimizing distractions
- Communicate respectfully with each other, faculty, and the professional community
- Uphold the values of equity, transparency, and accountability expected of professionals in the public sector.

We define standards of professionalism to create a place where everyone feels comfortable learning from course material and from each other's experience. Policy touches everyone's lives differently, and who we are and how we experience policy shapes our perspectives. We will talk about things that are personal to some, maybe all, members of program, because the effects of policy are personal. Disparaging, dismissive, or demeaning comments will not be tolerated and may result in disciplinary action under MPP program or other University policies. We are here to learn from each other and that only happens if the learning environment is open to all.

These skills would be important in any graduate program, but they are particularly important in public policy. Policy professionals are charged with creating and implementing inclusive, equitable policies. To ensure our graduates are prepared for that important responsibility, the MPP program and students will create professional learning environments that develop understanding of institutional inequity and prioritize diversity, equity, and inclusion of the whole public.

II. MPP PROGRAM COMPONENTS AND DEGREE REQUIREMENTS

Students must take [39 credit hours of coursework plus an internship \(3 credits\)](#), for a total of 42 credits, in order to fulfill the degree requirements of the MPP program. The MPP program is a Plan B master's degree, which does not require a thesis. The capstone project serves as the final evaluation.

A set of core courses provides students with a firm foundation in the skills of policy analysis. Students supplement this instruction with courses in specific policy areas or in more advanced analytic techniques. In addition, students who do not have sufficient public or non-profit experience are required to complete a field experience practicum. Taken together, these courses teach students to: address complex societal problems; reconcile conflicting political and ethical values in policymaking; make informed decisions about program activities; provide effective leadership in policy development and implementation; and develop expertise in a specific policy area.

Course Requirements for the MPP Degree

Required/Core Courses	24 Credits
PPL 801 Quantitative Techniques I	3
PPL 802 Quantitative Techniques II	3
PPL 805 Microeconomic Theory	3
PPL 806 Policy Evaluation	3
PPL 807 Public Policy	3
PPL 808 Policy Development and Administration	3
PPL 813 Public Finance	3
PPL 890 Policy Workshop	3
Supplemental Courses	15 Credits
PPL 891 Issues in Public Policy	6
(2 courses; 3 credits each course)	
Elective Course Credits	9
(3 courses, could include additional PPL 891 courses)	
Field Experience Practicum Course	3 Credits
(for students who have <5 years of professional experience post-undergrad)	
PLS 894 Field Experience Practicum	3

Field Experience Practicum

An internship in a public or non-profit agency is an integral part of the MPP program, and it is required for all MPP students with little previous management or policy analysis experience. The internship gives the student a practical perspective on policy and management problems and is an important supplement to classroom learning. The internship should be done in a public or non-profit agency related to the student's area of interest, however, flexibility exists in internship selection and scheduling. For example, students may hold a full-time internship position during the summer months (40 hours per week for 10 weeks), or they may engage in "part-time" internships by working from 10-20 hours/week for longer periods (across semesters). Many MPP students receive paid internships, although valuable opportunities may arise in the form of unpaid internships, particularly in the non-profit sector.

The internship requirement may be waived for in-service students who are employed in public or nonprofit sector positions with significant administrative and/or policy analysis responsibilities at the time they are in the program, or who have held such positions for a substantive period of time prior to entering the program. We define a "substantive period of time" as a minimum of five years of professional experience following completion of an undergraduate degree. Students must enroll for three credits of PPL 894 (Field Experience Practicum) while serving their internship or immediately afterward. The specific requirements of the internship and for the successful completion of the field work practicum are provided in the course materials for PPL 894. Students who believe that they are entitled to a waiver of PPL 894 should consult with the MPP Director.

Additional Degree Options

The MPP program offers a five-year **Shared Bachelor and Master of Public Policy** degree program. This program allows MSU undergraduates to apply up to 12 approved credits (30% of the total degree credits) from the undergraduate level to their master's degree requirements, earning both a bachelor's (BA or BS) degree and a Master of Public Policy (MPP) degree in five years. Only graduate level courses with a grade of 3.0 or above will be eligible for sharing. The program is open to current MSU undergraduates through competitive admission. Students should have strong academic backgrounds (i.e., undergraduate grade point averages of 3.50 or above); they should have done well in their political science, economics, and public policy courses; and they should have a clear desire to pursue a career in public policy.

The University policy on shared degree programs posted [here](#). Students interested in the program should meet with MPP Academic Advisor Krista Zeig (kzeig@msu.edu) to discuss program options before applying or beginning any MPP courses. Additionally, students must complete [this Graduate School form](#), identifying the courses the student plans to share between their undergraduate and graduate degrees.

Students interested in completing a joint **JD-MPP** program through the College of Law and the MPP program must be admitted separately to each program. Once a student is admitted to both programs, the MPP program and College of Law may agree to a Memorandum of Understanding

that allows the student to simultaneously complete both degrees, sharing 12 credits between the two degrees. Students considering this option should meet with the MPP Director and appropriate administrators at the Law School to discuss program options. Students considering MPP as a **second, joint, or dual master's degree** should review the University policy on [second, joint, or dual master's degrees](#) and meet with the MPP Director to discuss options.

