Other Relevant Senior Leadership Team Policies

SPACE ASSIGNMENT POLICY

SLT 3.15

Date of Last Update:
July 16, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Provost and Facility Planning Offices

POLICY STATEMENT

Space is an institutional resource of Grand Valley State University. As such, it does not belong to an individual, a program, a unit or a college and may be reassigned in the best interests of the University. The goal of the University's allocation and reallocation of space is to achieve the highest and best use of University resources.

The Provost's Office is responsible for assigning and overseeing space used for academic purposes, including classrooms, laboratories, academic secretarial spaces, and faculty offices. It discharges that responsibility by working closely with the Facilities Planning Office to maintain and remodel existing space; to allocate and reallocate that space; to help plan, schedule, and coordinate moves; to plan new space; and to explain allocation and reallocation decisions.

The Facilities Planning Office is responsible for overseeing all non-academic space, including outdoor space. It discharges that responsibility by working closely with the Provost's Office to maintain and remodel existing space; to allocate and reallocate that space; to help plan, schedule, and coordinate moves; to plan new space; and to explain allocation and reallocation decisions.

At least annually, Facilities Planning will conduct a physical review of space to investigate identified issues or potential space issues that need attention.

Periodically, the Provost's Office and the Facilities Planning Office will meet with appropriate representatives of the University's organizational units to discuss upcoming moves and longer term plans for expansion and/or contraction.

This policy is applicable to all departments, offices, University employees and other members of the University community occupying space owned or leased by the University.

EARNED SICK TIME POLICY

SLT 4.8

Date of Last Update:
April 03, 2025

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

I. Policy Statement

This policy describes the accrual and use of sick time for all non-union contract employees of Grand Valley State University. Effective February 21, 2025, to ensure compliance with Michigan law while maintaining employee flexibility in utilizing salary continuation, all non-union contract employees who work 30 or more hours in a calendar year, will accrue and have permissive use of sick time as outlined in this policy.

PROCEDURES

II. Definitions

Employee: individuals engaged in service to Grand Valley State University, doing the business of Grand Valley State University, working in the state of Michigan, excluding Exempt Employees as identified below:

Exempt Employees: independent contractors, unpaid interns, unpaid trainees, and standardized patients. Exempt employees include those who schedule their own working hours and are not penalized if they do not schedule a minimum number of working hours.

Temporary Employees: individuals engaged in service to Grand Valley State University on a periodic basis including one-time employees, seasonal employees, adjunct EAP employees, and full-time visiting faculty or any other individual designated as a temporary employee by Human Resources at the time of hire.

Part Time Employees: individuals engaged in service to Grand Valley State University on a part time basis, working 29 hours per week or less, including part-time faculty.

Campus Security: individuals engaged in service to Grand Valley State University as security professionals who are not members of a union.

Adjunct Faculty: faculty engaged in service to the University in adjunct instructor, senior adjunct instructor, adjunct librarian, and senior adjunct librarian roles.

EAP: full time executive, administrative, and professional staff employed by Grand Valley State University.

Student Employees: A student who is pursuing a degree at Grand Valley State University while also being engaged in service to the University, including graduate assistants.

Preventative Medical Care: routine wellness checks and health screenings, such as yearly physicals, yearly eye appointments and regularly scheduled dental visits.

Domestic Violence: the occurrence of any of the following acts by an individual that is not an act of self-defense: (i) Causing or attempting to cause physical or mental harm to a family or household member. (ii) Placing a family or household member in fear of physical or mental harm (iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress. (iv) Engaging in activity toward a family or household member that would cause a reasonable individual to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Sexual Assault: any act that constitutes criminal sexual assault under the laws of the State of Michigan.

Earned Sick Time: paid time away from work allotted for specific purposes and with specific limitations as outlined in this policy. Earned sick time is distinct and separate from other offered disability benefits such as salary continuation, short-term disability and long-term disability.

Self-Scheduled Workers: those individuals hired to engage in service for the University who schedule their own working hours, including individuals identified as Self-Scheduled Workers by HR at the time of hire.

III. Employee Designations

Category 1: Student Employees and Temporary Employees.

Category 2: Executive, Administrative and Professional Staff (“EAP”) Continuous Appointment Staff and Employment Contract EAP Staff.

Category 3: Non-Tenure Track Faculty.

Category 4: Regular Faculty.

Category 5: Campus Security Staff.

Category 6: Adjunct Executive, Administrative and Professional Staff.

Category 7: Part Time Employees

IV. Earned Sick Time Accrual

All employees are entitled to the accrual of earned sick time as follows:

A. Accrual

Category 1. All student employees, including graduate assistants and all temporary employees working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 2. For Continuous Appointment EAP and Employment Contract EAP, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 3. Non-Tenure Track Faculty.

a. For Affiliate Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined, working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 4. For Regular Faculty, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement, unless otherwise requested.

Category 5. For Non-Union Contract Campus Security, the first seventy-two (72) hours of salary continuation requested, will be provided as earned sick time, excluding time off for bereavement unless otherwise requested.

Category 6. Adjunct EAP working 30 hours or more in the calendar year, will accrue 1 hour of paid sick time for every 30 hours worked.

Category 7. Part Time Employees, as defined, will accrue 1 hour of paid sick time for every 30 hours worked.

V. Earned Sick Time Use

All employees are eligible to use up to 72 hours of their earned sick time in a calendar year, subject to the terms of use outlined below.

A. Timing of Use.

Category 1 Employees. Sick time may be used as it is earned.

Category 2 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 3 Employees.

a. Affiliate Faculty: Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

b. Part Time Faculty, Visiting Faculty and Adjunct Faculty, as defined: Sick time may be used as it is earned.

Category 4 and 5 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

Category 6 and 7 Employees. Earned sick time may be used prior to the use of remaining salary continuation, excluding bereavement.

B. Approval of Use.

Approval for the use of accrued sick time is the responsibility of each supervisor or unit head, subject to the following conditions:

1. **Purpose*:*** Earned sick time may only be used for the following purposes:

   - The employee is sick or engaging in preventative medical care as defined.
   - The employee is assisting a family member who is sick or engaging in preventative medical care;
   - The employee is seeking, or assisting their family member in seeking services related to being a victim of domestic violence or sexual assault (as defined), including medical care, victim services, legal services, relocation or legal proceedings;
   - The employee attending meetings at their child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child;
   - The employee remaining home due to closure of employee's primary workplace because of a public health emergency, the closure of their child's school or daycare because of a public health emergency, or because the employee or their family member are being quarantined by health authorities or their healthcare provider due to exposure to a communicable disease.

   GVSU will not permit the use of earned sick time for any other purpose. Any misrepresentation of the purpose for the use of sick time by an employee is prohibited.

2. **Notice.** Employees must provide 7 days' notice of anticipated use of earned sick time.

C. Termination of Employment

Employees with unused earned sick time terminating their employment will not be eligible for payout of their accrued earned sick time.

D. Carryover

Up to 72 hours of unused earned sick time will be carried from one calendar year into the next for employees who accrue earned sick time based on hours worked. Therefore, individuals with salary continuation are not entitled to carryover.

E. Transfer

Transfer of accrued earned sick time from one employee's bank to another is prohibited.

F. Tracking

All employees must request the use of earned sick time by tracking hours taken within Workday.

VI. Retaliation & Interference Prohibited

Adverse action taken by a supervisor, unit head, or other person in a position of authority, as a result of the use of earned sick time is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

Any interference with an employee's rights to use earned sick time under the policy by any person is strictly prohibited and will subject the actor to disciplinary proceedings under the appropriate University policy.

VII. Record Retention

Records of earned and used sick time and hours worked will be retained for 3 years. Any reasonable documentation provided in compliance with this policy will also be retained for 3 years.

TRAVEL POLICY

SLT 6.18

Date of Last Update:
July 01, 2021

Approved By:

- Senior Leadership Team

Responsible Office:
Business and Finance

POLICY STATEMENT

This document is designed to provide guidance to faculty and staff on University travel policies, regulations and procedures. These guidelines are in general terms and are not expected to cover every situation. For questions regarding policies, procedures or travel arrangements, call Procurement Services at 616-331-2280. For questions regarding travel and expense reimbursement, call the Accounting Office at 616-331-2203.

Policy Statement for Travel and Expense Reimbursement

University travel is defined as traveling to conduct business on behalf of the University. The following individuals are eligible for reimbursement of reasonable expenses while traveling on University business:

- University Board of Trustees, faculty and staff employees.
- Students in appropriate/approved circumstances and sponsored by a department.
- Guests invited for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement. For these circumstances, the sponsoring Division or Department will use Concur to submit the reimbursement for travel expenses.

Authorization

Travel approval and reimbursement authority may be delegated by Executive Officers to supervisory individuals within their Division. Delegation authority shall be in writing and updated annually. It is the responsibility of each prospective traveler to secure the appropriate approval for University travel from their Supervisor, Director, Department Head, Dean, or Executive Officer. Additional regulations may apply for travel associated with grant funding and international travel.

Supervisors, if designated, will have the authority to approve travel and expense reports for their direct reports up to $5,000.

Additional approval from an Appointing or Executive Officer may be required for exceptions to travel policies.

See the Travel and Expense Procedures for authorization details.

Travel Arrangements and Booking

Individual travel shall be booked via the Travel & Expense (T&E) system for reserving travel (air/lodging/rental cars). The University Travel Agent can assist with bookings for multi-leg trips, group/sports travel, and international travel.

Guidance and procedures relating to transportation modes, including rental cars and use of personal vehicles, lodging, conference fees, etc. are outlined on the Business & Finance website. See the Travel and Expense Procedures for details.

Charging Expenses

University faculty and staff, if issued a University Purchase Card (P-Card), shall charge all business and business travel expenses to their P-card. In the event a traveler does not have a P-card, the traveler may use a debit card issued to them through the Accounting office, request a Cash Advance through the Accounting office, or use personal funds/payment methods and request reimbursement. Note: Cash advances will only be allowed when all other forms of payment have been explored and been found unfeasible. See the Travel and Expense Procedures for details.

Meals

Meals, to the extent practicable, shall be charged to a University P-card. The GSA Per Diem meal rate, by locality, will be applied to each purchase. If the GSA rate is exceeded for any one purchase, the traveler will be responsible for reimbursing the University for the difference.

For authorized individuals only, alcohol may be purchased on the University P-card. See the Travel and Expense Procedures for

further details regarding alcohol purchases.

If dining with a University guest along with a group of GVSU employees as part of a valid business purpose, group meals shall be paid using the University P-card and will be reimbursed at the GSA rate, by locality, per person. Exceptions to exceed the per diem rate must be approved by the Appointing Officer or Executive Officer. A receipt(s) and all attendees must be input into Concur Reimbursement for group meal reimbursement.

Expense Reimbursement/Reconciliation of P-Card

Expenses incurred on behalf of the University, whether through a P-Card or personal funds, must be approved by an individual's authorized travel supervisor and submitted to the Business and Finance office through the University's Travel and Expense system within 30 days of completion of travel. Unreconciled charges may be charged to the traveler's department FOAP and may result in suspension of P-card and cash advance abilities.

Miscellaneous

The University will permit the benefits of airline/hotel/rental car rewards programs derived from travel paid for by the University to accrue to the traveler. This provision does not permit travelers to charge travel and booking arrangements with a personal method of payment when the University P-Card can be used.

PERSONAL TRANSPORTATION DEVICE AND VEHICLE USE POLICY

SLT 6.23

Date of Last Update:
August 13, 2025

Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

POLICY STATEMENT

I. POLICY STATEMENT

Grand Valley State University ("the University") campuses have largely been designed for vehicle use on roadways and walking pedestrians on sidewalks. However, the University understands that personal transportation devices (PTDs) such as bicycles and scooters, and small vehicles, such as golf carts, can help reduce environmental impact, overcome mobility barriers or commute challenges, or may simply be a preferred method of transportation.

The University has implemented this policy to permit certain PTD and vehicle use, while also ensuring a safe campus for drivers, passengers, and pedestrians alike.

This policy applies to all individuals while accessing and using property owned and controlled by the University and is intended to ensure that PTD and vehicle operators avoid personal injury and avoid damage to property, facilities or grounds by inappropriate use.

This policy does not pertain to any personal assistive devices, such as manual or electric wheelchairs or walkers. This policy does not pertain to University owned or controlled golf carts or vehicles.

PROCEDURES

II. DEFINITIONS

Operators: individuals operating, driving, or otherwise physically controlling a personal transportation device or vehicle on property owned and controlled by the University.

Personal Transportation Devices (PTDs): devices designed to transport an individual rider where the rider is not enclosed, and is operated either by human-power or electric or motor power. Examples include, but are not limited to:

- scooters (electric or other)
- skateboards,
- e-skateboards,
- roller blades,
- skates (roller/in-line),
- wheeled footwear,
- Segways,
- bicycles, tricycles, unicycles,
- electric-assist bicycles,
- one-wheels,
- hoverboards, and
- other small, lightweight, wheeled conveyances

Vehicle: any motorized transportation device not otherwise identified in this policy as a personal transportation device or personal assistive device, which is not owned by the University. Vehicles may include, but are not limited to, personal vehicles, personal golf carts, mopeds, motorcycles, and quads, or ATVs.

Personal Golf Cart: Any electric, gas, or battery powered cart, golf cart, Toro, Gem, or similar type of utility vehicle, regardless of whether specifically being used in the game of golf at the time of operation. Golf cart does not include Quads or ATVs. Golf carts owned by the University are not governed by this policy. Golf carts being operated by an employee in the performance of their official job duties are not governed by this policy.

Personal Vehicles ("PV"): vehicles located on GVSU owned or controlled property, but owned by persons in their individual capacity, regardless of whether the individual is engaged in university business at the time of operation. Vehicles owned by the University are not governed by this policy.

Moped: a two or three-wheeled vehicle with an engine that does not exceed 100 cc's piston displacement, a power drive system that does not require the operator to shift gears, and a top speed of 30 mph or less on a level surface.

Motorcycle: a two or three-wheeled vehicle that exceeds any one of the criteria established within the definition of Moped.

Quad or ATV: a three or four-wheeled vehicle that is designed for off-road use, has low-pressure tires, has a seat designed to be straddled by the rider, and is powered by a 50cc to 1,000cc gasoline engine or an engine of comparable size using other fuels. These vehicles are prohibited on University owned and controlled property.

III. GENERAL RULES REGARDING PTD & VEHICLE USE

Operation of PTDs and vehicles not owned by the University on University owned or controlled property is permitted only as outlined within this policy. Such operation is a privilege that comes with certain responsibilities. Generally,

1. **Exercise Care:** All operators must drive carefully and with consideration for the safety and rights of others.
2. **Carrying Objects:** No operator will transport items that are too large or bulky to fit into a compartment within the PTD or vehicle. Operators of PTDs are prohibited from carrying objects that are wider or longer than the width or length of the PTD.
3. **Avoid Obstructions:** No operator will place a PTD or vehicle in an area that causes an obstruction or barrier to the operation of other vehicles on roadways or in parking lots or pedestrian traffic on sidewalks.
4. **Avoid Damage to Person or Property:** All operators are responsible for avoiding damage to university landscaping or other property and may be requested to reimburse the University for all costs associated with any necessary repairs. Operators are personally liable for any personal injuries or property damage caused by their PTD or vehicle.
5. **Noise Level:** No operator shall use a PTD or vehicle or mechanism within such PTD or vehicle to emit sounds at a noise level that interferes with access to or participation in University programs or activities.
6. **On-Campus Collision Protocol:** All operators must immediately report on campus collisions involving PTDs or vehicles to Grand Valley Police Department (GVPD) at 616-331-3255 and remain at the scene of the collision until provided further direction from GVPD. GVPD willnotify GVSU Risk Management within 24 hours. In the event of an emergency, including but not limited to any form of bodily injury, call 911

7. **Avoid Distractions:** All operators must avoid distractions. Operators must not use headphones or earbuds or listen to music at a level that inhibits or prohibits their ability to recognize and respond timely to hazards, traffic signals, or other warning sounds, such as voices, alarms, horns, or sirens.
8. **Visibility:** All operators and PTDs must be clearly visible at all times. Therefore, from 30 minutes after sunset to 30 minutes before sunrise or at any other time when, due to insufficient light, persons and vehicles are not clearly discernible, the PTD, operator on a PTD, or the vehicle itself shall be equipped with a white light on the front visible from a distance of at least 200 feet, a red reflector or red light attached to the rear that is visible from behind from a distance of 200 feet, and a light or reflector visible from the side at a distance of 200 feet.
9. **Pedestrians:** All operators must yield the right-of-way to pedestrians at all times.
10. **Speed:** All operators must operate at a rate of speed no greater than is reasonable and proper under the circumstances, taking into account the surroundings and environment, such as weather, construction, number of vehicles or pedestrians present, and terrain. Operators must also abide by any and all other speed limitations as outlined in this policy as well as in local laws and regulations.
11. **Towing:** No operator shall attach themselves or their PTD or vehicle to any other moving PTD or vehicle, person, animal, or object. This does not apply to professional operators of tow-trucks or other vehicles specifically in the business of towing vehicles for purposes of vehicle maintenance, repair, or assistance.
12. **Drinking and driving prohibited:** No operator shall have an open alcohol container or be under the influence of alcohol while operating a PTD or vehicle.
13. **Operating Under the Influence Prohibited:** No operator shall be under the influence of any drug or medication which renders such person a hazard while operating a PTD or vehicle.
14. **No operation on any bridge.** Operation of a PTD or vehicle is prohibited on any bridge on University owned or controlled property.
15. **Abide by the law**. Operators must also abide by any and all other applicable laws and regulations.

IV. PERSONAL TRANSPORTATION DEVICES

In order to retain the privilege of utilizing PTDs on University owned or controlled property, all PTD operators must adhere to following rules, in addition to the General Rules outlined above pertaining to all PTDs and vehicles:

A. Generally

1. **Specifications**: PTDs must not be greater than 24 inches wide and 42 inches long.
2. **Speed**: In order to protect pedestrians and other PTD users, the maximum permitted speed for PTDs on sidewalks and other walkways is 6 mph (twice the average walking speed). Operators must always travel at a speed that allows them to remain in control of their device, and may not exceed a speed of 15 mph when on roadways, including for purposes of crossing.
3. **Intersections:** When approaching a roadway crosswalk or roadway intersection, all operators must bring their PTDs to a full stop and look in all directions for vehicles and other PTDs before entering the roadway regardless of whether the walk sign is illuminated. This provides safety for the operator as vehicles planning to turn at the intersection may not anticipate a PTD entering the roadway. Once the operator has ensured that it is safe to enter the roadway, the operator may proceed.
4. **Roadway Operation**: When on a roadway all operators must follow all applicable laws.
5. **Helmets**: Helmet use is strongly encouraged.
6. **License Not Required**: PTD operators are not required to hold a driver's license, carry insurance, or register PTDs with the state department of motor vehicles.
7. **Theft:** It is recommended that you lock, alarm, or otherwise secure your PTD when not in use. The University is not responsible for the theft of any PTD of any kind.
8. **Operation in Buildings Prohibited**: PTDs must not be operated, ridden, or otherwise set in motion within any University building. Roller skates, rollerblades, and other wheels attached to footwear must be removed before entering any campus building. Battery-powered PTDs are not permitted inside any University building for any reason as outlined in more detail within this policy.
9. **Damage to PTD**: The safekeeping of PTDs is the responsibility of the owner. The University is not responsible for damage to any PTD, unless specifically caused by the University (e.g., by an employee of the University acting in their official capacity on behalf of the University).
10. **Safe Storage**: PTDs must not cause an obstruction, safety, or tripping hazard to the University community. PTDs must not

be left in hallways, walkways, or other areas designed for pedestrian traffic. Operators must safely secure battery-powered PTDs outdoors. Securing any PTD in hallways, corridors, stairwells, or doorways is prohibited.

11. **Stunts**: Use of handrails, plants, outdoor furniture, signs or other campus fixtures to perform stunts is strictly prohibited.
12. **Avoiding Sports Fields:** Riding on any University owned or controlled athletic court, track, or field is prohibited.
13. **Bike Paths:** Where a usable and designated path for bicycles is provided adjacent to a University roadway, a person operating a PTD must use that path if pedestrian traffic is congested and the PTD cannot safely be operated on the sidewalks.

