

CALIFORNIA STATE UNIVERSITY,  
LONG BEACH



REGULATIONS FOR CAMPUS ACTIVITIES,  
STUDENT ORGANIZATIONS,  
AND THE UNIVERSITY COMMUNITY

2020 - 2021

DIVISION OF STUDENT AFFAIRS

## **Acknowledgments**

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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 age, color, disability, gender identity or expression, gender/sex, genetic information, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, veteran or military 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.

The effective date of the regulations is August 24, 2020  
For more information or clarification, call (562) 985-7616.

# GENERAL CAMPUS POLICIES

## 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.

## 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 Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity (including transgender), Gender Expression, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion or Religious Creed, Sexual Orientation, and Veteran or Military Status. CSULB is an Equal Opportunity Employer.

## Face Covering Policy

### 1. Introduction

According to the California Department of Public Health, wearing a face covering dramatically decreases individuals' chances of transmitting COVID-19 and becoming infected. We now know that people who are infected with the virus, but who are asymptomatic or pre-symptomatic, can still spread the disease. Wearing a face covering that covers the nose and mouth can help protect others and reduce the risk for COVID-19 exposure and infection.

In order to help ensure the health and safety of the campus community and the public, CSULB has issued a face covering policy for all students, staff, faculty, administrators, and guests of the campus. The policy includes vendors and contractors who are on campus amid the COVID-19 pandemic.

This requirement is in accordance with guidance from the California Department of Public Health, Los Angeles County Department of Public Health, and the City of Long Beach Department of Health and Human Services.

Effective immediately, the face covering policy applies to all CSULB facilities and property.

### 2. Policy

Face coverings are required to be worn when:

- Inside of, or waiting in line, to enter any indoor public space (including classrooms, laboratories, conference rooms, and campus facilities)
- Engaged in work when interacting in-person with any member of the public or in any space visited by members of the public, regardless of

- whether anyone from the public is present at the time
- Walking through or using common areas, such as hallways, stairways, restrooms, and elevators
- Waiting for or riding in public transportation or ride-sharing services
- Outdoors in public spaces when keeping a six-foot distance from others is not possible
- Obtaining health care services.

### 3. Exemptions

Every person on campus will be required to wear a face mask as described above. While face coverings are necessary to reduce the spread of COVID-19, there may be specific instances when wearing a face covering may not be feasible. Anyone who believes they cannot wear a face mask as required by this policy must review the listed exemptions, and then seek approval to take advantage of the exemptions, as described below.

Face coverings are not required for:

- Persons with a medical condition, mental health condition, or disability that prevents them from wearing a face covering
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential
- Persons for whom wearing a face covering poses a potential health or safety risk as determined by local, state, or federal regulators
- Persons who are working in a private office or workspace that allows for a six-foot physical distance
- Persons in private rooms in on-campus housing, when not engaging with others
- Children under the age of two. Children between the ages of two and eight should wear a mask with adult supervision
- Persons engaged in outdoor work or recreation activities (such as swimming, walking, running, or bicycling) when able to maintain a six-foot distance from others
- Persons who are eating or drinking (a six-foot physical distance is required).

Students requesting an exemption for a medical or mental health reason should consult the Bob Murphy Access Center (BMAC). Staff requests for an exemption should be directed to the Office of Equity and Diversity. Faculty requests will be handled through Faculty Affairs. Individuals requesting an exemption may be asked to provide appropriate documentation to substantiate their request.

### 4. Face Covering Description

For the purposes of this policy, a face covering may be a cloth face covering or a disposable mask that meets the following criteria:

- Covers the nose and mouth

- Ties around the ears or the back of the head
- Is secured under the chin and fits snugly against the side of the face
- Can be made of a variety of materials, and may be factory-made or sewn by hand
- Cloth face coverings should be laundered frequently, preferably with hot water and dried on a hot cycle
- Should be replaced when it no longer covers the nose and mouth, has stretched out or damaged ties or straps, or has holes or tears in the fabric.

Masks with one-way bypass valves are not recommended as they do not provide the necessary protection. The valves allow for the escape of moisture droplets to the outside area.

N95 respirator masks are intended for healthcare workers and are strongly discouraged for use by the general public.

A supply of disposable face coverings will be available in various locations on campus for those who have forgotten one or are not able to purchase a face covering.

## 5. Face Shields

It is not known if face shields provide any benefit to protect others from the spray of respiratory particles. The CDC does not recommend the use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to wear a face shield when sustained close contact with other people is expected. If face shields are used without a mask (in the case an exemption from the face covering is granted), they should wrap around the side of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. **Plastic face shields for newborns and infants are NOT recommended.**

## 6. Student Compliance

Students are expected to follow face covering requirements at all times when on campus. Efforts will be made to educate, encourage, and persuade individuals to wear face coverings, whenever possible. Students who are not wearing face coverings and do not have an exemption may be asked to leave campus. The face covering requirement for students will be treated as an expectation of the Standards for Student Conduct. Lack of compliance with this policy may be referred to the Office of Student Conduct and Ethical Development.

Please note that it may be necessary to update the policy as new information regarding the best methods to contain the virus are received.

## 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.

## Illegal Electronic File Sharing and Protection of Electronic & Other Copyrighted Material

It is the policy of the California State University, Long Beach (Refer to Copyright and Fair Use Policy: [https://daf.csulb.edu/offices/univ\\_svcs/pr/policies/copyright.html#](https://daf.csulb.edu/offices/univ_svcs/pr/policies/copyright.html#)) 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](http://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.

CSU Chancellor's Executive Order 999, as well as the campus policy on Acceptable Use of CSULB Electronic Communications Systems and Services, explicitly define the appropriate use of these resources and stress illegal file sharing and other copyright violations are a violation of Title 5 of the California Code of Regulations.

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, statutory, and possibly additional financial damages (Title 17, U.S. Code, Sections 504, 505). Willful copyright infringement can also result in criminal penalties, including imprisonment.

For more information, see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), particularly the FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## Transportation

### 1. Bicycles and Non-Motorized Coasting Devices on Campus

On the CSULB campus, bicycles and non-motorized coasting devices are allowed on specifically designated sidewalks and pathways, but prohibited inside University buildings. Responsible use of bicycles and other alternative transportation methods - including roller skates, rollerblades, scooters, skateboards, and other coasting devices (hereafter referred to collectively as "coasting devices") are a way of reducing reliance on motorized transportation and promoting healthy exercise. See map for CSULB designated sidewalks and pathways: <https://www.csulb.edu/parking-and-transportation-services/sustainable-transportation/campus-wheel-paths>.

Bicycles and non-motorized coasting devices must always yield to

pedestrians. Bicycle riders on public roads have the same rights and responsibilities as motorists and are subject to the same rules and regulations.

Persons may coast or ride on designated sidewalks and pathways, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians on foot at all times
- Coasting devices may not be used in any manner that places pedestrians at risk
- The speed of coasting devices must not exceed five 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: <https://www.csulb.edu/parking-and-transportation-services/sustainable-transportation/campus-wheel-paths>
- Coasting devices are not vehicles, and their use is prohibited on roadways and in parking lots and parking structures
- 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
- The use of coasting devices is prohibited within any building and outside of the designated pathways
- Persons using roller skates or rollerblades must remove them before entering all University buildings
- Bicycles and coasting devices 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 coasting devices to handrails on stairs or handicap ramps. Bicycles or coasting devices 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.

## **2. Electric and Motorized Coasting Devices – Not permitted on CSULB Campus**

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.

CSULB prioritizes the safety of the campus community. In accordance with

campus and state regulations, electric and motorized scooters may be used to travel to campus but must be left at established drop-off zones on the campus perimeter prior to passing through or entering campus. CSULB is a designated dismount zone as electric and motorized scooters are not allowed on the campus interior. Electronic and motorized scooters left unattended on campus will be considered abandoned and subject to impound. Persons violating campus policy may be cited under California Vehicle Code (CVC) 21235, 21225, and other applicable CVC regulations and as a violation of student conduct.

CSULB would like to highlight the importance of road safety while coming to campus and provide an overview of state laws regarding electric and motorized scooters. 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.”

CVC 21235 mandates that individuals operating electric or motorized scooters in California:

- Have a valid driver’s license
- Ride on the road and remain off the sidewalks or improved pedestrian surfaces, except as may be necessary to enter or leave adjacent property
- May not park scooters on a sidewalk in a position that blocks pedestrian paths
- Must yield the right-of-way to pedestrians at all times
- May not operate a motorized scooter with any passengers in addition to the operator
- May not operate a motorized scooter carrying any package, bundle, or article that prevents the operator from keeping at least one hand upon the handlebars
- Must comply with all CVC laws and local regulations including being subject to the same provisions applicable to any other driver of a vehicle. These provisions include, but are not limited to, driving under the influence of alcoholic beverages or drugs.

Please ride carefully and with all due consideration for the safety and right of others on your way to and from campus. Be very aware of your surroundings as you may not be seen or heard by other vehicles. Drive cautiously and defensively.

### **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 coasting device users. Bicyclist and coasting device users involved in accidents may be liable for victims' expenses and property damage.

# GENERAL STUDENT POLICIES

## Complaints by Students

For assistance in determining the proper procedures for informal or formal complaint resolution, students are encouraged to contact the dean of students, USU-219, [StudentDean@csulb.edu](mailto:StudentDean@csulb.edu); the Office of Student Conduct and Ethical Development, USU-219, [student-conduct@csulb.edu](mailto:student-conduct@csulb.edu); or the Office of University Ombuds, Foundation Building (FND), room 140, [Ombuds@csulb.edu](mailto:Ombuds@csulb.edu).

## Debts Owed to the University

Failure of students to pay debts owed to the University may result in withholding of 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, (562) 985-8280 regarding fee debts owed.

## Disability Rights

Federal and state laws require that no otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity of the University. Persons with disabilities must initiate requests for reasonable modification or accommodation.

