

June 2005

The PhD Program in Finance at Michigan State University Graduate Student Handbook

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Introduction

The Department of Finance at Michigan State University's Eli Broad College of Business welcomes you to the PhD program in Finance. This graduate handbook has been prepared to familiarize you with your educational commitments and responsibilities as a student in the program. Please use it as a reference in relating to Departmental, College, and University policies and procedures. Also feel free to inquire of the Doctoral Program Director or the Department secretaries (315 Eppley Center) if you have any additional questions or concerns.

I. Program Overview

A. The Ph.D. Program in Finance

The PhD program in Finance is designed to prepare students for careers in teaching and research at the university level. The program is highly quantitative, with an emphasis on the microeconomic foundations of financial theory and econometric and statistical techniques to test this theory. Recent graduates have specialized in many areas of finance including corporate finance, financial markets, asset pricing, international finance, and investments.

Doctoral students are expected to be in residence on a full-time basis during the program. Typically all admitted students are offered a teaching or research assistantship that covers tuition and offers a monthly stipend.

Approximately three years of coursework is supplemented by seminars, including guest speakers from MSU and other institutions. Students must pass a comprehensive exam in finance that is administered during the second year of study, and then complete a dissertation that demonstrates their ability to conduct an original research project. A Doctor of Philosophy (Ph.D.) degree is a confirmation that the recipient has demonstrated a high level of scholarship and is able to teach at the university level and to conduct scholarly research independently.

B. The Department of Finance at Michigan State University

The Department of Finance in the Eli Broad College of Business has a strong research culture that we believe provides an unusually stimulating environment for doctoral students. The department has experienced tremendous growth over the past decade. Over this period we have hired several new faculty members and have awarded named professorships or endowed chairs to six of our faculty. Our faculty have published

extensively in leading finance and economics journals over the past five years including papers appearing in the *Journal of Finance*, the *Journal of Financial Economics*, the *Review of Financial Studies*, the *Journal of Business*, the *Journal of Financial and Quantitative Analysis*, the *Journal of Economic Theory*, the *RAND Journal of Economics*, the *Journal of Financial Markets*, and the *Journal of International Money and Finance*. Several of our faculty serve on the editorial boards of important journals, and our faculty are regularly asked to present their research at leading business schools and at major national and international conferences. We have an active seminar series where we bring in well-known researchers from other schools to discuss their recent findings.

The research interests of our faculty cover all of the major areas of finance. This research includes efforts to understand how corporations and financial institutions are organized, how they are financed, how they are governed, and how they compete. Members of our faculty have also devoted considerable effort towards understanding the organization of financial markets and financial trading, investor behavior, and models explaining the behavior of key financial variables (stock returns, interest rates, exchange rates, etc.). One of the goals of our program is to get doctoral students involved in research projects with faculty members at a very early stage, often as soon as they arrive on campus. We encourage potential doctoral applicants to browse the individual web pages and resumes of individual faculty members to observe their research interests and specialties.

C. The Structure of the Ph.D. Program in Finance

All students who enter the Ph.D. program in Finance choose a program of study in consultation with the department's doctoral program coordinator and the program guidance committee (see Part V). The program of study must satisfy the College requirements for a Ph.D. degree. A typical student's program of study is shown below. Small modifications are possible depending on the student's background and interests.

Semester #1 (Fall)

Economics 811A - Math Applications in Economics

Economics 812A - Microeconomics I

Economics 820A - Econometrics IA

Finance 993 - Finance Workshop (An introduction to research in finance)

Semester #2 (Spring)

Economics 812B - Microeconomics II

Economics 820B - Econometrics IB

Statistics 888 - Stochastic Models in Finance

Finance 980 - Finance Theory

First Summer Research

Research related activity under supervision of faculty.

Semester #3 (Fall)

Finance 981 - Corporate Finance Theory

Economics 821 - Econometrics II

Free Elective

Semester #4 (Spring)

Finance 982 - Investment Theory

Finance 983 - Financial Econometrics

Economics 822 - Econometrics III

Second Summer Semester

Comprehensive exams are taken during early summer. After passing this exam the student can commence working on the doctoral dissertation under the supervision of an individual faculty member.

