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

An Equal Opportunity Employer

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INTRODUCTION

Regulations for Campus Activities, Student Organizations and the University Community (Campus REGS) has been prepared to serve as a reference tool for CSULB students, faculty and staff regarding policies and regulations of the campus community. The policies and regulations contained within this publication are intended to ensure freedom of expression and movement while providing for rights of privacy and the maintenance of the university as a peaceful learning environment. The REGS are considered to be official university policy, but are subject to change at any time through the normal policy making processes.

Any inconsistency in these summaries and the official policy statement or law shall be governed by the official policy statement or law, unless the context otherwise indicates.

AUTHORITY

Campus regulations are adopted pursuant to the authority of the CSULB president, who is responsible for the educational effectiveness, academic excellence and general welfare of the campus over which she presides. A violation of any of the orders and/or directives contained within this publication will, in addition to being a violation of applicable statutory codes, constitute a violation of an order of the university president.

For purposes of these regulations, the university president’s designee is the vice president for Student Services. The policies and regulations contained within this publication apply to students; student organizations (on or off campus); academic, non-academic and administrative personnel; and other persons while on campus property or attending a campus function.

AVAILABLE COPIES

Copies of this document may be obtained from the following university locations:

1. Office of the Vice President for Student Services, Brotman Hall (BH), Room 377
2. Office of the Associate Vice President/Dean of Students, University Student Union (USU), Room 219
3. Office of Student Life and Development, USU-215
4. Office of Judicial Affairs, USU-224
5. University Police, University Police Building (UP), Palo Verde Avenue
6. University Website: www.csulb.edu/regs

The effective date of the regulations is August 18, 2014. For more information or clarification, call (562) 985-8670 or (562) 985-7547.
GENERAL CAMPUS POLICIES

GENERAL POLICY
The California State University, Long Beach Catalog of Undergraduate and Graduate Studies, Schedule of Classes and University Administrative Guidelines located online at www.csulb.edu/misc/adminguidelines contain the basic policy statements and academic regulations of the university. Additions and revisions are included in the Schedule of Classes updated each semester and available online at www.mycsulb.edu. Students are expected to become familiar with and abide by these statements and regulations during the period of their enrollment. All general state laws including, but not limited to, the California Penal Code and California Vehicle Code, must be adhered to while on university grounds.

ALCOHOL OR DRUG LAWS VIOLATIONS
In the event a student is cited for a violation or combination of violations of campus-related alcohol or drug laws, rules or regulations, the student may be:
1. Required to attend alcohol, tobacco or other drug education conducted by Student Health Services;
2. Required to see an alcohol assessment counselor after a second violation of policies;
3. Immediately referred to the Office of Judicial Affairs after a third violation of policies;
4. Subjected to other sanctions depending on the circumstances of an alcohol or drug violation.

ANIMALS ON CAMPUS
Animals brought to campus must be under control and restrained so as not to present a danger to occupants of the campus. In the case of dogs, a chain or leash is required and may not exceed six feet in length, and no animals shall be permitted inside buildings (except those assisting the disabled). Animals may not be tied to any building, fence, shrub or campus object. Unattended animals may be impounded. Persons walking dogs on campus are responsible for removing any refuse left by the animals [California Code of Regulations, Title 5, Section 42353.1(b)].

BEACHBOARD
BeachBoard is a university academic resource and is not to be used for commercial or political purposes or to send unsolicited email. Individuals found to be in violation of this policy will be subject to disciplinary action.

BICYCLES AND SCOOTERS ON CAMPUS
Current regulations prohibit bicycles and scooters, motorized and non-motorized, on sidewalks or inside university buildings. See map for pedestrian only areas: www.csulb.edu/divisions/students/studentdean/campus_regulations/
Regulations also require bicycles and scooters to yield the right-of-way to pedestrians. Bicycles and scooters left in a manner that block pedestrian traffic will be removed. Additionally, Section 4.8.5(1) of the Americans with Disabilities Act and Article 12, Section 1203 of the California Fire Code prohibit chaining or locking bicycles or scooters to handrails on stairs or handicap ramps. Bicycles or scooters found attached to handrails can be removed without notice by University Police. Further information and regulations, including applicable vehicle code and municipal code ordinances, may be obtained from University Police or Parking and Transportation Services.

For additional information, see the policy below on “Roller Skates, Rollerblades, Scooters, Skateboards and Other Coasting Devices”.

**CHEATING AND PLAGIARISM POLICY**

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. After a faculty member takes action, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus Judicial Affairs Office. The faculty member should send a completed “Student Academic Integrity” form to the vice president for Student Services and to the provost and senior vice president for Academic Affairs whenever an academic dishonesty case is handled (Reference: University Policy Statement 08-02).

**COMPLAINTS BY STUDENTS**

For assistance in determining the proper procedures for informal or formal complaint resolution, students are encouraged to contact the Office of the Associate Vice President/Dean of Students, (562) 985-8670, USU-219; Office of Judicial Affairs, (562) 985-5270, USU-224, or the University Ombuds (562) 985-5983, Foundation Building (FND), Room 140.

**COMPUTER-RELATED CRIMES**

Computer-related crimes are in violation of the law (California Penal Code Section 502), and will not be tolerated by California State University, Long Beach. Persons having committed campus-related computer crimes face severe campus disciplinary action, in addition to civil or criminal sanctions. The term “computer-related crimes” includes, but is not limited to, unauthorized, fraudulent or malicious tampering with, interference with, damage to, or access to any computer system, network, program or equipment owned by the university or any member of the campus community. (See also Access to and Use of CSULB Computing Resources, CSULB Policy Statement 96-18, dated August 6, 1996.)

**CSULB PRINCIPLES OF SHARED COMMUNITY**

CSULB takes pride in its tradition of maintaining civility and mutual respect toward all members of the university community. This is intrinsic to the
establishment of excellence in teaching and learning. This also contributes to the maintenance of a productive workplace and an overall positive campus climate. CSULB also takes pride in the diversity of its student body and employees and affirms that this diversity enriches the work and learning environment of the campus.

CSULB affirms that members of the CSULB community have the right to live, work and learn in an environment free of discrimination. The university affirms the equal human 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. The university will not tolerate discrimination on the basis of race, religion, age, color, creed, gender/gender identity, disability, sexual orientation, medical condition, national or ethnic origin, veteran status, or any other basis not directly related to qualification, unless specified by law. These principles are applicable in the administration of its educational policies, admission policies, employment policies, and in participation in university programs and activities or any other programs administered by the university.

In addition to meeting fully 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 economic status, ethnic background, political views or other personal characteristics or beliefs (CSULB Policy Statement 00-06).

**Debts Owed to the University**

Failure of students to pay debts owed to the university may result in withholding of transcripts and registration services. Delinquent debts include, but are not limited to, past due tuition and/or fees, lost keys, unpaid parking citations, fines and property loss or damage (CSU Executive Order 145). Students may contact Student Account Services, BH-155, regarding fee debts owed.

**Disability Rights**

Federal and state laws require that no otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the university. Persons with disabilities must initiate requests for reasonable modification or accommodation. Students with disabilities who need special assistance or modification to the university’s programs and/or activities should inform the person(s) responsible for these programs and/or activities immediately upon knowing that such modification is necessary. Request for reasonable accommodation in academic courses should be directed to the faculty member and to the Office of Disabled Student Services, BH-270, (562) 985-5401. If the modification or accommodation is inappropriate or insufficient, the student should seek the assistance of the Office of Equity and Diversity, USU-301, (562) 985-8256.

The university is undertaking the Accessible Technology Initiative (ATI) to comply with federal and state laws ensuring that individuals with disabilities
can obtain classroom and administrative information provided via information technology as well as conventional printed materials. For more information, visit www.csulb.edu/accessibility.

**Disciplinary Procedures for Recognized Clubs or Organizations**

Each officially recognized club or organization is responsible for the conduct of its members and for its knowledge of, and compliance with, all university policies and regulations and applicable laws when engaging in club or organization activities or events, or when identified with or affiliated with such club or organization. Copies of disciplinary procedures are available in the Office of Student Life and Development, USU-215, or from the Office of the Associate Vice President/Dean of Students, USU-219.

**Disturbing the Peace on a University Campus; Threat**

Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, state college or state university, or challenges another person within any such buildings or upon the grounds to fight, or (2) maliciously and willfully disturbs another person within any of these buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within any of these buildings or upon the grounds which are inherently likely to provoke an immediate violent reaction, is guilty of a misdemeanor and may also be subject to university disciplinary action (California Penal Code, Section 415.5). Any person who willfully threatens to commit a crime, which will result in death or great bodily injury to another person, with the specific intent that the statement, made verbally, in writing, or by means of an electronic communications device, is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat and thereby causes that person reasonably to be in sustained fear for his or her safety or for his or her immediate family’s safety, is subject to imprisonment and university disciplinary action and is in violation of state law (California Penal Code, Section 422 and following sections). A person who is not a student or officer or employee of the university and who enters a campus or facility and commits, or enters the campus for the purpose of committing an act likely to interfere with the peaceful conduct of such campus is in violation of state law (California Penal Code, Section 626.2 - 626.6).

**Donations to Student Organizations**

The solicitation of donations by student organizations is governed by the CSULB Administrative Guidelines, Donations-Solicitation of Gifts: www.csulb.edu/misc/adminguidelines/pdf/urd_vp_office/donations.pdf. Contributions (cash, checks) must be deposited at the 49er Foundation to ensure gift acknowledgment for the donor for possible tax deduction purposes.
For assistance in properly accepting ANY contribution (cash, check, gift-in-kind), contact the development associate, Associated Students, USU-229A, (562) 985-2402, asi@csulb.edu, or the director of development, Division of Student Services, (562) 985-5255. The Center for Scholarship Information, www.csulb.edu/scholarships, has established procedures for administering scholarships and monetary awards by student organizations. Information is available from the Office of Student Life and Development, www.csulb.edu/studentlife.

**DRUG OR ALCOHOL-RELATED STUDENT VIOLATION DISCLOSURE**

This policy allows for notification of parents and legal guardians of students who are under age 21, when, after due process, the university has determined that the student has violated campus drug or alcohol-related policies (see Regulation XX in this publication). For the complete policy, contact the Office of Judicial Affairs, USU-224, (562) 985-5270.

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT (FEDERAL)**

The Drug-Free Schools and Communities Act Amendments of 1989 (PL 101–226) require the university to notify each student and employee of campus conduct standards regarding the use of alcohol and illicit drugs, legal sanctions which apply, possible health risks and available counseling and assistance programs. See the CSULB Catalog for more details.

**DRUGS ON CAMPUS**

On campus property, the solicitation, sale, use, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as these terms are used in California statutes, are prohibited. Excepted are drugs lawfully prescribed or lawfully permitted. However, use of marijuana, whether prescribed or otherwise, is prohibited on campus grounds and facilities. California State University, Long Beach enforces all drug laws in the university community. Violations of any of the above will result in legal sanctions, university sanctions or both (California Health and Safety Code, Division 10, all, and including, Section 11357 through 11401).

**ELECTRONIC STUN DEVICES AND TASERS**

Tasers are not permitted on the grounds of the university. Possession of an electronic stun device is currently permitted, but prosecution for assault or other unlawful use is possible (California Penal Code, Sections 244.5 and 245).

**EVENTS - HEARING IMPAIRED**

University/Associated Students sponsored events, which have an anticipated attendance of 200, or more should have a qualified interpreter/translator to provide access to attendees who may be deaf or hearing impaired. For providing this service, contact (at least one week prior to the event) the Office of Disabled Student Services, BH-270, (562) 985-5401.
**Filming on Campus**

Film students are required to comply with the terms and conditions of the Motion Picture/Photography Filming Permit and must obtain a “Request to Film on Campus” form from the Department of Film and Electronic Arts. The completed form must then be submitted to the Event Services Office for review and issuance of permit. Student film project proposals are coordinated by the Department of Film and Electronic Arts and approved by an Event Services representative prior to confirming the use of campus facilities and/or space. CSULB students who are not film and electronic arts majors may apply for use of campus facilities for filming by contacting the Office of Student Life and Development at (562) 985-4181. The Office of Student Life and Development will coordinate the project with the Event Services Office and secure final approval.

For more information about student filming, contact the Event Services Office, BH-320, (562)985-5578, pacc@csulb.edu and see [http://daf.csulb.edu/offices/vp/event_services/filming/univ_filming.html](http://daf.csulb.edu/offices/vp/event_services/filming/univ_filming.html).

For more information about commercial filming, contact the Event Services Office at (562)985-5578 and refer to: [http://daf.csulb.edu/offices/vp/event_services/filming/univ_filming.html](http://daf.csulb.edu/offices/vp/event_services/filming/univ_filming.html).

**Firearms on Campus and Simulated or Toy Weapons**

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; Penal Code, Section 12025 and following) and university regulations, and that person is punishable by imprisonment, university disciplinary action or both.

Any person who brings or possesses a device, loaded or unloaded, that expels a metallic or similar projectile, such as a B-B or pellet, through the force of air pressure, CO2 pressure, or spring action, or a spot-maker gun or an inoperable weapon on the grounds of the university, without the prior written permission of University Police, is in violation of university regulations and may be subject to university or legal sanctions. A simulated or toy weapon is not permitted on the grounds of the university without prior written permission from University Police.

**Freezing Official Records**

Failure to respond to official university correspondence requesting that a student schedule an appointment with a university official and/or failure to keep such an appointment without prior acknowledgment may result in the freezing of that student’s university records or freezing of the student’s registration process, or both.
IDENTIFICATION, PRESENTING

A person is required, upon request from a university official (charged with the orderly conduct of the campus), to present his/her current student body identification card or other positive identification (e.g., a driver’s license) when on the grounds of the campus or when involved in an official university function, or when identifying himself/herself as an official representative of the university or of a university-related organization.

ILLEGAL ELECTRONIC FILE SHARING AND PROTECTION OF ELECTRONIC & OTHER COPYRIGHTED MATERIAL

It is the policy of the California State University to use any and all information technologies in a manner consistent with the federal laws governing copyright protection. These include, but are not limited to, the Digital Millennium Copyright Act of 1998, the Teach Act of 2002 and all subsequent amendments. Updated information about such laws can be found at www.copyright.gov/title17/.

Use of any university resource such as computers (hardware or software), network connections, servers, routers, facsimile machines, copy machines and other electronic equipment by any university constituent (faculty, student, staff or general public) to circumvent legitimate copyright protections or illegally access, copy or disseminate copyrighted material is unacceptable.

Campus policy governing acceptable use of information technology resources makes explicit that illegal file sharing and other copyright violations are a violation of Title 5 of the California Code of Regulations (CSU Executive Order 999).

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, U.S. Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment for up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

KNIVES ON CAMPUS

No person on campus property or at a university event shall bring or possess or wear upon his/her person or have within his/her control a sheath knife or “buckskin” knife of any length, nor shall he/she bring or possess or have in his/her possession or under his/her control any dirk, dagger, ice pick, unguarded razor or knife with a blade measuring more than 2 1/2” in length, or folding knife with a blade that locks into place (California Penal Code, Section 626.10).
Roller Skates, Rollerblades, Scooters, Skateboards, and Other Coasting Devices

Responsible use of alternative transportation methods including skateboards, roller skates, rollerblades, scooters and other coasting devices (hereafter referred to collectively as “coasting devices”) is allowed on campus as a way of reducing reliance on motorized transportation and promoting healthy exercise. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians on foot at all times;
- Coasting devices may not be used in any manner that places pedestrians at risk;
- Speed of the device must not exceed 5 mph and the user must remain in control of their coasting device at all times. Riding coasting devices down hills, including the hills at East Campus Drive and West Campus Drive is prohibited (see map: http://www.csulb.edu/divisions/students/studentdean/campus_regulations/documents/Skateboard_Policy_12-19-13.MAP.pdf);
- Coasting devices are not vehicles and their use is prohibited on roadways and in parking lots and parking structures;
- Use of the devices for acrobatics, racing or other stunts is strictly prohibited. Riding on any architectural or landscape features other than sidewalks are prohibited. All wheels of the device must be in contact with the ground while in use;
- The use of coasting devices is prohibited within any building, any covered area and in the designated pedestrian-only zones on campus. (see map: www.csulb.edu/divisions/students/studentdean/campus_regulations/documents/Skateboard_Policy_12-19-13.MAP.pdf);
- Persons using roller skates or rollerblades must remove them before entering all university buildings.

These regulations are effective immediately and will be enforced by the University Police Department. Persons violating these prohibitions may be cited under C.V.C 21113(g) regarding local jurisdiction over bicycles, skateboards and roller skates.

Definitions for the terminology used above include:
1. Roller skate – a shoe, or attachment for a shoe, with a set of wheels connected for skating;
2. Rollerblade – a type of roller skate with in-line wheels;
3. Scooter – a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels;
4. Skateboard – a board mounted on skate-type wheels;
5. Acrobatics, recreational use – any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine,” including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.
Bicycle Use

Bicycle riders on public roads have the same rights and responsibilities as motorists and are subject to the same rules and regulations. On the CSULB campus, bicycle use is also allowed on specifically designated sidewalks and pathways. Bicycles must always yield to pedestrians and are prohibited in the designated pedestrian-only zones.

Cautionary Note

The use of bicycles and coasting devices on campus carries with it responsibility and liability. Please ride carefully and with all due consideration for the rights of others. Accidental collisions may seriously injure pedestrians, bicyclists or other skaters. A person riding roller skates or skateboards who strikes anyone is liable for all medical expenses of that victim and any damage done to the victim’s property.

Sexual Harassment

Sexual harassment is characterized by unwelcome, offensive attention, requests, invitations, innuendo and/or conduct of a sexual or suggestive nature. Such behavior can threaten or interfere with one’s ability to learn, participate or work. When exercised by a person in a position of authority, such as an instructor or supervisor, it can contaminate the learning or work environment and impede a person’s academic progress or work status.

