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Policies and Regulations

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 & Information Technology

Information Security

CSU Channel Islands is committed to protecting the confidentiality, integrity and availability of campus information assets. Unauthorized modification, deletion, or disclosure of information assets can compromise the mission of the CSU, violate individual privacy rights, and possibly constitute a criminal act. The Board of Trustees of the CSU has overall responsibility for the protection of information assets, and has established an Information Security Policy (ICSUAM 8000.0). It is the policy and practice of Channel Islands to abide by the letter and spirit of the CSU policy.

For a full description, view the CSU Information Security webpage: http://www.calstate.edu/icsuam/sections/8000/.

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 academic and 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., A& 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 academic and information technology resources, users must not transfer or extend access to University academic and 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 email, 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 spaces. 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.

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 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:
  o 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.
  o 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 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
Admissions

Admission Exceptions

Accountability
The Director of Admissions & 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 Disability Resource Programs (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.

Application Roll-Over
The complete policy text can be found on the CI website at http://policy.csuci.edu/IT/03/IT.03.001.htm. (IT.03.001)

Intent to Enroll
The complete policy text can be found on the CI website at http://policy.csuci.edu/SA/02/SA.02.013.htm. (SA.02.013)

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.

2. 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.

3. 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 Recruitment office rests with the applicant.
4. 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.

5. 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.

Course Credit

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 6 semester units (9 quarter units) of college credit. CI credit for past (and current) exams is available on the Academic Advising website under Transfer Credit Information at [website]. 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 [website] 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.

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 [website].

Credit for Military Service
Credit will be awarded 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 Educational Experience in the Armed Forces. CI has final discretion on where these units will be applied. Specific information on credit earned may be found by visiting the Academic Advising website located at [website].

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. Specific information on credit earned may be found by visiting the Academic Advising website located at [website].

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 [website]. ASSIST also provides CSU General Education and IGETC certification lists.

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. CI credit for past (and current) exams is available on the Academic Advising website under Transfer Credit Information at [website]. 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
Federal Expected Family Contribution—The eligibility value determined by the Federal Government when the student files a FAFSA form (Free Application for Federal Student Aid) is used to assess the student's need for additional financial resources to pursue a college education.

EOP Grant Awarding

The complete policy text can be found on the CI website at http://policy.csuci.edu/SA/10/SA.10.009.htm.

(SA.10.009)

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 overtime 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. Post-baccalaureate 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. 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 post-baccalaureate 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)

<table>
<thead>
<tr>
<th>Degrees</th>
<th>Class Level</th>
<th>Percentage of cumulative units taken which must be passed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Freshman</td>
<td>75%</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Sophomore</td>
<td>80%</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Junior</td>
<td>85%</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Senior/2nd BA</td>
<td>90%</td>
</tr>
<tr>
<td>Post-baccalaureate/Credential</td>
<td>N/A</td>
<td>90%</td>
</tr>
<tr>
<td>Graduate</td>
<td>N/A</td>
<td>90%</td>
</tr>
</tbody>
</table>

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.

### 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 full-time 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 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 is 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)

### 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 Student Business Services. 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:
  - Days Attended ÷ Days in Enrollment Period = 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:
  - Total Aid Disbursed x Percentage Completed = Earned Aid

- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program:
  - Total Disbursed Aid - Earned Aid = 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

(State 10.011)

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
- Have an expected family contribution of $800 or less
- Be enrolled on at least a half-time basis in a degree or credential program
- 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.

(State 10.011)

Grades, Honors and Awards

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:

(State 10.012)
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 office of the registrar must be notified in writing of the intent to appeal the grade, within 30 days of the last day of the semester. The final degree evaluation will not be performed and the degree will not be granted until the grade appeal process has been completed.

7. No grades can be appealed or changed for any reason after a degree has been granted.

** When the basis of a grade appeal is alleged conduct that constitutes discrimination, then: a) the appeal will be referred to the Complaint Procedure for investigation and determination of whether discrimination occurred; b) when discrimination is determined to have occurred and the remedy includes a potential grade change, then the decision regarding whether and how to change the grade will be made jointly by the University Appeals Committee and the Appropriate Administrator (if the complaint is against a nonstudent) or the Judicial Officer or Hearing Officer (if the complaint is against a student); and c) the filing of a grade appeal will not postpone or suspend an investigation and discrimination determination under the Complaint Procedure.