Years 3 and 4 (and 5 if necessary)

Student conducts individual research culminating in a doctoral dissertation. The dissertation proposal and defense are oral presentations made before the student's dissertation committee.

Note for students with no prior business degree

The student's Program Guidance Committee may require students without prior coursework in the functional areas of business – including accounting, marketing, management, and supply chain management – to take one or more additional courses to ensure breadth across the business disciplines.

II. Degree Requirements

A. Requirements for the Doctor of Philosophy Degree in Business Administration

The following degree requirements are applicable to all doctoral students in business administration.

1. Complete a major field and one minor field of study. A major field consists of a minimum of three courses totaling at least 12 credits; a minor field consists of a minimum of three courses totaling at least 9 credits. Specific major and minor fields may require additional courses and credits.
2. Know and be able to apply certain business concepts, tools, techniques, and research methods appropriate as foundation for the degree sought. Such background, if necessary, would be specified by the student's Program Guidance Committee. Normally, an MBA degree from an institution accredited by the Association for the Advancement of Collegiate Schools of Business or equivalent coursework will meet this requirement.
3. Achieve competence in economic and/or behavioral analysis by completing graduate level course work in these areas. Specific requirements are established by the student's major department.
4. Complete a minimum of four graduate-level courses totaling at least 12 credits in research related areas. The areas chosen are expected to be relevant to the student's dissertation research and in subsequent professional endeavors.
5. Pass a written comprehensive examination in the major field and successfully complete the requirements for the minor field, which may also include a written comprehensive examination. At the option of the student's major department, an oral component may be added to the major comprehensive examination. The student's major field adviser must certify to the Doctoral Programs Office that the student has

met the requirements for taking a particular written comprehensive examination before the student will be permitted to sit for that examination.

6. Defend a dissertation proposal orally in an open meeting. Because the purpose of this requirement is to provide faculty input for the dissertation research, it should be satisfied before the majority of the research effort is undertaken. A successful defense of the dissertation proposal is achieved when three-fourths of the student's dissertation committee, including the chairperson, approves the defense. The guidance committee will report to the Doctoral Programs Office the successful completion of this requirement. All of the members of the student's guidance committee should be in attendance at the defense of the dissertation proposal. The date, time, and place for the defense of the dissertation proposal will be announced to the Broad School faculty ten days in advance of the event. With the exception of doctoral dissertation research credits, all course work listed on the student's approved guidance committee report must be completed with grades reported before the student will be permitted to defend the dissertation proposal.
7. Complete a doctoral dissertation judged to be a satisfactory contribution to knowledge by the student's guidance committee and successfully defend the dissertation in an open meeting.

B. Academic Standards

A record of performance and action consistent with high professional standards is required of every degree candidate. To be in good standing, a doctoral student must attain at least a 3.25 cumulative grade-point average by the end of the second semester of full-time enrollment and thereafter or, on the initiative of the department of the student's major field of concentration and with the approval of the Associate Dean for Academic Affairs, the student will be dismissed from the doctoral program. A comprehensive appraisal of each doctoral student's performance is made annually by a review committee composed of faculty members in the department of the student's major field of concentration. The formal review includes the following areas: performance in course work and on comprehensive examinations, performance in teaching or other duties that might be required of a graduate assistant, participation in department colloquia, and progress toward the completion of degree requirements. As a result of the review and based upon college and department standards, one of the following actions will be taken: (1) the student will remain on regular status in the doctoral program, (2) the student will be placed on probationary status that is conditioned on specific improvements in performance, or (3) the student will be dismissed from the doctoral program. Copies of the results of the yearly appraisal will be provided to the student, the student's Doctoral Program Director, the Departmental Chairperson, and the Associate Dean for Academic Affairs.

