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 university. 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 regarding 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 policies 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.

Policy Implementation: The authority and responsibility for ensuring compliance with this policy rests with the university's President. Over-sight 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.
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 records of another student or an entry that is accurate but inappropriate. The right to a hearing under this law does not include any right to challenge the records of another student or an entry that is accurate but inappropriate.

The campus is authorized under the Act to release "directory information" concerning students. The campus statement of policies and procedures are: (1) the types of student records maintained by the campus; (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 the statute and the regulations. Copies of 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:

- The names of student records maintained and the information they contain;
- The official responsible for maintaining each type of record;
- The location of access lists indicating persons requesting or receiving information from the record;
- Policies for reviewing and expunging records;
- Student access rights to their records;
- The procedures for challenging the content of student records;
- The cost to be charged for reproducing copies of records; and
- The right of the student to file a complaint with the Department of Education.

The federal Military Selective Service Act (the “Act”) requires all males born after December 31, 1959 to present proof of measles and rubella immunizations in order to register for classes. You are required to file a Selective Service Registration 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.

**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 effect recognizes that the organization is an agent of the 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 an 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 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/anticipated 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 coursework 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. It creates an atmosphere of intimidation and hostility, and by undermining respect for the university, the individuals who constitute its community, and its degrees and scholarship. For more information on the policy, 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 precludes 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 while maintaining 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 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) mandates 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, defraud, or extort b) to wrongfully control or obtain money, property, or data. Unlawful acts also include taking or copying any data or supporting documentation 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 will be made to contact the family of the student. 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 989-4021.

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. Improptu 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 subgrants 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 99-36 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, most 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 doors, 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.