Equal Opportunity

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 race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, genetic information, medical condition, age, Vietnam era veteran status, or any other veteran’s status. CSULB is 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 students, faculty, and staff of California State University, Long Beach (CSULB) 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 indicates otherwise.

STATEMENT OF INTENTION

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 it 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 (Academic Senate Policy Statement 00-06). We are a campus that gives every member of the community an equitable chance for success.
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. Violators of campus policies are subject to being cited by University Police and/or being referred to the Office of Student Conduct and Ethical Development or other appropriate campus offices. Violations of criminal law are additionally subject to prosecution in the court of proper jurisdiction.

**AUTHORITY**

Campus REGS 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 Affairs. 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 Affairs, Brotman Hall (BH)-377
2. Office of the Associate Vice President/Dean of Students, University Student Union (USU)-219
3. Office of Student Life and Development, USU-215
4. Office of Student Conduct and Ethical Development, USU-218
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 17, 2016.

For more information or clarification, call (562) 985-8670 or (562) 985-5270.
A. ACADEMIC DISHONESTY

1. 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 Office of Student Conduct and Ethical Development. The faculty member should send a completed “Student Academic Integrity” form to the Dean of Students and to the Provost whenever an academic dishonesty case is handled (Academic Senate Policy Statement 08-02). To access the Student Academic Integrity form go to http://web.csulb.edu/divisions/students/judicial_affairs/ADMIN/documents/Academic_Integrity_FormRevised12.21.15.pdf.

2. 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 use 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.

B. CAMPUS INTERACTION

1. 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)).

Service Animals are permitted on campus (Americans with Disabilities Act Title II & III). Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act protect the right of people with disabilities to keep emotional support animals in housing on campus on a case by case basis. Please contact the Office of Disabled Student Services, BH-270. For further information, visit http://web.csulb.edu/divisions/students/dss/programs/service_animals/.
2. 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 visiting the Office of Student Life and Development, USU-215. 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 or commercial filming, contact the Event Services Office, BH-320, or visit http://daf.csulb.edu/offices/vp/event_services/filming/univ_filming.html.

3. Sexual Harassment

Sexual harassment is characterized as 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 information regarding complaints against another student, contact the Assistant Dean of Students, BH-377. For information regarding complaints against a non-student, contact the Office of Equity and Diversity, Foundation Building (FND), room 120.

C. DRUGS AND ALCOHOL

1. Alcohol or Drug Laws Violations

On 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:
   a. required to attend alcohol, tobacco, or other drug education conducted by Student Health Services;
   b. required to see an alcohol assessment counselor after a second violation of policies;
   c. referred immediately to the Office of Student Conduct and Ethical Development after a third violation of policies;
   d. subjected to other sanctions depending on the circumstances of an alcohol or drug violation.
2. 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, Standard for Student Conduct). For the complete policy, contact the Office of Student Conduct and Ethical Development, USU-218.

3. 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.

4. 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. CSULB 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).

D. STUDENT RESPONSIBILITIES

1. 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.

2. 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.

3. 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 organizations. 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.

4. **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 own 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 the campus is in violation of state law (California Penal Code, Sections 626.2 - 626.6).

5. **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](http://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, or the director of development, Division of Student Affairs, BH-377. The Center for Scholarship Information, [www.csulb.edu/scholarships](http://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, USU-215.
6. Identification
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.

7. 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, see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

8. 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.
E. STUDENT RIGHTS

1. 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, USU-219; the Office of Student Conduct and Ethical Development, USU-218, or the Office of University Ombuds, Foundation Building (FND), room 140.

2. 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. If the modification or accommodation is inappropriate or insufficient, the student should seek the assistance of the Office of Equity and Diversity, FND-120.
   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.

3. 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.

4. Student Health Services
   Upon recommendation of the attending clinician(s), the director of Student Health Services (with approval of the Vice President for Student Affairs) 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:
   a. if the attending physician believes further treatment would be of no
value; that is, the patient’s condition would not change or improve;
b. 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;
c. if the patient will not follow the instructions of the physician, such as not
   taking the prescribed medication(s);
d. if the patient is threatening or abusive to the physician, other staff, or
   patients;
e. if the clinician has a reasonable legal or ethical basis for believing the
   patient is misusing or selling drugs prescribed for his/her care.

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 must make
arrangements for another clinician within SHS 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.

F. Tobacco and Smoking Policy
Effective September 1, 2016, CSULB shall be entirely a tobacco and smoke-
free campus. This policy applies to students, staff, faculty, visitors, and
vendors. The tobacco and smoke-free policy applies to all CSULB facilities,
property, vehicles, and Blair field. For more information on our tobacco and
smoking policy refer to http://www.csulb.edu/breathe/University-policy.

G. Transportation
1. 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: http://daf.csulb.edu/offices/ppfm/police/coasting_device_policy.html. Regulations also require bicycles and scooters to yield
the right-of-way to pedestrians. Bicycles and scooters left in a manner that
blocks 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.”

