

University Policies

California State University, Chico wants you to be aware of the following policies and issues, which affect you and the quality of life in our community. Please take the time to read and consider carefully the full implication and intent of these policies. You are expected to abide by them and contribute to your own well-being and that of this university by careful attention to them.

California State University, Chico has a moral responsibility to maintain an environment that is nurturing, encourages intellectual growth, and fosters mutual respect among cultures and individuals resident on our campus.

Information on complaint and/or grievance procedures regarding the nondiscrimination policy and affirmative action policy or law is available from the Coordinator for Student Judicial Affairs (KNDL 110, 530-898-6897) or the Employee Relations Manager (KNDL 118, 530-898-4666).

Policy on Nondiscrimination and Affirmative Action in Employment and Education

California State University, Chico establishes this policy in recognition of its educational mission, its social concerns, its responsibility for the personal development of individuals, and its concern for the rights of individuals.

CSU, Chico will comply with federal and state regulations relating to affirmative action and nondiscrimination obligations. The university will provide equal opportunity in education and employment for all qualified persons; prohibit illegal discrimination based on age, race, religion, color, national origin, gender, sexual orientation, marital or veteran status, and disability; and promote the full realization of equal education and employment opportunities through a positive and continuing program of affirmative action for the university as a whole and for each constituent unit.

This policy governs all university educational and employment practices and procedures including, but not limited to, recruitment, employment, enrollment, rate of pay or other compensation, advancement, reclassification, promotion, financial aid, demotion, renewal, non-renewal, termination, dismissal, transfer, layoff, leave, training, employee benefits, grading and program access.

It will be a violation of this policy to dismiss, discharge, expel, penalize, discipline, harass, adversely alter academic grades or otherwise discriminate against any student, faculty, or staff member because he/she has opposed any discriminatory practice, filed an internal or external complaint of discrimination, or testified or assisted in any proceeding in accordance with this policy.

Responsibility and authority for the dissemination and implementation of this policy lies ultimately with the president of the university with the support of university administrators, faculty, and staff and with assistance from the Vice Provost for Human Resources. Practically, the responsibility and authority to act affirmatively to provide equality of opportunity in education and employment lies with all who are in decision-making positions within the university. Support for the university's affirmative action policy will be considered in the annual evaluation of administrators and

supervisors. The university will commit appropriate resources and create a supportive atmosphere for the implementation of this policy. (Reference: EM 99-24, June 24, 1999)

Violence and Threats of Violence Prohibited

The university has zero tolerance for and prohibits violence or threats of violence against any member of the university community.

Violent acts or threats of violence by any university employee or student are subject to disciplinary action up to and including dismissal from employment, expulsion from the university, and civil or criminal prosecution, as appropriate. Disciplinary action shall be conducted in accordance with appropriate university policies (see EM 98-09 for detailed information on this policy and the Campus Violence Prevention Program).

It is the responsibility of every administrator, faculty member, staff member, and student to take any threatening behavior or violent act seriously and report it directly to the University Police. When confronted by an imminent or actual incident of violence, or a threat of possible violence, on campus, call 9-9-1-1. When appropriate, the Chief of Police shall convene the Campus Violence Consultation Team.

California Whistleblower Protection Act

Employees and applicants for employment alleging retaliation for having made a protected disclosure under the California Whistleblower Protection Act may contact Employee Relations at 530-898-4666 or the Vice Chancellor of Human Resources at (562) 951-4455.

Access and Academic Rights and Development

California State University, Chico is committed to achieving improved access to the educationally or economically disadvantaged and to provide academic development opportunities as an integral component of its mission.

Nondiscrimination Policy Regarding Individuals with Disabilities

California State University, Chico is committed to the full inclusion of individuals with disabilities in all educational and operational aspects of campus life. In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, CSU, Chico adopts this policy of nondiscrimination to ensure that any person with a disability will not, on the basis of that disability, be denied access to or participation in any program, service, or opportunity provided by the campus. [Excerpts from the policy follow, see EM 99-21 for the full text.]

Employees: Through its administrative representatives, CSU, Chico will recruit, hire, train, advance, and promote individuals in all job classifications without regard to physical or psychological disability.

Students: As an institution of higher education, the university will provide reasonable accommodations to students with disabilities in campus-sponsored academic programs, activities, and services unless such provisions would cause a fundamental alteration of the course, program, activity, or service.

General Public: At university-sponsored events, CSU, Chico will provide reasonable accommodations to members of the general public with disabilities unless doing so would cause a fundamental alteration of the program, activity, or service.

