

# CSU System Policies and Regulations

## Availability of Institutional And Financial Assistance Information

The following information concerning student financial assistance may be obtained from the Director of Financial Aid, California State University, Chico, Chico, California 95929, 530-898-6451:

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at CSU, Chico;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which the student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
7. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
8. The responsibility of CSU, Chico for providing and collecting exit counseling information for all student borrowers under the federal student loan programs; and
9. The terms and conditions for deferral of loan payments for qualifying service under the Peace Corps Act, the Domestic Volunteer Service Act of 1973, or comparable volunteer community service.

Information concerning the cost of attending California State University, Chico is also available from the Director of Financial Aid, California State University, Chico, Chico, California 95929, 530-898-6451, and includes fees and tuition (where applicable); the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Information concerning the refund policies of California State University, Chico for the return of unearned tuition and fees or other refundable portions of institutional charges is available from Student Financial Services, California State University, Chico, Chico, California 95929, 530-898-5936.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from the Financial Aid Business Office, California State University, Chico, Chico, California 95929, 530-898-6278.

Information regarding services available to students with disabilities may be obtained from the Director of Disability Support Services, California State University, Chico, Chico, California 95929, 530-898-5959.

Information concerning CSU, Chico policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on

campus may be obtained from the Director of the University Police Department, Yuba Hall, 530-898-5556.

Information concerning CSU, Chico annual campus security report may be obtained from the Director of the University Police Department, Yuba Hall, 530-898-5555.

Information concerning the prevention of drug and alcohol abuse, and rehabilitation programs may be obtained from the Director of the University Police Department, Yuba Hall, 530-898-5372, or the Campus Alcohol and Drug Education Center (CADEC), Student Services Center, 530-898-6450.

Information regarding student retention and graduation rates at California State University, Chico and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from the Registrar and Director of Student Records and Registration, CSU, Chico, Chico CA 95929-0720, 530-898-4574.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that CSU, Chico dedicates to its men's and women's teams may be obtained from the Director of Athletics, CSU, Chico, Chico, CA 95929-0300, 530-898-6470.

Information concerning grievance procedures for students who feel aggrieved in their relationship with the University, its policies, practices and procedures, or its faculty and staff may be obtained from the Student Judicial Affairs office, CSU, Chico, Chico, CA 95929-0105, 530-898-6897.

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/>.

## Nondiscrimination Policy

### Race, Color, and National Origin

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

### Disability

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. Regina Buckner, Labor Relations and Employment Practices Coordinator, is the contact person for the efforts of CSU, Chico to comply with all relevant disability laws. Inquiries concerning compliance may be addressed to her in KNDL 118 or 530-898-4666.

### 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 CSU, Chico. Such programs and activities include admission of students and employment. Inquiries concerning the application of these laws to programs and activities of California State University, Chico may be referred to the Employee Office Manager, the campus officer(s) assigned the administrative responsibility of reviewing such matters, or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

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

### Sexual Orientation

By CSU Board of Trustees policy, the California State University does not discriminate on the basis of sexual orientation. Inquiries concerning this policy may be referred to the Employee Relations Manager, the campus officer assigned the administrative responsibility for reviewing such matters.

## Use of Social Security Number

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 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.

Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

### Privacy Rights Of Students In Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to 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 the law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Office of Student Records and Registration.

Among the types of information included in the campus statement of policies and procedures are: 1) the types of student records 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, DC 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, 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 Registrar, Office of Student Records and Registration.

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' 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).

## Career Placement

The Office of Career Planning and Placement 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.

## Student Conduct

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Administrative Code. These sections are as follows:

### 41301. Standards for Student Conduct

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 must choose behaviors that contribute toward this end. 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.

#### (a) Student Responsibilities

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) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

##### (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 oneself to be an authorized agent of the University or one of its auxiliaries.

(2) Unauthorized entry into, presence in, use of, or misuse of University property.

(3) Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

(4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.

(5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

(6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.

(7) Conduct that threatens or endangers the health and 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 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 a 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 student discipline.

#### (d) 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.

#### (c) Applications 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 the Education Code section 66301 that prohibits disciplinary action against students based upon behavior protected by the First Amendment.

### 41302. Disposition of Fees: Campus Emergency; Interim Suspension.

The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended,

no additional tuition or fees shall be required of the student on account of the suspension.

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

**41303. Conduct by Applicants for Admission.** Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under the procedures adopted pursuant to Section 41304.