B. Battery and Gas Powered PTDs

Due to the significant safety hazards posed by battery or gas powered PTDs, including battery or gas fires or battery malfunctions, all battery or gas powered PTDs are subject to the following rules and limitations in addition to all other rules pertaining to PTDs outlined in this policy:

1. Any and all versions of battery or gas powered PTDs are prohibited inside any campus buildings for any reason at any time, including residence halls.
2. All owners and/or operators are responsible for properly maintaining their own PTDs.
3. The use of extension cords from inside buildings to PTDs is prohibited.
4. Owners and/or operators are prohibited from storing fuel anywhere on University owned or controlled property.

C. Parking

PTDs (excluding non-motorized skateboards, rollerblades, skates, and wheeled footwear) must be parked outdoors on bicycle racks. However, racks shall not be utilized as long-term PTD storage. Additionally, PTD-related gear (or other items) should not be left at the bicycle racks.

Devices shall not be parked or stored:

1. In any building (e.g., offices, classrooms, residence halls, apartments, etc.)
2. Against or fastened to any tree, plant, shrubbery, or foliage.
3. Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, scaffolding, signpost, railing, public bench, or emergency safety device.
4. Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance or handicap access to any University building.
5. In any other area not designated for bicycle parking or where parking is specifically prohibited by this policy or by signs.
6. Operators shall not park PTDs in ways that are hazardous to other users, interfere with pedestrian traffic or block sidewalks, impede the mobility for persons with disabilities, or obstruct operations of University business or access to University programs and activities.

D. Sidewalks

PTD operators may ride on sidewalks, but only in accordance with this policy. While operating on sidewalks and in crosswalks, PTD operators shall:

1. Ensure such operation does not impede pedestrians or endanger sidewalk users.
2. Slow when approaching and overtaking pedestrians, PTD operators, and other sidewalk users.
3. Maintain a distance of at least two feet from pedestrians, PTD operators, and other sidewalk users.
4. Make an audible signal before overtaking a pedestrian, PTD user, or other sidewalk user.
5. Always yield the right-of-way to pedestrians.

V. PERSONAL GOLF CARTS AND OTHER VEHICLES

Operators of personal golf carts and vehicles on University owned or controlled property, must adhere to the following rules, in addition to the General Rules outlined above pertaining to all PTDs and vehicles. These rules do not apply to golf carts and vehicles owned by the University or being operated by an employee of the University in the performance of their official duties:

A. Generally

1. **Age Restriction**: Operators may not operate a personal golf cart or vehicle, excluding personal vehicles, on any street unless the operator is at least 18 years old. Operators may be required to provide picture identification to a University official

upon request for evidence of age qualification.

2. **License Required**: Operators may not operate a personal golf cart or vehicle unless the operator is licensed to operate a motor vehicle.
3. **Other Laws**: The operator of a personal golf cart or vehicle must comply with the signal requirements that apply to the operation of a vehicle.
4. **Personal Liability**: Operators are personally liable for any personal injuries or property damage caused by their use of a personal golf cart or vehicle.. Any such claims must be directed to the insurance carrier of the operator of the personal golf cart or vehicle.

B. Personal Golf Carts

The following rules apply to all operators of golf carts on University owned or controlled property, excluding a police officer in the performance of his or her official duties, if following such rules will prohibit their ability to safely and efficiently carry out their duties.

1. **Prior Approval:** Operators of personal golf carts on University owned or controlled property are limited to those individuals who have been given prior express written approval by Grand Valley Public Safety, to operate the personal golf cart on University property.
2. **Passing**: A person operating a personal golf cart shall not pass between lines of traffic, but may pass on the left of traffic moving in his or her direction in the case of a 2-way street or on the left or right of traffic in the case of a 1-way street, in an unoccupied lane. The operator must ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or a vehicle proceeding in the same direction
3. **Sidewalks Prohibited**: A personal golf cart shall not be operated on a sidewalk constructed for the use of pedestrians.
4. **Speed**: A personal golf cart shall be operated at a speed not to exceed 15 miles per hour.
5. **Pedestrians**: A personal golf cart shall be operated with the utmost courtesy, care, and consideration for the safety and convenience of other vehicles and pedestrians. In congested pedestrian areas, operators must either park or reduce speed to a pace consistent with pedestrians. Pedestrians shall be afforded the right-of-way at all times. This includes persons walking, jogging, bicycling and those in personal assistance devices or PTDs.
6. **Passenger Safety**: All occupants in the personal golf cart must keep hands, arms, legs and feet within the confines of the cart while it is in motion. Do not exceed the passenger limit, seating designation, or load capacity as designated by the cart's manufacturer. Neither cargo nor passengers shall be placed on the roof of the cart.
7. **Parking Lots**: While driving personal golf carts through parking lots, special care should be taken to observe traffic and vehicles pulling in/out of parking spaces.
8. **Signaling**: Drivers of personal golf carts that are not equipped with turn indicators shall use appropriate hand signals.
9. **Packages**: Items being transported must be placed in the rear box and/or otherwise properly secured.
10. **Parking and storage:** Operators must remove ignition key when leaving the cart. All personal golf carts left outside overnight are to be cable locked. Carts must be parked in such manner that they do not block or interfere with normal pedestrian or vehicular traffic flow on roadways, ramps or sidewalks. Carts will not be parked in fire lanes, handicap parking spaces without a proper permit, in any manner that block the normal flow of pedestrian traffic or building entrances and exits, or on sidewalks or ramps that would impede pedestrian or handicap accessibility. Carts are to be recharged only at designated recharge areas that have been surveyed by Facilities Services for electrical load sufficiency. The use of extension cords from inside buildings to carts is prohibited.
11. **The Meadows:** Operators of rented golf carts through the Meadows Golf Course (https://www.gvsu.edu/meadows/campus-cart-rental-36.htm) must adhere to all rules and requirements of the course and as outlined in this policy.

C. Vehicles

The following rules apply to all operators of vehicles on University owned or controlled property, excluding a police officer in the performance of his or her official duties, if following such rules will prohibit their ability to safely and efficiently carry out their duties.

1. Motorcycles & Mopeds: Motorcycles and mopeds may be used on roadways on University owned or controlled property, subject to the following rules:

a. Motorcycles and mopeds are entitled to full use of a roadway lane, and a motor vehicle must not be driven in such a manner as to deprive a motorcycle of the full use of a lane.

b. Motorcycles and mopeds may be operated 2 abreast in a single lane and may not ride more than 2 abreast.

c. Operation must not be in a manner that blocks, delays, or otherwise interferes with the movement of a motor vehicle on a roadway.

d. Operators must not pass between lines of traffic but may pass on the left of traffic moving in the same direction in the case of a 2-way street or on the left or right of traffic in the case of a 1-way street, in an unoccupied lane.

e. Motorcycles and mopeds must not be operated on sidewalks or other pedestrian walkways.

2. Quad or ATVs: Quads and other ATVs are not permitted on University owned or controlled property.

3. Personal Vehicles ("PV"s): All operators of Personal Vehicles must carry personal liability insurance covering the vehicle in accordance with applicable state laws. Any damage to persons or property on university controlled and owned property are the personal responsibility of the individual operator of the PV in accordance with the terms of their personal insurance coverage and applicable state laws.

4. Other Laws and Policies: All vehicles on University owned or controlled property must be utilized in accordance with all local laws and University policies and posted signage, including the University parking policy, Parking Ordinance - University Policies and University traffic policy, Traffic Ordinance - University Policies.

VI. RELATED LINKS

Housing Guest Policy

Housing Policies

Student Code

USE OF SECURITY CAMERAS

SLT 6.29

Date of Last Update:
September 05, 2023

Approved By:

- Senior Leadership Team

Responsible Office:
Public Safety

POLICY STATEMENT

Grand Valley State University seeks to promote campus safety and to provide its community with a secure environment. Security video camera systems are a critical component to a comprehensive emergency and security plan. A security camera is defined as video technology that records a specific area in order to detect, deter, prevent, or investigate crime or other threats to public safety. The University takes seriously its responsibility to protect personal privacy when it operates security camera systems. No security camera will be installed on University owned or controlled property in any location for which there is a reasonable expectation of privacy. These areas include but are not limited to restrooms, locker rooms and occupied student residential rooms.

This policy applies to stationary security cameras owned or controlled by the University and not to portable or temporary camera applications. All other stationary cameras that are not for official University use, portable or not, are prohibited.

This policy serves to regulate the installation and appropriate uses of security cameras, including the retention, viewing, release and destruction of recorded images, data or records produced by security camera use.

The existence of this policy does not imply or guarantee that security video cameras will be monitored in real time, continuously or otherwise, nor that any particular department is going to observe and respond to a crime in progress.

Video recordings with information about a specific student are considered law enforcement records unless the University uses the recording for disciplinary purposes or makes the recording part of the educational record. The Department of Public Safety, working in conjunction with the Information Technology Department has the authority to select, coordinate, operate, manage, and monitor all security camera systems pursuant to this policy.

PROCEDURES

Individual colleges, departments, programs, or organizations wishing to install security camera equipment for official University use on any of the University campuses are required to collaborate with Facilities Planning, Department of Public Safety and Information Technology prior to any installation. All equipment and installation must be approved and coordinated through the Department of Public Safety in order to meet the minimum technical specifications identified by the Department of Public Safety and Facilities Planning along with Information Technology for technical standards. All costs for purchase, installation, and maintenance of security cameras will be the responsibility of the appropriate project budget or the department/unit making the request. The University reserves the right to remove or disable cameras not compliant with this policy.

Security Camera System Operator

Security Camera System Operators are trained staff members who have access and been assigned responsibility by the Department of Public Safety. Prior to being permitted access to any security cameras, these individuals will be trained by the Department of Public Safety in the technical, legal, and ethical parameters of appropriate camera use. The Department of Public Safety will maintain an up-to-date list of authorized Security Camera System Operators having access to the system and any live or recorded images. Access to viewing, copying, duplicating and/or retransmission of live, recorded video or still images will be limited to Security Camera System Operators.

Security Camera System Operators are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control.

Recordings

Images recorded by security camera systems are considered sensitive information that are to be protected from unauthorized access for modifications, duplications or destruction. The stored images generated by University security cameras are to be kept in a central location and secured in a network location established by the Information Technology department.

Stored data may be released when it is related to any criminal investigation, civil suit, subpoena or court order, arrest, or to aid in a disciplinary proceeding against a student or personnel actions against an employee. Stored data needing to be retained as part of a civil or criminal investigation may be downloaded and retained by law enforcement personnel according to their individual department policies. Internal requests to release stored data are to be authorized by the Director of Public Safety or designee(s).

All recordings will be re-recorded over every 30 days unless there is a demonstrated business need, ongoing investigation, court order, or other bona fide use as approved by the Director of Public Safety or designee.

Monitoring

University security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include, but are not limited to, the following: High risk areas, restricted access areas/locations, in response to an alarm, special events, and specific investigations authorized by the Director of Public Safety or designee(s).

Any person who tampers with or destroys video security equipment will be subject to criminal prosecution and/or campus disciplinary processes.

WEB POLICIES FOR ACADEMIC AND ADMINISTRATIVE UNITS

SLT 7.5

Date of Last Update:
December 18, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
University Marketing

POLICY STATEMENT

All GVSU units are required to maintain their webpages on the university's domain www.gvsu.edu and use the university's content management system unless authorized by University Marketing. All GVSU organizations, whether on the gvsu.edu domain or authorized to maintain their own servers and publish pages under domains other than www.gvsu.edu/ are equally responsible for adhering to GVSU Web standards.

The purpose of website design standards is to:

- Reinforce GVSU's identity
- Meet the needs of the constituencies Grand Valley serves
- Provide continuity in website appearance
- Protect and regulate the use of proprietary GVSU names, logo marks, word marks, and graphic devices
- Keep content current
- Faithfully represent GVSU to the public

Web standards can be found at http://www.gvsu.edu/identity

FUNDRAISING POLICY

SLT 8.3

Date of Last Update:
December 08, 2014

Approved By:

- Senior Leadership Team

Responsible Office:
University Development

POLICY STATEMENT

University Development helps Grand Valley State University fulfill its mission and realize its aspirations in three ways: (1) securing, stewarding and increasing financial support; (2) building meaningful partnerships with external and internal constituents; and (3) communicating the university's character, quality, priorities and goals.

Accordingly, University Development must strive at all times to ensure that its policies and procedures and those of the university are in compliance with local, state and federal regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines, public embarrassment and/or the loss of the University's tax-exempt status.

For these and many other reasons, all fundraising requests made in the name of the University must be approved in advance by the Vice President for Development. In addition, only the Vice President for Development or their designee is empowered to issue the University's official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.

Any fundraising activity that employs the name, image or reputation of the University, in an effort to secure financial gifts will be considered fundraising in the name of the University and is subject to this policy. In the area of "sponsored research", University

Development may work with the Office of Sponsored Research to determine the most appropriate fit for the project.

Any potential fundraising activities on behalf of an University program or initiative must first be approved by the appropriate dean and/or the divisional vice president before a request for assistance is directed to University Development. In all decisions related to funding, the priorities of the University, as approved by the Board of Trustees, shall guide the decision making process.

University Development will not share lists of donors or other constituents with individuals and organizations not affiliated with approved university fundraising activities.

This policy shall apply to any and all members of the University community, as well as to any other individuals or organizations who may represent themselves as members of the University community or who claim to be acting on behalf of the University. This policy does not apply to members of the University community when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the university.

Today's donors have more outlets for their philanthropic desires than ever before. As competition for the philanthropic dollar has increased, donors now receive numerous appeals from multiple non-profit organizations. Consequently they are likely to become annoyed by multiple requests from the same organization. To ignore this is to risk reduced support, an outright refusal, or perhaps even permanent discontinuation of support.

Grand Valley State University can be at the forefront of a donor's choice if we are clear in our intent, focused on the university's highest priorities, and present exciting opportunities for support. Coordination of university-wide fundraising activities is imperative.

Prohibited Activities

Members of the University community are prohibited from engaging in the following tactics and activities for purposes of fundraising:

- Use of home addresses from the university telephone directory to compile calling or mailing lists.
- Use of the Grand Valley State University Alumni Directory to compile calling or mailing lists.
- Using one's status as a Grand Valley State University employee or student to secure a gift commitment unless specifically authorized to do so.
- Using "mass e-mails" on the campus intranet system to solicit gifts unless specifically authorized to do so by University Development.
- Conducting lotteries or similar games of chance, which the State of Michigan defines as gambling. Raffles may be conducted with prior approval from the Office of Student Life. For procedures and protocols implementing this policy please contact the Development Office.

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND MISCONDUCT

SLT 9.1

Date of Last Update:
October 14, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Civil Rights and Title IX

POLICY STATEMENT

1. Purpose

GVSU is committed to providing an educational and employment environment that is free from discrimination and harassment based on Protected Characteristics, and free from retaliation for engaging in protected activity.

GVSU values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the

Resolution Process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its education programs and activities, GVSU has developed this Policy and related procedures that provide for prompt, fair, and impartial resolution of allegations of discrimination, harassment or misconduct based on Protected Characteristics.

2. Notice of Discrimination, Harassment, and Misconduct Based on Protected Characteristics

GVSU seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination, harassment, and misconduct in public post-secondary education institutions.

GVSU does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived Protected Characteristics.

This Policy covers alleged discrimination, harassment and misconduct in employment and in access to educational opportunities, and prohibits such misconduct. Therefore, any member of the GVSU community whose acts objectively deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of GVSU's community, guest, or visitor on the basis of that person's actual or perceived Protected Characteristic(s), is in violation of this Policy.

Actual or perceived Protected Characteristics as referenced in this Policy include:

- Age
- Color
- Disability (physical or mental)
- Ethnicity
- Familial Status (including Parental Status)
- Gender expression
- Gender identity
- Height
- Marital status
- National origin (including Shared Ancestry)
- Political affiliation
- Pregnancy or Related conditions
- Race
- Religion
- Sex
- Sexual orientation
- Veteran or active-duty military status (including disabled veteran; recently separated veteran; active-duty, wartime, or campaign badge veteran; and Armed Forces Service Medal veteran)
- Weight

GVSU will promptly and effectively address any such discrimination, harassment or misconduct of which it has knowledge or Notice using the resolution process outlined in the Resolution Process for Alleged Violations of GVSU Policy Prohibiting Discrimination, Harassment and Misconduct.

3. Contacts

GVSU has appointed the following individual(s), to coordinate GVSU's compliance with this policy and federal, state, and local civil rights laws and ordinances:

For sex discrimination, sex-based harassment, and other sexual misconduct allegations:

Title IX Coordinator

Kathleen VanderVeen
Associate Vice President of Civil Rights and Title IX

Title IX and ADA Coordinator
Office of Civil Rights and Title IX
Zumberge
1 Campus Drive
616.331.9532
vandervk@gvsu.edu
www.gvsu.edu/titleix

For other forms of discrimination, harassment, and misconduct allegations:

Office of Civil Rights and Title IX (OCRTIX)
Zumberge
1 Campus Drive
616.331.9532
www.gvsu.edu/titleix

The Title IX Coordinator and other members of the Office of Civil Rights and Title IX (OCRTIX) are responsible for providing comprehensive education and training; coordinating GVSU's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and misconduct.

GVSU recognizes that allegations under this Policy may include multiple forms of discrimination, harassment or misconduct, as well as violations of other GVSU policies; may involve various combinations of students, employees, and other members of the GVSU community; and may require the simultaneous attention of multiple GVSU departments.

Accordingly, all GVSU departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law, and consistent with other applicable GVSU policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or misconduct.

4. External Contact Information

Concerns about GVSU's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights (OCR)
U.S. Department of Education
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Email: OCR.Denver@ed.gov
For Complaints involving employee-on-employee conduct: Equal Employment Opportunity Commission (EEOC)

EEOC Regional Office
Patrick V. McNamara Building, 477 Michigan Avenue, Room 865
Detroit, MI, 48226

5. Definitions (Appendix A)

Please see Appendix A for a list of definitions pertaining to the Policy and related procedures.

6. Mandatory Reporters

All GVSU faculty and employees (including student-employees), Resident Assistants, and Graduate Assistants, other than those deemed Confidential Employees, are Mandatory Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, or misconduct to appropriate officials immediately, although there is a Limited Event Exception as defined in Appendix A. Supportive Measures may be offered as the result of such disclosures without formal GVSU action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandatory Reporters, as those details must be shared with the OCRTIX.

If a Complainant seeks formal action in response to their allegations, reporting to any Mandatory Reporter can connect them with resources to report alleged crimes and/or Policy violations. These employees will immediately pass Notice to the OCRTIX (and/or GVPD, if desired by the Complainant or required by law), who will then act in accordance with their procedures.

Failure of a Mandatory Reporter, as described above in this section, to report an incident of discrimination, harassment or misconduct of which they become aware is a violation of GVSU Policy and can be subject to disciplinary action for failure to comply or failure to report.

A Mandatory Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

If a student (or a student's parent or other legal representative) informs a GVSU employee of the student's pregnancy or related conditions, in the absence of an associated report of discrimination, harassment, or other misconduct, Mandatory Reporters need not inform OCRTIX. However, the employee must provide the reporting person with information as outlined in the Pregnancy-Based Grievances and Complaints provision of this Policy.

7. Confidential Reporting Options

The following sections describe GVSU's confidential reporting options for a Complainant (including parents or legal guardians when appropriate):

If a Complainant would like to confidentially access support and resources, the Complainant may speak with Confidential Employees. Confidential Employees are not required to notify the OCRTIX about prohibited conduct under this policy, but will provide information to the reporting individual regarding how to contact OCRTIX, how to make a Complaint, and how OCRTIX can help.

There are three categories of Confidential Employees: A) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; B) Those whom GVSU has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and C) Those conducting human subjects research as part of a study approved by GVSU's Institutional Review Board (IRB).

A. Confidential Employees by Law or Ethics

For those in category A), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order. These employees include the following

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff

B. Designated Confidential Resources

To enable Complainants to access support and resources without filing a Report or Complaint, if they so choose, GVSU has designated specific employees as Confidential Resources. Confidential Resources are not required to report actual or suspected discrimination, harassment, or misconduct in a way that identifies the Parties. They will, however, provide the Complainant with the OCRTIX's contact information and offer options and resources. Confidential Resources do not have any obligation to inform an outside agency or GVSU official of identifying information or the details of the allegations unless a Complainant has requested the

information be shared. These employees include the following:

- On-campus Victim Advocates
- Employee Ombuds
- Student Ombuds

C. Confidential Employees Conducting Human Subjects Research

Those persons conducting IRB-approved human subjects research at GVSU who, during the course of the research, learn of allegations of discrimination, harassment or misconduct, are considered Confidential Employees while conducting the approved study. They are not required to notify the OCRTIX about prohibited conduct under this policy, but will provide information to the reporting individual regarding how to contact OCRTIX, how to make a Complaint, and how OCRTIX can help.

