### UNIVERSITY VALUES, VISION, AND MISSION

**BOT 1.1 - 1.3**

**Date of Last Update:**
March 31, 2022

**Approved By:**
- Board of Trustees

**Responsible Office:**
Office of General Counsel

**POLICY STATEMENT**

**1.1. Vision:** Grand Valley State University will prepare globally-minded citizens for the future they face and the communities they shape. Our community of educators will create and employ innovative approaches to liberal education and professional programs that center on and prepare students for a lifetime of continual learning and growth.

**1.2. Mission:** At Grand Valley State University, we empower learners in their pursuits, professions, and purpose. The University enriches society through excellent teaching, active scholarship, advancement of equity, and public service.

**1.3. Values:**

**Innovation:** puts ideas into practice, drives us towards excellence, and represents our forward-thinking mindset. We value entrepreneurship, risk taking, and interdisciplinary collaboration that solves local, regional, and global problems and advances the common good.

**Integrity:** drives us to be accountable to ourselves and to others.

**Inclusive and Equitable Community:** fosters and sustains a sense of belonging, promotes diversity and respect, and addresses systemic issues that impact outcomes for those who have been historically excluded from higher education. Inclusion and equity are experienced through our physical campuses and in digital environments, as well as our interpersonal,
Institutional, and community engagements.

**Inquiry**: encourages active questioning and problem solving to improve lives and strengthen communities. Building on our strong foundation of a liberal education and commitment to teaching excellence, we strive to provide opportunities that integrate theory and practice towards personal transformation and career success. Active scholarship, creative expression, and relevant co-curricular experiences drive learners towards fulfillment, prosperity, and justice.

**International Perspectives**: simultaneously support people, planet, and prosperity. We think and act on a global basis. Our efforts at supporting the well-being of individuals, groups, and ecosystems are important locally, nationally, and globally—all of which are interconnected and interdependent.

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**PRESIDENT'S OFFICE AND ADMINISTRATIVE STRUCTURE**

BOT 2.1 - 2.6

**Date of Last Update:**
February 18, 2022

**Approved By:**
- Board of Trustees

**Responsible Office:**
Office of General Counsel

**POLICY STATEMENT**

**2.1 President's Appointment and Duties.** The conditions of appointment, duties, and authority of the President may be found in Article VI of the Bylaws of the Board of Trustees.

**2.2 Organization.** In implementing the executive role, the President will develop an administrative organization consistent with the following principles.

- **2.2.1** Functions, tasks, and/or activities, whether continuing or nonrecurring, will be delegated to responsible individuals or groups as circumstances may dictate.

- **2.2.2** Authority commensurate with the responsibility will be delegated to ensure accomplishment of work objectives, including contract authority consistent with Board
2.2.3 Lines of authority will be established to ensure accountability, although ultimate responsibility remains with the President.

2.2.4 The resulting organization will be continuously evaluated in terms of overall effectiveness, efficiency, and performance relative to reasonable objectives.

2.2.5 The President oversees all areas of activity within the institution, aided by the eight vice presidents: the Provost/Executive Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, the Vice President for University Relations, the Vice President for Development, the Vice President for Inclusion and Equity/Chief of Staff, the Vice President for Enrollment Development, and the Vice President for Information Technology and Chief Digital Officer. The General Counsel is a member of the President’s leadership team.

A chart of the current organizational structure with executive officer assignments shall be maintained by the President’s Office.

2.3 Assignments in the President’s Office. The President reserves the right to line authority over certain University matters. The numbers of these matters are not fixed and may vary over time depending upon institutional needs. The President’s Office will have staff directly responsible for one or more of these matters.

2.4 Legal Affairs. Within the President’s Office, the Office of General Counsel is responsible for proactively supporting the university’s mission through development of sound legal practices, provision of legal advice and assistance, and assurance that all legal affairs of the university are properly handled through effective risk management. This office shall be the coordinating office for Freedom of Information Act requests.

The President or designee will contract for any legal services that may be necessary in the conduct of the affairs of the University, which includes the President's authority to institute such legal proceedings as may be necessary for the proper conservation of assets or the protection of interests of the University. The coordination of these services will be in one administrative office to ensure maximum efficiency.

2.4.1 Indemnification. It is the policy of Grand Valley State University to support its Board members, offices, faculty, and staff in the reasonable and proper performance of their official duties, and to support students and volunteers when performing services on behalf of or under the direction of the university. Should university personnel become
involved in litigation because of such duties, the university will assume their defense, provide legal counsel, and satisfy resulting judgments against them.

2.5 Educational Innovation and School Services. The University has a long-standing tradition and commitment to providing quality education for students. As part of this mission, the Board of Trustees seeks to impact public K-12 education by fostering choice in K-12 education through the authorization of charter schools. Educational Innovation and School Services includes the charter schools office that enhances student learning by providing regulatory oversight, and support to the charter schools authorized by the University; and, GV NextEd Accelerator that accelerates new, sustainable initiatives that impact the broader educational community.

