Handbook of Important Information

68th Summer Institute in Survey Research Techniques

June 1 – July 24, 2015
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Welcome to the sixty-eighth annual Summer Institute in Survey Research Techniques. We promise to make every effort to provide a high-quality learning experience and an enjoyable visit to the University of Michigan. This handbook includes information about the Summer Institute, University services, the UM campus, and other useful information.

The Summer Institute office is located in Room 4050 on the fourth floor of the Institute for Social Research. Office hours are 8 a.m. to 5 p.m., Monday through Friday. If you have specific needs or questions not addressed in this book, you can always approach one of the staff members listed below:

- **Jim Lepkowski**, Director, Rm 4010, 647-4621
- **Jill Esau**, Program Coordinator, Rm 4042, 647-4620
- **Patsy Gregory**, Program Assistant, Rm 4050, 647-3592
- **Jodi Holbrook**, Program/Media Assistant, Rm 4050, 647-6595
- **Elisabeth Schneider**, Program Assistant, Rm 4050, 763-2359

The teaching staff includes more than 30 instructors, guest lecturers, and teaching assistants. They will provide you with information about their office hours.
Tuition and Fee Policies

**Summer Scholars and Workshop Participants** pay their fees directly to the Summer Institute. Fees must be paid before your courses begin. Fees can be paid by cash, credit card, bank money order, or check. Please make checks payable to “University of Michigan—Summer Institute.”

**University of Michigan Students** follow the University of Michigan’s procedure for tuition payment. Registration is done via Wolverine Access. All current UM Students must contact the Summer Institute office (isr-summer@umich.edu) to be able to receive permission to officially register in Wolverine access. You will **not** need to complete the Summer Institute application.

You will receive electronic permissions from the Summer Institute and the formal registration process via wolverine access will be completed by the Summer Institute office after the first day of class.

**Note:** *UM students must email Summer Institute office to take classes at the Summer Institute.*
Drop/Add Deadlines and Cancellation Policy

Drop/Add Deadlines for All Participants:

- Courses meeting for *four weeks in session 1* may be dropped/added until 5 p.m. on Tuesday, **June 2**.
- Courses meeting for *four weeks in session 2* may be dropped/added until 5 p.m. on Tuesday, **June 30**.
- Courses meeting for *one week or two weeks* may be dropped/added until 5 p.m. on the first day of class.
- Courses meeting for *the full eight weeks* may be dropped/added until 5 p.m. on Tuesday, **June 2**.

Summer Scholars cancellation policy:

- A *four-week or eight-week course* dropped before the end of the first week of class will receive a refund (with the exception of a $250 administrative fee, if no other Summer Institute courses are being taken). **No refunds are given after the fifth day of class.**
- A *one-week or two-week course* dropped on the first day will receive a refund (with the exception of a $250 administrative fee, if no other Summer Institute courses are being taken). **No refunds are given after the first day of class.**

Credit-seeking participants:

- Please note that the official deadlines to drop/add or withdraw from Summer Institute courses are different than the deadlines for other University of Michigan courses.
Summer Institute
Certificates and Grades

- The Summer Institute can prepare a certificate or letter stating the classes you attended as well as the grades you received for a $10 fee.

- Participants who **DO NOT** want their work to be graded **must inform instructors on the first day of class.** If you are a University of Michigan student registered for academic credit you must follow UM procedures.

- All students must follow the instructor’s expectations for participation for the classes in which they are enrolled.
To request an MCard:

- Ask Patsy Gregory or Jill Esau to sign the request form in your orientation packet.
- Take the request form, a photo ID, and $4.00 to Room 1011 of the Student Activities Building, 515 E. Jefferson Street, across from ISR.
- Note: Students taking classes for credit do not need a form or $4.00 to get a card.
Textbooks

Textbooks are available from:

Barnes & Noble @ The University of Michigan Bookstore
530 S. State Street, Ann Arbor MI 48109, Phone: 995-8877
Michigan Union, Lower level
   Monday – Friday, 9 a.m. – 6 p.m.
   Saturday, 12 p.m. – 5 p.m.
   Sunday, Closed

Ulrich’s Bookstore
549 E. University Avenue, Ann Arbor MI 48104, Phone: 662-3201
Corner of E. University Avenue and S. University Avenue
   Monday – Friday, 9 a.m. – 7 p.m.
   Saturday, 10 a.m. – 5 p.m.
   Sunday, 12 p.m. – 5 p.m.
Coursepacks

Coursepacks are available from:

ISR Duplicating Services, 647-1406
B160, Institute for Social Research (in the basement)

The number of preprinted coursepacks is limited, so Summer Institute participants may be asked to wait for a short period of time while their coursepack requests are filled. You may call ahead to ensure your pack will be ready for you.

ISR Duplicating Business Hours:
Monday through Friday, 7:30 a.m. to 4:00 p.m.
If you plan to pay with a credit card, you must pay by 3:30 p.m.

Coursepacks costing less than $10 must be paid for in cash. Credit cards are accepted for larger purchases.

Summer Institute coursepacks generally cost between $5 and $40.
Summer Institute participants enjoy “guest borrowing” privileges at the University of Michigan Library system.

To utilize the library resources, Summer Scholars must purchase an MCard (see page 6) and bring it to Room 104 of the Graduate Library to request access to the reserve library. Let the attendant know that you are a SRC Summer Institute participant. It will take 24 hours for the library to process your paperwork and activate your remote account, but you will be able to borrow reserve items from Shapiro right away. If you have any difficulty, call the Summer Institute office at 764-6595.

To borrow items from the reserve collection, visit the circulation desk in the lobby of Shapiro Undergraduate Library. Reserve items are located in a “closed stack” area and require a library assistant to retrieve item(s) for you. You may borrow two reserve items at a time.

**To borrow a reserve item, you need to give the desk attendant a call number.** You can get a call number by looking up your course at one of the two computers at the end of the circulation desk. Write down the call number of the item(s) wanted on a slip of paper. Give the paper slip to the desk attendant to retrieve the item(s). **You will need to show the attendant your MCard.**

To return reserve materials, leave items in the return box located at the Circulation Desk.

Reserve items are for short-term use of high demand materials. Fines are stiff and are designed to encourage prompt return of materials. Reserve fines are $1 per hour.
Using CTools

www.ctools.umich.edu

Your instructor may use CTools to provide course materials to you. You can log on to the site, www.ctools.umich.edu, in at least one of the following ways:

1. Use your University of Michigan uniqname and password.
2. Use a Friend Account that you can set up using the email address that you provided when you registered with the Summer Institute
Friend Account Setup

Here is how to set up a Friend Account for guest access to University of Michigan computing resources.

You will need to have an e-mail address that does not end in “umich.edu” in order to set up a Friend Account.

Use your web browser to go to this URL: https://weblogin.umich.edu/friend/
Enter the full e-mail address of the person who will use the Friend Account in the box, and click the Request button.

You will see confirmation that your Friend request has been submitted.

A message with further instructions will be sent to the e-mail address that you entered. Click the Create Friend Account link in that email, to go to the web page where you can continue creating your Friend Account.

Select a password and enter it in the Password box. Retype the password in the Confirm Password box to confirm your selection. Then click the Set Password button.

You will see a confirmation screen letting you know that your Friend Account has been created.

You will receive an e-mail message confirming the creation of your Friend Account and providing you with information about it. We recommend that you save this message for reference.
Using Your Friend Account
You can use your Friend Account login name and password to log in to University of Michigan web-based computing resources at this URL: https://weblogin.umich.edu/

Your login name is your full e-mail address, the one you used when creating your Friend Account. After you log in, you will see a list of services. Click any service link to open that service.

