

SECTION 7

Policies and Regulations

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Catalog

20102011

California State University Channel Islands

POLICIES AND REGULATIONS

Student Academic Policies

For further information about the policies listed here, please refer to the Administrative Policy Manual Website at <http://policy.csuci.edu/> or the Academic Senate Policy Website at <http://senate.csuci.edu/policies.htm>. Administrative and Academic Policies are subject to change at any time as policies are issued or updated. Additional policies that apply to students and others connected to CSU Channel Islands (CI) may be found in Title 5 of the California Code of Regulations, the CSU Memoranda of Understanding, CSU system wide policies, and within other University publications. As an agency of the State of California, CI is subject to state and federal laws and regulations.

Academic Dishonesty

1. Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill that he/she does not possess.
2. Course instructors have the initial responsibility for detecting and dealing with academic dishonesty. Instructors who believe that an act of academic dishonesty has occurred are obligated to discuss the matter with the student(s) involved. Instructors should possess reasonable evidence of academic dishonesty. However, if circumstances prevent consultation with student(s), instructors may take whatever action (subject to student appeal) they deem appropriate.
3. Instructors who are convinced by the evidence that a student is guilty of academic dishonesty shall assign an appropriate academic penalty. If the instructors believe that the academic dishonesty reflects on the student's academic performance or the academic integrity in a course, the student's grade should be adversely affected. Suggested guidelines for appropriate actions are: an oral reprimand in cases where there is reasonable doubt that the student knew his/her action constituted academic dishonesty; a failing grade on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances; a failing grade in the course where the dishonesty was premeditated or planned. The instructors will file incident reports with the Vice Presidents for Academic Affairs and for Student Affairs or their designees. These reports shall include a description of the alleged incident of academic dishonesty, any relevant documentation, and any recommendations for action that he/she deems appropriate.
4. The Vice President for Student Affairs shall maintain an Academic Dishonesty File of all cases of academic dishonesty with the appropriate documentation.
5. Students may appeal any actions taken on charges of academic dishonesty to the "Academic Appeals Board."
6. The Academic Appeals Board shall consist of faculty and at least one student.
7. Individuals may not participate as members of the Academic

8. Appeals Board if they are participants in an appeal. The decision of the Academic Appeals Board will be forwarded to the President of CI, whose decision is final. (SPO2-01)

Academic Leave

Students who take a one semester leave of absence from CI are considered continuing students and do not need to take any action prior to registration. Any student in good academic standing may apply to take a leave of absence from the university for up to four consecutive semesters. While a student may apply for multiple leaves, no student will be permitted more than six total semesters of leave from CI. Academic Leave Forms are available at the Records and Registration Office. (SPO3-06)

Academic Load

A student's academic load is determined by the number of units enrolled each semester.

Undergraduate Full-Time	12 + Units
Undergraduate Part-Time	6 Units
Graduate Full-Time	9 Units
Graduate Part-Time	4 Units

Academic Probation and Disqualification

This CI policy does not supersede additional policies or procedures mandated by Chancellor's Executive Order 823.

Academic Probation

An undergraduate student is subject to academic probation if at any time the cumulative grade point average (GPA) in all college work attempted or the cumulative GPA at CI falls below 2.0. Probationary students will be advised of their status at the end of the semester. The communication will include conditions for removal from probation and the circumstances that would lead to disqualification. All probationary students are required to receive academic advising no later than the second week of the following semester. Students shall be removed from academic probation once they have received such advising and both the cumulative GPA in all college work attempted and the cumulative GPA average at CI are at least 2.0 or higher. (SPO4-33)

A postbaccalaureate student will be subject to academic probation if, after attempting 12 or more graded units, his or her postbaccalaureate cumulative GPA for units attempted at CI falls below a 2.50 average. The GPA will determine whether a student is subject to probation only when the student has attempted 12 semester units. A student enrolled in a graduate degree program in either conditionally classified or classified standing shall be subject to academic probation if he or she fails to maintain a cumulative GPA of at least 3.0 in all units attempted; no course in which the student receives lower than a C may be counted toward a Master's degree. (SPO2-04)

Academic Disqualification

An undergraduate student on academic probation will be academically disqualified when the student's GPA in all units attempted or in all units attempted at CI falls below the following: as a freshman, 1.50; as a sophomore, 1.70; as a junior, 1.85; as a senior, 1.95. Students' records will be evaluated for disqualification at the end of each semester. Students cannot be placed on probation for the first time at CI and be disqualified

in the same semester. However, students who have previously been on probation at CI and fall below the GPA listed above will be academically disqualified, even if the probation and disqualification semesters are non-consecutive. A student may appeal disqualification no later than three weeks before the start of the semester following the disqualification. Appeals should be made to the Office of the Provost or Designee. Appeals will be decided by the Academic Appeals Board. Typical grounds for a successful appeal include significant improvement towards meeting the GPA requirements and/or extraordinary circumstances beyond the student's control, as determined by the Academic Appeals Board. A successful petition of appeal for disqualification will result in the student remaining on academic probation. Students who appeal unsuccessfully will need to apply for reinstatement as specified in the Policy on Reinstatement if they wish to continue at CI. (SP 04-36)

Administrative-Academic Probation

An undergraduate or graduate student may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal from more than half the units in which a student is enrolled in two successive semesters or in any three semesters (withdrawals directly associated with a medical condition are not included);
- Repeated failure to progress toward the stated degree objective; or
- Failure to comply, after due notice, with an academic requirement or regulation.

Probationary students will be advised of their status by letter at the end of the semester. The letter will include conditions for removal from probation and the circumstances that would lead to disqualification.

Administrative-Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified if:

- The conditions for removal of academic-administrative probation are not met within the specified period;
- The student becomes subject to academic probation while on administrative-academic probation; and
- The student becomes subject to administrative-academic probation for the same or similar reason to a previous placement on academic-administrative probation, although not currently in such status.

When such action is taken, the student will receive written notification including an explanation of the basis for the action and the process for appeal. (SPO2-04)

Reinstatement

In order to be considered for reinstatement to CI, a disqualified student must demonstrate academic ability by completing additional coursework. All classes taken must be applicable for degree credit at CI. After eliminating the grade-point deficiency, the student may petition the Academic Appeals Board for reinstatement. The student must submit the petition for reinstatement no later than three weeks before the beginning of the semester that the student intends to return. The Academic Appeals Board will only consider the petition for reinstatement of students who have remained outside of the university for at least one regular (Fall or Spring) semester after their dismissal. Students who are disqualified, reinstated, and become disqualified a second time will not be granted a second reinstatement. (SPO4-37)

Acceleration of University Studies

The University provides several means by which students may accelerate their studies: Advanced Placement; Credit by Examination; Substitution of Courses; and Waiver of course Requirement. Further information may be found on the Academic Advising website located at www.csuci.edu/academics/advising/ or in the appropriate section of this catalog. Each of these options may be subject to restrictions and regulations within individual academic programs. Therefore, students interested in any of these options should consult with the coordinator of the program concerned. (SPO1-37)

Add Policy

1. Students may add courses during the first three weeks of classes with approval signatures from the instructor.
2. During the fourth week of instruction a student may add a class with the approval of the instructor and the approval of the Vice President for Academic Affairs (or designee) as indicated by their signatures on the appropriate forms. (SPO3-05)

Admission Exceptions

Accountability

The Director of Admissions and Recruitment

Applicability

Any applicant who will not meet the published admission eligibility standards, or who has applied and has received an official denial from the University, may submit a letter of appeal to the Admissions Exception Committee.

Definition(s)

Admissions Exception Committee – Composed of two faculty members (appointed by the Chair of the Academic Senate), one representative from Academic Advising (appointed by the director of Academic Advising), one representative from Admissions and Recruitment (appointed by the director of Admissions and Recruitment), one representative from the Educational Opportunity Program (appointed by the director of Access, Orientation, and Transition Programs), one representative from the Educational Access Center (appointed by the director of Access, Orientation, and Transition Programs), and one student (appointed by the president of student government). Each member of the committee serves a term of two admissions cycles (spring and fall).

Exception – A request to be admitted despite not having met all CSU admissions requirements (not a request to waive or substitute requirements). A limited number of admissions exceptions are allocated to this campus each academic year.

Denial – A formal letter from the University denying admission.

Extenuating Circumstances – Any condition that the applicant believes explains the reason for failure to meet admission criteria and that warrants the review of the application.

Petition – May be by form or letter and must include a statement of extenuating factors, including the potential hardship to be incurred if admission is denied as well as the reason the applicant's past record is not indicative of present capabilities.

Text

Any applicant who has been denied admission, or will be denied admission, to the University may request admission by submitting a letter of appeal requesting that the application be reviewed. Under the purview of the director of Admissions and Recruitment, the Admissions Exception Committee regularly

reviews these letters along with the original application and supporting documents. The committee will review the request and recommend whether or not the applicant's petition warrants a granting of admission. Key to the committee's decision is the applicant's ability to succeed in the University environment given the explanation and documentation provided. The committee considers a number of factors, normally favoring applicants who are close to qualifying and whose appeals both adequately explain the failure to meet admission criteria and demonstrate the motivation to succeed.

(SP07-14) (SA.02.011)

Advanced Placement (AP) Exam Credit

CI grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit. Exams for past (and current) years are available on the Academic Advising website at www.csuci.edu/academics/advising/. The AP table included in this catalog should be viewed as a guideline only and is subject to change. Grade reports are sent automatically to CI if requested by the student at exam time. The student may also order the report through the AP website at http://www.collegeboard.com/student/testing/ap/exgrd_rep.html or by calling (609) 771-7300 or (888) 225-5427, Mon-Fri 8 am to 4:45 pm, Eastern Time. Reports should be sent to Records and Registration. (SP01-37)

Advanced Placement AP Credit 2010 Exams

ART HISTORY

Exam Score	Credit Granted
Score 3, 4 or 5	ART 110 for 3 units plus 3 units free electives for a total of 6 units

BIOLOGY

Exam Score	Credit Granted
Score 3, 4 or 5	BIOL 200 for 4 units plus 2 units free electives for a total of 6 units; For the Liberal Studies major, Teaching/Learning and Multiple Subject Accelerated Program Options only: BIOL 170 for 4 units plus 2 units free electives for a total of 6 units

CALCULUS AB*¹

Exam Score	Credit Granted
Score of 3	MATH 140 for 3 units
Score of 4 or 5	MATH 150 for 4 units

CALCULUS BC*¹

Exam Score	Credit Granted
Score of 3	MATH 140 for 3 units plus 3 units free electives for a total of 6 units or MATH 150 for 4 units plus 2 units free electives for a total of 6 units
<i>Calculus AB Subscore</i>	MATH 140 for 3 units
Score of 4 or 5	MATH 150 and MATH 151 for a maximum of 8 units
<i>Calculus AB Subscore</i>	MATH 150 for 4 units

***1 NOTE:** If both Calculus AB & BC are passed, credit is extended only for Calculus BC, since BC duplicates the AB material.

CHEMISTRY

Exam Score	Credit Granted
Score 3, 4 or 5	CHEM 121 for 4 units plus 2 units free electives for a total of 6 units

CHINESE LANGUAGE AND CULTURE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units plus 3 units free electives for a total of 6 units

COMPARATIVE GOVERNMENT AND POLITICS

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area D for 3 units

COMPUTER SCIENCE A

Exam Score	Credit Granted
Score of 3	COMP 105 for 3 units
Score of 4 or 5	COMP 150 for 4 units

ENGLISH LANGUAGE AND COMPOSITION*²

Exam Score	Credit Granted
Score 3, 4 or 5	ENGL 105 for 3 units plus 3 units free electives for a total of 6 units

ENGLISH LITERATURE AND COMPOSITION*²

Exam Score	Credit Granted
Score 3, 4 or 5	ENGL 105 for 3 units plus GE Area C2 for 3 units for a total of 6 units

***2 NOTE:** If both English Language and English Literature are passed, credit is extended only for English Literature, since the Composition portion is duplicated.

ENVIRONMENTAL SCIENCE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area B1 with lab for a total of 4 units

EUROPEAN HISTORY

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area D for 3 units plus 3 units free electives for a total of 6 units or GE Area C2 for 3 units plus 3 units free electives for a total of 6 units

FRENCH LANGUAGE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units plus 3 units free electives for a total of 6 units

GERMAN LANGUAGE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units plus 3 units free electives for a total of 6 units

HUMAN GEOGRAPHY

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area D for 3 units

ITALIAN LANGUAGE AND CULTURE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units plus 3 units free electives for a total of 6 units

JAPANESE LANGUAGE AND CULTURE

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units plus 3 units free electives for a total of 6 units

LATIN: VERGIL

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C3a for 3 units

MACROECONOMICS

Exam Score	Credit Granted
Score 3, 4 or 5	ECON 111 for 3 units

MICROECONOMICS

Exam Score	Credit Granted
Score 3, 4 or 5	ECON 110 for 3 units

MUSIC THEORY

Exam Score	Credit Granted
Score 3, 4 or 5	6 units free electives
<i>Subscore: Nonaural</i>	3 units free electives
<i>Subscore: Aural</i>	3 units free electives

PHYSICS B*³

Exam Score	Credit Granted
Score 3, 4 or 5	GE area B1 with lab for 4 units plus 2 units free electives for a total of 6 units

PHYSICS C: ELECTRICITY AND MAGNETISM*³

Exam Score	Credit Granted
Score 3, 4 or 5	PHYS 101 for 4 units; For Math majors <i>only</i> : PHYS 201 for 4 units

PHYSICS C: MECHANICS*³

Exam Score	Credit Granted
Score 3, 4 or 5	PHYS 100 for 4 units; For Math majors <i>only</i> : PHYS 200 for 4 units

***³ NOTE:** If both than one PHYS exam are passed, credit is extended for a maximum of 8 units.

PSYCHOLOGY

Exam Score	Credit Granted
Score 3, 4 or 5	PSY 100 for 3 units

SPANISH LANGUAGE

Exam Score	Credit Granted
Score of 3	SPAN 201 for 4 units plus 2 units free electives for a total of 6 units
Score of 4 or 5	SPAN 201 and SPAN 202 for a total of 8 units fulfilling GE Areas C3a and C3b

SPANISH LITERATURE

Exam Score	Credit Granted
Score of 3	SPAN 301 or 302 for 3 units plus 3 units GE Area C2 for a total of 6 units
Score of 4 or 5	SPAN 301 or 302 plus SPAN 310 <u>or</u> 3 units GE Area C2 for a total of 6 units

STATISTICS

Exam Score	Credit Granted
Score 3, 4 or 5	MATH 201 for 3 units

STUDIO ART

Exam Score	Credit Granted
Score 3, 4 or 5	ART 101 for 3 units plus 3 units free electives for a total of 6 units

US GOVERNMENT AND POLITICS*3

Exam Score	Credit Granted
Score 3, 4 or 5	US Constitution portion of the American Institutions requirement for a total of 3 units <i>excluding</i> the California State and Local Government requirement

*3 **NOTE:** Complete POLS 140, California Government and Politics, for 1 unit to complete the California State/Local Government requirement.

U.S. HISTORY

Exam Score	Credit Granted
Score 3, 4 or 5	HIST 270 and HIST 271 for a total of 6 units (This exam also fulfills the US History portion of the American Institutions requirement) or HIST 270 or HIST 271 plus 3 units GE Area C2 for a total of 6 units

WORLD HISTORY

Exam Score	Credit Granted
Score 3, 4 or 5	GE Area C2 for 3 units plus 3 units free electives for a total of 6 units or GE Area D for 3 units plus 3 units free electives for a total of 6 units

International Baccalaureate (IB) Exam Credit

CI grants credit toward its undergraduate degrees for successful completion of IB examinations. IB exams at the Higher Level (HL) passed with a score of 4 or higher will earn up to 8 units of semester credit. Exams passed earn a grade of credit (CR) and are not calculated into the GPA. Exams for past (and current) years are available on the Academic Advising website at www.csuci.edu/academics/advising/. The IB table below for 2010 should be viewed as a guideline only and is subject to change. IB transcripts are sent automatically to CI upon completion of the exam if requested by the student. For more information about transcript requests, please call the IB North American office in New York City at (212) 696-4464, Mon-Fri 9:30 am to 4:30 pm, Eastern Time or send an e-mail to transcripts.ibna@ibo.org. Transcripts should be sent to Records and Registration.

International Baccalaureate (IB) Credit 2010 Exams

BIOLOGY

Exam Score	Credit Granted
HL - minimum score 5	BIOL 100 for 4 units plus 2 free elective units

CHEMISTRY

Exam Score	Credit Granted
HL - minimum score 5	CHEM 121 for 4 units plus 2 free elective units

COMPUTER SCIENCE

Exam Score	Credit Granted
HL - minimum score 4	COMP 105 for 3 units plus 3 free elective units

ECONOMICS

Exam Score	Credit Granted
HL - minimum score 5	ECON 110 for 3 units plus ECON 111 for 3 units

HISTORY (ANY REGION)

Exam Score	Credit Granted
HL - minimum score 5	GE Area C2 or D for 3 units plus 3 free elective units

LANGUAGE A1 (ALL LANGUAGES)

Exam Score	Credit Granted
HL - minimum score 4	English: ENGL 105 for 3 units plus GE Area C2 for 3 units All other languages: GE Area C3a for 3 units plus 3 free elective units plus fulfills the language requirement

LANGUAGE A2 (ALL LANGUAGES)

Exam Score	Credit Granted
HL - minimum score 4	Spanish: SPAN 201 for 4 units plus SPAN 202 for 4 units plus fulfills the Language requirement All other languages: GE Area C3a for 3 units plus 3 free elective units plus fulfills the Language requirement

LANGUAGE B (ALL LANGUAGES)

Exam Score	Credit Granted
HL - minimum score 4	Spanish: SPAN 301 for 3 units plus SPAN 310 for 3 units plus fulfills the Language requirements All other languages: 6 free elective units

MATHEMATICS

Exam Score	Credit Granted
HL - minimum score 4	MATH 105 for 4 units plus MATH 150 for 4 units; a total of 8 units

MUSIC

Exam Score	Credit Granted
HL - minimum score 4	MUS 100 for 3 units plus 3 free elective units

PHYSICS

Exam Score	Credit Granted
HL - minimum score 5	PHYS 100 for 4 units plus PHYS 101 for 4 units; a total of 8 units

PSYCHOLOGY

Exam Score	Credit Granted
HL - minimum score 5	PSY 100 for 3 units plus 3 free elective units

SOCIAL & CULTURAL ANTHROPOLOGY

Exam Score	Credit Granted
HL - minimum score 4	ANTH 102 for 3 units plus 3 free elective units

THEATRE

Exam Score	Credit Granted
HL - minimum score 4	PATH 280 for 3 units plus 3 units GE Area A1 or C1

VISUAL ARTS

Exam Score	Credit Granted
HL - minimum score 4	ART 100 for 3 units plus 3 free elective units

Application Roll-Over

Accountability

The Director of Admissions and Recruitment

Applicability

Any applicant who finds it necessary to move his/her application for admission forward to the next term for which applications are accepted.

Definition(s)

Roll-Over – To move the application for admission from the original term of application to the next subsequent term for which applications are accepted.

Text

Normally, an application for admission is applicable only to the term of original application. In cases of documented hardship, the applicant may request in writing that his/her application be rolled over to the next semester for which applications are accepted. Such a request must be submitted to the Director of Admissions and Recruitment no later than the census date of the semester for which the applicant originally applied. Approval is granted at the discretion of the Director of Admissions and Recruitment.

(SA.02.014)

Cancellation of Registration or Withdrawal from the Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal

procedures. Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from Records and Registration, (805) 437-8500.

Students who receive financial aid funds must consult with the Financial Aid office prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

For more information see Withdrawal from Courses policy and section entitled Schedule of Fees for refund information.

Catalog Rights

Undergraduate students remaining in attendance in regular sessions at a California State University campus, a California community college, or any combination of these institutions, may for the purposes of meeting all graduation requirements elect to meet the requirements in effect at CI either: (1) at the time the student began attendance, or (2) at the time of entrance to CI, or (3) at the time of graduation from CI.