2. Hover Boards
Assembly Bill No. 604, California Vehicle Code (CVC), was amended on January 1, 2016 explicitly to allow the use of “electrically motorized boards” on public roads with the same regulations and restrictions as bicycles. Effectively, electrically motorized boards must adhere to the rules of the road as listed in the CVC, as well as any local ordinances or University regulations.
Definition of an electrically motorized board per CVC, section 313.5 is “any wheeled device that has a floorboard designed to be stood upon when riding that is not greater than 60 inches deep and 18 inches wide, is designed to transport only one person, and has an electric propulsion system averaging less than 1,000 watts, the maximum speed of which, when powered solely by a propulsion system on a paved level surface, is no more than 20 miles per hour. The device may be designed to also be powered by human propulsion.”

3. Roller Skates, Rollerblades, Scooters, Skateboards, and Other Coasting Devices
Responsible use of alternative transportation methods — including roller skates, rollerblades, scooters, skateboards, 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:
  a. Users must yield the right-of-way to pedestrians on foot at all times.
  b. Coasting devices may not be used in any manner that places pedestrians at risk.
  c. The speed of coasting devices must not exceed 5 mph, and the users 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://daf.csulb.edu/offices/ppfm/police/coasting_device_policy.html).
d. Coasting devices are not vehicles, and their use is prohibited on roadways and in parking lots and parking structures.

e. The use of the devices for acrobatics, recreation, racing or other stunts is strictly prohibited. Riding on any architectural or landscape features other than sidewalks is prohibited. All wheels of coasting devices must be in contact with the ground while in use.

f. The use of coasting devices is prohibited within any building, any covered area, and in the designated pedestrian-only zones on campus (see map: http://daf.csulb.edu/offices/ppfm/police/coasting_device_policy.html).

g. 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 CVC 21113(g) regarding local jurisdiction over bicycles, skateboards, and roller skates.

Definitions for the terminology used above include:

a. Roller skate – a shoe, or attachment for a shoe, with a set of wheels connected for skating;
b. Rollerblade – a type of roller skate with in-line wheel(s);
c. Scooter – a narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels;
d. Skateboard – a board mounted on skate-type wheels;
e. Acrobatics, recreation – any action on coasting devices that is not necessary for the safe forward movement of the rider and that 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 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.
H. WEAPONS

1. 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).

2. Firearms on Campus and Simulated or Toy Weapons
   Any person who brings a firearm onto, or possesses a firearm on, the grounds of the University without the prior written permission of the University Police, or as otherwise provided by law, is in violation of state law (California Penal Code, Sections 626.9, 25400, ect.) 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 BB 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. For more information regarding firearms on campus, please contact University Police at University Police Building.
   Possession of any unauthorized firearms, weapons, or other dangerous instruments is prohibited within 1,000 feet of University grounds without the written permission of University authorities (California Penal Code, Sections 626.9 and 626.10, and California Senate Bill 707).
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. The process shall be initiated by meeting with the director of Club Sports and Recreation. After consulting with the director of Club Sports and Recreation, the “Forming a New Sport Club” form located at http://web.csulb.edu/divisions/students/clubsports/club_sports/starting_a_club shall be completed. After completing the form, another meeting shall be scheduled with the director of Club Sports and Recreation to review the application.
2. University partners (Facilities Management, Risk Management, Athletics and Event Services) will be consulted to determine the impact on facilities, current usage trends and potential space allocation. The director of Student Life and Development will grant final approval of all new club applications.
3. Reasons for denying approval to establish a new club may include but are not limited to the following: high risk, inability to secure a University-approved secondary medical insurance policy, lack of on-or off-campus facilities, duplicate club team, expense of club, and for competitive clubs the absence of a National Governing Body or other University teams to compete against.
4. The director of Club Sports and Recreation will make a recommendation to the director of Student Life and Development regarding the 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. A student academic departmental association may be established by the consent of the department 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.
2. A student academic departmental association must have a properly ratified, written constitution on file in the Office of Student Life and Development.

3. A student academic departmental association shall be established for the purposes of
   a. University recognition and use of University name and
   b. use of campus services, facilities and grounds for programming.

When these 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 Office of Student Life and Development following 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 University 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; and
   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 Oct. 1 of the relevant academic year. 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 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. Our 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 XX, Standards for Student Conduct.

**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 an ASI agency 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 an ASI agency
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 University. 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 Inc. (ASI) 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 currently enrolled and matriculated at the University, maintaining a minimum overall, on-campus cumulative 2.5 grade point average (GPA) at all times, and a 2.5 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 Student Union Program Council chair, University Student Union Program Council vice-chair, and others with primary fiduciary responsibilities (e.g., members of the 49er Shops Board of Directors, USU Board of Trustees), and 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; and
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).
Notification of Ineligibility

The associate vice president/dean of students and the director 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 as 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 the Office of Student Conduct and Ethical Development; 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 or from the Office of Student Life and Development, USU-215. All appeals must be submitted within 5 business days of receiving notice of ineligibility.