Students with disabilities who need special assistance or modification to the University's programs and/or activities should inform the person(s) responsible for these programs and/or activities immediately upon knowing that such modification is necessary. Request for reasonable accommodation in academic courses should be directed to the faculty member and to the Bob Murphy Access Center (BMAC) in the Student Success Center (SSC), room 110, [BMAC@csulb.edu](mailto:BMAC@csulb.edu). If the modification or accommodation is inappropriate or insufficient, the student should seek the assistance of the Office of Equity and Diversity, FND-220, [OED@csulb.edu](mailto:OED@csulb.edu).

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](http://www.csulb.edu/accessibility).

## 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.

## Social Distancing Guidelines

California State University, Long Beach is instituting social distancing guidelines for all registered students, to help reduce the risk of transmission. All students are required to follow these guidelines.

Social distancing or physical distancing means staying home, avoiding crowds, and staying at least six feet away from others whenever possible per LA County Public Health mandates:

- Maintain six feet of physical (social) distancing at all times on campus, whether indoors or outdoors
- Follow all University directives in regard to seating and campus property
- Avoid any crowds and places where a lot of people are together
- If in-person interaction is unavoidable, the interaction should be for a minimum period of time, in a large area room, and individuals should maintain at least six feet of separation from each other
- Wear a cloth face covering. Make sure to use it properly - see the CSULB face covering policy for more information
- Avoid congregating in spaces, both indoors and outdoors
- No loitering in indoor or outdoor spaces
- Large venues and events are not to be scheduled due to the current mandated social distancing requirements:
  - a. No in-person student organization events should take place as current county guidelines state that all public and private gatherings of any number of people occurring outside a single household are prohibited
  - b. No in-person events/gatherings/meetings are permitted on campus through January 1, 2021 (this date is subject to change).
- Residential students should refer to their Housing Agreement for further guidance on common areas and living spaces within the residence halls
- All students and student organizations must adhere to published CSULB policies and regulations, local and state, and other applicable regulations, guidelines, laws and orders, as they will be treated as an expectation of the Standards for Student Conduct. Lack of compliance with this policy may be referred to the Office of Student Conduct and Ethical Development.

Please note that this policy may be updated as new information regarding the best methods to contain the virus is received.

All orders from the Los Angeles County Department of Public Health are considered laws/mandates/directives.

## Student COVID-19 Health Questionnaire

California State University, Long Beach requires a daily, COVID-19 self-screening process for its students who come to campus to help reduce the risk of transmission. All students are subject to this process.

Students are required to complete the DAILY health screening PRIOR to coming onto any university property. The screening is accessed through the University's Single Sign On system.

Verification of the completed health assessment will be sent to the CSULB Student Health Services and the student's University email address noting an approval or a denial to enter campus buildings.

- **If approved to come to campus:** You may be required to show verification of clearance to be on campus
- **If not approved to come to campus:** Please remain home and you will be contacted by Student Health Services
- **DO NOT** report to campus if you are feeling ill
- If you are not able to complete the health assessment online, you are required to report to Enrollment Services on the first floor of Brotman Hall to complete the health screening
- The screening results are securely stored and maintained by the University.

All students are required to complete the daily health screening every day prior to coming to campus. The daily health screening requirement for students will be treated as an expectation of the Standards for Student Conduct. Lack of compliance with this policy may be referred to the Office of Student Conduct and Ethical Development.

All students must adhere to published CSULB policies and regulations, local and state, and other applicable regulation, guidelines, laws, and orders.

Please note that this policy may be updated as new information regarding the best methods to contain the virus is received.

All information contained in the Student COVID-19 Health Questionnaire is protected by HIPAA and is held in the strictest confidence. When necessary for the purposes of medical evaluation, the Student COVID-19 Health Questionnaires may only be reviewed by designated personnel at Student Health Services.

## Student Educational COVID-19 Training Policy

California State University, Long Beach is instituting a required Covid-19 training for all students accessing campus, to help reduce the risk of transmission. All students are subject to completing this training at the beginning of the semester.

Students coming to campus are required to complete this 15 minute training PRIOR to the start of classes. The training is completed by visiting [www.csulb.edu/onebeach/reuniting-the-beach](http://www.csulb.edu/onebeach/reuniting-the-beach).

- If you are not able to complete the training online, you are required to report to Enrollment Services to complete the health training. Students may also contact the Division of Student Affairs Office to inquire about use of a laptop to complete the training
- All collected access screening information will be securely stored on a

University server managed by the Division of Information Technology

- Contact BMAC if you need accommodations to complete the training.

All students are required to complete the training prior to the start of classes. The training requirement for students will be treated as an expectation of the Standards for Student Conduct. Lack of compliance with this policy may be referred to the Office of Student Conduct and Ethical Development.

All students must adhere to published CSULB policies and regulations, local and state, and other applicable regulations, guidelines, laws and orders.

Please note that this policy may be updated as new information regarding the best methods to contain the virus is received.

## 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:**

- If the attending physician believes further treatment would be of no value; that is, the patient's condition would not change or improve
- 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
- If the patient will not follow the instructions of the physician, such as not taking the prescribed medication(s)
- If the patient is threatening or abusive to the physician, other staff, or patients
- 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.

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.

If the student believes that the termination of eligibility is unjustified, campus grievance procedures may be followed and submitted to the vice president for Student Affairs.

# REGULATION I

## TIME, PLACE AND MANNER

### FREE SPEECH AND EXPRESSION, COMMERCIAL ACTIVITY AND USE OF 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, public meetings, performances, rallies, and similar campus events. This regulation applies to all members of the CSULB community including, but not limited 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. This regulation controls CSULB's time, place, and manner restrictions on commercial transactions and solicitation, non-commercial transactions and solicitation, freedom of expression activities, amplified sound, and posting or chalking, including the distribution of handbills and circulars.

CSULB supports 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 free 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 except insofar as limitations on those freedoms are necessary to CSULB's functioning. It is not the proper role of the University to attempt to shield persons from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although CSULB greatly values civility, and although all members of the CSULB community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect are not a justification for closing discussions of ideas, however offensive or disagreeable those ideas may be. Yet, the University also has the duty to restrict expression that violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy and confidentiality interests, or is otherwise directly incompatible with the University's functioning. Additionally, CSULB may reasonably regulate the time, place and manner of expression on University property and over its communication systems to ensure the expression does not disrupt ordinary University functions and activities.

Although the CSULB community is free to criticize and contest views expressed on University property and over its communication systems, and to criticize and contest speakers invited to campus to express their views, they may not obstruct or otherwise interfere with the freedom of others to express their views, even if they reject or even loathe those views. Further, each member of the CSULB community shares the responsibility of maintaining conditions conducive to achieving

CSULB's mission of teaching, research, and public service. The time, place and manner policy exists to protect and promote the rights of the CSULB community, prevent interference with CSULB's operations, functions and activities, and assure compliance with all applicable laws and CSULB policies and regulations.

## A. Use of University Buildings, Facilities and Grounds

The use of campus buildings, facilities, and grounds for any purpose is subject to the following:

1. All persons on University property are required to abide by University policies and regulations. Violation of University policies or regulations may subject a person to legal penalties. If the person is a CSULB student, faculty member or staff member, that person may also be subject to University discipline. Individuals on University property or in attendance at an official University function assume the obligation of conducting themselves in a manner compatible with the University's responsibilities as an educational institution. This includes, but is not limited to, complying with the following prohibitions:

No person on University property or at official University functions may:

- Block entrances to or otherwise interfere with the free flow of traffic into and out of campus buildings
- Block any street, roadway, crosswalk, driveway, parking structure or parking lot and its entrance and exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so
- Knowingly and willfully interfere with the peaceful conduct of campus activities or any campus facility by intimidating, harassing, or obstructing any University employee, student, or any other person having lawful business with the University
- Delay or linger without lawful purpose for being on University property while, or for the purpose of committing, a crime or violation of this regulation or any other University policies or regulations
- Engage in the production of amplified or non-amplified sound that disrupts or interferes with campus business or activities
- Camp or lodge on University property, except in facilities or locations specifically authorized by the University
- Engage in physically abusive, threatening, or intimidating conduct toward any person
- Exhibit disorderly or lewd conduct
- Urinate or defecate in any place on University property other than a designated restroom or other facility designated for the sanitary disposal of human waste
- Participate in a disturbance of the peace or unlawful assembly
- Use, possess, sell, or manufacture narcotics, illegal drugs, tobacco or any products containing tobacco, and marijuana or any products containing marijuana or any of its byproducts

- Possess, conceal, carry, use, store or manufacture any firearm (including those subject to a concealed carry permit, and replicas), weapon, knife, or other device or instrument capable of causing or inflicting bodily injury or property damage including, but not limited to, any explosive, flammable liquid, and incendiary device, unless expressly and specifically permitted by University policy or regulation
- Fail to comply with the directions of a University official acting in the performance of their duties
- Rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated University waste or recycling center without authorization
- Engage in the theft, destruction or other misuse of University property or equipment
- Possess or ignite any Torch
- Have any Open Fire or Torch anywhere on University property, unless, and only to the extent, specifically authorized and limited by another University policy or regulation (such as the University Policy on Smudging)
- No climbing or standing on elevated surfaces.

No person on University property or at official University functions may:

- Use University facilities not generally open to the public including, but not limited to, showers, storage lockers, study lounges or recreational facilities, without authorization of a Designated University Official
- Disturb plants and wildlife in any way, including climbing or placing objects in trees or bushes or attaching items to them.

2. All persons on University property are required, for reasonable cause, to identify themselves to, and comply with instructions and directives of, Designated University Officials and University Police acting in the performance of their duties.
3. CSULB prohibits all non-University commercial activity on University property unless specifically approved by the University President or designee. This includes the distribution of commercial literature and other such products and services. No non-affiliate of the University may solicit, sell, or rent any goods, wares, merchandise, liquids, or edibles for human consumption or services on University property, operate any commercial enterprise, or give any lessons, classes or instruction on University property, whether for profit or otherwise, unless specifically authorized by the University President or designee. For purposes of this regulation, soliciting and selling includes the leafleting or distribution of advertisements or other promotional devices and products.
4. Scheduling of campus facilities by non-affiliate organizations or individuals requires the completion of a Facility Use Agreement form available through

the Event Services Office or venue coordinators. An application for use of facilities must be filed at least 60 business days in advance if the event requires a threat assessment, as determined by University Police. The Event Services Office or venue coordinators will inform clients of all charges necessary for police, insurance, parking, clean-up, and other costs attributed to the event. Payment is accepted by money order, cashier's check, cash, or credit card (in person).

