

GENERAL POLICIES AND REGULATIONS

Election of Regulations for Degree Requirements (Catalog Rights)

Undergraduate students acquire “catalog rights” with respect to the requirements for a degree program by maintaining “attendance” continuously. This means that, if continuous attendance is maintained and the degree objective is not changed, students may choose to graduate under the requirements for the degree in effect 1) at the time they began the study in a California community college or another campus of The California State University, 2) at the time they entered CSULB, or 3) at the time of graduation from CSULB. Substitutions for discontinued courses may be authorized or required by the Dean of the College. Students who change their major, including changing from “undeclared” status to a defined degree objective or from one option to another option under the same degree, are governed by the degree major requirements in effect at the time of the change or declaration of major. Students who change majors are advised that some courses counted for General Education or double counted for General Education and a major may become unacceptable for General Education in connection with a new major. These students should check with the University Center for Undergraduate Advising.

The term “attendance” means, literally, attendance in a course for at least one semester (or quarter) unit credit in at least one semester (or two quarters) in a calendar year, culminating in a record of enrollment on the student’s official transcript. For the purpose of establishing catalog rights, the course must be at the baccalaureate or graduate level in a California community college, a California State University, or a University of California campus. Enrollment resulting in a withdrawal (the grading symbols W, WE or WU) does not count as attendance in a course, and so does not preserve “catalog rights.”

Once “catalog rights” are established, absence related to an approved medical, military or academic leave or for attendance at another accredited institution of higher education will not be considered an interruption of attendance, provided that the absence does not exceed two years (see Educational Leave).

Failure to remain in continuous attendance will mean that the student must meet the regulations current at the time of resuming the degree program or those applicable at the time of graduation. In addition, for graduate students, a failure to maintain continuous attendance means the automatic revocation of “candidacy” for the degree (advancement to candidacy) and of “catalog rights.”

Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this *Catalog*, students and others who use this *Catalog* should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University,

by the Chancellor or designee of the California State University, or by the President or CSULB designee. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, college, or administrative office.

Nothing in this *Catalog* shall be construed as, operate as or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This *Catalog* does not constitute a contract or the terms and conditions of a contract between the student and the campus or the California State University. The relationship of students to the campus and the California State University is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the Presidents and their duly authorized designees.

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>.

Information concerning the academic programs of CSULB may be obtained from the Office of the Provost, BH 303, at (562) 985-4128 and may include:

1. the current degree programs and other educational and training programs;
2. the instructional, laboratory, and other physical plant facilities which relate to the academic program;
3. the faculty and other instructional personnel;
4. data regarding student retention at CSULB and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest; and
5. the names of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its programs, and the procedures under which any

current or prospective student may obtain or review upon request a copy of the documents describing the institution's accreditation, approval, or licensing.

Graduation Rates

Over two-thirds of students who begin CSULB as freshmen eventually earn baccalaureate degrees and just over 53% do so within six years. Nearly 80% of CSULB transfer students eventually earn baccalaureate degrees and almost 70% do so within four years of transferring.

CSULB's current graduation rates are higher than most other public, comprehensive universities of similar large size, funding and student mix. CSULB graduation rates have been improving and the campus continues to work toward still more gains.

Graduation Rates for All Freshmen		
Starting Fall Cohort Term	6-Year Graduation Percentage	Estimated Eventual Graduation Percentage
2005	53.3	64.7
2004	53.2	64.0
2003	53.5	64.0
2002	54.3	66.4
2001	46.0	58.7

Graduation Rates for All Transfer Students		
Starting Fall Cohort Term	4-Year Graduation Percentage	Estimated Eventual Graduation Percentage
2007	69.1	78.9
2006	67.7	77.7
2005	68.0	77.2
2004	67.0	76.6
2003	59.7	70.4

Recent graduates who began as freshmen took an average of 5.05 years to complete baccalaureate degrees (for graduates whose degrees were awarded in the college year 2009-10). Among freshmen, time to degree is quicker for students who arrive well prepared academically, especially in math and English.

Recent graduates who began as junior transfers graduated in an average of 3.07 years (for graduates whose degrees were awarded in the college year 2009-10). Average time to degree is significantly longer for engineering. Among transfers, time to degree is quicker for students who have received good advising in a community college and who have completed proper major preparation courses. Some transfers at CSULB having taken more units than the transfer minimum and with courses that cannot be credited toward degrees.

College of Major	Average years to degree completion for students coming as freshmen	Average years to degree completion for students coming as transfers
Health and Human Services	5.13	2.89
Liberal Arts	4.77	2.71
Business Administration	4.96	2.94
Education	5.30	3.15
Engineering	5.83	5.43
The Arts	5.22	3.39
Natural Sciences and Mathematics	5.20	3.29

Completing a baccalaureate degree in a reasonable period of time is an important goal for students and parents. Baccalaureate degrees typically require 120-132 units (about 40-44 courses). Earning a 120-unit degree within four years requires full time attendance (15 or more units per semester) and is a "full-time job" that requires about 45 hours per week attending class and studying. Degrees in engineering, sciences and the arts generally require more courses and timely completion requires attending winter session, summer session and/or attending longer than four years. CSULB continues to work to reduce time to degree for freshmen and for transfer students.

CSULB has an obligation, under the federal Student Right-To-Know law, to provide information regarding graduation rates to prospective and current students. The "six-year freshman cohort graduation rate" describes the percentage of students who began as freshmen and completed degrees within six years at the same campus. Although important, this measure does not provide complete information, because some students take longer than six years to graduate, some come as transfer students, and some attend several undergraduate institutions before receiving baccalaureate degrees. The tables here show 6-year freshman and 4-year transfer cohort rates and estimated total eventual graduation rates for both freshmen and transfer students. Estimated eventual graduation rates are based on a methodology developed by the California State University system that takes into consideration the number of students still enrolled in good academic standing at the six-year point in time.

Accreditation

The University is accredited by the Western Association of Schools and Colleges (985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001), the agency responsible for granting regional accreditation to colleges and universities in California, Hawaii, and Guam. It is

accredited by the California State Board of Education and is on the list of approved institutions of the American Association of University Women. Additional information concerning University accreditation may be obtained from the Office of the Provost. Additional information concerning departmental accreditation may be obtained from the department concerned or the Office of the Provost.

- American Language Institute, CCPE – Commission on English Language Program Accreditation, 1725 Duke Street, Suite 500, Alexandria, VA 22314-3457, phone: 703-519-2070
- Art – National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, Telephone: 703-437-0700, Fax: 703-437-6312, E-mail: info@arts-accredit.org
- Business Administration – ACSB International – The Association to Advance Collegiate Schools of Business (AACSB), 777 South Harbour Island Boulevard, Tampa, FL 33602, Phone: 813-769-6500, Fax: 813-769-6559, E-mail: jerryt@aacsb.edu, Web: www.aacsb.edu
- Chemistry (undergraduate) – American Chemical Society, Committee on Professional Training, 1155 16th Street, NW, Washington, DC 20036, Phone: 202-872-4589
- Communicative Disorders (graduate) – American Speech-Language-Hearing Association, (ASHA) Council on Academic Accreditation in Audiology, and Speech-Language Pathology, 10801 Rockville Pike, Rockville, MD 20852, Phone: 301-897-0140, Fax: 301-571-0481, E-mail: ptice@asha.org, Web: www.asha.org/about/academia/accreditation/
- Dance – National Association of Schools of Dance (NASD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, Phone: 703-437-0700, Fax: 703-437-6312, E-mail: info@arts-accredit.org, Web: www.arts-accredit.org
- Design – National Association of Schools of Art and Design (NASAD), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, Telephone: 703-437-0700, Fax: 703-437-6312, E-mail: info@arts-accredit.org
- Dietetics (didactic program) – Accreditation for Dietetics Education (CADE-ADA), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, Phone: 312-899-4872, Fax: 312-899-4817, E-mail: bmitchell@eatright.org, Web: www.eatright.org/cade
- Education – National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue NW, Suite 500, Washington, DC 20036, Phone: 202-466-7496, Fax: 202-296-6620, E-mail: ncate@ncate.org, Web: www.ncate.org
- Engineering (undergraduate: Aerospace, Chemical, Civil, Computer, Electrical, Engineering Technology, Mechanical) – Accreditation Board for Engineering and Technology, Inc. (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202, Phone: 410-347-7700, Fax: 410-625-2238, E-mail: info@abet.org, Web: www.abet.org
- Family and Consumer Sciences – American Association of Family and Consumer Sciences (AAFCS), Council for Accreditation (CFA), 400 North Columbus Street, Suite 202, Alexandria, VA 22314, Phone: 703-706-4600, 800-424-8080, Fax: 703-706-4663, E-mail: gmcginnis@aafcs.org, Web: www.aafcs.org
- Health Care Administration – Association of University

