

**MICHIGAN STATE
U N I V E R S I T Y**

December 5, 2025

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 #6

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 table (Table 1) is a list of University-wide policies that are new, revised or retired. The second table (Table 2) 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 (Table 1):

Academics and Student Life Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-01-04	Missing Student Notification Policy	Revised	September 29, 2025



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Administration and Operations Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-02-09	Delegation of Signature Authority	Revised	August 1, 2025
UW-02-01	Mandatory Reporting for Relationship Violence, Sexual Misconduct and Stalking	Revised	August 25, 2025
Ethics, Integrity and Compliance Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-03-12-I	Hazing Policy (Interim)	New	June 23, 2025
UW-03-13	Disability and Reasonable Accommodation Policy	Revised	August 25, 2025
UW-03-08	Access to Student Information	Revised	October 13, 2025
UW-03-10	Chosen Name and Pronoun Policy	Revised	November 10, 2025
Facilities and Safety Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-04-02	Campus Temperature Setpoints and Controls	New	September 3, 2025
UW-04-01	Vehicle and Transportation Services (MBP Section 245)	Revised	September 23, 2025
Research and Outreach Policies			
Policy #	Policy Title/Link	New/Revised/Retired	Effective Date
UW-09-05	MSU Policy on Use of Uncrewed Aerial and Submersible Vehicles (Drones)	Revised	August 12, 2025

The following is a summary of the new, revised or retired policies (Table 2):

Academics and Student Life Policies		
Policy #	Policy Title	Comments
UW-01-04	Missing Student Notification Policy	Upon the 3-year review date, this policy was transitioned from a unit-level policy to a university-wide policy

Administration and Operations Policies		
Policy #	Policy Title	Comments
UW-02-09	Delegation of Signature Authority	Changes to reflect new title of AVP for Human Resources; changes to reflect new title of Chief Procurement Officer; changes to UPL/Procurement language due to restructuring
UW-02-01	Mandatory Reporting for Relationship Violence, Sexual Misconduct and Stalking	Reporting Exemption added for OCR Resolution Office employees when administering the Adaptable Resolution process; terminology updates
Ethics, Integrity and Compliance Policies		
Policy #	Policy Title	Comments
UW-03-12-I	Hazing Policy (Interim)	The new Stop Campus Hazing Act (SCHA) requires covered colleges and universities to 1) compile and disclose statistics on hazing incidents reported to campus security authorities or local police in their Annual Security Report, 2) publish information related to hazing incidents in a newly established Campus Hazing Transparency Report and 3) publish specified information related to anti-hazing policies and hazing prevention programs
UW-03-13	Disability and Reasonable Accommodation Policy	Policy revisions were necessary to clarify the roles and responsibilities of students, faculty, staff, and supervisors related to the implementation of accommodations, to clarify dispute and appeal procedures and to update resources
UW-03-08	Access to Student Information	No substantive change to current policy (last updated 08/2023); policy converted to University-wide policy template
UW-03-10	Chosen Name and Pronoun Policy	Updated Responsible Office, Responsible Executive/Officer to reflect name change; updated Policy Statement
Facilities and Safety Policies		
Policy #	Policy Title	Comments
UW-04-02	Campus Temperature Setpoints and Controls	Temperature controls and setpoints have been formalized into policy to document what the ranges are during heating and cooling season, the expectation that

		<p>building occupants who manage individual thermostats adhere to the established setpoints, to outline those areas that are exempt from the policy, and to tie the reduction in energy demand to the MSU 2030 Strategic Plan and our commitment to climate neutrality by 2050</p> <p>Reporting data will be provided to EVPA and IPF leadership for review and action each semester</p> <p>Revision on November 13, 2025 to remove language prohibiting use of personal fans</p>
UW-04-01	Vehicle and Transportation Services (MBP Section 245)	<p>Conversion of existing policy to the University-wide Policy Template</p> <p>Major revisions as follows: removed some former policy content from the new policy format and kept as web content on the IPF website; added content on pricing and selection, shared department vehicle pooling, and violations; clarified Charter Bus Service language</p>
Research and Outreach Policies		
Policy #	Policy Title	Comments
UW-09-05	MSU Policy on Use of Uncrewed Aerial and Submersible Vehicles (Drones)	Policy revised to conform with University-wide policy template; additional information added to DPPS use of drones; changes to reflect reorganization of MSU Procurement and Payment Systems