Informal complaints of sexual harassment against another student or against another member of the university community may be lodged with any of the discrimination contact persons. For more information, contact the director of the Office of Equity and Diversity, USU-301, (562) 985-8256. Issues involving final grades must be resolved through the grade appeals process established by the appropriate college and/or by the University Grade Appeals Committee.

Smoking Policy

CSULB policy prohibits smoking or use of any device or product which simulates smoking:

- Inside buildings and courtyards;
- Within 20 feet of building entrances, windows and air intakes;
- Within 20 feet of the perimeter of Brotman Hall;
- Anywhere along the walking thoroughfare that leads from the Main Library to the escalator on the west side of the University Student Union;
- Within posted no-smoking areas.

(CSULB Administrative Guidelines, June 2003; CSULB Academic Senate Resolution No. 880-03/EC; California Code of Regulations, Title 5, Section 42356)

No smoking shall be permitted anywhere near or around the Family and Consumer Science Building, which houses the Child and Family Center, or the Isabel Patterson Child Development Center. To protect the health of the families and children patronizing these facilities, smoking shall be prohibited in the walkways and sidewalks adjacent to the buildings.
**Student Academic Honors Pledge**

The Student Academic Honors Pledge was approved by the Academic Senate and Associated Students Senate in 2004. The pledge states: “I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.” Faculty may utilize the pledge as an educational tool with students in the classroom and on syllabi. Students may elect to sign the pledge as a symbol of their commitment to personal ethics and academic integrity.

**Student Health Services, Denial of Care**

Upon recommendation of the attending clinician(s), the director of Student Health Services, with approval of the vice president for Student Services, may dismiss from further medical care or deny (refuse) medical care to a patient. This policy applies to the termination of treatment for a specific condition or course of care, or termination of the doctor-patient relationship altogether. Denial of care is not considered patient abandonment if the provisions of this policy are observed.

**Denial of care may be considered in the following circumstances:**

1. If the attending physician believes further treatment would be of no value; that is, the patient’s condition would not change or improve;
2. If care cannot be provided safely or appropriately, due to the training and skills of the staff or the availability of appropriate equipment or other resources;
3. If the patient will not follow the instructions of the physician, such as not taking the prescribed medication;
4. If the patient is threatening or abusive to the physician, other staff or patients;
5. If the clinician has a reasonable legal or ethical basis for believing the patient is misusing or selling drugs prescribed for his/her care;
6. If the patient is no longer a student of the university, he/she may not receive medical care from Student Health Services (SHS) for a new condition. Continued care may be provided in accordance with the definitions stated in CSU Executive Order 943. III. E.

Student Health Center directors may authorize continued care to a patient who has become ineligible but has not completed prescribed treatment begun while an eligible student. Such care may continue to resolution of the current condition or until an appropriate referral has been accomplished. In no case should care extend more than one academic term beyond the loss of eligibility.

**Procedure**

A clinician who believes denial of care is warranted must consult with at least one other physician who is familiar with the patient’s circumstances. If no other clinician is knowledgeable, the primary clinician makes arrangements for another clinician within Student Health Services to see the patient on referral.

The second clinician reviews the appropriate clinical records and makes an independent decision of concurrence or non-concurrence. Both clinicians then present their findings to the director.
Violations

Violators of campus policies are subject to being cited by University Police and/or being referred to the Office of Judicial Affairs or other appropriate campus offices. Violations of criminal law are additionally subject to prosecution in the court of proper jurisdiction.

Violence: Civility and Acts of Violence

CSULB maintains a tradition of being a civil and non-violent learning and working environment and practices zero tolerance for violence against any member of the university community. CSULB strives to prevent violence and to enforce all laws and regulations regarding violence. All allegations of violence or threats of violence will be investigated (Academic Senate Statement, October, 1997).
REGULATION I
RECOGNITION AND REGISTRATION
FOR STUDENT ORGANIZATIONS

A. CLUBS AND ORGANIZATIONS
Students seeking recognition for a new student organization shall follow the procedures as outlined in the document Procedures for Recognition of New Student Organizations.

1. Forms are available in the Office of Student Life and Development, USU-215;
2. The recognition process includes approval by the director of Student Life and Development for the purposes of:
   a. University recognition and use of the university name.
   b. Use of campus services, facilities and grounds for programming.

B. CLUB SPORTS
Procedures for the establishment of club sports shall be as follows:
1. Initiate the process by completion of Section A (above), which includes filing the document Application for Forming a New Sports Club;
2. University partners (Facilities Management and venue operators) will be consulted to determine impact on facilities, current usage trends and potential space allocation;
3. Follow the guidelines referenced in the CSU Sport Clubs Model Manual, including obtaining the necessary insurance as required in CSU Executive Order 1068;
4. The director of Club Sports and Recreation will make a recommendation to the director of Student Life and Development regarding recognition of a proposed club sport.

C. STUDENT ACADEMIC ASSOCIATIONS
Procedures for the establishment of the student academic departmental associations shall be as follows:
1. Student academic majors from a department will submit a petition of application containing the signatures of at least 12 students who are majors of that department;
2. A student academic departmental association may also be established by the consent of the college department without going through Procedure C.1. (above) if the department offers a major, minor or certificate in the subject. Exceptions must be agreed upon by the dean of the college and the associate vice president/dean of students;
3. A student academic departmental association must have a properly ratified, written constitution on file in the Office of Student Life and Development;
4. Recognition for purposes of:
   a. University recognition and use of university name.
   b. Use of campus services, facilities and grounds for programming.
When the above conditions have been met, the group shall be recognized as the student association of that department. In case of disagreement in matters of recognition, the issue shall be decided by the associate vice president/dean of students.

D. FRATERNITIES, SORORITIES, HONOR SOCIETIES, COORDINATING COUNCILS, STUDENT ACADEMIC DEPARTMENTAL ASSOCIATIONS

Fraternities, sororities, honor societies, coordinating councils and student academic associations request approval of their constitutions and bylaws from the associate vice president/dean of students. Follow the recognition procedure available from the Office of Student Life and Development. Fraternities and sororities receive recognition through the Greek Expansion Process. The university, in consultation with the Greek Council(s) determines when Greek expansion may occur. For a copy of the Greek Expansion Process documents or to inquire about possible expansion, contact the Office of Student Life and Development.

E. ANNUAL REGISTRATION FOR STUDENT ORGANIZATIONS

1. All student organizations must be registered and in “good standing” with the Office of Student Life and Development for the following privileges:
   a. To maintain university recognition;
   b. To use the university name as permitted;
   c. To use campus services, facilities and grounds;
   d. To apply for ASI grants;
   e. To have a representative vote on a coordinating council (if applicable).

2. The registration process with the Office of Student Life and Development is as follows:
   a. Maintain an up-to-date BeachSync Organization Registration Profile of the organization with a minimum of four officers and one member or another officer listed for a total of five on the Registration Profile;
   b. File the Registration Profile by October 1, 2014. If any organization fails to meet the deadline, it loses “good standing” privileges until the Registration Profile is completed and submitted;
   c. Submit the Alcohol Regulation Compliance Agreement (ARCA) and Faculty Advisor Agreement concurrently with the Registration Profile. At least the five students listed on the Registration Profile (reference E.2.a. above) and the faculty/staff advisor must sign the ARCA;
   d. One organization officer must attend the annual Student Organization Orientation;
   e. For Greek letter social organizations only, in addition to Section E.2. a through d(above), submit the Fraternity and Sorority Registration Packet;
   f. Any organization that elects new officers must submit an updated Registration Profile within three weeks of the election to remain in “good standing.”
F. UPDATING CONSTITUTIONS AND BYLAWS
All student organizations must update their constitutions and bylaws every five years from the last date of recognition or update. Updated documents must be submitted for all necessary approvals to the Office of Student Life and Development.

G. NAME CHANGE FOR STUDENT ORGANIZATIONS
Recognized clubs, organizations or student departmental associations wishing to change their names must contact the Office of Student Life and Development for necessary procedures.

H. DISCRIMINATION
No campus shall recognize any fraternity, sorority, living group, honor society or other student organization which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups. No campus shall recognize any fraternity, sorority, living group, honor society or other student organization unless its membership and leadership are open to all currently enrolled students at that campus. (California Code of Regulations, Title 5, Sections 41500-41503)

I. HAZING
Student organizations may not engage in hazing or commit any act that injures, degrades or disgraces any fellow student. For the definition of hazing see Regulation XXI in this publication.

J. OFF-CAMPUS BANK ACCOUNTS
All monies collected in the name of a student organization for its activities must be used exclusively for the purpose of furthering the organization’s goals and objectives.
1. Monies must be maintained in either an ASI agency account or a 49er Foundation account. An exception to this policy may be granted for student organizations that provide the university with documented permission to use the federal tax identification number of their parent organizations.
2. All revenues generated through activities sponsored by the use of ASI funds must be deposited in the ASI Business Office.
3. Student organizations may not conduct business of any kind through an off-campus bank account.
4. The authorized officers who sign for expenditures from either an ASI agency account or a 49er Foundation account expressly represent that the funds are being used to further their organizations’ goals and objectives.
5. Student organization officers are held personally responsible for the solvency of the club.
‘NOTE: “Student organization” here refers to clubs and student organizations, club sports, student departmental organizations, fraternities, sororities, honor societies and coordinating councils.

**K. FINANCIAL OBLIGATIONS TO UNIVERSITY AND/OR UNIVERSITY AUXILIARY**

If a student organization has a valid financial obligation to the university and/or to a university auxiliary which is not paid within 60 days of the due date, the university and/or its auxiliary may place a hold on providing further services to that organization until such debt is paid.

In addition, said organization will be considered to be not in good standing with the Office of Student Life and Development and the Dean of Students Office. All access to the organization’s fiscal accounts may be suspended until the amount due is paid in full.

**REGULATION II**

**ACADEMIC ELIGIBILITY QUALIFICATIONS FOR STUDENT OFFICE HOLDERS**

Qualifications for Associated Student Body officers are derived from the California State University, Office of the Chancellor, AA-2012-05, dated March 27, 2012, and current university policy. These requirements are considered minimum qualifications to demonstrate academic involvement, achievement and progress. The university president may establish additional requirements.

All student representatives must be matriculated at the university, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times (cumulative 2.5 GPA for ASI offices), and a 2.0 GPA in every semester while in office, and in the semester prior to running for office and not be on academic, disciplinary or administrative probation.

**MAJOR STUDENT GOVERNMENT AND ORGANIZATION OFFICES**

Major student government offices include ASI president, ASI vice president, ASI treasurer, ASI chief of staff, ASI chief programming officer, ASI associate and chief justices, members of the ASI Senate and Academic Senate, University Union Program Council chair, University Student Union Program Council vice-chair, and others with primary fiduciary responsibilities (e.g., members of the Forty-Niner Shops Board of Directors the USU Board of Trustees), and the campus representative(s) to the California State Student Association (CSSA) and CSSA officers. College council chairs or presidents and Greek coordinating council chairs or presidents are also major offices.

**A. Candidate Unit Load**

Undergraduate candidates must maintain six semester units per term.
(semester) while running for office. Graduate and credential student candidates must maintain three semester units per term (semester) while running for office.

**B. Candidate Residency**

Undergraduate candidates for a major office must have been enrolled on the campus and have completed at least one semester prior to the election or appointment, earning a minimum of six semester units during the year. Additionally, a candidate for ASI chief justice must have completed at least 54 units of college work. Graduate and credential students must be currently enrolled in a minimum of three semester units to be eligible.

Undergraduate candidates who will be graduating at the end of the semester must be formally re-admitted to the university and their graduate department in order to seek office and subsequently assume the office to which they are elected or appointed.

**C. Incumbent Unit Load**

The undergraduate student must earn six semester units of credit per term (semester) while holding office. Graduate and credential students must earn three semester units of credit per term (semester) while in office.

**D. Candidate and Incumbent Maximum Allowable Units**

Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent as applicable toward Timely Graduation Policy units required for a specific baccalaureate degree objective, whichever is greater.

Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than that number of units will no longer be eligible for major student government office.

**MINOR REPRESENTATIVE OFFICERS**

Minor student officer positions include ASI program board members, ASI presidential cabinet secretaries, student representatives to the ASI Media Board of Trustees and Isabel Patterson Child Development Center Board of Trustees, student representatives to the University Student Union Program Council (excluding chair and vice-chair which are listed above as major positions), club and organization officers and captains of club sports. Minor office-holders do not have a residency requirement. All other requirements for holding a student office must be met.

**A. Candidate Unit Load**

Undergraduate candidates must maintain six semester units per term (semester) while running for office. Graduate and credential student candidates must maintain three semester units per term (semester) while running for office.
B. Incumbent Unit Load
Undergraduate incumbents must earn six semester units per term (semester) while holding office. Graduate and credential incumbents must earn three semester units per term (semester) while holding office.

C. Candidate and Incumbent Maximum Allowable Units
Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent as applicable toward Timely Graduation Policy units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than that number of units will no longer be eligible for minor student government office.

Undergraduate candidates who will be graduating at the end of the semester must be formally re-admitted to the university and their graduate department in order to seek office and subsequently assume the office to which they are elected or appointed.

DANCE AND CHEER TEAMS AND MASCOT

A. Captain and Mascot Eligibility
The captains of the Dance and Cheer Teams and the Mascot must meet all eligibility requirements for Minor Representative Officers above.

B. Candidate and Incumbent Grade Point Average and Unit Load
Members of the Dance and Cheer Teams, excluding captains whose requirements are specified above, must:
1. Maintain a CSULB 2.0 cumulative GPA;
2. Enroll in and complete six units of credit during each semester if an undergraduate;
3. Enroll in and complete three units of credit during each semester if a graduate or credential student.

C. Candidate and Incumbent Maximum Allowable Units
Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent as applicable toward Timely Graduation Policy units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than that number of units will no longer be eligible for participation on the Dance and Cheer Teams or to serve as the CSULB Mascot.

Undergraduate candidates who will be graduating at the end of the semester must be formally re-admitted to the university and their graduate department in order to seek office and subsequently assume the office to which they are elected or appointed.
System-Wide Committee Appointees

All students who serve on regular or ad hoc system-wide committees must meet the following criteria:

A. Candidate Unit Load

Undergraduate nominees must maintain six semester units while running for office. Graduate and credential students must maintain three semester units while running for office.

B. Candidate Residency

Undergraduate nominees for system-wide committee appointment must have been enrolled in the CSU system and have completed one semester (two quarters) prior to the appointment, earning a total of six semester (or nine quarter) units during that year. Graduate and credential candidates must be currently enrolled on the campus in a minimum of three semester units to be eligible.

C. Incumbent Unit Load

The undergraduate student must earn a minimum of six semester units per term (semester) while serving on the committee. Graduate and credential students must earn a minimum of three semester units per term (semester) while serving.

D. Candidate and Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 144 semester units or 120 percent as applicable toward Timely Graduation Policy units required for a specific baccalaureate degree objective, whichever is greater. Graduate or credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or degree objective, whichever is greater.

Students holding more than that number of units will no longer be eligible to participate in system-wide committees.

Undergraduate candidates who will be graduating at the end of the semester must be formally re-admitted to the university and their graduate department in order to seek office and subsequently assume the office to which they are elected or appointed.

Holding Offices Concurrently

Students may hold any of the following combinations concurrently.

- One major office and one CSSA office; or
- One major office and one minor office; or
- One CSSA office and one minor office.

However, a student may hold only one elected or appointed position in any branch (executive, legislative or judicial) of student government (ASI Bylaws Chapter II, Article VI, Section 3: available from the ASI Government Office, USU-311, (562) 985-5241.)
Notification of Ineligibility

The associate vice president/dean of students and the director of the Office of Student Life and Development are responsible for calling to the attention of the officers and advisors of student organizations the names of students declared ineligible to participate in student government, clubs and organizations, college councils, recreation and club sport offices, the Dance and Cheer Teams, and the CSULB Mascot.

If a student officer is found to be ineligible to continue his/her term for the spring semester, he/she may file an appeal with the Eligibility Appeals Committee. There is no appeal process for candidates for student office who are declared ineligible to hold an office. However, a student who believes that an administrative error resulted in his/her being declared ineligible may ask the associate vice president/dean of students to investigate that error. For a grade change to be counted in a given semester, the professor must date the grade change no later than the date by which a student must declare his or her candidacy for office.

Appeals

The Eligibility Appeals Committee exists to consider exceptional circumstances concerning eligibility. The committee is composed of the following voting members: associate vice president/dean of students, who is the chair; university registrar; director of Judicial Affairs; psychologist from Counseling and Psychological Services; faculty representative appointed by the chair of the Academic Senate; and two student justices from the ASI Judiciary, invited by the associate vice president/dean of students. Designees may serve as necessary in consultation with the associate vice president/dean of students.

All eligibility appeals by student club and organizational officers will be held to the same exceptional circumstances as above, except that such appeals shall be heard by the associate vice president/dean of students or designee.

Students wishing to appeal their notice of ineligibility may obtain the CSULB Request for Appeal form from the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670 or from the Office of Student Life and Development, USU-215, (562) 985-4181.

Explanation of Terms

A. For purposes of these regulations, “earned” means completed within the semester prior to the first day of the following semester.
B. Summer and winter session units attempted may not be applied to the fall or spring semester minimum six units earned requirement.
REGULATION III
TRAVEL OF UNIVERSITY-AFFILIATED GROUPS

A. POLICIES
The policies and procedures are provided to maximize student safety during approved off-campus travel by affiliated groups. The procedures also provide requirements that are not so restrictive as to discourage or reduce the amount of travel that can be performed (see Regulation IV, Insurance and Liability).

