

Office of Admissions	
Title: Code of Conduct	December 14, 2007

Summary:

The mission of the Office of Admissions at Michigan State University is to coordinate the recruitment function in building a yearly new student class (to include freshmen and transfer students) in a manner that represents the University's commitment to its Land Grant Principles. Additionally, it is the office's responsibility to facilitate the process by which academic credentials are reviewed, admission decisions rendered and transfer credit awarded. Accordingly we set forward the following professional standards, designed to assist in avoiding a conflict of interest or appearance thereof.

Conflict of Interest in Processing or Counseling

To avoid conflict or perception of conflict of interest, no OA staff member shall process any transaction related to admission, transfer credit, enrollment, or billing of their own or that of a family or household member. All such transactions will be routed to that staff member's supervisor, Assistant or Associate Director.

No OA staff member will accept or solicit any gift, favor, or service that might reasonably tend to influence that staff member in the discharge of official duties.

No OA staff member will make personal investments that might reasonably tend to influence that staff member in the discharge of official duties.

Conflict of Interest in Assignments outside the Office

Expenses incurred as a result of an OA staff member's assignment, appointment or election to any professional association, advisory committee or board, including attendance at professional conferences or training sessions or travel for recruiting, educational, or counseling purposes must be paid in full by Michigan State University unless compensation is provided broadly for others involved at a similar status during the before mentioned activities.

Travel Expenses

Travel expenses including transportation, lodging, conference fees, and parking incurred while attending professional association meetings, conferences, or advisory board meetings must be covered by MSU funds.

Travel expenses incurred while advising or assisting with programs for other MSU departments may be paid for by the other department, by OA, or in any combination as long as all funds originate from MSU.

Meals

In the course of business, staff may need to share meals with product vendors, the State of Michigan, as well as other colleges or universities.

Meals offered as a part of meetings, conferences, or other events may be accepted if all participants in the meeting or event are offered these meals as a part of the meeting. Often these are included as a part of the conference fee. As long as the staff member is participating in the course of assigned work duties and the meals are a part of an established agenda, there is no conflict of interest.

Incidental Expenses

Entertainment costs such as concerts or non-University affiliated sports tickets, greens fees, and so forth may not be accepted. OA staff are expected to either personally cover these costs or to request reimbursement by MSU if appropriate.

Gifts

OA staff will not accept gifts from parents, students, or family members of university applicants that are valued at more than \$30.00.

Token gifts or awards from professional associations (state, regional or national) that recognize professional milestones or extraordinary service to parents and students, or scholarships for conference attendance or other professional development opportunities may be accepted.

Staff may accept gifts from other departments and staff of Michigan State University or Michigan State University College of Law. OA staff members may also accept honorariums from high schools, community colleges and community organizations for services provided that go beyond the reasonable expectations of one's job description.

References

It may be helpful to review the following MSU policy established for Deans, Directors, and Chairs for further guidance. Some of these guidelines will not be applicable to staff members who are not unit heads.

Standards of Official Conduct for Deans, Separately Reporting Directors, and Executive Managers

<http://www.hr.msu.edu/HRsite/Documents/Faculty/Policies/StdOffConductDDE.htm>