If while enrolled the student declares or changes the major, a major option, or a minor, the student shall follow the requirements either in effect at the time of the declaration or change, or in effect at the time of graduation. Other catalog years may be approved by department petition. Students do not lose catalog rights for GE and other graduation requirements by declaring or changing their major, if they maintain continuous attendance. (SP08-07)

Changing Basis for Grading

If either traditional letter grading or credit/no credit grading is allowed for a course, a student may change the basis of his or her grading for the course from traditional letter grading to credit/no credit grading, or vice versa, through the third week of instruction without instructor approval by filing the appropriate form. Grade basis changes are permitted when the program area for the course and the student's major do not require a specific grading option for the course. (SP03-34)

Class Attendance

1. Students are expected to attend class regularly.
2. Instructors must include their class attendance requirements in the course syllabus.
3. If students have a valid reason to miss class (excused absence), they are responsible for informing their instructors of the absence at the earliest possible date (preferably before class if possible). Instructors may require students to provide documentation for excused absences. Excused absences include, but are not limited to:
 - a. Illness or injury to the student
 - b. Death, injury, or serious illness of an immediate family member
 - c. Religious reasons (California Education Code section 89320)
 - d. Jury duty or government obligation
 - e. University sanctioned or approved activities (examples

include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)

4. It is the responsibility of the student to give advance notification, contact the instructor to make arrangements to make up any academic work that may be missed, submit assignments on time, and make arrangements regarding activities, tests, quizzes, or exams that may be scheduled during the absences.
5. If a student does not notify the instructor one week in advance of the dates of excused absences, the instructor is not required to adjust the class schedule or to allow for make-up activities, tests, or exams. However, students shall not be penalized for excused absences when circumstances make it impossible to provide advance notice (e.g. student is engaged in a University sanctioned event such as a playoff game that cannot be anticipated).
6. Students who expect to be absent from the University for any valid reason, and who have found it difficult to inform their instructors, should notify the Division of Academic Affairs. The Division of Academic Affairs shall notify the student's instructors of the nature and duration of the absence. It remains the responsibility of the student to arrange with instructors to make up any academic work.
7. In circumstances where an actual assignment, some specific class work, an activity, a quiz, or an exam cannot reasonably be made up, it is the instructor's option to assign alternative work.
8. Instructors are not obligated to consider other absences as excused.

(SP01-56)

Class Standing

Freshmen	0 - 29 Units
Sophomore	30 - 59 Units
Junior	60 - 89 Units
Senior	90 + Units

Commencement Ceremonies, Participation in Accountability

University Registrar; Vice President for Student Affairs; Provost and Vice President for Academic Affairs

Applicability

Bachelor's and Master's degree candidates and graduates, and students who have completed teaching credential requirements.

Definition(s)

Commencement – The official University ceremony held in May of each year to recognize the achievements of graduates, degree candidates and teaching credential recipients.

Graduation – The process of verifying completion of degree requirements and conferring the degree.

Published Deadline – Deadline to apply for graduation as published in the Schedule of Classes and on www.csuci.edu.

Text

Commencement is held annually at the end of the spring semester. Students who have completed degree or credential

requirements the previous summer or fall terms are eligible to participate in the ceremony along with those who plan to complete their work in the spring or subsequent summer ending August 31, and have filed an Application for Degree and Diploma. Names of graduates and degree candidates who have applied for graduation by the published deadline will be published in the Commencement Program. Students who do not wish to have their names published in the Commencement Program may opt out by filing a Request to Withhold Directory Information form with the Records and Registration office. (SA.16.004)

Course Grade Appeals

1. Each student has the right to appeal the final course grade, but only the final course grade. For example, a student may not appeal grades on individual assignments and/or examinations.
2. Appeals are limited to situations in which the student believes the grade was "prejudicially", "capriciously", or "arbitrarily" assigned.
3. The appeal must be initiated within the first seven weeks of the first regular semester after assignment of the grade. A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of the steps as follows:

Step 1: The grade appeal must first be directed to the instructor of the course, in writing by the end of the seventh week of the semester and copied to the Chair. If the grade is not correct, the instructor can change the grade with a change of grade form. The instructor has two weeks to respond to the student's request in writing and copied to the Chair. Students who file a grade appeal after the fifth week may not have their appeals settled by the end of the semester.

Step 2: If the grade is correct and the student is not satisfied with the instructor's explanation, and intends to appeal the grade, the student must make an appointment to speak with the program chair. If the instructor is not available or does not respond to the student's appeal within the given time frame, the program chair may act on behalf of the instructor. If the program chair is the instructor, the student should speak with the Vice President of Academic Affairs (or designee). The program chair or Vice President of Academic Affairs (or designee) cannot change the grade, but will then discuss the issue with the instructor and provide a response by the end of the ninth week of the semester to the student.

Step 3: If the student is not satisfied after receiving the response from the appropriate administrator, the student should submit a written appeal by the end of the eleventh week of the semester to the University Appeals Committee through the office of Academic Affairs.

Step 4: The University Appeals Committee will forward the student's statement to the instructor in writing. The instructor will be required to respond in writing by a specified date within the semester. The student's statement and the instructor's response will be reviewed by the entire committee, after which the committee can:

- a. Request more information from the student and/or the instructor
- b. Decide to change or maintain the grade

Step 5: When the committee has made its decision, it will notify the student and instructor in writing and the student will be given a copy of the instructor's written response by the end of the semester.

4. The University Appeals committee shall consist of faculty and at least one student.
5. Individuals may not participate as a member of the University Appeals Committee in review of an appeal if they are a participant in the appeal. The decision of the University Appeals Committee is final.
6. If a student is a candidate for graduation, the grade appeal must be initiated 30 days from the last day of the semester. The Registrar must be notified in writing of the intent to appeal the grade. The degree will not be granted until the grade change process has been completed.
7. No grades can be changed for any reason after a degree has been granted.

(SPO5-09)

Course Load for Undergraduate Students

An undergraduate student may enroll in 18 units without advisor approval. Students enrolling in 19 or more units are required to have a program advisor's written approval.

(SPO3-04)

Course Time Conflict

Students may not enroll in classes that conflict in time. If the faculty members involved believe a student may participate fully and attend two classes that conflict in time in the schedule, the student must obtain the signature of both instructors for these classes on the Time Conflict form, and state the reasons why this is possible.

(SPO4-30)

Credit by Examination

CI may grant unit credit to those students who pass examinations that have been approved for credit system-wide. These are: the CSU English Equivalence Examination EEE and the College Level Entrance Program CLEP Examinations. Specific information on credit earned may be found by visiting the Academic Advising website located at www.csuci.edu/academics/advising/.

Students may challenge courses by taking examinations developed at Cal State Channel Islands. Credit shall be awarded to those who pass them successfully. Credits earned in this manner will be recorded as "CR" credit on the student's transcript and will be counted toward the total number of units required for the degree although they will not be included in calculation of the grade-point average. Credit by examination may not be used to fulfill the minimum residence requirement.

Credit for Military Service

Credit will be allowed toward graduation to any student submitting evidence DD 214 or DD 295 of satisfactory completion of Basic Training. Students with service in the Air Force, Army and Coast Guard will receive 4 units of credit. Students with service in the Marine Corps will earn 8 units of credit. Credit is allowed in accordance with the recommendation by the American Council on Education ACE. Other military courses completed may earn baccalaureate credit as outlined in the Guide to the Evaluation of Education Experience in the Armed Forces. CI has final discretion on where these units will be applied.

Credit for Non-collegiate Instruction

Cal State Channel Islands grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

Credit Toward Graduation for Courses Taken Outside CI

A student may earn credit toward graduation for courses taken outside of CI as follows:

Transfer of Undergraduate and Graduate Credit from Another Accredited Institution

Students who were in good standing at another accredited institution may, within maximums, transfer credit for baccalaureate or graduate degree course work. Course equivalency for major requirements is subject to the determination and discretion of the University; students are cautioned that while the University will accept transferred courses for unit credit towards admission, it is under no obligation to accept those same courses for subject credit to fulfill requirements. Policy regarding transfer of courses from California community colleges differs in some respects. Individual program regulations for specific transfer limitations should be consulted.

Transfer of Undergraduate Credit From Accredited Community Colleges

A maximum of 70 semester units earned in a community college may be applied toward the baccalaureate degree, with the following limitations and stipulations:

1. No upper-division credit may be allowed for courses taken in a community college;
2. No credit may be allowed for professional courses in education taken in a community college, other than introduction to education courses;
3. Students who transfer general education certification are still required to complete at least 9 units of upper-division general education courses at CI.

Note: Articulation agreements with the California Community Colleges may be found at www.ASSIST.org. ASSIST also provides CSU General Education and IGETC certification lists. (SPO1-36)

Declaration of Majors

To help ensure timely completion of graduation requirements, students who have a total of 60 units completed and in progress must have declared a major before they may register for the next term. Upper division transfer students are required to declare their intended major on their application for admission.

(SPO2-06)

Disability Related Priority Registration

Accountability

Disability Accommodation Services Counselor and the University Registrar

Applicability

Students with a documented disability

Definition(s)

Priority Registration – Assignment to the first available registration appointment time period for continuing student advance registration.

Text

To be eligible to receive priority registration, a disability-related need must exist which meets one or more of the following criteria:

1. Requires pre-arranged support services, such as pre-recorded audiotape or electronic text, large print, Braille materials, other print materials, interpreting services, real-time captioning, adaptive equipment, lab assistants, lab material conversions or extensive programming readers or interpreters that are necessary for accommodation.
2. Imposes geographical constraints due to mobility speed and/or endurance.
3. Necessitates preferential seating, selection of professors with certain speech patterns or teaching styles due to communication/learning issues as verified by the DAS Coordinator on a term-by-term basis.
4. Requires extensive therapy or other medical treatment/intervention that impacts scheduling flexibility significantly (such as chemotherapy, renal dialysis, etc).

All priority registration requests are reviewed and approved by the DAS Coordinator. Eligibility for priority registration will be periodically re-evaluated and prior approval does not constitute automatic entitlement to continued eligibility.

Consideration of graduation time limitation, financial need, sponsorship by programs such as Worker's Compensation, Department of Rehabilitation, Veterans benefits, private insurance, etc, are not justification for priority registration. (SA.08.001)

Degrees Awarded Posthumously

A posthumous degree may be awarded if the student completed a) 30 units in residence; b) 60 units overall; c) 20 units in the declared major, and had a G.P.A. of at least 2.0. The Provost/VPAA may initiate a request for the awarding of the posthumous degree by communicating in writing with the Office of the Registrar. Final authority for approval lies with the President. (SP06-10)

Double-Counting of Course Requirements

A course may meet the requirements for two or more program areas (majors, minors, and other sub-programs) if the coordinators for those program areas agree; however, the units for the course are counted only once toward the total units for graduation. Double counting between a program and General Education requirements is also allowed. Only six of the nine units of upper-division, interdisciplinary General Education courses may be double counted between a major and General Education. (SP01-34)

Extension Courses

Students may take extension courses without matriculating at CI provided that they meet course prerequisites. Extension courses may be applied to degree and credential requirements with approval of the degree program coordinator. Extension courses do not satisfy the University's residence requirement for graduation. Up to 24 units earned through Open University (see Open University) and Extension may be applied to a

bachelor's degree at CI, and up to 9 units may be applied to a master's degree. (SP01-36)

Free Speech and Assembly Accountability

The Vice President for Student Affairs and the office of Student Leadership and Community

Applicability

All registered students at CI

Text

The University maintains its rights to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the University including classes and University business or invade the rights of others will not be tolerated. The University has designated an area in the park Northeast of The HUB as the Free Speech Area. For members of the campus community spontaneous use of this area is permitted for non-amplified activity. A recognized club or organization, faculty, or University division or department must sponsor non-campus community members.

The issuance of invitations to outside speakers by members of the campus community is encouraged and except for constraints that may follow from the lack of availability of suitable facilities is limited only in unusual circumstances when an invitation may be canceled by the President of the University or designee, if in his or her opinion the proposed event or speech constitutes a clear and present danger to the University.

This policy is not intended to prohibit or regulate free speech in the form of a guest lecture or speaker which is tied to, sponsored by or affiliated with a specific academic class or program.

In all instances, Free Speech and Assembly will be governed by the following guidelines:

1. **Disruptive Activity.** Obstruction, disruption, or interference with classes, research, administrative functions, or other University activities is not permitted. Likewise, infringement on the rights of others is prohibited.
2. **Reasonable Access.** It is important to provide reasonable access to and exit from any office, classroom, laboratory, or building. Likewise vehicular and pedestrian traffic should not be obstructed.
3. **Peaceful Assembly.** Picketing or demonstrating in an orderly manner or distributing literature outside University buildings is acceptable with the appropriate approval from the Office of Student Leadership and Development. Demonstrations inside campus buildings are prohibited. All applicable University policies on written materials apply as well.
4. **Symbolic Protest.** Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. Such actions should not interfere with others view or prevent them from being able to pay attention to other events, which may be occurring. In all instances signs may not be carried with the aid of wooden, plastic, or metal sticks, pipes or polls.
5. **Noise.** Making sustained or repeated noise in a manner that substantially interferes with a speaker's ability to communicate his/her message is prohibited. Noise levels should not interfere with classes, meetings, or activities in progress.

6. **Force or Violence.** Any attempt to prevent a University activity or other lawful assembly by the threat or use of force or violence is prohibited.
7. **Damage to Property.** Care should always be taken to ensure that University and personal property is not damaged or destroyed.
8. **Other University Regulations.** All applicable University rules, regulations, policies, and guidelines should always be adhered to.

(SA.07.006)

Grade Point Average (GPA)

An overall GPA of 2.0 is required in:

1. Total courses attempted
2. CI courses attempted; and
3. Courses in the major

Grade Forgiveness

The Forgiveness of Previously Earned Grade Policy may be used only by undergraduate students. It may not be used by graduate/post baccalaureate students working on master's degrees, graduate certificates, teaching credentials or by unclassified post baccalaureate students, even when they might take undergraduate courses. This policy applies only to courses taken at CI and repeated at CI. In the case of a repeated course, the subsequent grade is substituted for the earlier one in the computation of units attempted and grade point average. Note that the replaced grade could be lower than the original grade. The previous course grade(s) remain(s) on the record, but is/are annotated as being discounted from grade point average calculations.

1. Undergraduate students may repeat up to a total of sixteen (16) semester units taken at CI for forgiveness.
2. Undergraduate students may repeat an individual course for grade forgiveness no more than twice (3 times total).
3. This policy may be used only on grades of "WU", "F", "D-", "D", "D+", "C-", & "C".
4. This policy may not be used on grades of "A+", "A", "A-", "B+", "B", "B-", "C+", "C", "I."
5. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.
6. Beyond the 16 semester units that can be replaced for grade forgiveness, up to 12 units of coursework may be repeated. These 12 units that can be repeated will be averaged into the GPA without replacing the previously received grades.

(SPO9-04)

Grades

1. "ABCD" is the default grading system.
2. Although it is not required, individual faculty members may add a "+" or "-" to any grade except "F." By adding a "+" to a grade, the grade points earned increase by 0.3 except an A+ shall still be 4.0 grade points. By adding a "-" to a grade, the grade points earned shall decrease by 0.3. Course syllabi are required to state clearly whether "+/-" grading is used.
3. A student may take a course "CR/NC" if the course is designated as allowing "CR/NC" grading in the course approval process.
4. Not more than 12 units of general education courses may be taken "CR/NC."

5. The decision on how many units of courses may be taken "CR/NC" and which courses can be taken "CR/NC" is left up to each individual program.
6. Course syllabi shall include a discussion of the instructor's grading policy.
(SPO1-38)

Grading Symbols Assigned, Other

RP (Report in Progress) The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that the assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.

W (Withdrawal) The "W" symbol indicates that the student was permitted to withdraw from the course after the third week of the semester with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average. See withdrawal procedures in the Catalog.

WU (Withdrawal Unauthorized) The "WU" symbol indicates that an enrolled student did not formally withdraw from the course according to University policy and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F."

Graduate/Postbaccalaureate Student Course Repeat

A graduate/postbaccalaureate student may take a course a total of 3 times with no grade forgiveness. All grades will be calculated into the GPA. Unit credit for the courses will be granted only once unless courses are repeatable as specified in the catalogue.

(SPO3-33)

Graduation in Absentia

Students who have fulfilled the degree residence requirements may be permitted to complete up to 16 of the remaining units at other regionally accredited colleges or universities by petitioning to graduate "in absentia." Approval to graduate in absentia must be requested in advance. Major or minor course substitutions are to be approved by the appropriate academic programs, and GE courses must be approved through the General Education Committee. Approval for graduation in absentia will hold catalog requirements and degree candidacy for 2 years beyond the last term enrolled. Students may petition for in absentia graduation status through the Office of the Registrar.

(SPO6-20)

Graduation Requirements in United States History, Constitution, and American Ideals (Title V, Section 40404)

Students are required to demonstrate competencies in U.S. History, U.S. Constitution and California State and local government for graduation. Competencies can be met by enrollment in six units as follows:

1. **Choose from one of the following:**

POLS 150	American Political Institutions 3
POLS 316	State and Local Politics and Policy 3

Students who have AP credit for American Government

or have taken American Government without coverage of California government may take the following:

POLS	140	California Government	1
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2. **Choose from one of the following:**

HIST	270	The United States to 1877	3
HIST	271	The United States since 1877	3
HIST	272	Constitutional History of the U.S.	3
HIST	275	The United States to 1900	3
HIST	350	Chicana/o History and Culture	3

High School Students

Students still enrolled in high school will be considered for enrollment in certain special programs if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given program and does not constitute the right to continued enrollment.

Honor Code

Academic integrity is the responsibility of all members of the CI community. We, as members of the university community, share equally in the responsibility to ensure that the Honor Code instills self-respect; fosters scholarship and achievement; builds habits of honesty; promotes ethical behavior; inspires mutual fellowship and respect; and confers prestige on CI and members of the university community. All university community members should be familiar with the Honor Code. Students share with faculty and staff the responsibility of sustaining a climate of integrity. These values are to be maintained at all times.

A. Introduction

In a university community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined.

An honor system must be believed in, supported, and administered by those who belong to it. Upon enrollment at CI, each student is automatically subject to the provisions of the Honor system. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor system. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.

The Honor system at CI does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age, or disability.

A faculty or staff member may require examination, paper, and other written or electronically submitted assignment containing the following pledge or similar pledge approved by the faculty or staff member of the students submitting the work: "This work complies with the CI Honor Code." The pledge shall be signed by the students unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student's pledge.

B. The Honor Code

Students shall observe complete honesty in all academic matters. All students are strongly urged to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

- Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous

- examinations, exhibits, experiments, papers, or other supplementary items.
- Giving false or misleading information regarding an academic matter.
- Copying information from another student during an examination.
- Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
- Obtaining prior knowledge of examination materials including using copies of previously given examinations obtained from files maintained by various groups and organizations in an unauthorized manner.
- Providing or obtaining unauthorized copies of any portion of an examination or other course work.
- Using a commercially prepared paper or research project, or submitting for academic credit any work completed by someone else.
- Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
- Falsifying material relating to course registration or grades, either for oneself or for someone else.
- Falsifying reasons why a student did not attend a required class or take a scheduled examination.
- Taking an examination in the place of another student.
- Making unauthorized changes in any reported grade or on an official academic report form.
- Falsifying data submitted for academic credit.
- Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
- Committing the act of plagiarism - the deliberate copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of the true source.
- Using University resources in an academically dishonest manner.
- Falsifying evidence, intimidating, or influencing someone in connection with an honor violation investigation, hearing, or appeal.

(SPO4-38)

Incomplete Grade Policy

An "Incomplete Authorized" (I) signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. After the request of the student for the "I" grade, the faculty member makes the decision as to whether or not an "I" grade is issued. If an "I" grade is issued, the faculty member determines what conditions must be met for the "I" to be removed. However, to protect both students and faculty, it is necessary that there be a written record of the conditions. Thus, if there is a later disagreement, or if the instructor is no longer available, the "I" can still be handled by the program. The Request for an Incomplete form which is to be used for writing the conditions mentioned above is available in the program administrative support offices. This form shall include a statement of:

- The work not completed and the percentage that each uncompleted assignment will count toward the final grade; and

2. The final grade the instructor will assign if the course requirements are not completed within one calendar year, or a shorter period as specified on the form, immediately following the term in which the "I" was assigned, without respect to continuous enrollment of the student during this period.