[SP05-09]

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+”, “C”, & “IC.”


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.

[SP09-04]

Grades

1. “ABCDF” 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.

[SP01-38]
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.”

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:

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

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 reenrolling 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 of Admissions and Recruitment office that he/she wishes to receive credit.

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 extracurricular 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.

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. [SP03-19]
Introductions and Service Learning Internships

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 party for the negligence of its officer’s employees and agents.

(SPO3-17)

Service Learning Policy
The complete policy text can be found on the CI website http://senate.csuci.edu/policies.htm.

Records & Registration

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.

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

<table>
<thead>
<tr>
<th>Undergraduate Full-Time</th>
<th>12 + units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Part-Time</td>
<td>6 units</td>
</tr>
<tr>
<td>Graduate Full-Time</td>
<td>9 units</td>
</tr>
<tr>
<td>Graduate Part-Time</td>
<td>4 units</td>
</tr>
</tbody>
</table>

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 of 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.

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 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.

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. (SP04-37)

**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. (SP02-04)

**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. (SP04-37)

**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. (SP03-05)

**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 & 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.

(SPO3-34)

**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 makeup 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.

(SPO1-56)

**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)

**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 Resource Programs (DRP) 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 DRP 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 DRP Coordinator. Eligibility for priority registration will be periodically reevaluated 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)

**Double-Counting of Course Requirements**

A course may meet the requirements for two or more program areas (majors, minors, and other subprograms) 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 2 units of upperdivision, interdisciplinary General Education courses may be double counted between a major and General Education. (SP01-34)

**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)

**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. (SP02-08)

**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 post-baccalaureate 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. (SP06-19)

**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 and Registration office and the 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 and Registration 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 and registration office.
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. (SP03-20)

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. (SP01-37)

Withdrawal from Courses
1. Undergraduate students may withdraw from no more than 18 semester units.
2. Students may drop courses during the first three weeks of classes without instructor permission.
3. 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 of 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)

Rights and Responsibilities of Individuals

Campus Safety and Environment

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 assultive; 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 Police Services, 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.

Free Speech and Assembly

Accountability
The Vice President for Student Affairs and the Dean of Students

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 El Dorado Hall 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 Dean of Students. 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.

**Motor Vehicle Use**
The complete policy text can be found on the CI website at [http://policy.csuci.edu/FA/43/FA.43.002.htm](http://policy.csuci.edu/FA/43/FA.43.002.htm).

**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 Systemwide 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 Nondiscrimination, 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, Age and Religion**
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, or 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, as amended, 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.

**Sex/Gender**
The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by CI. Such programs and activities include admission of students and employment.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Inquiries concerning the application these laws to programs and activities of CI may be referred to Eddie L. Washington, Director of HR Employment Practices, the campus officer assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office for Civil Rights, United States Department of Education, 30 Beale Street, Suite 7200, San Francisco, California 94110.

Inquiries 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 & Parking Services.

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

Definitions

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 employee 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 Communication & 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 nonmatriculated (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
Directors 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
tower 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 organizations participating in activities such as
student elections, of the policy governing postage throughout the
campus.

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.

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

Accountability
The Vice President for Student Affairs and the 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. 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.

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 disciplinary 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]

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
Smoking on Campus

Accountability:
The Associate Vice President for Human Resources Programs, who administers this policy at California State University Channel Islands, and the Dean of Students and the Director of Housing & Residential Education administer this policy for students. Questions, concerns, suggestions, or complaints should be directed to Human Resources Programs at (805) 437-8490.

Applicability
This policy applies to all individuals on the campus of California State University Channel Islands and excludes University Glen.

Text
The goal of this policy is to provide smoke-free areas on campus to limit exposure to secondhand smoke. Smoking is prohibited in all California State University Channel Islands work locations and buildings. Smoking is only allowed in locations which are at least 50 feet away from any structure on the campus including bus stops and outdoor dining areas. At designated outdoor recreational areas, smoking is prohibited within 50 feet of the playing surface. Additionally, smoking is prohibited in all State-owned vehicles (FA.3.1.013).