In addition, Complainants may speak with individuals unaffiliated with GVSU without concern that this Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

8. Methods of Notice

If a Complainant would like to provide the details of an incident under this Policy, the Notice may be provided directly to the OCRTIX or to a Mandatory Reporter who will notify the OCRTIX through one of the following methods:

A. Making a Report

A Report provides Notice to GVSU of an allegation or concern about discrimination, harassment or misconduct, and provides an opportunity for the OCRTIX to provide information, resources, and Supportive Measures. Such a Report may be made verbally or in writing at any time (including during non-business hours) by using the telephone number, email address, or mailing address of the OCRTIX.

If a Complainant makes a Report but does not wish to file a Complaint, GVSU will maintain the privacy of information to the extent possible. Therefore, a Complainant should not withhold Notice for fear of a loss of confidentiality. By giving Notice, GVSU can discuss the incident and/or provide Supportive Measures as needed to those involved. For more information regarding Confidential Reporting Options, refer to that provision of this policy.

B. Making a Complaint

A Formal Complaint (“Complaint”) provides written Notice to GVSU that the Complainant would like to initiate an investigation or other appropriate resolution procedures. Such a Complaint must be submitted in writing, using the OCRTIX Complaint Form. The Complaint Form may be submitted at any time (including during non-business hours) in person, online, by email address or by mailing address to the OCRTIX.

A Complainant may initially make a Report and may decide at a later time to make a Complaint.

A Complainant does not have to be a member of the GVSU community to file a Complaint under the Jurisdiction of this Policy. At the time of filing the Complaint, a Complainant must be participating in or attempting to participate in a GVSU education program or activity.

C. Online Submission

A Complainant may submit online Notice at https://cm.maxient.com/reporting.php?GrandValley.

Anonymous Notice is accepted**.** However, please note that in order to properly address or investigate the allegations, the Notice may give rise to a need to try to determine the Parties’ identities. Please also be aware that Anonymous Notice may limit GVSU’s ability to investigate, respond, and provide remedies. It also may not be possible to provide Supportive Measures to Complainants who are the subject of Anonymous Notice.

Measures intended to protect the community or redress or mitigate harm may be enacted in response to an Anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, GVSU is able to respect a Complainant's request to not initiate a Resolution Process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a serious threat to health and/or safety, where GVSU may need to initiate a Resolution Process, signing and submitting its own Complaint Form through the OCRTIX.

9. Time Limits on Reporting

There is no time limitation on providing Reports or Complaints to the OCRTIX. However, if the Respondent is no longer subject to GVSU's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or rendered impossible.

The OCRTIX will review all Reports or Complaints significantly impacted by the passage of time (including, but not limited to, impacts caused by the rescission or revision of Policy) for determination of whether to act upon it. The OCRTIX may document allegations for future reference, offer Supportive Measures, and/or engage in informal or formal action, as appropriate.

10. Prompt & Effective Response to Allegations

After receipt of Notice through Report or Complaint of prohibited conduct under this policy, GVSU will:

1. Treat the Complainant and Respondent equitably.
2. Offer and coordinate Supportive Measures, as appropriate, for the Complainant.
3. Offer and coordinate Supportive Measures as appropriate, for the Respondent, if GVSU initiates Formal Resolution (Grievance Procedures) or offers an Informal Resolution process to the Respondent.
4. Notify the Complainant, or if the Complainant is unknown, the individual who reported the conduct, of the process for filing a written Complaint if desired, the Grievance Procedures, and the Informal Resolution process, if available and appropriate.
5. If a Complaint is made, notify the Respondent of the Grievance Procedures and the Informal Resolution process, if available and appropriate.
6. In response to a Complaint, initiate GVSU's Grievance Procedures or Informal Resolution process, if available and appropriate.
7. In the absence of a Complaint, or in the case of withdrawal of any or all of the allegations in a Complaint, and/or in the absence or termination of an Informal Resolution process, make a fact-specific determination regarding whether the OCRTIX will initiate a Complaint itself.
8. If the OCRTIX initiates a Complaint itself, make reasonable efforts to notify the Complainant prior to doing so and appropriately address reasonable concerns about the Complainant's safety or the safety of others.
9. Regardless of whether a Complaint is initiated, take other appropriate prompt and effective steps in effort to ensure that conduct prohibited by this Policy does not continue or recur within GVSU's education program or activity, in addition to providing remedies to an individual Complainant.

For additional information regarding the Resolution Process under this Policy, please review the Resolution Process for Alleged Violations of GVSU Policy Prohibiting Discrimination, Harassment and Misconduct.

11. Disability-Based Grievances and Complaints

Allegations of discrimination, harassment or misconduct on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has allegedly had a discriminatory effect, will be resolved under this Policy and related procedures.

However, grievances or complaints related to one's disability status and/or type of accommodation provided, are addressed as outlined in GVSU's ADA Accommodation Policy for Faculty, Staff and Students with Disabilities.

12. Pregnancy-Based Grievances and Complaints

Allegations of discrimination, harassment or misconduct on the basis of an actual or perceived pregnancy, including instances in which the provision of reasonable accommodations has allegedly had a discriminatory effect, will be resolved under this Policy and related procedures.

However, grievances or complaints related to one's pregnancy status and/or type of accommodation provided, are addressed as outlined in GVSU's Pregnancy, Childbirth and Pregnancy Related Conditions Policy.

When a student (or a student's parent or other legal representative) informs a GVSU employee of the student's pregnancy or related conditions, in the absence of an associated report of discrimination, harassment, or other misconduct, Mandatory Reporters need not inform OCRTIX. However, the employee must provide the reporting person with the OCRTIX's contact information and inform that person that the OCRTIX can do the following in effort to prevent sex discrimination or hostile environment based on the student's Pregnancy or Related Condition(1):

- Inform the student of their rights under this Policy;
- Provide reasonable accommodations, including private space and a reasonable break for lactation;
- Allow voluntary leave of absence, as medically necessary, and reinstatement upon return;
- Ensure individualized reasonable modifications are provided as needed (and as defined in the related Pregnancy Policy);
- Refrain from requesting supporting documentation when a) it has already been provided, 2) it relates to lactation needs, c) it is obvious, d) it constitutes a routine or simple modification, or e) other non-pregnancy related students receiving the accommodation obtain it without supporting documentation.

13. Scope

This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

This Policy prohibits all forms of discrimination, harassment or misconduct on the basis of the identified Protected Characteristic(s), and may be applied to incidents, to patterns, and/or to the institutional culture or climate, all of which may be addressed in accordance with this Policy.

This Policy is only applicable to alleged incidents of discrimination, harassment or misconduct that occur on or after August 14, 2020. For alleged incidents occurring prior to August 14, 2020, the federal regulations in place at the time of the alleged incident apply.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in GVSU's program or activities, including education and employment.

14. Jurisdiction

This Policy applies to alleged discrimination, harassment or misconduct occurring in circumstances where GVSU has disciplinary authority at or during GVSU's education programs and activities (including locations, events, or circumstances in which GVSU exercises substantial control).

This Policy applies to alleged incidents occurring within any building owned or controlled by a GVSU-recognized student organization.

This Policy also applies to alleged off-campus misconduct if the effects of that conduct are to objectively limit or deny a person's access to GVSU's education program or activities.

GVSU may also extend jurisdiction to online conduct occurring on campus or off-campus when the conduct affects a substantial GVSU interest. For more information regarding online conduct, refer to the Online Discrimination, Harassment or Misconduct provision of this policy.

A substantial GVSU interest includes, but is not limited to, prohibiting the following related conduct:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
2. Any situation in which it is determined by GVSU that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
3. Any situation that significantly and objectively impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
4. Any situation that substantially interferes with GVSU's educational interests or mission.
5. Any situation that is sufficiently serious that it objectively denies or limits a GVSU community member's ability to participate in or benefit from GVSU's programs or activities. Objectivity is based on a reasonably prudent person in like circumstances.

For disciplinary action to be issued under this Policy, the Respondent must be a GVSU faculty member, student, or employee at the

time of the alleged incident. If the Respondent is unknown or is not a member of GVSU community, the OCRTIX will offer to assist the Complainant in identifying appropriate institutional and local resources and support options, and GVSU will implement appropriate Supportive Measures and/or remedial actions where necessary. GVSU can also assist the Complainant in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendor employees serving GVSU through third-party contracts are subject to these policies and procedures given their employer's agreement to be bound through the respective contracts.

When a party is participating in a dual enrollment/early college program, GVSU will coordinate with the party's home institution to determine jurisdiction and coordinate providing Supportive Measures and responding to the Report or Complaint under the appropriate policy and procedures based on the allegations and identities of the Parties.

When the Respondent is enrolled in or employed by another institution, the OCRTIX can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to initiate a process under that institution's policies.

Similarly, the OCRTIX may be able to assist and support, through remedial measures, a GVSU student or employee Complainant who experiences discrimination elsewhere (such as in an externship, study abroad program, or other environment external to GVSU where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse).

GVSU does not have jurisdiction to handle the matter through its grievance process if the conduct did not occur against a person in the United States.

15. Supportive Measures

GVSU will offer and implement appropriate and reasonable Supportive Measures to the Parties upon Notice of alleged discrimination, harassment or misconduct. Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to GVSU's education program or activity, including measures designed to protect the safety of all Parties and/or GVSU's educational environment and/or to deter discrimination, harassment, and misconduct.

The OCRTIX promptly offers to make Supportive Measures available to the Parties upon receiving Notice. At the time that Supportive Measures are offered, if a Complaint has not been filed, GVSU will inform the Complainant, in writing, that they may file a Complaint with GVSU either at that time or in the future. The OCRTIX will work with a party to ensure that their wishes are considered with respect to any planned and implemented Supportive Measures.

GVSU will maintain the confidentiality of the Supportive Measures, provided that confidentiality does not impair GVSU's ability to provide those Supportive Measures or investigate and resolve the allegations. GVSU will act to ensure as minimal an academic or occupational impact on the Parties as possible and appropriate. GVSU will implement measures in a way that does not unreasonably burden any party.

These Supportive Measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Implementing contact restrictions (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Assistance with obtaining a PPO or Cease and Desist through referral to GVPD.
- Class schedule modifications, withdrawals, or leaves of absence
- Any other actions deemed appropriate by the OCRTIX to address the objective harm

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as Collateral Misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of GVSU's decision to provide, deny, modify, or terminate Supportive Measures applicable to them. A request to do so should be made in writing to the OCRTIX. An impartial employee, other than the employee who implemented the Supportive Measures, who has authority to modify or reverse the decision, will determine whether the decision is sufficiently inconsistent with the definition of Supportive Measures to warrant modification or reversal. GVSU will also provide the Parties with the opportunity to seek additional modification or termination of Supportive Measures applicable to them if circumstances materially change. GVSU typically renders decisions on Supportive Measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the OCRTIX.

16. Online Discrimination, Harassment or Misconduct

GVSU policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited by this Policy, when those behaviors occur in or have an effect on GVSU's education program and activities, or when they involve the use of GVSU networks, technology, or equipment.

Although GVSU may not control websites, social media, and other venues through which the alleged discriminatory or harassing communications are made, when such communications are reported to GVSU, it will seek to address and mitigate the effects. This effort may include use of the Resolution Process to address off-campus, online conduct that objectively interferes with a person's access to or participation in GVSU's education programs or activities.

17. Inclusion related to Gender Identity/Expression

GVSU strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their actual or perceived Gender Identity or Expression, including intersex, nonbinary, transgender, agender, two-spirit, gender-expansive, and gender-diverse students and employees.

Discrimination, harassment or misconduct on the basis of Gender Identity or Expression is not tolerated by GVSU. If a member of the GVSU community believes they have been subjected to prohibited conduct under this Policy, they should follow the appropriate reporting process described herein. Intentional misgendering, deadnaming, or mispronouning may be considered a violation of this policy.

This Policy should be interpreted consistent with the goals of maximizing inclusion for all, including students and employees with varying gender identities, including:

- Maintaining the privacy of all individuals consistent with law;
- Ensuring all students have equal access to educational programming and activities consistent with the law;
- Facilitating participation in programs and activities by providing all students access to appropriate facilities, including restrooms and locker rooms. For a list of gender-inclusive restrooms and locker rooms on campus see our Facilities Services page;
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities;
- Providing professional development for employees and education for students on topics related to gender inclusion;
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the GVSU community.

18. Prohibited Conduct-Discrimination or Harassment Offenses

Students and employees are entitled to an educational and employment environment that is free from discrimination and harassment.

The sections below describe the specific forms of legally prohibited discrimination and harassment on the basis of actual or perceived Protected Characteristics, that are also prohibited under GVSU Policy.

When speech or conduct is constitutionally protected, it will not be considered a violation of GVSU Policy, though Supportive Measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely

that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other GVSU policies may constitute discrimination or harassment when motivated by actual or perceived Protected Characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived Protected Characteristic. Discrimination also includes a failure to provide reasonable accommodations as required by law or policy, such as for a person's disability, religion, or creed.

Discrimination can take two primary forms:

1. Disparate Treatment Discrimination:
Any intentional differential treatment of a person or persons that is based on a person's actual or perceived Protected Characteristic and that:

- excludes an individual from participation in;
- denies the individual benefits of; or
- otherwise adversely affects a term or condition of an individual's participation in a GVSU program or activity.

Differential treatment means others have received more favorable treatment and there is no legitimate nondiscriminatory reason for the more favorable treatment.

2. Disparate Impact Discrimination:
Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:

- excludes an individual from participation in;
- denies the individual benefits of; or
- otherwise adversely affects a term or condition of an individual's participation in a GVSU program or activity.

Disproportionate impact means others have not been impacted negatively and there is no legitimate nondiscriminatory reason for the more positive impact.

B. Discriminatory Harassment

Discriminatory Harassment includes all of the following:

- unwelcome conduct on the basis of actual or perceived Protected Characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it objectively limits or denies a person's ability to participate in or benefit from GVSU's education programs or activities

C. Sex-based Harassment

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, *(2)* including sex stereotypes, sex characteristics, and Pregnancy or Related conditions.

1. Quid Pro Quo Harassment:

- an employee agent, or other person authorized by GVSU
- to provide an aid, benefit, or service under GVSU's education program or activity,
- explicitly or impliedly conditions the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2. Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,

- is objectively offensive, and
- is so severe and pervasive,
- that it effectively denies a person equal access to participate in or benefit from GVSU's education program or activity

3. Sexual Assault *(3)* The following definitions describe prohibited conduct that constitutes sexual assault

(a) Rape is defined as:

- Penetration, no matter how slight,
- of the vagina or anus of the Complainant,
- with any body part of the Respondent or by Respondent's use of an object, or
- oral penetration of the Complainant by a sex organ of Respondent, or by the Respondent's use of a sex-related object
- without the consent of the Complainant *(4)*.

(b) Fondling (Criminal Sexual Contact) is defined as:

- The intentional touching of the clothed or unclothed body parts of the Complainant by the Respondent,
- (or the forced touching of the clothed or unclothed body parts of the Respondent by the Complainant)
- for the purpose of sexual degradation, gratification, or sexual humiliation
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.

(c) Incest is defined as:

- Nonforcible sexual intercourse,
- between persons who are related to each other,
- within the degrees wherein marriage is prohibited by law.

(d) Statutory Rape is defined as:

- Nonforcible sexual intercourse,
- with a person who is under the statutory age of consent.

4. Dating Violence is defined as:

- violence,
- committed by a person,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
        - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
        - Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence(5*)* **is defined as:**

- Violence that constitutes a felony or misdemeanor crime committed by a current or former spouse of intimate partner of the victim under the family or domestic violence laws of Michigan, or,
- use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enable, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior,
- committed by a person who
    - is a current or former spouse or intimate partner of the Complainant, or person similarly situation to a spouse of the victim;
    - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner
    - shares a child in common with the Complainant, or
    - commits acts against an adult or youth Complainant who is protected from that person's acts under the domestic or

family violence laws of MI.

6. Stalking is defined as:

- engaging in a course of conduct,
- directed at the Complainant,
- that would cause a reasonable person
- to fear for the person's safety or the safety of others, or
- Suffer substantial emotional distress.

For the purpose of this definition-

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

GVSU reserves the right to address sex-based conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a Protected Characteristic. Addressing such conduct will not result in the imposition of discipline under this Policy, but may be referred to other appropriate student or employee conduct processes.

For assistance with Informal Resolution techniques under these circumstances, contact the Office of Civil Rights and Title IX.

Separate treatment on the basis of sex in the context of sex-separate living facilities and sex-separate athletic teams is not discrimination.

D. Gender-Identity or Sexual Orientation-based Harassment

Gender Identity-based Harassment and Sexual Orientation-based Harassment are forms of discrimination and include harassment on the basis of gender identity or sexual orientation *(6)*, including related stereotypes or characteristics.

1) Quid Pro Quo Harassment:

- an employee agent, or other person authorized by GVSU
- to provide an aid, benefit, or service under GVSU's education program or activity,
- explicitly or impliedly conditions the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct because of their actual or perceived gender identity or sexual orientation.

2) Hostile Environment Harassment:

- unwelcome gender identity or sexual orientation- based conduct, that
- based on the totality of the circumstances,
- is objectively offensive, and
- is so severe and pervasive,
- that it effectively denies a person equal access to participate in or benefit from GVSU's education program or activity

GVSU reserves the right to address offensive conduct and/or harassment on the basis of gender identity and sexual orientation that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a Protected Characteristic. Addressing such conduct will not result in the imposition of discipline under this Policy, but may be referred to other appropriate student or employee conduct processes.

For assistance with Informal Resolution techniques under these circumstances, contact the OCRTIX.

19. Prohibited Misconduct- Sexual Exploitation

The following definition describes prohibited sexual misconduct that constitutes sexual exploitation:

A. Sexual exploitation is defined as:

- A person taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

1. Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
2. Invasion of sexual privacy (e.g., doxxing)
3. Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
4. Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
5. Prostituting another person
6. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
7. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
8. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
9. Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
10. Knowingly soliciting a minor for sexual activity
11. Engaging in sex trafficking
12. Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
13. Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

20. Prohibited Misconduct-Retaliation

The following definition describes prohibited conduct that constitutes retaliation:

A. Retaliation is defined as:

- Adverse action, including intimidation, threats, coercion or discrimination
- against any person,
- by GVSU, a student, employee, or a person authorized by GVSU to provide aid, benefit, or service under GVSU's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the GVSU Policy Prohibiting Discrimination, Harassment And Misconduct Procedures, including an Informal Resolution process, or in any other appropriate steps taken by GVSU to promptly and effectively end any discrimination or harassment in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation *(7)*.

It is also not retaliation for GVSU to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the GVSU Policy Prohibiting Discrimination, Harassment and Misconduct. However, the determination

of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith..

Peer to Peer Retaliation is also prohibited.

21. Other Prohibited Misconduct

The following definitions describe other conduct prohibited under this Policy, if such conduct is on the basis of Protected Characteristics and does not otherwise meet a definition of prohibited misconduct under the Policy:

A. Bullying is defined as:

- repeated and/or severe aggressive behavior,
- that is objectively likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant, that is not speech or conduct that is otherwise protected by the First Amendment.

B. Endangerment is defined as:

- threatening or causing physical harm,
- extreme verbal, emotional, or psychological abuse, or
- other conduct which threatens or endangers the health or safety of any person or damages their property

C. Hazing is defined as:

- any intentional, knowing, or reckless act
- committed by a person (whether individually or in concert with other persons)
- against another person or persons
- regardless of the willingness of such other person or persons to participate, that-

(I) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and

(II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the University's programs or activities (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including but not limited to those behaviors identified in relevant laws or campus policies.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership be contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.
- Hazing is not confined to the student group or student organization with which the person subjected to the hazing is associated.

22. Unauthorized Disclosure: *(8)*

Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process is prohibited except as required by law or as expressly permitted by GVSU.

