

A young woman with long, straight brown hair is smiling broadly, looking slightly to her right. She is wearing a dark denim jacket over a white t-shirt. Her right hand is raised near her face, with fingers slightly spread. The background is a soft, out-of-focus indoor setting with warm lighting. The text 'university regulations' is overlaid in the upper right quadrant in a white, rounded, sans-serif font with a subtle drop shadow.

# university regulations

# University Regulations



## REGULATIONS

- Commitment to Civility
- Enrollment Regulations
- Class Attendance
- Initial Class Meeting
- Instructor-Initiated Drops

## INTRODUCTION

Each student is responsible for meeting the requirements printed in the university catalog and all published regulations of the university.

The university establishes certain academic policies and requirements that must be met before a degree is granted. These include major and unit requirements and prerequisites. While advisers, directors, deans and faculty will provide a student with information and advice, responsibility for meeting these requirements rests with the student. Since failure to satisfy these requirements may result in the degree being withheld, it is important for each student to become thoroughly acquainted with all regulations. The catalog and the semester class schedule, available in the Titan Bookstore and online at [www.fullerton.edu](http://www.fullerton.edu), are the best sources of information on current policy and regulations.

The student also has the responsibility for securing the consent of the instructor before enrolling in a course with prerequisites that the student has not completed.

To ensure receipt of timely information from the university, each student must keep the Office of Admissions and Records informed of changes in personal data, including changes in name, address and program of study. Enrollment corrections and changes must be reported to the Office of Admissions and Records by the 20th day of classes each semester, using TITAN Online. During the third and fourth week, a \$20 administrative late fee will be required to make such changes. Other corrections should be reported on forms provided by and returned to the Office of Admissions and Records.

## COMMITMENT TO CIVILITY

At Cal State Fullerton we foster a climate where civility is valued, appreciated and expected, and where all members of the community are treated with dignity, respect and care. Civility is apparent when we are aware of the impact that our communications, practices and behaviors have on others and when we acknowledge each person's worth, cultural perspective and unique contributions to the community.

Establishing a civil climate is a shared responsibility of all university community members – students, faculty, staff and administrators. Civility is the expression of respect for others and for the tasks we share. Therefore, we believe that civility is a cornerstone of our university mission and values, and we reaffirm our commitment to civility on the campus – both inside and outside the classroom.

## ENROLLMENT REGULATIONS

### Units of Credit

Each semester unit represents three hours of university work per week for one semester.

Courses are of three types:

Lecture: one hour in class plus two hours of study.

Activity: two hours of class plus one hour of study.

Laboratory: three hours of laboratory activity in class plus one hour of study outside class.

Some courses may combine two or more of these types. All required courses carry unit credit.

### Class Levels

Undergraduate students who have completed 0-29 semester units of work are classified as freshmen, 30-59 semester units as sophomores, 60-89 semester units as juniors, and 90 or more as seniors.

### Maximum Number of Units

Undergraduate students' requests to enroll for more than 19 units in the fall or spring semester must be approved by the student's adviser and the department chair of the major. If such requests are denied, appeals may be made to the appropriate college dean. (Undeclared majors must receive the approval of the director of Academic Advising Services.) The minimum full-time program is 12 units.

Consistent with university policy for the fall and spring semesters, the following individual student enrollment limits are assigned for summer (YRO) sessions:

- No more than seven units in any five- or six-week session, or
- No more than nine units in an eight-week session, or
- No more than twelve units in a ten-week session, or
- No more than sixteen units in the entire summer (YRO) term

A student whose academic record justifies a study list in excess of the normal may request to be allowed to enroll for extra units. Request forms may be obtained from the Office of Admissions and Records. In general, only students with superior academic records are allowed to enroll for more than the maximum. In addition, the need to enroll for the extra study must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student's health should be considered in planning a study program.

The minimum and maximum units of a full-time program of study for graduate students are defined in the "Graduate Regulations" section of this catalog.

