

# MICHIGAN STATE UNIVERSITY

May 4, 2026

## MEMORANDUM

TO: Executive Leadership Team, Deans, Directors and Chairs

FROM: Nicole Simi, Policy Analyst  
Marilyn K. Tarrant, Associate Vice President and Chief Audit,  
Risk and Compliance Officer

SUBJECT: Policy Announcement #7

**Please disseminate this memorandum to members of your Unit/Department as applicable.** Your assistance in ensuring this information reaches all relevant parties is greatly appreciated.

Please be advised the official University policies are located on the [University Policies website](#) and are the most current versions. Any printed copies may not reflect the latest revisions.

Note the first set of tables is a list of University-wide policies that are new, revised or retired. The second set of tables provides a summary of the changes made to the revised policy or highlights of the new policy.

Please contact Nicole Simi via [email](#) if you have any questions or need further assistance.

**The following policies are new, revised or retired from the University Policies website:**



### Office of Audit, Risk and Compliance

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Academics and Student Life Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-01-02	<a href="#">Student-Athlete Conduct Review</a>	Revised	December 12, 2025
UW-01-05	<a href="#">Determination of Student Location</a>	New	March 11, 2026
Administration and Operations Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-02-09	<a href="#">Delegation of Signature Authority</a>	Revised	December 16, 2025; February 1, 2026; March 5, 2026; April 15, 2026

Facilities and Safety Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-04-03	<a href="#">Keys and Lock Service</a>	Revised	January 14, 2026
Finance Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-05-07	<a href="#">Travel Policy &amp; Procedures</a>	Revised	March 16, 2026
UW-05-01	<a href="#">Procurement</a>	Revised	April 22, 2026
Research and Outreach Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-09-06	<a href="#">Requirement for Registration of MSU International Travel and Remote Work in MSU's Global Travel and Remote Work Registry</a>	New	March 1, 2026

The following is a summary of the new, revised or retired policies:

Academics and Student Life Policies	
Policy Title	Comments
Student-Athlete Conduct Review	Revisions due to retirement of BOT Policy 703; incorporated some language from BOT Policy 703  The appeal process was ended as it was duplicative and penalties were only related to Athletics versus University policy and process
Determination of Student Location	Federal export control laws and regulations prohibit institutions from providing certain online educational experiences to inhabitants of certain countries  Additionally, there are laws and regulations regarding programs that lead to professional licensure or certification; in some cases the university is obliged to provide certain notifications that MSU's program will not meet licensure requirements. To effect this policy, the university must identify where students live and clarify how they are doing so
Administration and Operations Policies	

<b>Policy Title</b>	<b>Comments</b>
Delegation of Signature Authority	<p>Revisions pertaining to Intercollegiate Athletics</p> <p>Revisions pertaining to CGA and OSP</p> <p>Revisions pertaining to change of Vice President for Strategic Infrastructure Planning and Facilities to Associate Vice President for Strategic Infrastructure Planning and Facilities</p> <p>Revisions to paragraph "r" including change from the Director of Export Control and Trade Sanctions to Assistant Vice President for Research Security as well as additional duties</p>
<b>Facilities and Safety Policies</b>	
<b>Policy Title</b>	<b>Comments</b>
Keys and Lock Service (MBP Section 225)	Conversion of existing policy to the University-wide policy template
<b>Finance Policies</b>	
<b>Policy Title</b>	<b>Comments</b>
Travel Policy & Procedures (MBP Section 70)	<p>Updated policy to correct and add links, update department names, update and add URL's, enhance descriptions</p> <p>Added policy to register international travel in MSU's Global Travel and Remote Work Registry</p> <p>Updated insurance language. Added references to Risk Management and Insurance</p> <p>Removed cost comparison requirement for added days to international travel</p> <p>Added link to descriptions of classes of airfare</p> <p>Aligned requirement for conference agendas to what is in Concur</p>
Procurement (MBP Section 270)	<p>Updated definitions and links</p> <p>Change for administrative responsibility (name change and moved to Finance)</p>
<b>Research and Outreach Policies</b>	
<b>Policy Title</b>	<b>Comments</b>
Requirement for Registration of MSU International Travel and	This is a new policy required by federal law and regulations under the CHIPS and Science Act and National Security Presidential Memorandum (NSPM) 33 that requires research institutions to establish

Policy Title	Comments
<p>Remote Work in MSU's Global Travel and Remote Work Registry</p>	<p>Research Security Programs in order to continue to accept federal research funding</p> <p>One required element of the Research Security Program is international travel registration and requiring Covered Individuals (e.g. faculty with active federal research awards) to register their international travel for university business with their university</p> <p>This MSU policy requires Covered Individuals to register their international travel in MSU's Global Travel and Remote Work Registry</p>