5. All facilities on campus are managed by venue coordinators. The Events Services Office or 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. Additional clearances may be required depending on the services requested. These approvals are facilitated for the client by the venue coordinator or the Events Services Office.
6. A request for use of University property may be denied if the request is not in accordance with University policies and these regulations, and shall be denied if circumstances are such that the use may cause an unreasonable disruption to the orderly operation of the University or create a threat to the safety of persons or property, as determined by the University.
7. Commercial support of student programs and activities organized or coordinated by recognized student organizations, as defined and governed by Title 5, California Code of Regulations sec. 41400-41505, is not considered a commercial activity under these guidelines and may therefore be permitted, provided the primary purpose of such support is to underwrite a student program or activity, as opposed to the promotion or endorsement of a commercial product. Such activity must go through the Event Approval Process. Recognized student organizations contact the Office of Student Life and Development for assistance.
8. Voter registration activity is permitted on University property generally open to the public, as defined in this regulation.
9. No sign, poster, paint, chalk or ink messages of any type or kind may be placed, affixed or applied to the walls, windows, floors or other surfaces of campus buildings or structures, streets, walkways, utility poles, construction fences, trees or shrubbery, unless specifically approved in writing and in advance by the appropriate Designated University Official. All non-commercial signs, posters, fliers and other messages may be posted only in areas on University property specifically designated by the University for such posting.
10. Dogs, cats, and other animals may not enter campus buildings, including all residence and non-residence buildings. This paragraph does not apply

to guide dogs, or service dogs, as defined by California Civil Code Sections 54.1, and 54.2, accompanying a disabled person, or an approved Emotional Support Animals (ESAs) or signal dog. This paragraph does not apply to police service dogs as defined Penal Code section 600. Violation of this prohibition is a misdemeanor pursuant to Education Code Section 89031. Animals brought to University property must be under the control of a responsible person and restrained so as not to pose a danger to others. All dogs must at all times be on a chain or leash not to exceed six feet in length. Animals on University property may not be tied or otherwise secured or restrained to any building, facility, fence, shrub, or other object or structure. Animals on University property may not be left unattended; unattended animals may be removed from University property. Person(s) bringing any animal to University property must remove and properly dispose of all animal waste in appropriate waste receptacles.

## **B. Free speech, expression, demonstrations, protests, rallies and other public assemblies on university property**

CSULB supports and is committed to open, free and robust discussion, debate and exchange of ideas as an indispensable part of its educational mission, especially when the ideas expressed are controversial and unpopular. However, CSULB also has the obligation to ensure the safety and security of persons and property, and that University operations, functions and events are not disrupted. The time, place, and manner of persons exercising their rights of free expression, speech, assembly, and religious worship is subject to this regulation, and applies to all members of the University community, including students, faculty, staff, administrators, volunteers, and non-affiliated members of the public, while on University property:

1. Individuals and groups may assemble on University property generally open to the public (as specified in this regulation) to engage in non-amplified speech and expression, including the solicitation of signatures on non-commercial petitions, provided such activity does not disrupt the functions, operations and events of the University or interfere with the free speech rights of others, as previously addressed in this regulation, including, but not limited to, compelling persons to be an involuntary audience or jeopardize the safety of persons and property. The exercise of free speech and assembly rights shall not:
  - Interfere with class instruction or other scheduled academic, educational, or cultural/arts program or with the use of the University Library
  - Obstruct pedestrian or vehicular traffic, or otherwise endanger persons or property
  - Be conducted in or on campus parking lots, parking structures, driveways, crosswalks, streets, roadways, and paths of pedestrian travel
  - Employ sound amplification or create noise that disrupts University activities or interferes with the exercise of free speech by others (please

refer to amplification regulation)

- Harass, intimidate, or impede the movement of persons
  - Create or cause unsafe congestion around stairs and escalators.
2. Recognized student organizations, student body organizations, individual students, faculty and staff, and other entities of the University may reserve specified areas of University property and facilities for meetings, programs, and events consistent with this regulation. To reserve space contact the Events Services Office or the Campus Events Office (CEO).
  3. No person or persons may picket, rally, protest, parade, patrol, or otherwise demonstrate within 100 feet of the University President's residence, when it is serving as the private residence of the University President and no public event is taking place.
  4. No person, while in or on any University property or facility may wear a mask, personal disguise or otherwise conceal one's identity to evade or escape discovery, recognition, or identification associated with committing violations of University policy, University regulations, or state, municipal or federal laws.
  5. Any non-affiliate of the University holding or conducting any demonstration, gathering or rally in or upon University property or facility is subject to time, place, and manner restrictions as the Events Services and Student Life and Development offices may impose to ensure University functions, operations and events are not interrupted or prevented by the demonstration, gathering or rally due to, among other things, scheduling conflicts. Criteria for approval of demonstrations, gatherings and rallies shall be neutral of the content of speech or purpose of the demonstration, gathering or rally.
  6. Signs, posters, placards and banners on University property may not be of a size, shape, or type that will interfere with University functions, operations or events, cause damage to university property, or pose a danger to the safety of persons or property. Signs exceeding 24" by 36" dimensions may be made only of foam core, cardboard or paper. No sign of any size or shape shall be made of metal. No person, while participating in any demonstration, rally, picket line, public assembly, or protest, shall carry or possess a signpost, pole, pipe or stake fabricated of metal or composite material, regardless of width or diameter.
  7. Additional prohibited items include
    - Any bag exceeding the size of 18" by 14" by 7"
    - Any Weapons
    - Mace, pepper spray, or similar chemical spray
    - Helmets and face shields
    - Gas masks

- Shields and body armor
- Glass, thermal and metal containers
- Flammable liquids and gases
- Torches and other open flames
- Aerosol and other pressurized canisters and sprays
- Balloons filled with any substance other than air and any non-flammable and non-hazardous gas
- Liquids, other than water in factory sealed clear plastic bottles
- Paint in whatever form
- Drones and other unmanned aircraft systems
- Laser pointers
- Selfie sticks
- Toy and replica guns
- Bicycles, skateboards, roller skates and scooters
- Wagons and carts capable to be pushed or pulled

One table and two 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. If a recognized student organization requires more tables and chairs they should seek guidance from the Office of Student Life and Development. Any employee or non-affiliate activity should contact the Events Services Office.

### **C. Distribution of Printed Non-Commercial Material**

Non-commercial printed material may be distributed on University property or at official University functions subject to the following provisions:

1. On University grounds that are generally open to the public (as specified in this regulation), literature may be distributed as follows:
  - The free flow of pedestrian and vehicular traffic is not obstructed or impeded
  - Printed material is not forced upon others
  - Printed material shall not be placed on or in vehicles parked on University property
  - Persons distributing printed material shall be responsible to ensure the printed material does not litter the area of distribution
  - Tables and portable (i.e., hand carried) displays used to facilitate distribution may be placed on only paved pedestrian walkways, and may not block walkways or entrances to buildings or otherwise impede the free flow of traffic. Tables or portable displays must be attended at all times by the individuals or groups sponsoring the distribution, and such individuals or groups must ensure the printed material they are distributing does not litter the area.
2. Printed material may not be distributed in University buildings or parking lots.



3. Distribution must not interfere with classes and other University functions, operations and events or obstruct the free flow of pedestrian and vehicular traffic, and may not be conducted at the top or bottom of escalators and stairs.

#### **D. Commercial Transactions, Commercial Solicitation and Solicitation for Donations**

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. Marketing and promotion of credit cards on University property to students shall be limited and registered with the Forty-Niner Shops of CSULB. Marketers shall be prohibited from offering gifts to students for filling out student credit cards applications. As used in this section, “student credit cards” shall have the meaning in Civil Code section 1747.02(m).

Solicitation for monetary donations must be carried out in the same manner as commercial solicitation.

#### **E. Posting of Signs**

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 IV, Campus Publicity and Posting.

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.

#### **F. Use of University Facilities for Fundraising Events**

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.

The Event Approval Process, Facility Use Agreement form, or Department confirmation process, depending on the status of the event sponsor, must be completed and filed prior to the event.

#### **G. 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 Campus Events Office (CEO) for review and issuance of permit. Student film project proposals are coordinated by the Department of Film and Electronic Arts and approved by a Campus Events representative prior to confirming the use of campus facilities and/or space.

CSULB students who are not film and electronic arts majors may apply for use of campus facilities for filming by contacting the Office of Student Life and Development, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu). The Office of Student Life and Development will coordinate the project with the CEO and secure final

approval.

For more information about student or commercial filming, contact the Event Services Office

**Definitions.** As used in this Regulation I, the following definitions apply:

**“Commercial solicitation”** means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.

**“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.

**“Designated University Official”** means the CSULB official delegated authority by the President over the relevant operation or facility.

**“Employee”** means any person listed in the CSULB payroll system, or volunteer, and employed by any academic or nonacademic department or division or other official CSULB entity including campus auxiliaries (Research Foundation, ASI/Union, 49er Shops, the CSULB 49er Foundation). **“Employee Organization”** means an independent organization organized and existing for the purpose, in whole or in part, of dealing with University management concerning grievances, labor disputes, wages, hours and other terms and conditions of employment of employees, as defined by Section 3562(f) of the Higher Education Employer-Employee Relations Act (HEERA).