- Programs in Health Administration (AUPHA), 2000 14th Street North Suite 780, Arlington, VA 22201, Phone: 703-894-0960, Fax: 703-894-0941, Web: www.aupha.org; Commission on Accreditation of Healthcare Management Education (CAHME), 2111 Wilson Blvd., Arlington, VA 22201, Phone: 703-351-5010, Fax: 703-991-5989, E-mail: info@cahme.org, Web: www.cahme.org; Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036, Phone: 202-887-6791, Fax: 202-887-8476, E-mail: jbutlin@aacn.nche.edu, Web: www.aacn.nche.edu/accreditation
- Health Science (graduate) – Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036, Phone: 202-887-6791, Fax: 202-887-8476, E-mail: jbutlin@aacn.nche.edu, Web: www.aacn.nche.edu/accreditation; Council on Education for Public Health (CEPH), 1015 15th Street, NW, Washington, DC 20005, (202) 789-1050
- Kinesiotherapy – Commission on Accreditation on Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, phone: 7312-553-9355
- Music – National Association of Schools of Music (NASM), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, Phone: 703-437-0700, Fax: 703-437-6312, E-mail: info@arts-accredit.org, Web: www.arts-accredit.org
- Nursing – Commission on Accreditation of Healthcare Management Education (CAHME), 2111 Wilson Blvd., Arlington, VA 22201, Phone: 703-351-5010, Fax: 703-991-5989, E-mail: info@cahme.org, Web: www.cahme.org; Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036, Phone: 202-887-6791, Fax: 202-887-8476, E-mail: jbutlin@aacn.nche.edu, Web: www.aacn.nche.edu/accreditation; Council on Education for Public Health (CEPH), 1015 15th Street, NW, Washington, DC 20005, (202) 789-1050
- Physical Therapy – American Physical Therapy Association (APTA), Commission on Accreditation in Physical Therapy, Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, Phone: 703-706-3245, Fax: 703-838-8910, E-mail: accreditation@apta.org, Web: www.capteonline.org
- Public Policy and Administration – National Association of Schools of Public Affairs and Administration (NASPAA), Commission on Peer Review and Accreditation (COPRA), 1120 G Street NW, Suite 730, Washington, DC 20005, Phone: 202-628-8965, Fax: 202-626-4978, E-mail: byrne@naspaa.org, Web: www.naspaa.org
- Recreation and Leisure Studies – National Recreation and Park Association/American Association for Physical Activity and Recreation, (NRPA/AAPAR) Council on Accreditation, 22377 Belmont Ridge Road, Ashburn, VA 20148, Phone: 703-858-2150, Fax: 703-858-0794, E-mail: dtimmerman@nrpa.org, Web: www.councilonaccreditation.org
- Social Work – Council on Social Work Education (CSWE), Office of Social Work Accreditation and Educational Excellence, 725 Duke Street, Suite 500, Alexandria, VA 22314, phone: 703-683-8080, Fax: 703-739-9048, E-mail:

- dpierce@cswe.org, Web: www.cswe.org
- Theatre Arts – National Association of Schools of Theatre (NAST), 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190, Phone: 703-437-0700, Fax: 703-437-6312, E-mail: info@arts-accredit.org, Web: www.arts-accredit.org
 - University Art Museum – American Association of Museums, Suite 200, 1225 Eye St., NW, Washington, DC 20005, phone: 202-289-1818

CSULB Principles of Shared Community

CSULB affirms the importance of democratic and transparent decision-making processes as a shared community. The University believes that all members of the University community have not only a right, but also a responsibility, to participate in the governance of this community. Therefore, the University is committed to providing an opportunity for all its members – faculty, students, staff, and administrators – to join in the decision making process either through direct participation or representative governance.

CSULB is committed to creating a community in which a diverse population of students and employees can learn and work while they share in creating an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual. (Policy 07-09)

CSULB Statement on Civility and Acts of Violence

California State University, Long Beach, takes pride in its tradition of maintaining a civil and non-violent learning, working, and social environment. Civility and mutual respect toward all members of the University community are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a safe and productive workplace and overall healthy campus climate.

The University espouses and practices zero tolerance for violence against any member of the University community (i.e., students, faculty, staff, administrators, and visitors). Violence and threats of violence not only disrupt the campus environment, they also negatively impact the University's ability to foster open dialogue and a free exchange of ideas among all campus constituencies.

To fulfill this policy, the University strives: 1) to prevent violence from occurring; and 2) to enforce local, state, and federal laws, as well as University regulations, regarding such conduct. The University also has established procedures for resolving and/or adjudicating circumstances involving violence, as well as threats of violence. A threat of violence is an expression of intention that implies impending physical injury, abuse, or damage to an individual or his/her belongings. All allegations of such incidents (i.e., acts and threats) will be aggressively investigated. Allegations that are sustained may result in disciplinary action up to and including dismissal from employment, expulsion from the University, and/or civil and criminal prosecution.

Members of the campus community are encouraged to promptly report any acts of violence, threats of violence, or other behavior which by intent, act, or outcome harm themselves or others. (Approved October 1997)

Nondiscrimination Policy

Race, Color, Ethnicity, National Origin, Age and Religion

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, or religion in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Larisa E. Hamada, the Director of campus Equity and Diversity, has been designated to coordinate the efforts of California State University, Long Beach, to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at 1250 Bellflower Blvd., Long Beach, CA 90840, (562) 985-5471.

Disability

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Larisa E. Hamada, the Director of campus Equity and Diversity, has been designated to coordinate the efforts of California State University, Long Beach, to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to this person at 1250 Bellflower Blvd., Long Beach, CA 90840, (562) 985-5471.

Sex/Gender/Gender Identity/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Larisa E. Hamada, the Director of campus Equity and Diversity, has been designated to coordinate the efforts of California State University, Long Beach, to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at 1250 Bellflower Blvd., Long Beach, CA 90840, (562) 985-5471.

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

Inquiries Concerning Compliance

Inquiries concerning compliance or the application of these laws to programs and activities of California State University, Long Beach, may be referred to the specific campus officer(s) identified above or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

Equal Access and Opportunity, Non-discrimination/Non-harassment

California State University, Long Beach is a comprehensive, urban university. The University has a professional, cultural and ethnical commitment to provide a climate that enables each individual to realize his/her potential for excellence and that nurtures academic growth and professional development.

Diversity is both an ideal and an imperative. California State University, Long Beach takes pride in its student body and employees, and affirms that this diversity enriches the work and learning environment of the campus. For this reason, the recognition of diversity in our University community extends beyond the limits established by federal or state laws or regulations.

In addition to fully meeting its obligations of nondiscrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to professional rank, employment status, economic status, ethnic background, political views, or other personal characteristics or beliefs.