A copy of the agreement is to be given to the student and a copy is to be retained in the program office. The completed forms are filed in the program office. The awarding of an "I" requires prior consultation with the student. The student has the responsibility to confer with the faculty member to learn the requirements for removal of the "I". At that time the student is given a copy of the form detailing the conditions to be met. An "I" must be made up within the time period set forth by the instructor with a maximum allowable time span of one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "IC" symbol, unless the faculty member assigns a specific letter grade at the time the Incomplete is assigned, which would replace the "I" in the student's record at the end of the calendar year deadline. The "IC" is counted as a failing grade equivalent to an "F" for grade point average and progress point computation. Although the one-year maximum for incomplete grades will be the general university policy, Executive Order 171 specifies that exceptions can be made in special cases, such as military service and serious health problems. An extension of an "I" grade in any one course shall be allowed only one time, for a maximum total extension of one year. An "I" may not be changed to a passing grade as the result of re-enrolling in the course. In cases where repetition of the course is appropriate, the student will be assigned a withdrawal or failing grade rather than an "I" grade. A failing grade is not an acceptable reason to request or grant an incomplete grade. If a student subsequently completes a course that is recorded as incomplete on a transcript from another institution, it is the student's responsibility to submit a corrected official transcript and advise the Office of Admissions and Records that he/she wishes to receive credit. (SPO3-18)

Intellectual Property Definition(s)

Student – means any individual enrolled in the University, or working in a student capacity under the auspices of the University/ Auxiliary Organization even if not enrolled at the time, including members of bargaining unit 11.

Intellectual Property – means inventions, discoveries, innovations, and copyrightable works.

Inventions, Discoveries or Innovations – include tangible or intangible inventions, whether or not reduced to practice and tangible research products whether or not patentable or copyrightable. Such research products include, for example: computer programs, integrated circuit designs, industrial designs, databases, technical drawings, biological materials, and other technical creations.

Copyrightable Works – mean original works of authorship fixed in tangible media of expression.

Works of Authorship – include literary, musical, dramatic, audiovisual, architectural, pictorial, graphic and sculptural works and sound recordings. Computer programs are works of

authorship to the extent they are protected by federal copyright laws.

Tangible Media of Expression – include physical, digital and other formats now known or later developed from which copyrightable works may be stored, reproduced, perceived or otherwise communicated, either directly or with the aid of a machine or device.

Software – means computer instructions (algorithms and code), data and accompanying documentation.

Algorithm – means a logical arithmetical or computational procedure that if correctly applied ensures the solution of a problem.

Source Code – means an original computer program written by a programmer in human-understandable form. It is converted into the equivalent object code (written in machine language) by the compiler or assembler in order to run on a computer.

Object Code – means the form of a program that is executable by a machine, or usable by an assembler that translates it directly to machine-understandable language. This form of software is not readable or modifiable by human beings other than through extraordinary effort.

Net Proceeds – means the net amount received in each fiscal year from the transfer or licensing of intellectual property after deduction of all accrued costs reasonably attributable to such intellectual property, including without limitation any reasonable expense of patent prosecution, protection and litigation, and commercialization. Such direct costs typically include: legal filing fees; patent application, issuance and maintenance charges; transfer or licensing costs; and product development costs. All expenditures, special advances and repayment terms shall be identified and detailed in writing at the time they are made. The time of regular University and CI Auxiliary Organization personnel will not be included in the determination of costs attributable to intellectual property protection and commercialization.

Equity Interest – refers to beneficial rights (such as royalties) derived from intellectual property owned by another.

Disclosure Statement – means a written general description of a creation by the creator used to help assess the nature, extent and likely intellectual property interests in and development potential of the creation.

Text

Ownership and Other Interest

A. Copyright. Student Creations

- a. Students will normally own the copyright to the scholarly and creative publications they develop, including works fulfilling course requirements (term papers and projects), Capstone Projects, and Masters Theses/Projects. Students retain copyright ownership as long as they are not paid for the work that results in the creation and do not receive extraordinary University resources in support of the work. Nonetheless, by enrolling at the University, the student grants the University a nonexclusive, royalty-free license to mark on, modify, publicize and retain the work as may be required by the faculty, department, or the University. The University is not entitled to an equity share in any ownership profits, except in the circumstances covered below.
- b. When the student is employed by the University and the creation falls within the scope of that employment, either

the University or the faculty member (when the student is hired specifically to work on a faculty project) owns the copyright according to the same standards that apply to staff creations, under sections II.A.3 above, or faculty creations under Section II.A.2.

- c. If the student receives extraordinary University resources that further the creation or development of the creative work, then the student owns the copyright, but the University retains an equity interest in the creation, using the same standards that govern faculty creations under section II.A.2.b.
 - d. If the student works on a sponsored project or a special intellectual property agreement and the creation falls within the scope of that work, then the student is bound by the written agreements governing the allocation of copyright ownership.
 - e. When the student is employed by an outside entity (not the University or Auxiliary Organization) and the creation falls within the scope of that employment, then the student normally will be bound by a contract with the outside entity, including any provisions for copyright ownership, and the University will have no rights to the intellectual property developed.
- B. Patents. Student Inventions**
- a. Students enrolled at the University may create valuable intellectual property while fulfilling course requirements, in conjunction with University employment, and/or through the use of University resources. The ownership interests in such intellectual property depend on the particular circumstances surrounding the creation. In particular, students must be careful to differentiate their own creative contributions from those of their faculty instructors and mentors. The following parameters apply:
 - b. The student is not paid for the work that results in the creation and does not receive significant University resources in support of the work. In these circumstances, the student owns the intellectual property interests in the creation. This is true even if the intellectual property is created to fulfill course requirements or other academic requirements. Nonetheless, by enrolling at the University, the student grants the University a nonexclusive, royalty-free license to mark on, modify, publicize and retain the work as may be required by the faculty, department or the University. The University is not entitled to an equity share in any ownership profits, except in the circumstances covered below.
 - c. The student is employed by the University/Auxiliary Organization and the creation falls within the scope of employment. In these circumstances, either the University or the supervising faculty owns the intellectual property, according to the same standards that apply to staff creations under sections II.B.3, or faculty creations under Section II.B.2.
 - d. The student receives extraordinary University resources that further the creation or development of the intellectual property. In these circumstances, the student owns the intellectual property, but the University retains an equity interest, using the same standards that govern faculty creations under section II.B.2.b.
 - e. If the student works on a sponsored project or under a special intellectual property agreement and the creation falls within the scope of that work, then the student is

bound by the written agreements governing the allocation of intellectual property rights.

- f. The student is employed by an outside entity (not the University or Auxiliary Organization) and the creation falls within the scope of that employment. Under these circumstances, the student normally will be bound by a contract with the outside entity, including provisions intended to protect and allocate intellectual property rights, and the University will have no rights to the intellectual property developed. University resources may not be used unless a prior special intellectual property agreement is in place (see d. above).
- C. Software**
- a. The proprietary protection available for software is unique in that both copyright and patent are available. Copyright protection may cover the expression of the software ideas in a tangible medium, while patent protection may cover algorithmic inventions. Due to this dual approach, software should first be considered under the patent provisions of this policy at II. B., and is therefore subject to disclosure of any underlying algorithms that appear to have commercial value. After consideration of patent protection for valuable software algorithms, copyright, at II.A, should be considered as additional or alternative protection.
 - b. In accordance with section I.C.1, and absent a specific agreement to the contrary, the University favors the copyright and publication of source code as well as its underlying object code. This is in contrast with the common commercial practice that utilizes trade secrecy for source code in order to prevent the dissemination and discussion of any innovative ideas it reveals. As with the underlying algorithms that, if patented, must be published so that they may be studied and discussed by other researchers, the University believes that source code should be published in a form that is amenable to research and will promote scientific progress. The object code is similarly subject to copyright.
- D. University Equity Interests.**
- a. Even when the University does not own intellectual property under this policy, if the University provides extraordinary support to the creation of intellectual properties, it enjoys an equity interest in the net proceeds derived from those properties. The University's equity interest is determined by the extent of use and the value of this extraordinary support. The amount of the University's equity interest in a particular intellectual property will be agreed upon before the project is initiated, if possible, and in all cases before pursuing protection/commercialization. In no case will the University's share be greater than 50%. The amount that an individual creator/inventor must render to the University, in recognition of its equity interests, is determined as follows:
 - b. When the amount of net proceeds received from an intellectual property subject to University equity interest is equal to or less than \$50,000 in a fiscal year, then the University is not entitled to any portion of the net income derived from that intellectual property.
 - c. When the amount of net proceeds received from an intellectual property subject to University equity interest is greater than \$50,000 in a fiscal year, the net proceeds

in excess of \$50,000 will be allocated between the University and the creator(s)/inventor(s) based on the previously determined equity interest agreement.

Note: The above is only a portion of the University's Intellectual Property Policy. All reference numbers refer to sections of the policy in its entirety. The complete policy can be found on the CI website at <http://policy.csuci.edu/AA/01/AA.01.002.htm>. (SPO8-04)(AA.01.002)

Intent to Enroll

Accountability

Director of Admissions & Recruitment

Applicability

Any undergraduate applicant who has been offered admission to the University.

Definition(s)

Intent to Enroll – Form used by applicant to notify the University of his/her acceptance of the offer of admission.

Enrollment Deposit – Non-refundable deposit that will be applied towards registration fees.

Text

Admitted undergraduate applicants are required to indicate their acceptance of the offer of admission by submitting the Intent to Enroll form and enrollment confirmation deposit, if requested, by the published deadline. Students who do not submit their Intent to Enroll by the deadline may have their admission cancelled and application withdrawn.

Students who received an application fee waiver must submit an Intent to Enroll by the deadline but are not required to submit a deposit. The Intent to Enroll reserves a space at the University for a limited time and will expire on the published date.

For First Time Freshmen, the terms of the "intent" agreement expire on the date that requires freshmen to register and pay for required orientation. Students who have submitted an Intent to Enroll form, but did not register for Orientation by the published deadline will be put on a waitlist by the Admissions and Recruitment office. Students on the admissions waitlist will be allowed to register for Orientation and enroll at the University on a space available basis.

Transfer students whose Intent to Enroll forms are received after the published deadline will have their deposits returned and be offered the option to be on a waitlist. Enrollment opportunities will be offered based on space availability. (SA.02.015)

International Program Credit

Course credits earned in universities abroad may be accepted for degree credit at CI subject to evaluation by the Office of Admissions and Records. Specific course equivalencies may require consultation with individual program coordinators. CI students who desire, subsequently, to take courses at a foreign university for degree credit must have each such course approved in advance in writing by the program coordinator. (SPO1-36)

Internships

The following policies will pertain to all courses or programs designated as academic internships.

1. Definition

Internships integrate the students' academic study with practical experience in cooperating organizations. Through the integration of practical and academic experience,

students enhance their academic knowledge in their area of study, their personal development, and their professional preparation. The teaching faculty and the on-site supervisors share in the educational process of interns.

Any academic department/program/unit/faculty can develop their appropriate guidelines and procedures and structure regarding internships. However, for the purposes of legally minimizing the risk of liability and ensuring a safe and effective internship program for the University, students, faculty and partner organizations, the following policy should be incorporated into any university-related internship program.

2. All internships should

- a. *Include a signed agreement with a senior representative of the partner agency or corporation and the University procurement officer as designated signature authority. In this agreement, it must be stated that the university assumes no risk or liability and that the sponsoring agency/corporation assumes full responsibility for the liability of the intern, affirming that they have requisite insurance to cover any potential harm to the intern, and include basic information such as location, contact person, and organization description.
- b. Include a learning agreement signed by the student, sponsoring faculty, and placement supervisor listing the learning goals of the internship and the duties and responsibilities of each party, notifying the student of the assignment of liability, terms and conditions and the listing of relevant agency policies, and the date the internship begins. This includes mention of whether the intern is paid and conditions for receiving academic credit.

Faculty and/or programs must maintain a file of the aforementioned signed forms. The Dean of Faculty will also retain a sample copy of internship forms that are used.

**This requirement is pursuant to Executive order 849, page 6: "Student placement agreements must be in writing and shall specify minimum insurance requirements applicable to the contracting parties and appropriate hold harmless provisions based upon the needs of the contracting parties. The following hold harmless provisions may be used as a minimum:*

Hold Harmless Provision: CI shall be responsible for damages caused by the negligence of its officers, employees and agents. Trustees shall be responsible for the damages caused by the negligence of its officers, employee and agents. The intent of this paragraph is to impose responsibility on each part for the negligence of its officer's employees and agents." (SPO3-17)

Issuing Official Transcripts

Accountability

University Registrar

Applicability

Any student who has ever enrolled in an academic program at CI may request an official transcript.

Definition(s)

Official Transcript of Record – shall consist of a summary of

the courses for which academic credit, including Continuing Education Units (CEU), is attempted by the student at CI.

Request for Official Transcript – is the authorization from the student to the University to release the above defined transcript of the student's record.

Text

An Official Transcript of Record is released upon request of the student. Such requests must be made in writing either by completing the Request for Official Transcript form or by writing a letter. All written requests must be signed by the student.

Transcripts will be issued as soon as possible after receipt of the request and any applicable processing fee. All outstanding debts and obligations to the University must be cleared prior to release of transcript. It is the student's responsibility to notify Records and Registration when such debts and obligations have been satisfied.

Transcripts are normally issued via U.S. Mail to the recipient designated by the student. Prior arrangement must be made in order for transcripts to be picked up by the student. Pick up of transcripts by student's designee must be authorized in writing at the time of request.
(SA.02.012)

**Judicial Affairs
Accountability**

The Vice President for Student Affairs, Dean of Students and Judicial Officer(s)

Applicability

Applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending.

Definition(s)

Campus and University – are used interchangeably and both mean the California State University.

Member of the University Community – means California State University trustees, employees, students, and university guests who are on university property or at a university related activity.

Sexual Misconduct – means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure, or attempt to commit any of these acts.

Student Conduct Code – means Section 41301 of Title 5 of the California Code of Regulations.

University Official – means any person employed by a campus, performing administrative or professional duties.

University Property – means real or personal property in the possession, or under the control, of the Board of Trustees of the California State University, and all campus facilities whether utilized by the university or a campus auxiliary organization.

University Related Activity – means any event sponsored by, coordinated with, or directly affecting the university's regular functions.

Working Day – means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

Preponderance – Evidence presented which establishes a majority (51%) in favor of one side or the other.

Text

General Provisions

1. **Student Conduct Administrator**

Each campus president assigns a campus official or officials to be the student conduct administrator, whose responsibilities are to determine whether to initiate disciplinary action under the Student Conduct Code and to perform duties as proscribed in these procedures. Student conduct administrators serve at the pleasure of the president.

2. **Hearing Officers**

Each campus president appoints one or more persons to serve as hearing officers. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the student conduct administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as hearing officers. The hearing officer conducts the hearing, determines whether a student has violated the Student Conduct Code and if so, recommends sanctions.

3. **Attorneys**

Student Conduct proceedings are not meant to be a formal courtroom-like trials. Although sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines whether it is appropriate for attorneys to be present in all or some proceedings. The president's determination regarding the presence of attorneys applies to both the student charged and the campus. Both the student and the campus can consult attorneys outside of the actual proceedings irrespective of the president's determination. Any person licensed to practice law is considered an attorney for this purpose.

4. **Interpretation of the Code or Process**

All issues regarding the hearing described in Article IV, Section 4, except those specifically noted, are within the purview of the hearing officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the hearing officer and are determined by the campus vice president for student affairs or his or her designee.

5. **Delegation of Duties**

The duties of the president in these proceedings may be delegated to another campus official. **Designation has been granted to the Vice President for Student Affairs (VPSA) for all matters related to Judicial Affairs at CI.

6. **Parallel Judicial Proceedings**

Student Conduct Code proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code. The university may proceed before, simultaneously with, or after any other judicial proceedings.

7. **Time Lines**

All times set in this executive order may be extended by the university when necessary. Extensions must be determined by the vice president for student affairs.

Proceedings

1. **Investigation**

a. Whenever it appears that the Student Conduct Code has been violated, a complaint should be directed to

- the student conduct administrator as soon as possible after the event takes place. The complaint can be oral or in writing.
- b. The student conduct administrator investigates each complaint submitted and determines whether it is appropriate to charge a student with violation of the Student Conduct Code.
2. **Conference**
 - a. The student conduct administrator holds a conference with the student charged, and obtains his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him or her to advise him or her during the conference with the student conduct administrator. The student's advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the student conduct administrator.
 - b. If the student admits a violation of the Student Conduct Code but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.
 3. **Notice of Hearing**
 - a. If the alleged violation of the Student Conduct Code is not resolved at the conference with the student conduct administrator, and he or she has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the student conduct administrator issues a notice of hearing.
 - i. The notice is sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e. "xxx.edu").
 - ii. Until June 30, 2010, the notice is also served on the student charged in person, or by traceable mail (e.g. certified mail) to the last address the student has on record with the university.
 - b. The notice of hearing must include:
 - i. The section(s) of the Student Conduct Code that the student is charged with violating.
 - ii. A factual description of the student's conduct that forms the basis for the charge(s).
 - iii. The proposed sanction.
 - iv. Notification that neither the hearing officer nor the VPSA (President designee) is bound by the proposed sanction and either or both may set a more severe sanction.
 - v. The date, time, and place of the hearing.
 - vi. The location on the campus where the student can view his or her discipline file.
 - vii. Notification that the student may be accompanied at the hearing by an advisor. Notification that if the student intends to bring an attorney, the student must inform the student conduct administrator of the attorney's name and address five working days before the hearing.
 - viii. Notification that the student can waive his or her right to a hearing by accepting the proposed sanction.
 - ix. Notification of any immediate suspension and/or withdrawal of consent to remain on campus. (See Article VI below.)
 - x. A copy of this executive order or notice of where the student may obtain a copy. If consent to remain on campus has already been withdrawn by the time the notice of hearing is sent, a copy of this executive order must be enclosed.
 4. **Hearing**
 - a. The hearing is closed to all persons except the hearing officer, the student charged, the student conduct administrator, one advisor for the student charged, one advisor for the student conduct administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault, see section h below), and one person to assist the hearing officer in recording the hearing. A police or security officer may also be present if deemed appropriate by the vice president for student affairs. The university will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.
 - b. The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. If the president has elected to exclude attorneys from the proceedings, the advisor may not be an attorney. Hearing dates will not be changed because of the schedule of the advisor for the student charged.
 - c. The student conduct administrator may be accompanied by one advisor. If the campus has elected to exclude attorneys from the hearing, neither the student conduct administrator nor the administrator's advisor may be an attorney.
 - d. Hearings are intended to be educational rather than adversarial. The hearing officer runs the hearing. The student charged and the student conduct administrator each put on the evidence in their case in whatever manner the hearing officer deems appropriate and may each ask questions of the witnesses. The hearing officer may also ask questions of any witness, the student charged or the student conduct administrator.
 - e. Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g. California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The hearing officer bases his or her decision only on the information received at the hearing.
 - f. The hearing officer makes an official audio recording of the hearing. He or she can have someone present to

operate any equipment necessary to make the recording. The recording is the property of the university. No other recording of the hearing is permitted.

- g. If the student charged fails to appear at the hearing, the hearing proceeds without him or her. The decision in that instance, like every other hearing decision, must be reached on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he or she failed to appear at the hearing.
- h. In cases involving a charge of sexual or physical misconduct, the alleged victim may be accompanied at the hearing by another person. This person is for support only, and is not permitted to participate in the hearing. Questions of the alleged victim are limited to the incident upon which the charge is based and the events surrounding that charge, and may not delve into past sexual behaviors of the alleged victim.
- i. The hearing officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The hearing officer may eject or exclude anyone who refuses to be orderly, including the student charged.
- j. The hearing officer's decisions regarding procedural issues are final.
- k. Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the student conduct administrator and the students charged may agree to a single hearing for all of the students. A charged student may request consolidation of his or her case with others. The student conduct administrator makes consolidation decisions, which are subject to review by the hearing officer and thereafter are final. The separation of one or more cases from a case previously set for a consolidated hearing shall not be considered to affect the other cases.
- l. At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

5. **Standard of Proof and Recommendation of the Hearing Officer**

- a. The hearing officer makes decisions only on information presented at the hearing. After the hearing, the hearing officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Conduct Code. The standard for the hearing officer's decision is whether the university's charge is sustained by a preponderance of the evidence. It is the university's burden to show that it is "more likely than not" that the student violated the Student Conduct Code.
- b. The hearing officer submits a written report of his or her findings and conclusions to the president, along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

6. **The Final Decision**

- a. The VPSA (President designee) reviews the hearing officer's report and issues a final decision. The president may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues.