Student participation in university-affiliated groups or programs which require travel is voluntary, and such travel must be carried out in compliance with California State University (CSU) Executive Order 1041, CSU Student Travel Policy, and the CSULB Travel Policy. CSU assumes no liability for damages, injury or death, occurring on such voluntary travel, and those students undertake such travel at their own risk.

When students travel off campus of their own volition or on non-university approved travel, as individuals or in groups, neither the university nor ASI assumes liability for such travel. In all other cases, students are bound by the University Travel Guidelines and are encouraged to review the same when planning or attending any travel-related activities (ref: http://daf.csulb.edu/admin_guidelines/policies/csulb_travel_policy.html and http://daf.csulb.edu/admin_guidelines/procedures/controller/travel_procedure/index.html).

B. UNIVERSITY-AFFILIATED GROUPS
These groups may perform off-campus travel under the supervision of a university faculty or staff member or ASI staff member, as appropriate to the type of group.

1. **Instructional Groups** are engaged in off-campus activities in conjunction with mandatory or elective coursework associated with an instructional program.

2. **ASI-Affiliated Groups** are engaged in academic related or social off-campus activities which are funded and supervised by ASI staff. The provisions of Sections D and E apply.

3. **Student Organizations** are groups recognized by the university. They include such organizations as social, religious, recreational, honorary, service, professional, etc.

4. **Sport Club Organizations** are groups recognized by the university for practices and competitions. Refer to the Chancellor’s Office CSU Sport Club Model Manual for additional rules and regulations governing travel by sport clubs.

C. OTHER GROUPS
It is recognized that students other than those included in paragraph B of this regulation perform informal and spontaneous travel on their own volition, either as individuals or groups, such as travel as spectators to off-campus athletic games or other off-campus activities. The university and ASI do not supervise or assume liability for the performance of such travel.
D. PREFERRED MODE OF TRAVEL

In all cases where feasible and practical, public transportation and/or vehicles owned by the university and/or its auxiliary organizations shall be used, when allowable pursuant to paragraph B.1-3., above. When use of public transportation and/or vehicles owned by the university and/or its auxiliary organizations is not feasible, the following shall apply:

1. **Airplane** – Only scheduled airlines shall be used;
2. **Train** – Only regular carriers shall be used;
3. **Bus** – Only regularly scheduled or chartered carriers shall be used.

Limousines, taxis and rent-a-car services may be used from airports or railroad stations to and from hotels and/or activities. Chartered bus companies will be required to meet CSU insurance requirements in contracts as stipulated by CSU Executive Order 1069 and CSU Executive Order 1041 prior to signing a contract by the appropriate campus administrator.

E. TRAVEL IN PRIVATELY-OWNED VEHICLES

Students may be authorized to travel in privately-owned vehicles when public conveyances, state-owned vehicles and/or auxiliary organization-owned vehicles are neither available nor practical. Authorization for this method of travel shall be the responsibility of the sponsoring university official or the ASI director of administrative services, in cases of ASI-affiliated travel. In the event of an accident, the vehicle owner’s automobile liability insurance is primary. Payments by the primary insurance company are not reimbursed by the university or ASI, nor are insurance deductibles.

F. TRAVEL PERFORMED BY INSTRUCTIONAL GROUPS

The provisions of paragraphs D and E apply. Travel performed by instructional groups will be arranged and supervised by the instructors of the groups as coordinated with the chair of the department concerned (Reference: paragraph B.1).

G. TRAVEL PERFORMED BY ASI-AFFILIATED GROUPS

The provisions of paragraphs D and E apply (Reference: paragraph B.2). When travel is to be performed using public transportation, the appropriate ASI official and the authorized student representative must complete the Travel Authorization Request form. This form must be submitted to the Associated Students Business Office at least two weeks prior to the planned trip (Reference: ASI Policy on Travel Expenses and Allowances).

H. TRAVEL BY STUDENT ORGANIZATIONS

General insurance and liability provisions are found in Regulation IV, paragraph C. ASI, however, assumes no responsibility for travel on the part of instructional groups or student organizations.

REFERENCE: Associate vice president, Financial Management, and the executive director, Associated Students.
REGULATION IV
INSURANCE AND LIABILITY

A. STUDENT RESPONSIBILITY

In general, students are individually responsible for any bodily injury or illness incurred or personal property loss or damage while attending the university. The university does not provide insurance coverage to students except in specific situations.

1. **Medical insurance** is provided by the university for students participating in NCAA team sports.

2. **Secondary medical insurance** is obtained by the university for registered members participating in sport clubs.

3. **Student travel accident insurance** provides excess medical expense benefits to all California State University (CSU) students, including students enrolled only in extended education programs of the CSU, while they are traveling to or from or participating in a university-sponsored activity away from campus.

   This insurance is intended to supplement, not replace, coverage under any other health care plan. As excess insurance, this policy pays after any other health care plan, regardless of any coordination of benefits provisions in the other plans. This is an accident only policy and will not pay benefits for loss caused by or resulting from illness of any form or disease. No benefits will be paid for a loss resulting from the cost of medical service or treatment given by persons employed or retained by the CSU. The total maximum benefit amount per covered person, per covered accident is $25,000.

   A university-sponsored activity is defined, for the purpose of this insurance coverage, as a mandatory part of a course requirement; or is sponsored by a university auxiliary organization or other recognized student organization or club; and includes travel to and from intercollegiate athletic events away from campus but does not include participation in such events or practices. Additional requirements apply for foreign travel (see [http://daf.csulb.edu/admin_guidelines/policies/csulb_travel_policy.html](http://daf.csulb.edu/admin_guidelines/policies/csulb_travel_policy.html)).

B. INDIVIDUAL HEALTH AND ACCIDENT INSURANCE

The individual mandate of the Affordable Care Act requires that legal residents, including students, obtain healthcare coverage beginning in 2014 or face a tax penalty. For further information about healthcare coverage options, please contact [http://www.calstate.edu/coveredca/](http://www.calstate.edu/coveredca/).

C. THE ASSOCIATED STUDENTS

The ASI maintains insurance coverage for claims against the ASI and its subsidiaries for bodily or personal injury and/or property damage. For additional information regarding ASI insurance coverage, contact the ASI director, administrative services, USU-229, (562) 985-4994.
D. ASSUMPTION OF LIABILITY
Neither the university nor the ASI assumes liability for the non-approved, non-supervised off-campus activities of its students, including those conducted as part of a recognized student club, organization, club sport or departmental association. In some instances, those groups may be required to obtain commercial liability insurance. In no case does the university or ASI assume liability for, or costs associated therewith, the individual acts or omissions of a student.

E. POTENTIAL REQUIREMENT FOR ADDITIONAL INSURANCE
When an activity is scheduled on campus or off campus, including those conducted by a recognized student club, organization, club sport or departmental association, and the activity has been reviewed and determined to be of high risk, or involves a large number of off-campus attendees, the campus Office of Risk Management may require the purchase of commercial general liability insurance.

F. UNIVERSITY EMPLOYEES
University employees acting as sponsors or advisors for student activities may be entitled to legal defense and indemnification pursuant to provisions of the Government Code for acts or omissions occurring within the scope of employment.

REFERENCE: Associate vice president, Financial Management; executive director, ASI; and director, Risk Management.

REGULATION V
SCHEDULING POLICIES

A. SCHEDULING POLICIES
The intent of scheduling policies is to assist the scheduling and use of facilities and grounds for campus events. The activities must not unreasonably interfere with the instructional program or operation of the campus. Failure of an organization to properly utilize the scheduling policies of the university may result in the inability to hold the event or to obtain facilities. Failure to follow scheduling deadlines may result in the event not being approved. Scheduling any event requires the filing of forms appropriate to that event.

B. CAMPUS SCHEDULING BROCHURE
For additional information concerning campus scheduling procedures, refer to the brochure Campus Scheduling Policies and Procedures, which is available in the Office of Student Life and Development, USU-215, the USU Conference and Events Center, USU-221, and Event Services Office, BH-320.

C. PROGRAM AND REGULATION CLEARANCE (PRC) PROCESS
This process is required in order to clear student organizations or student-sponsored programs with appropriate offices on campus. The PRC process must
be completed and approved prior to the event and prior to any publicity for the event. Other venue operators may require additional forms. All programs must be approved by the Office of Student Life and Development advisors, USU-215, or the Office of the Associate Vice President/Dean of Students, USU-219. All major programs, those with anticipated attendance of 300 or more, or 100 or more in the Soroptimist House, or student events where alcohol is served, or those which warrant crowd control precautions, will require additional authorization and clearance (see Regulation VII, Security and Planning for Student Events).

**D. FACILITY RESERVATIONS**

1. All events taking place in the University Student Union and Soroptimist House require a meeting with a USU Conference and Events Center staff member to discuss event/program details. All events in the Student Recreation and Wellness Center (SRWC) require meeting with the reservationist in the SRWC Administration Office to discuss event/program details. When placing a reservation at the USU Conference and Events Center or the SRWC, the reservation form will indicate all required documents and deadlines needed to confirm the event.

2. Venue operators exclusive of the USU have their own reservation forms or contracts.

3. Student organizations must comply with academic scheduling policies when reserving and using classrooms. In order to reserve a classroom for meetings and events, student organizations must go to the USU Conference and Events Center, USU-221, (562) 985-5205. The center will provide the appropriate room request forms. Classrooms fall under the supervision of Academic Scheduling.

4. To request use of unassigned space, such as Friendship Walk, Speaker Platform West, Central Quad and other locations, contact the Event Services Office, BH-320, (562) 985-5578.

5. Students wishing to construct temporary art installations on university grounds as part of a class or academic-related project must have the project approved a minimum of two weeks prior to the proposed installation date. For approvals students must contact the director, Office of Student Life and Development who will facilitate the approval process in consultation with the director, Facilities Management or his/her designee.

**E. FACILITY USE AGREEMENT FORM**

Scheduling of campus facilities by off-campus organizations or individuals require the completion of a Facility Use Agreement form available through venue coordinators. Reservations, all forms, proof of insurance policy and payments must be completed 30 days prior to the event. Payment is accepted by money order, cashier’s check, cash or credit card (in person).

**F. INSURANCE AND OTHER FACILITY APPROVALS**

Venue coordinators will inform all clients of applicable insurance requirements. Events exclusive of the USU and Soroptimist House also require approvals from Facilities
Management, University Police, Parking and Transportation Services and Risk Management before scheduling is confirmed. These approvals are facilitated for the client by the venue coordinator.

G. MAXIMUM EVENTS
Currently registered campus organizations, the ASI and university-related departments may schedule the USU, SRWC and Soroptimist House - one year in advance, with a maximum of six events scheduled at any one time. This number is in addition to the organizations’ assigned semester meeting rooms. Other campus venues may have additional or different restrictions on maximum events; contact venue operators for more information.

H. VIOLATIONS, DAMAGE AND CHARGES
Individuals or organizations in violation of scheduling policies, to include damage to any facilities, will receive a written warning, a charge to cover restitution for damages, restriction from use of facilities and/or other sanctions as appropriate to the violation. Sanctions may be imposed by the venue operator as defined in the CSULB Facilities Use Procedural Guidelines and/or by the university hearing officer for a judicial case.

I. FINAL EXAMINATION PERIOD
There shall be no scheduling of student activities or programs during the campus final examination period.

J. MIDDLE SCHOOL/HIGH SCHOOL ACTIVITIES
A moratorium is in place for non-academically-related events where the primary audience is middle school and/or high school students. This applies to events that occur between 6 p.m. and 7 a.m.

K. ADVERTISING/PUBLICIZING EVENTS
All programs must be properly scheduled, confirmed and cleared prior to any notice or advertising of the event. All advertisements must include the sponsoring organization, name of program, date, time, location and contact information. Advertising in the USU of events hosted in the University Student Union and Soroptimist House require posting approval by ASI Communications, USU-235.

L. CLOSED EVENTS
Student organizations may host closed events or programs to which only members and their guests have been invited. Invitations must be extended directly to the invitee in oral, electronic or written form. Public advertising (e.g. flyers, posters, radio, television, newspapers, website or other internet announcements) is prohibited. (See also Regulation VII, Security and Planning for Major Student Events.)
M. ADDITIONAL PROCEDURES

Additional procedures and information may be found in the CSULB Scheduling Policies and Procedures brochure and the Facility Use Procedural Guidelines.

N. EXCEPTIONS

Exceptions to campus scheduling policies may be requested via the Program Regulation and Clearance process (PRC) and submitted for approval to the Office of Student Life and Development, USU-215, (562) 985-4181 or the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670. For off-campus organizations and individuals, exception requests can be submitted to Event Services, BH-320, (562) 985-5578 or venue operators.

SPECIAL NOTES:
Payment (cash, cashier’s check, business check or money order) for scheduled events in the USU or Soroptimist House should be made directly at the Associated Students, Inc. Business Office, USU-229, (562) 985-4994. For events scheduled at the SRWC payments should be made at the SRWC Administration Office, (562)985-0785.

A. Off-campus organizations/individuals and private parties must pay event fees at least 30 days prior to a scheduled event or the reservation will be cancelled.

B. Student organization events/programs, regardless of funding source, are required to pay all assessed fees two weeks prior to the event; otherwise, the reservation will be cancelled.

REGULATION VI
CAMPUS PUBLICITY AND POSTING

The primary objective of this regulation is to provide a university environment of order, cleanliness and safety. The cooperation of members of the campus community helps to maintain a campus that is attractive and pleasant and provides for effective publicity for campus events. Campus publicity and posting brochures are available in the Office of Student Life and Development, USU-215, (562) 985-4181, and USU Conference and Events Center, USU-221, (562) 985-5205.

A. IDENTIFICATION OF PUBLICITY

1. Organizations currently registered with the Office of Student Life and Development, committees, commissions and individual students, faculty and staff members are allowed to publicize campus events providing they comply with the university publicity and posting regulations.

2. Commercial posting is not permitted on the campus.

3. Off-campus individuals or groups may not publicize on campus without prior approval.

4. All publicity must state the sponsoring organization, name of program and
date, time and location of the event and contact information. Any material not so identified will be removed.

5. Publicity written in any language other than English must also contain an English translation.

6. Only events approved by the university may include the name of the university in publicity.

B. RELEASE OF PUBLICITY

The Office of Student Life and Development or the Office of the Associate Vice President/Dean of Students must give final approval for student organization events prior to release of any publicity.

C. TIME LIMITS

Materials for major programs, excluding banners, may be posted no more than three weeks prior to the event and must be removed no later than three days following the event. Banners for major or minor programs and materials for minor programs may be posted no more than seven school days prior to the event and must be removed no later than three (3) days following the event.

D. AREAS PROHIBITED FOR POSTING

Materials may not be posted or affixed on buildings, sculptures, posts, sidewalks, paved areas, railings, trees, traffic control signs, utility poles, signs, vehicles, planted garden areas, the hillside next to the USU escalator, newspaper racks, West Turnaround islands, wayfinding pylons or directory map structures. Chalking on campus is prohibited. No materials shall be posted so as to obscure previously posted or properly placed materials.

E. POSTING AT CAMPUS ENTRANCES

Banners, signs, posters and the like will not be posted within 200 feet of the Bellflower Boulevard and Beach Drive entrance or the 7th Street entrances at East and West Campus Drives. This posting restriction includes the campus perimeter between East and West Campus Drives at 7th Street.

F. POSTERS ON STAKES

Posters attached to stakes must be approved by the Office of Student Life and Development, USU-215. Posters attached to stakes, not to exceed 25 per event, may be placed by currently registered organizations for university-approved events. Posters may be placed in grassy areas, as long as they do not exceed 17 x 22 inches, are not more than three feet high from the ground, and are on stakes no longer than 36 inches. Posters on stakes must not be placed in flowerbeds in any way that interferes with the irrigation system, the West Turnaround islands, the hillside next to the USU escalator or in any manner to block a walkway, driveway or street. Posters shall be placed no less than three (3) feet away from all other posters or special event signs.
G. Handbills and Circulars
Distribution of handbills and circulars, exclusive of commercial advertising and not in violation of the Campus Regulations and the California Penal Code, is permitted on campus. See Regulation IX, Section F, for time, place and manner. Commercial handbills and circulars are not permitted for posting on campus. Off-campus individuals must obtain a non-commercial solicitation permit from the Office of Student Life and Development, USU-215.

H. Special Event Signs and Banners
With the approval of the Office of Student Life and Development, USU-215, signs not to exceed 3 x 3 feet, or banners not to exceed 3 x 6 feet, may be used to publicize an event. Signs or banners utilized in a tandem configuration by placing one above the other may not exceed 6 feet in height. There is a limit of 20 special event signs or 25 posters on stakes and three banners per event. Signs may be placed in grassy areas with the same restrictions as posters on stakes (see Section F above). One banner may be placed on either of the railings between the Nugget Patio and the University Bookstore, on a USU railing, and on the Psychology Building vending wall (limit one banner per organization) with the approval and date stamp from the Office of Student Life and Development, USU-215. Banners or signs may be placed no more than seven school days prior to the event and must be removed within three days after the event. Signs shall be placed no less than three (3) feet away from all other special event signs or posters on stakes.

I. Kiosks
The posting kiosks throughout the campus are designated to provide publicity for campus events and activities. Commercial posting is not permitted on the kiosks. Flyers for posting should be 8 1/2 x 11 inches in size and conform to the policies covering all other publicity described in this regulation. Posters on kiosks may not exceed 17 x 22 inches. Only two flyers per event and/or one poster per event are permitted to be posted on each kiosk. Approval stamps are not required for flyers or posters for approved campus events and programs to be posted on the kiosks.