Note that you can only use services that you have been authorized to use. If you want to use a service that you have not yet been authorized to use, contact the service provider and ask for authorization.

For more information about setting up a Friends account, visit http://www.itd.umich.edu/itcsdocs/all.php

To Access CTools
Access CTools at the following link: https://ctools.umich.edu/portal and use the account you established following the instructions above, to log in to CTools.
International Participants

VERY IMPORTANT

The International Center at the University of Michigan provides a variety of services to assist international students, scholars, faculty, and staff at the University. The International Center is located at 603 East Madison Street, and the phone number is 734-764-9310. The International Center’s website is http://www.internationalcenter.umich.edu/.

All international participants holding J-1 visas from the University of Michigan (UM) must check in with the UM International Center upon arrival in the United States. Attending a check-in session is mandatory. Check-in sessions take two hours, and you must pre-register so that materials can be prepared for you.

There is a three part check in process for all international participants holding a J-1 Visa from the University of Michigan. The first one you must complete before you leave. The second one is to be completed as soon as you arrive in the US. The final step is an actual visit to the University of Michigan’s International Center. Missing any one of these steps will jeopardize your Visa status. We have scheduled a special step three check in for all Summer Institute participants on Wednesday, June 3, 2015, 3:30-4:30pm.

Failure to attend your check-in session is very serious and will put your J-1 visa status in jeopardy.

Please see the following page on what you must bring to the check-in.
International Participants (continued)

VERY IMPORTANT

Bring the following, and photocopies of the following to your check-in session:

- Your passport (picture page and current U.S. visa page)
- DS-2019 (page 1)
- I-94 card (small white card in passport) front and back
- If you have J-2 dependents (spouse and/or children) who traveled with you to the U.S., bring their DS-2019s, I-94s, and passports, along with the photocopies of each, as well.

(www.internationalcenter.umich.edu/events/checkin.html)

Health Insurance
Each J-1 visiting scholar whose Form DS-2019 was issued by UM (Ann Arbor), is required to have health insurance coverage for himself or herself, and any J-2 dependents while at UM. Health insurance coverage is coordinated through the UM International Center. You will receive information about insurance at your check-in session.

You may contact the International Center with additional questions about health insurance. The telephone number is 734-647-2303; the email address is icenter@umich.edu
(www.internationalcenter.umich.edu/healthins/)
Summer Institute participants may use the University Health Service (UHS) for health-related concerns during the program. UHS will charge for any services participants receive, and UHS can provide an itemized statement for insurance company reimbursement.

Phone numbers for UHS departments are provided on the next page.

Additional information about UHS is available at http://www.uhs.umich.edu/

UNIVERSITY OF MICHIGAN HEALTH SYSTEM
EMERGENCY DEPARTMENT
1500 E. Medical Center Drive

Call 936-6666 to contact the Emergency Department.
Call 911 if you need immediate emergency medical assistance.

In case of an emergency, please notify the Summer Institute at 764-6595.
University Health Service Information

- **Address:**
  University Health Service
  207 Fletcher Street
  Ann Arbor, MI 48109-1050
  Phone: 734-764-8320

  Between Huron and North University Streets, across from the Michigan League.

- **Hours:**
  Monday     8:00 a.m. – 4:30 p.m.
  Tuesday    8:00 a.m. – 4:30 p.m.
  Wednesday  8:00 a.m. – 4:30 p.m.
  Thursday   9:00 a.m. – 4:30 p.m.
  Friday     8:00 a.m. – 4:30 p.m.
  Saturday   9:00 a.m.– 12:00 p.m.
  Sun.        Closed
### UHS Phone Numbers

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice by Phone (Weekdays)</td>
<td>764-8320</td>
</tr>
<tr>
<td>Advice by Phone (Evenings and Weekends)</td>
<td>866-204-1082</td>
</tr>
<tr>
<td>Allergy and Immunization Clinic</td>
<td>764-8320</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>763-3557</td>
</tr>
<tr>
<td>Appointment Scheduling</td>
<td>764-8320</td>
</tr>
<tr>
<td>Business Office/Billing</td>
<td>764-7380</td>
</tr>
<tr>
<td>Campus Information</td>
<td>764-4636 (INFO)</td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>764-8312</td>
</tr>
<tr>
<td>Dental Services (School of Dentistry)</td>
<td>763-6933</td>
</tr>
<tr>
<td>Emergency Response (not UHS)</td>
<td>Call 911</td>
</tr>
<tr>
<td>Eye Care Clinic</td>
<td>763-0291</td>
</tr>
<tr>
<td>General Information:</td>
<td>764-8320</td>
</tr>
<tr>
<td>Health Information Management Services</td>
<td>936-3275</td>
</tr>
<tr>
<td>Health Promotion and Community Relations</td>
<td>763-1320</td>
</tr>
<tr>
<td>HIV Antibody Testing</td>
<td>764-8320</td>
</tr>
<tr>
<td>Laboratory</td>
<td>764-8305</td>
</tr>
<tr>
<td>Managed Care Department</td>
<td>764-5182</td>
</tr>
<tr>
<td>Medical Assistance</td>
<td>763-4511</td>
</tr>
<tr>
<td>Nutrition Clinic</td>
<td>763-3760</td>
</tr>
<tr>
<td>Optical Shop</td>
<td>647-4300</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>764-7387</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>764-8349</td>
</tr>
<tr>
<td>Pregnancy Testing: Ask for Nurse Advice</td>
<td>764-8320, option 2</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>764-2031</td>
</tr>
<tr>
<td>Psychological Services</td>
<td>764-8312</td>
</tr>
<tr>
<td>Radiology (X-Ray)</td>
<td>764-8302</td>
</tr>
<tr>
<td>UHS General Information</td>
<td>764-8320</td>
</tr>
<tr>
<td>Women’s Health Clinic</td>
<td>763-9184</td>
</tr>
</tbody>
</table>
Banking

Most Ann Arbor banks and many Ann Arbor merchants will not accept personal, out-of-town checks. In previous years, participants have found it convenient to bring traveler’s checks, to rely on their ATM cards, or to establish local checking accounts for the duration of their stay in Ann Arbor.

Two local banks, PNC Bank and TCF Bank, have agreed to provide the following services to our out-of-town guests:

- **PNC Bank** will open checking accounts for no monthly fee. Please note that funds may not be available for immediate withdrawal. PNC locations near campus are:

  1. 101 S. Main Street
  2. 1100 S. University, at the corner of S. University & E. University

Or contact PNC at 995-7820 or [http://www.pncbank.com](http://www.pncbank.com)

- **TCF Bank** will open checking accounts for Summer Institute participants for no monthly fee. Please note that funds may not be available for immediate withdrawal. TCF locations near campus are:

  1. 1123 S. University, at the corner of S. University and Church St.

Or contact TCF bank at 1-800-823-2265 or [http://www.tcfbank.com](http://www.tcfbank.com)
Computing

Sign-on
Included in your registration packet is a “uniqname” and password that allow you to sign on to the University of Michigan Computing Environment. Before you use your uniqname, please read the policy and sign the uniqname application and compliance agreement found in your registration packet. Return the signed form to the Summer Institute as soon as possible. The computing site nearest ISR is the “Fish Bowl” in Angell Hall, which houses over 200 PC and Mac computers. The Angell Hall computing site is located at 444 Mason Hall. This site has technical staff available for questions and problems.
Email
You can use your uniqname to send and receive electronic mail. Internet email is another option. We suggest you regularly check e-mail for notices from the Summer Institute.