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 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 (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
The Following 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 when engaged in off-campus activities in conjunction with mandatory or elective coursework associated with an instructional program;

2. ASI-Affiliated Groups when 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 recognized by the University including such organizations as social, religious, recreational, honorary, service, professional, etc.;

4. Sport Club Organizations recognized by the University for practices and competitions (Refer to the CSU Sport Clubs Resource Guide 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 commercial airlines shall be used.
2. **Train** – Only regular commercial carriers shall be used.
3. **Bus** – Only regularly scheduled commercial 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 (see paragraph B. 1).

G. TRAVEL PERFORMED BY ASI-AFFILIATED GROUPS

The provisions of paragraphs D and E apply (see 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 (2) weeks prior to the planned trip departure date (see ASI Policy on Travel Expenses and Allowances).

H. TRAVEL BY STUDENT ORGANIZATIONS

General insurance and liability provisions are found in Regulation IV, Insurance and Liability, paragraph C. ASI, however, assumes no responsibility for travel on the part of instructional groups or student organizations.
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 $35,000.

A University-sponsored activity is defined, for the purpose of this insurance coverage, as a mandatory part of a course requirement or an activity 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/foreign_travel_liability_ins.html](http://daf.csulb.edu/admin_guidelines/policies/foreign_travel_liability_ins.html)).

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

C. STUDENT PROFESSIONAL LIABILITY INSURANCE
The Student Professional Liability Insurance Program (SPLIP) and the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) are designed to protect students from claims arising out of real or alleged incidents when the damage being claimed is the result of the practice of the student’s profession during internships, practicums, or field work. Individuals enrolled in a
course for which student professional liability coverage is required are protected from claims made at any time provided they were covered at the time the real or alleged incident occurred. To be eligible for coverage, a student must be enrolled in a course for which student professional liability coverage is required and has been purchased by the University. A written placement agreement between the host site and the University is also required.

D. 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.

E. 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 with, the individual acts or omissions of a student.

F. POTENTIAL REQUIREMENT FOR ADDITIONAL INSURANCE

When an activity is scheduled on campus or off campus, including one 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.

G. 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.

REGULATION V

EVENT SCHEDULING

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 use 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
Additional information concerning campus scheduling procedures can be found in 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 the 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, 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, student events where alcohol is served, or those which warrant crowd control precautions require additional authorization and clearance (See Regulation VII, Security and Planning for Major Events).

D. FACILITY RESERVATIONS
1. All events taking place in the University Student Union 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. The center will provide the appropriate room request forms. Classrooms fall under the supervision of Academic Scheduling.
4. Use of outdoor spaces such as Friendship Walk, Speaker Platform West, Central Quad, and other locations must be requested from the Event Services Office, BH-320.
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 of Student Life and Development, who will facilitate the approval process in consultation with the director of Facilities Management or his/her designee.
E. FACILITY USE AGREEMENT FORM
Scheduling of campus facilities by off-campus organizations or individuals requires 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 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 departments may schedule the USU or SRWC 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 requires 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 Regulation VII, Security and Planning for Major Events).

M. ADDITIONAL PROCEDURES
Additional procedures and information may be found in the CSULB Scheduling Policies and Procedures brochure and the CSULB 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, or the Office of the Associate Vice President/Dean of Students, USU-219. For off-campus organizations and individuals, exception requests can be submitted to the Event Services Office, BH-320, or venue operators.

SPECIAL NOTES:
Payment (cash, cashier’s check, business check, or money order) for scheduled events in the USU should be made directly at the ASI Business Office, USU-229. For events scheduled at the SRWC, payments should be made at the SRWC Administration Office.

1. 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.
2. Student organization events/programs, regardless of funding source, are required to pay all assessed fees two weeks prior to the event, or 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, and USU Conference and Events Center, USU-221.

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 as long as 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, 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, use of State University Buildings and Grounds, 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 used 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 8½ 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.
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.

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.

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://web.csulb.edu/divisions/urad/papubs/marquee/.

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 8½ x 11 inches, may be displayed on the personal announcement board on the north wall of LA-4 Building. 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 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, Use of State University Buildings and Grounds, Section B, Commercial Transactions and Commercial Solicitation and Non-Commercial Solicitation, or contact the Office of the Associate Vice President/Dean of Students, USU-219.
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 Director of Student Life and Development, USU-215. Requests for exceptions for faculty and staff are initiated by contacting the Office of Student Life and Development, USU-215.

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 Regulation XX, Standards for Student Conduct will be referred to the director of the Office of Student Conduct and Ethical Development, USU-218.

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 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 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 for fundraiser purposes 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.

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.

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 the Event Services Office, BH-320.
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 (California Code of Regulations, 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, is permitted as long as it does not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic.