C. Additional Requirements of the Department of Finance

Students are required to participate in the Department's research seminars. Students also must present a research paper to the faculty during the third year of their program of study. Ideally, this research paper will provide a beginning toward completion of a dissertation.

Students also are required to teach at least one course for the Department as a part of their graduate assistantship. This is intended to ensure that they are prepared to teach courses in an academic institution upon graduation. Some students will teach more than one course depending on their abilities and the Department's teaching and research needs.

III. Selection of a Guidance Committee and a Dissertation Chairperson

The conduct and successful completion of independent research in Finance requires early and continued oversight by faculty mentors. A student's relationship with the Dissertation Chairperson is particularly important to a successful academic experience.

Students are encouraged to interact with Department faculty whenever possible. Interactions will formally occur during required seminars and guest lectures. There will also be occasions for informal interaction in the office and during social occasions. Students should use these formal and informal opportunities to become familiar with each faculty member's particular areas of interest and expertise. This will ensure that the student's Dissertation Committee is appropriate given the student's research interests.

Faculty are responsible for providing guidance and mentoring to graduate students. The role of the faculty advisor is described in MSU's Guidelines for Graduate Student Advising and Mentoring Relationships [www.grad.msu.edu/all/ris04relations.pdf].

A. The Student's Doctoral Program of Study

The Doctoral Program Director and the student shall design a program of study during the student's first semester in the program. The Doctoral Program Director provides advice, supervision and mentoring to entering students before a faculty Dissertation Chairperson is identified. Additional support and guidance is provided in the FI 993 Finance Workshop, which serves as the student's formal introduction to the academic study of Finance. (See Michigan State University's "Guidelines for Graduate Student Advising and Mentoring Relationships" for additional information.)

B. The Dissertation Chairperson

Students should have selected a Dissertation Chairperson by the end of the third year in the program. The Chairperson of the Department must approve the student's choice of Dissertation Chairperson. The Dissertation Chairperson normally shall be a member of the faculty of the Department. The Departmental Chairperson may waive this requirement in special circumstances, such as if a faculty member moves to another university during the candidate's program or a faculty member from another unit of Michigan State University would better fit the candidate's area of research. A student may change to a new Dissertation Chairperson with the approval of the Departmental Chairperson.

C. The Dissertation Committee

The Doctoral Dissertation Committee shall include the Dissertation Chairperson(s) and at least two other members of the faculty. The Chairperson of the Department of Finance must approve the choice of Dissertation Chairperson(s). At least half of the members of the Dissertation Committee must be from the Department of Finance. A successful

defense of the dissertation requires the signature of at least two-thirds of the dissertation committee, including the Dissertation Chairperson(s).

IV. Academic Policies

A. Admission to the PhD Program

Applicants for admission must possess a bachelor's degree from a recognized educational institution, a superior academic record, and very strong scores on either the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). Persons admitted must have the qualifications of perseverance and intellectual curiosity, and an interest in scholarly research. Evidence of these qualities is obtained from an appraisal of a statement of purpose submitted by the applicant and letters of recommendation. Admissions decisions are made by a faculty committee in the department of the student's major field of concentration and are reviewed by the Associate Dean for Academic Affairs.

B. Policy on Academic Standards

A record of performance and action consistent with high professional standards is required of every degree candidate. To be in good standing, a doctoral student must attain at least a 3.25 cumulative grade-point average by the end of the second semester of full-time enrollment and thereafter or, on the initiative of the department of the student's major field of concentration and with the approval of the Associate Dean for Academic Affairs, the student will be dismissed from the doctoral program. A comprehensive appraisal of each doctoral student's performance is made annually by a review committee composed of faculty members in the department of the student's major field of concentration. The formal review includes the following areas: performance in course work and on comprehensive examinations, performance in teaching or other duties that might be required of a graduate assistant, participation in department colloquia, and progress toward the completion of degree requirements. As a result of the review and based upon college and department standards, one of the following actions will be taken: (1) the student will remain on regular status in the doctoral program, (2) the student will be placed on probationary status that is conditioned on specific improvements in performance, or (3) the student will be dismissed from the doctoral program. Copies of the results of the yearly appraisal will be provided to the student, the student's Doctoral Program Director, the Departmental Chairperson, and the Associate Dean for Academic Affairs.

