

July 31, 2024

MEMORANDUM

TO: Executive Leadership Team, Deans, Directors and Chairs

FROM: Mike Yankowski, Institutional Ethics and Compliance Assistant
Director
Marilyn K. Tarrant, Associate Vice President and Chief Audit,
Risk and Compliance Officer

SUBJECT: Policy Announcement #3

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

Please contact the MSU OARC Policy Coordinator, Nicole Simi at msupolicylibrary@msu.edu if you have any questions or need further assistance.

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

Academics and Student Life Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-01-03	Current/Permanent Addresses and Emergency Contact	Revised	April 1, 2024
Administration and Operations Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-02-04	Modified Operations Policy	Revised	July 1, 2024
UW-02-05	Endorsements, Advertising and Sponsorships (formerly BOT 602)	Revised	July 2, 2024
UW-02-06	Trademarks and Licensing Policy	New	July 1, 2024



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Health and Safety Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-06-01	AED Request and Use Policy	Revised	July 15, 2024
Information Technology Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-08-01	Digital Accessibility Policy	Revised	June 1, 2024

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

Academics and Student Life Policies		
Policy #	Policy Title	Comments
UW-01-03	Current/Permanent Addresses and Emergency Contact	<ul style="list-style-type: none"> • Every student without an active housing address must provide their current and permanent addresses and emergency contact by the first day of semester classes and provide any changes thereafter. • Current and Permanent Addresses and Emergency Contact policy applies to undergraduate, graduate, and graduate-professional students. • Administrative Ruling was last updated on January 26, 1984.
Administration and Operations Policies		
Policy #	Policy Title	Comments
UW-02-04	Modified Operations Policy	The revised policy provides university guidance on the impact of modified operations to remote work situations. It also reintroduces the Business Continuity Plans (BCP) as a communications and planning tool for units to navigate their functions during periods of Modified Operations.
UW-02-05	Endorsements, Advertising and Sponsorships (formerly BOT 602)	<ul style="list-style-type: none"> • With BOT approval, policy transitioned from a BOT policy to a University-wide policy allowing for easier revision if necessary. • Establishes a de Minimis level for sponsorship opportunities that do not require a contract. • Provides clear definitions, procedures and links to additional guidance. • Supports MSU's mission. • Meets current needs and provides flexibility for future considerations. • Makes it easier to follow legal and policy requirements enhancing compliance.

		<ul style="list-style-type: none"> • Offers clear definitions, rules and procedures for greater understanding. • Articulates clearer responsibilities and points of contact for additional guidance.
UW-02-06	Trademarks and Licensing	<ul style="list-style-type: none"> • Establishes ULP as the executive office of trademarks and licensing. • Outlines permissible use as well as restrictions on the use of the University's trademarks. • Provides clear definitions, procedures and links to additional guidance. • Supports MSU's mission. • Meets current needs and provides flexibility for future considerations. • Makes it easier to follow legal and policy requirements enhancing compliance. • Offers clear definitions, rules and procedures for greater understanding. • Articulates clearer responsibilities and points of contact for additional guidance. • Coordinates with the Endorsement, Advertisement, and Sponsorship University policy

Health and Safety Policies

Policy #	Policy Title	Comments
UW-06-01	AED Request and Use Policy	<ul style="list-style-type: none"> • Includes newly formed AED Program Guide. • The revised policy and AED Program Guide sets guidelines on purchasing, placing, inspecting, and maintaining AEDs on campus. This was previously never established.

Information Technology Policies

Policy #	Policy Title	Comments
UW-08-01	Digital Accessibility Policy The Digital Accessibility Policy can also be viewed on the MSU Digital Accessibility website .	Key changes: <ul style="list-style-type: none"> • Clarified that the goal of the policy is proactive compliance. • Clarified that the policy applies to all digital content, not just websites. • Added a Definitions section. • Links to the complaint form which uses the MSU IT ticketing system and specifies the Office of the ADA Coordinator as the destination. • Clarifies that all course materials are covered by the policy. • Requires the use of an Equally Effective Alternative Access Plan for exceptions for inaccessible content. • Exempts legacy content, personal websites, and assistive technologies from compliance. • Requires units to maintain a Digital Accessibility Liaison and references their responsibilities.

		<ul style="list-style-type: none">• Requires units to maintain information and communication technology in compliance with the current technical guidelines and remove content which can no longer be maintained in compliance with the technical guidelines.• Includes an expectation that files be distributed in their native file formats (such as Word, Excel, and PowerPoint) rather than converted to PDF unless the resulting PDF file is fully remediated for accessibility once it has been created.• Includes a section on purchasing, requiring units to ensure content purchased through the procurement process complies with the technical guidelines unless an exception is granted.• Includes an expectation that MSU employees take digital accessibility training appropriate to their university role.• Inaccessible content must be remediated by the responsible unit. If remediation does not occur in a timely way, materials may be required to be removed from the Internet until fully remediated.• Links to related information and resources.
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