You can check e-mail at: http://webmail.umich.edu

Computing Package
Basic access to computing services means you can use an ITCS campus computing site or university library machine to access the web and your own (non-UM) email account.

- UM email box
- Statistics
- Printing – 100 pages included with account, additional pages are $.06 per copy. Summer Institute will notify you of charges periodically.
Policy for the Proper Use of Information Resources, Information Technology, and Networks at the University of Michigan

http://spg.umich.edu/policy/601.07

I. Policy
It is the policy of the University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information.

It is the policy of the University that information resources will be used by members of its community with respect for the public trust through which they have been provided and in accordance with policy and regulations established from time to time by the University and its operating units. As a member of the University community, you may not assume another person’s identity or role through deception or without proper authorization. You may not communicate or act under the guise, name, identification, email address, signature, or indicia of another person without proper authorization, nor may you communicate under the rubric of an organization, entity, or unit that you do not have the authority to represent. (See SPG section 601.19)

In accordance with the above policies, the University works to create an intellectual environment in which students, staff, and faculty may feel free to create and to collaborate with colleagues both at the University of Michigan and at other institutions, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction and/or theft.
Access to the information resource infrastructure both within the University and beyond the campus, sharing of information, and security of the intellectual products of the community, all require that each and every user accept responsibility to protect the rights of the community. Any member of the University community who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the University information technologies, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the community may create intellectual products and maintain records, and in light of the University’s policy in this area, has engaged in unethical and unacceptable conduct. Access to the networks and to the information technology environment at the University of Michigan is a privilege and must be treated as such by all users of these systems.

To ensure the existence of this information resource environment, members of the University community will take actions, in concert with State and Federal agencies and other interested parties, to identify and to set up technical and procedural mechanisms to make the information technology environment at the University of Michigan and its internal and external networks resistant to disruption.

In the final analysis, the health and well-being of this resource is the responsibility of its users who must all guard against abuses which disrupt and/or threaten the long-term viability of the systems at the University of Michigan and those beyond the University. The University requires that members of its community act in accordance with these responsibilities,
II. Regulations
Though not exhaustive, the following material defines the University’s position regarding several general issues in this area.

The University characterizes as unethical and unacceptable, and just cause for taking disciplinary action up to and including non-reappointment, discharge, dismissal, and/or legal action, any activity through which an individual:

A. violates such matters as University or third party copyright or patent protection and authorizations, as well as license agreements and other contracts,
B. interferes with the intended use of the information resources,
C. seeks to gain or gains unauthorized access to information resources,
D. without authorization, destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources,
E. without authorization invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
Policy for the Proper Use of Information Resources, Information Technology, and Networks at the University of Michigan (continued)

This policy is applicable to any member of the University community, whether at the University or elsewhere, and refers to all information resources whether individually controlled, or shared, stand alone or networked. Individual units within the University may define “conditions of use” for facilities under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines and/or restrictions. Where such “conditions of use” exist, enforcement mechanisms defined therein shall apply. Where no enforcement mechanism exists, the enforcement mechanism defined in the Guidelines for Implementing the Proper Use Policy of the University of Michigan: Responsible Use of Technology Resources shall prevail. Disciplinary action, if any, for faculty and staff shall be consistent with the University Standard Practice Guides and the Bylaws of the Regents of the University. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

Information resources in this document are meant to include any information in electronic or audio-visual format or any hardware or software that make possible the storage and use of such information. As example, included in this definition are electronic mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, and digitized information such as the content of MIRLYN.

Photocopy Services

Photocopy services inside or near the ISR Building include:

**ISR Duplicating**
426 Thompson Street, Room B160, Ann Arbor, MI 48104  
Monday-Friday, 7:30 AM - 4:00 PM  
Phone: 647-1406

**Kinko’s**
FedEx Office Print & Ship Center  
505 E. Liberty Street, Ann Arbor, MI 48104  
Phone: 761-4539

**Dollar Bill Copying,**
611 Church Street, Ann Arbor, MI 48104  
Phone: 665-9200

There are no photocopy facilities available to participants at the Summer Institute office.
Receiving Mail and Faxes

Mail

**Personal mail** sent to you during the program should be addressed to you in care of:

SRC Summer Institute
Institute for Social Research Room 4050 P.O. Box 1248
Ann Arbor, MI 48106-1248

**Overnight mail**, or any other mail requiring a street address can be sent to:

SRC Summer Institute
Institute for Social Research
426 Thompson Street, Rm 4050, Ann Arbor, MI 48104
Phone: (734) 764-6595

Your mail will be held for you in the Summer Institute office, 4050 ISR

Faxes

The Summer Institute fax number is (734) 764-8263. Our fax machine is available **only to receive faxes**. Faxes received at this number will be held for you in the Summer Institute office.

Faxes can be sent (for a fee payable at the time of service) from ISR Duplicating or from Kinko’.
Receiving Phone Messages

We will take telephone messages at the Summer Institute office, (734) 764-6595. Messages will be held for you in the Summer Institute office.

Our resources to deliver messages are very limited, so participants are encouraged to check in at the Summer Institute office at least once a week for mail, fax, and phone messages.
Campus Athletic and Recreation Facilities

- **The Central Campus Recreational Building** (CCRB) is located at 401 Washtenaw Avenue, near the Hill Area Dorms.

- **Summer Scholars** will need to purchase access at the CCRB Business Office. When you arrive to purchase a pass, tell the desk staff that you are a participant in the SRC Summer Institute. Your name should be on a list there, and you must have an MCard (see page 6). If you have any difficulty, call the Summer Institute office at 764-6595. The CCRB’s main office phone number is 763-3084. Please contact the CCRB’s main office for current rates.

- The CCRB Business Office hours are:
  - Monday, 8:30 a.m.-6 p.m.
  - Tuesday-Friday, 8:30 a.m.-4:30 p.m.

- The CCRB recreation facilities are open:
  - Monday through Friday, 6 a.m.- 10 p.m.
  - Saturday, 8 a.m.-8 p.m.
  - Sunday, 10 a.m.-8 p.m.
Ann Arbor Spiritual and Religious Resources

Below is a list of many of the campus area’s spiritual centers. A more comprehensive list can be found online at [www.annarborobserver.com/cityguide.html](http://www.annarborobserver.com/cityguide.html) and [www.umich.edu/~religion/ARC_spiritual_resources.html](http://www.umich.edu/~religion/ARC_spiritual_resources.html).