B. PRE-PACKAGED FOOD SALES (GROUP ONE FOODS)
Pre-packaged food sales are for the sale of 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 complete(s) 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 through June 30. 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:** Distribution of Group Two and Group Three Foods is only permitted when it does not interfere with classes in session or obstruct the flow of pedestrian or vehicular traffic. 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 CSU Executive Order 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 (California Code of Regulations, Title 5, Section 42402).

VIOLATIONS. Violations of this policy constitute a violation of an order of the University president 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 California Code of Regulations, 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, 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 to the time, place, and manner restrictions established by these regulations.
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.

TIME: Monday through Friday, during operating hours designated by the University Bookstore and the USU.
PLACE: (1) East of the University 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. Additionally, these transactions must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment, or disturbance of persons in the area.

PERMIT: Permits to engage in commercial transactions or commercial solicitation on campus grounds can be requested from different offices according to location: For the University Student Union, contact the USU Conference and Events Center, USU-221; for the University Bookstore, contact the reception desk in the bookstore. The permit must be displayed at all times at the approved vendor site.

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

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. POLICY ON TIME, PLACE, AND MANNER OF FREE EXPRESSION

1. Preamble
   Universities are venues for creative, thoughtful, and respectful discourse where conflicting perspectives are vigorously debated and thoroughly discussed. CSULB is dedicated to affording all members of the CSULB community the protections for freedom of speech, expression, assembly, religion, and press available under the U.S. and California constitutions and all applicable federal and state laws, in accordance with the University’s purpose and function.

2. Time, Place, Manner
   Time, place, and manner of expression are limited by the following general conditions and by additional specific conditions addressed in this policy. The exercise of free speech and assembly rights must comply with all applicable federal, state, and local laws, and may not:
   a. interfere with class instruction or other scheduled academic, educational, or cultural/arts programs or with use of the University Library, or endanger campus safety and security;
   b. obstruct the flow of pedestrian or vehicular traffic, or create an unreasonable risk of harm;
   c. interfere with or disrupt the conduct of University business;
   d. be conducted in or on campus parking lots, parking structures,
driveways, and crosswalks;
e. employ sound amplification or create noise that disrupts University activities or unreasonably interferes with the exercise of free speech by others;
f. harass, intimidate, or impede the movement of persons;
g. create or cause unsafe congestion around stairs and escalators; or
h. violate any federal, state, or local safety code, such as regulations set by the State Fire Marshal.

Off-campus tables and chairs are permitted, provided their use complies with the time, place, and manner limitations. However, the erection of temporary or permanent structures, including, but not limited to, booths and canopies, is not permitted. Exceptions may be considered by an Appeals Committee convened by the associate vice president/dean of students.

Solicitation for monetary donations will be carried out in the same manner as commercial solicitation (see Regulation IX, Use of State University Buildings and Grounds, Section B). Exceptions may be considered by an Appeals Committee convened by the associate vice president/dean of students.

There shall be no restrictions on legal free speech activity based on the content of the speech or expression or on the political, religious, or other affiliations of speaker(s).

D. SELLING OF PUBLISHED MATERIALS

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; and
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 California Penal Code (relating to the sale and distribution of obscene matter) or of Chapter 6, Title 3 (commencing with Section 66400) of the California Education Code (relating to the preparation, sale, and distribution of term papers or thesis and other materials to be submitted for academic credit).

3. 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 covered by this section may take place at the designated areas for Group One food sales (Regulation VIII, Information Tables, Pre-Packaged Food Sales, Food Sales, and Other Fundraising on Campus) and in locations approved in conjunction with campus events which have been scheduled in compliance with Regulation V, Event Scheduling.

**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. These sales also 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 at the Office of Student Life and Development, USU-215, or available to faculty and staff at the USU Conference and Events Center, USU-221;

2. ensure all signs and posters at the tables are in compliance with Regulation VI, Campus Publicity and Posting; and

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, Information Tables, Pre-Packaged Food Sales, Food Sales, and Other Fundraising on Campus) and at the designated site near the Multicultural Center.

**MANNER:** Solicitation, distribution, and sales of items at tables are permitted when they do not interfere with classes in session or obstruct the free flow of pedestrian and vehicular traffic. They must be 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, and California 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. Distribution must be conducted so that it does not interfere with classes and other normal University functions or obstruct the free flow of pedestrian and vehicular traffic, and it must be carried out without voice amplification or other unduly loud noise and without undue provocation, harassment, or disturbing members of the campus community.

REFERENCE: California Code of Regulations, Title 5, Section 42352, and California 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.

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. They also 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, Demonstrations, Protests, and Picketing).

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. Academic or administrative departments wishing to use the University Student Union or Speakers’ Platform must contact the Event Services Office, BH-320.

REFERENCE: California Code of Regulations, Title 5, Section 42353, and California Education Code, Sections 66600, 89030, 89031, and 89035.
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, Campus Publicity and Posting.
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 the event sponsors 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 Facility Use Agreement and payment of applicable fees. For recognized student organization fundraisers, contact the Office of Student Life and Development, USU-215.