Students can access their academic records by making a request from the Doctoral Program Director. If there is an error, the Director will assist the student in researching and resolving the problem. Errors might include grades that have been recorded incorrectly or credits that have been transferred or assigned incorrectly. The program director will work with the student to ensure the speedy resolution of such problems.

C. Policy on Academic Integrity

The Eli Broad College of Business upholds the highest standards of ethics in research and scholarship. Students are expected to conform to the University's Guidelines for Integrity

in Research and Creative Activities [www.grad.msu.edu/all/ris04activities.pdf]. Students also may be interested in materials on the use of human subjects, conflict of interest and related topics, posted on [www.grad.msu.edu/integrity.htm].

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University. Therefore, no student shall:

1. Claim or submit the academic work of another, as one's own.
2. Procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.
3. Complete or attempt to complete any assignment or examination for another individual without proper authorization.
4. Allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
5. Alter, tamper with, appropriate, destroy or otherwise interfere with the research resources or other academic work of another person.
6. Fabricate or falsify data or results.

V. Conflict Resolution

In accordance with the provisions of Michigan State University's Graduate Student Rights and Responsibilities (GSRR), The Eli Broad College of Business and Graduate School of Management has established a procedure for the receipt and consideration of student academic complaints. Your doctoral program director can provide you with the current version of the procedure. The procedure from January 2005 is included in the Appendix.

VI. Work-Related Policies

For more information regarding the rights and responsibilities of graduate students at Michigan State University, refer to "Graduate Student Rights and Responsibilities" [www.vps.msu.edu/SpLife/]. The Graduate Employees Union has entered into a collective bargaining agreement with Michigan State University. The terms of this agreement are available at <http://grad.msu.edu/geu/agree.pdf>.

Most PhD students in the Department receive a graduate assistantship, with duties that may include teaching or research performed under the supervision of a faculty member. Graduate assistants are expected to fulfill their assigned responsibilities at a high level of performance.

The student's assistantship and degree program in Finance is expected to be a full-time commitment. Outside work for pay is considered an impediment to academic progress and must be approved by the Doctoral Program Director.

Before students can serve in any teaching capacity, they must complete MSU's TA Orientation program. Students whose first language is not English must pass the SPEAK test and attend MSU's International Teaching Assistant program. Countries that are exempted from the SPEAK test are listed at [www.bus.msu.edu/acc/phd/toefl.html].

B. Graduate Assistantships in the Department of Finance

The performance of graduate assistants involved in teaching is formally evaluated at least once per year. Teaching assistants also are governed by the agreement between the University and the Graduate Employees Union [www.msu.edu/user/gradschl/geu/agree.pdf]. Information on health insurance options for MSU students is available from Human Resources [<http://www.hr.msu.edu>]. International students are required to take an English-language proficiency test administered by the English Language Center [elc.msu.edu/], which also offers language instruction to teaching assistants and others seeking to improve their fluency.

In making the annual evaluation, a student's records are considered in their entirety, and decisions regarding probation and dismissal take into account the number, type, and severity of academic concerns. Amongst other things, this evaluation will be the basis for determining whether a student remains in the program and also whether he or she is eligible for a graduate research assistantship and department fellowship for the next academic year. Renewal of a graduate teaching assistantship is conditional on receiving a satisfactory evaluation with respect to current and prior graduate teaching assistantship assignments. Students have the right to appeal these evaluation outcomes through the normal MSU appeals process.

VII. University Resources

Student Rights and Responsibilities

For information about your academic rights and responsibilities as graduate students, please refer to the Graduate Student Rights and Responsibilities, which can be accessed on the web at: www.vps.msu.edu/SpLife/index.htm.