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 for 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 any unauthorized 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 for 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.

[CI Faculty and Staff]

**Tobacco Sales and Sponsorships on Campus**

The complete policy text can be found on the CI website at http://policy.csuci.edu/CM/02/CM.02.003.htm. (CM.02.003)

**General 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)
**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 & 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.
- **Electronic Communication** — shall be defined as communication 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 @myci.csuci.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 officer, 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.

**Death of a Student**
The complete policy text can be found on the CI website at http://policy.csuci.edu/SA/01/SA.01.001.htm. [SA.01.001]

**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 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 or expelled, he or she shall be required to meet the emergency, safeguard persons and property, and meet educational activities.

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
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, (805) 437-8490.

**Intellectual Property**
The complete policy text can be found on the CI website at http://policy.csuci.edu/AA/01/AA.01.002.htm.

(Student Conduct & Health)

**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.

**Student Clubs and Organizations, Eligibility Requirements for Membership**

**Accountability**
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 6 units (Undergraduates)
- Must be enrolled in no less than 3 units (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 (Transfer)
- 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 cannot 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.

(Student Conduct & Health)

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

(SPO2-01)

**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/rekognized student club or organization without prior approval by the President or designee is prohibited.

Intoxication by any member of a University registered/rekognized 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.

Drug-Free Campus and Workplace

**Accountability**

For Staff: AVP for Human Resources Programs (805) 437-8425
Human Resources Manager (805) 437-8826

For Faculty: AVP for Faculty Affairs (805) 437-8485

For Students: Dean of Students (805) 437-8512

**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) 437-8425 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 Personal Counseling Services 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
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:

1. 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.
2. Giving false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. 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.
5. 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.
6. Providing or obtaining unauthorized copies of any portion of an examination or other course work.
7. Using a commercially prepared paper or research project, or submitting for academic credit any work completed by someone else.
8. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
9. Falsifying material relating to course registration or grades, either for oneself or for someone else.
10. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
11. Taking an examination in the place of another student.
12. Making unauthorized changes in any reported grade or on an official academic report form.

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13. Falsifying data submitted for academic credit.
14. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
15. 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.
16. Using University resources in an academically dishonest manner.
17. Falsifying evidence, intimidating, or influencing someone in connection with an honor violation investigation, hearing, or appeal.
(SP04-38)

Judicial Affairs

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

Applicability:
An applicant, 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 - 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 et seq. 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 — means evidence presented which establishes a majority (51%) in favor of one side or the other.

Text:
General Provisions
• 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 prescribed in these procedures. Student conduct administrators serve at the pleasure of the president.
• 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 sanction(s).
• Attorneys
  Student Conduct proceedings are not meant to be formal court-like trials. Although university related sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines as a matter of standing campus directive whether attorneys are permitted to be present in all or some campus 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. At CSU Channel Islands, attorneys are not permitted to be present at campus proceedings as advisors/representatives for the student or the campus.
• Interpretation of the Code or Process
  All issues regarding the hearing described under the section titled Proceedings below, 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.
• 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 (VP SA) for all matters related to Judicial Affairs at CSU Channel Islands.
• 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.
• Time Lines
  All times set in this executive order may be extended by the university when necessary. Extensions shall 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/her to advise him/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 violating 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 the Student Conduct Administrator 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 that the student has on record with the university. As of July 1, 2010, CSU Channel Islands utilizes dolphin email for all judicial related correspondence.

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 (as the President's 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, including the location (or copies) of the campus policies that were violated.
   vii. Notification that the student may be accompanied at the hearing by an advisor as well as the campus directive regarding attorneys.
   viii. Notification that the student can waive his/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 section Interim Suspension below.)
x. A copy of Executive Order 1043 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 the executive order must be enclosed along with any other campus policy referenced in the Notice of Hearing.