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 University Bookstore, room 213, or the assistant director, commercial business operations, SRWC, room 100B. Vending machines left on campus without approval will be removed and may be picked up at the Facilities Management Building, room 104.

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 their 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. to 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, Information Tables, Pre-Packaged Food Sales, Food Sales, and other Fundraising on Campus). Off-campus individuals may conduct voter registration in compliance with Regulation IX, Use of State University Buildings and Grounds, Section C, if not using a table, or by renting a table from the University Student Union or University Bookstore (see Regulation IX, Use of State University Buildings and Grounds, Section B).

**MANNER**: Voter registration is permitted when it does not interfere with classes and other normal University functions or obstruct the free flow of pedestrian or vehicular traffic. It also must be 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, Event Scheduling).

**M. SPEAKERS’ PLATFORM**

The Speakers’ Platform is located on the east side of the University Bookstore vendor pavilion. The Speakers’ Platform is available for scheduling (see Regulation V, Event Scheduling and Regulation X, Amplification Policies).

Acknowledging the central role the unfettered exchange of information and ideas plays in learning and in a free society, the University shall ensure that individuals and groups are afforded wide latitude in exercising the right of free expression and that their constitutionally protected right to free expression is not abridged. Freedom of expression, however, is not an absolute right. It coexists with other rights and the need for public order. To ensure that exercise of the right of free expression does not interfere with University functions, adversely affect public safety, or obstruct or damage University facilities, the University will establish and enforce lawful campus regulations regarding the time, place, and manner of the exercise of free expression by individuals and groups.

**N. CLARIFICATION AND EXCEPTIONS**

For clarification of Regulation IX and consideration of exceptions for recognized student organization fundraisers, contact the Office of Student Life and Development, USU-215.

For exceptions to other policies restricting commercial activity, contact the Office of the Associate Vice President, Financial Management or University Facilities Use Coordinator, BH-346.
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 may be requested at the USU Conference and Events Center, USU-221, up to three (3) 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., Friday, 6 p.m. to 9 p.m., and Saturday, 10 a.m. to 9 p.m.

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

   **MANNER:** Musical performances with amplification must be presented 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., Friday, 6 p.m. to 9 p.m., and Saturday, 10 a.m. to 9 p.m.

   **PLACE:** Speakers’ Platform, east side of the University 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 Office of Student Life and Development, USU-215, or the Office of the Associate Vice President/Dean of Students, USU-219.
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, University Police, UP Building, and the director of Dining Services for the Forty-Niner Shops or his/her designee, University Dining Plaza (UDP). Event planners for non-student sponsored events must obtain approval from University Police, UP Building, and the director of Dining Services for the Forty-Niner Shops or his/her designee, UDP.

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 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 the age of 21, nor persons obviously intoxicated, shall be furnished, served, or given an alcoholic beverage (California Business and Professional Code, Section 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, Section 25661). Any person under the age of 21 who purchases or consumes alcoholic beverages is guilty of a misdemeanor (California Business and Professional Code, Section 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 that have been issued in exchange for money or anything else of value (California Business and Professional Code, Section 23025).

6. 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.

7. Sale or service of alcoholic beverages may not begin before 11 a.m.

8. 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.

9. 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 hosts are 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 pursued, 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 University staff 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 who 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 and University Police Department. The completed form is submitted for approval to the 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 University Police and then to the director of Dining Services.
NOTE: The required signatures for this form must be secured in the order identified on the form, with the last signature being 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 Request Form and submitted to the Office of the Associate Vice President/Dean of Students, USU-219.

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. Residents and their guests are expected to familiarize themselves with and abide by the directives contained within the Residence Halls Handbook and Calendar.
REGULATION XIII
GAMBLING AND LOTTERIES

A. Gambling and lotteries are subject to state law (California Penal Code, Sections 330 through 337(s)) 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 out, 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 charged with protecting the University community. Those individuals, including students, who interfere with University Police in the performance of its duties are in violation of the law (California Penal Code, Section 148). In addition to the above, violators are subject to University disciplinary action. For additional information, contact the Office of Student Conduct and Ethical Development, USU-218.

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; or
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.

**TIME:** Protest activities that have been approved may occur during regular business hours, Monday through Friday, 8 a.m. to 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 University 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, Section 409.
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).

CRIMINAL PENALTIES FOR FRAUD AND ABUSE
The law establishes criminal penalties for fraud and abuse under the Title IV programs.

A. IN GENERAL. – Any person who knowingly and willfully embezzles, misapplies, steals, obtains by fraud, false statement, or forgery, or fails to refund any funds, assets, or property provided or insured under this title or attempts to so embezzle, misapply, steal, obtain by fraud, false statement or forgery, or fail to refund any funds, assets, or property, shall be fined not more than $20,000 or imprisoned for not more than five (5) years, or both, except if the amount so embezzled, misapplied, stolen, obtained by fraud, false statement or forgery, or failed to be refunded does not exceed $200, then the fine shall not be more than $5,000 and imprisonment shall not exceed one year, or both.