### Graduate-Level Courses

Graduate-level (500) courses are organized primarily for graduate students. Undergraduate students may be permitted to enroll in a graduate-level course if:

- a. they have reached senior standing (completed a minimum of 90 semester units)
- b. have academic preparation and prerequisites required for entry into the course
- c. gain the consent of the instructor on the appropriate form available at the Admissions and Records Service Center.

Students wishing to use 500-level course work taken during their undergraduate degree toward a master's degree should read the section on postgraduate credit in the "Graduate Regulations" section of this catalog.

### CLASS ATTENDANCE

While class attendance is not recorded officially by the university, students are expected to attend all classes. The policy on class attendance is within the discretion of the individual faculty member and shall be included in the class syllabus distributed at the first class meeting of the semester.

Students who must miss class to represent the university or to participate in a university-sponsored activity must notify the class instructor in writing a minimum of two weeks in advance of the absence. Given prior notice, instructors are encouraged to allow students to make up class work, complete class work in advance of the class absence, or complete an alternative assignment without penalty. In case of a disagreement about whether an activity constitutes a university-sponsored activity, the appropriate administrator will make the determination.

### INITIAL CLASS MEETING

It is especially important that students attend the first meeting of a class. Students absent from the first meeting must notify the instructor or departmental office of the absence no later than 24 hours after the class meeting in order to preserve their places in the class. Instructors may deny admission to the class to absentees who fail to contact the instructor or office, in order to admit persons on waiting lists.

### INSTRUCTOR-INITIATED DROPS

A student who registers for a class and whose name appears on the first-day-of-class list should attend all class meetings in the first week. If a student decides not to continue enrollment in a class, either before or after instruction begins, it is the student's responsibility to follow appropriate procedures for dropping the class; however, if a student is absent without notifying the instructor or departmental office within 24 hours after any meeting missed during the first week, the student may be dropped administratively by the instructor. Students should not assume that this will be done for them and should take the responsibility to ensure that they have been dropped, by following the appropriate procedures for dropping classes.

An instructor may also administratively drop a student who does not meet prerequisites for the course. These administrative withdrawals shall be without penalty and must be filed by the instructor with the Office of Admissions and Records no later than the end of the second week of instruction (the specific date is published in the class schedule each semester).

# Grading Policies



## GRADING POLICIES

- Grading System
- Administrative Symbols
- Student Records

### GRADING SYSTEM

Every student of the university will have all course work evaluated and reported by the faculty using letter grades or administrative symbols.

The university uses a combination of traditional and nontraditional grading options as follows:

#### Traditional (Letter Grade Option) – Plus/minus may be assigned to letter grade.

Letter grades, defined as:

- A - outstanding performance
- B - above average performance
- C - average performance
- D - below average performance, though passing
- F - failure

#### Nontraditional (Credit/No Credit Option)

CR (Credit) for satisfactory (equivalent to “C” (2.0) or better in undergraduate courses; “B” (3.0) or better in graduate courses) and NC (No Credit) for less than satisfactory work.

When, because of circumstances, a student does not complete a particular course, or withdraws, certain administrative symbols may be assigned by the faculty. Grades and symbols are listed in a chart on the following page together with grade point values. The chart also illustrates the academic bookkeeping involved for all grades and symbols used.

#### Selection of Grading Option

Selection of a grading option, with certain exceptions, is the responsibility of the student. Graduate students must use the letter grade option for courses that are on study plans leading to master's degrees. Undergraduates must use the letter grade option for major, minor and general education requirements.

Exceptions are those courses designated by the faculty to be graded solely on either a letter grade only or Credit/No Credit basis.

These courses will be so designated in the class schedule (and shall not be changed by the faculty after publication of the class schedule) for each semester and may be included in major, core or special program requirements.

Students shall inform the Office of Admissions and Records up to the end of the fourth week of classes regarding the selection of grading options in designated courses. If a student does not do so, the letter grade option will be used. Students are not permitted to change grading options after the university census date except, by petition, changes from Credit/No Credit to letter grade, which will bring the student into compliance with major, minor and general education requirements.