Library Resources

The MSU Libraries have a growing collection of over three million volumes and access to a large collection of electronic resources. For information on library hours, services, and resources, see the Business Library web page www.lib.msu.edu/coll/branches/business/. The library catalog is called "MAGIC" and can be found at www.magic.msu.edu. In addition to being the catalog of MSU Libraries materials, MAGIC is the gateway to electronic resources, which include full text databases and indexes to journal articles. The William C. Gast Business library provides services for the MSU College of Business. Students may call Gast Business Library reference librarians to help plan research strategies. They will consult via telephone or e-mail. If you go to the Business Library, call beforehand to make an appointment with a librarian, so they can better assist you.

Useful Websites

The Eli Broad College of Business <http://www.bus.msu.edu/>
The Graduate School <http://www.msu.edu/user/gradschl/>
Graduate Student Rights and Responsibilities www.vps.msu.edu/SpLife/index.htm
Graduate Employees Union contract www.msu.edu/user/gradschl/geu/agree.pdf
MSU Library <http://www.lib.msu.edu/>

Useful Phone Numbers

Athletic Ticket Office	(517) 355-1610
Breslin Student Events Center Ticket Office	(517) 432-5000
Financial Aid Office	(517) 432-1759
Handicapper Services.....	(517) 353-9642
Library (Business).....	(517) 355-3380
Library (Main).....	(517) 355-8981
Michigan Residency Office	(517) 432-3488
MSU Help Line	(517) 353-4MSU or (800) 496-4MSU
College of Business Network Resource Center	(517) 353-9205
Public Safety Department	(517) 355-8440
Registrar’s Office	(517) 355-3300
Student Accounts Office	(517) 355-5050
Wharton Center Ticket Office	(800) 942-7866 or (517) 432-2000

Equal Opportunity, Non-Discrimination & Affirmative Action

Michigan State University is committed to the principles of equal opportunity, non-discrimination, and affirmative action. University programs, activities, and facilities are available to all without regard to race, color, sex, religion, creed, national origin, political persuasion, sexual preference, marital status, handicap, or age. The University is an affirmative action, equal-opportunity employer.

Appendix

The Eli Broad College of Business – Grievance Procedure (adopted April 26, 2002)

In accordance with the provisions of the Academic Freedom Report (AFR) and the Graduate Student Rights and Responsibilities (GSRR) document for students at Michigan State University, The Eli Broad College of Business and The Eli Broad Graduate School of Management has established the following procedure for the receipt and consideration of student academic complaints:

1. COMPLAINT TO UNIT ADMINISTRATOR:

- 1.1 If problems arise in the relationship between instructor and student, both should attempt to resolve them in informal, direct discussions (AFR 2.4.2 and GSRR 5.3.1). If the problem remains unresolved, then the student should consult the unit administrator (the Departmental Chairperson or School Director) of the instructional staff member concerned. The University Ombudsman may be consulted as well. If the unit administrator is unable to resolve the dispute, the student may then submit a formal written grievance for consideration by an appropriate unit hearing board. The formal grievance alleging violations of academic rights must include a proposed remedy that could be implemented by the unit administrator (AFR 2.4.2 and GSRR 5.3.2)
- 1.2 Grievances must normally be initiated no later than mid-semester of the semester following the one wherein the alleged violation of academic rights occurred (exclusive of summer semester). If the involved instructor or student is absent from the University during that semester, or if other appropriate reasons exist, an exception to this provision may be granted by the appropriate hearing board. If, before the formal grievance procedures are completed, the involved instructor is no longer employed by the University, the grievance process may nevertheless proceed. (AFR 2.4.2.1 and GSRR 5.3.6.1)
- 1.3 A student who receives a penalty grade based upon a charge of academic dishonesty and who is not referred for judicial action may seek a hearing from an academic unit hearing board. In such a hearing, the burden of proof shall rest upon the instructor whose prior assignment of the penalty grade will constitute a charge of academic dishonesty. (GSRR 5.5.2)
- 1.4 Individual units of the College may have their own unit grievance procedures so long as they are consistent with the AFR and the GSRR. If an individual unit does not formally adopt its own procedure, then the procedure in this document shall be followed.