B. ASSIGNMENT OF LOANS. – Any person who knowingly and willfully makes any false statement, furnishes any false information, or conceals any material information in connection with the assignment of a loan which is made or insured under this title or attempts to make any false statement, furnish any false information, or conceal any material information in connection with such assignment shall, upon conviction thereof, be fined not more than $10,000 or imprisoned for not more than one year, or both.

C. INDUCEMENTS TO LEND OR ASSIGN. – Any person who knowingly and willfully makes an unlawful payment to an eligible lender under part B or attempts to make such unlawful payment as an inducement to make, or to acquire by assignment, a loan insured under such part shall, upon conviction thereof, be fined not more than $10,000 or imprisoned for not more than one year, or both.

D. OBSTRUCTION OF JUSTICE. – Any person who knowingly and willfully destroys or conceals any record relating to the provision of assistance under this title or attempts to destroy or conceal with intent to defraud the United States or to prevent the United States from enforcing any right obtained by subrogation under this part, shall, upon conviction thereof, be fined not more than $20,000 or imprisoned not more than five (5) years, or both.

Sexual misconduct against a person includes sexual assault and stalking. Sexual assault perpetrated by any person—an acquaintance, date, stranger, partner, or spouse—in any form—inappropriate touching or fondling or cyber- or physical stalking—will not be tolerated at CSULB. Where there is evidence that a 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.

The University follows Executive Order 1097 Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Systemwide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students.

A student charged with a sexual misconduct or sexual assault/battery violation that 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 (CSU Executive Order 1098, Student Conduct Procedures for the California State University, and California Code of Regulations, Title 5, Sections 41301-41304, Student Discipline).

Employees charged with a sexual misconduct violation that 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 are strongly encouraged to notify University Police immediately. University Police may be notified by dialing 911 (from any telephone, including cell phones, on campus) or by calling (562) 985-4101.
The CSU 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, Jeane Relleve Caveness (jeane.caveness@csulb.edu; (562)985-5587) 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.**

For more information regarding Title IX refer to the Title IX Booklet, which may be downloaded [http://web.csulb.edu/depts/oed/assets/uploads/TitleIX_Booklet_Spring2016_webversion.pdf](http://web.csulb.edu/depts/oed/assets/uploads/TitleIX_Booklet_Spring2016_webversion.pdf).

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 is the system-wide 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, Sections 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.

**RESOURCES FOR SURVIVORS OF SEXUAL MISCONDUCT**

**Campus Title IX Coordinator**

- **Jeane Relleve Caveness**, Ph.D.
- Main Line (562) 985-5587
- Website: [www.csulb.edu/titleix](http://www.csulb.edu/titleix)
- Office Hours: Monday-Friday (8a.m.-5p.m.)
- Email: Jeane.Caveness@csulb.edu
- Location: Brotman Hall 377
Deputy Title IX Coordinator, Faculty, Staff, and Third Parties

• Larisa Hamada, Director, Equity and Diversity
  Main Line: (562) 985-8256
  Website: https://web.csulb.edu/depts/oed/
  Office Hours: Monday-Friday (8 a.m.-5 p.m.)
  Email: Larisa.Hamada@csulb.edu
  Location: Foundation Building 120

Deputy Title IX Coordinator for Student Affairs

• Manuel Perez, Student Affairs
  Main Line: (562) 985-5554
  Office Hours: Monday-Friday (8 a.m.-5 p.m.)
  Email: Manuel.Perez@csulb.edu
  Location: Brotman Hall 250

Deputy Title IX Coordinator for Athletics

• Cindy Masner, Interim Athletics Director, Athletics Department
  Main Line: (562) 985-7976
  Office Hours: Monday-Friday (8 a.m.-5 p.m.)
  Email: Cindy.Masner@csulb.edu
  Location: Barrett Athletic Center Office, Rm 122

CONFIDENTIAL SERVICES

• Candis Simmons Davis, YWCA GLA Sexual Assault Victim's Advocate
  Main Line: (562) 985-2668
  Office Hours: Monday-Friday (9 a.m.-5 p.m.)
  Email: candis.simmons@ywca-gla.org
  Location: Women’s & Gender Equity Center (WGEC), Liberal Arts 1, Rm 102

• Linda Peña, ATOD/Violence Prevention & Sexual Misconduct Counselor
  Main Line: (562) 985-1732
  Office Hours: Monday-Friday (8 a.m.-5 p.m.)
  Sexual Assault Prevention: www.csulb.edu/divisions/students/shs/sexual_assault.htm
  Email: linda.pena@csulb.edu
  Location: Student Health Center, Rm 268

MEDICAL AND COUNSELING SERVICES

Campus Services

• Counseling & Psychological Services (CAPS)
  Confidential
  Phone: (562) 985-4001
  Website: www.csulb.edu/divisions/students/caps/appts.htm
  Office hours: Monday-Friday (8 a.m.-5 p.m.)
Location: Brotman Hall, Room 226
After hours crisis phone counseling: (562) 985-4001
CAPS Crisis Assistance: www.csulb.edu/divisions/students/caps/crisis.htm