The faculty shall grade all students using the traditional A, B, C, D or F grades except in Credit/No Credit (only) courses, and the Office of Admissions and Records shall make the necessary changes from A, B, C, D or F, converting C (2.0) or better to Credit, and C- or below to No Credit in undergraduate courses and B (3.0) or better to Credit, and B- or below to No Credit in graduate courses. In those courses offered only on a Credit/No Credit basis, the instructor shall assign grades of CR or NC or appropriate administrative symbols.

### Nontraditional Grade Option

A nontraditional grading option is available to undergraduate students, nonobjective graduate students and to classified graduate students for courses not included in the approved study plan. Any student attempting a course using the nontraditional grading option must meet the prerequisites for that course. Each student shall be permitted to select courses in subjects outside of the major, minor and general education requirements for enrollment on a Credit/No Credit basis. The phrase "major requirements" shall be taken to include core plus concentration (or option) requirements in departments using such terms, and professional course requirements in teacher education curricula.

A student in any one term may take one course under the Credit/No Credit option. In addition, he or she may enroll in a required course offered only under Credit/No Credit; however, a maximum of 36 units of Credit/ No Credit courses, including those transferred from other institutions, may be counted toward the baccalaureate.

Under the Credit/No Credit option, the term "Credit" signifies that the student's academic performance was such that he or she was awarded full credit in undergraduate courses with a quality level of achievement equivalent to a "C" (2.0) grade or better, unless the catalog course description states otherwise.

In all graduate-level and professional education courses, Credit signifies academic performance equivalent to "B" (3.0) or better grades. No Credit signifies that the student attempted the course but that the performance did not warrant credit toward the objective.

Ordinarily, a student shall be limited to one non-major course per term using this option, exclusive of courses offered only on a Credit/No Credit basis.

When an undergraduate student changes his or her major field of study to one where he or she has completed courses with CR grades, such lower-division courses shall be included in major requirements. Upper-division courses may be included at the option of the department upon petition by the student.

Grade or Symbol		GPA	Units	Point
		Units	Earned	Value
<i>Traditional (letter grades and their corresponding values)</i>				
A+		Yes	Yes	4.0
A	Outstanding	Yes	Yes	4.0
A-		Yes	Yes	3.7
B+		Yes	Yes	3.3
B	Good	Yes	Yes	3.0
B-		Yes	Yes	2.7
C+		Yes	Yes	2.3
C	Acceptable	Yes	Yes	2.0
C-		Yes	Yes	1.7
D+		Yes	Yes	1.3
D	Poor	Yes	Yes	1.0
D-		Yes	Yes	0.7
F	Failing	Yes	No	0.0
<i>Nontraditional</i>				
CR	.....	*	Yes	None
NC	.....	*	No	None
<i>Administrative Symbols</i>				
I (Incomplete Authorized)	.....	†	No	
IC (Incomplete Charged)	.....	Yes	No	0
U (Unauthorized Incomplete)	†††	Yes	No	0
W (Withdrawal)	.....	No	No	None
WF (Withdrawal)	††	Yes	No	0
WU (Withdrawal Unauthorized)	.....	Yes	No	0
AU (Audit)	.....	No	No	None
SP (Satisfactory Progress)	†††	No	No	None
RD (Report Delayed)	.....	No	No	None
RP (Report in Progress)	.....	No	No	None
Totals	.....	Used	Counted	Used
		In	In	Toward
		GPA	Objective	GPA

\*Credit/No Credit course units are not included in GPA computations.

†I not completed within one year, I will be changed to an IC (or NC).

††Effective fall 1991, this symbol is no longer assigned.

†††Effective fall 2002, this symbol is no longer assigned

**ADVISORY CAUTION:** Undergraduate students who plan to pursue graduate or professional studies later are advised to be selective in opting for courses on a Credit/No Credit basis. As a general rule (advisory only), course work that is preparatory or prerequisite to advanced specialized study should be completed and evaluated on a letter grade basis and not Credit/No Credit.

### ADMINISTRATIVE SYMBOLS

#### Incomplete Authorized (I)

The symbol I signifies that a portion of required course work has not been completed and evaluated in the prescribed time period owing to unforeseen but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of

the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

An Incomplete must be made up within one year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being changed to an IC or an NC.

