

# MICHIGAN STATE UNIVERSITY

December 2, 2024

## MEMORANDUM

TO: Executive Leadership Team, Deans, Directors and Chairs

FROM: Marilyn K. Tarrant, Chief Audit, Risk and Compliance Officer

SUBJECT: Policy Announcement #4

**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](mailto: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:



### Office of Audit, Risk and Compliance

Institutional Ethics and  
Compliance  
Hannah Administration Building  
426 Auditorium Rd., Room 10  
East Lansing, MI 48824

Main: (517) 355-5030  
Fax: (517) 432-1997  
[www.oarc.msu.edu](http://www.oarc.msu.edu)

Administration and Operations Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-02-07	<a href="#">Notice of Trespass Issuance</a>	Revised	November 11, 2024
UW-02-08	<a href="#">Food for Public Sale on Campus</a>	Revised	October 1, 2024

<b>Ethics, Integrity and Compliance Policies</b>			
<b>Policy #</b>	<b>Policy Title / Link</b>	<b>New/Revised/Retired</b>	<b>Effective Date</b>
UW-03-08	<a href="#">Access to Student Information</a>	Revised	August 26, 2024
N/A	<a href="#">MSU Anti-Discrimination Policy</a>	Revised	August 1, 2024
<b>Finance Policies</b>			
UW-05-02	<a href="#">Fiscal Officer Responsibility-MBP Section 1</a>	Revised	September 1, 2024
UW-05-03	<a href="#">Disbursement Voucher-MBP Section 75</a>	Revised	August 28, 2024
UW-05-04	<a href="#">Employer Provided Apparel-MBP Section 52</a>	New	January 1, 2025
<b>Research and Outreach Policies</b>			
<b>Policy #</b>	<b>Policy Title / Link</b>	<b>New/Revised/Retired</b>	<b>Effective Date</b>
UW-09-02	<a href="#">Prohibition of Participation in Malign Foreign Talent Recruitment Programs</a>	New	August 5, 2024
UW-09-03	<a href="#">Proposal Submission Deadline Policy</a>	Revised	September 25, 2024
UW-09-04	<a href="#">MSU Survey Committee Policy</a>	New	October 15, 2024

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

<b>Administration and Operations Policies</b>		
<b>Policy #</b>	<b>Policy Title</b>	<b>Comments</b>
UW-02-07	<a href="#">Notice of Trespass Issuance</a>	Revision and updating of prior policy from 2017 and converted policy into the new policy template.
UW-02-08	<a href="#">Food for Public Sale on Campus</a>	Revised from initial Administrative Ruling from 1968 to align with current University Ordinance 27.00-Selling and Advertising and University procedures. The new policy indicates that food offered for public sale on campus must be handled by Student Life and Engagement.
<b>Ethics, Integrity and Compliance Policies</b>		
<b>Policy #</b>	<b>Policy Title</b>	<b>Comments</b>

UW-03-08	<a href="#">Access to Student Information</a>	No substantive changes to current policy (last updated 08/2023). Policy converted into new policy format.
N/A	<a href="#">MSU Anti-Discrimination Policy</a>	Following formal action by the Board of Trustees to move the policy to the University-wide policy series, an Interim Policy was approved by the President on June 28, 2024. The term “interim” was removed from this policy effective July 31, 2024.
<b>Finance Policies</b>		
UW-05-02	<a href="#">Fiscal Officer Responsibility-MBP Section 1</a>	Added sub-section on overdrawn accounts (sub-section IV.C). The sub-section contains charts indicating which specific sub-funds are subject to new policy regarding automatic correction of overdrafts and fees assessed to units.
UW-05-03	<a href="#">Disbursement Voucher-MBP Section 75</a>	Updated policy to identify contracts and agreements that Fiscal Officers can sign. Updated allowable payments on a Disbursement Voucher. Added sunset date for several types of payments (misc. services, publication costs, books and subscriptions, supplies) after which using a Disbursement Voucher will no longer be allowable.
UW-05-04	<a href="#">Employer Provided Apparel-MBP Section 52</a>	Based on IRS requirements and prior IRS audit there is a need for a policy on employer provided apparel to ensure departments are appropriately reporting taxable apparel or documenting when nontaxable.
<b>Research and Outreach Policies</b>		
<b>Policy #</b>	<b>Policy Title</b>	<b>Comments</b>
UW-09-02	<a href="#">Prohibition of Participation in Malign Foreign Talent Recruitment Programs</a>	Due to federal regulatory requirements of the CHIPS and Science Act of 2022, MSU is required to implement a policy prohibiting participation in Malign Foreign Talent Recruitment Programs (MFTRP) by August 9, 2024. The Department of Defense (DoD) released a document which reiterates this requirement and states that the DoD would be prohibited to providing funding or making an award to institutions that do not have a policy prohibiting MFTRPs.
UW-09-03	<a href="#">Proposal Submission Deadline Policy</a>	The Proposal Submission Deadline Policy was placed into the University-wide Policy Template, as

		required. No substantive changes have been made to the content of the policy.
UW-09-04	<a href="#">MSU Survey Committee Policy</a>	In order to reduce campus survey fatigue, avoid survey duplication and improve collaboration and survey quality, the President created a Survey Committee in 2023. The Survey Committee created expectations and policy related to survey approval.