- Health Resource Center
  Phone: (562) 985-4609
  Website: www.csulb.edu/divisions/students/shs/
  Location: Student Health Services (SHS), Room 268

- Student Health Services (SHS)
  Phone: (562) 985-4771
  Website: http://www.csulb.edu/divisions/students/shs
  Office Hours: M, Tu, Th, F 8a.m.-5p.m/ W 9a.m.-5p.m.
  Location: Corner of Merriam Drive and Beach Drive
  Emergencies: 911 (after hours)

Off-Campus Services
- Community Hospital of Long Beach
  Phone: (562) 497-0147
  Location: 1720 Termino Avenue, Long Beach, CA 90804

- Little Company of Mary Hospital San Pedro
  Phone: (310) 832-3311
  Location: 1300 West 7th Street, San Pedro, CA 90732

Law Enforcement
- University Police
  Main Line: (562) 985-4101 (24 hour)
  Website: http://daf.csulb.edu/offices/ppfm/police/sex_assault.html
  Location: Brick building south of the Student Recreation and Wellness Center on Palo Verde Avenue

- Local Police: Long Beach Police Department
  Main Line: (562) 570-7260
  Website: http://www.longbeach.gov/police

- U.S. Department of Education, Office for Civil Rights (OCR)
  Main Line: (800) 421-3481
  Email: 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
  Website: http://www.notalone.gov/
ADVOCACY AND SUPPORT SERVICES

Campus Services

- **Women’s & Gender Equity Center**
  Pamela Rayburn, Coordinator
  Phone: (562) 985-8575 – Location: Liberal Arts 1, Room 102

- **Disabled Students Services**
  David Sanfilippo, Director
  Phone: (562) 985-5401 – Location: Brotman Hall, Room 270

- **Veterans Services**
  Marshall W. Thomas, Director
  Phone: (562) 985-4279 – Location: Foundation Building, Room 220

- **Center for International Education**
  Eugenia Kim, Director, International Student Services
  Phone: (562) 985-8090 – Location: Brotman Hall, Room 212

- **Dream Success Center**
  Enrique Campos, Coordinator
  Phone: (562) 985-5869 – Location: University Student Union, Room 309

Off-Campus Services

- **Sexual Assault**
  - Long Beach YWCA GLA Sexual Assault Crisis Services
    24-hr Sexual Assault Crisis Hotline
    Phone: (877) 943-5778 – Website: www.ywcagla.org/sexual-assault

  - Long Beach Trauma Recovery Center
    Phone: (562) 491-7977
    Location: St. Mary’s Medical Center
    1045 Atlantic Ave Suite 801, Long Beach, CA 90813

- **Domestic Violence**
  - Interval House Crisis Shelter
    Hotlines: (562) 594-4555 or (714) 891-8121
    Website: www.intervalhouse.org

  - Laura’s House
    Hotline: (866) 498-1511
    Website: https://www.laurashouse.org

  - Su Casa
    Hotline: (562) 402-4888
    Website: www.sucasadv.org

  - WomenShelter of Long Beach
    Hotline: (562) 437-4663
    Website: www.womenshelterlb.org
• LGBTQ
  ◦ The LGBTQ Center of Long Beach
    Phone: (562) 434-44555  –  Website: www.centerlb.org
  ◦ Gay & Lesbian National Hotline
    Phone: (888) 843-4564

• Legal Assistance
  ◦ Legal Aid Foundation of Los Angeles (LAFLA)s
    Phone: 800-399-4529  –  Website: lafla.org

• Other Hotlines
  ◦ Orange County Rape Crisis Hotline
    Phone: (714) 957-2737 or (949) 831-9110  –  Website: ocrcc.org
  ◦ The Rape Treatment Center, Santa Monica Hospital
    Phone: (310) 319-4000
  ◦ Peace Over Violence, LA Metro
    Phone: (310) 392-8381 and (213) 626-3393
  ◦ Peace Over Violence, San Gabriel Valley
    Phone: (626) 793-3385
  ◦ Center for the Pacific Asian Family
    Phone: (800) 339-3940
  ◦ National Organization for Victim Assistance (NOVA)
    Phone: (800) 879-6682  –  Website: www.trynova.org
  ◦ National Domestic Violence Hotline
    Phone: 1-800-799-SAFE (7233)
  ◦ East Los Angeles Women’s Center Rape Hotline
    Phone: (800) 585-6231  –  Website: elawc.org
  ◦ California Coalition Against Sexual Assault (CALCASA)
    Phone: (916) 446-2520  –  Website: calcasa.org
  ◦ Rape, Abuse & Incest National Network (RAINN)
    Phone: (800) 656-HOPE (4673)  –  Website: www.rainn.org
  ◦ Sexual Assault Support Services (SASS)
    Phone: (800) 788-4727 or (888) 747-7070  –  Website: www.sassnh.org
  ◦ The White House Task Force to Protect Students from Sexual Assault
    Website: https://www.notalone.gov
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 on any CSU program or activity based on any of the following protected statuses:

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

Prohibited Harassment means unwelcome conduct, engaged in because of a protected status that is sufficiently severe, persistent, or pervasive that its effect, whether intended or not, could be considered by a reasonable person in the shoes of the student, or 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, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other 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;
2. the conduct is sufficiently severe, persistent, or pervasive that its effect, whether intended or not, could be considered by a reasonable person in the shoes of the student, or 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; or
3. the conduct is sufficiently severe, persistent or pervasive that its effect, whether intended or not, could be considered by a reasonable person in the shoes of the student, or is in fact considered by the student, as creating an intimidating, hostile or offensive environment.
Prohibited Retaliation 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.

Complaint Process
A discrimination complaint resolution officer (Larisa Hamada, 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 regarding complaints of harassment or discrimination based on protected status.

Confidentiality
Information regarding discrimination or harassment complaints may be shared on a “need to know” basis with other campus employees, and with law enforcement (with the Complainant’s written consent), except for some limited exceptions (see CSU Executive order 1095). The DHR Administrator shall endeavor to honor any request for confidentiality; however, the DHR Administrator shall also weigh requests for confidentiality against the University’s duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot be ensured.

Early Resolution Process
The early resolution process may be initiated by contacting the discrimination complaint officer in the Office of Equity and Diversity. If the proposed remedy is unsatisfactory to the complainant, or if the complaint is not resolved in the early resolution process, the complaint can proceed to the campus investigation level. All discrimination and harassment complaints reported to other University employees must be referred to the director of Equity and Diversity. The early resolution process is not appropriate for allegations of sexual misconduct.

Campus Investigations
A campus investigation may be initiated by submitting a completed, signed complaint form to the Office of Equity and Diversity, located in FND 120. 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. Campus investigation procedures include notification to the individual charged with prohibited behavior. An investigation will be conducted by Equity and Diversity, and the findings will be reported to the appropriate division executive or the Office of Student Conduct and Ethical Development for any resulting discipline action. The division executive or Office of Student Conduct and Ethical Development will take appropriate action. The complaint will be handled in accordance with Executive Order 1097: http://www.calstate.edu/eo/EO-1097-rev-6-23-15.pdf.
The full text of these procedures, including timelines, is available in the Office of Equity and Diversity, Foundation Building, room 120.

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,
  www.csulb.edu/asi

  CSULB Foundation associate director of Human Resources and Administrative Services, Foundation Building, room 332
  www.foundation.csulb.edu/departments/hr

  Forty-Niner Shops director of Human Resources, University Bookstore,
  www.csulb.edu/aux/49ershops/
REGULATION XIX
DRUG OR ALCOHOL-RELATED STUDENT VIOLATIONS
DISCLOSURE POLICY

This policy is issued by the University president pursuant to the California Code of Regulations, Title 5, 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 became effective August 1, 2001.

AUTHORITY
Campus regulations and policies are adopted pursuant to the authority of the CSULB University President, who is responsible for the educational effectiveness, academic excellence, and general welfare of the campus (California Code of Regulations, Title 5, Sections 41301 and 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 Student Conduct and Ethical Development, USU-218. On-campus housing Judicial Board Procedures and housing regulations are available in the Housing and Residential Life Office.

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 and who in the determination of the University (after due process) have 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 affairs. 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. using the notification as an educational or preventative measure for the student;
4. the need to notify parents formally 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.
REGULATION XX
STANDARDS FOR STUDENT CONDUCT

This policy is issued by the University president pursuant to California Code of Regulations, Title 5, 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 the 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; or
   d. misrepresenting one’s self to be an authorized agent of the University 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. participation 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 (California Penal Code, Section
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 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 University 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; or
   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, that poses a threat to property within the University community, or that threatens to disrupt or interfere with University operations; or
19. any violation of the Student Conduct Procedures, including
   a. falsification, distortion, or misrepresentation of information related to a student-discipline matter;
   b. disruption of or interference with the orderly progress of a student-discipline proceeding;
   c. initiation of a student-discipline proceeding in bad faith;
   d. any attempt to discourage another from participating in the student-discipline matter;
   e. any attempt to influence any participant in a student-discipline matter to act other than impartially;
   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; or
   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 California Education Code, Section 66301, which prohibits disciplinary action against students based on behavior protected by the First Amendment.

STUDENT DISCIPLINARY PROCEDURES FOR THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

REFERENCE:

CSU Executive Order 1098. Copies of CSU Executive Order 1098 are available in the Office of Student Conduct and Ethical Development, USU-218. Any person wishing to review a copy of CSU Executive Order 1098 may view it at http://www.calstate.edu/eo/EO-1098.html. For further clarification of this policy or to request a copy of it, contact the director of the Office of Student Conduct and Ethical Development, USU-218.
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