Policy and procedures:
In partnership with the MSU Libraries and the Permissions Office, the Graduate School will provide access to the MSU Libraries’ electronic resources for students who are away from East Lansing while holding prestigious external fellowships awarded through nationally competitive application processes. These access permissions are processed twice each year, in advance of the Fall and Spring semesters.

Access will be provided only to students meeting both of these conditions:
1) Student holds prestigious nationally competitive fellowship
2) Student is to be away from the greater Lansing area in connection with the fellowship.

Each April and October, the Graduate School will solicit from Graduate Program Directors (GPDs) the names and last 4 digits of PIDs of students who meet both of these conditions. GPDs are responsible for informing their students of the open call, verifying that students have been awarded prestigious external fellowships, and then compiling the relevant information into the attached spreadsheet. Once the GPD has collected the information, this spreadsheet is sent to the Associate Dean for Graduate Studies in each College, where the information is aggregated and sent in one spreadsheet to the Graduate School. The Graduate School will verify and endorse the complete list of students eligible for Libraries’ electronic resource access and will transmit that list to the permissions office.

Timeline for Spring semester for fellowships beginning in Fall:
April 1: announcement to GPDs
May 1: GPDs send list of students to their College
June 1: Colleges transmit list to Graduate School via Approvals email (approvals@grd.msu.edu)
June 15: Graduate School transmits list to the Permissions Office

Timeline for Fall semester for fellowships beginning in Spring:
October 1: announcement to GPDs
November 1: GPDs send list of students to their College
December 1: Colleges transmit list to Graduate School via Approvals email (approvals@grd.msu.edu)
December 15: Graduate School transmits list to the Permissions Office