TYPICAL COURSE SEQUENCE : TWO -YEAR, FULL -TIME STUDENTS

YEAR ONE:

FALL 9 Credits

PPL 801 (3 credits)
PPL 805 (3 credits)
PPL 807 (3 credits)

SPRING 9 Credits

PPL 802 (3 credits)
PPL 806 (3 credits)
PPL 813 (3 credits)

SUMMER 6 Credits

PPL 891 (3 credits)
PPL 894 (3 credits)

YEAR TWO:

FALL 9 Credits

PPL 808 (3 credits)
PPL 891 (3 credits)
PPL 891
Or Elective (3 credits)

SPRING 9 Credits

PPL 890 (3 credits)
PPL 891
or Elective (3 credits)
PPL 891
or Elective (3 credits)

This sequence represents the typical path for a full-time, regular admission student. Sequences for Shared BA-MPP, dual-enrollment, and part-time students will vary. Students who use their course electives to complete a graduate [certificate](#) or [specialization](#) may also vary the course sequence. Students typically take PPL 894 during the summer between their first and second years, though it may be taken any semester in the program.

III. DESCRIPTION OF MASTER OF PUBLIC POLICY COURSES

PPL 801 QUANTITATIVE TECHNIQUES I

Logic and practice of public policy analysis. Basic research, measurement, design, and data collection issues. Specific skills and techniques for analyzing univariate data. Techniques for examining relationships among variables.

PPL 802 QUANTITATIVE TECHNIQUES II

Intermediate understanding of the logic and practice of public policy analysis. Basic research, measurement, design, and data collection issues. Specific skills and techniques for analyzing multivariate data.

PPL 805 MICROECONOMIC THEORY

Decision-making by consumers, firms, and governments, and the effect of these decisions on the allocation of market failure and possible government responses.

PPL 806 POLICY EVALUATION

Theoretical foundations for evaluation research and the practical aspects of conducting evaluations.

PPL 807 PUBLIC POLICY

Introduction to public policy and the policy-making process.

PPL 808 POLICY DEVELOPMENT AND ADMINISTRATION

Substance and dynamics of public policymaking in the United States. Conceptual foundations of and the practical constraints on governmental activity. Theories, models, and explanations of the policy process.

PPL 813 PUBLIC FINANCE

Economics of the public sector: how governments tax and spend revenues and the effects of these decisions on the economy.

PPL 890 POLICY WORKSHOP

Application of substantive and analytic skills to a concrete issue. Students act as a consulting firm to review some specific public policy and produce a summary report capable of informing future policy design.

PPL 891 ISSUES IN PUBLIC POLICY

Practices and methods of policy analysis applied to specific policy issues.

PPL 894 FIELD EXPERIENCE PRACTICUM

Experience in administrative settings in the student's field of application. Opportunities to evaluate theories of public policy and administration by engaging in participant observation of the management of public policy.

IV. OTHER MPP COURSE OPTIONS

Elective Courses

Students are encouraged to take appropriate graduate-level courses offered in other departments on campus. Students typically choose policy-related classes at the 800 level (the designation for master's level classes). If there are no suitable classes at the 800 level, given a student's interest, the Director and advisor can work with the student to select a 400-level class (upper-level undergraduate course).

The program assists students in finding possible elective courses during the registration process each term. Students may use elective courses to complete graduate certificates or specializations.

Independent Study/Readings Courses

At Michigan State University, Independent Study is a highly individualized, meticulously planned course of study that is not addressable through any other course format. Independent study can be used to fulfill *supplemental* credits in the program. Required MPP core courses cannot be taken as independent study unless expressly permitted by the MPP Director.

In consultation with the MPP Director, a student can submit a proposal for an independent study project. The MPP Director will work with the student to identify a full-time faculty member who has expertise in the proposed topic. The faculty member must then sign an Independent Study Form indicating a willingness to work on the proposed project. The student must present a copy of this form to the MPP Director for final approval. If approved by the MPP Director, the Graduate Program Coordinator will register the student for the independent study.

Academic Advising and the Program of Study

The MPP Director will serve as the academic advisor for each student in the MPP program, and the MPP Academic Advisor will assist students with course planning and registration. The MPP Director and Advisor will assist students in planning a program that fulfills the requirements of the MPP degree.

In order to facilitate this process, all MPP students are required to fill out a “Program of Study” which identifies the students’ academic plan for the duration of the time they are in the program.

The form will be provided during the first individual advising session. Students are required to meet with the MPP Academic Advisor to discuss this plan and must continue meeting with the Academic Advisor each semester they are in the program to review and update their program plan of study.

Any changes to the student’s program plan of study may be made only with the approval of the MPP Academic Advisor and the MPP Director.

Assessment of Academic Performance

All students in the MPP Program have a right to periodic evaluation of their academic progress, performance, and professional expectations ([GSRR 2.4.8](#)). Therefore, the MPP Program has established procedures designed to facilitate the review of graduate student performance on a regular, ongoing basis.