<table>
<thead>
<tr>
<th>Category</th>
<th>Church Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>African American</strong></td>
<td>New Grace Apostolic Church</td>
<td>2898 Packard Avenue</td>
<td>477-6888</td>
</tr>
<tr>
<td>(Predominately)</td>
<td>New Hope Baptist Church</td>
<td>218 Chapin Street</td>
<td>994-4620</td>
</tr>
<tr>
<td><strong>Apostolic</strong></td>
<td>New Grace Apostolic Church</td>
<td>2898 Packard Avenue</td>
<td>477-6888</td>
</tr>
<tr>
<td><strong>Assembly of God</strong></td>
<td>Ann Arbor Assembly of God</td>
<td>2455 Washtenaw Avenue</td>
<td>769-4157</td>
</tr>
<tr>
<td><strong>Baptist</strong></td>
<td>Crossroads Community Baptist Church</td>
<td>2580 Packard</td>
<td>971-0773</td>
</tr>
<tr>
<td></td>
<td>First Baptist Church of Ann Arbor</td>
<td>517 E. Washington</td>
<td>663-9376</td>
</tr>
<tr>
<td></td>
<td>New Hope Baptist Church</td>
<td>218 Chapin Street</td>
<td>994-4620</td>
</tr>
<tr>
<td><strong>Bible</strong></td>
<td>Grace Bible Church</td>
<td>1300 S. Maple Road</td>
<td>663-0589</td>
</tr>
<tr>
<td><strong>Buddhist</strong></td>
<td>The Jewel Heart Tibetan Buddhist Center</td>
<td>1129 Oak Valley Dr.</td>
<td>994-3387</td>
</tr>
<tr>
<td><strong>Catholic</strong></td>
<td>St. Mary’s Student Parish-Newman Center</td>
<td>331 Thompson Street</td>
<td>663-0557</td>
</tr>
<tr>
<td></td>
<td>St. Thomas the Apostle Church</td>
<td>530 Elizabeth Street</td>
<td>761-8606</td>
</tr>
<tr>
<td><strong>Christian Reformed</strong></td>
<td>Campus Chapel</td>
<td>1236 Washtenaw Avenue</td>
<td>668-7421</td>
</tr>
<tr>
<td><strong>Church of Christ</strong></td>
<td>Ann Arbor Church of Christ</td>
<td>2500 S. Main Street</td>
<td>662-2756</td>
</tr>
<tr>
<td><strong>Church of Christ, Scientist</strong></td>
<td>First Church of Christ, Scientis</td>
<td>1833 Washtenaw Avenue</td>
<td>662-1694</td>
</tr>
<tr>
<td><strong>Ecumenical</strong></td>
<td>Ecumenical Center and International Residence</td>
<td>921 Church Street</td>
<td>662-5529</td>
</tr>
<tr>
<td></td>
<td>Guild House</td>
<td>802 Monroe Street</td>
<td>662-5189</td>
</tr>
<tr>
<td><strong>Episcopal</strong></td>
<td>Bethel African Methodist Episcopal Church</td>
<td>900 John A Woods Drive</td>
<td>663-3800</td>
</tr>
<tr>
<td></td>
<td>Episcopal Student Foundation Canterbury House</td>
<td>721 E. Huron Street</td>
<td>665-0606</td>
</tr>
<tr>
<td></td>
<td>St. Andrews Episcopal Church</td>
<td>306 N. Division Street</td>
<td>663-0518</td>
</tr>
</tbody>
</table>
## Ann Arbor Spiritual and Religious Resources

<table>
<thead>
<tr>
<th>Religious Tradition</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friends</strong></td>
<td>Ann Arbor Friends Meeting House (Quakers), 1420 Hill Street</td>
<td>761-7435</td>
</tr>
<tr>
<td><strong>Greek Orthodox</strong></td>
<td>St. Nicholas Greek Orthodox Church, 3109 Scio Church Road</td>
<td>332-8200</td>
</tr>
<tr>
<td><strong>Hindu</strong></td>
<td>Chinmaya Mission, 4760 Packard Avenue</td>
<td>434-1740</td>
</tr>
<tr>
<td><strong>Inter-Denominational (Christian)</strong></td>
<td>Campus Crusade for Christ</td>
<td>355-1916</td>
</tr>
<tr>
<td></td>
<td>Chi Alpha Christian Fellowship, 3580 Wagner Ridge Ct.</td>
<td>623-4300</td>
</tr>
<tr>
<td><strong>Jewish</strong></td>
<td>Chabad House, 715 Hill Street</td>
<td>995-3276</td>
</tr>
<tr>
<td></td>
<td>Hillel Foundation, 1429 Hill Street</td>
<td>769-0500</td>
</tr>
<tr>
<td></td>
<td>The Jewish Resource Center, 1335 Hill Street</td>
<td>996-2000</td>
</tr>
<tr>
<td><strong>Latter-Day Saints</strong></td>
<td>Church of Jesus Christ of Latter Day Saints, 914 Hill Street</td>
<td>668-7795</td>
</tr>
<tr>
<td><strong>Lutheran</strong></td>
<td>Lord of Light Lutheran Church, 801 S. Forest Avenue</td>
<td>668-7622</td>
</tr>
<tr>
<td></td>
<td>University Lutheran Chapel, 1511 Washtenaw Avenue</td>
<td>663-5560</td>
</tr>
<tr>
<td><strong>Mennonite</strong></td>
<td>340 Oak Valley Drive (in Gretchen’s House Day Care Center)</td>
<td>761-7366</td>
</tr>
<tr>
<td><strong>Methodist</strong></td>
<td>First United Methodist Church, 120 South State Street</td>
<td>662-4536</td>
</tr>
<tr>
<td><strong>Muslim</strong></td>
<td>Islamic Center of Ann Arbor, 2301 Plymouth Road</td>
<td>665-6772</td>
</tr>
<tr>
<td><strong>Presbyterian</strong></td>
<td>First Presbyterian Church, 1432 Washtenaw Avenue</td>
<td>662-4466</td>
</tr>
<tr>
<td></td>
<td>Knox Presbyterian Church, 2065 South Wagner Road</td>
<td>761-5669</td>
</tr>
<tr>
<td></td>
<td>Westminster Presbyterian Church, 1500 Scio Church Road</td>
<td>761-9320</td>
</tr>
<tr>
<td><strong>Reformed Church in America</strong></td>
<td>Ann Arbor Christian Reformed Church, 1717 Broadway</td>
<td>665-0105</td>
</tr>
<tr>
<td><strong>Unitarian Universalist</strong></td>
<td>First Unitarian Universalist Church, 4001 Ann Arbor Saline Road</td>
<td>665-6158</td>
</tr>
<tr>
<td><strong>United Church of Christ</strong></td>
<td>Bethlehem United Church of Christ, 423 S. Fourth Avenue</td>
<td>665-6149</td>
</tr>
</tbody>
</table>
Listed below are the dates of the social events for the 2014 Summer Institute:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>PLACE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 1</td>
<td>9:00 a.m.</td>
<td>6050 ISR</td>
<td>Orientation</td>
</tr>
<tr>
<td>Friday, June 5</td>
<td>4:30-6:30 p.m.</td>
<td>6050 ISR</td>
<td>Welcome Reception</td>
</tr>
</tbody>
</table>

The Summer Institute has many fun filled activities planned throughout the summer. We will keep you updated on upcoming events through CTools. Be sure to look for them!

The June 5 reception is an informal get together for participants, faculty, and staff. Dress is casual. There will be hot and cold hors d’oeuvres and beverages.

Food and beverages are provided courtesy of the Summer Institute at these events.

Participants are also encouraged to plan their own group activities. Some that have been fun in the past include movie nights at the Michigan Theater, house parties, and gatherings at Dominick’s, a local tavern and restaurant at 812 Monroe Street.

Friends and family are welcome and encouraged to attend all Summer Institute social activities.
Campus Information: 764-INFO

The University of Michigan maintains an information desk at the Michigan Union, 330 S. State Street.

The desk is open 19 hours a day. They can be reached by phone at 764-4636 (INFO) or via the Internet at http://www.umich.edu/~info/ or http://campusinfo.umich.edu/.

This is a good source for information regarding campus units’ hours of operation, location, services, events, directions, transportation to/from/around Ann Arbor, UM history and trivia, academic calendar, etc.
Parking

Parking is difficult in Ann Arbor. Many streets are one-way streets.