If the president adopts a more severe sanction than what is recommended by the hearing officer, the president must set forth the reasons in the final decision letter. The Vice President's final decision letter is issued within five working days after receipt of the hearing officer's report.

- b. The VPSA (President designee) sends notice of his or her decision electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e. "xxx.edu").
 - c. Until June 30, 2010, the notice of decision is also sent by personal delivery or through traceable mail (e.g. certified mail) to the last address the student had on record with the university. After the decision has been sent the hearing officer's report is available for review by the student charged within a reasonable time upon request.
7. Notice to Victims of Crimes of Violence and Sex Offenses
In cases involving a "crime of violence" the university may notify the alleged victim(s) of the final results of a hearing whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.) Where the charge relates to a sexual assault the university must notify the alleged victim of the outcome of the proceeding against the student charged (20 U.S.C. § 1092). The information is only given to the victim(s) and includes only the name of the accused student, any violation alleged committed, and any sanction(s) imposed on that student (20 U.S.C. § 1232g).

Sanctions

1. The following sanctions may be imposed for violation of the Student Conduct Code:
 - a. **Restitution** - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.
 - b. **Loss of Financial Aid** - Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships, and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled, or denied.
 - c. **Educational and Remedial Sanctions** - Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.
 - d. **Denial of Access to Campus** - A designated period of time during which the student is not permitted on university property or specified areas of campus. (See California Penal Code § 626.2.)
 - e. **Disciplinary Probation** - A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any university rule during the probationary period.
 - f. **Suspension** - Separation of the student from CSU student status for a certain period of time, after which

the student is eligible to reapply to the university. Conditions for readmission may be specified.

- g. **Expulsion** - Permanent separation of the student from CSU student status from the university.
 - h. **Admission or Readmission** - Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.
2. **Multiple Sanctions**
More than one sanction may be imposed for a single violation.
 3. **Good Standing**
A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or readmission has been qualified (Section 40601(g) of Title 5 of the California Code of Regulations).
 4. **Administrative Hold and Withholding a Degree**
The university may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a notice of discipline and may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed.
 5. **Record of Discipline**
Probation is entered on a student's transcript, with its beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student's transcript permanently along with the date it takes effect.

Interim Suspension

1. **Grounds**
A president may impose an interim suspension where he or she believes that there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).
2. **Notice and Opportunity for Hearing**
A student placed on interim suspension is given prompt notice of the charges pending against him or her and the opportunity for a hearing within ten working days of the imposition of the suspension (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension, pending the disciplinary hearing, is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Article IV, Section 4 of these procedures.
3. **Denial of Presence on Campus**
During the period of an interim suspension, the student charged may not, without prior written permission from his or her campus president, enter any campus of the California

State University other than to attend the hearing regarding the merits of his or her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).

Conduct by Applicants for Admission

Admission or readmission may be qualified, revoked or denied to any person who commits acts that would be the basis for disciplinary proceedings pursuant to these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article IV of these procedures.
(SA.11.003)

Language and Multicultural Requirements

1. The language requirement can be met by satisfying General Education category C3a with a grade of C or better. Students who are G.E. certified in Section C must still meet the language requirement for graduation and may do so either by passing a C3a course with a grade of "C" or better or by demonstrating proficiency through examination. Students will also receive credit for having advanced proficiency in a language other than English. This proficiency can be demonstrated by taking and earning a grade of "C" or better in an upper-division language (e.g., Spanish) class, or via an examination that assesses the student's language skills (speaking, listening, reading and writing) on a variety of informal and formal topics. By taking and earning a grade of "C" or better in an upper-division language course or by passing an examination, students fulfill the graduation exit requirement for language. For purposes of the General Education requirement, however, students passing by examination receive content credit but not unit credit.
2. The multicultural requirement can be met by satisfying General Education category C3b with a grade of C or better.
(SPO8-11)

Minimum Graduate GPA

A minimum grade point average of 3.0 (B) is required across all letter-graded courses taken to satisfy requirements for the graduate degree. Programs may implement stricter grade requirements.
(SPO5-22)

Mission-Based Awards

All graduating CI students are eligible to apply for one or more of these awards during the year of their graduation. These awards are based on the CI mission statement and honor those students who exemplify the values of CI as stated in the mission statement.

Each of the following awards will be granted to one graduate per year, and no student shall be awarded more than one of these awards. The selection committee may also elect to not give an award for a given year.

Students applying for these awards are expected to state how they have exemplified the educational outcomes and approaches outlined in the mission, either through exceptional curricular activity, and/or through extra-curricular activity while a student at CI.

Each year a selection committee will be appointed by the Provost. In consultation with the faculty, all mission-based centers, and others in the campus community, the committee will make and distribute applications stating specific criteria for each award, review the applicants' submissions, and select recipients of these awards in accordance with the guidelines.

Outstanding Integrative Approaches Award

Granted to a student who exemplifies an education marked by integrative approaches from more than one discipline.

Outstanding Experiential and Service Learning Award

Granted to a student who exemplifies an education marked by experiential and service learning.

Outstanding Multicultural Perspectives Award

Granted to a student who demonstrates a widening of multicultural perspectives.

Outstanding International Perspectives Award

Granted to a student who demonstrates a widening of international perspectives.
(SPO4-22)

Multiple Majors

Students may declare more than one major. If all majors completed lead to the same degree, BA or BS, they will all appear on the diploma. If the majors lead to different degrees, the policy on double degrees applies. Double counting of courses shall conform to the policy in Senate Resolution 34-01.
(SPO2-08)

Number of Units Granted for a Thesis or Project

No more than six units of course credit may be offered for a thesis or project to fulfill the requirements of a graduate degree.
(SPO5-25)

Open University

Open University permits non-matriculated students to register concurrently with matriculated students in regular classes. Up to 24 units earned through Open University and Extension (see Extension Programs) may be applied to a bachelor's degree at CI, and up to 9 units may be applied to a master's degree.
(SPO1-36)

Prerequisite Courses to Meet Graduate Degree Requirements, Use of

No undergraduate courses taken to satisfy prerequisite requirements for admission to a graduate program may be included in the minimum number of units required for that program.
(SPO5-20)

Program Honors

Program honors will be awarded based on criteria developed by individual programs.
(SPO1-41)

Residence Required for the Master's Degree

A minimum of 21 semester units must be taken in residence after admission to the graduate program offering the degree. The program may authorize the substitution of credit earned by alternate means for a part of this residence requirement.
(SPO5-26)

Second Baccalaureate Degree

Students seeking a second or subsequent baccalaureate degree must satisfy all requirements for the degree. However, as postbaccalaureate students, they are also subject to additional requirements.

To be eligible for admission as a Second Baccalaureate degree candidate, students must:

1. Hold a bachelor's degree from an accredited institution
2. Have a minimum grade point average of 2.50 in their last 60 semester units (or 90 quarter units).

Degree Requirements:

- Students must satisfy all requirements for the degree, including any current General Education requirements/graduation requirements not previously met.
- Students must meet all applicable Title V requirements.
- Students must satisfy the Graduation Writing Assessment Requirement.
- Students must complete requirements in a discipline in which no degree has previously been granted. Courses previously applied to another degree may be used to satisfy content requirements, but cannot be used to satisfy unit requirements of the postbaccalaureate degree.
- Students must complete a minimum of 30 units in residence, including 24 units in upper division courses, which includes 12 units in the major.
- Students must maintain at least a 2.00 grade point average in all courses taken to remain in good academic standing.
- Students are not eligible for University honors, but may be eligible for major program or other honors.
- Programs must approve all course work used to satisfy major degree requirements

In addition:

- Courses taken as part of a second baccalaureate degree cannot be utilized to meet graduate degree requirements.
- Academic Programs may enforce specific time limits on courses taken prior to the second or subsequent degree.
- Excess course credit not used in the primary degree may be utilized in the second or subsequent degree. Specific courses may be waived and other courses substituted.
(SPO6-19)

Semester Honors

CI undergraduate students completing 12 or more units with a letter grade in a single semester or completing 12 or more units with a letter grade in one academic year assessed at the end of the spring semester, shall be named to the Semester Honors list if they earn a 3.75 or higher grade point average.
(SPO3-19)

Submission of Official Transcripts Accountability

The Director of Admissions and Recruitment and the University Registrar

Applicability

All applicants for admission to degree, credential, or certificate-granting programs at CI.

Definition(s)

Official Transcripts – Include all prior coursework attempted, withdrawn, completed, and in-progress at all institutions, colleges, universities, or high schools.

Text

1. A transcript is considered official if it is sent directly from the

institution of origin to the Enrollment Center at CI and bears the official seal of the institution of origin and the signature of the custodian of records. A transcript hand-carried by the applicant from the institution of origin in an envelope sealed by the issuing institution is also considered official. A transcript bearing a college seal is not official unless it meets the above guidelines.

- Official transcripts are required from all institutions attended, including extension and correspondence courses, even if withdrawal occurred prior to the completion of the course(s). The University reserves the right to determine whether a transcript will be accepted as official. An applicant disregarding these requirements is subject to disciplinary action and may have the application for admission cancelled.
- As schools and colleges will send transcripts only upon the request of the student, the responsibility for insuring that official transcripts reach the Admissions and Records office rests with the applicant.
- All transcripts submitted to CI become the property of the University. Students are required to have their own personal set of transcripts from all institutions attended for advisement. The Admissions and Recruitment and Registrar's office will not provide copies from other institutions.
- Students admitted on a provisional basis must submit required final official transcripts by the established deadlines. Failure to comply will result in cancellation of provisional admission or a hold on further enrollment until final official transcript is received.

(SA.02.013)

Substitution of Courses

Students who have taken a required course in their major/minor at a college or university other than CI must petition to receive major/minor credit for this course. The Course Substitution of Major or Minor Requirements for Bachelor's Degree is available in the Records Office and Advising Center. Petitions are also available for Request for Course Substitution: General Education/Graduation Requirements and Petition for Exception to a University Policy or Deadline. A photocopy of the course syllabus or catalog course description is required for each course being petitioned. Please note: a final grade of "C" or better is required for the language and multicultural graduation requirements. Advisors in the Advising Center can assist students in completing course substitution petitions. Once completed, all petitions must be submitted to the Records Office, which will then route the petition to the appropriate Faculty Major Advisor, Academic Coordinator, or Committee (GE or Curriculum) for review. A copy of the petition with the determination will be emailed to the student and the original form will be kept in the student's file in the Records Office.

Time Limit for Application of Courses Towards Graduate Degree Requirements

All courses satisfying requirements for the master's degree program shall be completed within seven years of the date of award of the degree except where a shorter time limit is specified by the graduate program. Courses exceeding the University time limit, or the graduate program time limit, may be validated by examination or such other method of substantiation of competence as determined by the graduate program coordinator and subject to the approval of the Provost or designee.

(SPO5-23)

Undergraduate Courses to Meet Graduate Requirements, Use of

At least 70% of the total units used to meet graduate degree requirements must be in graduate level (500 & 600 level) courses. If an upper-division course is taken by a grad student to fulfill the unit requirements of a Masters program, supplemental, graduate-level work must be completed.

(SPO5-24)

Units Required for the Master's Degree

All master's degree programs must require completion of a minimum of 30 approved semester units.

(SPO5-28)

University Honors

To receive honors at graduation at CI, a student must:

- Complete a minimum 30 units of courses taken at CI for a letter grade,
- Earn a grade point average of 3.50 or above in all work taken at CI.
- Earn the following cumulative grade point average in all undergraduate courses, including transfer work:

Summa Cum Laude

This honor is awarded to all students who earn a grade point average of 3.90 - 4.0.

Magna Cum Laude

This honor is awarded to all students who earn a grade point average of 3.75 - 3.89.

Cum Laude

This honor is awarded to all students who earn a grade point average of 3.50 - 3.74.

Graduate students and students receiving second or subsequent baccalaureate degrees are not eligible for University honors, but may be eligible for major program or other honors (SPO3-24, SPO6-19).

Wait List Policy

Prior to the start of classes, students wishing to enroll in a closed course may choose to be added to a wait list. Wait listed students will be automatically enrolled in the course as space becomes available. At the instructor's discretion, students may be added to the course after the start of classes.

(SPO3-20)

Waiver of Course Requirement

In addition, students who believe that previous training has sufficiently prepared them in a certain area may request a waiver of a specific course requirement (subject credit only). A waiver of specific course requirements does not reduce the total number of credits required for the major or the degree nor does it reduce the residence requirement.

(SPO1-37)

Withdrawal from Courses

- Undergraduate students may withdraw from no more than 18 semester-units.
- Students may drop courses during the first three weeks of classes without instructor permission.
- After the third week of classes and before the end of the twelfth week of classes, withdrawal from courses is permissible only for serious and compelling reasons. Approval signatures from the instructor and program

chairs must be obtained to withdraw during this period. The withdrawal will be noted as a "W" on the student's permanent record.

4. After the twelfth week of instruction, withdrawal is not permitted except in cases beyond the student's control such as accident or serious illness where the assignment of an Incomplete is not practical. Approval signatures from the instructor, program chair and Vice President for Academic Affairs (or designee) must be obtained. Withdrawal in this category will typically involve total withdrawal from the University and will be noted as a "W" on the student's permanent record. Such withdrawals will not count against the maximums provided for in 1 above.
5. Instructor Initiated Withdrawal: Instructors may drop students within the first three weeks of classes and as early as the first day of classes for any the following reasons:
6. Student failure to attend class without having made prior arrangements with the instructor.
7. Student failure to complete the prerequisites for a course before enrolling.
8. Student failure to secure properly the permission of the instructor before enrolling when such permission is required. (SP08-08)

University Policies

Academic Freedom

Be it resolved that the Academic Senate of CI affirms its commitment to upholding and preserving the principles of academic freedom: the right of faculty to teach, conduct research or other scholarship, and publish free of external constraints other than those normally denoted by the scholarly standards of a discipline, and

Be it further resolved that the Academic Senate of CI fully endorses the 1940 Statement of Principles on Academic Freedom and Tenure of the AAUP www.aaup.org, and

Be it further resolved that this campus is dedicated to fostering the free speech rights guaranteed by the First Amendment of the U.S. Constitution and to ensure that guests on campus have full opportunity to the exercise of these rights; and

Be it further resolved that the Academic Senate of CI calls on the university community to maintain our campus as an open forum for free expression of ideas and diverse views in the framework of scholarly inquiry and professional ethics; and

Be it further resolved that the Academic Senate of CI affirms its intent to help ensure that all relevant policies developed on this campus protect freedom of inquiry, research, expression, and teaching both inside the classroom and beyond, and

Be it finally resolved that the Academic Senate of CI opposes any system or campus policy that would restrict academic freedom in the name of "security" or a "balanced approach" to controversial issues. (SR03-05)

Alcohol at CI Accountability

For students: the Dean of Students; for staff: the Associate Vice President for Human Resources Programs; for faculty: the Associate Vice President for Faculty Affairs; for campus events and visitors: the University Police Department.

Applicability

All CI students, faculty, staff, tenants, and visitors, on-campus organizations, and off-campus sponsored organizations and events. This policy does not apply to University Glen residential areas. This policy does not supersede any provision within any CSU collective bargaining agreement.

Definition(s)

Alcoholic Beverage – Includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

Sale – The exchanging of any consideration, either directly or indirectly, for an alcoholic beverage. The term "sale" also includes the imposition of any admission charge to, or any other charge for the event at which alcoholic beverages will be served exclusively to those who pay such charge. The term "consideration", as used above, includes money or tickets,

University Property – Any real property, land, facility, or annex property thereof, which is owned, leased, licensed, rented, used, or otherwise controlled by the University.

University-Sponsored Event – Any event, meeting, conference, party, or gathering that is conducted on University property or that is conducted or sponsored off campus by the University, or by a component thereof, or by an official, employee, or agent thereof, acting in his/her capacity as such, or by any club, team, or organization that is permitted to use the name of the University or that is officially affiliated with the University. Off-campus University-sponsored events typically include events funded by the University or the Foundation, or activities offered for academic credit to students.

Appropriate University Official – President, Provost, Vice Presidents, Deans, Directors and Police Officers.

Residence – Any leased apartment or dwelling space on University property (including but not limited to balconies, adjacent sidewalks, parking lots and yards).

Resident – Any person who rents, leases, or resides in a residence.

Student Housing Consumption Zone – Any apartment where all occupants have completed the required Alcohol Education Program, met with the Assistant Director of Housing and Residential Education or designee and has been granted full alcohol privileges.

Text

The intent of this policy is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages on campus. The University is committed to maintaining an environment that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws and CSU System-wide mandates and directives. Students, employees, or visitors who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions. Such sanctions may include behavioral probation, suspension, or termination/expulsion. For discipline, in case of conflict between this policy and any CBA, the language of the CBA is controlling.

Authorization for the Possession, Sale or Distribution of Alcoholic Beverages

An individual or group may not possess, consume, sell or

distribute alcoholic beverages on CI property without the written approval from the President or designee.

On-campus Events

- Any sale, furnishing, use, or consumption of an alcoholic beverage in violation of state or federal law and/or CSU System-wide mandates and directives is prohibited.
- No minors shall be permitted to consume alcoholic beverages at any time. No person under twenty-one (21) years of age shall be in attendance where alcoholic beverages are being sold, furnished, used or consumed unless specific control procedures to prevent service to and consumption by minors is actively employed.
- Attendance at an approved event where alcohol is allowed shall be limited to members of the sponsoring organization and their invited guests. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.
- The University Chief of Police must be notified in advance of any event where 100 or more people are expected and alcohol is served.
- The sponsoring organization in charge of the approved event where alcohol is used or consumed is responsible for ensuring mechanisms are in place to comply with all applicable laws, regulations, University policies and procedures.
- No resident of Housing and Residential Education, 21 years of age or older, may possess or consume alcoholic beverages within his/her own residence, until the resident obtains alcohol privileges and the room has been designated as a Designated Consumption Zone (DCZ). Residents who have alcohol privileges may only exercise them in their own apartments/suites, or in apartments/suites which have received authorization from Housing and Residential Education. Guests to Housing and Residential Education must have a resident host at all times. The resident is responsible for ensuring that their guest abides by all laws and policies, including the alcohol policy contained herein. Residents or guests under the age of 21 are not allowed to be present in a DCZ when alcohol consumption is taking place. This restriction does not apply to non-student employees of CI residing in Housing and Residential Education.
- Consumption of alcoholic beverages in a public area is prohibited, except where alcohol at an event is approved in advance by the President or the President's designee.
- Intoxication in any area of the University is prohibited.

Off-campus Events

- Any sale, furnishing, use or consumption of an alcoholic beverage, at any off-campus event sponsored by a registered/recognized student club or organization without prior approval by the President or designee is prohibited.
- Intoxication by any member of a University registered/recognized student club or organization at any University-sponsored off-campus event is prohibited.

Enforcement of the Policy on Alcohol

- On campus, the CI Police Department exercises police powers in enforcing state laws regarding alcoholic beverages. Violators may be referred to the District Attorney for prosecution. In addition to requesting prosecution under appropriate laws, the University may impose its own sanctions on the students and University employees consistent with the terms of the applicable collective bargaining agreement or Title 5 of the California Code of Regulations.

Violation of the University Alcohol Policy by students for on- and off-campus University events will be referred to the Dean of Students.

- Violation of the Housing and Residential Education alcohol policy as outlined in the Resident ABC Manual will be referred to the Assistant Director for Residential Education or his/her designee. Some alcohol violations in Housing and Residential Education may also be referred to the Dean of Students for adjudication through the University judicial process.
- Violations of University Alcohol Policy will be strictly enforced.

Marketing and Sales of Alcoholic Beverages

- CSU Chancellor's Office Executive Order No. 966 prohibits the sale of alcoholic beverages at any athletic event held in University owned or operated facilities and limits alcohol advertising to beer and wine on California State University campuses in compliance with policy guidelines consistent with the "Guidelines for Beverage Alcohol Marketing" distributed by the National Inter-Association Task Force on Alcohol Issues, a higher education coalition dedicated to the responsible use and advertising of alcoholic beverages.