First, students are required to meet with the MPP Director at least once each year they are in the program. It is each student’s responsibility to initiate, schedule, and arrange this annual meeting with the MPP Director. It is the responsibility of the MPP Director to review the student’s academic progress in the program and adherence to professional standards set by faculty, as well as plan for courses in the coming year ([GSRR 2.4.8](#); [GSRR 2.3.2](#); [GSRR 2.4.7](#)). A report on the results of this review should be prepared and signed by the MPP Director, and this report, along with any response that the graduate student may attach to it, will be filed with the MPP Director. The Graduate Program Coordinator will place a copy of this report in the student’s file and upload it to the student’s GradPlan.

Academic Credits and Grades

Graduate courses in the MPP Program are three semester credit hours except for variable credit reading courses (i.e., PLS 993).

University grades are issued in numerical form, ranging from “0” to “4.0” in increments of .5. (There is, however, no grade of 0.5.) In the MPP program, the shared understanding of what these grades mean is as follows:

- 4.0 indicates superior performance
- 3.5 indicates satisfactory performance
- 3.0 is the minimum acceptable grade, but a predominance of such grades suggests inability to complete the graduate program
- 2.5 or less indicates unsatisfactory performance.

Courses may also be taken on a Credit/No-Credit basis. If two or three graduate courses per semester are taken for credit and grades, it is possible to take other *non-MPP* courses of interest on the Credit/No-Credit system. The Credit/No-Credit system is intended to allow students to study in areas outside the major field of study without jeopardizing their grade point averages. An instructor will expect graduate students to perform at or above the 3.0 level in order to earn credit for the course. Students must register for the course in advance on this basis.

The University provisions for incomplete coursework are described in the following passage from the [Academic Programs Catalog](#):

“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, a DF-Deferred, or an ET-Extension 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 (https://reg.msu.edu/read/pdf/I_Agreement.pdf). 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/o.o, 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/o.o, 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. This rule does not apply to graduate thesis or dissertation work.

ET-Extension: The ET-Extension applies to the numerical, the CR-NC, and P-N systems. Given to undergraduate, graduate, and graduate-professional students only in courses specifically approved by the University Committee on Curriculum. Approval requires specification of the time period within which work must be completed. Courses that involve field experience or thesis work and courses in which work normally extends beyond one semester are the types of courses normally considered.

A final grade must be reported upon completion of the final course in the sequence or in the time approved for the completion of the work. If a final grade is not reported in these periods, the ET will be changed to ET/o.o, ET/NC or ET/N, depending on the grading system under which the student was enrolled.”

MPP students who have more than one incomplete or deferred grade at the end of any given semester will be reviewed by the MPP Director and Graduate Studies Committee who will recommend appropriate action, up to and including dismissal from the program.

Accommodations

If you are a student or employee at MSU, and you have a disability that substantially limits a major life activity, you can register with the RCPD and you may be eligible to receive academic and/or employment accommodations. This information is kept strictly confidential and self-identification is voluntary. However, if you have a disability, not registering with the RCPD may delay or compromise the availability of accommodations. As many reasonable accommodations require significant pre-planning, ***registration with the RCPD prior to situations requiring accommodations is essential.***

Academic Standing

The minimum acceptable cumulative grade-point average for a student in the MPP Program is 3.25. A student who receives two 2.5 grades or one grade of 2.0 or less will be reviewed by the MPP Graduate Committee and may be dismissed from the program. A student receiving three 2.5 or two 2.0 grades in MPP courses or who earns more than 8 credits below the grade of 3.0 will be dismissed from the MPP program. Per university policy, courses with grades below a 2.0 cannot be used to fulfill graduate program course requirements.

Time Limits

The time limit for the completion of all requirements for the MPP degree is six calendar years from the date of enrollment in the first course included for degree certification.

Transfer Credits

Graduate credits may be transferred from other accredited U.S. institutions or international institutions of similar quality if they meet all of the following university and program provisions:

- (1) Only graduate-level courses in which at least a 3.0 (B) grade was received will be considered.
- (2) Only graduate-level courses from other accredited institutions will be accepted.
- (3) Only graduate-level courses completed within the five-year time limit approved for earning a master's degree at Michigan State University.
- (4) Only graduate-level courses which are appropriate to a student's program of study in the MPP Program.

To obtain program approval for transfer credits, students must submit syllabi, other relevant course materials, and official transcripts showing grades received for all of the courses that they would like to have transferred to the MPP Director. The MPP Director will evaluate all requests to transfer courses in terms of the student's program of study and career goals. If the MPP Director approves a student's request to transfer a course, then it is forwarded to the Registrar's

Office for final approval. In no case shall a student transfer more than nine (9) hours of course credit into the MPP program at MSU.

Waiver of Courses

Students who have already completed courses which are equivalent to courses in the MPP Program can request that MPP course requirements be waived. Students must submit syllabi and other relevant materials, as well as official transcripts showing grades received, from the previously completed coursework to the MPP Director. The MPP Director will review these materials and make a determination about whether the waiver request is approved and what specific MPP program requirement has been waived. Even if a course requirement is “waived,” students must still complete the total number of credit hours required in the program to receive the MPP degree.

Applying for Graduation

Students should submit an application for graduation by the first week of the semester that they expect to complete their degree requirements. If students will complete the degree requirements during the summer, they should apply for summer graduation by the first week of the preceding spring semester. Both spring and summer applications will be included in the spring commencement ceremonies. Students can fill out the [graduation application form online](#). Upon graduation, students will be asked to complete an exit survey about their experiences in the program, as well as a destination survey outlining their post-graduation plans. Students may direct questions about these surveys to exitsurvey@grd.msu.edu and careerservices@csp.msu.edu, respectively.