It will be a violation of this policy to dismiss, discharge, expel, penalize, discipline, harass, adversely alter academic grades, or otherwise discriminate against any student, faculty, or staff member because he/she has opposed any discriminatory practice, filed an internal or external complaint of discrimination, or testified or assisted in any proceeding in accordance with this policy.

Policy Implementation: The authority and responsibility for assuring compliance with this policy rests with the university president. General oversight has been delegated to the Director of EEO Compliance and Disability Programs. Questions or concerns regarding this policy or accommodations for faculty and staff may be referred to the Director of EEO Compliance and Disability Programs (KNDL 120, 530-898-5436). Detailed information and assistance regarding accommodations for students may be obtained from the Office of Disability Support Services. Information regarding accommodations for public individuals may be obtained from the Office of Public Events.

Student Rights & Responsibilities

Students' rights and responsibilities are discussed in the *Speech and Advocacy Guidelines* and the *Code of Student Rights and Responsibilities*, which delineate standards and policies of mutual respect and behavior.

Inappropriate conduct by students or applicants for admission is subject to discipline as provided in sections 41301 through 41304 of Title 5, *California Code of Regulations*. A complete reading of these sections can be found under "CSU Campuses and Policies" in *The University Catalog*. In addition, the *Code of Student Rights and Responsibilities* describes informal and formal opportunities for due process in the case of student discipline.

For these documents and more information, call the Coordinator for Student Judicial Affairs (KNDL 110, x6897).

Academic Honesty

Faculty expect students to maintain a high standard of academic integrity. If you are unclear about a specific situation, ask your instructors. They will explain what is and is not acceptable in their classes.

If a student is thought to be cheating and charges are brought, the process can result in severe consequences, ranging from failure in an individual course to long-term suspension from the university and denial of a degree.

Academic dishonesty, generally, is taking credit for work which is not your own or attempting to receive credit or improve a grade through fraudulent or deceptive means. Examples include taking information from or providing information to another student, plagiarism, or altering a grade or record.

Consult the guide on *Ethical Standards and Disciplinary Procedures* for complete definitions. Copies of the *Code of Student Rights and Responsibilities* and answers to questions about academic honesty may be obtained in the Office of the Coordinator of Student Judicial Affairs (KNDL 110, x6897).

Student Grievance Procedures

Students who believe they are victims of unfair policies or practices at California State University, Chico can bring their concerns to the coordinator for Student Judicial Affairs (KNDL 110, x6897). The office is available to provide students the opportunity to resolve problems arising from actions taken on behalf of California State University, Chico in a fair, uniform, and orderly manner. Most student complaints can be resolved

on an informal basis by the Coordinator. Should the situation be unresolvable through informal means, the student may invoke formal grievance proceedings. Formal Student Grievance Procedures are provided in EM 94-22. You may get a copy of this memorandum from the Coordinator for Student Judicial Affairs.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge such if the student claims they are inaccurate, records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained by going to the Student Records & Registration Office or by logging onto <http://www.ed.gov/policy>. 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, Washington, D.C. 20202-4605.

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, part-time/full-time status, dates of attendance, degrees 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 information the student requests not be released. Written objections should be sent to the Office of Student Records and Registration, MLIB 180.

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 who have reason for using 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; to other institutions to which the student is transferring).

Student Persistence Information

CSU, Chico is among the highest student persistence and graduation rates in the CSU system. Specific information on persistence and graduation rates is available from the Office of Institutional Research, 530-898-5623.

Health Insurance for Students

The university recommends that you have adequate health insurance to cover the cost of medical care in Chico which is beyond the scope of the Student Health Service. If you are not covered under a health insurance plan which provides coverage in Chico (the nearest Kaiser facility is 100 miles away), we suggest you go to the Student Health Center and purchase the low-cost accident and health insurance plan, which is designed specifically for CSU, Chico students.

Immunization Requirement

The California State University requires all new students born after January 1, 1957 to present proof of measles and rubella immunizations in order to register for classes. You are required to file a Student Immunization Certification form, which summarizes your immunization record or permits you to request an exemption on specific grounds. This form is available from Student Records and Registration, MLIB 180, and, once completed, should be returned there.

Military Selective Service Requirement

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Student Organizations Policy

University recognition is a privilege granted to student organizations by the university. Recognized organizations are afforded access to campus resources and in turn agree to comply with regulations and procedures established for the governance of student groups.

Recognition of a student organization creates an official relationship with the university. It in no way implies that California State University, Chico approves of, supervises, sanctions, or takes responsibility for the actions and activities of the organization. While the university does not encourage nor condone illegal or dangerous activities, individuals involving themselves in

student organizations do so at their own risk.

No individual student or student organization may engage in or plan any activity that may be defined as "hazing." The California Education Code defines hazing as "any activity which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace." In addition, no individual nor organization may, by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual's freedom of thought or choice.