CSULB takes seriously its tradition of maintaining civility and mutual respect toward all members of the University community. These qualities are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a productive workplace and an overall positive campus climate. Civility and mutual respect thrive only when equal opportunity and access exist, and when retaliation for exercising rights, privileges and obligations is not feared. (Policy 03-09)

The Director of Equity and Diversity, is the designated campus coordinator for equal employment opportunity, affirmative action, and civil rights.

Policy Promoting Equal Employment and Educational Opportunity

California State University, Long Beach affirms the equal worth of every individual and of distinctive groups of people, and fosters fair and equal treatment and access for all members of the university community. Therefore, the University is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of California State University, Long Beach to provide programs, services, and benefits, including employment, without regard to race, religion, color, ancestry, ethnicity, gender/gender identity, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, disabled veterans other protected veterans' status. (PS 03-09)

Reasonable accommodation to disability is considered a means of establishing equal opportunity.

Policy Prohibiting Discrimination and Harassment

California State University, Long Beach affirms

that students, employees, volunteers, members of the public, and recipients of services, and/or benefits provided by CSULB have the right to a University free from discrimination and harassment, including hostile environment, on the basis of race, color, ancestry, national origin, ethnicity, gender/gender identity, religion, sexual orientation, marital status, disability, age, pregnancy, veteran status (Vietnam-Era, special disabled and other protected—<http://www.opm.gov/veterans/html/vgmedal2.htm>.) These protected categories are identified in the state statute, the Fair Employment and Housing Act, and, to a large extent, in a number of federal statutes.

Retaliation for exercising one's right to protection from discrimination and/or harassment or for participating in the investigation of a complaint is prohibited by law, and will not be tolerated.

The policy applies to all CSULB programs and activities, including, but not limited to, Educational, cultural, recreational, and social and/or athletics programs and activities provided, sponsored, administered, or assisted by CSULB; CSULB academic programs and/or activities; CSULB-sponsored off-campus programs; housing supplied or regulated by CSULB; the administration of educational policies, admission policies, and employment policies and actions, including but limited to, recruitment, hiring, education, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeships; choice of contractors and suppliers of goods and services; provision of services and benefits to CSULB students, employment, volunteers, or the public; receipt of CSULB services and benefits provided by CSULB contractors or vendors.

Federally-required affirmative action plans are available for inspection in the University Library, Reserve Book Room during normal business hours.

Confidentiality

The University is committed to maintaining a safe environment in which individuals can be unafraid to discuss concerns. Any member of the University community may seek general information and guidance about discrimination, harassment, and retaliation issues in confidence and anonymously.

However, the University's obligation is to take appropriate action to stop prohibited behavior and to prevent retaliation. This may preempt any request for anonymity or confidentiality.

Complaint Resolution Procedures

Resolution of discrimination, harassment and retaliation complaints is available to all members of the University community. The procedures vary, but are all intended to resolve complaints in a timely and responsive manner at the earliest possible stage.

For employees represented by a collective bargaining agreement, the collective bargaining agreement outlines procedures, process and timelines. Information is available from your campus union representative, or online at http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml

For employees not eligible to file a complaint or

grievance under a collective bargaining agreement or whose collective bargaining agreement incorporates CSU system-wide complaint procedure, the complaint procedure is outlined in CSU Executive Order 928. It is available online at: http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml

For students or other members of the campus community, guests, visitors, affiliates and associates, the Campus Complaint Resolution Procedure will apply. Forms are available in the Office of Equity and Diversity, USU 301. Please note: for students, these complaint procedures are applicable if the alleged offender is an employee, vendor, contractor, or visitor. Alternatively, if the alleged offender is a student, complaints should be filed in the Office of Judicial Affairs.

Campus Complaint Procedure – Informal

This procedure is initiated by speaking with one of the following persons of your choice: Immediate supervisor, program/office director, department chairperson/director, dean/associate dean, designated resource person (list available from the Office of Equity and Diversity or online at <http://www.csulb.edu/depts/oed/policies/complaints.html>), Director of Equity and Diversity.

These individuals are expected to: provide information about University policy and procedures, ensure the safety and security of the complainant in the immediate environment, ensure the due process of the individual(s) charged, ensure confidentiality to the extent possible by and with all parties, report the complaint to the Director of Equity and Diversity within five (5) working days from receipt of the complaint, consult with the Director of Equity and Diversity at least once per week until the complaint is resolved, an outcome is reached, or the complaint is referred to the Director of Equity and Diversity for review and consideration, maintain notes of the complaint and log of all contacts made, report monthly to the Director of Equity and Diversity of the number, nature, and outcome of the complaints. The outcome of all informal complaints must be reported to the Director of Equity and Diversity. If the proposed remedy is unsatisfactory to the complainant, or if the complaint is not resolved in the informal process, the complaint may proceed to the formal level.

Campus Complaint Procedure – Formal

An allegation becomes a formal complaint only when it is filed in writing on an official University discrimination complaint resolution form and is signed, or when the Director of Equity and Diversity files the complaint. The form is available from the Office of Equity and Diversity.

The alleged offender will be notified of the complaint by the Director of Equity and Diversity. The alleged offender is required to respond in writing.

If agreement is reached, the Director of Equity and Diversity shall provide all concerned parties with a written statement of the resolution.

If agreement is not reached, the Director of Equity and Diversity will proceed to evaluate the applicability of University policy prohibiting discrimination, harassment, and retaliation to the alleged behavior.

The Director of Equity and Diversity is authorized to

interview anyone deemed necessary to the investigation. The investigation will normally be completed within thirty (30) working days.

Time limits may be extended or waived by the President or upon request of the Director of Equity and Diversity.

At the conclusion of the investigation, the Director of Equity and Diversity will submit a report of the complaint, investigation and findings and recommendations to all concerned parties, and the appropriate division executive. The division executive will notify the Director of Equity and Diversity of resulting action.

Campus Complaint Timeline

Pursuant to Executive Order 1045 a student/applicant for admission (applicant) on any one of the 23 campuses of the California State University may file a complaint related to discrimination, harassment, or retaliation.

Immediately following a discriminatory, harassing, or retaliatory act/action, or as soon as possible thereafter, students/applicants who believe they are or may have been victims of discrimination, harassment or retaliation, may initiate the Informal Resolution process to receive information and advice about the procedures that exist for resolving such matters.

For the purpose of this executive order, day is defined as work day which means Monday through Friday, excluding all official holidays or campus closures at the campus where the complaint originated.

Within twenty (20) work days after the end of the academic term (semester/quarter), in which the most recent alleged discriminatory/harassing/retaliatory act occurred, a student/applicant may file a formal discrimination/harassment/retaliation complaint.

Within ten (10) work days of receipt of a formal complaint, an intake interview shall be conducted with the student/applicant.

Within thirty (30) work days of the initial intake interview of a formal complaint, the investigator shall complete his/her investigation, write and submit the investigative report to the campus designated Management Personnel Plan (MPP) employee responsible for the implementation of, and compliance with, Executive Order 1045. The timeline for the investigation shall not be extended pursuant to Article VIII, Sections E or F of Executive Order 1045 for a period longer than an additional forty (40) days.

Within ten (10) work days of the receipt of the investigative report, the campus designated Management Personnel Plan employee shall review the investigative report and notify the student/applicant in writing of the outcome of the campus investigation. If the same Management Personnel Plan employee is the person who investigated the complaint, he/she shall provide the student/applicant with notification of the outcome of the campus investigation within ten (10) work days of completing the report. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level I were substantiated.

Within ten (10) work days of receipt of the Formal Level I decision, the student/applicant may file a written

appeal with the Office of the Chancellor.