Departmental Records

The Graduate Program Coordinator of the Department of Political Science maintains an academic file on each student in the MPP program. Academic files contain information on each student’s progress in the program, including application materials, assistantship and fellowship letters, Program of Study reports, annual review materials, any assistantship evaluations, and course grades. It will be helpful to students later if their files also contain relevant information (i.e., resumes, research agendas, career plans, etc.) that faculty may use when asked to write letters of recommendation for them.

At minimum, students have the responsibility to see that the following are in their academic files:

- (1) Recommended Action Form for Admission to Graduate Studies
- (2) All annual performance reviews
- (3) Any reports of the MPP Graduate Studies Committee

- (4) Any changes in the fields or courses initially agreed upon by the MPP Director and the student
- (5) Requests to transfer or waive course requirements and the MPP Director's response
- (6) Any correspondence related to assistantship or fellowship support

Students have a right to access the materials in their own academic files. To do so, they should submit a request to the Graduate Program Coordinator.

The Graduate Program Coordinator also maintains a second set of Personnel files for graduate students who are employed by the Department of Political Science on graduate assistantships. Graduate student personnel files contain appointment forms and evaluations of student performance as teaching or research assistants. Students also have a right to access the materials in their own personnel files. According to the MSU [Graduate Employment Union contract](#) these requests must be in writing and each student is limited to three reviews of personnel files a year. To access one's personnel file, a student should submit a request to the Chair of the Department of Political Science.

Dismissal from the Program

All students pursuing MPP degrees must meet the requirements and standards identified in this Program Handbook. Dismissal from the MPP program can occur:

- (1) If a student receives three grades of 2.5, two grades of 2.0 or below, or accumulates more than 8 credits below a 3.0 in MPP courses.
- (2) If a student does not maintain the minimum acceptable grade point average for master's students in the Department of Political Science and the College of Social Science—a cumulative grade point average of 3.0.
- (3) If a student fails to complete all of the requirements for the degree within the 6-year time frame.
- (4) If a student fails to adhere to responsible and ethical conduct, as specified in the University's guidelines on rights and responsibilities as reflected in the *Spartan Life* site: <https://ossa.msu.edu/conduct/student-rights-and-responsibilities-srr>.
- (5) If a student has more than one incomplete or deferred grade at the end of any given academic semester.

Readmission to the Program

Students must apply for readmission if not enrolled for 3 consecutive semesters (including summers). When submitting an [application for readmission](#), the applicant should include sufficient information and documentation to demonstrate that the student is prepared to successfully complete the MPP program within the designated time limit. This includes

transcripts from any courses taken during the hiatus, an explanation of how factors contributing to the time away from the program have been addressed, and other pertinent information.

For students applying for readmission after dismissal for academic performance or after violation of program or University policy, the admissions committee may request additional information, documentation, or an interview to evaluate readmission applications before rendering a decision. Students dismissed from the program may reapply for admission only after a minimum of three semesters (including summer) has elapsed following their dismissal. Students who are dismissed from the program a second time after readmission are not eligible for further readmission.

Applications for readmission are only considered during the academic year, and the MPP Director must approve a program of study prior to a readmitted student enrolling in classes.

Grief Absence Policy

It is the responsibility of the student to: a) notify the MPP Director and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the MPP Director and faculty, and c) complete all missed work as determined in consultation with the MPP Director and faculty.

It is the responsibility of the MPP Director to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence.

If employed as a RA or TA, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy of the [MSU GEU Contract](#).

Students who believe their rights under this policy have been violated should contact the [University Ombudsperson](#). More information on the university policy regarding grief absence can be found [here](#).

VI. PROGRAM POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

MSU provides several resources to assist in creating a safe campus and educational environment. Please refer to regularly updated information on [campus health and safety](#) and [instructions for active shooter situations](#) provided by the MSU Police Department. The University's policy on Relationship Violence and Sexual Misconduct (RVSM) is available [here](#) for review, along with MSU's Title IX website.

Students are expected to adhere to academic honesty and conduct research activities responsibly and with integrity. [MSU's Graduate Student Rights and Responsibilities](#) outline the responsibilities of MPP students as members of the MPP academic and professional community, and MSU outlines expectations and procedures for the [Integrity of Scholarship and Grades](#). Students are expected to submit original work for all MPP courses, and, consistent with professional norms in the public sector, generative AI and similar technology may not be used unless expressly permitted by faculty or internship supervisors. Students should familiarize themselves with the [Graduate School's Generative AI Guidelines](#) and [MSU Standards on Data Uses with AI](#). Instances of academic dishonesty will be handled under the procedures outlined in the MSU policy on Integrity of Scholarship and Grades. Instances of allegations of misconduct in research and creative activities will be handled under the procedures outlined in MSU's [Procedures Concerning Allegations of Misconduct in Research and Creative Activities](#).