**“Grounds open to the Public”** means:

- Between the hours of 6:00 a.m. and 10:00 p.m., paved pedestrian walkways and lawns on University property are generally open to the public, except those:
  - a. Within areas reserved for classes, public performances, Official University Functions, or CSULB sponsored events
  - b. On vehicular driveways, streets and parking lots.
- Paved pedestrian walkways within designated food service or eating areas are generally open to the public for the purpose of food service or eating only
- Between the hours of 10:00 p.m. and 6:00 a.m., paved pedestrian walkways and lawns on University property are generally closed to the public except for coming and going to a University building, Official University Function, or crossing the campus
- No non-affiliate of the University shall enter or otherwise remain on the campus or other University property between the hours of 10:00 p.m. and 6:00 a.m. This curfew shall not apply to University housing residents or their authorized guests, or people possessing valid written authorization, or to those on legitimate University-related business or attending a specific University-sponsored event or other

Official University Function. Those persons possessing a valid written authorization or attending a specific event shall be allowed to remain and use the facilities as specified in their authorization or through the duration of the specific event, after which time they shall leave the property forthwith and without delay. This time restriction shall not apply to people proceeding directly across a roadway or path that has been designated as open to the public during curfew hours

- If a non-affiliate enters the CSULB campus or one of its facilities, and it reasonably appears to the Designated University Official to maintain order on the campus or facility, that the person is committing any act likely to interfere with the peaceful conduct of campus activities or facility, or has entered the campus or facility for the purpose of committing any such act, the Designated University Official may direct the person to leave the campus or facility
- Any person on the campus or other University property may be required to present identification to verify their affiliation with the campus if it reasonably appears to the Designated University Official that the person is committing any act likely to interfere with the peaceful conduct of campus activities or facility, or has entered the campus or facility for the purpose of committing any such act.

**“Non-Affiliate”** means any person who is not a student, officer, official volunteer, employee, or emeritus faculty or staff of CSULB, nor a member of a household authorized to reside in University Property.

**“Official University Functions”** means scheduled academic classes, research and activities; normal daily operations of CSULB units; and programs or activities sponsored by CSULB units in the course of fulfilling CSULB’s educational function and mission.

**“Open Fire”** means any fire, controlled or uncontrolled, including a campfire.

**“Private sale”** means occasional selling between persons who are Students or Employees.

**“Sale,” “selling,” or “purchasing”** means an activity creating an obligation to transfer property or services for a valuable consideration.

**“Solicitation”** means to request or endeavor to persuade or obtain by asking.

**“Student”** means an individual for whom the CSULB maintains student records and whom as used in Regulation I is:

- Enrolled in or registered with an academic program at CSULB
- Has completed the immediately preceding term and is eligible for reenrollment, including the intersession periods between academic terms
- Is on an approved educational leave or other approved leave status
- The term “student” includes individuals registered with a program of CSULB’s College of Continuing and Professional Education.

- “Torch”** means any object consisting of combustible or flammable material that is ignited and produces a flame.
- “University”** means the California State University and the California State University, Long Beach (CSULB) campus and all property under its control.
- “University President”** means those persons referred to as “Campus President” in California Code of Regulations, Title 5, Section 42355, and includes their designees.
- “University Property”** means any University owned, operated, leased, or maintained property, including all of the buildings and grounds of the CSULB campus and any building and ground otherwise within CSULB’s direction and control, including property owned and operated by campus auxiliaries. This policy does not include off campus leased space or facilities, nor the facilities and property leased to other entities at the Research Foundation Technology Park.
- “Volunteer”** means any person who is formally registered with CSULB Human Resource Management or any campus auxiliary organization (Research Foundation, ASI/Union, 49er Shops, the CSULB 49er Foundation) and authorized to provide volunteer services on behalf of CSULB in campus facilities.
- “Weapon”** includes, but is not limited to, any firearm (including with a concealed carry permit), any knife with a metal blade of any length, any ice pick or similar sharp object that may be used as a stabbing implement capable of inflicting serious bodily harm, any razor with an unguarded blade, any cutting, stabbing or bludgeoning weapon or device capable of inflicting serious bodily harm, any dirk or dagger, any “Taser,” stun gun, or other similar electronic device; any torch – whether or not lit, and any instrument or device capable of expelling a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun.

# REGULATION II

## 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 a student organization, department, and/or individual to properly use the Event Scheduling policies of the University may result in the inability to hold the event or to obtain facilities. Scheduling any event requires the filing of forms appropriate to that event. Student organizations may consult with their Student Life and Development (SLD) Advisor for clarification, University Student Union (USU), room 215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu).

### B. Tier Classification

**Tier 1 Events:** Activities that include information tabling, regular meeting spaces (with no guest speakers), study hall sessions, and fundraisers (no longer than four hours) facilitated by University employees and students.

- Reserve with Campus Events Office (CEO), USU-221, at least two business days in advance
- Approval required at least one business day in advance.

**Tier 2 Events:** Programs and activities that include, but are not limited to, multiple groups tabling at one event, and programs publicized outside of the organization. This tier includes speakers who are CSULB students, staff, faculty, and/or alumni.

- Reserve with CEO at least 10 business days in advance
- Approval required at least five business days in advance.

**Tier 3 Events:** Programs and activities that include youth, local/regional conferences, speakers/activities publicized on campus outside of the organization, and outreach events. This tier may involve contracts with off campus vendors/speakers.

- Request with CEO at least 40 business days in advance
- Approval required at least 10 business days in advance.

**Tier 4 Events:** Programs and activities that may be open to the general public, may include ticketing, and could include national conferences. This tier typically includes contracts with off campus vendors/speakers. These events will require risk assessment.

- Request with CEO at least 60 business days in advance
- Approval required at least 20 business days in advance.

NOTE: Detailed information is found in the Tier Classification Guidelines.

### **C. Event Approval Process (EAP)**

The EAP must be completed and approved within the Event Management System (EMS) prior to the event taking place and prior to advertising the event.

All event requirements are outlined above in the Tier Classification section. The CEO, USU-221, [CampusEventsOffice@csulb.edu](mailto:CampusEventsOffice@csulb.edu) shall approve all student organization, department, and/or individual Tier 1 and Tier 2 events.

All Tier 3 and Tier 4 events require additional authorization and must meet the specific timelines outlined in the Tier Classification section. All student organization Tier 3 and Tier 4 events must also be approved by SLD, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu).

### **D. Facility Reservations**

All events taking place on campus require a meeting with the CEO staff to discuss event/program details. When placing a reservation request at the CEO, an Event Request Form will be required.

Venue operators exclusive of the USU may have their own reservation forms or agreements.

All student organizations, departments, and/or individuals must comply with the Event Types when reserving and using any facilities and/or grounds on campus.

### **E. Temporary Art Installations**

Student organizations, departments, and/or individuals wishing to construct temporary art installations on University grounds as part of a class or academic-related project must consult with the SLD director a minimum of 15 business days prior to the proposed installation date.

Once reviewed, information will be forwarded to the CEO for further processing. Final approval shall be granted a minimum of 10 business days prior to the proposed installation date.

### **F. Insurance and other Facility Approvals**

Venue operators will inform all clients of applicable insurance requirements. Events may also require approvals from Facilities Management, University Police, Parking and Transportation Services, Forty-Niner Shops, and Risk Management before the event is confirmed. These approvals are facilitated through the Event Approval Process.

### **G. Maximum Reservations**

Currently registered campus organizations may schedule a maximum of six reservations at any one time. Semester meetings, including study halls, may not exceed a total of 10 combined hours per week. The CEO can

provide more information on availability and scheduling guidelines.

#### **H. Deaf/Hard of Hearing/Hearing Impaired**

University and Associated Students, Inc. (ASI) 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 events with an anticipated attendance of less than 200, you may request a qualified interpreter/translator. To schedule services, contact the Bob Murphy Access Center (BMAC) in the Student Success Center, Room 110, [BMAC@csulb.edu](mailto:BMAC@csulb.edu), at least two weeks prior to the event.

#### **I. Violations, Damage, and Charge**

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.

#### **J. Final Examination Period**

There shall be no scheduling of student organization activities or programs during the campus final examination period.

#### **K. Advertising/Publicizing Events**

All student organization events must be properly scheduled, confirmed, and approved prior to any notice or advertising of the event. All advertisements must include the sponsoring organization name, name of program, date, time, location, contact information, and approval by SLD. Advertising in the USU of events hosted in the USU also requires posting approval from the Robert C. Maxson Student Organization Center, USU-312, [asi-studentunion@csulb.edu](mailto:asi-studentunion@csulb.edu).

#### **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, social media or other internet announcements) is prohibited. All information about approved closed events must indicate “members only”.

#### **M. Cash Handling for Student Events**

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 SLD, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu) or the ASI Business Office (ASBO), USU-229, [asi-studentunion@csulb.edu](mailto:asi-studentunion@csulb.edu).

## **N. Additional Procedures**

Additional procedures and information may be found in the CSULB Facility Use Procedural Guidelines.

## **O. Exceptions**

Exceptions to Tier Classifications may be requested via the CEO and submitted for approval to SLD, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu) or the Office of the Dean of Students, USU-219, [StudentDean@csulb.edu](mailto:StudentDean@csulb.edu).

For off-campus organizations and individuals, exception requests can be submitted to the Event Services Office, BH-320, [eventservices@csulb.edu](mailto:eventservices@csulb.edu), or venue operators.

## **Special Note:**

Payment (cash, cashier's check, money order, or credit card) for scheduled events in the USU should be made directly at the ASBO, USU-229. For events scheduled at the Student Recreation and Wellness Center (SRWC), payments can be made at the ASBO, USU-229 or at the SRWC Administration Office.

Off-campus organizations/individuals and private parties using the USU or SRWC must pay event fees at least 30 days prior to a scheduled event, or the reservation may be cancelled.

Student organization events/programs held in any ASI venue are required to pay all assessed fees, or show proof of ASI Grant funding, two weeks prior to the event, or the reservation may be cancelled.



## REGULATION III AMPLIFICATION POLICIES

Sound amplification equipment used on campus is restricted to that provided by ASI or by the University. The maximum allowable noise level is 85 decibels. Pursuant to the California Code of Regulations, Title 8, Section 5097. Requests for amplification require approval by the Office of Student Life and Development, USU-215. Any group wanting to use its own sound amplification system must receive permission from the associate vice president for Student Affairs, BH-377, [studentservices@csulb.edu](mailto:studentservices@csulb.edu), or their designee.