Within thirty (30) work days of receipt of a written appeal to the Office of the Chancellor (CO), the CO designee shall respond to the complainant. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level II were substantiated.

The CSU review of a written complaint filed by a student/applicant under this executive order shall end following a final decision by the CO designee.

The timelines noted above may be extended for the following reasons:

If the student/applicant, the accused, a witness, the campus investigator/CO designee, or other necessary person involved in the complaint process is unavailable because of any reason deemed to be legitimate by the campus investigator/CO designee, the timelines in this executive order will be automatically adjusted according to the period of absence. The student/applicant will receive written notification of the period of extension.

Timelines set forth herein may also be extended by mutual agreement. If the student/applicant does not agree or does not respond to the CSU's request for a timeline extension, the CSU will respond to the complaint/appeal within the timelines set forth in this executive order. In that event, the response will be interim in nature as it will be based upon the information available at the time. The interim response will note that the investigation/review is continuing until the CSU is satisfied its duty to respond appropriately to the allegation(s) has been discharged. The interim response should include a summary of the allegations, a description of the investigative/review process, and should also provide the student/applicant with an anticipated date of completion of the investigation/review, whereupon the final response will be issued.

Student Complaint Procedure

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

(1) If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/comments>. WASC is the agency that accredits the CSU's academic program.

(2) If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or designee at [name, title and e-mail address]. The president or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.

Campus Standards of Conduct

Both productivity at work and the learning process are significantly impaired by alcohol abuse and the use of illicit drugs. Substance abuse among college students inhibits their educational development and is of serious nationwide concern.

California State University, Long Beach is dedicated to the elimination of the use of illicit drugs and alcohol abuse. The University is making every effort to create an environment that promotes and reinforces good health. This includes responsible living, respect for community and campus standards and regulations, individual responsibility within the community, and the intellectual, social, emotional, ethical, and physical well-being of all members of the campus community.

On campus property, the solicitation, sale, use or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, are prohibited.

Consumption of alcohol is prohibited in individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad and athletic fields.

Information regarding campus policies on the consumption of alcohol may be obtained by calling the Office of Student Life and Development at 985-8668.

Pursuant to Title 5 of the California Code of Regulations, violations by students of the above regulations, when campus related, may, after due process, result in the student being placed on probation, being suspended, or being expelled. Additionally, violations of laws committed on campus property, or at a campus event, will also be subject to referral and prosecution through off-campus authorities. Penalties by enforcement agencies for violations of the law may include imprisonment, fines, or both; these are in addition to administrative sanctions imposed by the University.

More detailed descriptions of student regulations concerning drugs, or alcohol, may be found elsewhere in the CSULB *Catalog*, or in the Residence Hall Calendar and Handbook, or the Regulations for Campus Activities, Organizations and the University Community.

Pursuant to Education Code Section 89535, employees may be disciplined, up to and including termination, for the following causes:

1. Conviction of criminal offenses involving the illegal use of drugs.
2. Appearing for work impaired by the use of alcohol and/or controlled substances.
3. Addiction to the use of controlled substances.

More detailed descriptions of employee regulations concerning drugs, or alcohol, may be found in the Administrative Policies and Procedures Handbook and the Faculty and Staff Handbooks.

Don't Put Your Health at Risk

To become dependent upon chemicals such as illicit drugs and/or alcohol is to put your health at risk. Chemical dependency is a condition in which the use of mood altering substances such as drugs or alcohol is associated with problems in any area of life on a more or less continuing basis.

One does not, however, have to be addicted or chemically dependent to suffer health risks from the use of illicit drugs or alcohol.

Alcohol and illicit drugs (in all the many forms) may, and often do, impair physical coordination and judgment, diminish control over impulsive behavior, and cause many short- and long-term health consequences.

Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease, and medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

If You Have an Alcohol/Drug-Related Problem, We Want to Help

The California State University, Long Beach Student Health Services (SHS) offers substance abuse counseling and resources for students, faculty, and staff. This includes an Athletic Assistance Program for student athletes (offered as a separate program due to NCAA testing and eligibility requirements and conference affiliation rules for competition).

An experienced and specially trained counselor/educator under the supervision of the Medical Director, serve as the coordinator and counselor of this program and is available for consultation. All contacts with the Student Health Services personnel are strictly confidential.

Information concerning the prevention of drug and alcohol abuse and rehabilitation may be obtained through Linda Pena at the Alcohol, Tobacco & Other Drugs (ATOD) Program in the Student Health Services at (562) 985-1732.

The California State University, Long Beach Student Health Services is located at the corner of Beach Drive and Merriam Way. The telephone number is (562)985-4771.

Security on Campus

Campus Security Act

California State University, Long Beach University Police, obtains its powers to arrest from the California Penal Code and the California Education Code.

Reporting Emergencies on Campus

The on-campus emergency phone number is 9-1-1. The non-emergency phone number is (562) 985-4101. Any problems concerning behavior of members of the campus community, thefts, vandalism, fire, and all related matters should immediately be brought to the attention of the University Police.

Procedures for Reporting Crimes on Campus

Whenever students or employees become victims of a crime while on the campus of CSULB, or whenever they have witnessed a crime or feel that there is a possibility that a crime is about to occur, they should notify University Police as soon as possible. There are numerous emergency phones located throughout the campus and parking lots, which are direct lines to the University Police dispatcher. Contact University Police by simply locating the nearest emergency phone or by using the emergency phone that is located in all elevators. Individuals may also contact the mobile police units that patrol the campus on a 24-hour schedule. Parking

enforcement officers also patrol the parking lots and have direct radio contact with the police dispatcher and the mobile police units. The University Police is located at the far east end of campus, between parking lot "11" and parking lot "9" on Palo Verde Avenue. The Department is open 24 hours a day to respond to any call for service or to any emergency.

Opening Classrooms

Custodians are responsible for unlocking all outside doors and classrooms which do not contain equipment (audiovisual, computers, etc.) at 7:00 am. University Police personnel are responsible for opening buildings on weekends and holidays. Persons requesting a door opened must have proper authorization. Questions of interpretation and special access matters should be directed to University Police.

Security of Buildings

Personnel who require regular access to specific buildings and rooms may request keys. Requests must be approved by the appropriate department and, for some facilities, by the appropriate administrator. Individuals granted special access to rooms and buildings must assume personal responsibility for facilities and equipment during the time they are using these facilities and equipment and must ensure that the door is locked at the conclusion of work.

University Police will ensure that all buildings are secured every night. An individual desiring to remain in a building after normal closing hours is required to notify University Police.

A faculty or staff member who does not have a key but who requires access to a particular building or room after normal instructional or working hours must present proper identification to University Police before being given access to the building. Graduate Assistants and other students who require entrance to a building during other than normal hours must have proper identification and prior approval in writing from the appropriate administrator. This authorization must be on file with University Police.

Anyone who has difficulty in gaining authorized access to an area or who needs assistance in securing a building or room should contact University Police.

Policy Concerning Law Enforcement on Campus

California State University Police Officers are sworn Law Enforcement Officers under California Penal Code, Section 830.2, and in compliance with State Statute meet the peace officer standards and training requirements mandatory for all California law enforcement officers. In addition, California State University Police Officers undergo training specially designed to meet the needs and problems of a contemporary university community.

The primary responsibility of the University Police is the preservation of the public peace and the protection of life and property against all unlawful acts. The department will take all possible measures to prevent crime and accidents, investigate thoroughly all suspicious and criminal activity, and apprehend offenders quickly in all cases where crimes are committed.

Type and Frequency of Programs to Inform Campus Personnel About Security Procedures and Practices

University Police actively invites fraternities and sororities, as well as sports groups and clubs on campus, to participate in the "Acquaintance/Date Rape" lectures. These classes are

scheduled flexibly at no charge to meet the group's needs. The University Police also conducts new employee, new student, and special groups orientations. Officers routinely address residence hall students on a variety of topics, such as drug and alcohol abuse, and the problem of sexual assaults.