To ensure research integrity, Responsible and Ethical Conduct of Research (RECR) training (<https://grad.msu.edu/researchintegrity>) is required of all students in the MPP program. As a Plan B master's program, MPP requires students to complete applicable CITI modules in year 1 of the program and 6 hours of discussion-based training before graduation. Discussion-based training is provided as part of regular MPP course sessions. Students who miss class sessions that contain discussion-based RECR training will be required to attend extra sessions outside of class time in order to complete the requirement.

Per the College of Social Science, RECR training must be current at the time a graduate student completes each program milestone (e.g., Capstone). "*Current*" means a) the student has completed and documented (in Campus Solutions) all required RECR training hours for each academic year through the end of the semester immediately prior to the milestone; or b) the student has completed and documented (in Campus Solutions) all required RECR training hours for each prior academic year and has identified the workshops to complete required training for the current academic year. RECR requirements are based on federal regulations; therefore, degrees will not be conferred until RECR is complete.

VII. GRADUATE ASSISTANTSHIPS AND WORK-RELATED POLICIES

Graduate assistantships may be awarded on a competitive basis for students in the MPP Program. All assistantships are dependent on the availability of funds. They may be renewed if funds are available, the student is making satisfactory progress toward the degree, and supervising faculty report satisfactory evaluations for the student.

Students receiving these awards provide support for the department's teaching and research. The graduate assistant's responsibilities require 10 hours per week for a quarter-time appointment, 20 hours per week for a half-time appointment, and 30 hours per week for a three-quarter-time appointment. Graduate assistants are provided a biweekly stipend, a nine-credit tuition waiver for each semester the assistantship is held (five-credit tuition waiver for summer semester if the assistantship continues during the summer), with in-state tuition rates

for any credits above those waived, and student health insurance. Matriculation fees are also waived.

Graduate assistants are expected to be on campus during the length of the appointment. Days off should be discussed with the student's supervisor well in advance, and makeup time scheduled. Appointment dates will be as follows:

Fall Semester – August 16 through December 31

Spring Semester – January 1 through May 15

Summer Semester – May 16 through August 15

There are three levels of stipend rates, which are determined by University regulation.

- Level 1 – Graduate students who have earned their Bachelor's degree and have less than one year's experience as a graduate assistant. May teach, do research, or are assigned supervised assistant's duties such as reading and grading papers, proctoring exams, etc.
- Level 2 – Graduate students who have earned their Master's degree or equivalent and/or two semesters' experience as a graduate assistant. May teach, do research, or perform administrative tasks with moderate supervision.
- Level 3 – Graduate students who have earned their Master's degree or equivalent and at least two years' experience as a Graduate Assistant. May teach, do research, or perform administrative tasks with minimum supervision. Advancement to Level 3 is on a merit basis, with the above prerequisites being considered minimal.

GAs are paid biweekly and changes in stipend or percentage of time become effective only at the beginning of a semester.

Support sources come in five main types:

- Teaching assistantships eligible to join the Graduate Employees Union (TA)
- Teaching assistantships not eligible to join the Graduate Employees Union (TE)
- Research assistantships (RA)
- MSU fellowships
- External fellowships

Students offered an eligible teaching assistantship (TA) must decide whether to join the Graduate Employees Union (GEU). Please visit the MSU GEU website to [view the current contract](#).

Graduate assistants must be registered each semester in which they hold graduate assistantships. The minimum and maximum credit-loads are as follows:

- (1) For a quarter-time graduate assistant, minimum enrollment is 6 credits; maximum enrollment is 16 credits (excluding credits in course numbers 899 or 999).
- (2) For a half-time graduate assistant, minimum enrollment is 6 credits; maximum enrollment is 12 credits (excluding credits in course numbers 899 or 999).
- (3) For a three-quarter-time graduate assistant, minimum enrollment is 3 credits; maximum enrollment is 8 credits (excluding credits in course numbers 899 or 999).

A more detailed description of assistantship benefits and regulations may be found in MSU's Graduate School [website](#), in MSU's Financial Aid for Graduate Students [site](#), and MSU's Human Resources Frequently Asked Questions on Assistantships [site](#).

Mandatory Training

Relationship Violence and Sexual Misconduct Policy: All Teaching Assistants and Research Assistants must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. Other trainings (e.g., research security, cybersecurity awareness) may also be required. To access the trainings, login to the ORA training website at: <https://ora.msu.edu/train/programs/rvsm.html>. If you need assistance, contact the Helpdesk at 517-884-4600 or empower@msu.edu.

VIII. STUDENT GRIEVANCES AND CONFLICT RESOLUTION

Most of the problems that occur within a graduate program are due to miscommunications or conflicts between graduate students and faculty or among fellow graduate students. Such conflicts can arise over a variety of issues, and they can be difficult to resolve. It is important to find ways of avoiding such conflicts before they develop into intractable situations.

Students should try to resolve the problem within the MPP Program. Students should consult with the Director of the MPP Program regarding those issues that they might find difficult to discuss with instructors or fellow students.

Matters which cannot be handled by the MPP Director shall be handled through the grievance procedures detailed in Appendix A. The grievance committee, appointed by the MPP Director, will be established and composed of the Director of the MPP Program, two faculty members teaching in the program during the current academic year, and two graduate students who are currently active in the MPP Program. If any members of the grievance committee are involved in

the case, they may not serve on the grievance committee and the MPP Director will appoint a replacement member for that case.