2. REFERRAL TO ACADEMIC UNIT COMMITTEE:

- 2.1 Upon receipt of a request for a grievance hearing, the unit administrator shall promptly refer the matter, including a copy of the original complaint, to the chairperson of the appropriate unit hearing board. Upon receipt of a formal grievance, the chairperson of the hearing board shall transmit a copy of the grievance within ten (10) class days to the hearing board members and to the person or persons party to the matter. (AFR 2.4.2.3 and GSRR 5.4.3)
- 2.2 The unit hearing board shall be composed of three faculty and three students selected by their respective (undergraduate or graduate) groups, and in accordance with University, College and unit bylaws. (AFR 2.4.3 and GSRR 5.1) The unit administrator shall designate one of the faculty members to serve as chairperson of the hearing board. The chairperson of the hearing board shall record and administer the proceedings and organize the preparation of the report summarizing the findings of the board. The unit administrator may serve as an ex officio member of the hearing board without vote. No one involved in the case may serve on the hearing board. (GSRR 5.1.2 and 5.1.7)
- 2.3 The unit hearing board shall review each student complaint and forward a copy of the request for a hearing to the appropriate individual(s) and invite a written response (GSRR 5.4.12.4). After considering all submitted information, the hearing board may:

- a) Decide that sufficient reasons for a hearing do not exist and dismiss the grievance;
 - b) Decide that sufficient reasons for a hearing exist and accept the request, in full or in part, and proceed to schedule a hearing.
- 2.4 Hearings shall be scheduled within ten (10) class days of the decision of the unit hearing board to hear a grievance. At least three (3) class days prior to a formal hearing, the respondent and the complainant shall be notified by the chairperson of the hearing board of the time and place of the hearing and the names of the parties to the grievance, hearing panel members, witnesses, and counsels. (AFR 2.4.4 and GSRR 5.4.7)
- 2.5 Attendance at the hearing shall be limited to the hearing panel, the student complainant, the instructional staff member concerned (the respondent), and any witnesses called by the student or instructor. Each party to the grievance may be accompanied by a counsel of their choice who may assist in the preparation of their case. Involvement of counsel should normally not be required. When present, counsel shall be limited to a member of the student body, faculty, or staff of the University. (AFR 2.4.4.2 and GSRR 5.4.10) The unit administrator, the Dean, or the Dean's designee also may attend as observers.
- 2.6 Following the hearing, the chairperson of the unit hearing board shall prepare a written report of findings and rationale for the decision and shall forward copies to the parties involved, the responsible administrator(s), the Ombudsman, and the Dean of the College within ten (10) class days. If the student is in a graduate program, the report shall also be sent to the Dean of The Graduate School. The report shall indicate the major elements of evidence, or lack thereof, that support the hearing board's decision. All recipients are expected to respect the confidentiality of this report. When a hearing board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the unit administrator to provide redress. The unit administrator, in consultation with the hearing board, shall implement an appropriate remedy. (AFR 2.4.5 and GSRR 5.4.11)
3. APPEALS:
- 3.1 Either party to a grievance may appeal a decision of the departmental/school hearing board to the College hearing board. Undergraduate students whose initial hearing took place at the college level may appeal to the Academic Integrity Review Board, which is housed in the Provost's Office. Graduate students whose initial hearing took place at the college level may appeal to the University Graduate Judiciary, which is housed in the Graduate School. Appeals must be filed within ten (10) class days following notice of a decision. The original decision shall be held in abeyance while under appeal. (AFR 2.4.7.3 and GSRR 5.4.12 and 5.4.12.3)
- 3.2 Appeals must allege either that applicable procedures for adjudicating the case were not followed in the previous hearing or that the findings of the unit hearing board were not supported by the preponderance of the evidence. Presentation of new evidence will normally be inappropriate at an appeal hearing. (AFR 2.4.7 through 2.4.7.3 and GSRR 5.4.12 through 5.4.12.4.1).
- 3.3 All appeals must be written and signed and must specify the alleged defects in the previous adjudication(s) in sufficient particularity to justify further proceedings. The appeal must also specify the redress that is sought. (GSRR 5.4.12.2)
- 3.4 The College hearing board shall be composed of three faculty and three students. One of the faculty members shall serve as chairperson of the College hearing board and shall record and administer the proceedings and organize the preparation of the report summarizing the findings of the board. No one involved in the case may serve on the hearing board.
- a) Faculty representatives to undergraduate hearings shall include the Chairperson of the Undergraduate Programs Committee or designee, who also shall serve as chair. Student representatives to undergraduate hearings shall be selected by the Undergraduate Student Senate of the College.
 - b) Faculty representatives to graduate hearings shall include the Chairperson of the appropriate College graduate committee (either the Masters Programs Committee or the