Programs Designed to Prevent Crime

University Police offers an evening escort service for all students and employees. They are picked up and escorted to their vehicles or to the residence halls.

University Police provides employees with information about California law and how to avoid being a victim. Advice is also provided about securing valuables and protecting vehicles.

Statistics on Major Crimes

University Police reports statistics on major crimes monthly to the Office of the President, to the Chancellor's Office, and to the Department of Justice.

Information concerning CSULB policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from University Police, (562) 985-4101.

Information concerning the CSULB annual crime statistics reports may be obtained online at the University Police website <http://daf.csulb.edu/offices/ppfm/police/> or by contacting University Police directly at (562) 985-4101.

Firearms on Campus

Any person who brings or possesses a firearm on the grounds of the University, without the prior written permission of the Chief of University Police, or as otherwise provided by law, is in violation of State law (California Penal Code, Section 626.9), and University Regulations, and is punishable by imprisonment. Any person who brings or possesses a device that expels a metallic projectile, such as a B-B or pellet, through the force of air pressure, CO2 pressure, or spring action, or a spot-marker gun, on the grounds of the University, without the permission of the University Police, is in violation of University Regulations; such action may result in University or legal sanctions.

Off-Campus Monitoring of Criminal Activity at Campus Events

The University Police Department has a close working relationship with the City of Long Beach Police Department and other local law enforcement agencies. Reports and information are routinely exchanged and reviewed as needed.

Policy for the Use of Alcohol and Drugs on Campus

Alcoholic beverages generally may not be consumed on campus except at sponsored events and with specific approval of the Director of Student Life and Development.

Alcoholic beverages may only be consumed on University premises that have been licensed by the Department of Alcoholic Beverage Control or on other University premises at "approved group sponsored events." Sponsors of such events must obtain prior written approval from the office of Student Life and Development. Approval normally will be limited to events in such areas as the

University Student Union, the Soroptimist House, or the Chart Room.

The solicitation, sale, use or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, is prohibited on campus property. Excepted are drugs which are lawfully prescribed or lawfully permitted for the purpose of bona fide research, instruction or analysis.

CSULB is dedicated to the elimination of the use of illicit drugs and alcohol abuse. The CSULB Student Health Services offers substance-abuse consultation programs for students, faculty and staff who may need assistance in overcoming the personal problems associated with alcohol or drug abuse. These programs include a Student Assistance Program for students, an Employee Assistance Program for faculty and staff, and an Athletic Assistance Program for student athletes (offered as a separate program due to NCAA requirements). All contacts with the Health Center and its personnel are confidential.

More detailed descriptions of campus regulations concerning alcohol and drugs may be found in the current editions of the CSULB *Catalog*, the CSULB *Schedule of Classes*, *Regulations for Campus Activities, Organizations*, and the University Community, and the Faculty, Staff and Student Handbooks.

Policy on Sexual Assault

Students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified information, to include treatment, related campus procedures, referral options, and other assistance which may be available [California Education Code, Section 67385]. This policy is designed to provide the written procedures and information required.

Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by California State University, Long Beach. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Sexual Assault

The term "sexual assault" includes, but is not limited to, rape, acquaintance rape, sexual battery, forced sodomy, forced oral copulation, rape by a foreign object, or threat of sexual assault [California Education Code, Section 67385(d)].

Rape is a criminal offense. "Rape" is generally defined as an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under specified circumstances. For example, it may involve the use or threat of force, violence, retaliation, or fear of or actual immediate and unlawful bodily injury. Rape also occurs when the victim is incapable of giving legal consent, for example, when:

- a) the victim has a mental disorder, or is developmentally or physically disabled; or
- b) the victim is prevented from

resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act, and such condition was known or reasonably should have been known to the accused (Reference: California Penal Code, Section 261, and the following sections). Spousal rape is also prohibited under the "Spousal Rape" provisions of the California Penal Code, Section 262.

"Acquaintance Rape" is forced sexual intercourse undertaken by someone the victim knows, against the will of the victim or as a result of threats, force or fear.

"Sexual Battery" is defined as the touching of an intimate part of another person, if the person is unlawfully restrained and if the touching is against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual abuse [Reference: California Penal Code, Section 243.4 (e) (i)].

"Assault with intent to commit a sexual battery" is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g., rape) or sexual battery on the person of another. (Reference: California Penal Code, Section 220; 240; 261; and following sections).

"Consent" is defined as positive cooperation in an act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship is not sufficient to constitute consent where, under specified conditions, consent is at issue [Reference: California Penal Code, Section 261.6; 266(c)].

"Unlawful Sexual Intercourse with a minor" is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, where the person is under the age of 18 years (California Penal Code, Section 261.5).

Any person who willfully and lewdly commits any lewd or lascivious act upon or with the body or any part of a child under the age of 14 years with the intent of arousing, appealing to, or gratifying the sexual desires or passions of either the child or defendant is guilty of a felony. Any person who commits any act in the previous sentence with a person 14 or 15 years old, and the defendant is at least 10 years older than the child is guilty of a public offense (California Penal Code, Section 288). Any person who intentionally gives, transports, provides, persuades or makes available to another a child under age 16 for lewd or lascivious acts is guilty of a felony, punishable by fine and imprisonment [California Penal Code, Section 266(j)]. Every person who annoys or molests any child under the age of 18 is punishable by fine and imprisonment, or both fine and imprisonment (California Penal Code, Section 647.6).

University Jurisdiction

California State University, Long Beach views seriously its obligation to uphold the laws of the larger community of which it is a part. An association with the University does not exempt a person from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the rules and regulations of the California State University.

A student charged with a sexual abuse or sexual assault or sexual battery violation which is campus-related may be subject to prosecution under appropriate California criminal

statutes, as well as being subject to student discipline under the Student Conduct Procedures (Reference: Chancellor's Executive Order 1043, "Student Conduct Procedures"; and Title V, California Code of Regulations, Section 41301-41302, "Student Discipline").

Employees charged with a sexual abuse violation which is campus-related may be subject to prosecution under appropriate California criminal statutes, as well as being subject to discipline under the California Education Code, Sections 89535-89540. Such campus disciplinary action for employees may include demotion, suspension, or dismissal.

Campus Reporting Procedures

Persons involved in, or possessing knowledge of, a campus-related abuse violation are strongly encouraged to notify University Police immediately. University Police may be contacted by:

- using any of the blue lighted telephones
- by depressing the red button on all public pay telephones
- dialing (562) 985-4101 or 9-1-1
- anonymous tips can be made by calling (562) 986-5131

An officer will be dispatched and will assist the victim to a medical facility for medical care and collection of evidence. An officer will assist the victim with a police report should the victim desire to make one. An officer will remain available to the victim until a friend or relative can be located.