### Amplification

- A. **Time:** Monday through Friday, noon to 1 p.m., Thursday and Friday, 5 p.m. to 10 p.m., and Saturday, 8 a.m. to 10 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:** Amplified speech and musical performances with amplification must be presented in a manner that is conducive to, and will not disturb, the academic environment. Amplification above 85 decibels will not be permitted for musical performances.

- B. **Time:** Monday through Friday, 11 a.m. to 2 p.m., Friday, 5 p.m. to 10 p.m., and Saturday, 8 a.m. to 10 p.m.

**Place:** Speakers' Platform, east side of the University Bookstore Vendor Pavilion, for speakers only, Central Plant Plaza and Central Quad.

**Manner:** Amplified speech or background music must be used in a manner that is conducive to, and will not disturb, the academic environment.

Exceptions to amplification policies require approval of the Office of Student Life and Development, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu), or the Office of the Dean of Students, USU-219, [StudentDean@csulb.edu](mailto:StudentDean@csulb.edu). Any noise complaints of disturbances to classroom instruction, whether or not the decibel levels are below 85, will be addressed by lowering the volume and/or removal of amplification.

# REGULATION IV

## 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, pleasant, and provides for effective publicity for campus events.

### A. Identification of Publicity

- Organizations currently registered with the Office of Student Life and Development, committees, commissions, departments, individual students, faculty, and staff members are allowed to publicize campus events as long as they comply with the University publicity and posting regulations
- Commercial posting is not permitted on the campus
- Off-campus individuals or groups may not publicize on campus without prior approval
- 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
- Publicity written in any language other than English must also contain an English translation
- 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 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 10 business days prior to the event and must be removed no later than three business days following the event. However, materials for major programs, excluding banners, may be posted no more than 20 school days prior to the event and must be removed no later than three days following the event. Registered and approved student organizations may post their general meeting materials for no more than 10 school days during the first four weeks of each semester. No exceptions will be granted for this type of posting.

### 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 or departments 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 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 I, use of State University Buildings and Grounds, Section C, for time, place, and manner. Commercial handbills and circulars are not permitted for posting on campus.

#### **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 the railing in front of the tent at the left side of the stairs leading to the University Bookstore (the East railing of the stairs is permitted and all railing WEST of the stairs is reserved for Forty-Niner Shops banners), 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 business days prior to the event and must be removed within

three business days after the event. Signs shall be placed no less than three 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 while abiding to the time limits listed in Section C. 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, <https://csulb.campuslabs.com/engage/organization/maxson-center>.

#### **K. Hanging Banners – University Student Union**

Banners advertising campus events may be displayed in the University Student Union for seven business 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, <https://csulb.campuslabs.com/engage/organization/maxson-center>.

#### **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 three weeks prior to the event date. Requests will only be considered upon event management compliance with the CSULB Administrative Policy for Facilities Use and Procedural Guidelines. For more information please visit <https://www.csulb.edu/brand-central/services/marquee-guidelines>.

#### **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. 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."

## **O. 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.

## **P. Commercial Transaction**

See Regulation I, Use of State University Buildings and Grounds, Section D, Commercial Transactions and Commercial Solicitation and Non- Commercial Solicitation, or contact the Office of the Dean of Students, USU-219, [StudentDean@csulb.edu](mailto:StudentDean@csulb.edu).

## **Q. Chalking**

Chalking on campus is prohibited and requires an exception to policy.

## **R. Authority and Exceptions**

These regulations are issued by the vice president for Student Affairs under the authority of the campus president.

The associate vice president for Student Affairs, BH-377, is designated to authorize the use of facilities and grounds for campus activities and organizations, and to administer these scheduling policies and procedures.

The administration for these Campus Publicity and Posting Regulations is provided by the director of Student Life & Development, USU-215.

Exceptions to campus publicity and posting policies may be requested by student organizations via the Event Approval Process and submitted for approval to the director of Student Life and Development, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu). Requests for exceptions for third party, faculty, and staff are initiated by contacting the associate vice president for Student Affairs, BH-377, [StudentServices@csulb.edu](mailto:StudentServices@csulb.edu).

## **S. Violations of Regulation IV**

Violations of Regulation IV 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 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 XVI, Standards for Student Conduct will be referred to the director of the Office of Student Conduct and Ethical Development, USU- 219.

# REGULATION V

## INFORMATION TABLES, INDIVIDUALLY PRE-PACKAGED FOOD SALES, FOOD SALES, AND OTHER FUNDRAISING ON CAMPUS FOR STUDENTS AND CAMPUS ORGANIZATIONS

Information tables, individually 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, individually 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 four-hour blocks of time).

**Place:** (1) The College of Business 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 Plaza; (6) the Multicultural Center, directly in front of the brick wall; (7) the Psychology Building Quad; and (8) Maxson Plaza.

**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. Events in this category may occur no more than four times a month for each group or organization.

### B. Individually Pre-Packaged Food Sales (Group One Foods)

Individually pre-packaged food sales are for the sale of foods and baked goods not requiring refrigeration or heating. Items such as packaged candy, whole 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 can only occur in a location that is certified by the City of Long Beach Health Department.

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

**Place:** (1) The College of Business 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 Plaza; (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. Note: a box of one dozen donuts is not considered pre-packaged food. Preparation or storage of food can only occur in a location that is certified by the City of Long Beach Health Department. 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 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 can only occur in a location that is certified by the City of Long Beach Health Department.

### 1. Group Two Foods

Group Two Foods are those requiring heating or refrigeration. These perishable foods are capable of supporting rapid growth of microorganisms, 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 hours. Guidelines and procedures for hot food preparation and

servicing 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 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 four 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 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 four hour blocks of time).

**Place:** (1) The College of Business 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 Plaza; (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:

- There will be no sale of publications available in the University Bookstore without permission from the University Bookstore director
- Organizations may not sell products if such sales would violate any University-approved contracts with vendors. Current contracts include Coca Cola beverages and Red Bull energy drinks. Sales will be conducted by members of the recognized organization that received approval for the activity.

Events in this category may occur no more than three days in a 90-day period



for each group or organization. Please refer to Campus Regulation I, Use of State University Buildings and Grounds, for additional information regarding commercial and non-commercial transactions.

#### **E. Use of Tables**

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.

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.

At information tables and individually pre-packaged food sales taking place in the College of Business East Courtyard or next to the International

Crossroads Sign, designated area immediately east of Kinesiology, booths and canopies are limited to 10 x 10 feet.

# REGULATION VI

## RECOGNITION AND REGISTRATION FOR STUDENT ORGANIZATIONS

The Office of Student Life and Development oversees the recognition and registration of student organizations. Student organizations refer to clubs and student organizations, club sports, student departmental organizations, fraternities, sororities, honor societies, and coordinating councils.

### A. Annual Registration for Recognized Student Organizations

1. All student organizations must be registered and in “good standing” with the University for the following privileges:
  - To maintain University recognition
  - To use the University name as permitted
  - To use campus services, facilities, and grounds
  - To travel as a recognized Club Sports organization
  - To apply for ASI grants
  - To have a representative vote on a coordinating council (if applicable)
  - To receive advising and support from an SLD advisor.
2. The registration process with the Office of Student Life and Development is as follows:
  - Maintain an up-to-date BeachSync Organization Registration of the organization with a President, a Treasurer, and one member or another officer listed for a total of three on the Registration Profile
  - All officers must complete and pass the Officer Compliance and Event Planning Quiz, which includes the Alcohol Regulation Compliance Agreement (ARCA)
  - Faculty & Staff Advisors must submit a Faculty & Staff Advisor Agreement form
  - Fraternity and Sorority chapters must maintain a complete roster in BeachSync
  - Any organization that elects new officers must submit an updated Registration Profile within three weeks of the election to remain in “good standing”
  - Club Sports Teams must register on “Do Sports Easy”; and All of the above, Section A. 2, must be completed no later than October 1 for the academic year. If a student organization fails to register by October 1, they are considered “not in good standing” and will lose privileges as listed in Sections A. 1. above. Student organizations “not in good standing” may register between October 2-March 1 in order to obtain privileges as listed in A. 1. above for spring semester participation (January 1-July 31).

## **B. Club Sports Organizations**

Procedures for the establishment of forming a new club sports team or recreation organization, which is an activity within our Club Sports and Recreation Department, shall be as follows:

1. The process shall be initiated by meeting with the Club Sports and Recreation staff. After consulting with Club Sports and Recreation staff, the student initiating the new organization will receive the “Forming a New Sport Club” form which must be completed as part of the student organization intake process.
2. After completing the form, another meeting shall be scheduled with the Club Sports and Recreation staff to review the application.

University partners (Facilities Management, Risk Management, Athletics, and Campus Events Office) 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 applications.

Reasons for denying approval to establish a new club activity 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.

The Club Sports and Recreation staff will make a recommendation to the director of Student Life and Development regarding the recognition of a proposed club sport activity.

Associated Students, Incorporated provides funding directly to Club Sports and Recreation for distribution to the organizations to enhance campus life and student engagement. Post season travel is funded in part by ASI Board of Control. Club Sports and Recreation Organizations must register on BeachSync and Do Sports Easy.

## **C. Student Academic Associations**

Procedures for the establishment of student academic associations shall be as follows:

1. A student academic association may be established by the consent of the academic department if the academic department offers a major, minor, or certificate in the subject. Exceptions must be agreed upon by the dean of the college and the dean of students.
2. A student academic association must have a properly ratified constitution and bylaws on file in the Office of Student Life and Development.
3. A student academic association shall be established for the purposes of University recognition and use of University name and 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 and college. The student academic association shall also be considered a voting member of the college's student organizations council. In case of disagreement in matters of recognition, the issue shall be decided by the dean of students.

#### **D. Fraternities, Sororities, Honor Societies, Coordinating Councils, Student Academic Association Councils**

Fraternities, sororities, honor societies, coordinating councils, and student academic association councils 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 Fraternity & Sorority Life (FSL). The University in consultation with the FSL Council(s), determines when FSL expansion may occur. For a copy of the FSL Expansion Process documents or to inquire about possible expansion, contact the Office of Student Life and Development, USU-215 or [studentlife@csulb.edu](mailto:studentlife@csulb.edu).