Publicly disclosing institutional work product (produced, compiled, or written by GVSU for purposes of its investigation and resolution of a Complaint) that contains personally identifiable information without authorization or consent is also prohibited.

Parties and Advisors are prohibited from disclosing information obtained by GVSU through the Resolution Process, to the extent that information is the work product of GVSU or contains personally identifiable information, without authorization.

Violation of this Policy provision may be subject to significant sanctions

23. Failure to Comply or Process Interference

Intentional failure to comply with the following OCRTIX actions is a violation of this Policy:

- reasonable directives of OCRTIX in the performance of their official duties, including with the terms of a no contact order;
- emergency removal or interim suspension terms;
- sanctions;
- terms of an Informal Resolution Agreement;
- mandated reporting duties as defined in this Policy

Intentional interference with the Resolution Process is a violation of this Policy. Such interference can include but is not limited to:

- Destruction of or concealing of evidence;
- Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence;
- Intimidating or bribing a witness or party

24. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings of Consent, Force and Incapacitation apply:

1. **Consent** is defined as *(9)*:

- knowing, and
- voluntary, and
- clear permission
- expressed by word or action
- prior to engaging in and during sexual activity.

Consent is active, not passive. Silence, or lack of resistance, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent may be withdrawn at any time as long as the withdrawal is reasonably and clearly communicated by word or action. If consent is withdrawn, that sexual activity should stop.

Previous relationships or prior consent cannot imply consent to future sexual acts. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – incapacitated.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a Supervisory or disciplinary authority.

Consent may not be given by a person who has not reached the legal age of consent under applicable law. Being impaired by alcohol or drugs will never function as a defense for any behavior that violates this Policy.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on GVSU to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited misconduct. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault *(10)*

2. Force is defined as:

- the use of physical violence, and/or
- physical imposition
- to gain sexual access.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3. Incapacitation is defined as:

- a state where a person is incapable of giving consent.

An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction).

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

25. Standard of Proof

GVSU uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that GVSU will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the Policy as alleged. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on GVSU and not on the parties. However, GVSU cannot obtain protected health information without a signed release from the treated individual for use of the health information in the grievance process.

Absent the necessary proof, a Respondent is not considered in violation of the Policy and is presumed not to have violated the policy unless and until such proofs are made.

26. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process including with the use of evidence fabricated with artificial intelligence, can be subject to discipline under appropriate GVSU policies.

27. Consensual Relationship Policy

GVSU recognizes there are inherent risks in any romantic or sexual relationships between persons in unequal positions, such as faculty member-student, Resident Assistant-supervisory student, or supervisor-employee. Any persons engaging in such relationships are subject to GVSU’s Consensual Relationship Policy, SLT 9.2.

This Policy (Policy Prohibiting Discrimination, Harassment and Misconduct) will also apply to allegations of prohibited conduct under this Policy within such consensual relationships. Where the alleged prohibited conduct is on the basis of sex and by an Employee against a student, Informal Resolution will not be permitted.

28. Resolution Process Confidentiality & Privacy

GVSU makes every effort to preserve the privacy of those involved in a process under this Policy.

Except as permitted or required by law, and applicable regulations, or to fulfill the purposes of this Policy, GVSU will not share the identity of:

1. any individual who has made a Complaint under this Policy;
2. any Complainant;
3. any individual who has been reported to be the perpetrator of discrimination, harassment or misconduct;
4. any Respondent; or
5. any witness

Additional information regarding confidentiality and privacy can be found in GVSU's Confidentiality, Data & Security Policy and in the Confidential Reporting Options provision of this policy.

For additional information regarding unauthorized disclosure, please refer to the Unauthorized Disclosure provision of this policy.

29. Interventions to Address Allegations of Discrimination, Harassment or Misconduct.

GVSU uses a number of interventions to address allegations of discrimination, harassment or misconduct, including offering Supportive Measures, initiating a Formal Resolution Process (Grievance Procedures), or engaging in an Informal Resolution Process. These efforts may include, but are not limited to, problem-solving, assistance, intervention, confrontation, investigation, and/or Policy enforcement.

When conflicts arise between the right of members of the community to be free from discrimination, harassment or misconduct, and those exercising their right to religious freedom or freedom of expression, GVSU will seek to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, GVSU will offer remedial solutions and/or enforce its Policies while also respecting the rights of all members of its community.

For questions regarding Expressive Activity on GVSU owned and controlled property, please refer to the relevant provisions of GVSU's Grounds and Facility Use Policy.

30. Emergency Removal, Interim Actions, and Leaves of Absence

GVSU can act to remove a student Respondent accused of Discrimination, Harassment or Misconduct from its education program or activities, partially or entirely, on an emergency basis if an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by GVSU using its standard risk assessment procedures. For additional information on emergency removal, interim actions and leave of absences, see the relevant Policy procedures.

Employees are subject to existing procedures for interim actions and leaves.

31. Federal Timely Warning Obligations

GVSU must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of GVSU community pursuant to the Clery Act.

GVSU will ensure that a Complainant's name and other personal identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

32. Amnesty

In the interest of safety and compliance with all relevant laws and regulations, GVSU encourages the reporting of misconduct and crimes by Complainants, Respondents and witnesses. Sometimes, individuals are hesitant to give Notice to GVSU officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident.

It is in the best interests of the GVSU community that Complainants choose to give notice of misconduct to GVSU officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, GVSU offers students amnesty from such policy violations as underage alcohol consumption or the use of illicit drugs, when related to the alleged incident of prohibited conduct.

Student Amnesty

GVSU maintains an amnesty policy for students. For criteria regarding granting amnesty, please see GVSU policy STU 10.0.

33. Preservation of Evidence

The preservation of evidence is critical to any potential criminal prosecution and to obtaining restraining (protective) orders, and it is particularly time sensitive. Therefore, OCRTIX will inform the Complainant of the importance of preserving evidence at the time of initial receipt of a Complaint.

34. Independence and Conflicts of Interest

The Coordinator manages the OCRTIX and acts with independence and authority, free from bias and conflicts of interest. The Coordinator oversees all resolutions under this Policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, discrimination or harassment by the Coordinator, contact the Vice President for People, Culture, and Equity.

Concerns of bias, misconduct, discrimination, harassment or a potential conflict of interest by any other OCRTIX employee or Resolution Pool member should be raised with the Coordinator.

35. Revision of Policy

The Coordinator reviews and updates these policies and procedures regularly. GVSU reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect, unless otherwise required by law.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the laws of the State of Michigan and federal laws that frame the provisions, generally.

This Policy is retroactively effective 08-14-2020, pursuant to guidance from the Department of Education dated February 04, 2025.

FOOTNOTES

[1] The following are rights that are also applicable to employees of GVSU with Pregnancy or Related Conditions.

[2] Throughout this Policy, “on the basis of sex” or “sex-based conduct” means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex.

[3] This would include having another person touch you sexually, forcibly, and/or without your consent.

[4] This includes Sodomy and/or sexual assault with an object

[5] To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

[6] Throughout this Policy, “on the basis of gender identity or sexual orientation” means conduct that is directed to the Complainant because of his/her/their actual or perceived gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, gender-expansive, and gender-diverse students and employees and/or because of his/her/their actual or perceived sexual orientation, including members of the LGBTQ+ community.

[7] For additional information regarding Expressive Activity refer to GVSU’s Grounds and Facility Use Policy.

[8] Nothing in this section restricts the ability of the Parties to obtain and present evidence, including by speaking to witnesses (as long as it does not constitute intimidation or retaliation under this Policy), consult with the Parties’ own family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

[9] The definition of consent under Michigan law is applicable to criminal prosecutions for sex offenses. Such definition may differ from the definition used by GVSU to address Policy violations.

[10] Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” if part of the kink would be consensual.

CONSENSUAL RELATIONSHIP POLICY

SLT 9.2

Date of Last Update:
November 19, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Inclusion and Equity/Antidiscrimination/EEO Office

POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

Article I. Purpose

The University’s goals are to maintain a positive work environment and a climate conducive to learning for students. The unequal institutional power inherent in academic and work relationships may heighten the vulnerability of those in subordinate positions. Accordingly, individuals holding positions of authority at the University must be aware of and sensitive to the potential conflict of interest, ethical concerns, and issues of sexual harassment that may occur in consensual relationships. Specifically, the parties to a consensual relationship must be aware that such relationships can create in co-workers and students perceived and real conflicts of interest. These relationships also create an environment of fear of unfair treatment in terms of promotions, grades, professional and/or educational opportunities, etc. This Policy outlines expectations for institutional and individual conduct that apply to all University faculty and staff members and students.

Article II. Consensual Relationships

Consensual romantic and sexual relationships between faculty and their students or between supervisors and their subordinates are inappropriate. Individuals should be aware that these relationships may create a perception of favoritism while the relationships continue. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change and the conduct that was previously welcome may become unwelcome. If a sexual harassment complaint is subsequently filed, the argument that the relationship was consensual will be evaluated in light of the power differential in determining whether the University’s Anti-Harassment Policy has been violated. Under these circumstances, it will be extremely difficult to use mutual consent as a defense.

Consensual Romantic or Sexual Relationships between Faculty/Staff and Students. A faculty or staff member who has educational, supervisory, evaluation, advising, coaching, or counseling responsibilities for students shall not assume or maintain those responsibilities for a student with whom the faculty or staff member has engaged in romantic or sexual relations, even if

such relations were consensual. Whether such romantic or sexual relationships predate the assumption of educational, supervisory, evaluation, advising, coaching, or counseling responsibility for the student, or arise out of the educational relationship, the faculty or staff member shall immediately disclose the romantic or sexual relationship to their Unit Head or supervisor, who shall promptly arrange alternate oversight of the student.

Consensual Romantic or Sexual Relationships between Supervisors and Subordinates. If a romantic or sexual relationship exists or develops between a supervisor, manager, or administrator and an employee for whom they have professional responsibility, the individuals involved in the relationship must promptly consult the next highest level of supervision (e.g., a supervisor, department head, Vice President, Dean) to determine whether arrangements can be made to eliminate all conflicts of interest. If such arrangements can be made that do not disadvantage the subordinate and are acceptable to the supervisor, manager, or administrator, they must be documented, and ensure that the supervisor does not hire, supervise, advise, evaluate, or otherwise directly influence the subordinate's employment. Relationships between supervisors, managers, or administrators and their subordinates are prohibited when the working relationship is such that it is not possible to eliminate the conflicts of interest. Students employed by the University who supervise other student employees are covered by this section.

Consensual romantic or sexual relationships between students. Complaints concerning relationships between students are governed by the GVSU Student Code.

Article III. Disciplinary Actions

Disciplinary action will be taken against faculty or staff members who violate this Policy, either by entering into or engaging in a sexual relationship with a student or subordinate for whom they have educational, supervisory, evaluation, advisory, coaching, or counseling responsibilities or by failing to report such relationship or failing to cooperate in making alternative arrangements.

Article IV. Confidentiality

Confidentiality of the disclosure of consensual romantic or sexual relationships will be observed to the extent permitted by law and that is consistent with protecting the welfare of faculty, staff, and students and the interests of the University.

ADA ACCOMMODATION POLICY FOR FACULTY, STAFF, AND STUDENTS WITH DISABILITIES

SLT 9.5

Date of Last Update:
September 13, 2024

Approved By:

- Senior Leadership Team

Responsible Office:
Inclusion and Equity

POLICY STATEMENT

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all faculty, staff, and students with access to the University's programs, services, events, and activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers.

University faculty, staff, and students who are persons with a disability are not required to disclose a disability or to request an accommodation. However, the University cannot accommodate an individual who does not inform the University about their disability and their need for an accommodation. A faculty, staff, or student seeking an accommodation must submit a request to the appropriate Accessibility Resources office (student vs. employee) and follow its procedures.

Note that the University conducts a survey of faculty and staff for statistical purposes, and this does not constitute a method of disclosure or self-identification consistent with this policy.

If a faculty or staff member requests an accommodation during conversation with a supervisor/unit administrator, the

supervisor/unit administrator will refer the faculty or staff member to the Employee Accessibility Resources or its web site at this link. Disclosing a disability to a supervisor does not itself compel an obligation to accommodate.

Reasonable accommodations vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the individual are considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the University. Nothing in this document shall be construed to waive the University's right to contest whether a faculty, staff, or student is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained by the appropriate Accessibility Resources office. Such documentation is kept confidential, except as necessary to administer the accommodation process or otherwise permitted by law. Such documentation may be shared only with those individuals involved in the accommodation process on an as needed basis.

Documentation guidelines and verification forms are available if you need assistance obtaining sufficient documentation www.gvsu.edu/accessibility.

PROCEDURES

Steps for Students Requesting Accommodation(s):

1. Disclose as a person with a disability by application to Student Accessibility Resources (SAR). Indicate the need for accommodation(s) in the application. SAR will contact the applicant to schedule their first appointment
2. Provide documentation of the disability from an appropriate professional. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional, and cognitive demands of the disability.
3. Attend a first meeting with an SAR advisor to discuss appropriate accommodations. Afterward, the applicant will be provided with an accommodation memo from their SAR advisor that may take 5 to 7 days to complete.
4. Share the appropriate accommodation memorandum "memo" with other university personnel as appropriate. Accommodations are not retroactive; therefore, it is imperative to deliver new or updated memos in a timely manner.

Steps Faculty and Staff to Request Accommodation(s):

1. Disclose as a person with a disability by application to Employee Accessibility Resources (EAR). Indicate the need for accommodation(s) in the application. EAR will contact the applicant to schedule their first appointment.
2. Provide documentation of the disability from an appropriate professional. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional, and cognitive demands of the disability.
3. Attend a meeting with an EAR advisor. If work accommodations are needed, the advisor will contact the supervisor/unit administrator and discuss whether an accommodation is warranted, explore possible accommodations, and assess the effectiveness each accommodation would have in enabling the faculty or staff member to perform their job considering the following:

    a. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue.

    b. The faculty or staff member's qualification for the position, defined as ability to perform the essential functions of the job with or without reasonable accommodations; and,

    c. Types of reasonable accommodations, if any, are needed.

During the accommodation request process, Accessibility Resources may:

1. Request additional documentation;
2. Consult with Human Resource office (for employees);
3. Evaluate whether the accommodation is needed, if needed, whether the accommodation would be effective, and if effective, whether providing the reasonable accommodation would impose an undue hardship.
4. Assess various accommodations;
5. Identify alternative accommodations or solutions;
6. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;
7. Determine a reasonable accommodation, if appropriate;
8. Provide a written determination to the department/unit and faculty or staff member;

9. Explain the department/unit's responsibility to fund an accepted accommodation or seek alternative funding, if needed.

Appeals

Appeal of the Determination

The Division of Inclusion and Equity will designate a trained University staff member to review the appeal. This staff member will be someone who was not involved at any point earlier in the interactive process.

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the determination.
2. New information that would change the determination and that was not reasonably available at the time the determination was made.
3. The ADA advisor had a conflict of interest against the person requesting the accommodation that would change the determination.

Request for an Appeal

Submit a written request for appeal to the Division of Inclusion & Equity within three (3) business days of delivery of the determination by sending an email to fsaccessibility@gvsu.edu.

A trained staff member will meet with the person requesting the accommodation within ten (10) business days of delivery of the request for appeal to discuss the request.

Appeal Decision-making Process

Appeal decisions are to be deferential to the original determination, making changes only when there is a compelling justification to do so. The trained staff member responsible for the appeal decision may contact the faculty or staff member's supervisor/unit administrator, other uninvolved Accessibility Resources staff members, and/or legal counsel in preparation for the appeal decision, if needed and within the bounds of this policy.

Appeal Outcome

An appeal may be granted or denied. Appeals that are granted will result in a new accommodation determination that supplants the original determination. Appeals that are denied will result in the application of the original determination. Once an appeal is decided, the outcome is final.

Retaliation

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may The University's Non-Retaliation Policy for Faculty and Staff (SLT 3.3.1) is available online.

Refer Questions to:

Student Accessibility Resources

215 The Blue Connection

Allendale, MI 49401

(616) 331-2490

(616) 331-3270 (TDD)

(616) 331-3880 (FAX)

Website: gvsu.edu/accessibility

Employee Accessibility Resources, Office of Civil Rights and Title IX

4015 James H. Zumberge Hall Allendale, MI 49401

616/331-3296

616/355-3270 (TDD)

Website: https://www.gvsu.edu/titleix/employee-accessibility-resources-95.htm

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RELIGIOUS INCLUSION POLICY

SLT 9.6

Date of Last Update:
November 19, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Inclusion and Equity/Antidiscrimination/EEO Office

POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

Purpose
Many University students, staff, and faculty observe religious traditions from a variety of religions. This Religious Inclusion Policy ("Policy") acknowledges the right of students, staff, and faculty to engage in religious observances. The University is committed to accommodate the exercise of that right.

The University acknowledges that conflicts in scheduling mandatory academic requirements and employment obligations with religious observances are inevitable. Although the University does not observe religious holidays, it recognizes that there are a number of religious holidays that affect significant numbers of our students, staff, and faculty. This Policy is intended to provide clarity to students, staff, and faculty who seek accommodation to practice their faith.

PROCEDURES

Accommodations
Grand Valley State University will make a reasonable effort to allow its students, staff, or faculty to be away from work or a class to observe their religious beliefs, except where accommodating the request would result in undue hardship on the University in its mission, operation or in meeting its academic standards. The University provides quiet areas for student, staff, and faculty reflection, meditation, and prayer. A list of these quiet areas may be found on the Inclusion and Equity webpage.

Faculty should be sensitive to the observance of religious holidays so that students who miss classes to practice their faith are not disadvantaged. A list of religious holidays is found on the Inclusion and Equity website. Please note that this list is meant to be inclusive of most major religious traditions (although certainly not comprehensive), and that religious holidays have no official status at the University.

Faculty should make every effort to avoid scheduling examinations or assigning work that is due on religious holidays. Some religious holidays begin at sundown on the evening before the published date of the holiday. Consequently, faculty should avoid scheduling late afternoon exams on these days.

Faculty shall not penalize any student who has properly notified the faculty member by complying with the Request Accommodation Procedure for his/her absence in classes, examination, or assignments. Faculty should accept a student's claim of a scheduling conflict on religious grounds at face value. If class attendance is required by the faculty member, classes missed to observe a religious holiday may not be counted as an absence.

Faculty must provide a reasonable opportunity for such a student to make up missed assignments and examinations within a reasonable time period before or after the student's absence, provided the student has properly notified the faculty member by submitting a Request Accommodation Form. Faculty must give the student the opportunity to do appropriate make-up work that is no more difficult or time-consuming than the original exam or assignment.

Nothing in this Policy, however, exempts a student from meeting course requirements or completing assignments. The faculty member may respond appropriately if the student fails to satisfactorily complete the make-up assignment or examination.

Further, when scheduling university events and activities, such as Family Weekend, Commencement, Convocation, and University sponsored conferences, planners should consult the list of religious holidays on the Inclusion and Equity website before selecting the date and time to ensure inclusiveness.

Religious Accommodation Procedure

All requests for accommodation for religious observance should be made in the following manner:

Students: Faculty should inform students of all examination dates and assignment deadlines at the start of each semester in the class syllabus. If a conflict with a religious observance exists, students must request a religious accommodation from their faculty within the first two weeks of each semester or as soon as reasonably possible after the instructor announces a particular mandatory class, examination, or assignment so that alternative arrangements can be made for any class, examinations, or assignments missed. If an accommodation is needed within the first two weeks of the semester, the student must provide the faculty member with reasonable advance notice of the need for accommodation. Requests for accommodation must be made through a Religious Accommodation Form, which may be found at the Dean of Students Office, the Office of Affirmative Action or under "Forms" at www.gvsu.edu/inclusion. It is the student's responsibility to provide faculty with reasonable notice of the need for accommodation and the timing of the notice may be taken into account in determining whether granting the request would create an undue hardship.

The faculty member and the student should discuss and agree upon what would constitute a reasonable accommodation in each given case. If the student and faculty member agree upon an accommodation, the accommodation must be carried out and disclosed on the Religious Accommodation Form. The completed Religious Accommodation Form shall be filed by the faculty member in the Dean of Students Office.