In addition to street parking, paid parking is located at:

- Maynard Street, between William and Liberty Streets
- Washington Street, between State and Division Streets
- Thompson Street meter lot, across from West Quad, one block south of ISR

Parking costs approximately $1.20- $1.70 per hour

Parking Meters
Gray parking meters belong to the City of Ann Arbor and are enforced Mondays through Saturdays between 8 a.m. and 6 p.m., except holidays. Maize and blue meters belong to the UM and have the same times of enforcement. Most meters around Central Campus (Michigan Union area) are two-hour meters. You can find some four-hour meters on Madison Street between Packard and State. All city parking meters are enforced between 8 a.m. and 6 p.m. Check the meter to see how long you have to pay for parking. All city meters are free on Sundays. You do want to be careful to feed your meters. An expired city meter parking is $10 if paid by the end of the next business day, $20 if paid within 14 days, $40 if paid after 14 days and $60 if paid after 30 days. An expired University meter parking fine ranges from $6 to $25. If you accrue three unpaid city tickets, your car can be towed regardless of where it is parked.

For more information on parking, visit http://www.a2dda.org/transportation
Transportation Options

On-Campus

U-M Buses. The University of Michigan operates its own line of buses that anyone can ride free of charge. Blue U-M buses have “University of Michigan” written in large letters on the side, and run between Central, South, Medical and North Campuses. Blue buses and smaller white U-M buses also run between the various buildings of the U-M Health System (including the East Ann Arbor Health Center) and stop at nearby parking lots. For a list of routes and schedules, refer to U-M Parking and Transportation Services, http://pts.umich.edu/.

Public Transportation Bus Service. The Ann Arbor Transit Authority (AATA), http://www.theride.org/, operates a bus system that services the Ann Arbor and Ypsilanti area. University of Michigan students, faculty and staff can ride the buses for free by swiping a valid MCard (University of Michigan ID). For those students who do not have a yellow Mcard, the cost is $1.50 for a fixed rate.

The AATA operates two transit centers: Blake Transit Center, http://blaketransitcenter.com/, 328 S. Fifth Avenue in downtown Ann Arbor between William and Liberty, and the Ypsilanti Transit Center, located on 22 Pearl Street at Adams Street. Most Ann Arbor routes originate at the Blake Transit Center at 15 minutes after and 15 minutes to each hour. For more information about routes and schedules, refer to the “Ride Guide” available at the transit centers, on the AATA buses, at the U-M International Center, or at the AATA web site listed above.
Transportation Options
(continued)

Taxis. Taxis are a convenient but more expensive way to get around Ann Arbor. The Ann Arbor Area Convention and Visitors Bureau, 315 W. Huron Street, has a broad list of taxi companies, http://www.visitannarbor.org/things-to-do/detail/taxi. Yellow Cab is one commonly used taxi company. It is usually necessary to telephone for a taxi, but you can often find taxis waiting on State St. outside of the Michigan Union.

Transportation Beyond Ann Arbor
For further information about transportation in the Ann Arbor area and beyond, refer to the University Campus Information Center, http://campusinfo.umich.edu/mapsAndDirections
Maps: Central Campus

Interactive Campus Map: http://campusinfo.umich.edu/campusmap
Maps: North Campus

Maps: Greater Ann Arbor

http://campusinfo.umich.edu/files/campusinfo/ann-arbor-map.png
Emergency Action Plan

- Summer weather in Michigan can become severe at times. In the event of a building emergency or severe weather each building has a specific evacuation plan. The evacuation plan will be posted in the hallways of the building. In addition each class instructor will be able to direct you to the safest place in the event of a building emergency or severe weather condition.

- In the event of severe weather requiring occupants to take shelter, details on the weather emergency will be obtained from the Department of Public Safety (DPS), a radio weather alert, or through another mechanism.

- Class instructors may use this statement in informing their participants: “There is a tornado warning. Please seek shelter in the lowest level or in an interior room without windows.”

- Safe places during a tornado are inside the building, at the lowest level, in the interior, away from windows such as an interior room or hallway. **Stay away from windows** and avoid auditoriums, atriums, or other areas with large, free-span roofs. Do not leave the shelter area until advised to do so.

- Contact the Summer Institute at 764-6595, with any further questions.
I. Introduction
The University of Michigan-Ann Arbor (the University) is dedicated to supporting and maintaining a scholarly community. As its central purpose, this community promotes intellectual inquiry through vigorous discourse. Values which undergird this purpose include civility, dignity, diversity, education, equality, freedom, honesty, and safety.

When students choose to accept admission to the University, they accept the rights and responsibilities of membership in the University’s academic and social community. As members of the University community, students are expected to uphold its previously stated values by maintaining a high standard of conduct. Because the University establishes high standards for membership, its standards of conduct, while falling within the limits of the law, may exceed federal, state, or local requirements.

Within the University, entities (such as schools and colleges; campus, professional, and student organizations) have developed policies that outline standards of conduct governing their constituents and that sometimes provide procedures for sanctioning violations of those standards. This Statement of Student Rights and Responsibilities (the Statement) does not replace those standards; nor does it constrain the procedures or sanctions provided by those policies. This Statement describes possible behaviors which are inconsistent with the values of the University community; it outlines procedures to respond to such behaviors; and it suggests possible sanctions/interventions which are intended to educate and to safeguard members of the University community.
II. Student Rights
Students at the University have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. These rights include freedom of expression, press, religion, and assembly. The University has a long tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the University community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to be treated fairly and with dignity regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status, and as revised in the University of Michigan Nondiscrimination Policy. The University has a long-standing tradition of commitment to pluralistic education. Accordingly, the University, through this Statement, will not unlawfully discriminate on the basis of protected group status.

Students have the right to be protected from capricious decision-making by the University and to have access to University policies which affect them. The University has an enduring commitment to provide students with a balanced and fair system of dispute resolution. Accordingly, this Statement will not deprive students of the appropriate due process protections to which they are entitled. This Statement is one of the University’s administrative procedures and should not be equated with procedures used in civil or criminal court.
Student Rights and Responsibilities

The University’s commitment to providing students appropriate dispute resolution avenues means that in addition to formal conflict resolution processes the University also provides informal, adaptable conflict resolution pathways. Related procedures are outlined in VI.2.B. Adaptable Conflict Resolution (including Mediation).

III. Student Responsibilities
Along with rights come certain responsibilities. Students at the University are expected to act consistently with the values of the University community and to obey local, state, and federal laws.

IV. Violations
Students are expected to comply with published University policies. The following behaviors, for example, contradict the values of the University community and are subject to action under this Statement.

A. Physically harming another person including acts such as killing, assaulting, or battering

B. Engaging in sexual misconduct as defined by the University's Student Sexual Misconduct Policy. Students who are reported to have experienced or engaged in sexual misconduct are subject to the resolution procedures outlined in the Student Sexual Misconduct Policy

C. Hazing

D. Stalking, harassing, or bullying another person--physically, verbally, or through other means
Student Rights and Responsibilities (cont.)