2.6 Employee Ombuds. The Employee Ombuds Office offers confidential voluntary services to help faculty and staff create and maintain a positive working environment, including exploring options, communication and conflict coaching, group facilitation and feedback to campus leaders regarding systemic issues.

ACADEMIC AFFAIRS

BOT 3.1

Date of Last Update:
June 26, 2021

Approved By:

• Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.1 Academic Organization

3.1.1 Academic Colleges

The table of organization indicates seven colleges under Academic Affairs: College of Liberal Arts and Sciences, Seidman College of Business, College of Education and Community Innovation, Padnos College of Engineering and Computing, College of Health Professions, Kirkhof College of Nursing, and Brooks College of Interdisciplinary Studies. Each college is headed by a dean. They are the appointing
officer for that college.

3.1.2 **Library**

The library’s primary goals are to: 1) unify content and provide intuitive access to information resources; 2) develop robust outreach and instruction programs to support teaching and learning of students and faculty; 3) build programs to support new models of scholarly dissemination; 4) build sustainable collections that respond to emerging models and support the university community needs; 5) optimize library space; and 6) offer high-quality library services

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**ACADEMIC POLICIES**

**BOT 3.3**

**Date of Last Update:**
June 25, 2021

**Approved By:**

- Board of Trustees

**Responsible Office:**
Office of General Counsel

**POLICY**

**3.3 Academic Policies**

**3.3.1. Academic Standards**

Grand Valley is an academic institution dedicated to providing the highest level of quality instruction possible. Academic standards, levels of scholastic achievement, and grading systems are established on a university-wide basis after careful review by representative faculty members and the Provost/Vice President for Academic Affairs.

**3.3.2. Academic Calendar**

The University operates on a semester system, providing for fall and winter semesters and spring/summer session. Each semester is a minimum of 15 weeks in length, including days required for final examination. The spring/summer session will be 12 weeks in length, including two 6-week sessions. Each session is academically equivalent to the 15-week semester. All academic units operate on the semester system.
INTERIM VACCINATION POLICY

Interim-1

Date of Last Update: 
December 10, 2021

Approved By: 
- Senior Leadership Team

Responsible Office: 
Human Resources

POLICY

This policy applies to all students and employees of Grand Valley State University as a condition of attendance and employment. Employees and students may apply for a medical or religious exemption, or a temporary postponement if their work responsibilities/classes are completely remote and they will not be coming to campus.

All students and employees covered by this policy are required to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine. All students and employees are required to provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results. Students and employees not in compliance with this policy will be subject to discipline, including separation from the university.

Employees and students may apply for an exemption or postponement from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees and students may also apply for a religious exemption. Requests for these exemptions or postponements must be initiated by completing the Exemption Form, which can be found on the Lakers Together website, GVSU Health Hub website or Human Resources website.

POLICY STATEMENT

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, on campus, in classrooms, in communities and across the nation as a whole. Grand Valley State University has adopted this policy on mandatory vaccination to safeguard the
health of our students and employees from the hazard of COVID-19.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

PROCEDURES

Overview and General Information

All Grand Valley State University students and employees must be fully vaccinated or have received an approved exemption or temporary postponement upon employment or attendance.

To be fully vaccinated one must:

- Obtain the first dose of a two-dose vaccine no later than the first day of work or on campus; and the second dose no later than what is recommended by the Centers for Disease Control & Prevention (CDC), or
- Obtain one dose of a single dose vaccine no later than the first day of work or on campus.

You will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. You will be considered partially vaccinated if you have received only one dose of a two-dose vaccine.

Vaccines are available now from health care providers, pharmacies, and local health departments.

Vaccination Status and Acceptable Forms of Proof of Vaccination

All vaccinated individuals are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via the online self-assessment or Med+Proctor

Acceptable proof of vaccination status:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the individual’s name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Grand Valley State University will still accept the state immunization record as acceptable proof of vaccination.

If you lost your COVID-19 vaccination record, the Michigan Department of Health and Human Services (MDHHS) has launched the Michigan Immunization Portal. Michiganders ages 18 and older with immunization records posted in the Michigan Care Improvement Registry (MCIR) will be able to locate their own record online and download, save or print this information. Users must create a MILogin account at Michigan.gov/MiImmsportal and upload a valid government issued photo ID, such as a driver's license, state ID or passport. There is no cost to access the portal.

All students and employees are required to inform Grand Valley State University of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

See Table Below:

**Paid Time Off to Receive a COVID-19 Vaccination**

Employees may take up to four hours of paid time per dose for travel to the vaccination site, receipt of a vaccination, and return to work for a maximum of eight hours of paid time for employees receiving two doses. Employees who take longer than four hours to get one dose of the vaccine must send their supervisor an email documenting the reason for the additional time. Additional time requested will be granted, if reasonable, but will be unpaid; employees can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize Emergency Paid Sick Leave (EPSL) immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Usage of this leave time is subject to availability.

**Employee Notification of COVID-19 and Removal from the Workplace**

Grand Valley State University will require employees to promptly notify their supervisor when
they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed health care provider.