If the student and faculty member cannot agree on an accommodation, either party may bring the matter to the Unit Head to determine the accommodation. Either party may appeal the Unit Head's decision to the Dean, who will make a final binding decision.

Where a student has obligations to a placement site (e.g. internships), that student must also work out arrangements with the placement site to make up for missed responsibilities or duties.

Staff: The use of vacation and personal leave is governed by the staff member's respective Board of Trustees' Policies, Staff Handbook, or Collective Bargaining Agreement. Vacation days requested for the express purpose of religious observance will not be unreasonably denied by the staff member's supervisor if the staff member has accrued vacation leave or is eligible for personal leave and the granting of leave or vacation time will not result in undue hardship for GVSU.

Faculty: The use of vacation and personal leave is governed by the Faculty Handbook. Requests by a faculty member for leave for religious accommodation, however, shall be considered under this Policy if the faculty member has made arrangements for any missed classes and the granting of the leave will not result in undue hardship for GVSU. Faculty that miss class time due to a religious observance must make alternate arrangements for that time with his or her Unit Head. If the Unit Head denies the request, the faculty member may appeal to the Dean, who will have final decision authority over the request.

Nothing in this Policy exempts a GVSU faculty or staff member from fulfilling their job responsibilities.

Confidentiality

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made because the determination of a reasonable religious accommodation will involve discussions with other parties. Information about the request for religious accommodation will be revealed only as the deliberation process requires. Discretion will be observed to the extent permitted by law and that is consistent with protecting the welfare of the students, staff, and faculty and the interests of the University.

Retaliation

Any attempt to retaliate against an individual who files a religious accommodation request or otherwise utilizes this Policy is prohibited.

DIGITAL ACCESSIBILITY POLICY

SLT 9.7

Date of Last Update:

March 06, 2026

Approved By:

- Senior Leadership Team

Responsible Office:

Equity, Planning, and Compliance Unit

POLICY STATEMENT

Grand Valley State University is committed to providing accessible digital experiences for all users, including individuals with disabilities. We strive to ensure that all individuals can access and interact with our digital platforms effectively. This policy establishes minimum standards for the accessibility of digital content necessary to meet the University's goals and ensure compliance with applicable law. All digital content developed, procured, or used will be perceivable, operable, understandable, and robust. Digital content will conform to WCAG 2.1 Level AA Technologies Accessibility Standards and this policy.

This policy applies to all official digital content developed by or for a college, school, department, program, or unit of the University.

Each website will contain a link to report accessibility issues.

Training

Accessibility training will be provided and required of all faculty, staff and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS) or through remote access to a web server (FTP, SFTP, SSH, etc.). This training will help content administrators produce accessible content and assess and correct content that may be inaccessible. All content administrators will be required to complete Accessibility Training on an annual basis as long as they manage online content.

Enforcement

Digital content found to be in violation of this Policy will be referred to the Web Accessibility Coordinators or their designees, who will contact the responsible unit to begin remediation procedures. If necessary, some or all non-compliant portions of the digital content may be taken offline or brought into compliance by designated staff or contractors.

Purchasing of Outside Content

All web-based content and systems, whether developed internally or obtained from third parties that the University chooses to make available, are expected to conform to accessibility standards set forth in this policy. Accessibility of these technologies should be verified by University staff with demonstrated ability in accessibility evaluation. This verification process should be accomplished through hands-on evaluation of the product, prior to purchase.

When evaluating third-party products, University representatives making procurement decisions should consider a product’s accessibility as part of its evaluation. However, there will not always be accessible choices, or the most accessible choice may not

align with other dominant selection criteria. In cases where a product with limited accessibility has been purchased, interim, equivalent accommodations documented in an approved ADA exception should be in place until the service can be made accessible.

Contact Information

Any concerns with the accessibility of digital content should be directed to accessibility@gvsu.edu or reported via the link on the applicable website.

Related Links and Resources

- Digital Accessibility Help Desk
- Accessibility Training Portal
- Accessibility Training for Blackboard Ultra
- Title IX Online Reporting form
- WCAG 2.1 Guidelines

MINORS ON CAMPUS POLICY

SLT 9.8

Date of Last Update:
August 20, 2018

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY

"Grand Valley is committed to strengthening our living, learning, and working environment by recognizing and removing the barriers to full participation and providing a safe, inclusive, vibrant community for all." -- *Inclusiveness* core value section of the University's Strategic Plan.

Grand Valley State University is committed to being a safe and healthy environment for all. This includes students, faculty, staff, and campus visitors, especially those who are minors. As a public university open to everyone, the University welcomes children and teenagers on our campuses for a variety of programs and activities planned by the University or by outside organizations. In all situations, adults are expected to be positive role models for minors, acting in a respectful and responsible manner consistent with the mission and values of the University. To promote this vision, the University publishes and enforces policies, procedures, and guidelines that have the goal of promoting health, safety, and security for minors on our campuses.

"Minors" are persons under the age of eighteen (18), and the term "Minor," "Minors," "Child," and "Children" are used interchangeably in this policy. Further definitions may be found below. This policy addresses the following situations:

- A Minor will be physically present and participating in a University-sponsored program or activity, either taking place on University property or under the authority and/or direction of the University at other locations (this includes academic and sports camps);
- A Minor child will be physically present and participating in a program or activity at the University that is sponsored by a third party (this includes programs for K-12 students sponsored by a school system);
- A Minor is enrolled in one or more courses on campus, either as a matriculated student, a guest student from another institution of higher education, or a dual-enrolled student; or,
- Other events where Minors are physically present at the University, such as situations when parents/legal guardians are expected to accompany and provide supervision to Minors in their care (this includes Admissions activities and events and performances open to the public).

POLICY STATEMENT

I. Requirements of Programs that Involve Minors

Programs are typically workshops, sports camps, academic camps, conferences, and similar activities. Some activities that are exempt from Section I can be found in Sections III-V.

A Sponsoring Unit offering or approving a Program that involves Minors or provides University housing for Minors participating in a Program, whether utilizing University housing or not, shall abide by the following:

1. Waiver or release forms: participation, medical treatment, use of photographs and other media: All Minors participating in a University Program must provide a waiver or release form for participation in the program, medical treatment authorization, and use of photographs and other media by the University. This can be one form or several, and all forms must be signed by a Parent, Legal Guardian, or Foster Parent prior to their participation in a Program.
2. Behavior of Minors on Campus. Minors are to be held to the same standards of behavior expected of enrolled students, as described in University policies.
3. Information maintained by Programs. All Programs shall maintain an up-to-date list of all Program times and dates, locations, attendance information (names, ages and emergency contacts for Program Participants); list of all Authorized Adults, documentation of their training (item #5 below) and background check (item #6 below) for the Program; and a Program contact, so that in the event of an emergency, appropriate measures may be taken. All Programs must establish a procedure for the notification of a Program Participant's Parent/Legal Guardian/Foster Parent in the case of an emergency, which might include medical or behavioral issues involving the Minor, or changes in the Program due to unforeseen and significant disruptions. Parents/Legal Guardians/Foster Parents must also be given contact information in a manner in which the Program Participant can be contacted while the Program is in session. All information, including release forms, shall be retained by the Sponsoring Unit for five years after the Program ends.
4. Supervision of Minors. All Programs must provide adequate supervision of Minors while they are on Campus. One-on-One Contact with Minors is discouraged, unless in public spaces. In general, it is required that two or more Authorized Adult will be involved in activities where Minors are present. Parents/Legal Guardians/Foster Parents may sign a waiver giving consent for their Child to be alone with an Authorized Adult. (For example, if music lessons are being provided by an adult instructor.) Exceptions in rare circumstances may also be granted (see below).
5. Training of Authorized Adults. Each Authorized Adult, who is not the Minor's Parent, Legal Guardian, Foster Parent or an adult designated by the Parent or Legal Guardian, who will be participating with Minors in a Program, shall complete training in the conduct and reporting requirements of this policy. This training is given to maximize the protection of Minors from abuse of any kind. The appropriate vice president, dean, unit head, or area director may enhance and/or supplement the required training Program to meet specific needs of the particular Program involved. Documentation that the Authorized Adults have been trained should be maintained by a designated and identified member of the Program's Sponsoring Unit for five years.
6. Background checks of Authorized Adults. All Authorized Adults in the Program must complete and submit the Authorization for Release of Information for Background Check form to Human Resources. Background checks must be completed every five years. (See also PC 10.7 Volunteers Policy, for Authorized Adults who are not University employees.)
7. Procedures for release of Minors. All Programs must establish a procedure for the pick-up and drop-off of Program Participants, specifying times and locations. The Authorized Adult(s) overseeing the pick-up and drop-off of Program Participants shall remain at the specified location until all Minors have been released. If a minor is not picked up, the Authorized Adult(s) will contact the parent or guardian, the program director and finally, Grand Valley Department of Public Safety if needed.

In rare circumstances, strict adherence to this policy's requirements may not always be feasible or be the best practice for managing risk. If a Program can justify an exception in consultation with and with approval from Human Resources, or, when appropriate, obtain written consent by the Parent/Legal Guardian/Foster Parent for the parameters applicable to the Program, certain requirements under this policy may be waived. Such waivers will be considered on a case-by-case basis.

II. Conduct Requirements of Authorized Adults

All Authorized Adults, participating in Programs and activities covered by this policy, should be positive role models and act in a caring, honest, respectful, and responsible manner. They are required to comply with all applicable laws and University policy. In

addition, at all times, they shall:

1. In general, avoid One-on-One Contact with Minors, unless in public spaces. Two or more Authorized Adults must be involved in Programs where Minors are present unless a waiver has been signed or an exception has been granted.
2. Have separate accommodations from the Minors. An Authorized Adult should not have One-on-One Contact by entering a Minor's room, bathroom facility, or similar area without another Authorized Adult in attendance.
3. Not take photographs or digital images of Minors other than specified in the waiver for photography (see Section I.1).
4. Not engage in private communication not pertaining to Program matters with a Minor by email, telephone, text message, social media, or any other method at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the University.
5. Not meet with Minors outside of established times for Program activities. Any exceptions require written Parent/Legal Guardian/Foster Parent authorization and must include more than one Authorized Adult from the Program.
6. In the presence of a Minor or during any University Program, not engage in any sexual activity or romantic conversations, or sexually explicit comments.
7. Not possess, have within reach and/or share sexually-oriented printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to Minors participating in Programs or activities covered by this policy or assist them in any way in gaining access to such materials. The one exception would be legitimate sexual education Programs in which the Minor's Parent/Legal Guardian/Foster Parent have given prior written consent.
8. Not engage in abusive conduct of any kind toward, or in the presence of, a Minor. For example, no Authorized Adult shall strike, hit, administer corporal punishment or touch in an abusive or illegal manner any Minor. If necessary, touching should only be in the open, in response to the Minor's immediate physical needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, development, safety, or health-related purpose (i.e., treatment of an injury).
9. Not possess fireworks, firearms, knives, or other weapons, unless being used for an officially sanctioned and approved instructional Program. (See also the Weapons policy [PC 6.27].)
10. Not transport Minors, except as specifically authorized in writing by the Minor's Parent/Legal Guardian/Foster Parent, or in the case of an emergency.
11. Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during such Programs or activities. (See also the Alcohol and Other Drugs policy [PC 5.1].)
12. Respect and adhere to any resistance from the Minor unless it is a life- threatening emergency.
13. Not continue to participate in Programs or activities if an allegation of prohibited or illegal conduct has been made against an Authorized Adult covered by this Policy until such allegation has been satisfactorily resolved and future participation in Programs is permitted by the University.
14. Not engage in any activity that violates the policies of the University (www.gvsu.edu/policies). This includes the harassment policies [PC 9.1], the Sexual Misconduct policy [PC 9.1], and the Religious Inclusion policy [PC 9.6].

Those who do not meet the prescribed standards of behavior may be asked to leave the Campus and/or Program and may be subject to expulsion from the Program, suspension of attendance, being issued a "no-trespass" order by Public Safety, or disciplinary action up to and including termination of employment. (See also Section VII of this policy.)

The behavioral requirements in this policy are not meant to preclude enrolled University students from developing appropriate friendships with Minors who are close in age to the enrolled student; rather, the requirements are meant to protect Minors from abusive or illegal contact and inappropriate relationships.

III. Third Party Programs Held on University Property

Third Parties using University facilities for events that involve Minors shall operate within all policies and requirements to use University facilities. In addition, adults who interact with Minors in these activities shall conform to the conduct requirements in Section II of this policy.

IV. Minors Enrolled in Courses

Minors who are matriculated students of the University, guest students from other institutions, or dual-enrolled students are subject to all university policies. Adults who interact with Minor students (e.g. faculty teaching courses, academic advisors) are also subject to all university policies and shall conform to the conduct requirements in Section II of this policy. The requirements of Section I of this policy do not apply.

V. Minors at the University Who Are Not Participating in a Program

1. Minors brought to Campus by an employee, student, or visitor, and who are not participating in a Program by a Sponsoring Unit, are the sole responsibility of the employee, student, or visitor. The person bringing the child to Campus is responsible for all aspects of the Minor's behavior including the Minor's safety and is financially responsible for any damages caused by the Minor.
2. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.
3. In the event a Minor is on Campus and 1) is unsupervised by an adult, 2) they are not a Participant in a University Program, and 3) they are not a Participant in a Third Party Program (Section III), they may be required to leave the Campus.

Activities for which this Section V of the policy is relevant include:

- Events or performances on Campus that are open to the general public (e.g., athletic competitions, plays, concerts);
- Pre-enrollment visits such as admission, recruiting, and orientation events;
- Services provided by the Campus Health Center or other similar On-Campus clinical services during which a Minor is under the supervision of a Parent/Guardian/Foster Parent or a clinical provider;
- Non-residential field trips to Campus supervised by a Minor's school or organization;
- Private, personal events (e.g., birthday parties, weddings) for which the user has a separate, signed agreement with the University to use space on Campus.

The following activities are exempt from this policy: Off-campus clinical, practicum, internships, student teaching, or similar experiences in which (1) University students (undergraduate or graduate) interact with Minors as part of the experience and (2) are supervised by a third party. This also includes Off-Campus events in which registered student organizations participate with third-party organizations.

VI. Reporting Requirements

Reporting requirements of suspected child abuse or other illegal conduct towards a Minor shall be in accordance with applicable federal, state and local laws. In particular, see:

- State of Michigan Department of Health and Human Services rules on reporting abuse and neglect. (This page includes indicators of child abuse and/or neglect and the State of Michigan's definition of "Mandatory Reporters".)

Individuals who witness or suspect child abuse should not conduct an investigation or delay in notifying the appropriate authorities **via 911**. Such actions could taint any appropriate criminal or administrative investigation and render evidence inadmissible.

In addition, the University's Police Department/Public Safety site provides up-to-date definitions of unlawful behavior: https://www.gvsu.edu/gvpd/title-ix-and-campus-security-authority-report-141.htm

VII. Additional Considerations

1. When an Authorized Adult or other person has been alleged to engage in inappropriate conduct with a Minor, that individual must discontinue any further participation in Programs covered by this policy until such allegation has been satisfactorily resolved and the individual has been given written permission by the University to participate again in Programs. Resolution of the allegation will involve appropriate investigatory steps, and any written permission to continue participation (or participate in the future) in a Program covered by this policy must be coordinated with Human Resources.
2. Any person that requires accommodations due to a disability, while visiting campus must inform the Sponsoring Unit of their needs.

VIII. Interaction with Other Standards, Practices, and Requirements

Nothing in this policy is meant to supersede or replace the standards of practice of other entities in responding to child abuse, suspected incidents of child abuse or threats of child abuse. Satisfying the requirements of this policy does not relieve a person from any obligation to follow the protocols of another entity that may apply to the particular incident. Individual University units maintain the discretion to impose safety measures beyond those required by this policy on University Programs they sponsor or oversee. Additionally, all state and federal requirements must be followed.

PROCEDURES

Human Resources may develop forms and guidelines to assist Programs that wish to work with Minors on Campus. In addition, Human Resources will conduct random audits annually to ensure compliance with this policy.

DEFINITIONS

Definitions

1. "Authorized Adult" is an individual, age 18 and older, paid or unpaid, who supervises, chaperones, or otherwise works with Minors in Program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, employees, student employees, staff, volunteers, graduate and undergraduate students, interns, teachers, employees provided by temporary agencies, third-party hosts, and independent contractors/consultants. The role of Authorized Adult may include positions such as counselors, chaperones, coaches, instructors, and other similarly situated persons. Temporary guest speakers, presenters and other individuals who have no direct contact or only incidental contact with Program Participants, other than as short-term activities supervised by Program staff, are not considered Authorized Adults but are still expected to conform to the conduct requirements in Section II of this policy.

2. "Campus" includes all domestic real property owned or leased by the University and can include any of its campuses.

3. "Parent" is the natural Parent or adoptive Parent as recognized under the law, of a Minor child whose parental rights and responsibilities have not been terminated under applicable law. "Legal Guardian" is any person appointed under applicable law to have the care and management of the person, the estate, or both of a Minor. "Foster Parent" is a person appointed by the court to temporarily provide the care and management of the minor child.

4. "One-on-One Contact" is personal, unsupervised interaction between any Authorized Adult and a single Program Participant Minor without at least one other Authorized Adult, Parent or Legal Guardian being present. Unless in public spaces, such contact is to be avoided by all adults on Campus, whether considered an Authorized Adult under this policy or not.

5. "Program" or "Programs" are programs and activities offered by various academic or administrative units of the University, whether on University property or not, that potentially will include Minors as Program Participants. This includes but is not limited to workshops, sports camps, academic camps, conferences, and similar activities.

6. "Program Participants" are Minors who are involved in University-sponsored Programs both on and off Campus.

7. "Sponsoring Unit" is the academic or administrative unit of the University that offers a Program or gives approval for housing or other use of facilities.

CONFLICT OF INTEREST POLICY

SLT 10.1

Date of Last Update:
February 14, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

In the pursuit of its mission, Grand Valley State University through its Board of Trustees, Senior Leadership Team, faculty, staff and other representatives operates with the highest level of ethical behavior including, but not limited to, acting with integrity, reasonableness and fairness in our dealings, and avoiding bias or undue influence. Consistent with these values, the Board of Trustees has adopted institutional policies for identifying and managing potential, actual and perceived conflict of interest

situations, including Grand Valley State University Board of Trustees' Policy BOT 4.1.6: Conflict of Interest and Grand Valley State University Board of Trustees' Policy BOT 7.9: Economic Development.

PROCEDURES

In addition to the policy obligations described above, the University requires compliance with procedures to avoid or address conflicts of interest as provided by the offices below in theProcedures for Conflicts of Interest table.

TABLES

Procedures for Conflicts of Interest

Topic	Policy/Procedures	Responsible Office
Conflicts of Interest and Commitment in Research and Sponsored Activities	C-01: Procedures for Reporting Conflicts of Interest and Commitment in Research and Sponsored Activities	Office of Research Compliance and Integrity
Human Subjects Research	IRB Policy 140: IRB Member Conflict of Interest IRB Policy 320: Researcher Conflict of Interest IRB Policy 321: Researcher Conflict of Interest When Enrolling GVSU Students and Employees	Institutional Review Board
Institutional Animal Care and Use	IACUC Policy 2.30: IACUC Member Conflict of IACUC Policy 3.30: IACUC Protocol Personnel Conflict of Interest	Institutional Animal Care and Use Committee

FREEDOM OF INFORMATION ACT POLICY

SLT 10.3

Date of Last Update:
September 28, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Section 1 of the Michigan Freedom of Information Act ("FOIA" or "the statute") provides, "It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information

regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process."(1) To that end, all people, excluding prisoners, are allowed to file FOIA requests with a Grand Valley State University (the "University"). A requester must simply file a request in writing with the University's FOIA Coordinator, and the University will begin processing his or her request.(2) Each request must include the requesting person's complete name, address (in compliance with United States Postal Service addressing standards), and either a telephone number or email address.

The University, in its initial response, will do one of the following within the timeframe permitted by the statute: grant the request, partially grant the request, deny the request, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described.

If a request is denied or partially denied, the University will explain why the documents have not been released and inform the requester of his or her challenge and appeal options.

A fee deposit will be required when processing a request that will require significant University employee time and resources. The University will notify the requester of the estimated cost and provide a non-binding, best efforts estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the University will determine that the cost of processing the request is significantly less or greater than the estimated cost. If that is the case, the University will notify the requester to allow the requester to determine whether and how they want to proceed with the request.