(SA.03.003)

Alumni Groups, University Accountability

University Advancement, Alumni Relations

Applicability

Any group who identifies themselves as an alumni group, organization or club of CI on or off campus.

Definition(s)

Alumni group within this document refers to any collaborative of alumni who are gathered for the purpose of networking, holding events, fund-raising, connection or membership. Gatherings may be defined as meetings or online communities.

Text

An individual with intent to start an official alumni group should contact the Director of Alumni Relations to become a recognized entity, network or chapter of the Alumni & Friends Association. Alumni groups may be based on University academic programs, student clubs, enrollment groups (such as EOP), or athletics. Such requests may be made by email or by writing a letter.

Once a request to become a recognized alumni group is received, Alumni Relations will review the request. Alumni Relations reserves the right not to recognize an alumni group if their intended activities compromise the mission of the University, the campus perception or its students.

All recognized alumni groups will then communicate regularly with Alumni Relations in order to manage the communications and activities involved so as not to compromise relationships with alumni and to maintain a positive role in supporting the campus.

Recognized alumni groups may also receive some support from Alumni Relations as resources allow and may be authorized to use the University and Alumni & Friends Association logos.

Alumni groups who do not adhere to this policy or whose activities compromise the Alumni & Friends Association or the University will not be supported or recognized by the University. Further action may be taken if the group violates other University policies.

(UA.11.001)

Campus Global Emails

Accountability

Office of the President, Provost and Vice President for Academic Affairs, Vice President for Finance & Administration, Vice President for Student Affairs, Vice President for University Advancement, the Chief of Police, and the Director of Communication & Marketing.

Applicability

All CI faculty, staff, University auxiliary groups, and lessees.

Definitions

Global Email - An email message for campus-wide distribution.

Text

To encourage effective communication for campus constituents, the use of campus global email messages will be reserved to the following instances:

1. Emergency, health, or safety issues (e.g. environmental health and safety warnings; campus closures or evacuations; general safety; police alerts or notifications including imminent danger or affect (e.g. networks will go down shortly or buildings will be closed very soon); and local traffic conditions significantly impacting the campus).
2. Messages or announcements at the discretion of the University President or Vice Presidents.
3. Messages or announcements to all CSU employees at the direction of the Chancellor's Office.
4. Announcements by Human Resources regarding University employment matters (e.g. benefits, deadlines, available support services and training, alternate work schedules, requests for catastrophic leave, and employment service or recognition events).
5. Presidential or campus-wide events, e.g. ACE activities, Commencement, Campus Reading Celebration, Discover CI, Family Weekend, Honors Convocation, New Student Orientation, University Open House, and ground-breakings and grand-openings for new buildings or facilities.
6. Construction information (building closures, construction updates, road delays).
7. System failures or upgrades (e.g. network interruptions, maintenance, or upgrades; and power outages and other disruptions of, or changes to essential services).
8. Change in hours for campus services (e.g. Library, dining hall, student union, bookstore, coffee shop, or other tenants who offer campus-wide services).
9. Surveys and/or results approved for distribution by the office of Institutional Research.
10. University-approved internal electronic newsletter, wavelength.

Examples of situations where campus global emails should not be sent include:

1. Event announcements or reminders (e.g. speakers, lectures, presentations, workshops, and division-, department-, area-, or student-sponsored award ceremonies, etc.).
2. Electronic newsletters for programs or departments.
3. Information regarding union activities or actions distributed by union campus representatives.
4. Non-University related events or solicitations for external constituents, agencies, organizations, or individuals.
5. Personal announcements and/or communication.

Global email announcements allowed will meet the following criteria:

Content must

1. Qualify as University-related information or business.
2. Have relevance to a broad base of faculty, staff or students.
3. When possible, be limited to 200 words or less and include Web addresses/links to reduce text of the message and the impact on the campus email system.
4. Include contact person, telephone, and email for further information or questions.

Content cannot contain

1. Public debate or personal opinion.
2. Political statements, endorsements, or non-University related fund raising activities.
3. Personal items for purchase/rent or sought for purchase/rent.
4. Advertisements, announcements, or promotions for outside organizations or non-University-related events, activities, or concerns.

University-related messages to share with faculty, staff and students, may be submitted to Communication & Marketing (wavelength@csuci.edu) for inclusion in the campus electronic newsletter. In addition, events or activities may be posted online through the University Calendar, www.csuci.edu/calendar as public information.

Items not meeting the outlined criteria and not suited for publication in the University's electronic newsletter should be posted to department Web sites or emailed to campus constituents through individual distribution lists.

Questions or inquiries regarding the use of global emails can be directed to the Communication & Marketing office. (CM.03.002)

Campus Locks and Keys

Accountability

Associate Vice President for Operations Planning and Construction (OPC)

Applicability

All persons requiring access to University buildings, including faculty, staff, students, auxiliaries, lessees, contractors, and other users.

Definition(s)

Campus Locks – are defined as any fitting that is used to provide access to, and security for, any university facility. This includes, but is not limited to: locksets with physical keys; padlocks; electronic access devices (with numeric keypads, swipe cards, or proximity readers), or any other devices used to provide access and security to facilities.

Keys – are physical devices used to gain access to locks and include traditional cut-metal keys, and electronic fobs or swipe cards used in electronic locks. Keys are issued to individuals and shall be returned when no longer needed.

Access Codes – are numeric combinations used to access locks that can be used alone or in combination with a physical device. Access codes are issued to individuals and shall be de-activated from the system when no longer needed.

Text

OPC is the resource for installation, maintenance, and repair of campus locks; and the issuance of keys and access codes for all university facilities. OPC will coordinate with University departments for key/code requests, and with Human Resources Programs to confirm return of keys and deactivation of codes

upon employee separation. On a regular basis, OPC will update remote locking devices for revised codes, user access, and time clock operations.

Locking Devices

OPC will coordinate all requests for new locking devices, based on specific information provided by the requesting department. OPC will recommend appropriate locking devices compatible with established campus systems. Security systems are not part of this policy.

Inventory

OPC will maintain a central inventory of campus locks, associated keys, personnel authorized for access and their issued keys and/or access code(s). Campus departments shall notify OPC of pending employee separation to deactivate access codes, and facilitate return of all keys issued to that individual.

Key and Access Code Issuance

All locks will be keyed by OPC to provide emergency access by Public Safety, Ventura County Fire Department, OPC Emergency Access, and custodians.

All keys/access codes are issued only to individuals. Requests shall be signed and authorized by the Department Head, Dean, Chair, or Director. Requests for master keys shall be approved by the divisional vice president.

Keys/Access Codes shall be picked up by, and signed for by, the individual to whom the key/access code is assigned. Student keys/access codes must be authorized by the requesting department on a semester-to-semester basis. OPC is responsible for assignment, return, and deactivation of keys/access codes to contractors performing work on campus.

General Information

Loaning and lending of keys is prohibited. Access codes are the responsibility of the individual to whom issued, and shall not be shared. Lost/misplaced keys and compromised access codes shall be reported to OPC immediately. Persons in possession of unauthorized keys may be guilty of a misdemeanor as outlined in California Penal Code 469. Possession of unauthorized keys, access codes, etc., or sharing of such with unauthorized persons may constitute employee and/or student misconduct and subject the involved person to discipline.

The university department that originally approved the specific key request shall be responsible for the cost of re-issuing keys/codes and required re-keying. Lost keys often require physical re-keying of numerous affected locks. OPC will estimate these charges based on number of affected locks and keys, and will charge the department for actual time and materials required. Re-keying and re-issuing charges shall be approved before additional keys will be re-issued to an individual.

Clearance Certificates

Separating faculty or staff must return all keys/access devices before clearance certificate will be signed. Departments will be held responsible for keys/access devices not returned, along with any associated costs of re-keying. Departments will be held liable for keys not returned by auxiliary staff, volunteers, and students.

Electronic Access Configuration

OPC will determine the appropriate lock for each door based on number of users, type of space/facility and value of assets within.

Routine adjustment for individual offices will include change of occupant because of hiring or separation. Routine adjustment

for multi-user rooms, such as classrooms, labs, and conference rooms will include revising the active access codes based on faculty staff assignments at the start of each semester, and change of access codes because of hiring or separation. Routine adjustment for time-clock operations include revising times and the start and end of each semester, holiday and academic break schedules, and for daylight savings time.

Chargeback

Replacement of door locks or re-keying for other than maintenance reasons will be a chargeback to the requesting department. Electronic access programming for other than routine adjustment configuration will be a chargeback to the requesting department. All charges related to this work will be processed in conformance with the chargeback policy. (FA.40.002)

Campus Violence

Accountability

Established personnel and public safety procedures will serve as the mechanism for resolving situations of violence or threats of violence. For students and student applicants, this policy is administered through the Dean of Students office. Any University disciplinary action will be imposed pursuant to the applicable collective bargaining agreement and in accordance with University Policy.

Applicability

This policy applies to all individuals on the campus of CI including vendors or guests.

Definition(s)

For the purpose of this policy, violence and threats of violence include:

- Any willful use of force against another;
- Any act that is physically assaultive; or
- Any threat, behavior or action which is interpreted by any reasonable person to potentially harm or endanger the safety of others or destroy or damage property.

Text

CI prohibits violent acts or intimidation through threat of violence. Any individual who commits a violent act or threatens to commit a violent act is subject to disciplinary action and civil or criminal prosecution as appropriate. Each allegation of violence or threat of violence will be taken seriously. Individuals are encouraged to immediately report acts of violence, threats of violence, or any other behavior that by intent, act or outcome harms another person or property, to Public Safety, their supervisor, or Human Resources Programs. Students should report this conduct to any Student Affairs administrator.

CI has zero tolerance for violence against any members of the University community. To fulfill this policy, the University will work to prevent violence from occurring and will ensure that federal and state laws, as well as University regulations prohibiting violence, are fully enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered. (FA.31.011)

Career Placement

The Office of Institutional Research may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary

and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

Communication with Students

Accountability

Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

Applicability

All applicants, matriculated students, faculty and staff at CI.

Definition(s)

Mail – shall be defined as letters and parcels conveyed by the United States Postal Service.

**Other reputable carriers such as Federal Express and UPS may be utilized if deemed necessary.

Email – shall be defined as the system whereby letters, messages and other data are transmitted from one computing or electronic communication device to another through an electronic communication network.

Global Student Emails – shall be defined as communication sent to all students through dolphin email.

Text

1. *Electronic Communication*

- a. All applicants are required to include an email address on their CSU online application for admission. The Admissions and Recruitment office shall utilize stated email address to disseminate communication related to enrollment. It is the responsibility of the student to ensure that communication is received and read.
- b. Communication regarding admission status will be sent to applicants through stated email address as well as their respective Dolphin VIP page.
- c. All students shall receive an email account from the University. Official student email addresses end in @dolphin.CI.edu.
- d. Administration shall utilize the "Dolphin Email" system as the official means of communication to CI students. It is the student's responsibility to ensure that communication is received and read.
- e. Students may redirect their University email address to another account. However, the University will not be responsible for the handling of email by outside vendors or departmental servers. Instructions for redirecting shall be available on the CI "Dolphin Email" web site.
- f. Faculty shall determine how electronic forms of communication (e.g. email) will be used in their respective classes and will specify requirements to their students.
- g. All electronic communication shall meet federal and state accessibility requirements.
- h. All email sent to students shall include the name, title, email address and telephone number of the person or office sending the email so that the student may verify the integrity of the email.
- i. It is a violation of University policy to use University mail or a University email address to impersonate a University office, administrator, faculty, staff member, or student.
- j. Students who are suspended or expelled may have their "Dolphin Email" account closed. The account shall

only be re-opened with approval from the Dean of Students or designee.

- k. Complaints involving harassing email shall be investigated by the Dean of Students or designee.
 - l. Students who voluntarily withdraw from the University and have not completed their program degree or have not enrolled for more than one academic year, will have their email account closed at that time.
 - m. Only designated University offices are eligible to send global student emails.
 - n. Student email addresses shall not be provided for commercial purposes, personal gain or spamming.
 - o. Applicants to the University should inform the Admissions and Recruitment office if there is a change in email address by submitting a letter with their name, date of birth, contact number requesting the University to utilize an alternate email address for communication.
2. **Mail**
- a. Students shall provide the University with a current mailing address.
 - b. Students shall maintain their mailing address by updating it in MyCI.

(SA.07.008)

Death of a Student

Accountability

Student Death Emergency Response Coordinator

Applicability

All current CI students.

Definition(s)

CI Student – a student currently enrolled at CI during the spring or fall semester, summer period, or one who has completed the immediately preceding term and is eligible for re-enrollment. This also includes non-matriculated (i.e. Open University, Extended University, OSHER, and prospective/intent to enroll students).

Student Death Emergency Response (SDER) Team – a campus administrative group consisting of the Vice President for Student Affairs, the CI Police Chief, Special Assistant to the President, Director of Communications & Marketing, Dean of Student Life, Dean of Enrollment Services, University Registrar, and the Special Assistant to the Vice President for Student Affairs. The team will be led by the Vice President for Student Affairs who functions as the Student Death Emergency Response Coordinator (SDERC).

SDER Coordinator – the Vice President for Student Affairs as designated by the University President will lead the Student Death Emergency Response Team and is designated responsible for coordinating the notifications and other actions that may be necessary in response to a student death.

Text

The institutional response to a CI student death entails a series of administrative actions to settle accounts and close academic and personnel records. As outlined in the Procedure for Death of a Student, the campus Student Death Emergency Response (SDER) Team shall be activated and notifications made to a number of campus units in order to enable administrative actions to be taken in a timely manner. Notification responsibilities shall be coordinated by the Student Death Emergency Response Team Coordinator or his/her designee, as specified in the Procedure for Death of a Student.

It is the policy of the University that non-directory information pertaining to deceased students will only be released to the executor/executrix of the estate, or to the next-of-kin, for a period of five years commencing with the date of death. During this five year period, the executor/executrix, or next-of-kin, may also authorize the release of non-directory education information on the deceased student to other parties if a written release is signed. After the five year period, access to education information on the deceased is permitted to anyone without permission.

Every effort will be made to preserve the integrity of the academic record of the deceased in order to prevent identity theft and the fraudulent use of course work, degrees or certificates awarded to the deceased.

A Policy on Degrees Awarded Posthumously (SP 06-10) addresses eligibility and questions of awarding a posthumous degree in the name of a deceased student. Every effort will be made to preserve the integrity of the academic record of the deceased in order to prevent identity theft and the fraudulent use of course work, degrees or certificates awarded to the deceased.
(SA.01.001)

Drug-Free Campus and Workplace Accountability

For Staff:	AVP for Human Resources Programs (805) 437-8423 Human Resources Manager (805) 437-8846
For Faculty:	AVP for Faculty Affairs (805) 437-8485
For Students:	Dean of Students (805) 437-8516

Applicability

All students, faculty, staff, volunteers, members of the public, student assistants and vendors contracting with CI including temporary employees and others who perform work for the benefit of CI.

Definition(s)

Controlled Substances – Controlled substances are those substances defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. §812, and by regulation at 21 C.F.R. §1308.

Illegal Substances – Illegal substances are controlled substances listed in the Controlled Substance Act which are obtained illegally.

Legal Substances – Legal substances are (1) controlled substances that are prescribed or administered by a licensed physician or health-care professional; (2) over-the-counter drugs; and (3) alcoholic beverages.

Text

CI is committed to providing a safe, healthy and productive work and academic environment for all its employees and students. Consistent with its concern for the well-being of its faculty, staff and students, it is the policy of the University to maintain a work and academic environment free from drug and alcohol abuse. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase, offer to purchase and/or unlawful use of controlled substances* or alcohol on the CI campus or its offsite locations, or as any part of its activities, is prohibited. Controlled substances include, but are not limited to, marijuana, heroin, cocaine, LSD, and amphetamines. In addition,

employees are required to remain free from the influence of controlled substances or alcohol while on duty.

As a condition of employment, all employees of the CI (this includes faculty, staff and students) are required to comply with this policy. CI employees who violate this policy will be subject to disciplinary action up to and including discharge for cause. For those employees covered by a Collective Bargaining Agreement (CBA), the terms of the CBA shall be controlling.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) calendar days after the conviction, notify CI of such conviction by informing Human Resources Programs at (805) 437-8423 or (805) 437-8490.

Persons who are not employees of CI, but who volunteer or perform work at the CI for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects at CI, etc.) are required to comply with this policy. Violation of this policy is likely to result in being barred from the workplace even for a first offense.

Counseling:

Employee and Student Assistance Program

The primary focus of the CI's substance abuse prevention program is education and counseling. As part of this program, CI will continue to provide educational workshops for faculty, staff, and students, which will address the medical, health, psychological, social and legal ramifications of illicit drug and alcohol use. CI's Employee Assistance Program (offered through PacifiCare at Confidential Phone Number at: 1-800-234-5465) and Student Counseling Programs will continue to provide information, evaluation, counseling and referral services to students of CI seeking help with personal, emotional, substance abuse, or chemical dependency problems. To take advantage of these resources, contact the appropriate office listed below:

CI recognizes drug and alcohol dependency as treatable conditions and offers employee and student support programs for individuals with substance dependency problems. Employees are encouraged, but not required, to seek assistance for drug and alcohol related problems through the confidential counseling provided through PacifiCare. Students may seek assistance from the Counseling and Student Health Center. The staff of Personal Counseling Services and the Student Health Center will assist students with identifying appropriate treatment resources and will refer them to counseling, treatment or rehabilitation programs, as appropriate. Information obtained regarding a student or employee during participation in any related program will be treated as confidential.

Students can reach the CI Counseling and Student Health Center at (805) 437-8828

Drug and Alcohol Awareness Program

CI has established and will maintain a drug and alcohol awareness program to educate employees and students about:

1. CI's substance abuse policy;
2. The dangers of drugs and alcohol in a work and academic environment;
3. Employee and Student Assistance Programs; and
4. Disciplinary action that may be imposed on employees for violations of this policy. (In the case of represented employees, the terms of the CBA prevail in matters of discipline).

On an annual basis, CI will distribute to all faculty, staff and students a copy of this policy.

You are encouraged to read carefully the following Substance Abuse Policy. This policy applies to all members of the CI community consistent with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. As a member of the CI community, you are expected to comply with all aspects of this policy.

If you have any questions regarding the policy or resources available, please feel free to contact the following individuals:

- For Staff: AVP for Human Resources Programs
(805) 437-8423
Human Resources Manager
(805) 437-8846
- For Faculty: AVP for Faculty Affairs
(805) 437-8485
- For Students: Dean of Students
(805) 437-8516

CI Sanctions:

CI will impose sanctions on individuals and/or organizations that violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. Penalties can include termination from CI and referral for prosecution for the most serious violations of the law and this policy. Disciplinary action may be invoked entirely apart from any civil or criminal penalties that the employee might incur. (FA.31.010)

EOP Grant Awarding

Accountability

Financial Aid office, Educational Opportunity Program.

Applicability

All EOP students at CI.

Definition(s)

EOP: Educational Opportunity Program – The Educational Opportunity Program is designed to improve academic support of low-income and educationally disadvantaged students. The EOP student has the potential to perform satisfactorily in the CSU but has not been able to realize this potential because of his/her economic or educational background. The program provides admission, academic and financial assistance to EOP-eligible undergraduate students.

Eligible EOP Student – An eligible EOP student is an economically and educationally disadvantaged student who has the potential to perform satisfactorily in CSU curricula and has officially been admitted to the program utilizing admission procedures defined in the EOP regulations. Priority consideration may be given to applicants meeting the above criteria who are members of underserved backgrounds (EOP Regulations & Guidelines, 1983-84, 1989).

Text

The priority for awarding an EOP financial grant is as follows:

1. Entering from high school with an expected family contribution of \$0 - \$800.
2. Continuing lower-division classes with an expected family contribution of \$0 - \$800.
3. Entering from high school with an expected family contribution of \$800 - \$4,000.
4. Continuing lower-division classes with an expected family contribution of \$800 - \$4,000.

5. Continuing upper-division classes with an expected family contribution of \$0 - \$800.
6. Continuing upper-division classes with an expected family contribution of \$800 - \$4,000.

