

# MICHIGAN STATE UNIVERSITY

March 6, 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 #2

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. The documents are also available at 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)

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:

Administration and Operations Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-02-03	<a href="#">Pregnancy, Childbirth and Pregnancy-Related Conditions for Students and Employees</a>	NEW	February 20, 2024
Ethics, Integrity and Compliance Policies			
Policy #	Policy Title / Link	New /Revised/Retired	Effective Date
UW-03-04	<a href="#">Office of Financial Aid Institutional Award Policy</a>	REVISED	December 11, 2023
UW-03-05	<a href="#">Conflict of Interest Policy and Code of Conduct for Financial Aid Professionals</a>	REVISED	January 29, 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-02-03	Pregnancy, Childbirth and Pregnancy-Related Conditions for Students and Employees	This is a NEW policy. This policy addresses the University's obligations under federal law to provide reasonable accommodations for employees affected by pregnancy, childbirth or pregnancy-related conditions, and academic modifications and extended leaves of absence for students who are affected by pregnancy, childbirth, and pregnancy-related conditions, and/or students who are parenting, including, adoptive parents, foster parents, stepparents and/or legal guardians.
<b>Ethics, Integrity and Compliance Policies</b>		
<b>Policy #</b>	<b>Policy Title</b>	<b>Comments</b>
UW-03-04	Office of Financial Aid Institutional Award Policy	This is a REVISED policy. This revision placed the policy into the new University-wide policy template. De minimis amount requirement updated to reflect that all awards must be reported to Office of Financial Aid (OFA), regardless of amount. Language of policy modified to better align with federal regulations.
UW-03-05	Conflict of Interest Policy and Code of Conduct for Financial Aid Professionals	This is a REVISED policy. This revision placed the policy into the new University-wide policy template. Definitions section added. Updated <b>IV. Policy Section C. Reimbursement of Expenses</b> to reflect new reimbursement guidelines for financial aid team members that sit on state, regional or national boards.