

Office of the Registrar	Policy Statement 10.0
Title: Code of Conduct	February 11, 2019

Summary:

The Office of the Registrar (RO) is the official University steward of student academic records on behalf of students and the Michigan State University community. The primary goal of all staff in the RO at Michigan State University is to assist students in achieving their educational goals by collecting, maintaining, preserving, and distributing academic data with accuracy and integrity while maintaining and enforcing the standards set by federal and state laws and University policies and procedures. Therefore, we set forward the following professional standards, designed to help avoid any conflict of interest or appearance thereof.

Conflict of Interest in Processing or Service

To avoid conflict or perception of conflict of interest, no RO staff member shall work with any records or process any transactions related to academic history, enrollment, registration, financial aid, or billing of their own personal academic records or that of a family or household member. All such transactions will be routed to that staff member's supervisor.

No RO 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 RO 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 RO 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 any purpose as a representative of the RO must be paid in full by Michigan State University or the Michigan State University College of Law. Other than items specifically listed below, staff members may not accept transportation, lodging, meals or gifts from any outside entity.

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 the RO, 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 employees of vendors or 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 concert or sports tickets and so forth may not be accepted. RO staff are expected to either personally cover these costs or to request reimbursement by MSU if appropriate.

Gifts

RO staff will not accept gifts from parents, students, vendors, or employees of other colleges or universities that are valued at more than \$10.

Token gifts or awards from professional associations (state, regional or national) that recognize professional milestones or extraordinary service 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.

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 Senior University Administrators

https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/fas-policies-procedures/standards_official_conduct.html