The maximum current EOP grant for full-time students is established at \$1,000 per academic year (\$500 per semester). Approval of grant eligibility for part-time enrollment must be confirmed by the EOP Coordinator prior to the start of the term. Grant awards will be prorated according to the following schedule:

Full-time	12 + units	\$500
Three-quarter time	9-11 units.	\$350
Half-time	6-8 units	\$200
Less than half-time	1-5 units	not eligible

If funds are disbursed at the beginning of a term based on full-time enrollment and the student reduces their unit load during the initial change of program period, the EOP grant award will be adjusted and the student will be required to return funds to the University.

Enrollment adjustments made after the initial change of program period require the approval of the instructor and the Dean or Associate Dean of the Faculty. Courses dropped at this point will be reflected as a grade of "W" on the official transcript. There will be no attempt to recover EOP funds from students who drop below full-time status in this manner.

Prior to the start of each term, EOP will provide a list of entering and continuing EOP students to the Financial Aid office. If any student is discontinued from the program, the Financial Aid office should be notified immediately.

According to Senate Bill 1072, Section 31226.5, records of the academic progress of each student attending college under a grant shall be kept by the trustees in order that the program created by this chapter may be evaluated. An eligible new enrollee shall participate in EOP services on the basis of need or as required by the EOP Director (EOP Regulations and Guidelines, 1983-1984, 1989).

EOP students must be in complete compliance with the following requirements:

1. Schedule and attend a minimum of two (2) appointments per semester with the EOP Counselor.
2. Attend all classes.
3. Enroll in at least 12 units each semester.
4. Schedule and attend appointments with a writing consultant at the Writing Center for a minimum of four (4) times each semester.
5. Schedule and attend appointments with a Math tutor in the Math Lab/Tutoring Center a minimum of four (4) times each semester.
6. Maintain a 2.5 cumulative grade-point average (GPA). Attend a minimum of two (2) academic development activities per semester.
7. Attend a minimum of two (2) student leadership development program activities per semester.
8. Notify the EOP Counselor immediately of any major factors that affect the student's status (i.e., change of schedule, change of address and phone number, and extended illness or withdrawal from the University).
9. Remain in overall good standing with the University. If the student is subject to disciplinary action, he/she may be removed from the program.

10. Students who do not fulfill these responsibilities will be subject to administrative probation or termination from the program.
(SA.10.009)

Family Educational Right and Privacy Act (FERPA) Accountability

This policy designates the Vice President for Student Affairs, or designee, as the Compliance Officer for the University. This policy also clarifies secondary roles and responsibilities in University procedures for ensuring compliance. The Custodian of Education Records will vary, based on the type of record, as listed in the following page.

Applicability

All students who are attending or have attended CI.

Education Records

Types	Locations	Custodians
Academic (e.g., transcript, transfer work, class schedule, degree requirements, probation, petitions, etc.)	Records & Registration	University Registrar
	Sage Hall	
Disciplinary/ Student Life	Judicial Affairs Bell Tower	Dean of Students
Financial Aid	Financial Aid Office Enrollment Center Sage Hall	Director of Financial Aid
Student Housing, Tenant and Disciplinary	Housing and Residential Education Office Santa Cruz Village	Director of Housing and Residential Education
Student Accounts	Student Financial Services University Hall	Vice President for Finance & Administration
Placement	Career Development Services Bell Tower	Career Counselor
Student Payroll	Human Resources University Hall	Associate VP HR
Public Safety	Transportation and Parking Services Placer Hall	Chief of Police
Occasional (e.g., Correspondence in office not listed above)	University staff who will direct the student to the location that maintains records	University Registrar

Definition(s)

For the purposes of this policy:

Student – Any person who enrolls or has been enrolled CI.

Third Parties – Non-university persons or entities.

University – Hereafter in this document a reference to CI.

University Official – University employees who have a legitimate educational interest in the records.

Education Records – Any record (in handwriting, print, tapes, film or other medium) maintained by CI, or an agent of the University, which is directly related to a student except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the University's Student Health Services, Personal Counseling Services, or Disability Resource Programs offices if the records are used only for treatment of a student and made available only to those persons providing treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Legitimate Educational Interest – a school official has a legitimate educational interest in the protected education records, a legal "right to know" if the official is:

1. Performing a task that is specified in his or her position description or contract agreement: related to a student's education; or related to the discipline of a student.
2. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
3. Maintaining the safety and security of the campus.

The custodian of record as designated in the "Accountability" section, above, will determine whether a legitimate educational interest exists, whether the school official has a legal right to know, on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains written consent from the student or the concurrence of a supervisor or other appropriate official that the record may be released.

Text

CI is committed to meeting the provisions established in the Family Educational Rights and Privacy Act (FERPA), which protects the rights of students who are enrolled or who were previously enrolled at the University.

Annual Notification

The University will notify currently enrolled students of their rights under FERPA by publishing a notice in the university catalog, and on the CI website.

Disclosure of Education Records to Student

A. Procedure of Students to Inspect Their Education Records

To inspect or review an education record, a student must submit a written request to the University Registrar. If students wish to inspect their student conduct records, the written request must be submitted to the Dean of Students. The student must sign the request; describe the specific records to be reviewed; and must set forth the name under which the student attended the University, the student's ID number, and the student's last date of attendance. Proper picture identification must be presented before the documents may be reviewed. The custodian of record, or the custodian's designee, may waive the requirement for a written request.

For example, the custodian of record for the student account may waive the requirement for a written request when the student requests a copy of the current bill.

The custodian of record or an appropriate designee will make the needed arrangements for access as promptly as possible and advise the student when and where the records will be available for inspection. Access will be given within 45 days or less after receipt of the written request.

Some student records may be destroyed (per the records retention policy) and therefore, the file may not exist for the student to inspect.

B. *Right of University to Refuse Access*

The University reserves the right to refuse permission to the inspection and review of:

- a. Financial statements of the student's parents;
- b. Confidential letters and confidential statements of recommendation placed in the education record before January 1, 1975, if the student has waived his or her right to inspect and review those letters and statements, and the letters and statements relate to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition; or
- c. Confidential letters and confidential statements placed in the education record after January 1, 1975 for which the student has waived the right of access in writing for admission, employment, or receipt of an honor or honorary recognition, except when these documents have been used for any purpose other than that for which they were originally intended; and
- d. Documents excluded from the FERPA definition of education records (such as those listed in the "Definitions" section above.)

C. *Refusal to Provide Copies*

The University reserves the right not to provide copies of transcripts it has received from other education institutions. It also reserves the right to deny copies of the University transcripts if the student has an unpaid financial obligation to the University.

D. *Request for Copies*

If health reasons or extreme distance from the University prevents the student from inspecting the education record, then copies of the specific education record requested will be mailed to the student. The student must pay all copying expenses in advance of the release of the record. The requirement of a written request will not be waived in these circumstances.

Disclosure of Education Records to Other Than the Student to Whom the Record Pertains

A. *Disclosure of Education Records to University Officials*

The University will disclose information from a student's education records to University officials who have a legitimate educational interest in the records.

A University official has a legitimate educational interest if the official is:

- a. Performing a task or service specified in the official's position description or contract;
- b. Performing an instructional task directly related to the student's education;

- c. Performing a task related to the discipline of a student;
- d. Performing as a faculty advisor, program director or dean; (this pertains exclusively to access to the student's academic records);
- e. Providing a service or benefit relating to the student, including, but not limited to, health care, counseling, job placement, financial aid, or health and safety emergency.

B. *Disclosure to Others*

CI may disclose information from a student's education records to other than University officials only with written consent of the student, except:

- a. To officials of another school where the student seeks or intends to enroll;
- b. To certain authorized government representatives;
- c. In connection with the student's financial aid request or award and the information is necessary for certain purposes set forth in the regulations;
- d. To organizations conducting studies for or on behalf of the University;
- e. To accrediting organizations to carry out their accrediting function;
- f. To comply with a judicial order or lawfully issued subpoena and the University has made reasonable effort to notify the student of the order or subpoena in advance of compliance;
- g. To appropriate parties in a health or safety emergency;
- h. To victims of crimes of violence or of a non-forcible sex offense who requests the final results of a disciplinary review process held by the institution against the perpetrator on account of the crime or offense.
- i. In connection with the University's obligation to respond to a request from military recruiters made under the Solomon Amendment.

C. *Records of Requests for Disclosure to Individuals Other Than the Student or University Officials*

A record will be maintained of all requests for access to and disclosures of information from the education records of each student except as stated below. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed and the party's legitimate interest in requesting or obtaining the information. The record may be reviewed by the student. A record of disclosures does not need be kept if those disclosures were made to the student, a University official with legitimate educational interests, a party with written consent from the student, or a party seeking directory information.

D. *Directory Information*

The University designates the following items as directory information:

- a. Student's name
- b. University assigned e-mail address
- c. Major field of study
- d. Dates of attendance
- e. Fulltime or part-time status
- f. Degrees, awards, and honors received
- g. Dates degrees conferred
- h. Participation in officially recognized activities and sports
- i. Weight and height of members of athletic teams

For Student Employees:

- j. Department where employed
- k. Employee Status (i.e. Graduate Assistant, Instructional Student Assistant, Teaching Associate)

Directory information may be released without prior written approval unless notified in writing by the student that all information is to be held in confidence by the University. Requests to withhold directory information should be sent in writing to the University Registrar. The student's records will be kept confidential until the student requests in writing that the confidentiality hold be removed.

E. Challenge and Correction of Education Records

Students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of the privacy or other rights of the student. The following are the procedures for correcting the records.

- a. The student must request an informal discussion of the questionable item with the custodian of record, who will determine whether to comply.
- b. If the student is not satisfied with the result and still wishes to have the record corrected, the student must submit a written request for a change in the education record. This written request must state why the education record is inaccurate, misleading or violates the privacy or other rights of the student. This request must be given to the Vice President for Student Affairs (VPSA). The VPSA will then forward the request to the appropriate division vice president for review.
- c. Upon receipt of the request, the appropriate division vice president shall obtain a written statement from the records custodian that explains why the request for the change in the education record was denied at the informal stage.
- d. After a review, the appropriate division vice president will notify the student whether or not the University will comply with the requested change. If not, the appropriate division vice president will notify the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights. A copy of this communication will be sent to the Vice President for Student Affairs.
- e. Upon receiving a written request for a hearing the Vice President for Student Affairs shall arrange for a hearing within thirty (30) working days after receipt of the request. The student shall be notified at least fifteen (15) working days in advance of the date, time and place of the hearing. The right to a hearing does not include any right to challenge the appropriateness of a grade determined by an instructor. The Vice President for Student Affairs or the Dean of Students can apprise students of the appropriate process for challenging a grade.
- f. The President shall appoint a hearing officer to conduct a hearing. The hearing officer shall be a disinterested party; however, the hearing officer may be an official of the University. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. In accordance with University policy, attorneys will not be permitted to attend the hearing.

- g. The hearing officer will submit a written decision to the Vice President for Student Affairs (VPSA) based on the evidence presented at the hearing. The VPSA will communicate the decision in writing to the student within fifteen (15) days after the hearing.
- h. If the University's decision is that the challenged information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the record will be amended accordingly and the student will be notified in writing by the Vice President for Student Affairs of the amendment.
- i. If the University's decision is that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the Vice President for Student Affairs will inform the student of the right to place a statement in the record commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as that record is maintained, and the statement will be disclosed whenever the University discloses the portion of the record to which the statement relates. The hearing officer's decision is final.

F. Compliance with FERPA

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address for the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

G. Periodic Review of Campus Information Management Practices

Per California State University Executive Order No. 796, a periodic review of campus information management practices concerning student records will be conducted at least every two years or more often as the need arises.

- a. The campus Compliance Officer will have the responsibility for ensuring that the periodic review is conducted and that appropriate reports resulting from these reviews be submitted to the President to be forwarded to the Chancellor's Office.
- b. Any recommended changes to the policy and/or its procedures will be the responsibility of the Compliance Officer to complete in consultation with designated records custodians.

(SA.16.003)

**Federal Work Study
Accountability**

Financial Aid office, Payroll and Human Resources.

Applicability

All students applying for and receiving assistance through this program.

Definition(s)

The Federal Work Study Program – A financial aid program funded by the Federal Government and is intended to provide part-time employment opportunities for eligible students who need additional financial resources to pursue a college education.

ISIR – Institutional Student Information Report. An electronic record received by CI from the Federal Government when the student files a FAFSA form (Free Application for Federal Student Aid).

EFC – Expected Family Contribution. The eligibility value delivered on the ISIR.

Financial Need – equals the cost of attendance minus the federal Expected Family Contribution.

Unmet Need – The amount remaining after a student total financial aid resources and awards have been awarded to meet financial need.

Text

Eligibility

Students who have applied for financial aid through the FAFSA application process and have been awarded Federal Work Study funds may participate. To be eligible, a student must demonstrate need that meets or exceeds the award to meet the award amount authorized by the Financial Aid office. Students may reduce their student loan eligibility to be eligible for FWS. Students must be currently enrolled at least half time (6 units) to be eligible to participate.

FWS employment must be suspended or terminated in all cases where a student no longer meets federal requirements for financial aid or campus requirements for employment. A student's FWS employment must be terminated by the last day of the pay period in which their award expires. If a student becomes ineligible to participate in the Federal Work Study Program, the employer immediately becomes responsible to pay the full earnings of the student. The Employer is also responsible for paying student earnings once the full federal work study award has been earned.

Awarding

Funds are limited and not all eligible students will be able to participate in the program. Employment and funding are awarded on a first-come, first-served basis. Priority is given to students who demonstrate the highest need and applied for financial aid on or before the priority deadline of March 2nd. Federal Work Study award amounts will be determined by the Financial Aid Office to maximize program effectiveness. Awards will continue to be awarded until all funds have been exhausted. FWS awards may be withdrawn or reduced according to fund availability.

Job Placement

Students are responsible for finding employment on campus through Career Development Services or in Federal Work Study approved off-campus positions through the Office of Service Learning and Civic Engagement. Job placement is not guaranteed.

Employment Guidelines

Work Study students are limited to working up to a maximum of 20 hours per week during a regular academic semester in which they are enrolled. During non-enrollment periods such as semester breaks, FWS students may work up to a maximum of 40 hours per week. There are no exceptions to allow a student to work during the time they should be in class. Under no circumstance can a student be authorized to earn over-time pay. Wages earned during a period of non-enrollment (excluding winter and spring breaks) must be used to cover costs associated with educational expenses for the next period of enrollment. (34 CFR 375.25b)

No campus department shall charge a student's employment to the FWS program without the approval of the Financial Aid Office. The FWS program will be administered in accordance with all CSU Human Resources policies and procedures. All standards of employment will be met including, but not limited to: job descriptions, pay rates, hours of employment, payroll certification and other HR requirements.

The University will offer employment both on and off campus. In accordance with federal regulations, the University establishes contracts with non-profit agencies that serve a community need. A contract will be developed with each agency employing FWS students that outlines the responsibilities of the agency including any administrative fees that may be applicable as well as the employer's share of student payroll. (SA.10.005)

Financial Aid Packaging

Accountability

The Financial Aid Office

Applicability

All registered students at CI

Definition(s)

Institutional Student Information Report (ISIR) – An electronic record received by CI from the Federal Government when the student files a FAFSA application (Free Application for Federal Student Aid).

Text

Eligibility

Financial aid eligibility is measured using federal, state, CSU and institutional standards. All students must meet program eligibility criteria as established by the funding entity. All students are required to have a valid Institutional Student Information Report (ISIR) on file before aid is awarded. All students must be applicants to CI to be considered for financial aid funding. These packaging standards given are for all students who qualify for financial aid funding.

Pell Grant

As Pell eligibility is assessed by a national standard, no institutional adjustment of the amount of a Pell award can be made, except as required by regulation due to changes in enrollment status.

ACG/Smart Grants

ACG/Smart Grant funds are awarded according to the Department of Education guidelines of the respective programs and award amounts are designated by the Department of Education. Students must be Pell eligible to qualify.

Supplemental Education Opportunity Grant

Supplemental Education Opportunity Grants (SEOG) are awarded to undergraduate students with exceptional financial need. First priority is given to students with the lowest Expected Family Contributions (EFC) who receive a Pell Grant and who apply by March 2.

State University Grant

State University Grant funds are awarded in accordance with CSU policy which was issued on March 8, 2001, to CSU Presidents from Executive Vice Chancellor David Spence. This CSU policy establishes system wide standards as well as sets the maximum award amounts based on the enrollment category.

CI policy on State University Grant eligibility can be found in the University Catalog.

A State University Grant is awarded up to the full amount of fees minus any fee-based Cal Grant award or waivers. Additional amounts may be awarded up to the maximums established by the Chancellor on a case-by-case basis. Awards may vary based on state funding. The Financial Aid Office is authorized to adjust award amounts to maximize program effectiveness.

A State University grant is awarded only to students accepted in degree or credential programs. Postbaccalaureate unclassified students are not eligible for financial aid.

Priority is given to on-time undergraduate applicants with an expected family contribution of \$800 or less and no award is made to students whose expected family contribution exceeds \$4000.

EOP Grant

EOP grant funds are awarded only to undergraduate students accepted for admission through the CSU EOP program. Eligibility must be confirmed by the EOP Office.

An EOP grant is awarded up to a maximum of \$1000 per academic year.

Priority is given to on-time undergraduate applicants with an expected family contribution of \$800 or less.

Stafford Loans

Subsidized Stafford loans are awarded to meet a remaining need not met by grant assistance. Federal rules regarding class level and cumulative maximum amounts are followed by the Financial Aid Office.

Unsubsidized Stafford Loans are awarded to upper division and postbaccalaureate students. Lower division students may receive unsubsidized loans after a review of their circumstances.

Work Study

Federal Work Study funds are awarded to undergraduates who have expressed an interest in the Federal Work Study Program. Based on award eligibility, these funds can be used to reduce Stafford Loans or provided as another funding resource to finance the student's educational costs. This program has limited funding and is subject to the state budget process.

Coordination

As required by regulation, all aid components and other available resources are reviewed to insure that aid is awarded appropriately and that no duplication of aid resources occurs. Consultation with awarding authorities will take place to determine award priorities. (SA.10.007)

Financial Aid Satisfactory Academic Progress

Accountability

Financial Aid office

Applicability

All registered students at CI receiving financial aid assistance.

Text

This policy is identical to the institutional policy for a student enrolled in the same educational program who is not receiving Title IV assistance. Satisfactory Academic Progress is reviewed annually by the Financial Aid office at the end of the Spring term. The SAP review process is conducted within the student database system and the decision is recorded under the Financial Aid section of the database system.

This policy has four conditions which must be met to be eligible for financial aid. Students who have been awarded financial aid

and do not meet these conditions will have their aid canceled for the subsequent semester.

Part One: Acceptable Passing Rate (Quantitative Standards)

Quantitative standards are assessed by dividing the number of a student's cumulative units (of classes passed) by the total number of attempted CI units plus transferable credits. As students progress in their academic career, the expected ratio or percentage increases. The required ratios are represented in the chart below.

Part Two: Acceptable Grade Point Average (Qualitative Standards)

Degree	Class Level	Percentage of cumulative units taken which must be passed.
Undergraduate	Freshman	75%
Undergraduate	Sophomore	80%
Undergraduate	Junior	85%
Undergraduate	Senior/2nd BA	90%
Postbaccalaureate/ Credential	N/A	90%
Graduate	N/A	90%

All students must maintain a grade point average of 2.0 (overall "C" average) to maintain financial aid eligibility. If students are placed on academic probation, they will be placed on satisfactory academic progress probation as well. Being on probation will allow a student to receive financial aid assistance for one semester. At the conclusion of the semester, the Financial Aid office will review the student's academic record and determine if they are in good standing and therefore able to receive aid for the subsequent semester(s).

Students disqualified by the University are automatically ineligible for financial aid based on qualitative standards of not achieving a 2.0 (C average) grade point average.7410.

Part Three: Unit and Time Limits

Students working toward their first undergraduate degree are limited to 180 earned units (including accepted transfer units towards the degree program), the equivalent of approximately 6 years of fulltime study. Students who have earned their first undergraduate degree and are enrolled in a second baccalaureate program are limited to 48 earned units. Students in a credential program are limited to 48 earned units including prerequisite courses. Students in a master's program are limited to 48 earned units including prerequisite courses.

Part Four: Other Provisions

Incompletes

Any student who was granted an incomplete "I" grade and failed to meet the conditions of the incomplete grade contract after one year, will be given a grade of "IC" which is equivalent to an "F" and will be assessed under the qualitative standards of the SAP policy.