J. Display Cases – University Student Union
The display cases in the Union Plaza and Terrace are available for a period of one week only, one case at a time. Permission for use is requested on the Request for Display Case form available at the Robert C. Maxson Center, USU-312, (562) 985-2489.

K. Hanging Banners – University Student Union
Banners advertising campus events may be displayed in the University Student Union for seven school days prior to the event and must be removed the day after the event is held. Permission is requested on the Request for Hanging Banner form available at the Robert C. Maxson Center, USU-312, (562) 985-2489.
L. ELECTRONIC MARQUEES
The marquee, located outside the east door on the second floor of the University Student Union, may be used to advertise events held in the Union. Permission is requested on the Request for Use of Marquee form available at the Robert C. Maxson Center, USU-312, (562) 985-2489 or online at: http://www.csulb.edu/divisions/students/asi/usu/student_involvement/documents/MarqueeReservationForm_07.pdf.

The electronic marquee, located at the corner of 7th Street and West Campus Drive, may also be used to advertise events. Requestors are encouraged to submit their requests at least one month prior to posting date. Requests will only be considered upon event management compliance with the CSULB Administrative Policy for Facilities Use and Procedural Guidelines. Reservations may be made online, at http://daf.csulb.edu/forms/ppfm/parking/electronic_marquee_form.html.

M. INTERIOR ANNOUNCEMENT BOARDS
All announcement boards in classroom or faculty office buildings are the responsibility of the department or the respective college. All announcement boards in classrooms, like all other instructional equipment, are under the general supervision of the college dean.

N. PERSONAL ANNOUNCEMENT BOARDS
Personal announcements, limited to 8.5 x 11 inches, may be displayed on the personal announcement board on the north wall of LA-4. Kiosks or other posting boards may not be used for personal posting. Commercial advertising may not be placed on these boards.

O. PROGRAMS FUNDED IN PART BY ASSOCIATED STUDENTS
Publicity for events subsidized totally or in part by Associated Students, Inc. (ASI) must contain the credit, “Funded in part by ASI.”

P. COMMERCIAL OR PERSONAL ITEMS FOR SALE POSTINGS WILL BE REMOVED
Individuals may be charged for costs incurred in the removal of or repair from improperly posted items.

Q. COMMERCIAL TRANSACTION
See Regulation IX, section B, Commercial Transactions and Commercial Solicitation and Non-Commercial Solicitation, elsewhere in this publication or contact the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.

R. EXCEPTIONS
Exceptions to campus publicity and posting policies may be requested by student organizations via the Program and Regulation Clearance (PRC) process and submitted for approval to the assistant dean of students, USU-217,
Requests for exceptions for faculty and staff are initiated by contacting the Office of the Assistant Dean of Students, USU-217, (562) 985-7547.

S. VIOLATIONS OF REGULATION VI

Violations of Regulation VI will result in removal of improperly posted signs and possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the associate vice president/dean of students. Organizations and/or individuals will be charged for the cost incurred for removal or repair of improper posting.

Violations of campus publicity and posting regulations that also violate the Student Conduct and Discipline Regulation will be referred to the director of Judicial Affairs, USU-224, (562) 985-5270.

REGULATION VII
SECURITY AND PLANNING FOR MAJOR EVENTS

The purpose of this regulation is to establish policies and procedures related to major events. The policies are to be adhered to by all students, planners, advisors, coordinators, directors and managers. Major events are defined as those which 1) have an anticipated attendance of 300 or more people and/or 2) involve crowd control precautions due to the nature of the event (i.e., controversial issue or speaker, popular performer, etc.), or the characteristics of a specific facility.

STUDENT EVENTS

A. All programming forms must contain accurate and complete information prior to being forwarded to the appropriate university departments for clearances. The authorized event planner will be informed of all charges necessary for police, damages, parking facilities, clean-up or other costs attributed to the event.

B. Programs with anticipated attendance of 300 or more, or 100 or more at the Soroptimist House, or student events where alcohol is served, or student events in the Nugget, or those which warrant crowd control precautions, will be required to obtain additional clearance from University Police and Parking and Transportation Services. When such events are student-sponsored, additional clearance by the director of the Office of Student Life and Development is required. The organization may be required to hire additional University Police, private security or parking services personnel. Private security must meet with and be approved by University Police prior to the event. Special event insurance may be required.

C. Any changes occurring during the PRC process or on the Beer and Wine Clearance Request Form must be approved by the appropriate advisor, director, University Police or administrator.
D. All student “closed events” at CSULB are limited to members of recognized and registered student organizations and their invited guests. A CSULB student identification (ID) or driver’s license for student organization members who are not CSULB students will be required for admission. Only an organization member and his/her guests will be admitted to a closed event. The complete membership roster must be provided one month prior to the event.

E. Closed events shall not have public promotion or advertising. Invitation or notice shall be in the form of personal contact or written invitation directly to invitees. No public promotion in the form of flyers, posters, radio, TV, newspapers or announcements on the internet is allowed. All information about approved closed events must indicate members only.

F. The admission cut-off is when the anticipated maximum capacity is reached for any activity.

G. Events which fail to meet deadlines to allow adequate preparation time for University Police and other departments may be cancelled at any time.

CASH HANDLING
All student events that involve ticket sales (advance and at the door), admission charges or the sale of goods as an organization fundraiser must follow the university’s student organization cash handling procedures. For more information on these procedures for student organizations’ contact the Office of Student Life and Development, USU-215 (562) 985-4181.

STUDENT DANCES
There is currently a moratorium on student dances at CSULB. For further information, contact an advisor in the Office of Student Life and Development, USU-215, (562) 985-4181.

NON-STUDENT EVENTS
All facilities on campus are managed by venue coordinators. For a full list of facility coordinators, see: http://daf.csulb.edu/offices/vp/event_services/index.php. Contact venue coordinators for information and requirements for facility use. Venue coordinators will inform clients of all charges necessary for police, insurance, parking, clean-up and other costs attributed to the event. Additional clearances may be required depending on the services requested. A Facility Use Agreement will be required. Contact Event Services at (562) 985-5578.
REGULATION VIII
INFORMATION TABLES, PRE-PACKAGED FOOD SALES, FOOD SALES AND OTHER FUNDRAISING ON CAMPUS

Information tables, pre-packaged food sales, food sales and other fundraising by recognized student, faculty or staff organizations shall be permitted on campus subject to regulations by the university president as to time, place and manner and the California Health and Safety Code. Further, the proposed activity must aid achievement of the educational objectives of the campus (ref. Title 5, Section 43250.1). Information tables, pre-packaged food sales, food sales and other fundraising in violation of established campus directives and the Health and Safety Code are prohibited and subject to termination and/or restrictions placed on the organization or persons involved.

A. INFORMATION TABLES
TIME: Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)
PLACE: (1) The College of Business Administration East Courtyard; (2) the University Library Patio, immediately east of the main entrance; (3) the International Crossroads Sign, designated area immediately east of Kinesiology; (4) the Family and Consumer Sciences Building, designated area west of the main entrance; (5) the 49er Statue Courtyard, designated area directly in front of, or behind, the 49er Statue (across from LA5); (6) the Multicultural Center, directly in front of the brick wall; and (7) the Psychology Building Quad.
MANNER: Disseminating information about a campus organization and its activities, which does not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic, is permitted.

B. PRE-PACKAGED FOOD SALES
Food sales are for the sale of pre-packaged foods and baked goods not requiring refrigeration or heating. Items such as packaged candy, fresh fruit, and canned soft drink products are also approved with the exception of items that are in violation of any university contracts. Preparation or storage of food in private homes is not permissible.
TIME: Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)
PLACE: (1) The College of Business Administration East Courtyard; (2) the University Library Patio, immediately east of the main entrance; (3) the International Crossroads Sign, designated area immediately east of Kinesiology; (4) the Family and Consumer Sciences Building, designated area west of the main entrance; (5) the 49er Statue Courtyard, designated area directly in front of, or behind, the 49er Statue (across from LA5); (6) the Multicultural Center, directly in front of the brick wall; and (7) the Psychology Building Quad.
MANNER: Group One Foods are the only approved bake sale items. These are
pre-packaged foods and baked goods not requiring refrigeration or heating. Items such as packaged candy or chips, uncut fresh fruit and canned soft drinks are also approved. Preparation or storage of food in private homes is not permissible. For the protection of the health and safety of the campus community and guests, the sale and distribution of food as covered under this regulation will be carried out in compliance with the City of Long Beach Health Department, Bureau of Environmental Health, whose personnel may inspect campus food sales at any time. Events in this category may occur no more than three (3) days in a 90-day period for each group or organization.

C. FOOD SALES

Food sales are for foods requiring heating or refrigeration, such as hamburgers, hot dogs and tacos. Preparation or storage of food in private homes is not permissible.

1. Group Two Foods

Group Two Foods are those requiring heating or refrigeration. These perishable foods are capable of supporting rapid growth of micro-organisms, which can cause severe illness. Care must be given to the storage, preparation and serving of these foods. Group Two Foods usually approved are hot dogs, hamburgers, tacos and the like. The distribution (selling or giving) of these foods must be limited to group or organization members and their guests.

Distribution of Group Two Foods to the general student body or to the general campus community, including visitors-at-large, is permitted only as follows:
A minimum of one student per organization must complete and pass the City of Long Beach Health Department workshop, offered through the Office of Student Life and Development, to provide Group Two Foods. The student(s) who successfully completes the workshop must be in attendance for the entire event during which the food is made available. Foods prepared by one of the campus food services for student organization distribution or sale may also be approved. Successful completion of the City of Long Beach Health Department workshop is valid for one academic year, July 1, 2014 through June 30, 2015. The maximum serving time for any Group Two Food is four (4) hours. Guidelines and Procedures for Hot Food Preparation and Serving and the necessary approvals are available in the Office of Student Life and Development, USU-215.

2. Group Three Foods

Group Three Foods are those packaged or requiring heating or refrigeration but which are to be distributed or sold over a period not to exceed four (4) hours. In addition, it is often requested that these foods be distributed with other foods, possibly as a part of a major campus event such as Homecoming. These special event food sales may require a Temporary Food Facilities Permit, which includes compliance with temporary food-stand specifications from the City of Long Beach Health Department. Contact the Office of Student Life and Development, USU-215, for more information.

TIME: Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)
PLACE: Southwest Terrace, University Student Union

MANNER: Only Group Two and Group Three Foods, which do not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic, are allowed. Events in this category may occur no more than three (3) days in a 90-day period for each group or organization.

D. OTHER FUNDRAISING

TIME: Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)

PLACE: (1) The College of Business Administration East Courtyard; (2) the University Library Patio, immediately east of the main entrance; (3) the International Crossroads Sign, designated area immediately east of Kinesiology; (4) the Family and Consumer Sciences Building, designated area west of the main entrance; (5) the 49er Statue Courtyard, designated area directly in front of, or behind, the 49er Statue (across from LA5); (6) the Multicultural Center, directly in front of the brick wall, and (7) the Psychology Building Quad.

MANNER: Occasional sales, which do not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic, are allowed with the following provisions:

1. There will be no sale of publications available in the University Bookstore without permission from the University Bookstore director;
2. Organizations may not sell products if such sales would violate any university-approved contracts with vendors;
3. Sales will be conducted by members of the recognized organization that received approval for the activity;
4. Events in this category may occur no more than three (3) days in a 90-day period for each group or organization. Please refer to Campus Regulation IX, Use of State University Buildings and Grounds for additional information regarding commercial and non-commercial transactions.

E. USE OF TABLES

1. At least one student representative of the sponsoring organization must staff the table at all times. In addition, a sign or banner identifying the sponsoring organization must be displayed.
2. Only one table, two chairs and table top displays may be used in these locations: (1) the Psychology Quad; (2) the Multicultural Center, directly in front of the brick wall; (3) the University Library Patio, and (4) Family and Consumer Sciences Building, designated area west of the main entrance. No booths or canopies are permitted in these areas.
3. At information tables and pre-packaged food sales taking place in the College of Business Administration East Courtyard or next to the International Crossroads Sign, designated area immediately east of Kinesiology, displays are limited to 6 x 6 feet and a booth or canopy limited to 10 x 10 feet may be permitted.
REGULATION IX
USE OF STATE UNIVERSITY BUILDINGS AND GROUNDS

This regulation is issued by the university president, pursuant to California Code of Regulations, Title 5, Sections 42350-42354 and E.O. 669, and concerns the use of university buildings and grounds for purposes of commercial transactions and commercial solicitation, non-commercial solicitation, the distribution of handbills and circulars, and public meetings, performances, rallies and similar events at CSULB. It applies to students, student organizations, faculty, faculty organizations, staff, staff organizations, campus-affiliated organizations and other off-campus groups or persons while on campus grounds, including commercial vendors or solicitors.

The primary objective of the policy is to provide an educational environment of order, tranquility, cleanliness and safety. Cooperation and adherence with this policy will assist in maintaining a campus that will be attractive and pleasant for students, faculty, staff and visitors to the campus.

AUTHORITY. Campus policies and regulations are adopted pursuant to the authority of the university president, who is responsible for the general welfare of the campus over which she presides (Title 5, California Code of Regulations, Section 42402).

VIOLATIONS. Violations of this policy constitute a violation of an order of the university president, CSULB and applicable statutes and regulations. Policy violations may result in removal of the offending party or parties from the campus as well as possible loss of further use of campus facilities and grounds and personal liability for any cost incurred by the campus due to the improper use (California Education Code Section 89031).

DEFINITIONS. As used in this regulation, the following definitions apply:
1. “Solicitation” means to request or endeavor to persuade or obtain by asking, but does not include “commercial solicitation.”
2. “Commercial solicitation” means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.
3. “Commercial transaction” means selling or purchasing or both selling and purchasing by any person in the course of employment in, or in the carrying on of, a trade or business.
4. “Sale,” “selling” or “purchasing” means an activity creating an obligation to transfer property or services for a valuable consideration.
5. “Private sale” means occasional selling between persons who are campus students or employees.
6. “University president” means those persons referred to as “Campus President” in Title 5, Section 42355 and includes their designees.

A. USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of campus buildings, facilities or grounds for purposes of solicitation,
commercial solicitation or transactions, the distribution of handbills and circulars, and public meetings, performances, rallies and similar events is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following university policies:

1. The activities must be conducted in an orderly and lawful manner;
2. The activities must not unreasonably interfere with the instructional program or operation of the campus;
3. The activities must conform with the time, place and manner restrictions established by this policy;
4. The activities must be conducted in conformance with all applicable federal, state and university laws, policies and regulations;
5. Prior written authorization must be obtained for the display of commercial advertising.

B. COMMERCIAL TRANSACTIONS AND COMMERCIAL SOLICITATION

1. Commercial transactions and the display of property or services for sale on campus are prohibited unless proper written authorization has been obtained from the university president or designee. Persons or organizations wishing to engage in commercial transactions or to display goods or services for sale on campus grounds may be granted permission to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place and manner regulations established below, unless such commercial transactions would be in violation of law. Private sales are excluded from this section.

2. Commercial solicitation on a campus is prohibited unless prior written authorization has been obtained from the university president or designee. Persons wishing to engage in commercial solicitation on campus grounds may be granted permission if the proposed activity is conducted in accordance with the time, place and manner regulations established below, unless such solicitation would be in violation of law. For clarification contact the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.

TIME: Monday through Friday, during operating hours designated by the University Bookstore and the USU.

PLACE: (1) East of the University Bookstore/Dining Plaza, in areas so designated; and (2) University Student Union, in areas so designated.

MANNER: Commercial transactions and commercial solicitation must be conducted in a manner that does not unreasonably interfere with classes or other normal university functions or obstruct the free flow of pedestrian and vehicular traffic and must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment or disturbance of persons in the area.

PERMIT: For approval to engage in commercial transactions or
commercial solicitation on campus grounds and the issuance of the requisite permit: for the University Student Union, contact the USU Conference and Events Center, USU-221, (562) 985-5205; for the University Bookstore, contact the reception desk, (562) 985-5093. The permit must be displayed at all times at the approved vendor site.

REFERENCE: Education Code, Sections 66600, 89030, 89031 and 89035. California Code of Regulations, Title 5, Section 42350.1, 42350.6 and 42351.

Marketers of student credit cards are prohibited from offering gifts to students for their filling out credit card applications (California Code of Regulations, Title 5, Section 42350.6).

C. NON-COMMERCIAL SOLICITATION

1. Persons or organizations wishing to engage in non-commercial solicitation on campus may do so subject to the time, place and manner regulations established below. Soliciting in violation of established campus directives and necessary written approvals is prohibited.

    CSULB students, faculty and staff are permitted to engage in non-commercial solicitation without a permit for purpose of a) promoting a CSULB program or service or b) promoting a campus event that has been approved in accordance with CSULB scheduling policies.

TIME: Monday through Friday, 8 a.m. to 7 p.m. Solicitor permits must be obtained during normal business hours, 8 a.m. - 5 p.m.

PLACE: Solicitation may take place on campus with the following exceptions: campus parking lots; the second-floor, exterior west walkway of the University Student Union from the entrance nearest Brotman Hall up to and including the escalator; vendor areas and walkways immediately adjacent to the Forty-Niner Shops Bookstore/Dining Plaza; the walkway between Psychology and FO-3 up to and including the Liberal Arts corridor between LA-1 and LA-5; the University Library; and the student residence halls. In addition, solicitors may not be within 50 feet of any university building in which instruction, other educational activities or administrative business is being conducted.

MANNER: Solicitation must be conducted in a manner that does not interfere with classes and other normal university functions or obstruct the free flow of pedestrian and vehicular traffic and which is carried out without voice amplification or other unduly loud noise, and without undue provocation, harassment or disturbance of persons in the area.