#### **E. New 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.

Forms are available online via BeachSync: <https://csulb.campuslabs.com/engage/submitter/form/start/335390>. The recognition process includes approval by the director of Student Life and Development for the purposes of:

- University recognition and use of the University name (this does not include the university logo)
- Use of campus services, facilities and grounds for programming.

#### **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, USU-215. Student organizations must re-file constitutions and bylaws within 90 days after any substantive change or amendment.

#### **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, USU-215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu), for the 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 not 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 CSULB, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Title 5, Sections 41500.

## **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 XVI, Standards for Student Conduct.

## **J. 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 online at [http://web.csulb.edu/divisions/students/judicial\\_affairs/disciplinary\\_procedures.html](http://web.csulb.edu/divisions/students/judicial_affairs/disciplinary_procedures.html).

## **K. 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-229, or the director of development, Division of Student Affairs, BH-270.

The Center for Scholarship Information, <https://www.csulb.edu/student-affairs/financial-aid-and-scholarships-office>, 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. Donations under \$3,000 are processed by the ASI Business Office.

## **L. 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

- 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
- All revenues generated through activities sponsored by the use of ASI funds must be deposited in the ASI Business Office
- Student organizations may not conduct business of any kind through an off-campus bank account
- 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
- Student organization officers are held personally responsible for the solvency of the club.

#### **M. 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 VII

## 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.

### A. Major Student Government and Organization Offices

All major student government & organization officers must be currently enrolled and matriculated at the University, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times and in the semester prior to running for office and not be on academic, disciplinary or administrative probation.

Major student government offices include ASI president, ASI vice president, ASI treasurer, ASI academic affairs officer, ASI chief diversity officer, ASI chief government relations officer, ASI government elections officer, ASI associate and chief justices, members of the ASI Senate, 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 CSU Board of Trustees, the Cal State Student Association (CSSA) and CSSA officers. College council chairs or presidents and Greek coordinating council chairs or presidents are also major offices.

#### 1. 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.

#### 2. 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.

### **3. 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.

## **B. Minor Representative Officers**

All minor representative officers must be currently enrolled and matriculated at the University, maintaining a minimum overall, on-campus cumulative 2.0 grade point average (GPA) at all times and in the semester prior to running for office and not be on academic, disciplinary or administrative probation. New students, in their first semester at CSULB, who would like to serve as a minor student representative officer are eligible.

Minor student officer positions include ASI Presidential Cabinet commissioners, student representatives to ASI Lobby Corps, club and organization presidents and treasurers, 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.

### **1. 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.

### **2. 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.

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. Dance and Cheer Teams and Mascot**

### **1. 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 except for the GPA requirements.

### **2. Candidate and Incumbent Grade Point Average and Unit Load**

Members of the Dance and Cheer Teams must maintain a CSULB 2.0 cumulative GPA; enroll in and complete six units of credit during each semester if an undergraduate; and enroll in and complete three units of credit during each semester if a graduate or credential student.



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.

#### **D. System-Wide Committee Appointees**

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

##### **1. 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.

##### **2. 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.

##### **3. 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.

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.

#### **E. Holding Offices Concurrently**

Students may hold any of the following combinations concurrently:

- One major office and one CSSA office
- One major office and one minor office
- 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 4) available from the ASI Government Office, USU-311.

#### **F. Notification of Ineligibility**

The 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 the CSULB Mascot.

If a student officer is found to be ineligible to continue their term for the spring semester, they may file an appeal with the Eligibility Appeals Committee. The student may remain in office until the appeal process is complete. For a candidate seeking student office and is not eligible, there is no appeal process. However, a student who believes that an administrative error resulted in his/her being declared ineligible may ask the 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.

## G. Appeals

The Eligibility Appeals Committee exists to consider exceptional circumstances concerning eligibility. The committee is composed of the following voting members: associate vice president for Student Affairs, 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; assistant director of Government Affairs & Initiatives from ASI and two student justices from the ASI Judiciary, invited by the associate vice president for Student Affairs. Designees may serve as necessary in consultation with the associate vice president for Student Affairs.

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 dean of students.

Students wishing to appeal their notice of ineligibility may obtain the CSULB Request for Appeal form from the Office of the Dean of Students, USU-219, [StudentDean@csulb.edu](mailto:StudentDean@csulb.edu), the Office of Student Life and Development, USU- 215, [studentlife@csulb.edu](mailto:studentlife@csulb.edu), or by completing the DocuSign form at <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9710ff5a-75b8-4a37-bbbf-69a023b7343b&env=na3-eu1&acct=713450e5-2dd0-4676-a3cb-609115e008d7>. All appeals must be submitted within five business days of receiving notice of ineligibility.

## H. Explanation of Terms

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

# REGULATION VIII

## 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 IX, 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. The University 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 at their own discretion or on non-University approved travel, as individuals or in groups, neither the University nor Associated Students, Inc. (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. Refer to [http://daf.csulb.edu/admin\\_guidelines/policies/csulb\\_travel\\_policy.html](http://daf.csulb.edu/admin_guidelines/policies/csulb_travel_policy.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:

- **Instructional Groups** when engaged in off-campus activities in conjunction with mandatory or elective coursework associated with an instructional program
- **ASI-Affiliated Groups** when engaged in off-campus activities which are funded by ASI and supervised by ASI staff (the provisions of Sections D and E apply)
- **Student Organizations** recognized by the University including such organizations as social, religious, recreational, honorary, service, professional
- **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 at their own discretion, 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 Section B 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:

- Airplane – Only scheduled commercial airlines shall be used
- Train – Only regular commercial carriers shall be used
- 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 1041 prior to signing a contract by the appropriate campus administrator. Only the director of Procurement & Contractual Services has authority to sign a contract/agreement on behalf of the University ([http://daf.csulb.edu/admin\\_guidelines/policies/sig\\_auth.html](http://daf.csulb.edu/admin_guidelines/policies/sig_auth.html)).

#### **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 appropriate 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 by the instructors of the groups as coordinated with the chair of the department concerned (see Section B). ASI assumes no responsibility for travel on the part of instructional groups.

#### **G. Travel Performed by ASI-Affiliated Groups**

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

#### **H. Travel by Student Organizations**

Insurance and liability provisions are found in Regulation IX, Insurance and Liability. ASI assumes no responsibility for travel on the part of student organizations.

# REGULATION IX

## INSURANCE AND LIABILITY

### A. Student Responsibility

In general, students are individually responsible for any bodily injury or illness incurred or personal property loss or damage while attending the University.

The University does not provide insurance coverage to students except in specific situations.

- Medical insurance is provided by the University for students participating in NCAA team sports
- Secondary medical insurance is obtained by the University for registered members participating in sport clubs. In the event of an injury, the students' health insurance is primary
- 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 or any form of 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 \$50,000.

A University-sponsored activity is defined, for the purpose of this insurance coverage, as a supervised activity while away from campus which is part of a course requirement or an activity sponsored by an auxiliary organization or other recognized student organization or club, including travel to and from intercollegiate athletic events away from campus, but does not include participation in such events or practices. Overnight supervised and sponsored activities with a duration of more than 14 days and related travel are not covered. For foreign travel requirements, review the administrative guideline located at [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 [www.coveredca.com](http://www.coveredca.com).

### **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 enrolled students from claims arising out of real or alleged incidents when the damage or injury results from the practice of the student's profession during internships, practicum, or fieldwork.

Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period.

Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an "Incomplete"), but remain registered for that course until the Incomplete objectives are met, but for no more than one year from the granting of the Incomplete.

To be eligible for coverage, a student must be enrolled in a course for which student professional liability and/or general 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 Associated Students, Inc. (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 of administrative services, USU-229.

### **E. Assumption of Liability**

Neither the University nor the ASI assumes liability for the non-approved, non-supervised 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 purchase a separate general liability insurance policy. 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 Risk Management Office may require the purchase of a separate general liability insurance policy.

### **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 course and scope of employment.

# REGULATION X

## ALCOHOL, DRUGS AND TOBACCO POLICIES

### I. Alcohol policies

#### A. Policies

1. Alcoholic beverages may only be consumed on University premises that have been permitted by the California Department of Alcoholic Beverage Control, or on other University premises at approved sponsored events, or in the Residential rooms approved by Residence Hall Policy. The Event Planner/Host must obtain prior written approval for the service of alcoholic beverage. This 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 Anatol Center, the University Art Museum, the Nugget, the Outpost or the Chartroom. Other locations may be permitted as determined by the approval process.
  - a. Approval requires completion of an Alcoholic Beverage Clearance Request Form which shall be submitted to the dean of students (student events only), USU-219; University Police, UP Building; and director of Residential Dining & Catering Services or his/her designee, University Dining Plaza.
  - b. As identified on the Alcoholic Beverage Clearance Request Form, the Event Planner shall be the person designated as the Host and the responsible party for all matters pertaining to the service of alcoholic beverages at the approved event.
  - c. The Event Planner and requesting organization/department 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).
2. All of the following conditions shall prevail with respect to approved student, faculty, staff and/or community sponsored events:
  - The sale and service of alcoholic beverages must be in accordance with all local and state laws, including the California Alcoholic Beverage Control Act and any regulations under the auspices of the California Department of Alcoholic Beverage Control
  - There shall be no sale or serving of alcoholic beverages except pursuant to a valid permit issued by the Department of Alcoholic Beverage Control to the Forty-Niner Shops, Inc. or their designated contractor
  - Non-alcoholic beverages shall be available at all times when alcoholic beverages are served. When alcohol is served food and/or snacks is highly encouraged.