After the University receives a required deposit, it will make every effort to provide the requested documents within the time estimate provided. Requesters must understand, however, that at any given time, the University is processing multiple requests and cannot devote all of its time to one particular request.

A requester who feels wrongly denied of responsive documents may appeal to the Head of the Public Body, which for the purposes of these Procedures and Guidelines is the General Counsel, or file a civil action. If a requester believes that the University has required a fee that exceeds the amount permitted under the Procedures and Guidelines, they may file a civil action. Requesters are also always free to contact the FOIA Coordinator at 616-331-2067 or foia@gvsu.edu with any questions about the processing of their requests. Detailed Procedures and Guidelines follow.

PROCEDURES

1. How to submit a FOIA request to the University

a. A FOIA request must be submitted in writing to the FOIA Coordinator in the Office of General Counsel. The request may be transmitted by online form, in hard copy, by email, or by facsimile.

b. The online form is linked here:

1. University's FOIA Coordinator's mailing address 4068 James H. Zumberge Hall, Grand Valley State University, Allendale, MI 49401.
2. The email address is foia@gvsu.edu.
3. The fax number is (616) 331-3950.

c. A request should describe the record(s) sought sufficiently to enable the University to find the record(s) and should provide the requester's contact information.

d. Requests should state that they are submitted pursuant to the Michigan Freedom of Information Act.

e. Requests received electronically are deemed received the next business day. A business day is defined as Monday through Friday, exclusive of holidays and institutional closure days.

f. If a request is delivered to the FOIA Coordinator's junk mail folder, the request will be deemed received one business day after the FOIA Coordinator becomes aware of the request. The FOIA Coordinator will check the junk mail folder at least once per week.

2. Responses to FOIA requests to the University

a. The University will respond to a FOIA request within five (5) business days of the FOIA Coordinator receiving the request.

b. A response will consist of one or more of the following:

i. A granting of the request

ii. A partial granting of the request, and a partial denial because some or a portion of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure

iii. A complete denial of the request because all of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure

iv. A notice that more time is needed to process the request

1. If more time is needed, the University will send out a follow up response within 10 business days of the initial response.

v. A notice that a fee deposit is required prior to further processing

1. If a fee deposit is required, the University will include in its response a non-binding, best efforts estimate regarding the time it will take to provide the records to the requester.

vi. A notice that the record(s) sought has (have) not been sufficiently described to enable the University to locate the record(s).

c. The response will state the FOIA exemptions under which any information and/or documents are withheld, if applicable.

d. If any part of a request for records is denied for any reason, the response will set forth the procedures for appealing the denial.

3. Deposit Requirements

a. A fee deposit will be required when the processing of a request will result in fees equal to or greater than $50.00.

b. The required deposit will equal up to 50% of the estimated cost of fulfilling the request as calculated at the time of the initial response.

c. If the University requires a deposit, it will not process the FOIA request further until the deposit is paid.

d. If a deposit is not received by the FOIA Coordinator within 45 days of the initial notice, the request will be considered withdrawn. Notice of a deposit requirement is considered received three days after it is sent, regardless of the means of transmission.

e. If, after receipt of the deposit and further processing of the request, the University learns that the processing costs will be significantly different from the estimated costs, the University will so notify the requester. Where the actual effort to search for, review and separate exempt material significantly exceeds the original estimate, the University will notify the requester. The requester may choose to receive a revised fee deposit notice, or limit his/her original request to those records, which may be processed within the time stated in the original fee estimate.

f. A person who makes a FOIA request for which a deposit is required may withdraw that FOIA request without charge instead of paying the required deposit. Failure to pay the deposit will be deemed a withdrawal of the FOIA request.

g. The University will treat multiple concurrent FOIA requests on the same topic(s) and/or regarding the same record keeper(s) and from the same person as one FOIA request for purposes of determining whether the fee is below $50.00.

h. Where a requester who has not paid the final fee for the processing of an earlier request files a new FOIA request, the University may require a deposit of all (100%) of the estimated fees for processing the subsequent request prior to processing the subsequent request.

4. Calculation and Payment of Fees

a. Fees are calculated by adding together the following costs:

i. The labor costs for searching for, locating, and examining responsive records

ii. The labor costs for review, separation, and deletion of exempt information from non-exempt information

iii. The cost of non-paper physical media, if used

iv. The cost per copy of paper copies, not to exceed $.05/page for standard 8 ½ x 11 inch paper v. The labor costs directly associated with duplication or publication, which may include copying to non-paper media

vi. The cost of mailing

b. Final fees for responding to a FOIA request will be billed when the University responds to the FOIA request. A detailed FOIA fee itemization form will be provided by the University with the response. The amount invoiced must be paid within ninety (90) days. The University reserves the right to require payment in full of all fees incurred in processing a FOIA request before delivering the final, responsive documents.

c. The University's decision to deny access to public records sought by a FOIA request because those records are, in whole or in part, exempt from disclosure does not excuse the person who files that FOIA request from payment of fees for the work undertaken by the University in response to that request.

d. The University may waive or reduce the fees it is authorized to charge if it determines that a waiver or reduction of the fee is in the public interest because responding to the FOIA request can be considered as primarily benefiting the general public.

e. Fee reductions or waivers are required in certain instances involving proven indigence or non-profit organizations. The University will apply these reductions or waivers in accordance with the statute.

5. Procedures for Challenge and Appeal

a. If the University denies a request in whole or in part, the requester may:

i. Submit an appeal to the Head of the Public Body, which for the purpose of these Procedures and Guidelines is the Vice President and General Counsel, in writing, via the FOIA Coordinator, using the contact information listed in Item 1, above. The appeal must specifically use the word "appeal" and identify the reason(s) the requester seeks reversal of the denial. The Head of the Public Body must respond to the appeal within ten (10) business days by doing one of the following:

1. Reversing the FOIA Coordinator's decision

2. Upholding the FOIA Coordinator's decision

3. Reversing in part and upholding in part the FOIA Coordinator's decision

4. Issuing a notice of extension for not more than ten (10) additional business days.

ii. Commence a civil action in the Court of Claims within one hundred eighty (180) days after the University's final determination to deny a request.

b. If a requester believes that the University has required payment of a fee that exceeds the amount permitted under these Procedures and Guidelines, they may commence an action in the Court of Claims for a fee reduction within forty five (45) days after receiving the notice of the required fee.

c. If a requester has questions regarding any FOIA response, including estimated fees or actual fees assessed, the requester should not hesitate to contact the FOIA Coordinator by email foia@gvsu.edu or telephone 616-331-2067.

FOOTNOTES

(1) M.C.L.A. 15.231.

(2) Verbal requests for information are not FOIA requests for purposes of these Procedures and Guidelines. If a verbal request for information is received by a University employee who knows that the information is available on the University's website, the employee, where practicable, will inform the requester about the University's website address

(3) The University has determined, consistent with FOIA, that failure to charge fees in situations where the fees would be equal to or greater than $50.00 would result in unreasonably high costs to the University.

(4) A copy of the standard form that the University uses for fee itemization, with additional explanatory information, is attached to

these Procedures and Guidelines.

(5) Labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. The labor is charged at the hourly rate of the lowest paid University employee capable of doing the work, plus fringe benefits, if applicable. If it is not possible for the work to be done by a University employee, the University will contract the work out and charge per the provisions of the statute.

GROUNDS AND FACILITY USE POLICY

SLT 10.4

Date of Last Update:
August 08, 2024

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University (“the University”) has the responsibility to serve as a public institution of higher education. To carry out this Constitutional mandate, the University owns and/or controls property and facilities. The University has established the following grounds and facility use policy to ensure the University’s educational mission is actualized, while allowing for the exchange of ideas, protecting University property, prohibiting a hostile environment, and ensuring that the University’s operations are not materially or substantially disrupted.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

University property is primarily dedicated to academic, student life and administrative functions. To prevent these University functions from being interrupted, GVSU must regulate use of certain facilities and locations. These facilities and locations are sometimes referred to as forum. (Forum Identification Chart) These are venues for Expressive Activity, including speeches, demonstrations, and the distribution of literature, as provided by this policy. Different forums have different uses, which are explained here, and in the linked definitions in Appendix A.

> The inside and immediate outside (within 50ft) of buildings dedicated to research, academics, health, and/or operations/administration, as well as parking areas (which are designed for the flow of traffic), are nonpublic forums, where viewpoint neutral restrictions apply. However, many areas of campus represent a public forum or limited public forum that the University has specifically designated for Expressive Activities. The Mt. Vernon Pedestrian Mall on GVSU’s Pew Campus, the Cook Carillon Tower and Transformational Link on GVSU’s Allendale campus, and the perimeter sidewalks of both campuses as well as on the Health Campus are open public forums. For students, registered student organizations, faculty and staff, the remaining areas on campus (those not designated as nonpublic or public forums) are limited public forums.

Expressive Activity comprised of unprotected speech may be prohibited.

As to all other speech, the University shall not consider the viewpoint of the Expressive Activity or the possible reaction to the viewpoint of that Expressive Activity in applying this policy. However, the University may restrict or compel speech where it has a compelling interest. In the event the Expressive Activity creates a hostile environment for other members of the GVSU community, violates or hinders the rights of others within the campus community, results in a concern for public safety, or materially and substantially disrupts the University’s operations, the University (including representatives from the Department of Public Safety) shall take all necessary steps to resume normal campus activities and restore the campus climate, while still allowing protected Expressive Activity to continue.

For purposes of this policy, the term "Expressive Activity" includes the following activities, if the main purpose of the activity is the expression or exchange of ideas:

1. Meetings and other group activities;
2. Speeches, performances, demonstrations, rallies, vigils, and other events;
3. Distribution of literature, such as leaflets and pamphlets;
4. Wearing, carrying, or otherwise publicly displaying words, images or symbols; and
5. Any other expression protected by the First Amendment to the U.S. Constitution.

Although the University does not prevent, discourage, or punish protected speech, the University's allowance of protected Expressive Activity must not be construed as an adoption or endorsement of the viewpoints expressed. The University does not assume any obligation or responsibility for the content of the materials distributed or displayed.

GENERAL RULES REGARDING FACILITY USE

University facilities are intended for use by University faculty, staff, students, student organizations, guests of the University, and participants in authorized on-campus activities. However, use may be prohibited by some individuals without prior authorization and certain types of uses are prohibited at all times, as outlined in this policy. Generally:

1. Persons on University property are required to provide picture identification and to provide evidence of qualification to a University official upon request. Evidence of qualification means a current and valid University identification card, or accompaniment by a University community member that is a representative of the group that issued the invitation.
2. Vagrancy, loitering, or interfering with intended use is prohibited.
3. Unauthorized entry into or presence in closed University buildings or areas is prohibited.
4. Unauthorized climbing on any University building, equipment, or temporary construction is prohibited.
5. University officials have discretion to ask non-University affiliated individuals who are in violation of this policy to leave University owned or controlled property.
6. Events that do not include Expressive Activity are restricted as follows:

    a. All events require prior written approval through reservation or rental.

        i. Reservations are limited to GVSU community members for University approved events. Requests for reservation can be made by contacting Event Services or the appropriate facility manager.

        ii. Facility rental is required for events that do not have an official University purpose. Requests for rental can be made by contacting Event Services or the appropriate facility manager.

    b. All events are subject to applicable University policies, including but not limited to the Commercial Activity Policy, Housing policies, and Student Code policies.

    c. Events that do not include Expressive Activity may not be provided the same constitutional protections as Expressive Activity.

EXPRESSIVE ACTIVITY

A. General Rules: Generally, and subject to all rules set forth herein and all applicable University policies, students, student organizations, faculty, employees, and any other individuals or groups permitted on campus, shall be allowed to conduct Expressive Activities on University property provided as follows:

1. The Expressive Activity does not block access to campus buildings and does not impede ingress or egress to the University, any University property, parking lot, building, facility, or event (generally within 50 feet) except as otherwise designated in this policy.
2. The Expressive Activity takes place at least 50 feet from academic, research, health, operations/administration buildings. These locations primarily provide student support services.
3. The Expressive Activity does not obstruct vehicular or pedestrian traffic.
4. The Expressive Activity does not constitute unlawful activity.
5. The Expressive Activity does not create a clear and present threat to public safety.
6. The Expressive Activity does not take place in a location that has already been reserved by the University, a registered student organization, or an outside organization.
7. The Expressive Activity does not use an amplification device without prior written approval by the Event Services Office. Any

request for amplification must be made at least two business days in advance of the event. Amplification that complies with the terms of this policy will generally be granted, unless a prior-reserved event is taking place in close enough proximity that it will be disrupted by the applicant's use of amplification. Check the box for Sound Amplification on the Request Form.

8. The Expressive Activity does not use an amplification device in residential buildings.
9. The Expressive Activity by persons or groups that are not members of the GVSU community will not use amplification devices outside of the hours of 8 a.m. and 5 p.m.
10. The Expressive Activity, with or without an amplification device, does not emit sound that creates a material and substantial disruption to the University's operations.
11. Commercial messages and/or advertising using amplification is prohibited.
12. The Expressive Activity does not include posting materials on University property, except as provided by the Campus Posting Procedures
13. The Expressive Activity does not include soliciting or accepting donations, except as provided in this policy.
14. The Expressive Activity by GVSU community members does not take place outside the hours of 8 a.m. and 10 p.m, without a prior approved reservation or rental.
15. The Expressive Activity by persons or groups that are not members of the GVSU community will not take place outside of the hours of 8 a.m. and 5 p.m, without one of the following prior approvals:
    - a. Approval through a location rental.
    - b. Approval through reservation or rental by a registered student organization.
    - c. Approval through reservation or rental by a University official for official University purpose.
16. Distribution of printed materials must be done in person.
17. Individuals and/or groups engaged in Expressive Activity are responsible for picking up any printed materials dropped on the ground around the areas of distribution. The University may charge such individuals and/or groups a reasonable clean up fee if they fail to do so.
18. Parking lots, ramps, and garages are not designated or suitable for Expressive Activities, and windshield flyers are not permitted.
19. Individuals and/or groups engaging in Expressive Activity agree to pay for any damage they cause to University property.
20. For University employees, in order to be protected, the Expressive Activity must address a matter of public concern and have an interest more compelling than the University's interest.
21. The Expressive Activity does not violate the Michigan Campaign Finance Act.
22. The Expressive Activity does not violate any other University policies, including but not limited to all Housing policies.

Other rules and policies may apply to any person or organizations desiring to sell merchandise or services on campus, including but not limited to the Commercial Activity Policy (SLT 10.4.1). Any person or organization desiring to sell merchandise or services on campus should contact the Event Services Office at 616-331-2350 for information prior to any efforts to engage in such sales on campus grounds.

B. Outdoor Locations.

For outdoor University areas, students, registered student organizations, faculty, and employees may freely engage in spontaneous Expressive Activities provided that such activities are in compliance with all other provisions of this policy, including those provisions pertaining to public, limited public and nonpublic forums, as well as all local, state and federal laws.

Non-University affiliated individuals or organizations may reserve outdoor public forums and may freely engage in spontaneous Expressive Activities in outdoor public forums provided that such activities are in compliance with all other provisions of this policy as well as all local, state and federal laws.

Registered student organizations may reserve outdoor University areas to solicit and accept donations for charitable causes or to engage in other Expressive Activities as outlined in this policy. Users must comply with all directives of the fire marshal for the use of any outdoor area.

Distribution of written or printed materials, such as leaflets or pamphlets, and petitioning for signatures by GVSU community members may be conducted at all outdoor locations consistent with this policy. Use of tables or other equipment or devices to hold distribution materials is restricted to open public forums.

C. Indoor Locations.

For indoor University facilities and areas, students, registered student organizations, faculty, and University employees may freely engage in spontaneous Expressive Activities, provided that such activities are in compliance with all other provisions of this policy, including those provisions pertaining to public, limited public and nonpublic forums, as well as all local, state and federal laws, and subject to the following conditions:

1. Guests may speak at indoor locations as long as they are invited by a registered student organization or by a faculty or staff member for an official University purpose. Non-University affiliated individuals may be requested to show evidence of qualification. Evidence of qualification means a current and valid University identification card, or accompaniment by a University community member that is a representative of the group that issued the invitation.
2. Use of the facility must be in compliance with all directives of the fire marshal for the use of any indoor area.
3. All Expressive Activity is restricted to the normal operating hours of the building or area in which the activity is taking place, unless otherwise indicated by prior approval.

Registered student organizations may use the Kirkhof Center for the following activities, subject to the other provisions of this policy:

1. Space may be reserved in the Kirkhof Center for any proper purpose, including, but not limited to, to promote a cause or event, to promote a student organization, or to solicit and accept donations for charitable causes.
2. Distribution of written or printed materials, such as leaflets or pamphlets, and petitioning for signatures may be conducted inside the Kirkhof Center, as long as the registered student organization reserves the space pursuant to this policy.

D. Reservations:

1. If registered student organizations wish to reserve indoor or outdoor locations, they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.
2. If University employees or faculty, on behalf of the University, wish to reserve indoor or outdoor locations, they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.
3. If non-University affiliated individuals (non-commercial) wish to reserve an open public forum they shall submit their application for reservation to Event Services or the appropriate facility manager at least two business days prior to the reservation date. The application will not require viewpoint disclosure.

    a. Use of the space is free of charge and may be reserved by contacting Event Services at 616-331-2350.

    b. Any non-University affiliated individuals engaged in expressive activity outside of the 50-foot radius of any of these landmarks, will be asked to move to one of the designated areas.

    c. Any non-University affiliated individuals that fail to comply with any such reasonable request may be asked to leave University owned or controlled property.

    d. Non-university affiliated individuals may rent space by contacting Event Services at 616-331-2350.

4. An existing reservation will take precedence over a spontaneous Expressive Activity.

5. Registered student organizations, faculty, University employees, and non-University affiliated individuals may reserve facilities for Expressive Activities, on weekdays and weekends, subject to the facility's availability, and consistent with all applicable University policies.

6. Reservation requests will be processed and granted on a first-come, first-served basis. These requests may be denied for the following reasons only:

    a.The requested use is inconsistent with University policy;

    b. The requested use conflicts with any other provision of this policy;

    c. The venue is already reserved for another event (In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official University activities and events; (2) registered student organization activities and events; (3) student activities and events; and (4) all other activities and events);

d. The activity is likely to attract a crowd larger than the venue can safely contain;

e. The activity is a clear and present threat to University public safety, according to the University's police or security department;

f. The activity will occur during college examination periods; or

g. The activity is unlawful.

h. For faculty and employees wishing to reserve space, the intended use must be related to an official University purpose.

Requests will not be denied based on the viewpoint of the anticipated protected speech.

7. During an event, the individual or group requesting the reservation is responsible for preserving and maintaining the reserved facility. The person(s) or organization (and its officers, if applicable) who reserved the facility shall assume responsibility for any damages to those facilities.

RECREATIONAL ACTIVITIES

1. Camping, fishing and hunting are prohibited on property owned or controlled by the University, except when such camping, fishing or hunting is in connection with an official activity of the University, such as an activity of an academic or administrative unit or an official University activity that has been approved in writing by an authorized University official.
2. No person shall construct or otherwise erect or abide in any barrier, structure, lean-to, vehicle, trailer, tent, park bench, box, slab or other temporary shelter facility anywhere within the confines of the University’s property except in connection with an approved University activity. Questions about camping should be directed to the Director of Public Safety.
3. No person is permitted to use any non-residential areas of University owned, controlled or leased property for the purpose of sleeping without express permission from the University.
4. Any diving, swimming, ice skating, skating, or other recreational use of the waterways or water features located on any University owned or controlled property is prohibited.

RELATED LINKS

Climate Concerns

Expressive Activity Resources

Policy Prohibiting Harassment

Title IX and Civil Rights Office

Commercial Activity Policy

Political Activity Policy

Email Policy

Housing Guest Policy

Housing Policies

Student Code

COMMERCIAL ACTIVITY POLICY

SLT 10.4.1

Date of Last Update:
November 17, 2020

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University (“the University”) has the responsibility to serve as a public institution of higher education. To carry out this constitutional mandate, the University owns and/or controls property and facilities. The University has established the following policy to ensure the University’s educational mission is actualized, while allowing certain Commercial Activities on University property.