**41304. Student Disciplinary Procedures for the California State University.** The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related to determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

**Cancellation of Registration or Withdrawal from the Institution**

Students who find it necessary to cancel their registration or withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal withdrawal 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 cancelling registration and withdrawal procedures is available from Academic Advising Programs, SSC 120, 530-898-5712.

Students who receive financial aid funds must consult with the Financial Aid Business 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.

**Determination of Residence for Non-resident Tuition Purposes**

University requirements for establishing residency are independent from those of other types of residency,

**Average Support Cost per Full-Time Equivalent Student, and Sources of Funds**

The total support cost per full-time equivalent student includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of full-time equivalent students (FTES). The total CSU 2007/08 final budget amounts were \$2,985,874,000 from state General Fund appropriations (not including capital outlay funding), \$1,130,641,000 from state University Fee (SUF) revenue, \$369,741,000 from other fee revenues, and reimbursements for a total of \$4,486,256,000. The number of projected 2007/08 full-time equivalent students (FTES) is 356,296. The number of full-time equivalent students is determined by dividing the total academic student load by 15 units per term (the figure used here to define a full-time student's academic load).

The 2007/08 average support cost per full-time equivalent student based on General Fund appropriation and State University Fee revenue is only \$11,553 and when including all sources as indicated below is \$12,567. Of this amount, the average student fee support per FTE is \$3,864, which includes all fee revenue in the CSU Operating Fund (e.g. State University Fee, nonresident tuition, application fees, and other miscellaneous fees).

**Projected Enrollment: 332,223 FTES**

2007/08	Amount	Average Cost per FTE Student	Percentage
Total Support Cost . . . . .	\$4,486,256,000	\$12,591	100%
• State Appropriation. . . . .	2,985,874,000	8,380	66%
• Student Fee Support <sup>1</sup> . . . . .	1,130,641,000	3,173	24%
• Other Income and Reimbursements <sup>2</sup> . . . . .	369,741,000	1,038	10%

<sup>1</sup>Student fee support represents campus 2007/08 final budget submitted State University Fee revenue.

<sup>2</sup>The other income and reimbursements represent campus other fee 2007/08 final budget revenues submitted, as well as reimbursements in the CSU Operating Fund. The average CSU 2007/08 academic year, resident, undergraduate student fees required to apply to, enroll in, or attend the university is \$3,521. However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or non-resident.

such as for tax purposes, or other state or institutional residency. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residence Requirements. These laws governing residence for tuition purposes at the California State University is California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's Web site at <http://www.calstate.edu/gc/resources.shtml> These regulations were promulgated not to determine whether a student is a resident or non-resident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis.

Each campus's Admissions Office is responsible for determining the residence status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a non-resident.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely, may establish California residence for tuition purposes. A minor normally derives residence from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Non-citizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residence requirements are contained in California Education Code sections 68070-68084 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.5, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three years of high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Non-resident students seeking reclassification are required to complete a supplemental questionnaire including questions concerning their financial dependence on parents who cannot satisfy University requirements for classification as residents for tuition purposes, which will be considered along with physical presence and intent in determining reclassification.

The residence determination dates for CSU, Chico, a semester campus, are

Fall . . . . .	September 20
Spring . . . . .	January 25
Summer . . . . .	June 1

The residence determination dates for the four stages on CalStateTEACH are as follows:

Stage 1 . . . . .	September 20
Stage 2 . . . . .	January 5
Stage 3 . . . . .	June 1
Stage 4 . . . . .	September 20

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residence classification appeal must be in writing and submitted to:

The California State University  
Office of General Counsel  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, California 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review. Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this information is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

### **Immigration Requirements for Licensure**

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

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation of these requirements is available from Human Resources, KNDL 118, 530-898-5029.

## **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 office of Student Judicial Affairs (KNDL 112, 530-898-6897) or the Director of Employment Practices/Dispute Resolution (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)

### **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 02-116 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 9-1-1. 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 Director of Employment Practices/Dispute Resolution 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 enjoyment of any program, service, or opportunity provided by the campus. [Excerpts from the policy follow, see EM 07-09 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.

**Academic Programs:** 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 provision would impose an undue hardship on the University as described by law or 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 create an undue hardship as described by law or cause a fundamental alteration of the program, activity, or service.

**Policy Implementation:** The authority and responsibility for assuring compliance with this policy rests with the University President. General oversight has been delegated to the Office of the Vice Provost for Human Resources, which is responsible for providing information and services and for monitoring campus compliance relating to disability issues. Questions or concerns regarding this policy or accommodations for faculty and staff may be referred to the Director of Employment Practices/Dispute Resolution. 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 Public Events Office.

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.

### **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.