The policy does not supersede regulations set forth by federal, state, or trustee action, nor impede any additional restrictions or criteria from being implemented by the university. The university president maintains the right to withhold recognition and modify the policies governing recognition.

Student organizations benefit from the use of university facilities, equipment, services, and resources and participation in university activities and programs. Recognized organizations are eligible for funding from the Activity Fee Fund and the Student Program Committee following established procedures.

Complete copies of policies relating to the recognition of student organizations are available in the Student Activities Office (SAO), BMU 213, x5396 or on the Web at www.cusichico.edu.sac/orginfo.html.

Student Travel Policy

Students engaged in university-sponsored group activities (such as forensics, musical groups, athletics) will advise their instructors of their anticipated absences associated with the activity as early as possible in the semester and of any unscheduled absences as soon as those are known. Early in the semester, advisers for student-related university-sponsored activities must impress upon their students the necessity of advising faculty about the possibility of anticipated/unanticipated absences. Faculty, appropriately notified, will clearly identify for students the consequences of absences in the evaluation process and will provide students with the opportunity to make up the missed classwork and assignments, when possible.

Faculty and Student Relations

Faculty and students are strongly discouraged from entering into mutually consenting romantic or sexual relationships while the faculty member is in a position of evaluation or supervision of the student or in the likelihood that such an academic connection will exist in the foreseeable future. No faculty member, teaching assistant, research assistant, department chair, dean, or other administrative officer should vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the academic status, evaluation, employment, or promotion of a student with whom he or she has or has had a sexual or romantic relationship. (Reference: FPPP 2.1.2)

Policy on Sexual Harassment

Sexual harassment is prohibited at California State University, Chico. Violations of this policy by administrators, faculty, staff, and students will be regarded as unprofessional and uncivil conduct, and violators may be subject to appropriate disciplinary action ranging from written or oral reprimand to dismissal or expulsion. Nothing in this policy is meant to preempt or foreclose the pursuit of remedies available to persons alleging sexual harassment under applicable state and federal statutes and regulations.

The goal of this policy is to create and preserve a learning and working environment conducive to growth in mind, spirit, and human community. Sexual harassment subverts the mission of the university by interfering with academic or work performance; by creating an atmosphere of intimidation and hostility; and by undermining respect for the university, the individuals who constitute its community, and its degrees and scholarship. [Excerpts from the policy follow, see EM 99-20 for the full text.]

Responsibility and authority for the dissemination and implementation of this policy lies ultimately with the president of the university with the support of university administrators, faculty, and staff and with assistance from the Vice Provost for Human Resources. The Vice Provost for Human Resources is responsible for providing information and for monitoring campus compliance relating to sexual harassment issues. . . . Questions or concerns regarding sexual harassment issues, complaint procedures, or sexual harassment-related issues may be directed to the Employee Relations Manager (KNDL 118, 530-898-4666).

Sexual Assault Policy

California State University, Chico endeavors to provide an environment conducive to growth in mind, spirit, and human community and preclusive to exploitation of students or employees. Sexual assault is any sexual act in which a person is threatened, coerced, or forced to comply against her/his will regardless of whether the person knows the assailant(s) casually, intimately, or not at all. Any form of rape or sexual assault is an act of aggression that may be investigated for possible disciplinary and legal action regardless of whether the incident occurs on or off campus.

Students wanting more information about the sexual assault policy or wishing to discuss a particular situation about sexual assault should consult with the Coordinator for Student Judicial Affairs (KNDL 110, x6897). An actual sexual assault should be reported immediately to the University Police Department (YUBA Hall, x5372). All conversations are strictly confidential.

Use of Computing and Communications Technology

EM 97-18, Policy on Use of Computing and Communications Technology, sets forth users' rights and responsibilities and is designed to address related access, use, and privacy issues in a way that meets the university's legal responsibilities, assures the maintenance of the campus network systems, and treats the campus community with respect. The policy includes all systems/resources for both local departmental and central universitywide facilities and applies only to institutional data and/or equipment. This policy assumes as a condition of use the exercise of common sense, common courtesy, and a respect for the rights and property of the university and other users. For a complete copy of the policy please refer to www.csuchico.edu/computing/netpolicy.html

Computer-Related Crimes and Policy

Recent legislation (Section 502 of the Penal Code) provides that students who commit certain computer-related acts, if done knowingly and without permission, are subject to arrest and university discipline.

These acts include the following:

Accessing or assisting in accessing or causing to be accessed, adding, altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, computer network, computer services, computer software, or

computer programs to either a) devise or execute any scheme or artifice to defraud, deceive, or extort or b) wrongfully control or obtain money, property, or data. Unlawful acts also include taking or copying any data or supporting documentation; disrupting or denying computer services to an authorized user; or introducing any computer contaminant into a computer system or network.

