



# **Grandparents University**

## **Program Handbook**

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June 25-June 27, 2024

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## Program Details

### About the Program

Since 2005, Michigan State University has welcomed young Spartans, ages 8-13, and their grandparents to campus for a unique inter-generational learning experience at Grandparents University (GPU).

GPU is a three-day campus experience that actively engages participants in MSU academics while creating lasting family memories. Each year, more than 1,000 participants from around the country and world choose from classes offered by more than 20 colleges and units. Grandchildren and their grandparents participate in four classes and unique evening programming with ample time allocated for exploring all that the MSU campus has to offer, and experience college life by living and dining in an MSU residence hall.

GPU is managed by the MSU Alumni Office with assistance provided by MSU faculty and staff, students and volunteers.

### GPU Program Contact

Nikki Hawthorne

Director, Alumni Events & Operations

MSU Alumni Office

Email: [hawtho42@msu.edu](mailto:hawtho42@msu.edu)

Office Phone: 517-432-8023

## Code of Conduct

Participation in GPU is subject to the observance of the Program Rules as specified here. Any participant who knowingly violates these Program Rules is subject to discipline, up to and including removal from the program, which will be done at the participant's own expense and arrangements.

### Program Rules

- Participants must abide by all MSU regulations, policies and ordinances. Participants that violate these regulations, policies and/or ordinances may be removed from the program at the discretion of the MSU Alumni Office and/or university staff.
- The possession or use of alcohol, tobacco and tobacco products, marijuana, controlled substances, fireworks and explosives, guns, and other weapons is prohibited
  - MSU is a tobacco and smoke free campus. In addition to traditional tobacco products such as cigarettes and chewing tobacco, the use of e-cigarettes and vapes is also prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse and other sexually inappropriate conduct will not be tolerated.
  - MSU's Policy on Relationship Violence and Sexual Misconduct can be accessed at [www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf](http://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf).
- Acts of discrimination or harassment will not be tolerated.
  - MSU's Anti-Discrimination Policy can be accessed at [hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](http://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).

## Program Rules continued

- Hazing and bullying, including, but not limited to physical, verbal, or cyber-bullying, will not be tolerated.
- Misuse or damage of university property is prohibited, and participants may be financially responsible for damage or misuse of university property.
- MSU prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms and other areas where privacy is expected by participants.
- Gambling for money or any item, regardless of value, is prohibited.
- Participants are expected to show respect for, and cooperate with, fellow GPU participants, program volunteers and staff, university staff, as well as any other university guests, including participants in other programs.
- Child participants must be accompanied by an adult participant at all times.
- Participants must wear their name badges at all times.
  - Name badges specify individual class schedules including times and locations, plus the evening activity, and guarantees admission to those classes, evening activity and the GPU shuttle buses.
- Participants should plan to participate in the program in full and must attend the classes and evening activity they have been assigned – no switching is permitted, even among family members.
  - A refund of registration fees will not be issued if the participant chooses to leave the program early and/or not participate in a class or evening activity, or is dismissed from the program due to a violation of program rules.
- Participants are responsible for their belongings. MSU and the GPU program are not responsible for any lost or missing items.
  - Valuables such as expensive clothing, jewelry and electronic devices should be left at home.
  - It's recommended that participants label their belongings with their name.
- Room keys and conference cards are issued to each participant at program check-in.
  - The conference card serves as the participant's meal ticket and is only valid in the dining service of the residence hall where the participant is staying.
  - Participants are responsible for their keys and conference cards and these must be returned at the conclusion of the program.
  - Participants will be charged a fee of \$75 per key, and \$20 per card, if they lose their room key and/or conference card.
- Participants must keep their assigned room once keys and conference cards have been issued at program check in.
- Participants must be in their assigned residence hall between the hours of 11 p.m. - 7 a.m. Quiet hours are to be observed during this time.
- Visitation by non-participant guests is restricted to public spaces in the residence halls and during the hours of 7 a.m. – 11 p.m.
- Participants should refrain from yelling out of windows, removing window screens and leaning out of windows and/or sitting on window ledges.
- Participants should refrain from running in residence halls including dining rooms and classroom hallways.

## **Program Rules continued**

- Roller skates, in-line skates (such as rollerblades) and scooters can only be used on sidewalks. These items are not permitted on bike paths or any roadway except while crossing a street within a crosswalk, or in parking ramps, buildings, gardens or any other posted area.
- Hoverboards are not allowed.
- Participants should dress appropriately for the program.
  - Unacceptable attire includes clothing that:
    - Exposes undergarments or excessively exposes the body such as cropped, low-cut or extremely tight shirts, tube tops, short-shorts, excessively baggy or extreme low-rise pants.
    - Includes a violent or obscene message or image.
    - Promotes use of an illegal substance.
  - Shirts and shoes are required in the dining halls.
  - Swimsuits may only be worn for swimming and not as regular clothing. Participants wearing their swimsuit to and from the pool should use a cover-up.