The University reserves the right to deny proposed Commercial Activities that compete with the University or its operations. This policy does not apply to the use of student housing facilities by residents, which is subject to the terms and conditions of the housing agreement. The use of University property for government functions is not subject to this policy.

Definitions

For the purposes of this policy, the term “Commercial Activities” includes:

1. The lawful selling, promotion, or offering of products, goods, or services;
2. The dissemination or collection of information for the purpose of facilitating the sale of goods or services;
3. Any activity that attempts to raise funds, whether through the sale of goods and services or via donations for any entity; or,
4. The distribution or offering of free gifts, incentives, or promotions.

PROCEDURES

1. University Departments

University departments and its service providers whose function includes the sale of food or merchandise or the use of outside vendors and/or advertisers are exempt from this policy. This includes, but is not limited to, all campus dining facilities, the Laker Store, University Athletics, and University Development.

2. Registered Student Organizations

Registered Student Organizations (RSOs) may engage in Commercial Activities on University grounds subject to the provisions in the Grounds and Facility Use Policy and the conditions below.

1. When an RSO is using University property for Commercial Activities, 100% of the proceeds must either return to the RSO or be donated to a specified charitable organization.
2. RSOs may not sponsor or partner with outside solicitors as part of a Commercial Activity.
3. RSOs must have at least one of their organization’s members present at all times during the Commercial Activity period, and all sales must be made on a person-to-person basis.
4. Any literature distribution must include the name of the RSO responsible for the publication.

3. Students, Employees, and Non-University Solicitors

Students, employees, and those not affiliated with the University may engage in Commercial Activities only when renting indoor University facilities for an event, subject to the terms and conditions of their rental agreement, or when reserving outdoor space limited to the Cook Carillon Tower plaza. Outdoor reservations must be submitted to the Event Services Office at least five business days prior to the intended solicitation period. Due to high demand for space use, reservations must be canceled at least 72 hours prior to the scheduled event to receive a full refund or have previous payment applied to a new date. Reservations are subject to the provisions in the Grounds and Facility Use Policy.

1. When using a designated outdoor space for Commercial Activities, students, employees, and non-University solicitors are required to pay $250 per calendar day to the University.
2. There shall be no more than three separate Commercial Activities using outdoor locations at any one time.
3. Each individual or organization is entitled to use outdoor University property as provided in this policy for a maximum of five

days per semester for purposes of Commercial Activities.

POLITICAL ACTIVITY POLICY

SLT 10.5

Date of Last Update:
September 10, 2012

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Political activity of faculty and staff members at Grand Valley State University as addressed in the Grand Valley State University Board of Trustees' Policies BOT 4.1.6.3, in pertinent part, states: “The University affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics in employment.”

Further, the Board of Trustees address the subject of Academic Freedom of faculty in the Grand Valley State University Board of Trustees' Policies BOT 4.2.2 specifically sections 2 & 3:

2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)

3. University or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.

In addition to University policy, state law, specifically the Michigan Campaign Finance Act, regulates political activities of public bodies, such as state universities, and its employees.

PROCEDURES

In light of University Board of Trustees’ policies and state law, the following guidelines are intended to help faculty and staff with compliance:

1. Faculty and staff members may engage themselves, as private citizens, in political activities including support or opposition to candidates for office or ballot questions on their own time. If you are working for the University and charging your time to a federal grant, any activity to support a political candidate or ballot question must be conducted on personal time. For questions about federal grants, contact the Office of Sponsored Programs for more information.
2. University departments or programs may sponsor presentations and discussion groups about an upcoming election provided that the purpose is to provide factual information on a political subject or issue if the communication does not support or oppose a ballot question or candidate by name or clear inference.
3. Classroom discussions of candidates and ballot questions must be related to course content as described in the catalog and course syllabus. A reminder to students to register to vote and to vote is permissible.
4. Faculty and staff members may express their support or opposition to candidates or ballot questions by wearing buttons.
5. Faculty and staff members, as private citizens, may elect to lend their names to support one or more candidates for office or in support of or opposition to a ballot question. However, care must be exercised to assure that the faculty or staff member does not use their University title in relation to such advocacy.

6. Faculty and staff members shall not use University resources for political activity to support or oppose candidates for office or ballot questions. “University resources” includes, but is not limited to:

a. University funds or money administered through a University budget;
b. University facilities including office space or meeting rooms (except speech in open forum areas) or use of University office address;
c. University equipment including office or cellular telephones, computer hardware or software, printers, copiers and facsimile machines;
d. University-provided email addresses or use of the University email system;
e. University supplies including stationary, paper, postage, pens, pencils, and other office supplies;
f. University identifying marks including trademarks, logos, University letterhead, and University titles; and
g. University time including when the faculty or staff member is working or the use of clerical or student worker time.

EMAIL POLICY

SLT 11.2

Date of Last Update:
October 09, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Grand Valley State University provides its faculty, staff and students with electronic mail intended for University-related purposes including direct and indirect support of the University's instructions, research, and service missions; of University administrative functions; of student and campus life activities, and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of University electronic mail. Electronic mail sent or received using University facilities is, however, University business and cannot be guaranteed total privacy. The University does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the University may deny access to its electronic mail services and may in exceptional circumstances inspect, monitor, or disclose electronic mail.

PROCEDURES

Applicability

This Policy applies to:

- All electronic mail systems and services provided or owned by the University
- All users, holders, and uses of University e-mail services
- All University e-mail records in the possession of University faculty, staff or students or other e-mail users of electronic mail services provided by the University

This Policy applies only to electronic mail in its electronic form. The Policy does not apply to printed copies of electronic mail.

This Policy applies equally to transactional information (such as e-mail headers, summaries, and addresses) associated with e-mail records as it does to the contents of those records.

All users of University electronic mail are subject to:

- Comply with all federal, Michigan, and other applicable laws and regulations; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit unauthorized use or entry into another's account; the University's Student Code: the University's Anti-Harassment policy; and all applicable software licenses.
- Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Act within the normal standards of professional and personal courtesy and conduct. Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the e-mail users when required by and consistent with violations of University polices, regulations and law.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- Respect the finite capacity of the resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth limit or CPU time, uses of University electronic mail may be required to limit resources in accordance with this principle.
- Inspection, monitoring or disclosure of University e-mail records will be at the e-mail holders consent wherever possible. However, if consent cannot be obtained either voluntarily or involuntarily, the request shall be brought before University Counsel.

Specific Provisions

A. Users

Users of University electronic mail services are to be limited primarily to University students, faculty, staff, retirees, and others authorized by the University. Upon normal termination of employment, employees may retain access to the e-mail account for 30 days. Employees terminated by the University will have the e-mail account terminated immediately. Retired employees may request access to the e-mail account as part of the benefit package. Students retain access to an e-mail account as long as they are registered for courses or completed graduation. GVSU retains the right to remove email services at any time.

B. Account Usage

GVSU has the right to restrict the amount of storage space available on the network. If an individual wishes to backup and store e-mail for extended purposes, it is the individual's responsibility to do so.

Users are granted access to services only for so long as they abide by the Computing Conditions of Use policy. No person shall gain use of the University's computer system without proper authorization. Any attempt by a user to gain access to another person's network account, private network drive, or restricted areas on the GVSU computer system is prohibited.

University e-mail services shall not be used to send unsolicited commercial emails and such use may result in your account being disabled.

University e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing resources (bandwidth issues), or unwarranted or unsolicited interference with others use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to: (1) send or forward e-mail chain letters; (2) "spam," that is, to exploit listservs or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and (3) "letterbomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.

C. Representation

Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of the Grand Valley State University."

Policy Violations

Violations of University policies governing the use of University electronic mail services may result in restriction of access to University information technology resources. In addition, disciplinary action, up to and including dismissal, may be applicable under other University policies, guidelines, implementing procedures, or collective bargaining agreements.

Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. The University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Refer to Appendix A. for detail on additional polices and guidelines.

Security and Privacy

The University owns all electronic mail address assigned by the University. The University employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the University couldn't guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Security and privacy of e-mail sent or received outside of GVSU is subject to standards of other organizations and may be more or less restrictive and provide more or less privacy protection.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The University reserves the right to monitor e-mail records, without notice, when

a. The user has voluntarily made them accessible to the public

b. It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability

c. There is reasonable cause to believe that the user has violated, or is violating, this Policy

d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns

e. It is otherwise required or permitted by law

Any such individual monitoring, other than that specified in "a" above, required by law, or necessary to respond to perceived emergency and/or time-sensitive situations, must be authorized in advance by University Counsel and an Executive Officer.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Normal examination of e-mail headers by the e-mail administrator is standard procedure to resolve problems and redirect incorrect addressed e-mail.

Posting and Authority to Change

Because University policies are subject to change, this list may change from time to time. The authoritative list at any time will be posted under the listings of University policies posted on the World Wide Web. Authority to change this list rests with the Vice Provost of Academic Services and Information Technology acting, where policies affecting faculty are concerned, with the advice of

the Academic Senate, where policies affecting students are concerned, with the advice of the Dean of Students, where policies concerning legal matters, with the advice of University Counsel.

APPENDIX A - REFERENCES

The following list identifies additional policies and procedures, which support this Policy: These and other laws both provide privacy protection for e-mail and require the disclosure of e-mail under some circumstances.

- University Policies and Guidelines
  - Human Resources
    - Faculty Handbook
    - Executive, Administrative, Professional Staff Handbook
    - Anti-Harassment Policy
    - Refer to the Human Resources web site for further policies and guidelines
  - Information Technology
    - Computing Conditions of Use
    - Student Computing Account Agreement
    - Student Code

- State of Michigan
  - Michigan Freedom of Information Act
  - Merit Acceptable Use Policy

- Federal Statutes
  - Federal Family Educational Rights and Privacy Act of 1974
  - Federal Privacy Act of 1974
  - Electronic Communications Privacy Act of 1986

EMAIL SIGNATURE BLOCK POLICY

SLT 11.2.1

Date of Last Update:
August 08, 2020

Approved By:

- Senior Leadership Team

Responsible Office:
Office of General Counsel

POLICY STATEMENT

All faculty/staff communications from University email accounts should reflect the University's brand. To keep our brand identity strong and consistent, and to enhance credibility for our faculty and staff who communicate via email, all emails created by University employees and delivered via the University's email system should feature email signature blocks consistent with this policy.

An email signature block is text and other University information appended to the end of an email in order to identify the sender and facilitate further contact. Official University email signature blocks establish credibility for our faculty and staff by clearly identifying them and their roles at the University. The official signature block provides contact information for the employee and points email recipients to the University website, a key source of information about the University.

All emails using a University account should have signature blocks consistent with the University brand. The following items are permissible but not required:

- Employee's name

- Employee's official University title(s)

- Employee's department or office name

- Gender pronouns

- Grand Valley State University

- University's website address, www.gvsu.edu

- Department or Program website

- University or departmental trademarks or logos

- the University's general address or employee's University address

- Employee's department and/or office telephone number, and fax number

- Employee's mobile phone number

- Employee's campus email address

- Social media account addresses used solely for advancing scholarly or professional pursuits

- Other University related information may be added such as departmental mission statement, and a link to University created social media account(s)

- A confidentiality statement is permitted for use below the email signature on all outgoing emails, such as:

> The content of this email is confidential and intended only for the recipient(s) specified. If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender.

Employees may not add to their official email signature block any personal information, including links to personal websites or social media accounts that are not used solely for scholarly or professional pursuits related to their position at the University. Except for messages of and concerning the University no mottos, symbols, quotations, taglines or other statements may be added to the email signature block, as these may be misunderstood as representing the University's official positions, values or views.

All faculty and staff shall comply with this policy by creating an approved email signature block and using it consistently when communicating via their University email accounts. Should there be noncompliance to this policy, the individual's supervisor and/or vice president will enforce compliance through appropriate means.

COMPUTER VIRUS AND MALWARE POLICY

SLT 11.3

Date of Last Update:
September 06, 2016

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

When a device or account connected to the GVSU campus network is compromised by a virus or malicious software, the network is at great risk of harm due to potential damage of university data or disclosure of sensitive information. To preserve the health of the network and the devices connected to it, the infected device must IMMEDIATELY be disconnected and removed or the account blocked from the campus network until Information Technology personnel verify it is no longer compromised. Despite the disruption this may cause to the individual user, the user is required to produce any infected device to Information Technology immediately upon request in order to prevent information disclosure, data file destruction, or exploitation of the compromised account.

Information Technology personnel shall provide their identification and authorization to the device user that authorizes them to remove the afflicted device prior to its removal. For additional verification, you may call the IT Service Desk at 331-2101 and ask for a Level 2 staff member to verify the authorization to pick up a computer. To minimize interruption, Information Technology will take reasonable steps to provide a substitute device for use on the campus network while the user awaits repair of the original device. To report that a device might be infected, contact Information Technology immediately at 331-2101.

VOICEMAIL POLICY

SLT 11.4

Date of Last Update:
February 17, 2026

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

This policy establishes standards for the use and management of voicemail within Zoom Phone system. The goal is to ensure professional, reliable, and secure communication between faculty, staff, students, and external callers. This policy applies to all university employees, contractors, and affiliates who are issued a Zoom Phone line or have access to a university-managed voicemail account.

PROCEDURES

1. Voicemail Setup

- All University-issued Zoom Phone lines have voicemail enabled. Exceptions to this could be shared spaces, conference lines, and work rooms. This is not an exhaustive list.
- Community members are encouraged to record a professional voicemail greeting that includes their name and department, or to use a generated voice created through the built-in tool within Zoom Phone.

2. Message Management

- In addition to accessing voicemail messages and summaries through the Zoom mobile and desktop applications, voicemail transcriptions can also be configured to forward to email. Please note that generated transcriptions may contain errors.
- Voicemails should be deleted once addressed, unless retention is needed for business or compliance purposes.

3. Security and Privacy

- Voicemail content must be managed and protected in alignment with university data privacy and information security policies.
- Forwarding voicemail messages to external, non-University email accounts is prohibited.

- Shared or departmental voicemail boxes must have designated staff responsible for monitoring, responding, and managing messages.

4. Availability

- Departments are encouraged to maintain a shared voicemail box for general inquiries to ensure coverage during absences.

5. Retention

- Voicemail messages are retained on the Zoom Phone system for 30 days by default unless saved by the user.
- Messages requiring long-term retention for business, legal, or compliance reasons must be archived according to university policies.

COMPUTING CONDITIONS OF USE (INFORMATION TECHNOLOGY)

SLT 11.5

Date of Last Update:
October 09, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

As members of the Grand Valley State University community, you have the responsibility to use the university's Information Technology resources in an effective, ethical, and legal manner. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and decency that apply to the use of any shared resource. Grand Valley depends first upon the spirit of mutual respect and cooperation that has been fostered at the university to resolve differences and ameliorate problems. The purpose of the statement is to promote the responsible, ethical, legal, and secure use of Grand Valley's Information Technology resources, including access to the Internet, for the protection of all users.

PROCEDURES

The following guidelines will be applied to determine appropriate use of Services:

1. Accounts granted are intended solely for the use of the person the account was issued and shall not be shared.
2. To respect the privacy of other users. Users shall not intentionally seek information on, obtain copies of, or modify files, or passwords belonging to other users or the University, or represent others, unless explicitly authorized to do so by those users.
3. To respect the legal protection provided by copyright and licensing of programs, data, photographs, music, written documents and other material as provided by law.
4. To respect the intended usage of accounts and authorization for specified purposes only.
5. To respect the integrity of the system or network. One shall not intentionally develop or use programs, transactions, data, or processes that harass other users or infiltrate the system or damage or alter the software or data components of a system.
6. To adhere to all general university policies and procedures including, but not limited to, policies on proper use of information resources, information technology, and networks; acquisition, use, and disposal of University-owned computer equipment; use of telecommunications equipment; ethical and legal use of software; and ethical and legal use of administrative data.
7. Using university technology resources for commercial use is strictly prohibited. Such resources are to be solely used in conjunction with doing business for GVSU or purposes directly related to academic work.
8. To refrain from unauthorized use of network Services which significantly hampers other GVSU constituents network access.
9. Unauthorized use of GVSU networks and/or computers for non-academic purposes is prohibited, including revenue generating advertising and promotion of business not related to GVSU.

10. Network connections in Student Housing are intended strictly for client access to GVSU and Internet resources. Residents are not permitted to offer services to other computers, either external or internal, within the GVSU Housing Network. External requests for services destined to the GVSU Housing Network are not permitted. Information Technology reserves the right to disable network connections within the GVSU Housing Network if complaints are received and it is verified that a computer is offering an internal service.
11. The Computer Science and Engineering departments have dedicated networks that can be used for servers that need to offer services to other computers for educational purposes; in this case the department is responsible for monitoring and approving the services that are offered as well as verifying that the computers have been patched and secured against known Internet attacks.
12. All users of Grand Valley's e-mail accounts are expected to adhere to the Electronic Mail Policy
13. All users of Grand Valley's external network connections (i.e., Merit and NSFNET) shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies.

- Merit Acceptable Use Policy
- The NSFNET Backbone Services Acceptable Use Policy

The intent of this policy is to identify certain types of uses that are not appropriate. Using the guidelines given above, GVSU may at any time make a determination that a particular use is not appropriate.

GVSU will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, GVSU staff will attempt to preserve the individual's privacy. GVSU is subject to the Freedom of Information Act and may be required to supply personal computing information.

DIGITAL MEDIA POLICY

SLT 11.6

Date of Last Update:
September 18, 2023

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Technology provides multiple avenues for creating, collecting and distributing information. The ease of access to this information does not preclude the responsibility of understanding the legal issues involved in intellectual property.

PROCEDURES

Copyright law protects all material unless placed in the public domain, electronic and digital media included. Owners of copyrights hold exclusive right to the reproduction and distribution of their material.

Unauthorized use and distribution of copyrighted material is illegal. Legal action against the individual as well as the university may occur, this includes all audio and video files.

The Digital Millennium Copyright Act (DMCA) of 1998 provides recourse for copyright owners who believe that their rights have been infringed by unauthorized use of their protected works at an online location. Copyright owners may contact the service provider to request that the infringing material be removed or access blocked. Grand Valley State University’s designated DMCA agent is:

Luke DeMott
Assistant Vice President & Chief Information Security Officer (CISO)

Information Technology
4490g Kindschi Hall of Science (KHS)
1 Campus Drive, Allendale, MI 49401
Office: (616)331-2035

For More Information on the DMCA and other copyright issues see, www.copyright.gov

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CONFIDENTIALITY, DATA & SECURITY POLICY

SLT 11.7

Date of Last Update:
December 08, 2014

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Grand Valley State University regards security and confidentiality of data and information to be of utmost importance. As such, individuals employed by the University must follow the procedures outlined below.

PROCEDURES

Confidentiality of Data

Each individual granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information that is used. Individuals are required to abide by all applicable Federal and State guidelines and University policies regarding confidentiality of data including, but not limited to, the Family Education Rights and Privacy Act (FERPA). FERPA protects student information and may not be released without proper authorization. Requests for information/documents should be referred to the Registrar's Office or the Legal, Compliance & Risk Management Office.

Individuals with authorized access to Grand Valley State University's computer resources, information system, records or files are given access to use the University's data or files solely for the business of the University. Specifically, individuals should:

a. Access data solely in order to perform the employee's job responsibilities.

b. Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.

c. Not release University data other than what is required in completion of job responsibilities.

d. Not exhibit or divulge the content of any record, file or information system to any person except as it is related to the completion of their job responsibilities.

Additionally, individuals are not permitted to operate or request others to operate any University data equipment for personal business, to make unauthorized copies of University software or related documentation, or use such equipment for any reason not specifically required by the individual's job description.

It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

Security Measures and Procedures

Some individuals employed by the University are supplied with a network account to access the data necessary for the completion of their job responsibilities. Users of the University information systems are required to follow the procedures outlined below:

1. Storage of student or staff confidential data on local storage media (Laptops, Desktops, CDs, Thumb drives, etc) without proper data encryption is strictly prohibited. Please contact Information Technology to discuss secure options if confidential data must be transported outside of the secure network.
2. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
3. Access to any faculty or staff account may be granted by the faculty/staff member and/or the direct supervisor for specific job requirements. You are prohibited from viewing or accessing additional information (in any format). Any access obtained without written authorization is considered unauthorized access.
4. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
5. Upon termination or transfer of an individual, Information Technology will immediately remove access to GVSU data. The email account may stay active for a period of up to 30 days.