E. Perpetrating domestic violence / intimate partner violence (as prohibited in University of Michigan General University Policies and Procedures)

F. Possessing, using, or storing firearms, explosives, or weapons on University controlled property or at University events or programs (unless approved by the Department of Public Safety; such approval will be given only in extraordinary circumstances)

G. Tampering with fire or other safety equipment or setting unauthorized fires

H. Illegally possessing or using alcohol

I. Illegally distributing, manufacturing, or selling alcohol

J. Illegally possessing or using drugs

K. Illegally distributing, manufacturing, or selling drugs

L. Intentionally and falsely reporting bombs, fires, or other emergencies to a University official

M. Stealing, vandalizing, damaging, destroying, or defacing University property or the property of others
Student Rights and Responsibilities

N. Obstructing or disrupting classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs (except for behavior that is protected by the University’s policy on Freedom of Speech and Artistic Expression)

O. Making, possessing, or using any falsified University document or record; altering any University document or record, including identification cards and meal cards

P. Assuming another person's identity or role through deception or without proper authorization. Communicating or acting under the guise, name, identification, email address, signature, or indicia of another person without proper authorization, or communicating under the rubric of an organization, entity, or unit that you do not have the authority to represent

Q. Failing to leave University controlled premises when told to do so by a police or security officer with reasonable cause

R. Conviction, a plea of no contest, acceptance of responsibility, or acceptance of sanctions for a crime or civil infraction (other than a minor traffic offense) in state or federal court if the underlying behavior impacts the University community

S. Misusing, failing to comply with, or jeopardizing Statement procedures, sanctions, or mediated agreements, or interfering with participants involved in the resolution process

T. Violating University computer policies
V. Scope of the Violations
Behavior which occurs in the city of Ann Arbor, on University controlled property, or at University sponsored events/programs may violate the Statement. Behavior which occurs outside the city of Ann Arbor or outside University controlled property may violate the Statement only if the behavior poses an obvious and serious threat or harm to any member(s) of the University community.

The Statement of Student Rights and Responsibilities is intended to incorporate other specific University policies by reference. These policies are: the University Housing’s Community Living at Michigan Handbook, the Student Sexual Misconduct Policy, the Proper Use of Information Resources, Information Technology, and Networks Policy, and related student information technology policies. The Statement will be used to address violations of these policies only if the violation warrants a process or a sanction/intervention beyond what is available in these policies. In such cases, policy adjudicators may take intermediate action regarding a complaint as defined by their individual policy; however, final resolution will occur under the procedures outlined in this Statement.

VI. Procedures
The University will use the following procedures to respond to behavior which goes against the values of the University community as defined in this Statement. The University considers the procedures for resolving disputes a part of its educational mission and is committed to a process which provides both peer review and mediation. Persons who have questions about the Statement should contact the Resolution Coordinator.
Student Rights and Responsibilities

(RC) who provides support to all participants. Resolution and appeal processes are administrative functions and are not subject to the same rules of civil or criminal proceedings. Because some violations of these standards are also violations of law, students may be accountable to both the legal system and the University.

Stage 1: Initiating the Resolution Process

Any student, faculty member, or staff member may contact an RC to learn about available resolution options, and/or to initiate a resolution process. Resolution pathways may be accessed with or without submission of documentation, although some pathways require a written complaint to initiate the process.

Any student, faculty member, or staff member may submit a complaint alleging a violation of the Statement. A student, faculty member, or staff member may also submit a complaint based upon information reported to that person. All complaints must be submitted to the RC, in writing, within six months after the incident(s) alleged in the complaint. The RC may waive the six-month limitation when a late submission is reasonable. If the RC determines, based on an investigation, that the alleged behavior may be a violation of the Statement, the RC will notify the respondent and schedule a meeting as described below.

The RC may dismiss the complaint at any stage if the RC reasonably believes that the complaint is baseless or otherwise unsupported by the available evidence, or that the underlying grievance or problem is better resolved in a different manner.
Stage 2: Resolution Process
The RC will meet with the respondent to explain the complaint and the resolution process. The student may be accompanied by an advisor at any point in the resolution process. The student will have the opportunity to ask questions and make a statement. The RC will inform the respondent (1) that statements the student makes to the RC may be considered at any hearing, (2) that the student does not have to make a statement at the initial meeting, (3) that all Office of Student Conflict Resolution (OSCR) records are confidential to the extent permitted by law, (4) that students have a right to know the potential sanctions/interventions they may be facing and (5) that students may consult with an advisor at any point in the resolution process.

The respondent has a choice of the following methods of dispute resolution:

A. Acceptance of Responsibility and Entering into an Agreement
If the respondent is in general agreement with the allegations in the complaint, and is in general agreement with the complainant and/or community (as represented by the RC) about how to resolve the conflict and restore the community, the respondent has the option of entering into an agreement. In resolution by agreement the respondent accepts responsibility for the alleged violation(s) of the Statement and agrees to fulfill sanctions/interventions that are developed with the input of the respondent, the complainant, and the RC. The respondent has the right to discuss potential sanctions/interventions before entering into an agreement. Once an agreement has been reached, it may not be appealed.
The respondent also has the option of entering into an agreement by accepting responsibility for the alleged violations of the Statement and requesting a hearing on the sanctions/interventions under the procedures outlined in VI.2.C. “Hearing.”

**B. Adaptable Conflict Resolution (including Mediation)**

Informal and adaptable conflict resolution (ACR) processes such as mediation, facilitated dialogue, and restorative justice circles allow individuals involved in a conflict to have significant influence over the resolution process and complete control of any outcome.

If (1) all persons personally and directly affected by the conflict agree to attempt resolution through one of these processes, and (2) the RC believes that the process is an appropriate form of resolution, then the RC will make arrangements for the chosen ACR pathway. The nature of some conflicts, especially those involving violence, may render ACR inappropriate.

Participation in an ACR process is voluntary and may or may not result in an agreement or resolution. When a mutually satisfactory resolution is reached by the parties, the case is resolved and parties are encouraged to use the RC as a resource for future questions. Resolutions reached through ACR may not be appealed.

If resolution is not achieved through an attempt at ACR and the matter involves a pending Statement violation, the respondent has the choice of accepting responsibility and entering into an agreement, or proceeding to a hearing.
C. Hearing

_The standard of review is the respondent is presumed not responsible unless clear and convincing evidence is presented that a violation of the Statement has occurred._

The respondent may choose to have a Resolution Officer (RO) or a Student Resolution Panel arbitrate the dispute. Should the complainant disagree with the respondent’s choice, an RO will determine whether an RO or a panel is most appropriate for the complaint based on explanations submitted by the parties. In cases which involve more than one respondent, the students will have the option of choosing whether they have the same or separate hearings. If students cannot agree, the hearings will be separate.

Each party may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the party. For example, the advisor may not question witnesses or make presentations.

All parties may have access to all written or other information that will be considered prior to the hearing including the names of witnesses providing information. The RC will prepare and distribute this information prior to the hearing.

During the hearing, the RO, RC, respondent, complainant and student panelists (if applicable) have the right to question the complainant and the RC. These participants may also question (1) the respondent, if the student
chooses to participate and (2) any witnesses who have presented information. *Silence by the respondent will not be interpreted as evidence of responsibility for a violation.* Witnesses may be present in the hearing room only when they are presenting information. At any time during the hearing, the respondent may request a recess to consult with an advisor. The respondent and the complainant may call any witness with information that is relevant to the case, but the RO may exclude a witness if information is redundant.

The respondent, complainant, and RC may also present written reports to the panel or RO. The respondent and complainant may make statements to the panel or RO at the beginning and end of the proceeding.

To ensure the privacy of the parties and to maximize the educational potential of the process, all parties must agree to the admission of any other people (except witnesses or advisors) to the hearing. To ensure fairness and consistency, and to maximize the educational potential of the process, panelists must have access to details, rationales, and results of past cases.

An audio recording will be made of *Statement* hearings, and will be made available (in the OSCR office) to the respondent or complainant upon request during the period in which an appeal may be filed or is pending. In all cases, the RO will issue a written decision containing findings of fact, conclusions as to responsibility, and rationales for all sanctions/interventions imposed.
All arbitrated resolutions will result in findings of fact. The fact-finder will also make recommendation(s) regarding sanctions/interventions to the Dean of Students, who may accept or modify the recommendation(s). The Dean may not modify sanctions/interventions to include suspension or expulsion. However, when expulsion is recommended, the Dean may instead suspend the student.