The University Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other CSU campus security authorities identified as the following:

- Associate Vice President/Dean of Students
University Student Union 219, (562)985-8670
- Associate Vice President, Faculty Affairs
(562) 985-4128, Brotman Hall 303
- Assistant Dean of Students
(562) 985-7547, University Student Union, Room 217
- Director, Athletic
(562) 985-4655, Pyramid Annex
- Director, Counseling and Psychological Services
(562) 985-4001, Brotman Hall 226
- Director, Equity and Diversity
(562) 985-8256, University Student Union 301
- Director, Housing and Residential Life
(562) 985-4187, Housing Office
- Director, Judicial Affairs
(562) 985-5270, Brotman Hall 377
- Director, Staff Human Resources
(562) 985-4031, Brotman Hall 335
- Director, Student Health Services
(562) 985-4771, Student Health Center

Alternatively, one may anonymously report a crime to the above listed campus authorities. Each respective unit or person contacted will be responsible for reports, as may require by law, to be filed for their respective unit, e.g. violations under the Child Abuse Reporting Law, Jeanne Clery Act or Meagan's law.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Access crime statistics for CSULB: These are mandated statistics known as the Jeanne Clery Disclosure of Campus

Security Policy and Campus Crime Statistics Act. Hard copies of this brochure may be obtained from CSULB Police Department's main station located on the southern end of parking lot 11, 1250 Bellflower Blvd, or from the police substation located in the University Student Union room, 237. This report is also available on the University Police web site at <http://daf.csulb.edu/offices/ppfm/police>, and can be downloaded in the PDF format. This report is prepared in cooperation with the Police agencies surrounding our main campus and our alternate sites, Housing and Residential Life, the Judicial Affairs Office and the Division of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The following are among the options available to a victim and more than one option may be exercised:

1. Criminal Prosecution: University Police - (562) 985-4101
Emergency: 9-1-1
2. Civil Action: Consult an attorney.
3. University Disciplinary Process, where accused is:
 - A. Faculty: Academic Employee Relations
(562) 985-5208; BH-300
 - B. Staff: Staff Human Resources
(562) 985-4128; BH-303
4. Informal Mediation: Office of the University Ombuds
(562) 985-5983; FND-140.
5. Alternative Campus Housing Assignments: Director, Housing (562) 985-4187; Housing Office
6. Academic Assistance:
 - A. Counseling and Psychological Services
(562) 985-4001; BH 226
 - B. Women's Resource Center (562) 985-5466; LA3-105
 - C. Academic Advising Center (562) 985-4837; Horn Center, Room 103

In the event there are requests for information from the press, concerned students, parents, and others, prudence will be exercised, and when required by law, confidentiality will be maintained. When appropriate, only the Department Director (for matters strictly within the Director's purview), or the University Director of Public Affairs (for inquiries by the media), will respond.

Victims are advised that there could likely be a need to identify both the victim and the assailant in the course of investigation and hearings under University student disciplinary proceedings, as well as under employee disciplinary proceedings, or criminal prosecutions. In the case of student disciplinary actions against an assailant, the victim is required to be promptly notified by the Director, Judicial Affairs of the status of the proceedings, and the general terms of the disposition.

Persons are reminded of the importance of preserving such evidence as may be necessary to the proof of criminal sexual assault. With respect to sexual assault involving student discipline, both the accused and the accuser are entitled to have an advisor present during a campus disciplinary proceeding, and to be informed of the outcome of the campus student disciplinary proceeding. Student victims of sexual assault may request changes in academic and living arrangements precipitated by the offense where such changes are reasonably available.

Support Services

Sexual assault violations often result in physical harm, psychological harm, or both. Even if the victim decides not to report the incident to authorities, it is urged that the victim seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted diseases.

- The University Counseling and Psychological Services provides crisis counseling as well as ongoing assistance to students who have experienced sexual assault; BH 226, (562) 985-4001, www.csulb.edu/caps.
- The University Student Health Center offers routine medical examinations, including pregnancy tests and tests for sexually transmitted diseases; (562) 985-4771.
- The University Women's Resource Center provides support, resource materials, and referrals to community services women and men, LA3-105, (562) 985-8576, www.csulb.edu/wrc.
- S.A.R.T (Sexual Assault Response Team) The University Police is an active participant of the Long Beach S.A.R.T. process. This process offers individual forensic exams to victims of sexual assault and child molestation. Coordination is with University Police, Long Beach Police Department, District Attorney's office, a forensic nurse and a rape crisis counselor. The police dispatcher activates the S.A.R.T process after the officers have connected with the victim. The University Police may be reached by calling (562) 985-4101 or 9-1-1. S.A.R.T. is located at Long Beach Community Hospital. A victim may be driven to Long Beach Community Hospital, 1720 Termino Ave., Long Beach, for the S.A.R.T. services. The emergency room staff will contact S.A.R.T. directly.

Additionally, referrals are available through the following non-university agencies:

- YWCA GLA Sexual Assault Crisis Program
(877) 943-5778
- East LA Rape and Battery Hotline
(800) 585-6231
- Rape Crisis Hotlines – Orange County
(949) 831-9110 and (714) 957-2737
- The Rape Treatment Center – Santa Monica Hospital,
(310) 319-4000
- Safe At Home Confidential Address Program
(877)322-5227, www.ss.ca.gov/safeathome/

Also, Counseling and Psychological Services office maintain lists of referrals within the community which deal with the issues of rape and sexual assault crisis, including legal, medical, and therapeutic support services. The phone number for the Counseling and Psychological Services office is (562) 985-4001.

Victims of Violent Crime Statute

A person who has sustained physical injury as a direct result of a crime of violence, or is legally dependent for support upon a person who has sustained physical injury or death as a direct result of a crime of violence (or, in the event of a death caused by a crime of violence, has legally assumed or voluntarily paid the medical or burial

expenses incurred as a direct result thereof) may qualify for indemnification by the State of California for the out-of-pocket wages, medical and/or burial expenses incurred as a result of the crime (California Government Code, Section 13900, et seq.). Claims must be filed with the State Board of Control for the State of California. The Statute provides that, absent certain extenuating circumstances, a claimant has one year from the date of the crime to file his or her claim with the State Board of Control. For further information regarding this program, contact:

University Police - CSULB, 1250 Bellflower Blvd., Long Beach, CA 90840, Telephone: (562) 985-4101

Los Angeles District Attorney - Telephone: (800) 380-3811

Website: da.co.la.ca.us/vwap/roster.htm

State of California - Victim Compensation Program, P.O. Box 3036, Sacramento, CA 95812-3036, Telephone: (800) 777-9229, Hearing impaired, please call the California Relay Service at (800) 735-2929, Email: info@vcgcb.ca.gov

Student Educational Records and Privacy Rights

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

400 Maryland Ave., S.W., Washington, D.C. 20202-5920.

The campus is authorized under the Act to release "directory information" concerning students. CSULB designates the following items authorized by FERPA as Directory Information: student's name, address (see below for conditions), telephone number (see below for conditions), email address (see below for conditions), major field of study, dates of attendance, grade level, enrollment status, and degrees, honors, and awards received. Addresses, telephone numbers, and email addresses for currently enrolled students will be released to CSULB personnel and units solely for the purpose of conducting legitimate University business. They may not be shared with individuals or organizations outside the University except in accordance with the following provisions. Addresses, telephone numbers, and email addresses may be released for non-commercial use by individuals or organizations outside the University provided the requests for such information have been reviewed and approved by the appropriate University personnel. Requests from the academic offices of accredited educational institutions shall be reviewed by the Provost and Senior Vice President for Academic Affairs or designee. All other requests shall be reviewed by the Vice President for Student Services or designee. Otherwise, the University may disclose any of the items designated as "directory information" above without prior written consent, unless the student provides a request that certain information not be released (non-disclosure). Requests for non-disclosure may be made directly by the student utilizing their self-service account in the student system via the Internet. If the student does not have access to the Internet, their request for non-disclosure must be requested on the "Authorization to Withhold Student Information" form, available in the Office of Enrollment Services. Specifying items as directory information allows the University to disclose this information without prior written consent. It does not require that the University release the information except under court direction. In addition to the above, the Director of Athletics may provide information concerning participation of students in athletic events, including the height and weight of athletes. The University will also respond to requests for information regarding the employment status of students serving as Teaching Associates (TAs), Graduate Assistants (GAs), or Instructional Student Assistants (ISAs) and the departments that employ them.

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 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 accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; for specified health or safety matters; or to other institutions in which the student has enrolled or seeks to enroll).

Career Placement Information

The Career Development Center office 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.