PERMIT: For the issuance of the requisite permit for non-commercial solicitation on campus grounds of CSULB, contact the Office of Student Life and Development, USU-215 (562) 985-4181.
2. Off-campus tables and chairs are not permitted. However, solicitors may check out one table and two chairs for use during normal business hours, if such equipment is desired and available, from the Office of Student Life and Development. Such equipment is for use in the following designated locations:
   a. College of Business Administration East Courtyard
   b. International Crossroads Sign, designated area immediately east of Kinesiology.

In addition to the university equipment, one display limited to 6 x 6 feet and one booth or canopy limited to 10 x 10 feet are permitted.

3. Solicitation for monetary donations will be carried out in the same manner as commercial solicitation (see above, Regulation IX, Section B. 2.). Exceptions may be considered by an appeals committee convened by the associate vice president/dean of students.

D. SELLING OF PUBLISHED MATERIALS
1. Except in the case of private sales and commercial transactions, the selling or displaying for sale of any books, newspapers, pamphlets and other published materials shall be permitted on campus provided:
   a. Such published materials are not available for sale at the University Bookstore;
   b. The selling or display of such published materials is conducted in compliance with the time, place and manner regulations established;
   c. The selling of such published materials is conducted by recognized student, faculty or staff organizations;
   d. The published materials displayed or offered for sale are not in violation of the provisions of Chapter 7.5, Title 9, Part I (commencing with Section 311) of the Penal Code (relating to the sale and distribution of obscene matter), or of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code (relating to the preparation, sale and distribution of term papers, theses and other materials to be submitted for academic credit).

2. Selling or displaying for sale of published materials in violation of the above subsections is prohibited.

TIME: Monday through Friday, 8 a.m. to 5 p.m.

PLACE: The sale or display for sale of published materials must be conducted in a manner that does not unreasonably interfere with classes and other normal university functions or obstruct the free flow of pedestrian and vehicular traffic, and must be carried out without voice amplification or other unduly loud noise, and without undue provocation, harassment or disturbance of persons in the area.
MANNER: The sale or display for sale of published materials must be conducted in a manner that does not unreasonably interfere with classes and other normal university functions or obstruct the free flow of pedestrian and vehicular traffic, and must be carried out without voice amplification or other unduly loud noise, and without undue provocation, harassment or disturbance of persons in the area.

REFERENCE: California Code of Regulations, Title 5, Section 42351.

E. USE OF TABLES

The use of tables on campus for distribution of handbills and circulars and for the sale and distribution of books, newspapers, magazines, pamphlets and similar materials not available in the University Bookstore and not in violation of the California Penal Code is permitted by recognized student, faculty or staff organizations. An organization representative must:

1. Complete the Program and Regulation Clearance process available to students by contacting the Office of Student Life and Development, USU-215, (562) 985-4181, or available to faculty and staff at the USU Conference and Events Center, USU-221, (562) 985-5205;
2. Ensure all signs and posters at the tables are in compliance with the regulations provided in Regulation VI, Campus Publicity and Posting;
3. Ensure that any display associated with the table does not create a safety hazard or obstruct the sidewalk.

TIME: Monday through Friday, 8 a.m. to 5 p.m.

PLACE: At designated areas for Group One Food sales (Regulation VIII, “Food Sales”) and at the designated site near the Multicultural Center.

MANNER: Solicitation, distribution and sales of items at tables are permitted which do not interfere with classes in session or obstruct the free flow of pedestrian and vehicular traffic and which are carried out without voice amplification or other loud noise, and without undue provocation, harassment or undue disturbance of persons in the area.

REFERENCE: California Code of Regulations, Title 5, Section 42351. Education Code, Sections 66600, 89030, 89031 and 89035.

F. HANDBILLS AND CIRCULARS

1. No person or persons shall deposit or distribute advertising handbills or circulars which contain false, misleading or illegal advertising at the university.
2. No person or persons may litter by throwing or placing advertising handbills or circulars on the grounds, benches and other non-display areas of the university.
3. The distribution of written or printed matter is permitted on campus grounds subject to the time, place and manner regulations established below. Distribution of written or printed matter in violation of established campus directives is prohibited.

TIME: Monday through Friday, 8 a.m. to 7 p.m. Permits must be obtained prior to 5 p.m.
PLACE: Anywhere on campus except for the prohibited locations listed in Regulation IX, section C, “Non-Commercial Solicitation.”

MANNER: Distribution must be conducted that does not interfere with classes and other normal university functions or obstruct the free flow of pedestrian and vehicular traffic and must be carried out without voice amplification or other unduly loud noise, and without undue provocation, harassment or disturbance of persons in the area.

PERMIT: For the issuance of the requisite permit, contact the Office of Student Life and Development, USU-215 (562) 985-4181.

REFERENCE: California Code of Regulations, Title 5, Section 42352. Education Code, Sections 66600, 89030, 89031 and 89035.

G. PUBLIC MEETINGS, PERFORMANCES, RALLIES AND SIMILAR EVENTS

1. The university president may permit the use of campus buildings and grounds for public meetings, performances, rallies and similar events held in accordance with the time, place and manner regulations established below. Any such event occurring on campus in violation of these established campus directives regarding time, place and manner is prohibited.

2. For clarification, contact the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.

TIME: Varies by venue.

PLACE: Restricted to the immediate geographic location approved for the event.

MANNER: Events must be conducted in a manner that does not interfere with classes and other normal university functions and other scheduled meetings or educational programs, and does not interfere with vehicle or pedestrian traffic, and must be carried out without voice amplification or other unduly loud noise and without undue provocation, harassment or disturbance of persons in the area (see Regulation XV).

PERMIT: For approval to use campus buildings and grounds for public meetings, performances, rallies and similar events, students must contact the Office of Student Life and Development, USU-215, (562) 985-4181. Academic or administrative departments wishing to use the University Student Union, Soroptimist House or Speakers’ Platform must contact the Event Services Office, BH-320, (562) 985-5578.

REFERENCE: Education Code, Sections 66600, 89030, 89031 and 89035. California Code of Regulations, Title 5, Section 42353.

H. DISPLAYS AND BOOTHS

Outdoor displays and booths are subject to review for safety considerations. Dimensions are limited to 6 x 6 feet displays or 10 x 10 feet for booths.
I. POSTING OF SIGNS
1. All posting on the campus, use of general announcement boards, banners, stakes and bulletin boards is governed by the authority of the university president. See Regulation VI in this publication.
2. All publicity is limited to the interior of the campus. Posters may not be placed on the Bellflower, 7th Street, Palo Verde or Atherton boundaries of the campus.

J. USE OF UNIVERSITY FACILITIES FOR FUNDRAISING EVENTS
1. Recognized student, faculty, staff or affiliate organizations may be granted use of the university facilities for functions at which admission is charged or donations solicited, when facilities are available, and providing they observe university policies and regulations.
2. The Program and Regulation Clearance process and/or University Lease Agreement form, depending on the status of the event sponsor, must be completed and filed prior to the event. This process or form is required if any university building or facility is used for a function for which admission is charged, funds are solicited, donations are accepted or charge is made for goods or services.
3. The associate vice president for financial management may authorize the use of university facilities by recognized faculty or staff organizations to raise funds by entering into a Facilities Use Agreement and payment of applicable fees. For recognized student organization fundraisers, contact the Office of Student Life and Development, USU-215, (562) 985-4181.

K. VENDING MACHINES FOR PUBLICATIONS
The University administration and ASI seek to provide ecological and safety standards for the distribution of newspapers on this campus. Newspaper and magazine vendors may be permitted vending machines in designated campus locations.

   Depending on the location desired, requests for vending machine space must be obtained and approved by the director of the Forty-Niner Shops Bookstore, (562) 985-4003 or the assistant director, commercial business operations, SRWC, (562) 985-7869. Vending machines left on campus without approval will be removed and may be picked up at the Facilities Management Building, (562) 985-4871.

L. VOTER REGISTRATION
1. The university encourages voter registration access on campus as per California Election Code Section 302. When sponsored by the university or ASI, voter registration must provide students free access to register for his/her choice of party and may not advertise or promote an individual or party.

   TIME: Monday through Friday, 8 a.m. to 7 p.m. Permits must be obtained during normal business hours, 8 a.m. - 5 p.m.

   PLACE: CSULB student, faculty or staff organizations conducting voter registration may use tables at the designated Group One Food sale locations (see Regulation VIII in this publication). Off-campus individuals may
conduct voter registration in compliance with Regulation IX, Section C, if not using a table, or by renting a table from the University Student Union or University Bookstore (see Regulation IX, Section B).

MANNER: Voter registration is permitted which does not interfere with classes and other normal university functions or obstruct the free flow of pedestrian or vehicular traffic and which is carried out without voice amplification or other loud noise and without undue provocation, harassment or undue disturbance of persons in the area.

2. In addition to the above, which is intended for voter registration, space may also be provided for campus-recognized clubs and organizations for political programming activities to include speakers and rallies and the distribution of election materials (see Regulation V, Scheduling).

M. SPEAKERS’ PLATFORM

The Speakers’ Platform is located on the east side of the Forty-Niner Bookstore vendor pavilion. The Speakers’ Platform is available for scheduling (see Regulation V for scheduling and Regulation X for amplification at the Speakers’ Platform).

N. CLARIFICATION AND EXCEPTIONS

For clarification of Regulation IX and consideration of exceptions for recognized student organization fundraisers, contact the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670. For exceptions to other policies restricting commercial activity, contact the Office of the Associate Vice President, Financial Management, University Facilities Use Coordinator, BH-346, (562) 985-8574.

REGULATION X
AMPLIFICATION POLICIES

Sound amplification equipment used on campus is restricted to that provided by ASI or by the university. Any group wanting to use its own sound amplification system must receive permission. Equipment to be used in the USU and Soroptimist House may be requested at the USU Conference and Events Center, USU-221, up to three working days in advance of the scheduled meeting. Requests for amplification require approval by the Office of Student Life and Development, USU-215. The maximum allowable noise level is 100 decibels. Pursuant to the California Code of Regulations, Title 8, Section 5097, this level represents the maximum permissible noise exposure.

AMPLIFICATION
A. TIME: Monday through Friday, Noon to 1 p.m.

PLACE: Southwest Terrace, South Plaza (no more than two reservations
in one week), Soroptimist House patio, University Student Union pool. Amplification is not allowed simultaneously at the Southwest Terrace and South Plaza.

**MANNER:** Musical performances with amplification must be used in a manner that is conducive to, and will not disturb, the academic environment. Amplification above 100 decibels will not be permitted for musical performances.

**B. TIME:** Monday through Friday, Noon to 1 p.m.

**PLACE:** Speakers' Platform, east side of the Forty-Niner Bookstore vendor pavilion, for speakers only.

**MANNER:** Amplified speech must be used in a manner that is conducive to, and will not disturb, the academic environment. No amplification of music is allowed.

Exceptions to amplification policies require approval of the director, Office of Student Life and Development, USU-215 or the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.

**REGULATION XI
CONSUMPTION OF BEER AND WINE**

**A.** Alcoholic beverages generally may not be consumed on campus except at pre-approved sponsored events. Event planners for student-sponsored events must obtain approval from the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670, University Police, UP Building, (562) 985-4101 and the director of Dining Services for the Forty-Niner Shops or his/her designee, (562) 985-4262. Event planners for non-student sponsored events must obtain approval from University Police, UP Building, (562) 985-4101, and the director of Dining Services for the Forty-Niner Shops or his/her designee, (562) 985-4262.

**B.** In accordance with CSU Executive Order 966, the sale of alcoholic beverages is prohibited in conjunction with any athletic event held in university-owned facilities.

**C.** 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. Approval normally will be limited to events in such areas as the University Student Union, the Soroptimist House, the Carpenter Performing Arts Center, The Pointe and Ukleja Room in the Walter Pyramid, the Earl Burns Miller Japanese Garden, the Nugget or the Chartroom.

**D.** Fraternities and sororities must also adhere to policy on alcoholic beverages
included in the Code of Conduct, which is distributed to all Greek letter organizations and is available in the Office of Student Life and Development, USU-215.

E. All of the following conditions shall prevail with respect to “approved group sponsored events”:

1. Attendance shall be limited to members of the sponsoring group and their invited personal guests;
2. The event shall not be advertised or held out to the public or the university community as an event where alcoholic beverages will be served;
3. The chair of the event and the sponsoring organization and officers are responsible for compliance with applicable state and municipal laws and regulations, and the California State University’s system policies. Neither persons under 21-years-of-age, nor persons obviously intoxicated shall be furnished, served or given an alcoholic beverage (reference: California Business and Professional Code 25658);
4. Any person under the age of 21 who presents or offers false or fraudulent identification for the purpose of obtaining alcoholic beverages is guilty of a misdemeanor (California Business and Professional Code 25661). Any person under the age of 21 who purchases or consumes alcoholic beverages is guilty of a misdemeanor (California Business and Professional Code 25658);
5. There shall be no sale or serving of alcoholic beverages except pursuant to a valid license or permit issued by the Department of Alcoholic Beverage Control to the Forty-Niner Shops, Inc., or their designated contractor. “Sale” means to exchange any consideration for alcoholic beverage. “Sale” also includes an “admission charge” to an event where alcoholic beverages are served exclusively to those who pay the charge. “Consideration” includes money, tickets, tokens or chits, which have been issued in exchange for money or anything else of value (California Business and Professional Code 23025);
6. The use of donated alcoholic beverages must be approved by the director of Dining Services for the Forty-Niner Shops or his/her designee prior to the event. All requests for service of donated beverages must include a letter from the donor. Donated alcoholic beverages may only be provided by a licensed wholesale distributor and may not be from an individual person or group. All donated beverages and the donation letter from the licensed wholesaler which states the reason for the donation must be delivered to Beach Catering Office, (562) 985-4039, a minimum of 72 hours prior to the event;
7. A corkage fee will be charged for any champagne, wine or bottled beer brought to an approved event. Keg beer is not available to student organizations;
8. Sale or service of alcoholic beverages may not begin before 11 a.m.;
9. Non-alcoholic beverages shall be available at all times when alcoholic beverages are served. Should the availability of non-alcoholic beverages end before the designated service time expires, the service of alcoholic beverages will also terminate;
10. The sponsoring organization’s event planner who serves as host will assist with enforcing these regulations.

ADDITIONAL REGULATIONS

A. DAMAGE – Any damage to individuals or California state property inside or outside the building during or following the event is the responsibility of the host, who may be billed for the damages. Any property damage is cause for immediate closing of the event.

B. FURNITURE AND FURNISHINGS – State-owned and auxiliary-owned furniture and furnishings must remain in the building. Any furniture that is to be moved must be moved by the appropriate state or auxiliary personnel, or with their permission, and be returned to the original location at the conclusion of the event.

C. CLOSING PROCEDURES – Closing down means: (1) no further serving of refreshments; (2) reducing amplification; and (3) admitting no additional guests. The host requests invited guests to begin leaving prior to closure time as to avoid an abrupt and crowded exiting. Other events closings are by mutual agreement between the University Police and the Forty-Niner Shops.

D. HOST’S RESPONSIBILITY – The host(s) is essentially responsible for the enforcement of all rules and regulations pertaining to the event while the event is in progress. Should an event become threatening to persons or property, the following actions should be used, as listed in the order of preference:

1. Host Closing: When the event host or university staff decides the event should end, the event chair has primary responsibility for closing the event.

2. University Staff Closing: When university staff determines that the event must be closed, but the host is unwilling or unable, the staff member will close the event by advising the guests they must leave.

3. University Police Closing: When the university staff member determines that the staff cannot, or it would not be prudent to attempt to, close the party alone, the staff member should call University Police for assistance. Once University Police arrives, officers are in charge of closing the event, and the staff member’s role is to explain the circumstances and be supportive to University Police.

E. ADDITIONAL SECURITY – If the university determines that security is needed for the event, the sponsoring persons or group must make arrangements with University Police for additional security prior to alcohol being served. The sponsoring persons or groups are responsible for costs associated with providing additional security.

F. CITATIONS – Where indicated by law, University Police shall seek identification and issue an immediate campus disciplinary citation, and/or other
appropriate citation, to anyone drinking in open areas on campus that are not in an authorized area for an approved, sponsored event.

G. RESIDENCE HALLS – Possession and/or consumption of alcoholic beverages is prohibited in and around the residence halls. The residence halls are governed by policies and procedures stated in the annual Residence Hall Calendar and Handbook.

H. MISUSE OF ALCOHOL – Misuse of alcohol may result in drunkenness and disturbance and/or the commission of a crime, which often results in injury to oneself or others or damage to property. CSULB will not tolerate such behavior and will hold students, sponsors and organizations responsible when conduct standards are violated.

PROCEDURES
A. Colleges, departments, student organizations, organizations of faculty or staff and off-campus groups or individuals reserving campus facilities may request permission to hold an “approved group-sponsored event” at which beer or wine is served by submitting a Beer and Wine Clearance Request Form at least seven (7) school days prior to the proposed event.

1. The form for events sponsored by non-students is available from Forty-Niner Shops Beach Catering Services, (562) 985-4262. The completed form is submitted for approval to the captain, University Police, and then to the director of Dining Services.

2. The form for student organization-sponsored events is available from the Office of the Associate Vice President/Dean of Students, USU-219. The completed form is submitted for approval to the dean/assistant dean of students, then to the captain, University Police, and the director of Dining Services.

B. Established procedures for reserving university facilities must be followed in addition to this special procedure regarding the serving of beer and wine. Information is available in the USU Conference and Events Center, USU-221.

C. Forty-Niner Shops Dining Services, under the supervision of the director of Dining Services, shall have delegated authority for monitoring and serving beer or wine at any event or any “special event” for which the approval has been granted.