A grade of Incomplete may be given only when, in the opinion of the instructor, a student cannot complete a course during the semester of enrollment for reasons beyond the student's control.

Such reasons are assumed to include: illness of the student or of members of the student's immediate family, extraordinary financial problems, loss of outside position and other exigencies. In assigning a grade of I, the instructor shall file with the department for future reference and student access a Statement of Requirements for Completion of Course Work. The requirements shall not include retaking the course. The instructor will also designate a time limit (up to one year) for completing requirements.

Upon request, a copy of the document will be furnished to the student. The student should review this statement at the earliest opportunity.

The statement of requirements will include an indication of the quality of the student's work to date. This not only provides an interim evaluation for the student but assists the department chair in assigning a final grade in those instances where the instructor is no longer available.

When the specific requirements are completed, the instructor will report a change of grade. The responsibility for changing the incomplete grade rests with the instructor.

#### **Incomplete Charged (IC)**

The IC symbol may be used when a student who received an authorized incomplete (I) has not completed the required course work within the allowed time limit. The IC replaces the I and is counted as a failing grade for grade point average and grade point computation.

#### **Withdrawal (W)**

Students may withdraw from class during the first two weeks of instruction without record of enrollment. After that time, students should complete all courses in which they are enrolled.

The university authorizes withdrawal after the first two weeks of instruction and prior to the last three weeks of instruction only with the approval of the instructor and the department chair (and, in some cases, the college associate dean). All requests for permission to withdraw during this period and all approvals shall be made in writing on the Withdrawal Request form, which shall be filed at the Office of Admissions and Records by students or their proxies.

Authorization to withdraw after the second week of instruction shall be granted for only the most serious reasons i.e., a phys-

ical, medical, emotional or other condition that has the effect of limiting the student's full participation in the class. Such reasons must be documented by the student. Poor academic performance is not evidence of a serious reason for withdrawal. Signatures of the instructor and department chair are required for each course. In some departments, the signature of the associate dean is also required. Withdrawal from a class is signified by a grade of "W." Such grades are not included in grade point average calculations.

Students may not withdraw during the final three weeks of instruction except in cases, appropriately documented, such as accident or serious illness, where the assignment of an Incomplete is not practicable. Ordinarily, withdrawals of this nature will involve withdrawal from all classes except that Credit or Incomplete Authorized (I) may be assigned for courses in which students have completed sufficient work to permit an evaluation to be made. Requests for permission to withdraw from all classes under these circumstances, with authorizations as described above, shall be submitted with Change of Program forms by the students (or their proxies) to the Office of Admissions and Records.

#### **Withdrawal Unauthorized (WU)**

The symbol WU indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average computations, this symbol is equivalent to an F.

Students may petition for retroactive withdrawal from individual courses or from an entire semester, provided they can document both the serious and compelling reasons or circumstances that required the withdrawal and the date of such withdrawal. Such a petition must be filed within 30 days after the first class day of the following semester.

ADVISORY NOTE: Students who unofficially withdraw and who are receiving financial aid or benefits which are dependent on completion of specified course units are advised that they may have such benefits suspended and may be subject to repayment of allowances received after date of unofficial withdrawal.

#### **Audit (AU)**

The symbol AU is used by the Office of Admissions and Records in those instances where a student has enrolled in a course either for information or other purposes not related to the student's formal academic objective. Enrollment as an auditor is subject to the permission of the instructor, provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fees as credit students and regular class attendance is expected. An auditor may not change to credit status and a student who is enrolled for credit may not change to audit after the fourth week of instruction. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation nor a formal grade report.

#### **Report in Progress (RP)**

The RP symbol is used in connection with thesis, project or similar courses that extend beyond one academic term. It indicates that work is in progress, and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work. Cumulative enrollment in units attempted may not exceed the total number applicable to the student's educational objective. Work is to be completed within a stipulated period which may not exceed one year except for graduate degree theses or projects for which the time may be longer, but may not exceed the overall limit for completion of all master's degree requirements.