The grievance committee can hear and adjudicate cases brought by and against MPP graduate students in the following areas:

- (a) academic rights and responsibilities;
- (b) professional rights and duties of graduate assistants not covered by the Graduate Employees Union collective bargaining contract; and
- (c) university regulations pertaining to the professional rights and duties of other graduate students.

Matters relating to the academic performance of graduate students will be handled by the MPP Graduate Studies Committee. Matters related to sexual harassment or discrimination will be handled by the appropriate MSU units.

Students can also obtain advice and information about conflict resolution, sexual harassment, and antidiscrimination policy from the following university sources:

Adjudication of Cases Involving Graduate Student Rights and Responsibilities (located in [Guidelines for Graduate Student Advising and Mentoring Relationships](#))

[Graduate Student Rights and Responsibilities \(GSSR\)](#)

Office of the Ombudsperson (<https://ombud.msu.edu/resources-self-help/conflict-grievance-systems>)

IX. UNIVERSITY RESOURCES

MSU offers many resources and services to graduate students. Below you will find a list of those most commonly used by MPP students, in alphabetical order. If you have any questions about these or other University Resources, please contact the Graduate Program Coordinator for assistance.

Access, Opportunity, and Excellence

Fostering community and inclusiveness are central to MSU Graduate School's commitment to excellence in graduate education (<https://grad.msu.edu/diversity-and-community/community-programs>). The Graduate School's [strategic plan](#) identifies "access, opportunity, and excellence" as being among the unit's core and overarching values. The Graduate School provides a range of programs and initiatives that focus on access, opportunity, and excellence, including our [Alliances for Graduate Education and the Professoriate \(AGEP\)](#) "Learning Community" and programs, [SROP \(Summer Research Opportunity Program\)](#), and support for diversity initiatives in the form of funding, fellowships and programs. These programs include the [Academic](#)

[Achievement Graduate Assistantships \(AAGA\)](#), the [King Chavez Parks \(KCP\) Future Faculty Fellowship Program](#), and the [Edward Alexander Bouchet Graduate Honor Society](#), among others.

Career Services Network

In addition to the career assistance provided by the MPP program, Career Services Network (<http://careernetwork.msu.edu>) provides a range of services to help students explore career opportunities and possibilities. Students can obtain help developing a resume, seeking internships or other experiential learning opportunities, and getting interviews with employers from business, industry, government, social services, and education.

MSU Handshake (<https://msu.joinhandshake.com/login>) offers on- and off-campus job listings for full-time, part-time, seasonal, and paid internship positions, as well as schedules of on-campus interviews, workshops, and other career events.

Center for Service Learning and Engagement

The MSU Center for Service-Learning and Civic Engagement (CSLCE) (<http://www.servicelearning.msu.edu/>) has a long and dedicated history of linking students and faculty to community. The CSLCE assists students, faculty/staff, and community partners at every step of the way to create and manage service and engagement opportunities by linking students with appropriate service opportunities and providing orientation sessions regarding program expectations, logistics, safety, and other pertinent information.

Council of Graduate Students (COGS)

COGS (<https://cogs.msu.edu/>) is located at 316 Student Services Building and is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on and off campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative at 353-9189 (353-COGS).

Funding

The Graduate School provides a webpage outlining a range of funding opportunities available to graduate students, including fellowships, scholarships, emergency funding, and travel support. Explore these resources here (<https://grad.msu.edu/funding>) to learn how to maximize your financial and educational opportunities. Additional funding information may also be available

through departmental resources. International students can access further funding support ideas through the Office for International Students and Scholars.

The Gender and Sexuality Campus Center

The Gender and Sexuality Campus Center (<https://gscs.msu.edu/>) is a student-centered campus resource that works to celebrate, affirm, and empower LGBTQIA2S+ members of the Michigan State University community. Through education, engagement, advocacy, and student support, we work to create an inclusive campus culture for people of all genders and sexual identities. We provide intersectional educational and social programming and collaborate with student leaders and campus partners to build community and increase a sense of belonging.

Graduate Educator Advancement and Teaching (GREAT)

The Office for Graduate Educator Advancement and Teaching (GREAT) empowers graduate students and postdocs, with evidence-based teaching and learning practices, to meaningfully support educator professional development and holistic well-being. GREAT prepares graduate students and postdoc educators to thrive on a variety of career paths including higher education, public, private, and nonprofit sectors, and to become transformative leaders who contribute meaningfully in local and global communities. Learn more about the programming, workshops, “Lunch & Learns,” resources, consultations, networking, and community building opportunities that the Office provides here: <https://grad.msu.edu/professional-development/graduate-educator-advancement-and-teaching>.

Graduate School Events

The Graduate School offers a variety of events and workshops on topics such as research, teaching, thriving in graduate school, and community building. View the full calendar of events here: <https://grad.msu.edu/news-and-events/events>.

Graduate School Office of Well-Being (GROW)

The Graduate School Office of Well-Being (GROW) serves as a hub for well-being for graduate and professional students at Michigan State University. Their mission is to provide opportunities to build skills that support students in addressing the challenges of graduate school that impact their well-being. You can find tools, resources, and programs to help you not just survive but actually thrive while achieving your academic and professional goals here: <https://grad.msu.edu/diversity-and-community/graduate-school-office-of-well-being>.