## **Rules Violation and Dismissal from Program**

Participants who violate a GPU Program Rule, cause disruption, or otherwise engage in misconduct are subject to discipline and/or dismissal from the program, which will be done at the participant's own expense and arrangements. See "Procedures for Responding to Violation of Rules" in the Policies and Procedures section of this handbook for full details.

## **Rules Regarding Staff and Volunteer Misconduct**

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the university's Anti-Discrimination Policy is made against an adult, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

## **Terms and Conditions**

### **Program Participation**

GPU is open to children ages 8-13 who are accompanied by a grandparent who is an alum or friend of MSU.

- Due to the educational nature of the program as well as limited capacity, we cannot make exceptions to the 8-13 age limit for children.
- Because this program is designed to bridge the gap between the generations, parents/legal guardians of children cannot attend in place of, or in addition to, a grandparent.

All children must always be accompanied by an adult, no exceptions.

- No more than two children can be accompanied by one adult. If two children attend with one adult, everyone must attend the same classes and stay together as a group. In some classes, this may necessitate sharing equipment and working together as one.
- If two children attend with two adults, each adult/child pair may attend a different class.
- No more than two adults may accompany one child.

The MSU Alumni Office reserves the right to dismiss any participant from the program should the participant not meet the requirements specified above.

The physical and emotional safety and well-being of participants at GPU are high priorities for the MSU Alumni Office and MSU. Participation in GPU is subject to the observance of the Program Rules as specified in the Code of Conduct. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the program, which will be done at the participant's own expense and arrangements. The MSU Alumni Office reserves the right to dismiss any participant from the program should the participant's physical or mental condition, action or attitude pose a potential threat to the participant, impede the operation of the program or infringe on the rights, welfare or enjoyment of the program for other participants.

All adult participants are required to sign an Expectations and Consent Form by a specified date prior to the program. Failure to do so may result in participant's classes and evening activities being canceled and/or dismissal from the program. Any expenses incurred for the program will not be refunded.

All child participants are required to have a parent or legal guardian sign a Medical Consent Form and an Expectations and Consent Form by a specified date prior to the program. Failure to do so may result in participant's classes and evening activities being canceled and/or dismissal from the program. Any expenses incurred for the program will not be refunded.

The GPU Code of Conduct and Policies and Procedures in this program handbook meet or exceed MSU's requirements regarding all programs involving minors. Visit [go.msu.edu/MSUYouthPrograms](https://go.msu.edu/MSUYouthPrograms) for additional information on MSU's youth program requirements.

### **Physical Activity Level**

GPU is an active program with events that take place in a variety of locations across campus. Although there is bus transportation, walking is the primary means of getting around and walking distances may be up to several miles per day in various weather conditions. There are several buses that drive a set route around campus and stop at predetermined locations. While these buses do not offer door-to-door service, they reduce the amount of walking. Participants are not permitted to drive their own vehicles to classes and evening activities.

### **Accommodation**

Michigan State University encourages all individuals to participate in our events and we strive to treat all participants fairly and equally and keep everyone safe while enjoying the program. Both Holmes and Akers Halls have a limited number of barrier-free rooms and classrooms are accessible. Any requested accommodation must be requested in writing during Step 1: Application. Requests may also be submitted or reiterated when completing the Expectations and Consent Form or by contacting Nikki Hawthorne via email at [hawtho42@msu.edu](mailto:hawtho42@msu.edu) by April 22, 2024.

The MSU Alumni Office cannot provide any ongoing assistance to participants, nor can the MSU Alumni Office accept responsibility for any participant who does not communicate such requests prior to the program. This will ensure the smooth and efficient operation of the program for all participants.

Any requested accommodation will be kept confidential and shared only with relevant MSU Alumni Office and university staff to ensure participants' requests are met to the best of our ability.

## **Cancellation**

If a participant needs to cancel, a request for a full refund must be made in writing by April 22, 2024 and will result in a \$50 administrative fee per person. We cannot issue any refunds after this date since we've already incurred expenses for the program.