Treatment of Withdrawals

If a student has withdrawn from the university three times, this may demonstrate unwillingness or inability to progress. In such cases, the Financial Aid staff may determine that a student is

subject to a more extensive review by either the Director of Financial Aid, or the SAP Appeals Committee. Aid will remain on hold until this review is completed.

Treatment of Repeated Coursework

The Financial Aid office accepts repeated courses consistent with University Policy limiting these units to 18 semester earned units in which a student earned a prior C- or lower grade. Additional repeated coursework may demonstrate unwillingness or inability to progress. In such cases, the financial aid staff may determine that a student is not making satisfactory academic progress, according to policy.

Treatment of Credit/Non-credit Coursework

Because the University limits to 12 the number of general education CR/NC units that can be used toward graduation, the Financial Aid Department views CR/NC courses in excess of the limit as not applicable toward the degree. Students who exceed the maximum while receiving aid funds are subject to review of continued eligibility.

FA Funding/ Reinstatement Rules following a SAP Appeal

A student cannot be paid for any payment period in which an academic progress standard was not met. If a student fails 'SAP' policy at the beginning of an academic year but meets it later by evidence of sufficient documentation, the following rule applies:

For Federal, State, campus-based, aid types may be paid only for the payment period in which he/she regains progress. It is CI policy that retroactive Stafford loan payments for the entire period of enrollment are not allowed.

SAP Appeal Process

When extraordinary circumstances are adequately documented, a student's satisfactory academic progress may be re-evaluated and adjusted. Students who fail to meet the satisfactory academic progress standards are addressed on a case-by-case basis through an appeal process. Appeals are reviewed by the Director of Financial Aid and the SAP Appeals Committee.

Aid will be canceled upon notice of failing Satisfactory Academic Progress; however, the student has 21 days to appeal. The Director of Financial Aid will render a decision and notify the student within 21 days of receipt of the appeal documentation. If a student's appeal is granted, he/she will be placed on financial aid probation for a semester and granted one semester of financial aid eligibility. At the end of the semester, his/her academic record is re-evaluated to determine if he/she are off of probation and found to be in good standing. The Director of Financial Aid also reserves the right to extend probationary status as necessary.

Students who have completed all undergraduate degree course requirements but have not graduated for any reason are not eligible for funding.

Any financial aid award is tentative until the academic record is reviewed. For entering transfer students, the review is based on the academic record on file at the time of first consideration (or when information becomes available).

Failure to complete units in any term is evidence of failure to make reasonable academic progress. Students in this category will be disqualified from receiving aid the following term and may be subject to repayment of previous term aid received.

Academic progress can be reevaluated at other times identified by the Financial Aid office.
(SA.10.010)

Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation these requirements are available from Human Resources in University Hall, or by telephone at (805) 437-8490.

Motor Vehicle Use

Accountability

Environment, Safety and Risk Management will be responsible for administration of the California Department of Motor Vehicles Employer Pull Notice Program, Defensive Driver training, reporting and record retention for vehicle accidents, and administration of claims in coordination with State Attorney General's Office. Operations Planning and Construction will be responsible for maintenance and repair, inspection and related records for University vehicles. Appropriate administrators will authorize the use of privately owned vehicles and shall ensure employees using vehicles on University business have read the Motor Vehicle Use Policy. Employees using vehicles on University business shall read the Motor Vehicle Use Policy. Administrators shall investigate and submit reports on any vehicle accident.

Applicability

This policy applies to all persons who use motor vehicles on University business, including University owned, rental and privately owned vehicles.

Definition(s)

University Business – University Business for the purpose of this policy is defined to mean "in the performance of, or necessary to, or in the course of the duties of university employment."

University Vehicle – University vehicle is defined as a self-propelled motorized device for land transportation that exceeds two (2) horsepower and is owned, leased, or rented by the University. Vehicles owned, leased, or rented by auxiliary organizations are not covered by this policy.

University Employee – Those persons who have completed all prerequisites to CSU employment; this includes all CSU faculty, staff, and student assistants, and persons on volunteer status.

Volunteer – An individual who volunteers services to the CSU, has completed all prerequisites to CSU Memoranda, HR 2005-26, and/or has active volunteer status (Job class code 0050).

State Insurance – Refers to vehicle liability insurance administered by the State of California for all State vehicles, including University vehicles.

Text

The University will issue vehicles and allow use of rental and personal vehicles to provide transportation for University employees on University business. The University intends to support the vehicular needs of campus programs in the most effective, efficient and safest way possible within the context of State regulatory and liability structure.

General Requirements/Limitations

Damage to University vehicles is the responsibility of the University if it is determined that the State driver is "at fault." State insurance is designed to provide reimbursement to third parties only and does not cover University employees, their vehicles or University vehicles.

Non-State vehicles (rental or personal vehicles) must be insured by the rental company or an individual's personal insurance.

Motorcycles may not be used for the conduct of University business except for police motorcycles as approved by the campus president.

Administrators shall ensure their employees are properly authorized for vehicle use prior to approving travel requests/expense claims involving use of vehicles on University business.

Eligibility to Drive Vehicles on University Business

A driver must meet several criteria in order to drive a vehicle on University business:

- The driver must have a valid driver's license
- The driver must be a University employee
- The driver must complete Defensive Driver training every four years
- If driving a vehicle is a requirement of an employee's job then the employee's license and driving record will be checked – vehicle use will be contingent upon a safe driving record.
- No one under 18 years of age may drive on University business
- Appropriate administrators will minimize driving by non-salaried (volunteer) drivers

University Owned Vehicles

University vehicles shall only be used in the conduct of University business. Transporting any persons other than those directly involved in University business is prohibited unless permission has been obtained in advance for each trip by the employee's supervisor. The University may not loan a University vehicle to an auxiliary organization.

Rental Vehicles

State insurance does not cover rental vehicles. The State has contracts in place with rental car companies that provide liability and repair coverage through the rental car company. Employees renting a vehicle for University business should use only rental companies currently under State contract.

If an employee rents a vehicle from a rental agency which is not on the state car rental contract, the employee's personal automobile insurance policy will be the primary coverage for liability and damages in the event of an accident. Claims paid by private insurance for accidents to non-contracted rental vehicles while operated on university or state business are not reimbursable from CSU or state funds. Liability insurance purchased from non-contract rental agencies is not reimbursable from the university.

Privately Owned Vehicles

University employees may use privately owned vehicles on University business but must comply with the following rules:

- The use must be within the employees' scope of employment (University business only).
- Authorization to use a privately owned vehicle is required. Authorization requires that the employee certify that private automobile liability insurance is in place, that the vehicle is adequate for the work to be performed, is equipped with safety belts and is in safe mechanical condition. The

Authorization will be documented using the form STD 261, "Authorization to Use Privately Owned Vehicle."

- The owner's private automobile insurance will be primary; State insurance provides liability coverage only after the owner's liability coverage is exhausted, and provides no collision or comprehensive coverage. Claims paid by private insurance for accidents in privately owned vehicles while being operated on University business are not reimbursable from CSU or State funds.

Vehicle Accidents

Vehicle accidents must be reported immediately. Additional specific procedures must be followed immediately following an accident. Drivers involved in a vehicle accident must also complete a written report (STD Form 270) within 24 hours. The appropriate administrator must investigate the accident promptly and submit a written report (STD Form 274) to Risk Management within 48 hours.

(FA.43.002)

Nondiscrimination for Students**Accountability**

This policy is administered through the Judicial Affairs Officer. Questions, concerns, suggestions, or complaints should be directed to the Judicial Affairs Officer.

Applicability

This policy applies to all students including student applicants as it relates to all University programs and services.

Employees should refer to the California State University System-wide Guidelines for Nondiscrimination and Affirmative Action Programs in Employment.

Text

It is the policy of CI, in accordance with the Board of Trustees' Policy on Non-discrimination, that CI will consider decisions regarding admission to, access to, or operation of instruction, programs, services, or activities without regard to race, color, religious creed, national origin, ancestry, disability, pregnancy, medical condition, gender, gender identity, sexual orientation, marital status, age or veteran status. We also do not discriminate in recruitment, student employment, and other actions and practices affecting students.

Upon request, the University will consider reasonable accommodation to permit individuals with protected disabilities to (a) complete the admission process, (b) perform essential student employment or work-study functions, (c) participate in instruction, programs, services or activities, and (d) enjoy other benefits and privileges of similarly situated individuals without disabilities. (FA.31.007)

**Nondiscrimination Policy
Race, Color, Ethnicity, National Origin**

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act

of 1973 and the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. Eddie L. Washington, Director of HR Employment Practices, has been designated to coordinate the efforts of CI to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to this person at (805) 437-8490.

Procedures related to this policy may be obtained through the Human Resources Department at (805) 437-8490.

Parking and Traffic

Accountability

The Chief of Police and the Director of Transportation and Parking Services.

Applicability

This policy applies to all CI employees, students, tenants, volunteers and visitors.

Definition(s)

Students – Students are defined as anyone that is enrolled in classes and is primarily on campus to pursue their educational goals. This excludes full time and permanent part time employees.

Employees – For the purpose of this policy, “employees” includes all faculty, staff, temporary employees, and other support personnel employed by the university, excluding unit 11 employees. (Note: Student part time workers, graduate assistants and teaching associates are excluded from this definition because they are primarily on campus for purposes related to obtaining their educational goal and therefore are not considered employees for the purpose of the policy.)

Tenants – Tenants are defined as any organization, person or employees of an organization or person(s) with an executed lease with CI.

University Property – University property is defined as all property owned, leased, and /or controlled by CI.

Text

Operation and parking of vehicles on the campus is regulated and enforced pursuant to the California Vehicle Code. All California Vehicle Code laws pertaining to vehicular operation and parking are in effect and enforced on campus 24 hours a day, 7 days a week. Citations will be issued for violations of any section of the California Vehicle Code. Citation Appeals and Administrative Hearings procedures shall be in accordance with the California Vehicle Code sections 40215 and 40220.

The following policy and regulations apply on campus.

Parking

Parking on campus is by permit only with the exception of metered and visitor spaces. Parking is allowed only in lots appropriate to the permit purchased. Unless indicated by signage, street parking is prohibited on campus and outlying areas.

- **Employees.** All employees utilizing the parking facilities at CI for their privately owned vehicles will be required to pay a parking fee.
- **Students and Tenants.** Students and Tenants are required to purchase parking and may utilize metered parking or parking lots appropriate to the permit purchased.
- **Disabled Students Parking Fee Waiver.** To facilitate the parking needs of students with disabilities, the CI Parking Services may issue a parking permit on a semester basis to students with disabilities if they meet the following criteria:

- Proof of registration at California State University Channel Islands for the period specified in the waiver;
- A disability placard or license plate issued in their name from the California Department of Motor Vehicles or appropriate authorization from another state;
- Proof of eligibility for Federal Financial Aid from the campus Financial Aid Office for the period specified in the waiver.

- **Visitors.** Persons not employed by the campus, who are visiting the campus for the purpose of transacting State business with the campus or visitors that are designated by authorized administrators to assist with the planning and development of the campus may have their parking fees waived. All other visitors must either utilize metered zones or designated visitor spaces, purchase a daily parking permit, or be sponsored by a campus department or tenant and utilize a guest parking permit.

Speed Limits

- The maximum speed limit is 20 mph on campus unless otherwise posted.
- The speed limit in the parking lots is 5 miles per hour.

Bicycles and Skateboards

- The use of skateboards, motorized skateboards, roller skates, roller blades, coasters, or similar devices on campus is prohibited.
- It is prohibited to store or park bicycles in any public location other than a bicycle rack or locker.

Vehicle Storage

- No storage of vehicles is permitted on campus streets or parking lots.
- Abandoned vehicles will be towed away at vehicles owner’s expense.
- No person shall use any motor vehicle in any area on campus for the purpose of human habitation or camping.

Vehicle Repairs

- No repair of private vehicles shall take place on campus with the exception of jump starting a dead battery or fixing a flat tire.

For further regulatory information, definitions, and procedures refer to Exhibit; Parking and Traffic Regulations Manual. (FA.81.001)

Posting of Signage and Materials on External Spaces within the Campus Community

Accountability

Director of Communications & Marketing and the Associate Vice President for Operations, Planning & Construction.

Applicability

All CI students, non-academic functions, University auxiliary groups, lessees, and external constituencies, including members of the public-at-large such as those holding events or activities on the campus.

Definitions

CI Student – a student currently enrolled at CI during the spring or fall semester, the recess period between semesters, summer period, or one who has completed the immediately preceding term and is eligible for re-enrollment. This also includes non-matriculated (i.e. Open University, OSHER students and prospective, intent to enroll students).

Text

It is the policy of CI to preserve and maintain the beauty of the campus. To ensure materials posted are appropriate in content and not geographically offensive or destructive in nature, all materials to be posted in external locations throughout the campus, as well as the dates and times the materials are authorized for display, will be approved in advance by the Director of Communications and Marketing or a designee. Publicity to be posted in a language other than English must also contain an English translation.

External locations include any location along the entry roads and all entrances to the University, including the large vertical monument signs at the entryway along University Drive and the kiosk displays. This policy also applies to the posting of posters, banners or signage throughout exterior spaces of University buildings and the campus community. Exceptions to the policy include student housing facilities and the exterior of campus recreational facilities, both of which will be governed by the Vice President for Student Affairs or his/her designee. Appearance and construction of any external University signage must appear professional and adhere to the University's graphic standards.

Posting

The requestor is responsible for production costs for all signage. Posting of signs in the kiosk display area or on the exterior of University buildings shall be requested through official work order requests to the office of Operations, Planning and Construction, with fees for installing signage to be paid by the requesting area/division.

Removal of Signage

University officials may remove and dispose of any materials posted on the University campus which do not comply with the established policy. All signage must be removed within 48 hours following the event at the expense of the posting party. The posting party will also be responsible for the cost of any damages that may occur as a result of improper posting.

Student Campaigns

Campaigns run by students for the purpose of elections for student leadership offices or to lobby for various campus issues, will fall under the supervision of the Vice President for Student Affairs or his/her designee. He/She is responsible for informing all student clubs and students participating in activities such as student elections, of the policy governing postage throughout the campus.

The posting of materials using items such as ground stakes and chalk on sidewalks are approved on a case-by-case basis as deemed appropriate by the Vice President for Student Affairs or his/her designee, in consultation with the Director of Communications and Marketing or her/his designee as needed.

Posting Restricted Areas

There will be no approved postings in the following campus locations:

- Doors
- Benches
- Building or Hall Lobbies
- Windows
- Mirrors
- Trash or recycling receptacles
- Trees
- Vehicles (other than authorized leaflets-see handbills and circulars)
- Fountains/sculptures
- Exterior of entrance signage or kiosks
- Railings

- Traffic Control Signs
- Planted garden areas
- Newspaper/magazine racks

Posting will also not be permitted in any location that may impair safe visibility for drivers, pedestrians, or persons with disabilities.

Parking Event Signage

Temporary directional signage for events is placed by staff members in the Transportation and Parking office. Every effort should be made to assure the signage, whether provided by the requestor or the Parking office, is large enough to be seen by the driver, while not impairing the site lines or creating congestion for other drivers.

Handbills and Circulars

Distribution of handbills and circulars that do not contain commercial advertising may be permitted with prior approval of content and timelines by either the Vice President for Student Affairs or his/her designee or the Director of Communications and Marketing or her/his designee.

Kiosk

The kiosk located along University Drive near the campus entrance is designated to publicize official campus events and activities targeted to a large external or campus audience.

Further details on posting may be found in Posting Guidelines on the University Website www.csuci.edu. (CM.02.002)

Posting of Signage and Materials in Internal Spaces within the Campus Community

Accountability

The Vice President for Student Affairs, Dean of Students.

Applicability

All CI faculty, staff and students as well as external campus constituencies.

Text

Students and Student Clubs and Organizations:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the Vice President for Student Affairs or his/her designee. The distribution of such materials by students or student clubs or organizations, as approved by the Vice President for Student Affairs or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.
- B. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by students or student clubs and organizations without first being approved by the Vice President for Student Affairs or his/her designee.
- C. Requests for posting flyers, leaflets, brochures or other materials within campus buildings from students or student clubs and organizations must first be approved by the Vice President for Student Affairs or his/her designee.
- D. Students or student clubs or organizations should in no way tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window, lobby, or other surface on campus without prior approval from the Vice President for Student Affairs or his/her designee.

- E. Unapproved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exteriors, classrooms, restrooms and office suite doors) have been designated as non-posting areas.
- F. It is the responsibility of the individual or group posting materials to ensure that all postings have been removed within two working days following the event or date on the posting.
- G. Students or student clubs and organizations that violate this policy may have posting privileges revoked for a specified period of time. Unauthorized postings of a threatening, discriminatory or offensive manner may result in disciplinary action.

External Constituencies:

- A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the Vice President for Student Affairs or his/her designee. The distribution of such materials by external constituencies, as approved by the Vice President for Student Affairs or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.
- B. Time, place and manner may be determined for distribution and may require the sponsorship of a student club or organization or University department.
- C. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by external constituencies without first being approved by the Vice President for Student Affairs or his/her designee.
- D. Requests for posting flyers, leaflets, brochures or other materials within campus buildings from external constituencies must first be approved by the Vice President for Student Affairs or his/her designee.
- E. External constituencies should in no way tack, stick, glue, paste, pin, staple, or otherwise affix any materials on any door, wall, window, lobby, or other surface on campus.
- F. Un-approved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exteriors, classrooms, restrooms and office suite doors) have been designated as non-posting areas.
- G. External constituencies that violate this policy may have posting privileges revoked for a specified period of time. Unauthorized postings of a threatening, discriminatory or offensive manner may result in legal action.

University staff and faculty:

- A. Appropriate written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines established and supervised by the appropriate University Vice President or his/her designee. The distribution of such materials by staff and faculty within guidelines approved by the appropriate University Vice President or his/her designee, is permitted provided steps have been taken to preserve the orderliness of the campus.
- B. Non-University or off-campus printed materials shall not be distributed or circulated within buildings of the campus community by faculty or staff without first being approved

- by the appropriate University Vice President or his/her designee.
 - C. Staff and faculty should not affix materials in a way that will cause damage to the location where they are posted. Acceptable methods of posting materials include the use of poster putty or painters masking tape.
 - D. It is the responsibility of the individual or group posting materials to remove them within two working days following the event or date on the posting.
 - E. Unapproved postings or postings in unauthorized locations within the campus buildings will be removed. The Bell Tower front lobby, the blue textured wall in the lobby of Aliso Hall and all public doors (exteriors, classrooms, restrooms and office suite doors) have been designated as non-posting areas.
- (SA.07.009)

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at Enrollment Services. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection

from the student specifying what information the student requests not be released. Written objections should be sent to the University Registrar.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus's academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

Responsible Use of Information Technology Resources

Accountability

The campus Chief Information Officer (CIO) is responsible for ensuring that a Responsible Use Policy is in place and enforced.

Applicability

This policy applies to all users (e.g., executives, managers, faculty, staff, students, guests, business partners, and others) of CSU data, computer networks, equipment, or computing resources. It is the collective responsibility of all users to ensure the confidentiality, integrity, and availability of information assets owned, leased, or entrusted to the CSU and to use CSU assets in an effective, efficient, ethical, and legal manner.

Text

General Principles

- Use of CSU resources shall be consistent with the education, research, and public service mission of the University, federal and state laws, applicable regulations, and CSU and campus policies.
- The Responsible Use Policy shall apply to all users of resources owned, leased, or entrusted to the CSU.
- It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff, and the general public regardless of disability. Information regarding the Accessible Technology Initiative may be found at: <http://www.calstate.edu/accessibility>.
- The University shall respect individuals' rights to use CSU resources free from intimidation and harassment.
- The University respects freedom of expression in electronic communications on its computing and networking systems. Although this electronic speech has broad protections, all University community members are expected to use the information technology facilities considerately with the understanding that the electronic dissemination of information, particularly on the computing and networking systems, must be available to a broad and diverse audience.
- Other than publicly designated official University sites, the CSU does not generally monitor or restrict content residing on campus systems or transported across its networks.
- If there is reasonable cause to believe that a user has violated CSU or campus policy, federal/state laws, applicable regulations, or contractual obligations, the University reserves the right to take any of the following actions:
 - To have appropriate staff (e.g., IT staff) access the computing systems and networks including individuals login sessions.