D. Serving of beer and wine is limited to three hours, and a non-alcoholic beverage must also be provided.

E. Student organization requests for exceptions to the Beer and Wine Procedures or regulations may be requested on the Beer and Wine Clearance form and submitted to the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.
REGULATION XII
HOUSING POLICIES

A. The California Code of Regulations, Title 5, and the CSU Executive Orders prescribe regulations governing certain aspects of the residence hall programs from the chancellor of the CSU.

B. The university requires that fraternal chapter houses be operated in accordance with city and state laws and regulations established by the university. See the Code of Conduct for Fraternities and Sororities available at the Office of Student Life and Development, USU-215.

C. Additional regulations and judicial board procedures applying to residence halls at this campus are available from the Office of Housing and Residential Life in the Residence Hall Calendar and Handbook and in the Residence Hall Judicial Handbook. Residents and their guests are expected to become familiar with and abide by the directives contained within these publications.

REGULATION XIII
GAMBLING AND LOTTERIES

A. Gambling and lotteries are subject to state law [Section 330 through 337(s) of the California Penal Code] and therefore are not permitted on campus at university functions or by university organizations.

B. Gambling includes, among other things, any percentage game played with cards, dice or any other device for money, checks, credit or anything else representative of value. Those who deal, play, carry or conduct such games, or place bets in connection with such games, are guilty of a misdemeanor and subject to a fine, imprisonment, university disciplinary action or any combination of sanctions.

REGULATION XIV
INTERFERENCE WITH UNIVERSITY POLICE

University Police is on duty to protect the university community. Those individuals, including students, who interfere with University Police in the performance of its duties are in violation of the law (Section 148, California Penal Code). In addition to the above, violators are subject to university disciplinary action. For additional information, contact the Office of Judicial Affairs, USU-224, (562) 985-5270.
REGULATION XV
DEMONSTRATIONS, PROTESTS AND PICKETING

Among the guarantees of the U.S. Constitution is the right of citizens to inform others of their opinions by peaceful demonstration, including picketing. The right to demonstrate does not include the right to break the law by:

1. Blocking entrances, exits or sidewalks;
2. Using physical force on individuals;
3. Throwing any matter;
4. Disturbing the peace;
5. Using any offensive language likely to promote violence;
6. Creating excessive noise by use of a device;
7. Committing any other criminal acts.

Demonstrating on campus is subject to time, place and manner requirements. To ensure that the orderly and peaceful flow of campus business and activities will not be disrupted, all organizations or individuals wishing to demonstrate should schedule the time and location of such an event in advance, thereby avoiding a conflict with a special campus or student event that may already be scheduled. To secure a permit, the protesting group must contact the Office of Student Life and Development, USU-215 or call (562) 985-4181.

**TIME:** Protest activities that have been approved may occur during regular business hours, Monday through Friday, 8 a.m. through 5 p.m., or at times stated in the permit.

**PLACE:** Approved protest activities may take place on campus with the following exceptions: inside buildings and facilities; within the Liberal Arts corridor between LA-1 and LA-5; vendor areas and walkways immediately adjacent to the Forty-Niner Shops Bookstore/Dining Plaza; within 32 feet of the University Student Union escalator as well as the covered walkway on the west side of the University Student Union from the escalator to the end of the walkway on West Campus Drive; and within 50 feet of any building in which instructional, educational and/or official business activities are being conducted.

**MANNER:** Those who participate must conduct themselves in an orderly and lawful manner. Such activities must not interfere with instructional programs or operations of the campus. In addition, such activities must not interfere with vehicle or pedestrian traffic. These activities must be conducted in conformance with all applicable federal and state laws and university policies and regulations.

**NOTE:** Restrictions may apply to the use of oversized wood stakes.
**Violations:** Violations of time, place and manner policies may result in the removal of the offending party or parties from campus as well as possible loss of further use of campus facilities and grounds and personal liability for any cost incurred by the campus due to improper use.

Additionally, where these activities present a danger to the safety of the campus community or where the activity interferes with lawful conduct of university business, University Police may declare the activity an unlawful assembly and issue a dispersal order pursuant to California Penal Code §409.

**REGULATION XVI**

**FEDERAL AND CALIFORNIA STATE PENALTIES ON STUDENT FINANCIAL ASSISTANCE PROGRAMS**

Provided below are the regulations regarding criminal penalties for fraud and abuse as adopted by the U.S. Congress. These regulations are the federal code related to The Higher Education Act of 1965, Section 490.

**Criminal Penalties for Fraud and Abuse**

The law establishes criminal penalties for fraud and abuse under the Title IV programs. Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statements or forgery, funds, assets or property provided or insured under Title IV is subject to a fine of not more than $10,000 or imprisonment for not more than five years, or both.

A fine of $10,000 or imprisonment of no more than one year, or both, can be imposed on any person who is convicted of knowingly and willfully making any false statement, furnishing any false information, or concealing any material information in connection with the assignment of a loan which was made or insured under Title IV; or making an unlawful payment to an ineligible lender under the Federal Family Educational Law (FFEL) programs as an inducement to make, or acquire by assignment, a loan insured under one of those programs. (Reference: Higher Education Act, as amended October 2002, Section 490 [20 U.S.C. 1097]).

Any person convicted of destroying or concealing any record relating to the provision of assistance under any Title IV student assistance program with intent to defraud the U.S. Government is subject to a fine of not more than $10,000 or imprisonment for not more than five years, or both (Reference: Title IV, Higher Education Act, 1965 as amended through July 2001.) For information, call the Office of Financial Aid, (562) 985-8403.
REGULATION XVII
VIOLENCE AGAINST PERSONS:
SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE
AND STALKING

Violence against a person includes sexual assault and stalking. Sexual assault in any form, perpetrated by any person – an acquaintance, date, stranger, partner or spouse; inappropriate touching or fondling; or cyber or physical stalking – will not be tolerated at California State University, Long Beach. Where there is evidence that campus-related sexual assault has been committed by a student, campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of expulsion, suspension or disenrollment. If the victim initiates criminal action against the perpetrator, in addition to reporting the crime to a campus reporting authority, the perpetrator is subject to criminal penalties, which may include fines and imprisonment.

UNIVERSITY JURISDICTION
CSULB views seriously its obligations 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 the rules and regulations of the California State University.

A student charged with a sexual-abuse or sexual assault/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 Disciplinary Procedures for the California State University (Reference: CSU Executive Order 1098. Student Conduct Procedures for the California State University; and, California Code of Regulations, Title 5, Section 41301-41304, 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 sexual violence incident are strongly encouraged to notify University Police immediately. University Police may be notified by dialing 9-1-1 (from any telephone, including cell phones, on campus) or by calling (562) 985-4101.

The California State University does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit
discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

Title IX requires the university to designate a Title IX coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX coordinator is available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus, and other related matters. If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

Campus Title IX Coordinator:
• Main Line: (562) 985-8256
• Website: http://www.csulb.edu/depts/oed/policies/title-ix.html
• Office Hours: Monday-Friday (8 a.m.-5 p.m.)
• Larisa Hamada, director, Office of Equity and Diversity
• Email: Larisa.Hamada@csulb.edu
• Address:
  1250 Bellflower Blvd. (MS 0605/USU-301)
  Long Beach, CA 90840

Deputy Title IX Coordinator for Student Sexual Misconduct
• Main Line: (562) 985-5270
• Office Hours: Monday-Friday (8 a.m.-5 p.m.), USU-224
• Thomas Malizia, director, Office of Judicial Affairs
• Email: Thomas.Malizia@csulb.edu

Deputy Title IX Coordinator for Athletics
• Main Line: (562) 985-8527
• Office Hours: Monday-Friday (8 a.m.-5 p.m.), BAC
• Cindy Masner, senior associate athletics director/senior women’s administrator, Athletics Department
• Email: Cindy.Masner@csulb.edu

University Police
• Main Line: (562) 985-4101 (24 hour)
• Website: http://daf.csulb.edu/offices/ppfm/police/sex_assault.html
• Mailing address:
  University Police Department
  1250 Bellflower Blvd.
  Long Beach, CA 90840
  (Brick building south of the Student Recreation and Wellness Center on Palo Verde Ave.)
Local Police
- Long Beach Police Department
- Main Line: (562) 570-7260

U.S. Department of Education, Office for Civil Rights (OCR):
- (800) 421-3481 or ocr@ed.gov
- If you wish to fill out a complaint form online with the OCR, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

White House Task Force
- http://www.notalone.gov/

Title IX requires that the CSU adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1097 (http://www.calstate.edu/eo/EO-1097.pdf) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.*

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim), any member of the university community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sex discrimination/harassment, prevent its recurrence and remedy its effects.

**SUPPORT SERVICES**

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.

Student Health Services offers routine medical examinations, including pregnancy tests and tests for sexually transmitted diseases; (562) 985-4771, www.csulb.edu/shs.

*Executive Order 1096 sets forth the university’s system-wide policy and complaint procedure for discrimination, harassment and retaliation for employees not eligible to file a complaint or grievance under a collective bargaining agreement or whose collective bargaining agreement incorporates the CSU system-wide complaint procedure.
The **Women’s Resource Center** provides referrals to campus and community services and annual educational programs on awareness and prevention of sexual assault, rape, domestic and interpersonal violence, and stalking; LA1-102, (562) 985-8576, www.csulb.edu/wrc.

**Long Beach Trauma Recovery Center**, a partnership between California State University, Long Beach and St. Mary Medical Center, provides comprehensive trauma and mental health care for victims of crime and their families at no cost; (562) 491-7977, www.ced.csulb.edu/lbtrc/lbtrc-hours-and-directions.

**Off-Campus 24-Hour Hotlines:**
1. YWCA/GLA Sexual Assault Crisis Program – (877) 943-5778
2. Orange County Rape Crisis Hotline – (949) 831-9110 and (714) 957-2737
3. The Rape Treatment Center – Santa Monica Hospital, (310) 319-4000
4. East LA Rape Hotline – (800) 585-6231
5. Peace Over Violence – LA Metro, (310) 392-8381 and (213) 626-3393
6. Peace Over Violence – San Gabriel Valley (626) 793-3385
7. Center for the Pacific Asian Family – (800) 339-3940
8. Interval House Crisis Shelter (Domestic Violence Services) – (562) 594-4555
9. WomenShelter of Long Beach (Domestic Violence Services) – (562) 437-4663
10. Su Casa Domestic Violence Services – (562) 402-4888

**EXECUTIVE ORDER 1097**

**SYSTEMWIDE POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION AGAINST STUDENTS AND SYSTEMWIDE PROCEDURE FOR HANDLING DISCRIMINATION, HARASSMENT AND RETALIATION COMPLAINTS BY STUDENTS**

**ARTICLE I. DEFINITIONS**

For purposes of this Executive Order, the following definitions apply:

**A. Accused** means the CSU, a CSU employee, another Student, or a Third Party against whom an allegation of Discrimination, Harassment or Retaliation has been made.

**B. Adverse Action** means an action that has a substantial and material adverse effect on the Complainant’s ability to participate in a University program or activity free from Discrimination, Harassment or Retaliation, as those terms are defined below. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.

**C. Advisor.** The Complainant and the Accused may each elect to be accompanied by an Advisor to any meeting or interview regarding the allegations. The Advisor may be anyone, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator.
during the investigation. The Advisor may not answer questions regarding the
subject matter of the investigation for the Complainant or the Accused.

D. Age, as defined in California Government Code § 12926(b), refers to the
chronological age of any individual who has reached his or her 40th birthday.

E. California State University (CSU) means the 23 campus system of the
California State University, including the Office of the Chancellor (CO).

F. Calendar Days are defined as Monday through Sunday and includes official
holidays.

G. Campus or University means any of the 23 campuses of the CSU or the
Office of the Chancellor.

H. Complaint means a written communication that complies with Article
VI. C alleging Discrimination, Harassment or Retaliation against the CSU, an
employee, another Student, or a Third Party.

I. Complainant means an individual who is eligible to, and does, file a
Complaint to report Discrimination, Harassment or Retaliation. It also includes
an alleged victim of Discrimination, Harassment or Retaliation in cases where
some other person has made a report on that person’s behalf.

J. DHR (Discrimination, Harassment, and Retaliation) Administrator
means the Management Personnel Plan (MPP) Employee at each Campus who
is designated to administer this Executive Order and coordinate compliance with
the laws prohibiting Discrimination, Harassment and Retaliation. The DHR
Administrator may delegate tasks to one or more designees. MPP Employee,
as defined in Cal. Code Regs. Title5 § 42720 et seq., means an employee who
has been designated as “management” or “supervisory” under the provisions of
the Higher Education Employer-Employee Relations Act. The president may
assign the roles of the DHR Administrator and Title IX Coordinator (defined
below) to the same person. The names of, and contact information for, the DHR
Administrator and Title IX Coordinator shall be made readily available to the
Campus community and Third Parties as described in Article III.

K. Disability means mental or physical disability as defined in California
Education Code § 66260.5.

L. Discrimination means Adverse Action taken against a Student by the CSU, a
CSU employee, another Student, or a Third Party because of a Protected Status.

M. Gender, as defined in Cal. Educ. Code § 66260.7, means sex, and includes
a person’s gender identity and gender expression. Gender expression means a
person’s gender-related appearance and behavior whether or not stereotypically
associated with the person’s assigned sex at birth.
• **Sex**, as defined in Cal. Gov. Code § 12926(p), includes but is not limited to pregnancy, childbirth or associated medical condition(s).

**N. Genetic Information**, as defined in Cal. Civ. Code § 51(2)(e), means:
- The Student’s genetic tests.
- The genetic tests of the Student’s family members.
- The manifestation of a disease or disorder in the Student’s family members.
- Any request for, or receipt of genetic services, or participation in clinical research that includes genetic services, by a Student or any Student’s family member.
- Genetic Information does not include information about any Student’s sex or age.

**O. Harassment** means unwelcome conduct engaged in because of a Protected Status that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Student, and is in fact considered by the Student, as limiting the Student’s ability to participate in or benefit from the services, activities or opportunities offered by the University.

This policy covers unwelcome conduct of a sexual nature. While romantic and/or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to charges of Sexual Harassment or Sexual Violence, including Domestic Violence, Dating Violence and Stalking, subject to this policy.

1. **Sexual Harassment**, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to Sexual Violence, sexual advances, requests for sexual favors, and indecent exposure where:
   a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Student’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
   b. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Student, and is in fact considered by the Student, as limiting the Student’s ability to participate in or benefit from the services, activities or opportunities offered by the University; or
   c. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Student, and is in fact considered by the Student, as intimidating, hostile or offensive.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping,
even if those acts do not involve conduct of a sexual nature.

2. **Sexual Violence** is a form of Sexual Harassment and means physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, Domestic Violence, Dating Violence and Stalking (when based on gender or sex) perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual’s status as a minor, use of drugs or alcohol, or Disability.² Sexual Violence may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person’s intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person’s incapacitation (including voluntary intoxication).

Men as well as women can be victims of these forms of sexual assault. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

a. **Sexual Assault** is a form of Sexual Violence and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person’s gender or sex.²

b. **Sexual Battery** is a form of Sexual Violence and is any willful and unlawful use of force or violence upon the person of another because of that person’s gender or sex.³

c. **Rape** is a form of Sexual Violence and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute Rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical Disability renders a person incapable of giving consent. The accused’s relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.⁴ (See complete definition of Consent below.)

d. **Acquaintance Rape** is a form of Sexual Violence committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

e. **Consent** means an informed, affirmative, conscious decision by each

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¹ See definition of Consent, below.
² 2 Cal. Penal Code § 240.
⁴ Cal. Penal Code §§ 261-263
participant to engage in mutually agreed-upon sexual activity.

- Consent must be **voluntary**, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.

- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must **always** be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

- Consent cannot be given by a person who is **incapacitated**. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is **incapacitated** if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an **intoxicated** person (as a result of using alcohol or other drugs) is **incapacitated** depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.

- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused’s position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.

- Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

f. **Domestic Violence** is a form of Sexual Violence and is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the abuser has a child; someone with whom the abuser has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that
may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.\(^5\)

g. **Dating Violence** is a form of Sexual Violence and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim.\(^6\) This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

h. **Stalking** means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others’ safety, or causes the victim to suffer substantial emotional distress.\(^7\)

**P. Investigator** means the person tasked with investigating a Complaint at Level I. All investigators shall receive annual training regarding such issues as the laws governing Discrimination, Harassment and Retaliation; Title IX and VAWA/Campus SaVE Act (as defined below); as well as other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or Sex, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking; Student and witness privacy rights; and the Family Educational Rights and Privacy Act of 1974 (FERPA). For matters involving Sex Discrimination, Sexual Harassment and Sexual Violence, the Investigator shall also receive annual training on how to conduct an investigation process that protects the safety of the Complainant. The Investigator shall not be within the administrative control or authority of any Accused CSU employee. The Investigator may be the DHR Administrator, the Title IX Coordinator, or their designee, provided that he/she shall be an MPP Employee or an external consultant.


**R. Preponderance of the Evidence** means the greater weight of the evidence; i.e., that the evidence on one side outweights, preponderates over, or is more than, the evidence on the other side. The Preponderance of the Evidence is the applicable standard for demonstrating facts in an investigation conducted pursuant to this Executive Order.

**S. Protected Status** means Age, Disability, Gender, Genetic Information,

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\(^5\)Cal. Penal Code § 13700(b) and Cal. Family Code § 6211.  
\(^6\)Cal. Penal Code § 13700(b).  
\(^7\)Cal. Penal Code § 646.9.
Nationality, Race or Ethnicity, Religion, Sexual Orientation, and Veteran or Military Status.

**T. Race or Ethnicity**, as defined in Cal. Educ. Code § 66261.7, includes ancestry, color, ethnic group identification, and ethnic background.