Stage 3: Appealing the Resolution Process
An appeals process is an essential safeguard for an imperfect human process that attempts very hard to be fair. The appeals process is available to each party. Appeals may be filed for the following reasons: proper procedures were not followed, the evidence clearly does not support the finding(s), sanctions/interventions are insufficient or excessive relative to the violation, or there is new evidence not reasonably available at the time of the hearing. All appeals must be submitted in writing to the RC within ten academic calendar days after notification of the Dean of Students’ decision to accept or modify the recommendations resulting from the hearing. The Vice President for Student Life (VPSA) may waive the ten-day limitation when a late submission is reasonable. The appeal will be reviewed by an Appeals Board composed of one student appointed by the Central Student Government (CSG), one faculty member appointed by the Faculty Senate, and one administrator appointed by the President. CSG, the Faculty Senate, and the President will each appoint one alternate member to the Appeals Board. The Appeals Board will recommend one of the following actions to the VPSA: (a) confirming the decision made through the hearing process, (b) altering the sanctions/interventions, (c) striking the initial finding of responsibility and/or sanctions/interventions and
remanding to the original fact-finder for further consideration with corrective instructions from the Appeals Board, or (d) ordering a new hearing before a new fact-finder. The VPSA may accept or modify the recommendation(s). The VPSA may not modify sanctions/interventions to include suspension or expulsion. However, when expulsion is recommended, the VPSA may instead suspend the student.

VII. Sanctions/Interventions
Sanctions/interventions are designed to promote the University’s educational mission. Sanctions/interventions may also serve to promote safety or to deter students from behavior which harms or threatens people or property or is motivated by bias because of membership in a group listed in II¶2. Some behavior is so harmful to the University community or so deleterious to the educational process that it may require more serious sanctions/interventions such as removal from housing, removal from specific courses or activities, suspension from the University, or expulsion. No sanctions/interventions will automatically impose other sanctions/interventions following future offenses. One or more of the following sanctions/interventions may be recommended:

A. **Formal Reprimand:** A formal notice that the *Statement* has been violated and that future violations will be dealt with more severely.

B. **Disciplinary Probation:** A designated period of time during which the student is not in good standing with the University. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
C. **Restitution:** Reasonable compensation for loss, damage, or injury to the appropriate party in the form of community service or service learning, money, or material replacement.

D. **Restriction from Employment at the University:** Prohibition or limitation on University employment.

E. **Class/Workshop Attendance:** Enrollment and completion of a class or workshop that could help the student understand why certain behavior was inappropriate.

F. **Educational Project:** Completion of a project specifically designed to help the student understand why certain behavior was inappropriate.

G. **Service:** Performance of one or more tasks designed to benefit the community and help the student understand why certain behavior was inappropriate.

H. **University Housing Transfer or Removal:** Placement in another room or housing unit or removal from University housing.

I. **Removal from Specific Courses or Activities:** Suspension or transfer from courses or activities at the University for a specified period of time.

J. **No Contact:** Restriction from entering specific University areas and/or all forms of contact with certain person(s).
K. **Suspension:** Separation from the University for a specified period of time or until certain conditions are met.

L. **Expulsion:** Permanent separation from the University.

VIII. Related Procedures

A. **Emergency Suspension**
   If a student’s actions pose an immediate danger to any member of the University community, the VPSA or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option within ten academic calendar days.

B. **Procedural and Interpretive Questions**
   All procedural and interpretive questions concerning the Statement will be resolved by the VPSA or designee. At any time, the VPSA or RC may consult the Office of the General Counsel about a case or procedures.

C. **Selection of Mediators, Student Panelists, and Resolution Officers**
   University mediators will be selected by the VPSA or the VPSA’s designee. A list of trained non-university mediation services will be maintained by the Office of the VPSA. The VPSA will try to identify
non-university mediators who will serve parties at no charge or on a sliding fee scale. A pair of multipartial mediators will be selected for each mediation based on preferences expressed by the parties. Each winter term 60 students will be appointed to serve as panelists for the following academic year. The VPSA or designee will generate a random ordered list of potential student panelists using a method approved by CSG which is expected to encourage a diverse pool of students. The students will be contacted and asked if they will serve as panelists for the following year, subject to the approval by CSG and other respective student government bodies, until the designated number of student panelists has been appointed. Resolution Officers are recommended equally by the Faculty Senate and VPSA. Each Student Resolution Panel will consist of five voting student panelists and a non-voting RO who will oversee the proceedings.

D. Records of Resolution Actions

Records will be maintained by the RC with regard to any and all actions taken under the Statement. Accordingly, records will be maintained by the RC of complaints, agreements, hearings, findings, and sanctions/interventions. For each case in which a complaint is issued, including cases where the student accepts responsibility, the record will recite the facts of all conduct found or admitted to be in violation of the Statement with sufficient specificity to indicate that a violation of the Statement occurred. Confidentiality of records will be maintained to the extent permitted by law and the University of Michigan Student Rights and Student Records Policy: http://www.umich.edu/~regoff/ferpa/
Student Rights and Responsibilities (cont.)

Records of mediations or other ACR processes are not considered a disciplinary record. ACR records will be maintained as appropriate to meet the needs of disputants and for annual reporting purposes.

If a student is suspended or expelled, a notation will be made on the student’s academic record. The notation of suspension will be removed at the time the student is readmitted to the University.

E. Student Access to Records
Records and documents that will be considered during a hearing will be made available in advance to all parties but may be redacted to protect the privacy rights of individuals not directly involved in the resolution process.

F. Reports of Actions
Statistical reports of actions taken through the Statement will be published following each academic term. These data will cover the number of complaints and the types of violations, resolutions, and sanctions / interventions. Periodic, regular review of records of resolution actions will be made available, in confidence, to the Code of Conduct Advisory Board Chair of CSG.

G. Concurrent Legal and Statement Proceedings
To ensure the educational potential of the process and in fairness to a complainant, the University should provide a prompt response to behavior which goes against the values of the University as defined by the Statement. In the interest of fairness to a respondent, however, a student
undergoing civil or criminal action for the same behavior which forms the basis of a complaint under this Statement may request a reasonable delay of the Statement resolution process until external proceedings are resolved. In determining whether a request is reasonable, the RC will evaluate the unique circumstances of the case, including the length of the delay and the impact of delay on the complainant and community, in addition to protecting the integrity of the resolution process. In granting a request for a delay, the RC may implement conditions on continued enrollment, as appropriate. If a respondent’s request for delay is denied, the student may withdraw from enrollment and may not re-enroll until authorized by the VPSA or the VPSA’s designee.

H. Respect for Medical Amnesty
To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, the State of Michigan has adopted a medical amnesty law to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. Michigan law, however, includes an exemption from prosecution for the following:

• A minor who voluntarily accesses a health facility or agency for treatment or observation after consuming alcohol;
Student Rights and Responsibilities (cont.)

- Any minor who accompanied a minor who voluntarily accesses a health facility or agency for treatment or observation after consuming alcohol; and
- Any minor who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with their own personal consumption of alcohol or consumption by others.

The University of Michigan maintains the discretion to refer the individual for appropriate educational intervention(s).

I. Advisor Corps
CSG, with approval of the General Counsel, has the option to develop a student peer advisor corps. These advisors will be available to any student party involved in Statement proceedings (excluding mediations). All potential peer advisors in the Advisor Corps must successfully complete training provided by OSCR. OSCR will develop and conduct training in consultation with CSG.