- Doctoral Programs Committee) or designee, who also shall serve as chair. Student representatives to graduate hearings shall be selected by the Graduate Student Advisory Council of the College. (GSRR 5.1.3)
- 3.5 The College hearing board shall review each appeal request and forward a copy of the request to the appropriate individual(s) and invite a written response (GSRR 5.4.12.4). After considering all submitted information and within ten (10) class days of the appeal request, the College hearing board may:
- a) Decide that sufficient reasons for an appeal do not exist and that the decision of the lower hearing body shall stand;
 - b) Direct the lower hearing body to rehear the case or to reconsider or clarify its decision; or
 - c) Decide that sufficient reasons exist for an appeal and accept the request, in full or in part, and proceed to schedule an appeal hearing.
- 3.6 Appeal hearings shall be scheduled within ten (10) class days of the decision of the College hearing board to hear an appeal. At least three (3) class days prior to a formal hearing, the respondent and the complainant shall be notified by the chairperson of the hearing board of the time and place of the hearing and the names of the parties to the grievance, hearing panel members, witnesses, and counsels. (AFR 2.4.4 and GSRR 5.4.7)
- 3.7 Attendance at the hearing is limited to the committee, the student complainant, the instructional staff member concerned, and any witnesses called by the student or instructor. Each party to the grievance may be accompanied by a counsel of their choice who may assist in the preparation of their case. Involvement of counsel should normally not be required. When present, counsel shall be limited to a member of the student body, faculty, or staff of the University. (AFR 2.4.4.2 and GSRR 4.4.8) The Dean or the Dean's designee also may attend as observers.
- 3.8 Following an appeal hearing, the College hearing board may affirm, reverse, or modify the decision of the unit hearing body. (GSRR 5.4.12.4.1) The chairperson of the College hearing board shall prepare a written report of findings and rationale for the decision and shall forward copies to the parties involved, to the responsible administrator(s), and to the Ombudsman within ten (10) class days of the resolution of the appeal. If the student is in a graduate program, the report shall also be sent to the Dean of The Graduate School. The report shall indicate the major elements of evidence, or lack thereof, that support the College hearing board's decision. All recipients are expected to respect the confidentiality of this report. (AFR 2.4.5 and GSRR 5.4.11)
- 3.9 When a College hearing board finds that a violation of academic rights has occurred and that redress is possible, it shall direct the Dean of the College or the Dean's designate to provide redress. The administrator, in consultation with the hearing board, shall implement an appropriate remedy. (AFR 2.2.4 and 2.4.5; GSRR 5.4.11).
4. PROCEDURE FOR HEARINGS WITHIN THE COLLEGE:
- 4.1 Hearing boards shall ensure that a collegial atmosphere prevails in grievance hearings.
- 4.2 At the appointed time and place the chairperson of the hearing board shall convene the hearing. The chairperson of the hearing board will establish time limits for the presentation of arguments and make a record of the proceedings. The procedure that will be followed in the hearing proper is as follows:
- Introduction of the hearing panel and statement of the issue by the chairperson of panel
 - Presentation by the complainant or complainant's counsel
 - Questions of complainant by respondent or his/her counsel
 - Questions of complainant} by members of the hearing panel
 - Presentation by each of complainant's witnesses
 - Questions of each of complainant's witnesses by respondent