## **Policies and Procedures**

### **MSU Anti-Discrimination Policy**

The Anti-Discrimination Policy (ADP) outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, university community members are prohibited from engaging in acts which discriminate against or harass any University community member on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

- Anti-Discrimination Policy – [hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
- Anti-Discrimination Policy User's Manual – [hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)
- Protocol for Addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes - [oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf](https://oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf)

### **MSU Policy on Relationship Violence and Sexual Misconduct**

The Policy on Relationship Violence and Sexual Misconduct (RVSM) is a subset of the ADP, which prohibits university community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM also describes the process for reporting violations of the policy, outlines the process used to investigate and adjudicate alleged violations of policy, and identifies resources available to members of the university community who experience relationship violence, stalking, or sexual misconduct.

- Policy on Relationship Violence and Sexual Misconduct - [u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B](https://u.policies.msu.edu/doctract/documentportal/08DB66BCB5863CD76D160F733DB5317B)

### **Information About MSU Policies Related to Title IX**

The MSU Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy apply to all MSU students, employees or third-party community members, including GPU participants.

Consistent with Title IX, MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which applies to GPU participants.

### **What is Title IX**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- Sexual harassment
- Sexual assault

### **MSU Title IX Coordinator**

MSU's Title IX Coordinator oversees the university's compliance with Title IX, including its complaint procedures, and is available to meet with GPU participants about matters involving sex discrimination.

Laura Rugless, JD  
Office for Civil Rights and Title IX Education and Compliance  
4 Olds Hall  
East Lansing, MI 48824  
Email: [OCR.LauraRugless@msu.edu](mailto:OCR.LauraRugless@msu.edu)  
Office Phone: 517-884-0610  
Website: [civilrights.msu.edu](http://civilrights.msu.edu)

### **Reporting Procedures and Resources**

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a participant is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at [civilrights.msu.edu/assets/documents/reporting-protocols.pdf](http://civilrights.msu.edu/assets/documents/reporting-protocols.pdf). A list of the resources for youth is available at [youthprograms.msu.edu/reporting/index.html](http://youthprograms.msu.edu/reporting/index.html).

- **Report to the Office of Institutional Equity (OIE) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.**  
408 W Circle Dr, Ste 4  
Olds Hall  
East Lansing, MI 48824  
Office Phone: 517-353-3922  
Email: [oie@msu.edu](mailto:oie@msu.edu)  
Online reporting: Public Incident Reporting Form - [civilrights.msu.edu/file-a-report/index.html](http://civilrights.msu.edu/file-a-report/index.html)
- **Contact the MSU Police (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence.**  
1120 Red Cedar Rd  
East Lansing, MI 48824  
Emergencies: 9-1-1  
Non-Emergency Phone: 517-355-2221

### **Policy for Overnight Programs Staying in University Housing**

- Participants must be in their assigned residence hall between the hours of 11 p.m. - 7 a.m. Quiet hours are to be observed during this time.
- Visitation by non-participant guests is restricted to public spaces in the residence halls and during the hours of 7 a.m. – 11 p.m.
- Participants, staff, and volunteers must comply with all security measures and procedures as specified by MSU Police and MSU Residence Education and Housing Services, whatever they may be at the time of the program.
- Participants must keep their assigned room once keys and conference cards have been issued at program check in.



## **Procedures for Responding to Violation of Rules**

Participants who violate a Grandparents University Program Rule, cause disruption, or otherwise engage in misconduct are subject to discipline and/or dismissal from the program. Additional actions are also possible depending on the nature of the misconduct.

### **Child Participant**

If an incident occurs:

- MSU Alumni Office staff will speak with everyone involved to gain an understanding of what occurred.
- Determination of disciplinary action will be made by the MSU Alumni Office staff and may involve input from program volunteers, and/or university staff. The possible consequences depend on the facts and circumstances of the underlying misconduct and may include:
  - Verbal warning and the program rules will be reviewed. The child participant is given a second chance, with a clear understanding of the behavior expected.
  - Immediate dismissal from the program at their own expense and arrangements. Program fees will not be refunded. If the adult participant accompanying the child participant cannot leave with the child, the parent or legal guardian named on the child participant's Expectation and Consent Form must pick-up the child participant immediately.
  - Prohibition from participating in other MSU programs.
  - Referral to the police or appropriate law enforcement authority.
- Depending on the nature of the misconduct and/or recommended disciplinary action, the parent or legal guardian named on the child participant's Expectation and Consent Form will be contacted.
  - Contact will be made either by the child participant—while under the supervision of the MSU Alumni Office staff—or directly by MSU Alumni Office staff.
  - The parent or legal guardian will be informed of what has happened and what the follow-up action will be.

If inappropriate behavior continues or another incident occurs after a verbal warning has been issued, the child participant will be dismissed from the program immediately at their own expense and arrangements. Program fees will not be reimbursed. If the adult participant accompanying the child participant cannot leave with the child, the parent or legal guardian named on the child participant's Expectation and Consent Form must pick-up the child participant immediately.