For more information on this issue, consult the Coordinator for Student Judicial Affairs (KNDL 110, x6897).

Policy Regarding Requests for Use of Student ID Photos

Student ID photos are used only for student ID cards unless the student gives permission to release the photo for a secondary use. When a request for the photo is made by someone other than the student, the student is contacted. If he or she approves releasing the photo, a digital file of the photo is made available to the requesting party.

When a student dies, the ID photo is maintained for one month, and then removed from the database. If a request for a deceased student's photo is made within the one-month period, an attempt to contact the immediate family of the student will be made. If the family approves the release of the photo, the digital file of the photo will be released to the requesting party.

Questions about student ID photos should be directed to University Services, phone 898-4021.

Campus Facilities Use

Free Speech Area: The area between Trinity Hall and the Bell Memorial Union is designated as the Free Speech Area. Reservations and policy for its use are handled by the SAO (BMU 213, x5396). Members of the university community and their guests may use the area for the expression of ideas, opinions, and viewpoints. Impromptu use is permitted any time during daylight hours, and reservations may be made by recognized student, faculty, or staff organizations in the SAO. Any use of the area requiring amplification must be approved in advance.

Table Space: Recognized student organizations may reserve tables in the Bell Memorial Union at the University Information Center, located at the north entrance of the BMU building (x6116). Permits for table space outside the BMU are available in the Student Activities Office (BMU 213, x5396). Commercial activity is not permitted unless a recognized organization is conducting it for the benefit of the group. Food sales are strictly regulated as to the types of products permitted. Call the SAO for details.

Permits also are available for table and distribution space at fall and spring registration as well. Recognized organizations may also reserve other campus space on a space available basis, per standard campus utilization policies and procedures. Call the SAO for complete details.

Animal Welfare Policy

California State University, Chico will comply with all applicable provisions of the Animal Welfare Act and other federal and state statutes and regulations relating to animals. This policy, which will guide the university in the care and use of animals, is applicable to all research, research training, teaching, experimentation, biological testing, and related activities involving *live, vertebrate animals* conducted at CSU, Chico or at another institution as a consequence of our subcontracting or subcontracting such activity.

The university Animal Care and Use committee acts as the inspection and enforcement arm of the animal care and use program. Consult the Office of Sponsored Programs (KNDL 111, x5700) for further information.

Alcohol and Drug Education

The Campus Alcohol and Drug Education Center (CADEC) is located in the University Center. Peer counselors there provide information to students which enables them to make responsible choices regarding alcohol and other drugs. More information is available about their programs, and information services in a separate brochure and on the Web at www.csuchico.edu/cadc/main.html.

The Faculty and Staff Assistance Program provides information and referrals to employees with alcohol or drug problems, in addition to a range of other services.

Alcohol Policy

Alcohol is not sold or permitted on the campus. State law prohibits persons under the age of 21 to possess or use alcoholic beverages. It also is a violation of state law to furnish alcoholic beverages to anyone under the age of 21.

EM 90-38 states that "The possession and consumption of alcoholic beverages on the California State University, Chico campus is generally prohibited as a matter of institutional policy."

Possession, transportation, or consumption of alcoholic beverages is prohibited in all on-campus residence halls, including lawns, parking lots, and grounds surrounding them. The university has a "no warning" policy of enforcement. Violators will face disciplinary action, including required attendance at Alcohol Education classes, performance of service hours, probation, termination of their housing contract, or possible suspension from the university. For complete information, check with University Housing and Food Service (x6325).

No student-sponsored group or organization may expend any Associated Students Activity Fee funds for the purchase of alcoholic beverages. For further information on campus policies, consult the Coordinator of Student Judicial Affairs (KNDL 110, x6897).

Drug Policy

Executive Memorandum 96-38, *Code of Student Rights and Responsibilities*, states "Students as members of the academic community accept both the rights and the responsibilities incumbent upon all members of the institution." The California State University Board of Trustees has established specific violations for which students may be subject to sanctions, including expulsion, suspension, and probation. Students will be disciplined for violations including the sale or knowing possession, on campus property, of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully permitted for the purpose of research, instruction, or analysis.

Smoking Policy

The university recognizes the harmful effects of smoking and involuntary contact with smoke. Smoking is prohibited in all university facilities (except for living quarters with open-air system designs) and within 25 feet of building doorways, windows, breezeways, and awnings. This prohibition also includes university vehicles. Students are required to comply with this policy during their enrollment at the university. For complete text, see Executive Memorandum 02-108.