Use of Social Security Number

Pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109), the University uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and 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. That 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.

Taxpayers who claim Hope Scholarship or Lifetime Learning tax credit will be required to provide the campus with their name, address, and Social Security Number.

Student Grievance Policy

The CSULB grievance policy and procedure are designed to provide the campus community with a protocol to accommodate circumstances for which no other policy or procedure exists. This policy does not cover grade appeals, prohibited discrimination, or any other issues that are covered by existing policies. Students are advised to consult appropriate additional campus resources (e.g., the *Undergraduate and Graduate Catalog*, "The Regs"). The Office of the Dean of Students has staff to help students understand the details of the grievance procedure and may be called upon for assistance.

Student Grievance Procedure

The student grievance procedure at CSULB is intended to provide a formal, standardized means for students to seek redress concerning the actions of faculty members, administrators, or staff members of the university-actions that are unauthorized or unjustified and that adversely affect the status, rights, or privileges of the students. Further, the purpose is to establish due process and safeguards that will be followed by the university in the adjudication of grievances.

A grievance filed under this policy must be initiated within one year of the alleged violation. A grievance may not be filed on the basis of a student's judgment of an instructor's or administrator's competence; such judgments are solely the province of the academic department involved or of the administrator's supervisor.

The grievance procedure is not designed to replace open communication and understanding, which are vital to the academic process. The student may withdraw the grievance at any stage, at which point the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

The person or entity against whom the complaint is made is referred to in this document as the respondent. The initiator of the grievance is referred to as the grievant. For nonacademic matters, the term dean is also construed to refer to the responsible individual of comparable level – typically an associate vice president or vice president.

In the event that the respondent is at the level of dean or higher, the complaint should be directed to the responsible person at the next higher administrative level. If the chair or program director was directly involved in the original decision or denied the student an opportunity for due-process review at the local level, the student should seek informal resolution through the dean of the college (or designee).

If after ten instructional days beyond the initial informal meeting a satisfactory resolution is not reached, the department chair or program director will meet with the student grievant and the respondent. Within fifteen instructional days of that meeting, the chair or program director will complete an investigation of the allegations and will reach conclusion. The chair or program director shall promptly communicate the decision to the student and the respondent. If the grievant is not satisfied with the results of the informal process, he or she may initiate a formal grievance procedure by contacting the appropriate college dean (or designee) or the responsible person at the next nonacademic level within fifteen instructional days of the decision. (P.S. 07-01)

Formal Grievance Procedure

To initiate the formal grievance procedure, the student is required to submit a written "statement of grievance" – a clear, concise, signed, and dated statement of events from the student's perspective. The statement should provide enough information to present a complete understanding of the situation and of the remedy sought by the student.

A student initiates the formal procedures by submitting the statement of grievance to the appropriate department chair or program director. The chair or director will then submit a copy of the statement of grievance to the appropriate college dean or next appropriate higher administrative level and to the respondent. The respondent is required to submit a written response to the chair or program director with ten instructional days. The chair or program director will then provide a copy of the respondent's reply to the grievant and to the college dean or next appropriate higher administrative level.

The dean or appropriate administrator has a period of ten instructional days to review the case, during which he or she may opt to seek additional information from the parties involved or from witnesses. By the end of that ten-day period, the dean or administrator will either (1) render a decision or (2) convene a College Hearing Committee to investigate further. The student shall have the right to request that a College Hearing Committee be convened.

College Hearing Committee

If required, a College Hearing Committee will consist of an administrator representing the dean, two faculty members

elected from the Faculty Council of the appropriate College, a student representative elected from the Student Council of the appropriate College, a designee of the vice president for student services, and faculty adviser elected by the Academic Advising Council appropriate to the grievance. All meetings of the College Hearing Committee will be closed to the public, and no transcripts will be prepared. If the college hearing committee seeks evidence by means of personal testimony, the meeting at which such evidence is presented shall be conducted in the manner of any other academic committee meeting and is not considered a formal hearing. Both the grievant and respondent shall be given opportunities to present their views. There shall be no cross-examination.

The charge of a College Hearing Committee is to investigate and then to recommend to the dean a proposed resolution. The College Hearing Committee will review the grievance and, if necessary, forward supplemental queries to the respondent and to the department chair and program director involved – along with direction to submit written responses with twenty instructional days. Once the College Hearing Committee has received the written responses, it will review all available evidence, conduct deliberations, and then choose one of the three courses of action:

- Remand the grievance to the dean with a recommendation of immediate corrective action in favor of the grievant – based on sufficient evidence of a violation of (1) university regulation or policy or (2) principle of due process or (3) both.
- Defer a decision to allow for further investigation and gathering of evidence. In the case of such a continuation, both the grievant and the respondent will be notified in writing of the additional evidence required and whether that evidence should be provided in writing or in personal testimony.
- Dismiss the grievance based on a (1) lack of sufficient evidence of a violation of the university regulation or policy and (2) confirmation of adherence to principles of due process.

The College Hearing Committee will forward the recommendation to the dean. The dean will then make a decision and forward that decision to the respondent and grievant. If neither the respondent nor the grievant requests further review, then the grievance process ends.

If either party wishes to appeal the decision of the Dean, the appeal, in writing, may be made to the Provost (academic) or appropriate Vice President (non-academic). The appeal must be made within 10 instructional days of the dean's decision. The Provost or Vice President will notify both parties of the appeal and convene a University Hearing Committee to investigate further.

University Hearing Committee

If required, a University Hearing Committee will consist of an administrator representing the Provost, three faculty members selected from the Panel on Professional Responsibility according to the procedures of that policy, and a student elected from the Associated Students, Inc. All meetings of the University Hearing Committee will be closed to the public, and no transcripts will be prepared. If the University Hearing Committee seeks evidence by means of personal testimony, the meeting at which such evidence

is presented shall be conducted in the manner of any other academic committee meeting and is not considered a formal hearing. Both the grievant and respondent shall be given opportunities to present their views. There shall be no cross-examination.

The charge of a University Hearing Committee is to investigate and then to recommend to the Provost a proposed resolution. The University Hearing Committee will review the grievance and, if necessary, forward supplemental queries to the respondent and to the Provost – along with direction to submit written responses within 20 instructional days. Once the University Hearing Committee has received the written responses, it will review all available evidence, conduct deliberations, and then choose one of the three courses of action:

- Remand the grievance to the Provost with a recommendation of immediate corrective action in favor of the grievant – based on sufficient evidence of a violation of (1) university regulation or policy or (2) principle of due process or (3) both.
- Defer a decision to allow for further investigation and gathering of evidence. In the case of such a continuation, both the grievant and the respondent will be notified in writing of the additional evidence required and whether that evidence should be provided in writing or in personal testimony.
- Dismiss the grievance based on a (1) lack of sufficient evidence of a violation of the university regulation or policy and (2) confirmation of adherence to principles of due process.

The University Hearing Committee will forward the recommendation to the Provost. The Provost will then make a decision and forward that decision to the respondent and grievant. The University Hearing Committee shall function as the final level of this grievance process.

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 to 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 one's self to be an authorized agent of

the University or one of its auxiliaries.