**U. Religion**, as defined in Calif. Educ. Code § 66262, includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism. Religious dress and grooming practices, such as wearing religious clothing, head or face covering, jewelry, and artifacts, are part of a Complainant’s religious observance or belief.

**V. Remedies** mean actions taken to correct a violation of the prohibitions against Discrimination, Harassment and Retaliation set forth in this Executive Order. **Interim Remedies** shall be offered to a victim prior to the conclusion of an investigation in order to immediately stop the alleged wrong-doing and/or reduce or eliminate negative impact, when appropriate. Victims of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking must be provided reasonable Interim Remedies, if requested by the victim, regardless of whether the victim chooses to report the conduct to campus police or local law enforcement. Examples may include offering the victim the option of psychological counseling services, changes to academic or living situations, completing a course and/or courses on-line (if otherwise appropriate), academic tutoring, arranging for the re-taking of a class or withdrawal from a class without penalty, and/or any measure as appropriate to stop further alleged Discrimination, Harassment or Retaliation until an investigation is concluded or an informal resolution is reached (except in cases of Sexual Violence where informal resolution is not appropriate). The Title IX Coordinator shall assist and provide the victim with reasonable remedies as requested by the victim throughout the reporting, investigative, and disciplinary processes, and thereafter.

**W. Retaliation** means Adverse Action taken against a Student because he/she has or is believed to have:

1. Exercised rights under this Executive Order;
2. Reported or opposed conduct which he/she reasonably and in good faith believes is Discrimination, Harassment or Retaliation;
3. Participated in a Discrimination, Harassment or Retaliation investigation/proceeding; or
4. Assisted someone in reporting or opposing Discrimination, Harassment or Retaliation.

Y. Student means an applicant for admission to the CSU, an admitted CSU student, an enrolled CSU student, a CSU extended education student, a CSU student between academic terms, a CSU graduate awaiting a degree, and a CSU student who withdraws from the University while a disciplinary matter (including investigation) is pending.

Z. Third Party means a person other than an Employee or a Student. Examples include employees of auxiliary organizations (as defined in 5 Cal. Code Regs. § 42406), volunteers, independent contractors, vendors and their employees, and visitors.

AA. Title IX means Title IX of the Education Amendments of 1972 (Title IX).

BB. Title IX Coordinator means the Campus MPP Employee appointed by the Campus president to coordinate compliance with Title IX; VAWA/ Campus SaVE Act; and other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or Sex, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking. (See Executive Order 1095).

Each campus may designate one or more Deputy Title IX Coordinators, also of MPP status. The Title IX Coordinator may delegate training, education, communications, complaint procedure administration, investigations, and related Title IX duties to one or more Deputy Title IX Coordinators. However, all Deputy Title IX Coordinators must report to the Title IX Coordinator, and the Title IX Coordinator shall oversee and supervise all such delegated tasks.

MPP Employee, as defined in 5 Cal. CodeRegs. § 42720 et seq., means an employee who has been designated as “management” or “supervisory” under the provisions of the Higher Education Employer-Employee Relations Act. The president may assign the roles of the DHR Administrator and Title IX Coordinator to the same person. The names of, and contact information for, the DHR Administrator and Title IX Coordinator shall be made readily available to the Campus community and Third Parties as described in Article III.


DD. Veteran or Military Status means service in the uniformed services.

EE. Working Days are defined as Monday through Friday, excluding all official holidays or Campus closures at the Campus where the Complaint originated or at the Chancellor's Office where the Complaint Level II Appeal is reviewed.
ARTICLE II. POLICY STATEMENT

The CSU is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All Students have the right to participate fully in CSU programs and activities free from unlawful Discrimination, Harassment and Retaliation. The CSU prohibits Harassment of any kind, including, Sexual Harassment and Sexual Violence, Domestic Violence, Dating Violence, and Stalking. Such behavior violates both law and University policy. The University shall respond promptly and effectively to all reports of Discrimination, Harassment and Retaliation, and shall take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy.

The CSU strives to be free of all forms of unlawful Discrimination, Harassment and Retaliation. This policy is established in compliance with the California Equity in Higher Education Act (Education Code § 66250 et seq.), Title IX, VAWA/Campus SaVE Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, among other applicable state and federal laws. It is CSU policy that no Student shall, on the basis of any Protected Status, be unlawfully excluded from participation in, or be denied the benefits of, any CSU program or activity. Nor shall a Student be otherwise subjected to unlawful Discrimination, Harassment, or Retaliation for exercising any rights under this Executive Order.

Except as noted below, any Campus community member who knows or has reason to know of allegations or acts that violate this policy, shall promptly inform the DHR Administrator or Title IX Coordinator (where the allegations involve Sex Discrimination, Sexual Harassment or Sexual Violence). Except as noted below, Employees are required to disclose the name of a possible victim of Sexual Violence to the Title IX Coordinator even where the victim has requested that his/her name remain confidential; the Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident as set forth in Executive Order 1095.

• The following persons are not required to report any information about an incident of Sexual Violence: (1) physicians; psychotherapists; professional, licensed counselors; and clergy who work on or off campus, and who provide medical or mental health treatment or counseling (including those who act in that role under their supervision); and (2) sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers (including those who act in that role under their supervision, along with non-professional counselors or advocates who work or volunteer in sexual assault centers, victim advocacy offices, women’s centers or health centers), without the victim’s consent; and
• The following persons are **not** required to report any **personally-identifiable information** about a victim of Sexual Violence, if the victim requests confidentiality, but must report the facts of the incident, including the identity of the perpetrator (if known): University police.

Employees and Students who violate this policy shall be subject to discipline. If employee discipline is appropriate, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and legal requirements. Student discipline shall be administered in accordance with 5 Cal. Code Regs. § 41301 and Executive Order 1098, or any superseding executive order, if applicable.

**ARTICLE III. POLICY IMPLEMENTATION AND COMMUNICATION**

Each Campus president shall designate a DHR Administrator who shall be responsible for the implementation of, and compliance with, this policy. The DHR Administrator is responsible for publicizing this Executive Order, developing campus training policies consistent with this Executive Order, conducting training, and establishing an administrative structure consistent with this Executive Order that facilitates the prevention and elimination of Discrimination, Harassment and Retaliation, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking. Each Campus shall make the contact information for the DHR Administrator and Title IX Coordinator available to all members of the campus community as well as Third Parties. The contact information shall be updated, as necessary.

The requirements for training to promote awareness of CSU policies against Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, are set forth in Executive Order 1095.

This Executive Order shall be made readily available to all Students, CSU employees, and Third Parties, utilizing multiple media of communication, including Student orientations and catalogs, new employee orientations, Campus websites and publications, and the offices of Equity and Diversity, Student Affairs, Student Judicial Affairs, Disabled Student Services, Auxiliary Service Organizations, Academic Affairs, Extended Education and Human Resources.

**ARTICLE IV. PROCEDURE FOR HANDLING ALLEGED POLICY VIOLATIONS**

This Executive Order provides Students a procedure to address Discrimination, Harassment and Retaliation by the CSU, a CSU employee, another Student, or a Third Party. Whenever a Campus determines that a Complaint is outside the scope of this Executive Order, the Campus shall promptly so notify the Student in writing.
A. Who May Use This Procedure
Subject to the exceptions set forth below, any Student may file a complaint of Discrimination, Harassment or Retaliation under this Executive Order.

1. **Exception:** Complaints of Student employees whose Discrimination, Harassment or Retaliation complaints arise out of their employment. Such complaints shall be governed by Executive Order 1096, or any superseding executive order, if applicable.

2. **Exception:** Complaints by a Student about his/her academic adjustments and/or accommodations to a University’s educational program related to his/her Disability. Such inquiries and complaints shall be directed to the Campus Director, Disabled Student Services (DSS), and shall be governed by coded memorandum AA 2014-08, or any superseding policy, if applicable.

B. Grade Appeals That Allege Discrimination, Harassment or Retaliation
Grade appeals that allege Discrimination, Harassment or Retaliation shall proceed concurrently: (i) under Campus procedures per Executive Order 1037 or any superseding Executive Order, as applicable; and (ii) under this Executive Order. However, the Campus grade appeal procedure shall be placed in abeyance until such time as the Campus and any appeal processes under Article VI and/or Article VII of this Executive Order have concluded. The final determination under this Executive Order regarding whether Discrimination, Harassment or Retaliation occurred shall be provided to the Campus grade appeal committee. The committee shall be bound by such determination when considering the grade appeal request under Executive Order 1037.

Grade appeals that do not allege Discrimination, Harassment or Retaliation shall be filed under Campus procedures, per Executive Order 1037, or any superseding executive order, if applicable.

**ARTICLE V. INFORMAL RESOLUTION – CAMPUS LEVEL**

Students who believe they are or may have been victims of Discrimination, Harassment or Retaliation may initiate the Informal Resolution process prior to, or instead of, filing a Complaint. However, it is not appropriate in such cases for a Student to be required to “work out the problem” directly with the Accused; and in no event should any meeting between the Student and the Accused occur without appropriate involvement by the University (i.e., the DHR Administrator or Title IX Coordinator, if the allegations involve Sex Discrimination, including Sexual Harassment).

Where the allegations involve Sex Discrimination (including Sexual Harassment or Sexual Violence), the Complainant shall promptly be referred to the Title IX Coordinator. The Title IX Coordinator shall meet with the Complainant to discuss the Complainant’s concerns and reasonable Interim Remedies, as appropriate. In cases where Sexual Violence is alleged, the Complainant shall also be advised to immediately file a Complaint under
Article VI. *Informal resolution is not appropriate when Sexual Violence is alleged.*

In all other cases, the Student shall be notified that the Student, the Accused or the University may at any time elect to terminate the Informal Resolution Process. In that event, the DHR Administrator/Title IX Coordinator shall promptly notify the Student and the Accused in writing that the Informal Resolution process has terminated, the effective date thereof, and inform the student of his/her right to file a complaint pursuant to Article VI.

Upon receipt of a Student’s concern, the DHR Administrator or Title IX Coordinator (if the allegations involve Sex Discrimination, Sexual Harassment and Sexual Violence) shall promptly meet with the Student to discuss his or her concern and Interim Remedies, as appropriate.

During the pendency of the Informal Resolution process, the timeline to file a Complaint shall be extended for a period of no longer than 30 Calendar Days. Thus, under Article VI.B, if an extension is granted, a Complaint may be filed within 90 Calendar Days after the most recent alleged act of Discrimination, Harassment or Retaliation occurred, or 60 Calendar Days after the end of the academic term (semester/quarter) in which the most recent alleged act of Discrimination, Harassment or Retaliation occurred (whichever comes later).

If the Student’s concern alleges Sex Discrimination (including but not limited to Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence or Stalking), the Title IX Coordinator shall, during the initial meeting with the Student, undertake any and all applicable steps described in Article VI. D. In cases alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking, the Student shall also be advised to immediately file a Complaint under Article VI. In accordance with Title IX and VAWA/Campus SaVE Act, Executive Order 1095 describes the *written* information that must be provided to a Student who reports to the University that he/she has been a victim of Sexual Violence (including Domestic Violence, Dating Violence or Stalking).

The Campus shall attempt to resolve the Student’s concern quickly and effectively. The DHR Administrator (or Title IX Coordinator, where the allegations involve Sex Discrimination or Sexual Harassment) shall meet with the Student, the Accused, and any other persons or witnesses determined by the DHR Administrator or Title IX Coordinator to be necessary for a resolution of the matter, to review the allegations and any responses. Informal Resolution may take the form of a negotiated resolution facilitated by the DHR Administrator or Title IX Coordinator.

If informal resolution is reached, a record of the resolution shall be signed by the Student and maintained in accordance with applicable Campus recordkeeping policies. The matter shall be considered closed and the Student is precluded from filing a Complaint or appeal concerning the same incident, except where the terms of the informal resolution have been violated or have been ineffective in stopping the Discrimination, Harassment, or Retaliation.
Where the Accused is another Student, the DHR Administrator/Title IX Coordinator shall inform the student conduct administrator of the outcome of the Informal Resolution process, including any Interim Remedies and/or Remedies afforded to the Student-victim.

If resolution is not reached, the Campus shall promptly notify the Student and the Accused in writing that the Informal Resolution process is terminated, and the termination effective date. At the Student and/or Accused’s request, such notification shall also be provided to the Student and/or Accused’s respective Advisor. The Student shall be provided written notification about how to file a Level I Complaint and the timeline for doing so.

Both the Student and the Accused shall keep the details of the Informal Resolution process confidential until the process is concluded. If the matter is not resolved informally and an investigation is conducted, the Student and the Accused shall maintain confidentiality until the conclusion of the Level I and Level II processes, if any.

**ARTICLE VI. LEVEL I - CAMPUS LEVEL**

The Campus may determine that circumstances warrant initiating an investigation even if a Complaint has not been filed and independent of the intent or wishes of the Student. In that event, any such investigation shall be subject to Article VI. D through I and Article VIII. A through H only. Such investigation shall not be subject to Article VII (Level II Appeal Review - Office of the Chancellor).

**A. Filing a Complaint.** The Student shall submit a written Complaint to the DHR Administrator/Title IX Coordinator. The date of receipt shall be deemed to be the Complaint filing date. The DHR Administrator/Title IX Coordinator shall offer reasonable accommodations to Students who are unable to submit a written complaint because of Disability.

**B. Timeline for filing a Complaint.** To be timely, a Complaint must be filed within **60 Calendar Days** after the most recent alleged act of Discrimination, Harassment or Retaliation occurred, or **30 Calendar Days** after the end of the academic term (semester/quarter) in which the most recent alleged act of Discrimination, Harassment or Retaliation occurred (whichever comes later). This timeline may be extended pursuant to Article V, above.

**C. Complaint Requirements.** The Student should complete the attached “CSU Student Discrimination/Harassment/Retaliation Complaint Form” or, in the alternative, submit a written signed statement containing the following information:

1. The Student’s full name, address (including email address) and telephone number(s);
2. The name of the Accused and job title, position or Student status, if known;
3. The Protected Status that is the basis for the alleged Discrimination, Harassment, or Retaliation, or the Complainant’s activity that is the basis for the alleged Retaliation;
4. A clear, concise statement of the facts that constitute the alleged Discrimination, Harassment, or Retaliation, including pertinent date(s) and sufficient information to identify any individuals who may provide relevant information during the course of any investigation;
5. A statement verifying that the information provided is true and accurate to the best of the Student's knowledge;
6. The term and year of the Student’s most recent active academic status or the term and year in which he/she sought admission to the University;
7. The full name, address and telephone number of the Student’s advisor, if any;
8. The specific harm resulting from the alleged Discrimination, Harassment or Retaliation;
9. The specific remedy sought;
10. The Student’s signature; and
11. The date on which the Complaint is submitted.

D. Intake interview. The DHR Administrator or Title IX Coordinator (in cases alleging Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking) shall meet with the Student as soon as possible, but no later than 10 Working Days after the Complaint was received. The Student shall make him/herself available for this meeting. Executive Order 1095 describes written information that must be provided to any Student who reports to the University that he/she has been a victim of Sexual Violence, pursuant to Title IX and VAWA/ Campus SaVE Act:

1. The meeting shall serve as the initial intake interview and will: (a) acquaint the Student with the investigation procedure and timelines; (b) inform the Student of his/her rights (including having an advisor throughout the process); (c) provide the opportunity for the Student to complete and sign a Complaint form, if not already done; and (d) discuss Interim Remedies, as appropriate.

2. In cases alleging Sexual Violence, the Title IX Coordinator shall inform the Student of the right to file a criminal complaint; offer to assist the Student with filing a criminal complaint; assure the Student that such filing will not significantly delay the Campus investigation; advise the Student of available resources such as the Campus police, student health service center or psychological counseling center; and discuss reasonable and appropriate Interim Remedies. Executive Order 1095 describes the other items that must be addressed with the Student, including the provision of written information to any Student who reports to the University that he/she has been a victim of Sexual Violence.

E. Advisor. The Student and the Accused may elect to be accompanied by an advisor to any meeting or interview regarding the Complaint. The advisor may be an attorney. The advisor may not speak on behalf of the Student or Accused;
his/her role is limited to observing and consulting.

F. Confidentiality. Information regarding the Complaint shall be shared with other University employees and law enforcement exclusively on a “need to know” basis. University employees shall endeavor to honor any Complainant’s or victim’s request for confidentiality; however, the University shall also weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the Campus community. **Confidentiality, therefore, cannot be ensured.** Except as noted in Article II, in cases involving Sexual Violence, victim requests for complete confidentiality are to be referred to the Title IX Coordinator, who will then determine whether the request for complete confidentiality can be honored under the facts and circumstances of the particular case. (See Executive Order 1095).

G. Investigation Procedure. The DHR Administrator or Title IX Coordinator (in cases alleging Sex Discrimination, including Sexual Harassment and Sexual Violence) shall promptly investigate the Complaint or assign this task to another Investigator on a case-by-case basis. The Investigator shall receive annual training regarding such issues as the investigatory process; and the laws governing Discrimination, Harassment and Retaliation. (See also Executive Order 1095 regarding required training for Sexual Harassment and Sexual Violence investigations.) If delegated, the DHR Administrator or the Title IX Coordinator (in cases alleging Sex Discrimination, including Sexual Harassment and Sexual Violence) shall oversee the investigation to ensure that it is conducted in accordance with the standards, procedures and timelines set forth herein.

The Student and the Accused shall have equal opportunities to present relevant witnesses and evidence in connection with the investigation. The investigation shall be completed no later than **60 Working Days** after the intake interview, unless the timeline has been extended pursuant to Article VIII. E or F. The timeline should not be extended for a period longer than an additional **30 Working Days** from the original due date.