The violation of any rule related to alcohol, tobacco and tobacco products, marijuana, controlled substances, fireworks and explosives, guns, and other weapons, gambling, bullying or harassment is especially egregious. For such incidents, the MSU Alumni Office and/or university staff may involve the police and/or take civil action as it deems appropriate.

If it's suspected that a crime may have occurred, the MSU Alumni Office will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police need to make contact with a child participant, the MSU Alumni Office will make every reasonable attempt to notify the parent or legal guardian named on the child participant's Expectation and Consent Form as soon as possible.

## **Adult Participant**

If an incident occurs:

- MSU Alumni Office staff will speak with everyone involved to gain an understanding of what occurred.
- Determination of disciplinary action will be made by the MSU Alumni Office staff and may involve input from program volunteers, and/or university staff. The possible consequences depend on the facts and circumstances of the underlying misconduct and may include:
  - Verbal warning and the program rules will be reviewed. The adult participant is given a second chance, with a clear understanding of the behavior expected.
  - Immediate dismissal from the program at their own expense and arrangements. Program fees will not be refunded. If the child participant accompanying the adult participant do
  - Prohibition from participating in other MSU programs.
  - Referral to the police or appropriate law enforcement authority.

If inappropriate behavior continues or another incident occurs after a verbal warning has been issued, the adult participant will be dismissed from the program immediately at their own expense and arrangements. Program fees will not be reimbursed. If a child participant accompanying the adult participant does not have another adult participant they can stay/continue the program with, the child participant must also leave the program.

The violation of any rule related to alcohol, tobacco and tobacco products, marijuana, controlled substances, fireworks and explosives, guns, and other weapons, gambling, bullying or harassment is especially egregious. For such incidents, the MSU Alumni Office and/or university staff may involve the police and/or take civil action as it deems appropriate.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the university's Anti-Discrimination Policy is made against an adult, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

If it's suspected that a crime may have occurred, the MSU Alumni Office will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators.

## **Procedures for Leaving the Program Early**

If a participant needs to leave either temporarily or permanently prior to the conclusion of the program, the participant must notify Nikki Hawthorne, the GPU program contact, as soon as possible. She will accompany the participant as they turn in their room key and conference card. If the participant leaving the program early is an adult, the child participant accompanying them must also leave the program unless there is an adult participant they can stay/continue the program with.

## **Procedures for Emergency Situations on the MSU Campus**

The MSU Alert System for emergencies sends out notifications via email, text message and prerecorded phone call. The MSU Alumni Office encourages all adult participants to register to receive SMS text messages on their cell phone by logging in to the MSU system at <http://alert.msu.edu/> and adding their number.

In case of a weather-related emergency, participants should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows. In case of other emergencies on campus such as an accident, medical emergency, suspicious activity, presence of a firearm, the best course of action is to call 911 immediately.

If a “Secure in Place” action is advised for active violence, participants should:

- Lock doors of the room they are in. The main doors of building will also be locked.
- Close any blinds and turn off any lights.
- Find a well-hidden and protected area to hide and use objects in the room to barricade the door or hide behind.
- Wait for the “All Clear” from the MSU Alert System before leaving their secure location.

## **Procedures for Notification in Case of Medical Emergency**

The MSU Alumni Office maintains a list of urgent care and emergency room facilities in the local area should a participant require medical attention during the program.

If there is a medical emergency, the MSU Alumni Office staff will contact local emergency responders, who will determine the best plan for treatment/course of action.

If there is a medical emergency involving a child participant, MSU Alumni Office staff will contact the parent or legal guardian named on the child participant’s Medical Consent Form as soon as possible. If emergency responders need to make contact with a child participant, the MSU Alumni Office will make every reasonable attempt to notify the parent or legal guardian named on the child participant’s Medical Consent Form as soon as possible. If the MSU Alumni Office is unable to reach the parent or legal guardian named on the child participant’s Medical Consent Form and urgent medical care is necessary, the signed Medical Consent Form gives permission to proceed with necessary treatment.

If there is a medical emergency involving an adult participant, MSU Alumni Office staff may contact the emergency contact named on the adult participant’s Expectations and Consent Form. If emergency responders need to make contact with an adult participant, the MSU Alumni Office will make every reasonable attempt to notify the emergency contact named on the adult participant’s Expectations and Consent Form. as soon as possible. If urgent medical care is necessary, the signed Expectations and Consent Form gives permission to proceed with necessary treatment.

If there is an emergency that arises at home, and the family is not able to reach participants during the program via their cell phones, Nikki Hawthorne can be contacted, and a message will be relayed to the participant.