Access to University data and information is for the sole purpose of carrying out job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy or FERPA policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges.

FACULTY/STAFF ABUSE OF TECHNOLOGY

SLT 11.8

Date of Last Update:
April 19, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Information Technology has two primary policies in place that deal with technology resources:

Conditions of Use: As members of the Grand Valley State University community, all users have the responsibility to use the university's information technology resources in an effective, ethical, and legal manner. This document outlines these responsibilities.

E-Mail Policy: This Policy clarifies the applicability of law and of other University policies to electronic mail. It also defines new policy and procedures where existing policies do not specifically address issues particular to the use of electronic mail.

The policies and procedures to deal with abuse of technology resources for faculty and staff are outlined below.

- Level I - Complaint
  - Complaints may be received from an internal or external GVSU constituent
  - Upon verification of abuse by an Information Technology staff member, the information is communicated to either the Vice Provost and Dean of Academic Services or the Director of Information Technology
  - Upon review from the Vice Provost and Dean of Academic Services and/or the Director of Information Technology, the complaint is further acted upon or discarded.

- Level II - Contact/Action for First Offenders
  - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology

        - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
    - The individual is apprised of their abuse and asked to refrain from continuing the infringement. If email related, the individual will be required to retract the offending message.
    - The individual will be sent a notification from IT via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy.
    - The email notification/compliance will be kept on file.
- Level III - Contact/Action for Second Offenders
    - The individual account will be suspended immediately (disable ability to send/receive messages).
    - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
        - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
    - The individual Dean or manager is contacted concerning the repeated abuse.
    - The individual is apprised of their abuse and asked to refrain from continuing the infringement.
    - The individual account will be re-activated upon contact and compliance of the policy.
    - If email abuse, the individual will be required to retract the offending message.
    - The individual will be sent a notification via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy and that they will lose account privileges completely upon the third offense.
    - The individuals Dean or manager will be sent a notification via email of the abuse infraction and asked to return the email with their understanding that the individual will lose account privileges completely upon the third offense.
    - The email notification/compliance will be kept on file from both the individual and the Dean or manager.

- Level IV - Contact/Action for Third Offenders
    - The individual account privileges will be suspended immediately, which consist of email and network privileges.
    - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
        - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted. The individual Dean or manager is contacted concerning the repeated abuse.
    - The HRO office is contacted concerning the repeated abuse.
    - The individual is apprised of their abuse and told that their privileges have been revoked.
    - The individual Dean or manager must contact the Vice Provost and Dean of Academic Services or the Director of Information Technology to discuss possible reinstatement of privileges.
    - Upon further review with the Provost (for faculty issues) and the HRO office (for staff issues), the determination to re-instate the technology privileges will be determined.
    - The decision will be kept on file.

- Overriding Issues
    - If at any time, the technology resources that have been abused are in jeopardy of causing mass problems for GVSU constituents or the network/files have been compromised, the Vice Provost and Dean of Academic Services or the Director of Information Technology may choose to immediately suspend the individual account to ensure the integrity and continuation of services for the rest of the constituents.
    - Upon a decision of this nature, the situation will be brought to the Provost, HRO, appropriate Dean or manager as quickly as possible to remedy the issue at hand.

PROCEDURES

PUBLIC FOLDER POLICY

SLT 11.10

Date of Last Update:
April 19, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

GVSU provide public folders to allow postings from any Outlook user on events, announcements, information of interest and a method to buy/sell articles.

PROCEDURES

Guidelines for consistent and proper use

- Messages posted to the business related public folders should pertain to GVSU sponsored programs, events, or activities.
  - Messages intended for private business or personal profit shall not be posted
  - Commercial message and advertisements for non-GVSU entities shall not be posted
- Messages posted to the Barter Board specifically may refer to personal items for sale or items wanted to buy.
  - Messages intended for private business are not allowed
  - Commercial messages and advertisements for items for sale or services offered are prohibited, including home businesses.
  - Complaints relative to purchases of items advertised should be conducted privately •
- Additionally, messages posted to these public folders board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.

Message life span:

- Any message posted here should be deleted by the author as soon as its purpose has been resolved
- Messages will be deleted automatically after 7 days.

SECURE OFFICE PROCEDURE

SLT 11.11

Date of Last Update:
April 19, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

It is the responsibility of all employees of the University to protect sensitive data against loss or theft. Awareness, education and

practice of the following procedures can assist in this matter. These procedures are in place to help protect employees, customers, contractors and the university from damages related to the loss or misuse of sensitive information.

This document refers to securing sensitive data and physical hardware within an office environment or mobile environment where data may be referenced (at home or on a laptop). It is not meant to address electronic data stored on university servers.

PROCEDURES

Goals

In order to effectively protect and secure university data, the following goals have been established:

a) Create, distribute and annually review the “Secure Office Procedure” document
b) Train all staff members whose jobs relate to sensitive data on both the “Secure Office Procedure” and Information Security Best Practices
c) Train departmental managers to be aware of the importance of the procedures and the need to enforce them

Staff Training

Employee awareness and education is an integral part of securing sensitive data for the university. The following procedures will be enforced to ensure proper training:

a) Upon hire, the Secure Office Procedure and Setting Strong Password documents are emailed to the new employee Secure Office Procedures Page 2 of 4
b) Secure Office Procedure and Setting Strong Password documents are sent annually to all employees via email
c) Internal training, specific to each area, will be provided to employees who have access to sensitive data
d) Information Technology will provide Best Practices information at IT seminars and offer to attend annual departmental meetings to cover the below topics:

i. Awareness of Social Engineering schemes

ii. Secure Office Procedures

iii. Strong Password creation

iv. Data storage

v. Data encryption

vi. Backups

vii. Anti-virus and Anti-spyware tools

viii. Non-secure technologies

GENERAL OFFICE SECURITY PRACTICES

The following procedures should be followed within office suites, individual offices or workrooms and mobile locations where data may be referenced:

a) Keys or keycards used for access to sensitive data should not be left unattended
b) Passwords should not be shared or written down and left in accessible locations
c) If you have a student that will regularly be using your machine, contact the IT Service Desk and request a staff account for that student. (Do NOT give out your password)
d) Make certain passwords aren't common information such as date of birth, names of children, pets, telephone numbers, etc.
e) When you leave your workstation, lock your computer screen
f) Lock up laptops, USB drives, external drives, etc. when unsupervised
g) Contact the IT Service Desk when a computer is to be passed to a new user. IT will clean the computer, removing previous data and place a clean image on the machine.
h) Printouts containing sensitive data should be removed from networked printers immediately and filed appropriately in secure cabinets

i) Dispose of sensitive data on hard copy by shredding immediately

j) Departmental front desk staff should confirm identity of all visitors (GVSU staff/student workers or non-GVSU employees) who are entering their area(s)

i. Employees should feel comfortable requesting what unit someone is from and the purpose of their visit

ii. Employees should feel comfortable confirming meeting prior to allowing staff member/student employee to proceed within their departmental areas

iii. Confirm with the GVSU employee they are scheduled to meet

iv. Non-GVSU employees must be escorted to/from meeting area/work area

v. Request ID if necessary

vi. Provide front office staff the ability to view your calendar or print a schedule of your meetings in advance so they will expect attendees

k) All staff should be responsible to watch for or listen to any unusual activity and to be cognizant of their surroundings.

Sensitive Information

Sensitive data can be distributed via hard copy or electronic means within an office. When given the choice, store data electronically versus printing a hard copy. Consider scanning a document to store it electronically versus hard copy.

a) “Sensitive information” includes but is not limited to the following items, whether stored in electronic or printed format:

i. All FERPA protected data*

ii. Credit card number (in part or in whole)

iii. Credit card expiration date

iv. Cardholder name

v. Cardholder address

vi. Social Security Number

vii. Business Identification Number

viii. Employer Identification Number

ix. Paychecks

x. Paystubs

xi. Benefit information

xii. Giving information/history

xiii. Health information

xiv. Content of external grants or contracts

b) Securing hard copy sensitive data:

i. Lock cabinets containing sensitive data when not in use or when away for extended periods of time

ii. Storage rooms containing sensitive data should be locked at the end of the day or when unsupervised

iii. Desks, workstations, common work areas, printers, and fax machines should be cleared of all sensitive data when not in use

iv. Whiteboards, dry erase boards, writing tablets, etc. should be erased, removed or shredded when not in use

v. Documents to be shredded should be done so immediately or locked up until shredding can occur

vi. At the end of the day, all sensitive data should be in a locked drawer or cabinet

c) Securing electronic sensitive data. Please contact Information Technology if there are questions in how you are storing/sharing sensitive data electronically.

i. Refrain, when possible from storing sensitive data on your personal computer hard drive or any external personal devices. Instead use the network drive space.

ii. If storing sensitive data is required on your personal computer hard drive or an external device, encryption and password protection should be applied

iii. Engage the screensaver when workspace is unoccupied

iv. Computer workstations should be shut down completely at end of work day

v. Lock laptop or external devices containing sensitive data when not in use

vi. Make certain data and/or PC work station screens are not visible to the public (e.g.- near windows, entry/exit doors, etc.)

vii. If email is used to share sensitive data, encryption and/or password protection should be used. The following statement should accompany the body of the email:
"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

*See information regarding FERPA data at www.gvsu.edu/registrar and click on FERPA

SOFTWARE SUPPORT POLICY

SLT 11.12

Date of Last Update:
April 19, 2015

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY STATEMENT

Information Technology is responsible for providing software support to the campus community. IT resources are finite. Therefore, reasonable limits must be identified regarding the number and variety of software products supported by IT. This policy is intended to define those limits.

PROCEDURES

The software industry is characterized by constant change. Therefore, it is unreasonable to establish a single, static list of supported software. It is equally unreasonable to force the campus community to change software on a frequent basis.

Information Technology will provide support for the most recent operating systems for Windows and Macintosh platforms as well as one version back.

Standard software applications issued with a university computer will be supported in the most recent version and one version back unless compatibility issues arise.

Institutional ownership of a site license does not imply IT support for all products covered by the license. Software provided in labs and classrooms outside of the standard applications listed above are not supported by Information Technology. Software assistance is required through the vendor providing the application.

TECHNOLOGY ACQUISITION POLICY

SLT 11.14

Date of Last Update:
September 09, 2022

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY

The purpose of this policy is to establish standards, guidelines, and procedures for the purchase and/or lease of all information technology hardware, software, and computer-related components, as well as the contracting for all technical services. This policy will ensure that all Grand Valley State University purchases and leases align with strategic priorities; existing technical infrastructure, assets, and standards; information security guidelines; legal and regulatory compliance; optimal use of institutional funds and resources; and must still comply with general university procurement procedures and policies.

This policy applies to all who access the institution's information technology resources and services, including administrators, faculty, employees, students, contractors, and vendors.
This policy covers all information technology hardware, software, and computer-related components purchased and/or leased with Grand Valley State University funds. Specifically, this policy includes, but is not limited to, the following Grand Valley State University technology resources:

- Endpoint hardware such as desktops, laptops, tablets, printers, and mobile devices.
- Devices connected to GVSU's network infrastructure, wired or wireless.
- Enterprise audio-visual equipment for offices, classrooms, and/or conference rooms.
- Applications or endpoints intended for use in labs and/or classrooms.
- Enterprise infrastructure including servers, switches, research machines, and storage devices.
- Software, services, and applications including those provided by an external party.
- Systems/services that consume, create, or update University data including those that allow access using University accounts.

This policy extends to technical services, such as off-site disaster recovery solutions and Internet Service Providers (ISPs), as well as professional services, such as consultants and legal professionals hired through the Information Technology Division. These include, but are not limited to, the following:

- Professionals or firms contracted for IT services
- Technical training services
- Co-location services
- Disaster recovery services
- Data network services

All hardware, software, or components purchased and/or leased with Grand Valley State University funds are the property of Grand Valley State University. This includes items purchased through grants and professional development funds.

POLICY STATEMENT

1. The Information Technology Division is responsible for acquiring and/or approving all hardware and software products purchased and/or leased with university funds. Through normal operational means, the Information Technology Division replaces certain hardware on a regular basis and maintains a software library containing products that meet most needs. The

purpose of this policy is to define the process by which additional hardware and software products are reviewed, purchased/leased, and maintained, with respect to data security, operational integrity, and long-term sustainability. The Information Technology Division will neither install nor support hardware or software that has not been approved in advance of purchase and/or lease. The Information Technology Division can assist in determining if the University already owns hardware and software that meets departmental needs.

2. All technology purchases and/or leases that either A) exceed $500 per unit or $1000 total or B) include computers, laptops, network-connected devices, local or cloud-based storage, tablets, peripherals, phones, printers, copiers, software that consumes/transmits/stores GVSU data, or service contracts must first be submitted to the Information Technology Division*. In addition to IT approval, funding must also be approved by a department head (or designee) prior to procurement.

   * IT review will begin within two business days. All technology acquisitions must be completed through standard purchasing and procurement processes; personally funded technology purchases for Grand Valley State University business needs may not be reimbursed.

3. A standard items list will be maintained containing Grand Valley State University's pre-approved technology devices, applications, services, and products. Standard items have been proven to be supportable by the Information Technology Division, compatible with university-supported systems, and cost-effective. Selected vendors have been vetted for optimal pricing and support. Departments should use this list as a source for products and services. Suggested vendors can be evaluated.

4. A requested item already in inventory, will be made available to the requestor. Requests for standard items not in inventory will be processed according to this policy statement and in alignment with standard purchasing procedures.

5. If approved, a formal selection process will be initiated that will involve a thorough vendor sourcing, per the University's Procurement Policy.

   - The selection process may vary depending on the type, cost, and other purchase significance factors.
   - Individuals requesting non-standard items for purchase and/or lease can suggest a potential vendor if a pre-existing relationship exists between that vendor and Grand Valley State University or use the procurement CO-OP that has pre-vetted certain vendors/products.

6. For the purchase of cellular phones and wireless service provider contracts, please see the University Cellular Phone and Wireless Communication Policy.

7. See the University Procurement Policy for additional purchasing guidelines.

8. All purchased technologies must comply with the Confidentiality, Data & Security Policy.

PROCEDURES

1. Supported hardware and software request procedure

   a. Review the list of standard items and confirm whether the request can be fulfilled from the university's preferred list of items.
   b. Contact information technology for a quote and availability.
   c. Complete the technology requisition form.

2. Non-supported hardware and software need to have additional approvals.

   a. Submit an IT service portal ticket for review.
   b. IT review will begin within two business days.
   c. The decision will be communicated in writing to the requestor.

d. Requests whose implementation or deployment are complex, costly, and/or highly visible will be converted into project requests for further consideration.

Non-Compliance

Non-compliant technology acquisitions will not be supported by the Information Technology Division. Hardware and devices purchased outside this acquisition policy will not be permitted to connect to the GVSU network. Additionally, GVSU data is not permitted to be collected or stored through software or storage purchased outside this acquisition policy. Repeated violations of this policy will result in notification to Appointing Officers and GVSU Business and Finance for further review and action.

ACCEPTABLE USE POLICY FOR PUBLIC AI SOLUTIONS

SLT 11.16

Date of Last Update:
April 14, 2025

Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY

This policy applies to all members of the GVSU community, including students, faculty, staff, and any external partners engaged in activities involving AI in relation to university projects.

POLICY STATEMENT

Introduction

At Grand Valley State University (GVSU), we recognize the value of artificial intelligence (AI) in contributing to human creativity, accessibility of information, and intellectual growth and are, therefore, committed to the responsible use of AI. This policy provides a framework for the ethical, legal, and responsible use of these technologies, ensuring such use aligns with our institutional mission, vision, and values.

Purpose

- To govern the use of AI and AI generative solutions at GVSU.
- To ensure these technologies are used in a way that upholds legal and ethical standards, respects privacy, and promotes transparency.
- To provide clear guidelines for all stakeholders within the GVSU community regarding the use of AI technologies.

Permitted Uses

The use of AI and AI generative solutions is generally permitted within the GVSU community, subject to the provisions of this policy and all other applicable University policies governing AI, including but not limited to individual course policies regarding the use of AI by students or other GVSU policies regarding the use of AI by faculty or staff.

Any users of AI or AI generative solutions should ensure such use does not introduce or amplify unjust bias, should disclose such use to recipients of any information generated, must uphold all privacy laws and safeguard data, and comply with all GVSU policies and procedures.

Prohibited Uses

The following activities are strictly prohibited when using public AI generative solutions:

1. **Malicious Use:** Users must not use AI generative solutions for any malicious purposes, including but not limited to creating harmful, defamatory, or fraudulent content.
2. **Harassment/Discrimination:** Language that would violate university policies protecting against harassment and discrimination.
   a. Policy Prohibiting Title IX Sexual Harassment, Sexual Misconduct, and Discriminatory Harassment
3. **Impersonation:** Generating content that impersonates another individual or entity with the intent to deceive or defraud is prohibited.
4. **Illegal Activities:** Users must not generate content that promotes or facilitates illegal activities or infringes on the intellectual property rights of others.
   a. Information placed into AI must comply with all legal and regulatory requirements and GVSU's information security policy.
   b. Community members should also be aware of how AI models use the data provided to train their models.
5. **Personally Identifiable Information:** The entering into any AI or AI generative solution of any personal protected information, such as information governed by privacy laws including FERPA, which may include but are not limited to name, address, phone numbers, emails, social security numbers, or credit card numbers is strictly prohibited.
6. **Confidential and Proprietary Information:** The entering into any AI or AI generative solution of any confidential, privileged, or proprietary business information is strictly prohibited.

Reporting and Enforcement

- Violations of this policy must be reported to IT security for non-academic infringements and should be submitted via the IT Services portal at https://services.gvsu.edu/ and to Human Resources at https://www.gvsu.edu/hro/
- Academic misconduct and misuse, including cheating and plagiarism, are reported using the following GVSU forms:
  - Academic Misconduct Reporting Form:
    - https://cm.maxient.com/reportingform.php?GrandValley&layout_id=1
  - Office of Student Conduct and Conflict Resolution website:
    - https://www.gvsu.edu/osccr/academic-misconduct-policies-and-procedures-14.htm
- Research misconduct is reported to the Office of Research Compliance and Integrity (ORCI) or the GVSU Research Integrity Officer through the ORCI webpage.
  - https://www.gvsu.edu/rci/
  - Examples include academic misconduct committed by a student with no faculty member involvement or when a faculty member violates the policy as part of their scholarly activities.
- The Faculty and Staff Incident & Concern Reporting page may also be relevant:
  - https://www.gvsu.edu/inclusion/faculty-and-staff-incident-concern-reporting-212.htm
- Non-compliance of AI-prohibited uses will be addressed in accordance with university disciplinary procedures and may include sanctions up to and/or including dismissal, termination, or legal action.
- This policy supersedes any other AI policies, further clarification is available by department. Policies must align with this policy but may expand on it for divisions that need further clarification.

Conclusion

GVSU is dedicated to advancing AI technologies in a manner that is ethical, responsible, and aligned with our academic and community values. This policy aims to foster a culture of responsible AI use, ensuring these tools enhance our educational and research missions while protecting the rights and safety of all individuals in our community.

This policy is subject to updates and revisions as technology and its applications evolve. Users are responsible for staying informed about and complying with the latest version of this policy.

Appendix

1. Academic (6.1) and non-academic (6.2) issues:
   - https://www.gvsu.edu/policies/policy.htm?policyId=89004197-D426-2F19-45B12CC728F057DE
2. What should be followed when IT non-compliance issues are encountered:
   - https://www.gvsu.edu/policies/policy.htm?policyId=8813E892-F1CF-F1E6-E31ADF25052AE994&search=information+techn
   - An overview in PDF format:

- https://www.gvsu.edu/cms4/asset/7B58A5E7-F4C2-114C-CCDA36F96BD2AF73/general_misconduct_flowchart.pdf

3. Artificial Intelligence use in a Research Project, Thesis, or Dissertation Policy for graduate programs:
    - https://www.gvsu.edu/gs/policies-and-procedures-58.htm
4. OURS Generative AI Policy:
    - https://www.gvsu.edu/ours/ssp/ours-generative-ai-policy-490.htm
5. Graduate School Policies and Procedures (pg. 45 for AI)
    - https://www.gvsu.edu/gs/graduate-education-policies-and-procedures-manual-33#GraduateAcademicPoliciesandRegulatio

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