J. Amending the Statement of Student Rights and Responsibilities
The Statement is a dynamic document subject to revisions by the community. The Board of Regents has provided the Student Relations Advisory Committee (SRAC) of the Senate Assembly with primary oversight of the review.
Campus community members are encouraged to participate in the process. Amendments may be proposed by CSG, the Senate Assembly, or any Executive Officer of the University. SRAC will review the proposed amendments and consult with the Office of General Counsel. SRAC will then forward the proposed amendments and their recommendations to the VPSA. The final decision on amending the Statement will be the President’s.

The President will endeavor to communicate the decision to accept or reject each of the proposed amendments in a public and timely manner, during the regular academic year. It is suggested that the President’s communication to the student body state a rationale for each decision to reject an amendment.

**University of Michigan Nondiscrimination Policy** (effective April 16, 2009)

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.
Regents of the University (effective January 1, 2013)
Mark J. Bernstein, Ann Arbor
Julia Donovan Darlow, Ann Arbor
Laurence B. Deitch, Bloomfield Hills
Shauna Ryder Diggs, Grosse Pointe
Denise Ilitch, Bingham Farms
Andrea Fischer Newman, Ann Arbor
Andrew C. Richner, Grosse Pointe Park
Katherine E. White, Ann Arbor
Mary Sue Coleman (ex officio)
For more Information, please contact:
Office of Student Conflict Resolution (OSCR)
Division of Student Life
100 Student Activities Building
515 East Jefferson
Ann Arbor, MI 48109-1316
(734) 936-6308
(734) 615-8826 fax

This version of the Statement became effective on July 1, 2013.

http://oscr.umich.edu/statement
Policy on Faculty-Student Relationships

University of Michigan Standard Practice Guide: 601.22

I. Policy
The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. In addition, other faculty members, staff members, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging whether the favoritism is real or perceived. They also arise in cases where the relationship between the faculty member and the student remains amicable, as well as in cases that lead to accusations of exploitation. For all these reasons, the University strongly discourages romantic and/or sexual relationships between faculty members and students.

In spite of these warnings, the University recognizes that sometimes such relationships occur. If a romantic and/or sexual relationship occurs or has
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occurred between a faculty member and a student for whom the faculty member has supervisory responsibility, an inherent conflict of interest arises. When a conflict of this nature occurs, the faculty member must disclose the relationship so that a resolution to the conflict can be sought.

This policy applies to any University or University-sanctioned teacher, mentor, or supervisor of students. This includes, but is not limited to, regular instructional faculty, clinical faculty, supplemental and research faculty, postdoctoral fellows, graduate student instructors, graduate student research assistants, preceptors, and graders. Throughout this policy, the term “faculty member” is used to refer to all regular instructional faculty and to all other individuals with supervisory responsibility for students in an educational setting.

Definition

Supervisory Responsibility includes, but is not limited to, teaching, research, academic advising, coaching, service on evaluation or thesis committees, grading, recommending in an institutional capacity for employment, fellowships, or awards. This supervision can occur on or off campus, in curricular, co-curricular, or extra-curricular activities.

Regulations

Prohibition of Supervision: A faculty member is prohibited from having supervisory responsibility over a student with whom he or she is currently having a romantic and/or sexual relationship. A
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A faculty member may be prohibited from having supervisory responsibility over a student with whom he or she has had a romantic and/or sexual relationship in the past.

Faculty-Student Relationships Requiring Disclosure and Conflict Resolution: Disclosure Requirement: If a faculty member has supervisory responsibility for a student with whom he or she is having or has had a romantic and/or sexual relationship, the faculty member must disclose the relationship to his or her academic administrator (in most cases, the department chair) or to an appropriate administrator at a higher level (e.g., an associate dean, dean, or director).

Development and Approval of a Conflict Resolution Plan (hereafter referred to as the “plan”): A written plan to resolve the conflict of interest should be developed by the faculty member, the academic administrator (in most cases, the department chair), and the head of the academic unit (e.g., dean, director, or equivalent). In most cases, the gist of the plan will be to remove the faculty member’s responsibility for supervising the student and to make alternative arrangements. The plan must address the need to preserve and maintain the student’s immediate and long-term educational opportunities, ability to meet program requirements, and career progression. For these reasons, the student must find the plan to be acceptable.

At any time, the student, the faculty member, the academic administrator, and/or the head of the academic unit may consult with the appropriate Human Resources office. Final approval of the plan is the responsibility of the head of the academic unit (e.g., the dean, director, or equivalent).
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*Determination of Plan Acceptability*: Making alternative arrangements for the faculty member’s supervisory responsibility may have a negative impact on other students, other faculty members, administrators, and the University. Therefore, the academic administrator and the head of the academic unit (e.g., the dean, director, or equivalent) have the authority to decide that no acceptable resolution to the conflict can be found.

*When a Conflict Resolution Plan Is Not Agreed Upon*: If it is not possible for all the relevant parties to agree on a plan to resolve the conflict of interest, the romantic and/or sexual relationship must be discontinued until the faculty member no longer has supervisory responsibility for the student (also see Section IV. Sanctions).

*Record Keeping*: A written record of the approved conflict resolution plan must be placed in the faculty member’s personnel file in his or her home administrative unit (also see Section III.F. Confidentiality).

*Role of the Academic Administrator*: An academic administrator who learns that a faculty member has supervisory responsibility for a student with whom the faculty member is having or has had a romantic and/or sexual relationship is obligated to attempt to develop a plan to resolve the conflict of interest. If an academic administrator learns of a potential conflict of interest from another source (e.g., student or third party), he or she must determine whether a conflict of interest exists and, if so, is obligated to attempt to develop a plan to resolve the conflict of interest.
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**Impact on Third Parties:** Any student, faculty member, or staff member who believes he or she has received inappropriately favorable or unfavorable treatment as the result of a romantic and/or sexual relationship between a faculty member and a student may file a complaint with a relevant academic administrator (in most cases, a department chair) or to the appropriate Human Resources office.

**Existing Student Policies:** This policy does not preempt existing codes of student conduct.

**Confidentiality:** University administrators need to respond appropriately to all conflicts of interest that arise under this policy. Within this context, every reasonable effort will be made to preserve confidentiality and protect the privacy of all parties in the course of investigating a potential conflict of interest or, where a conflict of interest exists, in attempting to develop an alternative plan for supervision of the student. (See Regents’ Bylaw 14.07 Privacy and Access to Information and Standard Practice Guide 201.46 Personnel Records – Collection, Retention and Release.)

**Sanctions**
Violations of this policy will be considered misconduct on the part of a faculty member and will be subject to institutional sanctions up to and including termination of appointment. Student supervisors or graduate student teachers (e.g., Graduate Student Instructors and Graduate Student Research Assistants) who violate this policy may also be subject to academic sanctions up to and including expulsion as a result of allegations having been filed separately under other appropriate University policy.
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Violations of this policy include:

A faculty member has supervisory responsibility for a student with whom he or she is having or has had a romantic and/or sexual relationship but fails to disclose the relationship promptly (see Section III.B. Disclosure Requirement).

The faculty member discloses the relationship but fails to cooperate in the development of a satisfactory plan to resolve the conflict of interest (see Section III.B. Development and Approval of a Conflict Resolution Plan) or fails to adhere to an agreed-upon plan.

The faculty member discloses the relationship but after the chair, dean, and/or director determine(s) that no satisfactory plan is possible to resolve the conflict of interest, the faculty member continues the relationship (see Section III.B. When a Conflict Resolution Plan Is Not Agreed Upon).

Nothing in this policy shall be deemed as supplanting or otherwise affecting the University’s sexual harassment policy, Standard Practice Guide 201.89-0, or the policy on the appointment of relatives, Standard Practice Guide 201.23.