MSU NETID

MSU students receive NetIDs so they can utilize various electronic resources and electronic mail. NetIDs are required to access various course and university resources. To activate your NetID, go to <https://netid.msu.edu/student/index.html>. You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) which were provided to you by the admissions office when you were admitted to MSU. You can find your PAN in your applicant portal (<https://explore.msu.edu/account/login>).

Office of Cultural and Academic Transitions (OCAT)

The Office of Cultural and Academic Transitions (<https://ocat.msu.edu/>) constructs supportive cultural, social and educational communities that actively involve students in learning. OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity.

Office of Inclusive Excellence and Impact

The Office of Inclusive Excellence and Impact (<https://inclusion.msu.edu/>) leads and supports efforts to advance a diverse and inclusive campus community, consistent with MSU's core values. Read more about MSU's commitment here: <https://msu.edu/ourcommitment/>

Office for International Students & Scholars (OISS)

The mission Office for International Students and Scholars (<http://www.oiss.msu.edu/>) provides support services to MSU's international students and scholars and their families. Its office is located at 103 International Center and the telephone number is (517) 353-1720.

Prevention, Outreach and Education Department (POE)

The Prevention, Outreach and Education (POE) (<https://poe.msu.edu/>) Department promotes safety and improves quality of life by educating members of the MSU campus community on sexual assault and relationship violence, eliminating violence on campus, empowering staff, faculty and students to become advocates for a non-violent community and positively affecting social change. For more information on its prevention education programs, please review the department's [Annual Reports](#).

Resource Center for Persons with Disabilities (RCPD)

The RCPD (<http://rcpd.msu.edu/>) The Resource Center for Persons with Disabilities (RCPD) was created in the 1970s as MSU's response for equal access to a university education for all students. Over the years, the foundational services for students with mobility and visual disabilities expanded to include services for students who were deaf or hard of hearing, those with learning disabilities, brain injuries, psychiatric, and various chronic health conditions. RCPD administers disability certification and issuance of accommodations for MSU students and employees.

Spartan Card Student Identification

Spartan Card student identification cards (<https://idoffice.msu.edu/>) 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. 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).

Student Parent Resource Center

Located at 1407 S. Harrison, Suite 225, the mission of the Student Parent Resource Center (<https://studentparents.msu.edu/>) is to provide support, resources, and campus and community connections for all MSU student parents through graduation and beyond. They work by helping non-traditional students achieve their goals, creating two-generation success, and establishing long-term connections with the University. The Center offers resources and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term childcare 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.

Student Veterans Resource Center

The Center for Veterans and Military-Affiliated Students (CVMAS) at Michigan State University (MSU) is dedicated to providing servicemembers, veterans, and military-affiliated students with the resources and support they need to thrive. We focus on fostering learning, development, and success, helping our students navigate their academic journey and build meaningful careers. Learn more here: <https://veterans.msu.edu/>.

Transportation and Parking

The University maintains bicycle racks throughout the campus. Should you choose to utilize them, know that bicycle registration through the MSU Department of Public Safety is required. You can register your bike on-line at: <https://police.msu.edu/parking-services/permits/>.

Student Bus Passes are available for students who use CATA's bus routes off campus. Routes 30-39 that circulate campus, better known as the Spartan Service, are free to ride for everybody and no longer require a pass or a card. You can simply just board the bus!

Bus passes are sold at the MSU ID Office (<https://idoffice.msu.edu/students/stu-cata-bus-pass>), and please be advised that you must have your Spartan Card with you in order to purchase a bus pass.

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. To use this lot, you must register your car with the Parking and Safety Bureau. To register a vehicle you need the vehicle registration, proof of insurance, and if you have an assistantship, a copy of your signed appointment form which is given to you by the Graduate Program Coordinator. Parking on campus for graduate students is limited. You will find more parking and permit information at <https://police.msu.edu/>, or you may call 517-355-8440, e-mail info@police.msu.edu, or go to 87 Red Cedar Road.

The City of East Lansing operates a paid parking ramp just off Grand River, which is within walking distance of campus.

Wellness and Mental Health Services

Counseling and Psychiatric Services (CAPS) (<https://caps.msu.edu/>) provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. CAPS offers a wide range of services in a variety of formats, so please call (517-355-8270) or see the website (<http://caps.msu.edu/schedule>) for the most up-to-date information about how CAPS can assist you with connecting to services and resources.

If you are in crisis, CAPS offers 24/7 phone crisis counseling. Call (517) 355-8270 and press 1 at the prompt.

The Multi-Ethnic Counseling Center Alliance (MECCA), for minority students who wish to work with minority counselors, is located in 207 Student Services. MECCA assists students of all racial and ethnic groups who are experiencing cultural, social or personal conflicts.

The [Center for Survivors Services](#) works with sexual assault survivors and all others who are impacted by sexual violence. [Crisis chat](#) is staffed by Sexual Assault Crisis Intervention trained volunteers from 10AM-10PM EST, 7 days a week. There is also a 24-hour crisis line available at (517) 372-6666.