*Medical Removal from the Workplace*

Grand Valley State University has implemented a policy for keeping COVID-19 positive employees away from the workplace in certain circumstances. Grand Valley State University will immediately require an employee to leave the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed health care provider (i.e., immediately send them home or to seek medical care, as appropriate).

*Return to Work Criteria*

For any employee removed because they are COVID-19 positive, Grand Valley State University will follow CDC guidance for isolation.

Asymptomatic employees, students or volunteers may return to work once 10 days have passed since the positive test. Symptomatic employees, students or volunteers may return to work after all of the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

*Note: The above may be updated as CDC isolation guidance is updated.*

If an employee has severe COVID-19 or an immune disease, Grand Valley State University will follow the guidance of a licensed health care provider regarding return to work.

If a student or employee tests positive for COVID-19, they must record the positive result in their online self-assessment, which will detail next steps and prompt contact by a health professional.

If a GVSU employee, student or volunteer has a positive antigen test but doesn’t have any symptoms or known exposure, they may choose to have a confirmatory COVID-19 nucleic acid amplification test (NAAT), this is also known as a PCR test. They will need to isolate until they receive negative results.

If the PCR test is negative, they may return to work, class, or campus after they have a negative PCR test. They need to remain isolated until they receive those results and report them to the GVSU COVID Assessment Team who will release them from isolation. If the PCR test is positive, they will be required to complete the remainder of their isolation as noted previously.
COVID-19 Testing

Students who receive an approved exemption to the vaccine requirement policy are required to test each week at the location of their choice. Free on-campus testing is available. These students will receive an email reminder each week with the testing schedule. Students must upload results each week to their online self-assessment.

If a student doesn’t get tested at an on-campus testing site, the student will need to test at a CLIA certified lab and will need to upload those testing results to the self-assessment. The documentation must be from a lab, pharmacy, health portal, or health care provider and must include: the name of the patient, date of test, results of test, type of test, name of testing facility, address, phone number. We will not accept verbal reports of tests administered elsewhere. We will not accept at-home tests for weekly testing.

If a student does not provide documentation of a COVID-19 test result as required by this policy, they will be subject to discipline per the GVSU Code of Conduct.

If an employee covered by this policy is not fully vaccinated (e.g., if they are granted an exemption from the mandatory vaccination requirement), the employee will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

(A) must be tested for COVID-19 at least once every seven days; and

(B) If testing somewhere different than a GVSU site, one must upload test results weekly to the self-assessment or Med+Proctor at least once every seven days.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to the GVSU self-assessment or Med+Proctor upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be subject to discipline including separation from the university.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed health care provider, are not required to undergo weekly COVID-19 testing for 90 days following the date of their positive test or diagnosis unless they develop symptoms.
Employees who receive an approved exemption to the vaccine requirement policy are required to test each week at the location of their choice. Free on-campus testing is available. These employees will receive an email reminder each week with the testing schedule. Employees must upload results each week to their online self-assessment.

If an employee doesn’t get tested at an on-campus testing site, they will need to test at a CLIA certified lab and will need to upload those testing results to the self-assessment. The documentation must be from a lab, pharmacy, health portal, or healthcare provider and must include: the name of the patient, date of test, results of test, type of test, name of testing facility, address, phone number. We will not accept verbal reports of tests administered elsewhere. We will not accept at-home tests for weekly testing.

**Face Coverings**

_The need to wear a face covering is tied to the Grand Valley State University’s alert level system_, which considers several factors including community spread.

Employees and students are responsible for supplying their own face coverings. Face coverings must cover the mouth and nose and fit snugly against the sides of the face. A face covering is defined as having two layers of tightly woven, washable and breathable fabric or a medical procedure mask may be used or an N-95 mask without a valve.

The following are exemptions to Grand Valley State University’s requirements for face coverings:

1. When alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while eating or drinking in an area shared by others or for identification purposes in compliance with safety and security requirements.
3. When wearing a respirator or face mask.
4. Where Grand Valley State University has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see a person’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

Failure to comply with the face covering policy is subject to conduct violation for students and policy violation for employees.

**New Hires:**

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for
employment will be notified of the requirements of this policy prior to the start of employment.

**New Students/Learners:**

All new students/learners are required to comply with the vaccination requirements outlined in this policy prior to the first day of class. All prospective students/learners will be notified of the requirements of this policy prior to their class start day.

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**TABLES**

**Vaccination Status Documentation**

<table>
<thead>
<tr>
<th>Vaccination Status</th>
<th>Instructions</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are fully vaccinated.</td>
<td><strong>Submit</strong> proof of vaccination that indicates full vaccination. This should be done on your online self-assessment.</td>
<td>Before first day of work or before coming to campus</td>
</tr>
<tr>
<td>Individuals who are partially vaccinated (i.e., one dose of a two dose vaccine series).</td>
<td><strong>Submit</strong> proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained. This should be done on your online self-assessment.</td>
<td>Before first day of work or before coming to campus</td>
</tr>
</tbody>
</table>