- Should the availability of non-alcoholic beverages end before the designated service time expires, the service of alcoholic beverages will also terminate
  - Attendees are not permitted to bring alcoholic beverages into the facility and are not permitted to leave the facility with alcohol.
  - Attendance shall be limited to members of the sponsoring group and their invited personal guests
  - Keg beer is not available to student organizations
  - A corkage fee will be charged for any wine or bottled beer brought to an approved event.
3. Alcoholic Beverage Donations – Donated product may ONLY come from a licensed manufacturer and/or distributor and may ONLY be received by the Forty-Niner Shops. Service of donated product must come from the Forty-Niner Shops. Exceptions to the service requirement must only be granted by the general manager of the Forty-Niner Shops or his/her designee.
  4. Off-campus groups and organizations contracting with the University for use of facilities are subject to the same regulations that apply to officially recognized campus organizations.
  5. Academic Use – Academic use of various alcoholic beverages, products and related activities are permitted as part of identified academic programs within the educational mission of the University and in accordance with state law. Academic use includes but is not limited to instructional programs and courses; manufacturing and processing related activities; and research and study as it relates the business, production and sensory aspects of the alcoholic beverage industry. A qualified student may taste an alcoholic beverage as part of an academic program if the following criteria are met (§25668 of Business and Professions Code). Qualified students are exempt from prosecution for tasting alcoholic beverage as specified:
    - a. The qualified student tastes the alcoholic beverage while enrolled in a qualified academic institution.
    - b. The qualified academic institution has established a Bachelor’s degree program in enology or brewing that is designed to train industry professionals in the production of wine or beer.
    - c. The qualified student tastes the alcoholic beverage for educational purposes as part of the instruction in a course required for a Bachelor’s degree.
    - d. The alcoholic beverage remains in the control of an authorized instructor of the qualified academic institution who is at least 21 years of age.
    - e. A license or permit is not required to be held by a qualified academic institution engaging in the activities authorized by this section, provided an extra fee or charge is not imposed for the alcoholic beverages tasted.



## 6. Advertising

- Locations with a permanent ABC license, such as the Nugget and Outpost, may advertise menu items and events which may include the names of beverages and/or manufacturers that are being featured. Advertisement may not include special discounted pricing and/or beverage sizing or any other inducement to increase consumption
- In promoting student events, alcoholic beverages and the sale and use of marijuana and marijuana derivatives may not be referred to in publicity, including signs, fliers, mailing and media announcements (including websites and internet advertisements). Use of such words as “beer,” “brew,” “kegs,” “wine,” “cocktails,” “open bar,” “booze,” “mixed drinks,” “spirits,” etc. is prohibited. Illustrations must not make reference to alcoholic beverages (i.e., no pictures of kegs, cocktail glasses, beer mugs, etc.)
- The advertising of alcoholic beverages on CSU campuses, including at athletic events in university owned or operated facilities, is permissible, but any such advertising must comply with the following minimum policy guidelines:
  - a. Advertising of alcoholic beverages is limited to beer and wine only. Advertisements for distilled spirits is not permitted.
  - b. Any advertising, promotional displays or messages shall incorporate clear language to encourage only responsible and legal use of alcoholic beverages. Such messages shall be at least as prominent (in content quantity and font size) as any other message content such as product slogans or listed attributes of a particular product.
  - c. Alcohol advertising cannot encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.
  - d. Advertising from retailers or distributors that promote "drink specials" (e.g., 2 for 1 drinks, half-price happy hour drinks, etc.) are not allowed.
  - e. Alcohol advertising on campus or in institutional media shall not portray drinking as a solution to personal or academic problems, or as conducive to personal, social, athletic, or academic success.
  - f. Alcohol beverage marketers/distributors must help promote campus alcohol awareness programs that encourage and inform students about the responsible use or non-use of beer, wine, or distilled spirits.
  - g. Alcohol beverage promotions permitted by the university may not incorporate quotes from or photos or other likenesses of students, student-athletes, employees (including coaches, faculty, etc.) or campus mascots as active participants in a promotional message.
  - h. In all promotions, alcohol beverage trademarks or logos must be clearly subordinate to the sponsored event itself.
  - i. Promotional activities are not to be associated with campus events

- or programs without the prior knowledge and written consent of the vice president for Student Affairs.
- j. The name of an alcoholic beverage product may not be connected to the name, logo or mascot of a campus or of a university event or a facility (e.g., XYZ wine golf tournament, etc.).
  - k. The University's name, a department name, or any related nickname, logo or mascot may not be utilized in a way that implies a product endorsement by the university (e.g., XYZ Beer - beverage of choice for CSU, fans).
  - l. University departments and organizations may not distribute clothing, posters, or other promotional items that utilize the University or Athletic Department symbol, name, image, logo or mascot in combination with an alcoholic beverage trademark or logo.
  - m. Any alcohol promotional material connected with any University Athletic event (e.g., media guide game programs, off-campus billboards, etc.) must receive prior written approval by the athletic director and the president, or their designee.
  - n. Promotional materials associated with any other university program (other than athletics) must be approved in writing by the vice president for Student Affairs, or designee.
  - o. This policy does not restrict the amount or content of alcohol advertising, purchased independently through commercial radio, TV and media companies, during broadcasts of athletic events. However, broadcasters under contract with a CSU institution should strongly be urged to follow the above provisions when accepting commercials that promote alcoholic beverages.
  - p. Student media should also be encouraged to consider following the above provisions for any advertising messages for alcoholic beverage companies/distributors/products.
7. Sponsorships – CSULB prohibits sponsorship of any university activity or event by alcoholic beverage manufacturers and/or the marketing or advertising of alcoholic beverages on the campus except under the following circumstances:
- a. The advertising and promotion by co-sponsoring merchandisers of alcohol should focus on the event or activity being held, not on the products. The University president or his/her designee may make exceptions to this section of the policy.
  - b. Sponsorship agreements shall be discussed and approved in advance by the appropriate campus approving authority. No sponsorship activities will be permitted without this approval. All corporate contributors shall conform to and comply with University policies and procedures.
  - c. When a donation is made to the University in support of a program, the name of the alcohol beverage manufacturer or distributor shall

not be connected to the name of the event itself, but may be listed as a contributor to the event.

- d. Sponsors shall not provide alcoholic beverages as free incentive awards to individual students, campus organizations or departments. The consumption of beer or wine should not be the primary purpose of any activity. Exceptions may be granted by the president or her/his designee.
  - e. University departments, registered student organizations, campus organizations or officially recognized University support groups who accept support from alcohol beverage manufacturers or distributors shall not distribute promotional clothing, specialty items, or other consumer items which utilize the University name, seal, or logo in combination with an alcoholic beverage trademark, logo, or company name, or which imply University endorsement of their product or company in any way, regardless of whether such promotional items are free or for sale.
  - f. In very limited circumstances, approved by the President or designee, where the University realizes some other substantial benefit, and is in compliance with CSU specified guidelines.
8. Fraternities and sororities must also adhere to policy on alcoholic beverages included in the Greek Code of Conduct, which is distributed to all Greek letter organizations and is available in the Office of Student Life and Development, USU-215.
9. University Housing Alcohol Policy
- a. Alcohol consumption in University Housing is prohibited except for residents who are 21 or older. Those who are 21 or older may possess and consume alcohol in the privacy of their own room; provided that there are no minors in the room. In the situation where roommates are under 21, no alcohol may be present until both roommates are of legal drinking age. Residents are expected to assume responsibility for their own behavior while drinking and must understand the influence of any amount of alcohol in no way lessens their accountability.
  - b. No one, regardless of age, may have an open container of alcohol in public places at any time including lounges, hallways, stairwells, bathrooms or outdoor areas including all campus parking lots.
  - c. Residents who are 21 or older who choose to drink in their room, must insure that they do not serve other individuals who are under 21. No person may sell, furnish, permit unrestricted access to, or give any alcoholic beverage to a person under the age of 21.

Additional information may be found in the *Resident Handbook*.

10. Intercollegiate Athletic Events – The sale and service of alcoholic beverages at intercollegiate athletic events is permitted in compliance with Executive Order 1109, CSULB’s Procedure for the Sale or Service of Alcoholic Beverages on Campus and the Alcohol Service Policy.

## B. Procedures

1. 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 alcoholic beverages are served by submitting an Alcoholic Beverage Clearance Request Form at least 14 school days prior to the proposed event.
  - a. The form for events sponsored by non-students is available from Forty-Niner Shops' Beach Catering Services, approved caterers and University Police Department. The completed form is submitted for approval to the University Police and then to the director of Residential Dining & Catering Services.
  - b. The form for student organization sponsored events is available from their Student Life and Development advisor, USU-215 or the 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 Residential Dining & Catering Services. The SLD advisor will assist with the approval process.
2. Established procedures for reserving university facilities must be followed in addition to this special procedure regarding the serving of alcoholic beverages. Information is available in the Campus Events Office, USU-221 or through the Event Services Office, BH-320.
3. Forty-Niner Shops Dining Services, under the supervision of the director of Residential Dining & Catering Services, shall have delegated authority for monitoring and serving alcoholic beverages at any event or any special event for which the approval has been granted.
4. Serving of alcoholic beverages is limited to four hours, and a non-alcoholic beverage must also be provided throughout the duration of the event. Should the availability of non-alcoholic beverages end before the designated service time expires, the service of alcoholic beverages will also terminate. When alcohol is served food and/or snacks is highly encouraged.
5. Student organization requests for exceptions to the alcohol service procedures or regulations may be requested on the Alcoholic Beverage Clearance Request Form and submitted to the Office of the Dean of Students, USU-219.

## C. Additional Regulations

1. **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.
2. **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.

3. **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 event service staff.
4. **Host's Responsibility** – The Host is essentially responsible for the enforcement of all rules and regulations pertaining to the event while the event is in progress. Should an event become threatening to persons or property, the following actions should be pursued, as listed in the order of preference:
  - **Host Closing** – When the event Host or University staff decides the event should end, the Host has primary responsibility for closing the event
  - **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
  - **University Police Closing** – When University staff determines that the staff cannot, or it would not be prudent to attempt to, close the event 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.
5. **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.
6. **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 an alcoholic beverage in open areas on campus who are not in an authorized area for an approved, sponsored event.
7. **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.

## II. Drug Policies

### A. Drug-Free Schools and Communities Act (Federal)

1. The Drug-Free Schools and Communities Act Amendments of 1989 (PL101-226) 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.

### B. Drugs on University Property

1. On property owned or operated by the university, 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.
2. 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).