The [Graduate School Office of Well-Being \(GROW\)](#) offers many services to support graduate student wellbeing, including programming, resources, and a graduate student lounge.

The Writing Center

The Writing Center (<http://writing.msu.edu/>) at 300 Bessey Hall can provide assistance with any writing project at any stage. Writing center consultants can assist with selecting a topic, organizing ideas, editing a rough draft, or proofreading a final draft. Call 432-3610 for an appointment.

Resources provided by the Graduate School

- [Graduate Career Development](#)
- [Access, Opportunity, and Excellence programs](#)
- [Events](#)
- [Forms](#)
- [Funding](#)
- [Graduate Educator Advancement and Teaching \(GREAT\)](#)
- [Graduate School Office of Well-Being \(GROW\)](#)
- [Mentoring](#)
- [Out-of-State tuition waivers](#)
- [Policy information](#)
- [Professional development](#)
- [Research integrity](#)
- [Traveling scholar opportunities](#)

- [University Committee on Graduate Studies](#)

X. FREQUENTLY USED UNIVERSITY WEBSITES AND CONTACT NUMBERS
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Admissions (<http://admissions.msu.edu>) Admission and Scholarship Info. 355-8332.

Controller's Office (www.ctrlr.msu.edu) - Tuition and housing fees, fee payment schedule, deferred payment plan, etc. 517-355-3343 (Billing and Receivables).

MSU Police and Public Safety (<https://police.msu.edu/>) - Police services, parking permits, campus crime statistics, visitor parking, etc. 517-355-8440 (Parking).

Financial Aid (www.finaid.msu.edu) - Instructions for applying for aid, forms, calendar, calculator, etc. 517-353-5940.

Graduate School (www.grad.msu.edu) - Graduate education at Michigan State University, forms, assistantship information, financial aid, graduate student resources, etc. 517-355-0301.

Housing (<https://liveon.msu.edu/>) - Graduate housing, University apartments, housing rates, food service, residential rental options, etc. 517-355-9550 (University Apartments and Hall Assignments).

Library <http://www.lib.msu.edu/> - MSU main library & information
Information Desk: 353-8700 Library Hours: 432-6123.

Michigan State University (www.msu.edu) - General information about Michigan State University, catalogs, enrollment and registration, student organizations, student services, University policies and procedures, search site, etc.

Office for International Students and Scholars (www.oiss.msu.edu) - Admission, travel, immigration rules and regulations, scholarship and grant information, etc. 517-353-1720.

Olin Health Center (<http://olin.msu.edu/>) The Student Health Service is located in Olin Health Center and is the primary location for student health services on campus. 517- 355-7573.

Ombudsperson's Office (<https://ombud.msu.edu/>)

Student Insurance Questions: (<http://www.hr.msu.edu/>) More information can be obtained at Benefits Administration, 140 Nisbet Bldg 353-4434 x170.

Registrar's Office (www.reg.msu.edu) - Tuition, enrollment, financial aid, schedule of courses, University calendar, student services, etc. 517-355-3300.

XI. LINKS TO SELECT UNIVERSITY POLICIES

[Academic Programs Catalog](#)

[Anti-Discrimination Policy \(ADP\)](#)

[Code of Teaching Responsibilities](#)

[Disability and Reasonable Accommodation Policy](#)

[Digital Accessibility Policy](#)

[General Student Regulations](#)

[Generative AI Guidelines](#)

[Graduate Students Rights and Responsibilities \(GSRR\)](#)

[Guidelines for Integrity in Research and Creative Activities](#)

[Integrity of Scholarship & Grades](#)

[Law Student Rights and Responsibilities \(LSRR\)](#)

[Medical Student Rights and Responsibilities \(MSRR\)](#)

[MSU Guidelines for Graduate Student Mentoring and Advising](#)

[MSU-GEU Contract](#)

[Policy on Relationship Violence and Sexual Misconduct](#)

[Standards on Data Uses with AI](#)

APPENDIX A: GRADUATE STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURE FOR THE MASTER OF PUBLIC POLICY PROGRAM

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* (<https://spartanexperiences.msu.edu/rso-s/RSO%20Resource%20Hub/regulations/graduate-student-rights-responsibilities/index.html>) 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 Master of Public Policy Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

JURISDICTION OF THE MASTER OF PUBLIC POLICY PROGRAM HEARING BOARD:

- A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate 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.) The MPP grievance committee shall serve as the hearing board.
- B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

COMPOSITION OF THE HEARING BOARD

- A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program 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 the 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 Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

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.)

PRE-HEARING PROCEDURES

- A. After receiving a graduate student's written request for a hearing, the Chair of the Department 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;
 4. 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 visa 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.)

HEARING PROCEDURES

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: 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 academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
 - In hearings in which a graduate students 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 a "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 complainant 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 respondent 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 his or her absence. (See GSRR 5.4.9-b.)
4. If the respondent 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. Presentation by the Complainant: 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. Presentation by the Complainant's Witnesses: 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. Presentation by the Respondent: 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. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement 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. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

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

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 grievance (non-disciplinary) 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 or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director 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 Chair or Director. 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 grievance (non-disciplinary) hearings involving graduate 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)

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.)

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.)

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.)