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- Questions of each of complainant's witnesses by members of the hearing panel
- Presentation by respondent
- Questions of respondent by complainant
- Questions of respondent by members of the hearing panel
- Presentation by each of respondent's witnesses
- Questions of each of respondent's witnesses by complainant's
- Questions of each of respondent's witnesses by members of the hearing panel
- Questions of complainant, respondent, or witnesses by hearing board members
- Final summary by complainant
- Final summary by respondent and/or his/her counsel
- Final questions of complainant, respondent, or witnesses by hearing board members
- Summary of the issue as clarified in the hearing by chairperson of panel
- Panel members meet in Executive Session. Agreement of a majority of those voting is necessary to sustain the grievance, and, if applicable, to recommend a remedy. If it appears necessary, the committee may, prior to reaching a decision, recess and then continue the hearing at a later date so that appropriate witnesses may be called to help determine matters of fact.

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CODE OF TEACHING RESPONSIBILITY

The Code which follows was approved by the Academic Senate on May 19, 1976.

The teaching responsibilities of instructional staff members (herein referred to as instructors) are among those many areas of University life which have for generations been a part of the unwritten code of academicians. The provisions of such a code are so reasonable to learned and humane individuals that it may appear redundant or unnecessary to state them. However, the University conceives them to be so important that performance by instructors in meeting the provisions of this code shall be taken into consideration in determining salary increases, tenure, and promotion.

Instructors are responsible for insuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors are also responsible for stating clearly to students in their classes the instructional objectives of each course at the beginning of each semester. It is expected that the class activities will be directed toward the fulfillment of these objectives and that the bases upon which student performance is evaluated will be consistent with these objectives. The University prohibits students from commercializing their notes of lectures and University-provided class materials without the express written consent of the instructor. Instructors may allow commercialization by including express permission in the course syllabus or other written statement distributed to all students in the class.

Instructors are responsible for informing students in their classes of the methods to be used in determining final course grades and of any special requirements of attendance which differ from the attendance policy of the University. Course grades will be determined by the instructor's assessment of each student's individual performance, judged by standards of academic achievement.

Examinations and other assignments submitted for grading during the semester should be returned with sufficient promptness to enhance the learning experience. Unclaimed final examination answers will be retained by the instructor for at least one semester so that they may be reviewed by students who desire to do so. Examination questions are an integral part of course materials, and the decision whether to allow their retention by students is the responsibility of the instructor. Term papers and other comparable projects are the property of students who prepare them. They should be returned to students who ask for them and those which are not returned should be retained by the instructor for at least one semester. Instructors who desire to retain a copy for their own files should state their intention to do so in order that students may prepare additional copies for themselves.

Instructors are expected to meet their classes regularly and at scheduled times. Instructors will notify their units if they are to be absent and if appropriate arrangements have not been made, so that suitable action may be taken by the unit if necessary.

Instructors of courses in which assistants are authorized to perform teaching or grading functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

Instructors are expected to schedule and keep a reasonable number of office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of prearranged appointments for students when there are schedule conflicts. The minimum number of office hours is to be agreed upon by the teaching unit, and specific times should be a matter of common knowledge.

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Instructors who are responsible for academic advising are expected to be in their offices at appropriate hours during pre-enrollment and enrollment periods. Arrangements shall also be made for advising during registration.

Hearing Procedures

The procedures stated below were approved by the Academic Senate on May 18, 1977.

Students may register complaints regarding an instructor's failure to comply with the provisions of the Code of Teaching Responsibility directly with that instructor.

Students may also take complaints directly to chief administrators of teaching units or their designates.¹ If those persons are unable to resolve matters to the student's satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when, in the Ombudsman's opinion, a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.

Students wishing to appeal a teaching unit action or recommendation may do so as outlined in the Academic Freedom Report for Students at Michigan State University.

¹ Such complaints must normally be initiated no later than midterm of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.