The Notice of Hearing is sent to the student at least 10 working days before the hearing.

b. The charges stated in the Notice of Hearing may be amended at any time. If an amendment would require the student to prepare a different response, the student may request a postponement of the hearing for a reasonable period of time. If the charges are amended after a hearing is underway, the Hearing Officer may postpone the hearing for a reasonable period of time.

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 g 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. Hearing dates will not be changed because of the schedule of the advisor for the student charged.

c. The Student Conduct Administrator may also be accompanied by one advisor. 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.

d. 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/her decision only on the information received at the hearing.

e. The Hearing Officer makes an official audio recording of the hearing. S/he 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.
f. If the student charged fails to appear at the hearing, the hearing proceeds without him/her. The decision, like every other hearing decision, must be based on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he/she failed to appear at the hearing.
g. 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.
h. 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.
i. The Hearing Officer’s decisions regarding procedural issues are final.
j. 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/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.
k. 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/her findings and conclusions to the VPSA (as the president’s designee), along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

6. The Final Decision
   a. The VPSA (as the president’s designee) reviews the Hearing Officer’s report and issues a final decision. The VPSA (as the president’s designee) 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 VPSA (as the president’s designee) adopts a more severe sanction than what is recommended by the Hearing Officer, the VPSA (as the president’s designee) must set forth the reasons in the final decision letter. The VPSAs (as the president’s designee) final decision letter is issued within five working days after receipt of the Hearing Officer’s report.
   b. The VPSA (as the president’s designee) sends notice of his/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 that 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” (A “crime of violence” includes: arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible and non-forcible sex offenses. 99 C.F.R. § 99.39.), the university may notify the alleged victim(s) of the final results of a hearing as it relates to those charges regardless of whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.) If the alleged victim of a “crime of violence” makes a written request for the results of the proceeding the university must provide the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university may notify the alleged victim of the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university must notify the alleged victim of the final results of a hearing as it relates to those charges regardless of whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.) If the alleged victim of a “crime of violence” makes a written request for the results of the proceeding the university must provide the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university may notify the alleged victim of the outcome of the proceeding related to that charge.

Sanctions
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.

Sanctions
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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 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 California State University system.

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.

In addition to the sanctions referenced under Article V of Executive Order 1043 and in this policy under the section titled Sanctions, CSU Channel Islands may impose the following University-recognized sanctions:

a. **Oral Disciplinary Warning** — An oral disciplinary warning is an official warning that the student’s behavior is in violation of the CI Student Code of Conduct. The oral warning is the least severe of all the sanctions and will be documented in the student’s disciplinary file. If the student is found to be in violation of a second charge, subsequent action may be more severe.

b. **Written Disciplinary Warning** — A written disciplinary warning is an official reprimand for violations of specified University policies or campus regulations. The written warning is placed in the students’ file for a specified period of time. The warning is then removed if the student does not commit any further violations during the specified time. If the student is found to be in violation of a second charge, subsequent action may be more severe.

c. **Multiple Sanctions** — More than one sanction may be imposed for a single violation.

d. **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).

e. **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 Hearing 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.

f. **Record of Discipline** — Disciplinary probation is entered on a student’s transcript, with beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student’s transcript, with 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**

The VPSA (as the president’s designee) may impose an interim suspension where 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 as enumerated in Section 41301 of Title 5 of the California Code of Regulations and a factual description of the conduct alleged to form their basis. The opportunity for a hearing within ten working days of the imposition of the suspension is also required. (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 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. If the university proves that there is reasonable cause for the interim suspension to continue it shall remain in effect until the university closes the disciplinary matter, whether by settlement, final decision or dropped charges, but in no case longer than the VPSA (as the president’s designee) has determined is required to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order.

3. **Denial of Presence on Campus**

During the period of an interim suspension, the student charged may not, without prior written permission from his/her campus VPSA (as the president’s designee), enter any campus of the California State University other than to attend the hearing regarding the merits of his/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)

**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 one’s 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 intringes 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 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.

E. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
   As referenced earlier in Section XXI, Student Conduct (15) (G) the penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Student Privacy
Family Educational Rights 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

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

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 directly 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

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. Full-time 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 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)

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 there under (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 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).

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.