- Limit an individual's access to its networks.
- Remove or limit access to University computers and/or materials posted on University computers.
- "Reasonable cause" exists when facts and/or circumstances sufficiently convince a reasonable person to conclude:
 - A violation of CSU or campus policy, state/federal law, applicable regulation, or contractual obligations has occurred.
 - A member or group within the campus community has been detrimentally affected by some action.
- All investigations of CSU or campus policy violations, non-compliance with federal/state laws and applicable regulations or contractual agreements will be conducted in a fair and equitable manner following established CSU and campus procedures.
- In the normal course of system maintenance, both preventive and troubleshooting, system administrators and service providers may be required to view file and monitor content on the CSU and campus networks, equipment, or computing resources. These individuals shall maintain the confidentiality and privacy of information unless otherwise required by law or CSU/campus policy.
- All users (e.g., faculty, staff, students, business partners, etc.) are required to help maintain a safe computing environment by notifying appropriate campus officials of vulnerabilities, risks, and breaches involving campus technology.

User Responsibilities

- Unless otherwise authorized, the owner of an account on a campus information system or network resource is responsible for all activity initiated by the user and performed under his/her account. A user cannot be held responsible for activities that may occur without his/her knowledge (e.g., hacking). When such an event occurs, the user will be required to assist in the investigation of the incident.
- Account owners must appropriately protect their account and authentication credentials.
- Users who have been authorized to use a password-protected account must follow established procedures for setting, maintaining, and changing passwords and may not disclose the password or otherwise make the account available to others without explicit authorization per established procedures.
- With the exception of publicly accessible campus information technology resources, users must not transfer or extend access to University information technology resources to outside individuals or groups without prior approval of authorized University personnel. Such access must be limited in nature and fall within the scope of the educational mission of the University.

Responsible Use

- Users must not use campus information systems, data, or network resources for purposes that are inconsistent, incompatible, violate, or are in conflict with the University's mission, federal/state law, applicable regulations, contractual agreements, or University regulations and policies.
- Users must not use a University owned/leased computer system without permission or authorization.
- Users must not add, delete, alter, or destroy data or software without authorization.
- Users may not make software available for copying on a computer without authorization or unauthorized copies of computer data or documentation.

- Harassment of others via University information systems or network resources is prohibited under California State Penal Code Section 653m, other applicable laws, and University policies. It is a violation of this policy to use electronic means to harass, threaten, defame, or otherwise cause harm to a specific individual or threaten groups of individuals, whether by direct or indirect reference, or by creating a hostile environment. Campus information systems or network resources must not be used to print, send, or store fraudulent or harassing messages and/or materials. No e-mail, messages (voice or electronic), or web pages may be created or sent that may constitute intimidating, hostile, or offensive materials based on gender, race, color, religion, national origin, sexual orientation, or disability.
 - University information systems or network resources must not be used to store, distribute, or transmit obscene or offensive material. These restrictions may not prohibit such access or retention if such materials are being used for a specific academic purpose. Access, storage, and transmission of child pornography using CSU or campus resources ARE strictly prohibited at all times.
 - Certain University facilities that provide information technology (e.g., computer labs, laboratories, offices, and libraries) do not provide a private environment for accessing electronic communications or other data. Therefore, users are advised to be aware of their responsibilities for appropriate behavior in public places. Some materials, which may be appropriate for scholarly inquiry in various disciplines, may have a strong possibility of creating an uncomfortable environment for other users. When an uncomfortable environment has been created, parties are encouraged to contact appropriate campus officials to seek assistance in resolving the conflict.
 - Users must promptly report the loss or theft of any device which grants physical access to a University facility (e.g., keys, access cards or tokens).
 - Users of campus information systems, data, or network resources must not purposefully misrepresent their identity, either directly or by implication, while communicating electronically. This provision is not intended to limit anonymity, where appropriate, but rather to address purposeful and deliberate use of false identities.
 - Campus information systems, data, or network resources must not be used to imply University endorsement, including the support or opposition of the University with regards to any religious or political activity or issue. While using University information systems or network resources, users must not imply University endorsement of products or services of a non-University entity, without appropriate approval. Users must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University unless authorized to do so.
 - Effective information security is a team effort involving the participation and support of every user. A user who has knowledge (or reasonable suspicion) of a violation of this policy must follow the applicable procedures for reporting the violation to the appropriate personnel at his or her campus. A user must not prevent or obstruct another user from reporting a security incident or policy violation.
- behaviors (e.g., disrupting services, or causing a denial of service to a computer system or network without authorization) are prohibited on both University-owned/leased and privately-owned/leased equipment operated on or through campus resources.
- In accordance with California State Penal Code Section 502 and other policies and laws, activities and behaviors that threaten the confidentiality, availability, and integrity of campus data, networks or information systems are prohibited on both University-owned/leased and privately-owned/leased equipment operated on or through University resources. These activities and behaviors include but are not limited to:
 - Failure to comply with authorized requests from University personnel to discontinue activities that threaten the operation or integrity of information systems, data, or network resources.
 - Providing unauthorized services or accounts on University information systems. University-authorized business and other activities directly related to the academic mission of the University are allowed; however, any information systems running services that may negatively impact management, reliability, or integrity of the University network or other University resources may be disconnected from the network.
 - Users must appropriately protect their devices and credentials that provide access to University protected data against loss, theft, or unauthorized access. Users must take reasonable precautions to ensure that their devices (e.g., computers, PDAs, smart phones, etc.) are secure before connecting remotely to the CSU information systems, data, or network resources. Users must close connections (including re-remote connections) to University information systems, data, and network resources once they have completed University-related activities.

Incidental Use

University information systems and network resources are owned and operated by the University and are to be used for University-related activities and may be used for occasional incidental use. Such resources are provided to facilitate a person's essential work as an employee, student, or other role within the University. Individuals may use campus information resources for occasional incidental personal purposes of a private nature provided such use does not:

- Violate international, federal, or state laws.
- Interfere with the University's operation of its information systems and network resources.
- Burden the University with significant costs.
- Interfere with a person's employment or other obligations to the University.
- Constitute or result in financial gain for someone or something other than the University.
- Create a security risk to the confidentiality, integrity or availability of University resources, data or services.

When significant costs for personal use are incurred, users may be held responsible for reimbursing some or all of the costs to the University.

Note: The California State University is in the process of developing a university-wide policy for the responsible use of information technology resources. Pending the adoption of the final policy, CI has adopted, on an interim basis, the initial draft of the CSU policy. The above is only a portion of the University's Interim Policy on Responsible Use of Information Technology

Network and Systems Integrity

- Individuals must not use University-owned/leased or privately-owned/leased technology resources in a manner that purposefully causes damage to or impairs campus information systems, data, or network resources. Such

Resources. The complete policy can be found on the CI website at <http://policy.csuci.edu/IT/03/IT.03.001.htm>. (IT.03.001)

Return of Title IV Funds

Accountability

Financial Aid office

Applicability

All registered students at CI receiving financial aid assistance.

Text

Treatment of Title IV Aid When a Student Withdraws

When a student completely withdraws from the University, the Financial Aid office determines the percentage of Title IV funds to be returned and informs University Cash Services (Cashier's Office). Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student, as outlined below.

- Determine the percentage of the enrollment period completed by the student.
 - $\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$
 - If the calculated percentage exceeds 60%, then the student has "earned" all Title IV aid for the enrollment period.
- Apply the percentage completed to the Title IV aid awarded to determine the student's eligibility for aid prior to the withdrawal.
 - $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.
 - $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$
 - If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- Distribute the responsibility to return funds between the institution and the student.
 - The Financial Aid office will follow Federal regulations to determine the proportions of aid disbursed that must be returned by the institution and by the student. Both loan and grant funds must be returned. The amount of aid the student is responsible for returning will be reflected on the University bill. The student's portion of grant funds to be returned is reduced by 50%, per Federal regulations. Any refund or repayment obligation will be clearly outlined for the student in writing and will appear on the University bill.
- Return the Title IV aid, based on the type of aid disbursed, in the following order:
 1. Federal Unsubsidized Stafford Loan
 2. Federal (Subsidized) Stafford Loan
 3. [Federal Perkins Loan] CI does not participate in this program.
 4. Federal PLUS Loan (Parent and Graduate PLUS)
 5. Federal Pell Grant
 6. Federal SEOG

(SA.10.012)

Service Learning Policy

The following policies will be adhered to at CI for all courses designated as Service Learning Courses, Service-Learning Internships or courses with Service Learning components (hereafter collectively referred to as "Service Learning Courses").

1. Definition

*Service learning is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities, while engaging students in reflection upon what was experienced, how the community was benefited, and what was learned.

*Adapted from the National Commission on Service Learning Definition.

2. All Service Learning Courses must

- a. Serve a genuine community need.
- b. Integrate course learning and teaching objectives with the service learning activities.
- c. Provide activities to engage students in reflection about the service experience and the achievement of learning outcomes.
- d. Generate for each student, before placement, a Student Learning Plan, signed by the student, faculty instructor and authorized Community Organization ("CO") representative, that identifies course goals and risks.
- e. Complete feedback forms on the value and effectiveness of the service learning experience from the perspective of the student, faculty instructor and CO.
- f. Provide a description of the service learning component of the class in the syllabus, stating whether service learning is a required component or not and what percentage of the course grade the service learning component comprises.

3. Service Learning Agreement

A signed Service Learning Agreement between CI and the CO must be on file before any students are placed at the CO.

¹**Note:** Feedback forms related to the service learning experience are explicitly distinct from and not related to the Student Evaluations of Teaching Effectiveness. (SP03-16)

Sexual Harassment for Students, Prohibition of

Accountability

This policy is administered through the Judicial Affairs Officer. Questions, concerns, suggestions, or complaints should be directed to Judicial Affairs. The Judicial Affairs Officer is responsible for assisting students regarding alleged sexual harassment and resolving situations in which sexual harassment occurs or is perceived as occurring; educating CI students regarding the issue of sexual harassment and developing strategies for its elimination; and conducting investigations and responding to allegations of sexual harassment made against students of CI. These responses may include an appropriate action to remedy the complainant's loss, if any.

Applicability

This policy applies to all students including student applicants as it relates to all University programs and services. Employees should refer to the California State University System-wide Policy.

Text

CI will not tolerate sexually harassing conduct within its community and will take all reasonable steps to prevent and eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action, including expulsion. Sexual harassment may also result in legal action against the individual and university. Sexual harassment includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
- Conduct of a sexual nature that is unwelcome and contributes to a learning environment that is hostile, intimidating, offensive, or adverse to persons;
- Conditioning an academic act, decision, evaluation, or recommendation on the submission to or tolerance of any act of a sexual nature.

In determining whether conduct constitutes sexual harassment, all of the circumstances surrounding the conduct are considered.

The prohibition against sexual harassment applies to all University related activities, whether on or off campus.

CI will not tolerate any retaliatory action or other reprisals against those persons who: (a) oppose practices prohibited by this policy; (b) file complaints of sexual harassment; or (c) assist with or participate in a sexual harassment investigation, proceeding, or hearing conducted by CI or any local, state, or federal agency. Individuals are encouraged to report any conduct that might constitute sexual harassment to any Student Affairs Administrator or to Human Resources Programs.

* The parameters of 'sexual harassment' are defined by State and Federal statutes and Court decisions. While the policy set forth above describes actions which fall generally within the scope of 'sexual harassment,' all CSU students are required to conduct themselves in a manner that promotes congeniality within our community and avoids harassment as defined by State and Federal law. (FA.31.008)

Smoking on Campus

To enable CI to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke. Pursuant to the CSU Systemwide Policy Statement Regarding Smoking on University Premises (Executive Order 599) smoking is prohibited in all CI work locations and buildings, including but not limited to meeting rooms, conference facilities, classrooms and student designated buildings such as housing. Designated smoking areas are those areas that exceed 50 feet beyond any inhabited structure on the campus.

For a full description, view Executive Order 599.

Social Security Number, Uses of

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help

determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Solicitation, Public Meetings, Performances, Rallies and Similar Events

Accountability

The chair and members of the Events and Facilities Committee and the Director of Public Safety.

Applicability

This policy applies to all CI faculty, staff, students, tenants, contractors, volunteers, and visitors on university property.

Definition(s)

Solicitation – Solicitation means to request, or endeavor to persuade or obtain by asking, but does not include commercial solicitation.

Tenants – Tenants are defined as any organization, person or employees of an organization or person(s) with an executed lease with CI.

University Property – University property is defined as all property owned leased and/or controlled by CI.

Text

The use of university buildings and grounds for public meetings, performances, rallies, solicitations or other similar functions or events may be permitted in accordance with reasonable directives issued by the campus President as to the time, place and manner and in accordance with the University's Administrative Policy FA.83.001 Policy on Use of Facilities and SA.07.003 Policy on Distribution of Written Materials. All individuals and organizations must arrange for the use of university facilities or grounds through the Events and Facilities Committee. Any such event occurring on campus in violation of established university directives regarding time, place and manner is prohibited.

Solicitation

External Individuals or Organizations

Any circulars, flyers or other form of written material for distribution or solicitation purposes must be submitted with the Events and Facilities Use Request Form to the Events and Facilities Committee for approval.

Time:

8:00AM - 5:00PM Monday through Friday

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

CI Students

Before submitting a request to the Events and Facilities Committee, all students, student clubs or organizations must secure the approval of the Vice President of Student Affairs or designee.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

CI Faculty and Staff

Before submitting a request to the Events and Facilities Committee, faculty shall notify and secure the signature of the Vice President for Academic Affairs and staff shall notify and secure the signature of the Vice President for Finance and Administration.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

Public Meetings, Performances, Rallies, and Similar Events

Time:

8:00AM-5:00PM Monday through Friday

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee. Soliciting is prohibited inside classrooms, offices, and other common areas inside buildings or within twenty feet of a building entrance.

Manner:

Soliciting must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize voice amplification or other unduly loud noise.
- Intimidate, harass or provoke any individual in the vicinity.

External Individuals and Organizations

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.

CI Students

Before submitting a request to the Events and Facilities Committee, all students, student clubs or organizations shall notify and secure the approval of the Vice President of Student Affairs prior to any rally, demonstration or march.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.

CI Faculty and Staff

Before submitting a request to the Events and Facilities Committee, faculty shall notify and secure the signature of the Vice President for Academic Affairs and staff shall notify and secure the signature of the Vice President for Finance and Administration.

Time:

As determined and approved by the Events and Facilities Committee.

Place:

Restricted to the immediate geographical location approved by the Events and Facilities Committee.

Manner:

These meetings or events must be conducted in a manner that does not:

- Interfere with classes in session, or other normal university business or functions.
- Obstruct the free flow of pedestrian and vehicular traffic.
- Utilize any unauthorized amplification or other unduly loud noise.
- Intimidate, harass, provoke or threaten the health and safety of any individual in the vicinity.
- Fail to comply with a lawful order of a public safety officer or university official in the performance of their duties.

(FA.83.002)

State University Grant Awarding

Accountability

The Financial Aid office

Applicability

All registered students at CI

Text

State University Grant funds are awarded in accordance with the system-wide policy statement issued on March 8, 2001, to CSU Presidents from the Assistant Vice Chancellor for Student Academic Support.

The March 8, 2001 document on which this policy was originally based set system-wide eligibility requirements, annual limits and award priority groups. A subsequent document was issued on June 12, 2008 stipulating the annual award limits have increased. The following summarizes that policy statement, including the increased award limits

Eligibility for awards

- Be admitted or enrolled at a CSU campus
- Be classified as a California resident for fee purposes
- Pay the State University fee (excludes students in self support programs)
- Demonstrate financial need
- Not be in default on a student loan
- Not owe a repayment on a student grant
- Be making satisfactory academic progress
- Have an expected family contribution not exceeding fifty percent of the campus standard off-campus budget.

System-wide priority groups

- Have an expected family contribution of \$800 or less
- Be enrolled on at least a half-time basis in a degree or credential program
- File a FAFSA by the campus-designated priority date
- Have not received a Cal Grant or a waiver of the State University fee

CI is in compliance with this policy. The Financial Aid office awards the State University grant according to the following guidelines:

- A State University Grant is awarded up to the full amount of fees minus any fee-based Cal Grant awards or waivers. Additional amounts may be awarded up to the maximums established by the Chancellor on a case-by-case basis.
- A State University grant is awarded only to students accepted in degree or credential programs.
- Priority is given to on-time applicants with an expected family contribution of \$800 or less. The Director of Financial Aid reserves the right to establish the EFC limits consistent with the packaging policy and the expectation that all available SUG funds will be awarded on an annual basis.
- This policy is subject to change as the system-wide policy is amended or as allocations limit the ability of the Financial Aid office to completely fund eligible students.

(SA.10.011)

Student Clubs and Organizations, Eligibility Requirements for Membership

Accountability

Director of Leadership, Career and Health, the Dean of Students and the Vice President for Student Affairs.

Applicability

All enrolled students at CI

Definition(s)

Registered/Recognized – is defined as an approved status for student clubs and organizations.

Club – is defined as a registered or recognized group of students organized with a similar interest for a social, literary, athletic, political, or other common purpose.

Organization – is defined as a registered or recognized group of students organized for and acting towards a particular cause.

GPA – is defined as grade point average

Minor Student Representative Offices – is defined as student presidents and treasurers as well as any elected position in a registered or recognized club or organization.

Major Student Representative Offices – is defined as any elected position in one of the four ASI entities (Student Government, Student Programming Board, The Nautical yearbook and CI View student newspaper as well as the ASI Board.

Club/Organization Member – is defined as a student in a general membership role without a specific title or job function.

Text

Eligibility Requirements will be reviewed each semester.

Minimum eligibility requirements to be a member of a club or organization at CI:

- Must be enrolled in no less than three units at CI
- Have an overall CI GPA of at least 2.0
- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records

Minimum eligibility requirements for major and minor representatives of a club or organization at CI:

- Must be enrolled in no less than six units at CI (Undergraduates)
- Must be enrolled in no less than three units at CI (Postbaccalaureate)
- Have an overall CI GPA of at least 2.5 (Undergraduates)
- Have an overall CI GPA of at least 3.0 (Postbaccalaureate)
- Have an overall Transfer GPA of at least 2.5 (Transfers)
- Be in good academic and behavioral standing (not on academic or disciplinary probation)
- Be free of any holds on University records

Failure to meet the above requirements will result in the student member's removal from the Club/Organization's roster prior to the start of the next semester.

First time in college students without a CI GPA can not serve as officers, but may participate as general members their first semester. However, upon completion of their first semester they must follow the eligibility requirements outlined for general membership. Clubs/Organizations may impose more restrictive requirements in their constitution(s) or bylaws.

(SA.21.002)

Student Conduct

Student Conduct

Title 5, California Code of Regulations, § 41301. Standards for Student Conduct.

A. *Campus Community Values*

1. The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

B. *Grounds for Student Discipline*

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
 - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - b. Furnishing false information to a University official, faculty member, or campus office.
 - c. Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - d. Misrepresenting ones' self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
 - a. Unauthorized entry into a file, for any purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another's identification or password.
 - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal University operations.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
 - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - b. Disruption or interference with the orderly progress of a student discipline proceeding.
 - c. Initiation of a student discipline proceeding in bad faith.

- d. Attempting to discourage another from participating in the student discipline matter.
 - e. Attempting to influence the impartiality of any participant in a student discipline matter.
 - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C. Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

D. Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Disposition of Fees: Campus Emergency; Interim Suspension. Title 5, California Code of Regulations, § 41302.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she

is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Tobacco Sales and Sponsorships on Campus Accountability

Vice President of Finance and Administration, Vice President of Advancement, Director of Communication and Marketing.

Applicability

Applies to all University events held on campus and all advertising and sales in the campus bookstore and campus food services. Independent vendors, other than the campus bookstore, who lease space in the Town Center complex are excluded from this policy.

Text

It is the policy of CI to provide a healthful environment for all who visit, work and live on the campus and, further, to encourage a healthy lifestyle for the visitors and residents of the University and University Glen.

The University prohibits the sale of all tobacco products on campus. This prohibition includes the areas of The Cove campus bookstore and the Island's Café. The University encourages all other lessees and auxiliary groups to abstain from tobacco sales.

Further, the campus will not advertise tobacco or accept sponsorship for campus events or activities from tobacco companies.

(CM.02.003)