- (2) Unauthorized entry into, presence in, use of, or misuse of University property.
 - (3) Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity.
 - (4) Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
 - (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
 - (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
 - (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
 - (8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
 - (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
 - (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
 - (11) Theft of property or services from the University community, or misappropriation of University resources.
 - (12) Unauthorized destruction, or damage to University property or other property in the University community.
 - (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
 - (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
 - (15) Misuse of computer facilities or resources, including:
 - (A) Unauthorized entry into a file, for any purpose.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
 - (16) Violation of any published University policy, rule, regulation or presidential order.
 - (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
 - (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
 - (19) Violation of the Student Conduct Procedures, including:
 - (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
 - (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.
- (c) Procedures for Enforcing This Code
The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.
- (d) Application of This Code
Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.
- (e) Summary of Civil and Criminal Penalties for Violation of

Federal Copyright Laws

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

41302. Disposition of Fees; Campus Emergency; Interim Suspension

The President of the campus may place on probation, suspend or expel students for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such students for the semester, quarter, or summer session in which they are suspended or expelled will be refunded. If the students are readmitted before the close of the quarter, or summer session in which they are suspended, no additional tuition or fees will be required on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, or measures deemed necessary or appropriate to meet the emergency, to safeguard persons and property, and to 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 will be given prompt notice of charges and the opportunity for a hearing within ten 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 will be grounds for expulsion.

41303. Conduct by Applicants for Admission

Notwithstanding any provision to the contrary, admission or readmission may be qualified or denied to any persons who, while not enrolled as students, commit acts which, were they enrolled as students, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any persons who, while students, commit acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases will be determined under procedures adopted pursuant to Section 41304.

41304. Student Disciplinary Procedures for The California State University

The Chancellor will 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 will 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 admissions or denial of admission under Section 41303; the authority of the campus President in such matters; conduct-related 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 will report to the Board actions taken under this section.

The current University regulation on alcoholic beverages is stated in the CSULB Policies, Information and Regulations Handbook published by the Office of Student Affairs.

Additional detailed information relating to student discipline is available in the Office of Student Affairs, and from the Office of the Vice President for Student Services.

Administrative Action

Procedures and sanctions of the Office of Judicial Affairs are under the administration of the Vice President for Student Services and are conducted pursuant to the authority provided in Section 41301 of Title 5 of the California Code of Regulations. Copies of Section 41301 of Title 5 may be found in the University *Catalog* and the Campus Regulations available in the Office of Judicial Affairs. Copies of Chancellor's Executive Order 970, "Student Conduct Procedures" are also available upon request.

The Vice President for Student Services will report annually to the President and the Chair of the Academic Senate a summary of the charges concerning cheating and plagiarism brought before the Office of Judicial Affairs.

Judicial Affairs

The Office of Judicial Affairs (Brotman Hall - 377) provides assistance with the interpretation and enforcement of campus regulations. Complete copies of the CSULB "Campus Regs," including a listing of infractions which may result in student disciplinary action under Title 5, Section 41301, of the California Code of Regulations, "Probation, Suspension and Expulsion of Students," are available in this office; also available are copies of Executive Order 970, "Student Conduct Procedures." General assistance and aid in directing individuals to the proper procedures, departments and personnel may be obtained in this office.

Alleged violations are investigated primarily through informal office conferences with the involved students. The conferences which are held as a result of impending disciplinary action are:

1. To clarify the referral, the charges, or the circumstances involved;
2. To prevent the incidence of, or further occurrences of, violations; and

3. To educate as a preventive experience and to indicate the possible consequences as a result of committing a violation. Discussion is centered on the cause-and-effect relationship of various courses of action and, when possible, alternate paths or solutions are explored.

Fee Establishment and Policies

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

The total support cost per full-time equivalent student (FTES) 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 FTES. The total CSU 2011-12 budget amounts were \$2,141,273,000 from state General Fund (GF) appropriations (not including capital outlay funding) and before minus \$38.5 million CalPERS retirement adjustment, \$1,530,946,000 from tuition fee revenue net of financial aid (forgone revenue), and \$340,440,000 from other fee revenues for a total of \$4,012,659,000. The number of 2011-12 budgeted FTES is 331,716 resident and 13,572 non-resident students. The GF appropriation is applicable to resident students only whereas fee revenues are collected from resident and nonresident students. FTES 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 2011-12 average support cost per FTES based on GF appropriation and net tuition fee revenue only is \$10,889 and when including all sources as indicated below is \$11,875. Of this amount, the average net tuition fee revenue and other income per FTES is \$5,420, which includes all fee revenue in the CSU Operating Fund (e.g. tuition fees, application fees, and other campus mandatory fees).

2011-12	Amount	Avg Cost per	
		FTE Student	%
Total Support Cost	\$4,012,659,000	\$11,875	100%
• State Appropriation ¹	2,141,273,000	6,455	55%
• Net Basic Tuition Fee Revenue ²	1,530,946,000	4,434	37%
• Other Income and Reimbursements ²	340,440,000	986	8%

¹Represents state GF appropriation in the Budget Act of 2011-12; GF is divisible by resident students only (331,317 FTES).

²Represents CSU Operating Fund, Tuition Fee and other fees revenue amounts (net of foregone revenue) submitted in campus 2011-12 final budgets. Revenues are divisible by resident and nonresident students (345,288 FTES).

The average CSU 2011-12 academic year, resident, undergraduate student basic tuition fee and other mandatory fees required to apply to, enroll in, or attend the university is \$6,519 (\$5,472 tuition fee plus \$1,047 average campus-based fees). However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

Procedure for the Establishment or Abolishment of Campus-Based Fees

The law governing the California State University provides that fees defined as mandatory, such as a student body association fee and a student body center fee, may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). The campus President may adjust the student body association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose. The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. Student body association fees support a variety of cultural and recreational programs, childcare centers, and special student support programs. A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). Once bonds are issued, authority to set and adjust student body center fees is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code sections 90012, 90027, and 90068.

A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). The student body fee was established at CSULB by student referendum in April 7, 2000. The campus President may adjust the student body association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (Education Code, Section 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. Once bonds are issued, authority to set and adjust student body center fees is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code, sections 90012, 90027, and 90068. Student body association fees support a variety of cultural and recreational programs, childcare centers, and special student support programs.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum. The campus President may use alternate consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus President. The President may adjust campus-based mandatory fees, but must request the Chancellor establish a new mandatory fee. The President shall provide to the fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the Chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, please contact the Budget Office in the CSU Chancellor's Office at (562) 951-4560.

Tax Credits for Higher Education

The Taxpayer Relief Act of 1997 encourages postsecondary and continuing education by providing tax benefits to students and their families. Taxpayers can claim one, or in some cases, two of these new tax credits for expenses they pay for postsecondary education for themselves and their dependent children. These tax credits can directly reduce the amount of federal income tax for returns filed.

The Hope Scholarship Credit is available on a per-student basis for the first two years of postsecondary education. The maximum credit is \$1,500 per student. It will be offered to students or parents who pay tuition and related expenses for attendance at least half-time in a degree-granting program.

The Lifetime Learning Credit provides a tax credit to parents and/or students of up to \$2,000 of total annual educational expenses, per return.

Education expenses that are paid with tax-free grants, scholarships, are not eligible for either tax credit. Education expenses paid with loans are eligible for these tax credits. Interest paid on qualified student loans may also be deductible from taxpayer income. Interest can be taken as a deduction during the first 60 months (5 years) of repayment on student loan.

To assist you in taking advantage of these tax credits, the University will provide you with the following information:

- Form 1098T (Tuition Payments Statement) - This form must be submitted along with your federal tax return to claim these credits.
- Form W-9S (Request for Student's or Borrower's Social Security Number and Certification). This form should be completed and returned to the University, if your social security number is incorrect.
- Telephone inquiries at (562)985-4169
- Online at MyCSULB.edu
- In-person inquiries at Brotman Hall 155
- IRS Publication 970, Tax Benefits for Education www.irs.gov

Either your lender or loan servicer will provide interest deduction information to you. Those eligible will be provided with a 1098E form, which must be submitted along with your federal tax return to claim this deduction.

NOTE: The information described above, and the information available via mysculb or phone regarding the new tax benefits, is in general terms. Your ability to claim these tax benefits depends on your individual circumstances. We recommend that you consult a tax advisor to determine your personal eligibility.