On occasion, a criminal investigation may be initiated by a law enforcement agency over the same allegations that are reported in a Complaint filed under this Executive Order. A pending (Campus or local) police investigation is a separate investigation and it does not relieve a Campus of its responsibility to handle complaints under this Executive Order. Thus, a Campus may not wait until the conclusion of a police investigation to commence its own investigation under this Executive Order. Although it may be necessary to temporarily delay the fact-finding portion of an investigation while the police are gathering evidence, once notified that the police have completed the fact gathering portion of their investigation, the Campus must promptly resume and complete its own investigation. In cases involving Sexual Violence, see the “Coordination with Criminal Investigations and Proceedings” section of Executive Order 1095.
Upon inquiry, the Complainant and Accused shall be advised of the status of the investigation.

H. Investigative Report. Within the investigation period stated above, the Investigator shall prepare an investigative report. The report shall include a summary of the allegations, the investigative process, the Preponderance of the Evidence standard, the evidence considered and appropriate findings. The report shall be promptly provided to the DHR Administrator or Title IX Coordinator (if applicable).

I. Notice of Investigation Outcome. If the DHR Administrator or Title IX Coordinator (in cases alleging Sex Discrimination, including Sexual Harassment and Sexual Violence) performed the investigation, he or she shall notify the Student in writing of the investigation outcome within 10 Working Days of completing the report. Otherwise, within 10 Working Days of receiving the report, the DHR Administrator or Title IX Coordinator shall review the report and notify the Student in writing of the outcome of the investigation. Where a Complaint is made against another Student, the DHR Administrator or Title IX Coordinator shall also notify the Campus student conduct administrator of the investigation outcome.

Written notice of the investigation outcome shall include a summary of the allegations, the investigative process, the Preponderance of the Evidence standard, the evidence considered, the findings of fact, a determination as to whether this Executive Order was violated, and if so, any Remedies to be afforded to the Complainant (such as an order that the Accused not contact the Complainant). If the outcome is that this Executive Order was not violated, the notice shall inform the Complainant of his/her right to file an appeal under Article VII. At the Complainant’s request, a copy of the notice shall also be provided to his or her Advisor, if any.

A separate written notice shall be provided to the Accused indicating whether or not the allegations at Level I were substantiated. If the outcome is that this Executive Order was not violated, the Accused shall also be informed of the Complainant’s right to file an appeal. At the Accused’s request, a copy of the notice shall also be provided to his or her Advisor.

ARTICLE VII. LEVEL II APPEAL REVIEW - OFFICE OF THE CHANCELLOR

A. Timing for Appeal to CO. Any Complainant who is not satisfied with a Level I determination that this Executive Order was not violated may file a Level II appeal with the Office of the Chancellor (CO) no later than 14 Calendar Days after receipt of the written notice of the Level I outcome.

Level II appeals shall be addressed to:

Equal Opportunity and Whistleblower Compliance Unit
The CO shall provide prompt written notice to the Accused and the DHR Administrator or Title IX Coordinator (where the allegations involve Sex Discrimination, Sexual Harassment or Sexual Violence) of any such appeal.

**B. Appeal Request.** The appeal shall be in writing and shall: (1) specify the reasons why the determination reached at Level I was erroneous; and (2) identify the specific evidence submitted at Level I that supports a finding the alleged Discrimination, Harassment or Retaliation by a Preponderance of the Evidence. The issues and evidence raised on appeal shall be limited to those raised and identified at Level I. The CO will offer reasonable accommodations to Complainants who are unable to submit a written appeal because of Disability.

**C. CO Review.** The CO review shall be limited in scope to determining (1) whether the Level I findings of fact are supported by a Preponderance of the Evidence; and (2) whether the findings of fact support the conclusion that this Executive Order was not violated. The review will not involve a new investigation and will not consider evidence that the Complainant did not introduce at Level I. If the CO review determines that evidence introduced for the first time at Level II could have affected the Level I determination, the Complaint shall be returned to the Campus so that the Level I investigation may be completed and the findings revised, if necessary, within a specified timeframe. Under these circumstances, the Complainant and Accused shall be informed that the investigation has been reopened and the timeline established in Article VII. D shall be extended pursuant to Article VIII. E and F.

**D. CO Response.** The CO designee shall respond to the Student no later than 60 Working Days after receipt of the Level II appeal, unless the timeline has been extended pursuant to Article VIII. E or F. The response shall include a summary of the issues raised on appeal, a summary of the evidence considered, the Preponderance of the Evidence standard, a determination of the two issues listed in Section C above, and a final decision. A copy shall be forwarded to the DHR Administrator or Title IX Coordinator (where the allegations involve Sex Discrimination, Sexual Harassment or Sexual Violence). At the Complainant's request, a copy of the CO Response shall also be provided to his or her Advisor. The Campus shall determine whether any remedies shall be afforded to the Complainant and provide prompt written notice to the Complainant of any remedies to be provided to him/her. The CO designee shall provide a separate notice to the Accused and, if requested by the Accused, to his or her Advisor, indicating the appeal outcome; i.e., whether the Accused has been determined to have violated this Executive Order by a Preponderance of the Evidence.
E. Closure. The CO Response and decision are final and conclude the CSU Complaint process.

ARTICLE VIII. GENERAL PROVISIONS FOR INVESTIGATION/REVIEW OF COMPLAINTS

A. All investigations and reviews shall be conducted impartially and in good faith.

B. Students and CSU employees are required to cooperate with the investigation and other processes set forth in this Executive Order, including but not limited to attending meetings, being forthright and honest during the process, and keeping confidential the existence and details of the investigation/review. If a Complainant and/or Accused refuse to cooperate, the CSU may draw all reasonable inferences and conclusions on the basis of all available evidence and conclude the investigation/review.

C. A Student shall proceed with a Complaint in good faith. A Student who knowingly and intentionally files a false Complaint or gives false statements shall be subject to discipline in accordance with 5 Cal. Code Regs. § 41301. Such disciplinary action shall not be deemed to be Retaliation.

D. Both the Student and Accused shall have the right to identify witnesses and other evidence for consideration; however, the CSU shall decide what evidence (if any) is relevant and significant to the issues raised.

E. If the Student, the Accused, a witness, the Investigator, CO designee, or other necessary person involved in the Complaint process is unavailable due to any reason deemed to be legitimate by the Investigator/CO designee, the timelines stated herein will be automatically adjusted for a reasonable time period that should not exceed an additional 30 Working Days. The Student and Accused shall receive written notification of any period of extension.

F. Timelines set forth herein may also be extended by mutual agreement. If the Student does not agree or does not respond to the CSU’s request for an extension, the CSU shall respond to the Complaint or appeal within the timelines set forth herein. Any such response shall be interim in nature as it will be based upon the information available at the time. The interim response shall note that the investigation or review is continuing until the CSU is satisfied that its duty to respond to the allegation(s) has been appropriately discharged. The interim response shall include a summary of the allegations, a description of the investigative and review process, and shall also provide the Student with an anticipated date of completion.

G. When submitting a Complaint or issuing a Level I or II decision, personal delivery, overnight delivery service, or certified mail shall be used. If personal
delivery is used, a signature acknowledging the calendar date of delivery shall be obtained which will establish the date of filing or response. If certified mail delivery is used, the postmark shall establish the date of filing or response.

H. The University is not obligated to investigate under the provisions of this Executive Order when no Complaint is filed, or when a Complaint is not timely filed. Nevertheless, if the University determines the circumstances warrant an investigation, the University shall investigate the underlying allegations of any Discrimination, Harassment or Retaliation Complaint. In that event, any such investigation shall be subject to Article VI. D through I and Article VIII. A through H of this Executive Order, but shall not be subject to Article VII. The University may in its discretion waive the time limits for filing a Complaint and choose to process the Complaint under this Executive Order. In the event that the University determines an investigation is not warranted, the reasons for that decision shall be reduced to writing and retained by the University according to appropriate record retention policies.

I. Where it is necessary for the Complainant or his/her Advisor to have access to specific information for the purpose of filing a complaint, the Complainant or his/her Advisor shall make a written request for such information to the Campus. The Complainant or his/her Advisor shall have access to information within the policies and procedures and laws governing confidentiality and privacy that are relevant to any issue raised in the complaint. This provision does not authorize a Complainant access to the personal files of another without the written consent of that person.

J. The CSU is committed to academic freedom assuring that all persons may exercise rights of free expression, speech and assembly; however, those rights do not allow any form of unlawful discrimination, harassment or retaliation.

For the most updated version of the student complaint procedure and policy for discrimination, harassment, and retaliation, please access: http://www.calstate.edu/eo/EO-1097.pdf

For the most updated version of the “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students”, please access the following URL: http://www.calstate.edu/eo/

For the complaint form: http://www.calstate.edu/eo/EO-1097-Complaint-Form.pdf

Relevant timelines related to the “Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation
REGULATION XVIII
POLICY PROHIBITING DISCRIMINATION AND HARASSMENT; COMPLAINT RESOLUTION PROCEDURES

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT
No student, employee, volunteer, member of the public or recipient of services and/or benefits provided by CSULB shall be subjected to any form of prohibited discrimination or harassment in any CSULB programs, services or activities.

Prohibited Discrimination is treatment of an individual or class of individuals which denies opportunity, participation or benefit of any of the following grounds:

- Age
- Color
- Disability
- Gender/Gender Identity
- Genetic Information
- Nationality
- Race or Ethnicity
- Religion
- Sex
- Sexual Orientation
- Veteran Status or Military Status

Prohibited Harassment means unwelcome conduct, including bullying, engaged in because of a protected status that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student’s ability to participate in or benefit from the services, activities or opportunities offered by the university.

Prohibited Sexual Harassment, as defined in California Education Code §212.5, consists of both non-sexual conduct based on sex or sex-stereotyping and conduct that is sexual in nature, and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct by the student is explicitly or implicitly used as the basis for any decision affecting the student’s academic status or progress, or access to benefits and services, honors, programs or activities available at or through the university; or
2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student’s ability to participate in or benefit from services, activities or opportunities offered by the university.

Prohibited Retaliation/Reprisal means adverse action taken against a student because he/she has or is believed to have:

1. Reported or opposed conduct which the student reasonably and in good faith believes is discrimination, harassment or retaliation; or
2. Participated in a discrimination, harassment or retaliation investigation/proceeding.

CONFIDENTIALITY

Information regarding a complaint shall be shared with other university employees and law enforcement exclusively on a “need-to-know” basis. University employees shall endeavor to honor any complainant’s or victim’s request for confidentiality, however, the university shall also weigh request for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot be ensured.

COMPLAINT PROCESS, STUDENT COMPLAINT AGAINST NON-STUDENT

The university has developed both informal and formal processes for the resolution of discrimination and harassment complaints. Individuals may utilize either of these avenues to resolve a complaint. Both of these processes are designed to resolve complaints in a timely and responsive manner at the earliest possible stage. Complaints must be filed no later than 60 calendar days from the date of the alleged offense or 30 days after the end of the academic term (semester/quarter) in which the most recent alleged act of discrimination, harassment or retaliation occurred (whichever comes later).

A discrimination complaint resolution officer (Larisa Hamada, Title IX coordinator, director of Equity and Diversity) has been appointed by the university president. This individual serves as a resource for any member of the campus community.

An informal complaint may be initiated by contacting the discrimination complaint officer (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 can proceed to the formal level. All informal complaints reported to other university employees must be referred to the director of Equity and Diversity.

A formal complaint may be initiated by submitting a completed, signed complaint form to the Office of Equity and Diversity, USU-301. The complainant will be required to provide an account of the alleged incident, to describe what effect it has caused, and to propose what remedy is sought. Formal complaint procedures include notification to the individual charged with prohibited behavior. In the formal process, an investigation will be conducted by the discrimination complaint officer (director of Equity and Diversity) and his/her findings will be reported to the appropriate division executive. The division executive will take appropriate action.

The full text of these procedures, including timelines, is available from the Office of Equity and Diversity, USU-301, (562) 985-8256. See also Executive Order1097: http://calstate.edu/eo/EO-1097.html. See Regulation XVII in this publication.
Complaint process, student complaint against student

Students may seek assistance with resolving a complaint by initiating an informal discussion with the Title IX Coordinator, director of Equity and Diversity. If the complaint is not resolved in the informal process, the complaint can proceed to a formal level. See also Executive Order 1097: http://calstate.edu/eo/EO-1097.html. See Regulation XVII in this publication.

A formal complaint may be initiated by a student submitting a written, dated and signed statement to the director of Equity and Diversity, USU-301. The complaint will be handled in accordance with Executive Order 1097: http://calstate.edu/eo/EO-1097.html. See Regulation XVII in this publication.

Note: Students may seek assistance with resolving a complaint against an employee of an auxiliary organization (Associated Students, CSULB Foundation and Forty-Niner Shops) by contacting the appropriate office listed below:

- Associated Students human resources manager, USU-232, (562) 985-8875, www.csulb.edu/asi
- CSULB Foundation associate director of Human Resources and Administrative Services, Foundation Building, (562) 985-7950, www.foundation.csulb.edu/departments/hr
- Forty-Niner Shops director of Human Resources, University Bookstore, (562) 985-7854, www.csulb.edu/aux/49ersshops/

Regulation XIX

Student Anti-Bullying Policy

California State University, Long Beach believes that all students have a right to a safe and healthy learning environment. The university has an obligation to promote civility, mutual respect, tolerance and acceptance.

California State University, Long Beach will not tolerate behavior that infringes on the safety or well-being of any student. A student shall not intimidate, harass or bully another student, faculty or staff through words or actions that a reasonable person would find threatening, intimidating or humiliating. Such behavior includes: direct physical contact, derogatory remarks, verbal abuse, written acts (including social media), and/or social isolation or manipulation. This also includes intentional intimidation or infliction of emotional distress. Any individual who believes he or she has been bullied or has witnessed bullying is encouraged to report the incident immediately to the dean of students.

California State University, Long Beach expects students, faculty or staff to
immediately report incidents of student bullying to the dean of students or his/her designee. Individuals who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying shall be promptly investigated. This policy applies to students on university property, or at a university activity, whether on or off campus.

This policy will be available in the appropriate university publication, websites and campus locations to ensure students understand that they need not endure any form of bullying. Students who bully are subject to disciplinary action up to and including expulsion.

The dean of students may consult with other departments depending on the circumstance. For more information or to report an incident contact: Dean of Students Jeff Klaus, (562) 985-8670, USU-219, Jeff.Klaus@csulb.edu.
REGULATION XX
DRUG OR ALCOHOL-RELATED STUDENT VIOLATIONS
DISCLOSURE POLICY

This policy is issued by the university president pursuant to Title 5, California Code of Regulations, Section 41301; and Section 952 of the General Education Provisions Act, as amended. It concerns the disclosure of information to a parent or legal guardian of a student regarding violation(s) of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance. This policy was effective August 1, 2001.

AUTHORITY
Campus regulations and policies are adopted pursuant to the authority of the university president, CSULB, who is responsible for the educational effectiveness, academic excellence, and general welfare of the campus over which the president presides (California Code of Regulations, Title 5, Sections 41301; 42402).

DUE PROCESS
Drug or alcohol violations are determined by established due process procedures, which include notice of the charges and the right to be heard. University-level, student disciplinary procedures follow CSU Executive Order 1098, Student Conduct Procedures for the California State University. The document is available in the Office of Judicial Affairs, USU-224; (562) 985-5270. On-campus housing Judicial Board Procedures and housing regulations are available in the Housing and Residential Life Office (562) 985-4187.

PURPOSE
The primary purpose of this policy is to allow for notification of parents and legal guardians of students who are under the age of 21 that, after due process procedures, the university has determined that the student in question has violated campus drug or alcohol-related policies. The final decision whether to notify is made by the university president’s designee, the vice president for student services. Reasons for such notification include:

1. Seeking parental assistance in remediating the student’s immediate alcohol or drug problem;
2. Alerting parents to potential difficulty the student may be experiencing;
3. Serving as an educational or preventative measure for the student;
4. Formally notifying the parents that future violations of campus policies by the student may lead to additional university disciplinary actions.

For further clarification of this policy, contact the Office of the Associate Vice President/Dean of Students, USU-219, (562) 985-8670.
REGULATION XXI
STANDARDS FOR STUDENT CONDUCT

This policy is issued by the university president pursuant to Title 5, California Code of Regulations, Section 41301, Standards for Student Conduct.

A. CAMPUS COMMUNITY VALUES
The university is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community and to contribute positively to student and university life.

B. GROUNDS FOR STUDENT DISCIPLINE
Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:
   a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
   b. Furnishing false information to a university official, faculty member or campus office;
   c. Forgery, alteration or misuse of a university document, key or identification instrument;
   d. Misrepresenting one’s self to be an authorized agent of the university or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of or misuse of university property;

3. Willful, material and substantial disruption or obstruction of a university-related activity or any on-campus activity;

4. Participating in an activity that substantially and materially disrupts the normal operations of the university, or 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 or
university or other educational institution in this state (Penal Code 245.6).
In addition, it includes any act likely to cause physical harm, personal
degradation or disgrace resulting in physical or mental harm to any former,
current or prospective students 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 expressed 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 of, 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;
   h. 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.

NOTE: Authority cited: Sections 66017, 66452, 66600, 69810, 89030, 89030.1 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code; and Section 245.6, Penal Code.
STUDENT DISCIPLINARY PROCEDURES FOR THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

REFERENCE:
CSU Executive Order No. 1098, June 2014. Copies of CSU Executive Order 1098 are available in the Office of Judicial Affairs, USU-224. Any person wishing to review a copy of CSU Executive Order 1098 may view it at http://www.calstate.edu/EO-1098.html. For further clarification of this policy or to request a copy of it, contact the director of judicial affairs, USU-224, (562) 985-5270.
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