### C. Marijuana and all related products

1. The use, possession or sale of marijuana and any THC derivatives are prohibited at CSULB. Under federal law which supersedes State law, marijuana is still illegal. The campus is held to two federal laws, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act. These laws say that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs.

As for medical marijuana, the Drug-Free Schools and Community Act, and the Drug-Free Workplace Act do not distinguish medical and non-medical use. CSULB, like all public colleges and universities, prohibits any marijuana use, regardless of medical status.

## III. Non Compliance

### A. Alcohol or Drug Laws Violations

In the event a student is cited for a violation or combination of violations of campus-related alcohol or drug laws, rules or regulations, the student may be:

1. Required to attend alcohol, tobacco, or other drug education conducted by Student Health Services.
2. Required to see an alcohol assessment counselor in Health Services after a second violation of policies.
3. Referred immediately to the Office of Student Conduct and Ethical

Development after a third violation of policies;

4. Subjected to other sanctions depending on the circumstances of an alcohol or drug violation.

## **B. Drug or Alcohol-Related Student Violation Disclosure**

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. In cases of emergencies as determined by the dean of students, parents and legal guardians will be notified before due process as outlined above.

Reasons for such notification include:

- Seeking parental assistance in remediating the student's immediate alcohol or drug problem
- Alerting parents to potential difficulty the student may be experiencing
- Using the notification as an educational or preventative measure for the student
- 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 dean of students, USU- 219.

## **C. 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 online and in the Office of Student Conduct and Ethical Development, USU - 219.

On-campus housing judicial procedures and housing regulations are available in the Housing and Residential Life Office.

## **IV. Tobacco and Smoking Policy**

- A.** Since September 1, 2016, CSULB has been an entirely 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. No tobacco related advertising or sponsorship shall be permitted on CSULB property, at CSULB sponsored events, or in publications produced by CSULB, with the exception of advertising in a newspaper or magazine that is not produced by CSULB and which is lawfully sold, bought or distributed on CSULB property.
- B.** Cigarettes, including electronic cigarette, cigars and pipes, including hookah pipes, shall not be sold or distributed as samples on CSULB grounds, either

in vending machines, the University Student Union or any area on campus. The free distribution of tobacco products and tobacco paraphernalia shall not be allowed on CSULB owned property, Blair Field, or at any University sponsored events. For more information on our tobacco and smoking policy refer to [csulb.edu/breathe/university-policy](http://csulb.edu/breathe/university-policy).

**Definitions.** As used in this Regulation, the following definitions :

**“Qualified academic institution”** means a public college or university accredited by a commission recognized by the United States Department of Education.

**“Qualified student”** means a student enrolled in a qualified academic institution who is at least 18 years of age.

**“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).

**“Taste”** means to draw an alcoholic beverage into the mouth, but does not include swallowing or otherwise consuming the alcoholic beverage.

**“Tobacco related”** applies to the use of tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other signification of any product identical to, similar to, or identifiable with those used for any brand of tobacco products or company that manufactures tobacco products.



# REGULATION XI

## HOUSING POLICIES

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.

The University requires that fraternal chapter houses be operated in accordance with city and state laws and regulations established by the University. For University Regulations, please contact the Office of Student Life and Development, USU-215.

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 XII

### GAMBLING AND LOTTERIES

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.

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 XIII

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

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

### **Criminal Penalties for Fraud and Abuse**

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).

#### **C. 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 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.

#### **D. 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.

#### **E. 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.

#### **F. 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 years, or both.

**Reference:** Higher Education Act of 1965, as amended through public law 113-67, enacted December 26, 2013, Section 490 (20 U.S.C. 1097)

# REGULATION XIV

## POLICY PROHIBITING DISCRIMINATION AND HARASSMENT BASED ON GENDER, INCLUDING SEXUAL HARASSMENT, SEXUAL MISCONDUCT, DATING AND DOMESTIC VIOLENCE, AND STALKING

California State University, Long Beach is committed to maintaining a diverse and inclusive community that is free from Discrimination, Harassment, or Retaliation based on Protected Status, including Sexual Misconduct, Dating and Domestic Violence, and Stalking. The University takes allegations of Discrimination, Harassment, and Retaliation very seriously and does not discriminate based on Age, Disability, Gender, Gender Identity, Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity, Religion, Sexual Orientation and Veteran or Military Status (EO1096 & 1097 Revised, Article I).

Employees and Students are prohibited from entering into a consensual relationship with any Student or Employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority (EO10967 Revised, Article I, Section F).

Students and Employees have a right to participate in and receive benefits and services from the University that are made available to all CSULB Students/ Employees. If you feel your educational or employment rights have been adversely impacted due to potential Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking, you have a right to contact Equity & Diversity to file a complaint. The University follows Executive Order 1097 Revised (Students) and Executive Order 1096 Revised (Employees), the CSU's Systemwide Policy & Procedure. Per the Executive Orders, CSULB employees are required to report forward any potential allegations of Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking of which they are made aware. Grade appeals involving potential allegations of Discrimination, Harassment, or Retaliation will be transferred to Equity & Diversity to first review prior to undergoing the Grade Appeal process (EO1097 Revised, Article I, Section I). Please note that effective August 14, 2020, the US Department of Education issued a Final Rule on Title X that mandates certain changes be made to university Title IX processes including which matters the university can take for investigation and how hearings are conducted. Additional information regarding the Final Rule can be found at the Department of Education Title IX website.

### **Notice of Non-Discrimination on the Basis of Gender or Sex**

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, 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 gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Larisa Hamada, Title IX Coordinator & DHR Administrator  
Location: Foundation Building, Suite 220  
Monday to Friday 8:00AM-5:00PM  
Email: [larisa.hamada@csulb.edu](mailto:larisa.hamada@csulb.edu) | Phone: (562) 985-8256

*Questions may also be addressed to:*

*Office for Civil Rights U.S. Department of Education  
50 Beale Street, Suite 7200 San Francisco, CA 94105-1813  
Telephone: 415-486-5555 FAX: 415-486-5570; TDD: 800-877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)*

#### **Confidential Campus Resources:**

**Campus Confidential Advocate – Jacqueline Urtez**

Student Health Services | 562-985-2668 | [advocate@csulb.edu](mailto:advocate@csulb.edu)

**ATOD/Violence Prevention Counselor – Linda Pena (Students Only)**

Student Health Services | 562-985-1732 | [linda.pena@csulb.edu](mailto:linda.pena@csulb.edu)

**Counseling & Psychological Services (Students Only)**

Brotman Hall 226 | 562-985-4001 | [www.csulb.edu/caps](http://www.csulb.edu/caps)

**Faculty & Staff Assistance Program (Employees Only)**

Foundation Building, Suite 151 | 562-985-7434 | [www.csulb.edu/fsap](http://www.csulb.edu/fsap)

#### **For more information and Resources:**

**Office of Equity & Diversity**

562-985-8256 | [oad@csulb.edu](mailto:oad@csulb.edu) |

Equity & Diversity | Title IX

# REGULATION XV

## POLICY PROHIBITING DISCRIMINATION AND HARASSMENT; COMPLAINT RESOLUTION PROCEDURES

The CSU prohibits: Discrimination, including Harassment, because of any Protected Status: i.e., age, Disability (physical and mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status.

The CSU strives to be free of all forms of Discrimination, including Harassment, because of a Protected Status. It is CSU policy that no Student shall be excluded from participation in, or be denied the benefits of, any CSU program or activity because of any Protected Status.

Retaliation against a Student for exercising any rights under this policy or for opposing Discrimination or Harassment because of a Protected Status, Sexual Misconduct, Dating and Domestic Violence, and Stalking, or for participating in any manner in any policy-related investigation or proceeding is prohibited.

The University will respond to all Complaints and will take appropriate action to prevent, correct, and discipline conduct that violates this policy. To report alleged violations, a Student may submit a formal written Complaint to the DHR Administrator (Discrimination, Harassment, and Retaliation) or Title IX Coordinator.

For more information on this and other policies, please visit the Office of Equity & Diversity website at <https://www.csulb.edu/equity-diversity/policies>

Executive Order 1097 (students) can be found in its entirety at:  
<http://calstate.policystat.com/policy/8453516/>

Executive Order 1096 (employees and third parties) can be found in its entirety at:  
<https://calstate.policystat.com/policy/8453514/latest/>

# REGULATION XVI

## 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. 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 director of Student Conduct and Ethical Development 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

[https://cm.maxient.com/reportingform.php?CSULongBeach&layout\\_id=3](https://cm.maxient.com/reportingform.php?CSULongBeach&layout_id=3).

### C. 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.

### D. Grounds for Student Discipline

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

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

1. Dishonesty, including:
  - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage
  - b. furnishing false information to a University official, faculty member, or

- campus office
- c. forgery, alteration, or misuse of a University document, key, or identification instrument
  - d. misrepresenting one's self to be an authorized agent of the University 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
  - 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
19. Any violation of the Student Conduct Procedures, including
  - a. Falsification, distortion, or misrepresentation of information related to a student-discipline matter; disruption of or interference with the orderly progress of a student-discipline proceeding
  - b. Initiation of a student-discipline proceeding in bad faith
  - c. Any attempt to discourage another from participating in the student-discipline matter
  - d. Any attempt to influence any participant in a student-discipline matter to

- act other than impartially
- e. Verbal or physical harassment or intimidation of any participant in a student-discipline matter
- f. Failure to comply with the sanction(s) imposed under a student-discipline proceeding
- g. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

#### E. 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.

#### F. 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.

**Note:** Authority cited: California Education Code, Sections 66017, 66452, 66600, 69810, 89030, 89030.1, and 89035. References: California Education Code, Sections 66450, 69813 et seq., and 89030, and California Penal Code, Section 245.6.

### Student Disciplinary Procedures for the California State University and Colleges

#### Reference:

CSU Executive Order 1098. Copies of CSU Executive Order 1098 Revised are available in the Office of Student Conduct and Ethical Development, USU-219. Any person wishing to review a copy of CSU Executive Order 1098 Revised may view it at [csulb.edu/divisions/students/judicial\\_affairs/](http://csulb.edu/divisions/students/judicial_affairs/). 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-219.