#### **Report Delayed (RD)**

The RD symbol is used where a delay in the reporting of a final grade is due to circumstances beyond the control of the student. The symbol is assigned by the Office of Admissions and Records and will be replaced as soon as possible. An RD shall not be included in calculation of a grade point average.

### **STUDENT RECORDS**

#### **Grade Reports to Students**

A report of the final grades assigned in classes is available to each student at the end of each semester. Many students leave self-addressed post cards for instructors of specific courses to send them earlier reports.

Grades are available at the end of each term through the TITAN Online feature of the Cal State Fullerton website.

### **Class Grade Point Averages**

Beginning with the fall semester 1978, information is included on student grade reports and permanent academic records that is intended to depict the level of achievement of students in relation to other students in a particular class. The class size and grade point average information is displayed for each graded course. The first set of figures indicates the number of students officially completing the course and the second set is the class grade point average. In making the computations, marks of W, I, CR, NC and RP are excluded. This same information is displayed for summer session and intersession classes, but not for extension classes sponsored by the Office of Extended Education.

### **Examinations**

Final examinations, if required by the instructor, will be given at times scheduled by the university. Once established, the final examination schedule may not be changed unless approved by the dean of the college. No makeup final examination will be given except for reason of illness or other verified emergencies.

### **Credit by Examination**

#### **(Challenge Examinations)**

Students may be granted credit toward the baccalaureate and to meet curriculum requirements in certain designated courses by the satisfactory completion of challenge examinations in the courses. The examinations are to be comprehensive and administered by the sponsoring departments. Well in advance of the semester in which a challenge examination is to be administered, the student, using the appropriate university form, will secure written approval of his or her major adviser and the chair of the department in which the course is offered. In general, prior work or academic experience will be required.

Courses to be offered as challenge examinations will be determined by the academic departments. Matriculated students may either enroll in these courses during registration or add them during the first three weeks of the semester. The examination must be administered not later than the end of the third week of instruction.

Upon successful completion of the examination, the instructor will report the grade of CR. Students who fail the challenge examination may elect to continue the course for credit or may officially withdraw from the course through the normal class withdrawal procedure. The challenge examination for any course may be administered only once.

A maximum of 30 credits can be earned by challenge examination, including those earned by advanced placement. Credit by examination may not be used to fulfill the minimum residence requirements.

### **Grade Point Averages**

The numerical grade point values in the grading system chart are intended to give an exact determination of a student's scholastic standing. To compute the grade point average for course work at Fullerton, the grade point value of each grade, with the exception noted in the "Repetition of Courses" section, is multiplied first by the unit value of each course to obtain a total of all grade points earned. The total is then divided by the total units attempted in all courses in which grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, IC, WU and WF were received. The resulting figure is the grade point average.

### **Repetition of Courses**

Undergraduate students may repeat courses at California State University, Fullerton for which C- (1.7) or lower grades were earned either at Cal State Fullerton or at other institutions; in repeating such courses, the traditional grading system shall be used. In computing the grade point average of a student who repeats courses in which he or she received C- (1.7) or lower grades, only the most recently earned grades and grade points shall be used for the first 16 units repeated. Nevertheless, the original grade on the academic record shall not be changed or eradicated. Persons who plan to seek professional school admission, e.g., law, medicine should note that all grades may be calculated for admission regardless of local application of the CSUF repetition of course policy.

In exercising this option, an undergraduate student must repeat the course at Cal State Fullerton and may request application of this policy when a course has been repeated. This should be accomplished using the appropriate form, immediately following the term in which the course has been completed, so that the student's grade point average can be revised.

This policy may also be applied to courses in which WU, U or WF grades were assigned, as a means of eliminating such marks from grade point average computations.

In the case of any repetition beyond the 16-unit limit or in courses for which a C or better grade was awarded, both grades are considered in computing grade point averages. Successful repetition of a course originally passed carries no additional unit credit toward a degree or credential except for certain courses such as independent study, practicum, or other courses specified in this catalog as "may be repeated for credit."

Students transferring from other colleges where courses were taken and repeated may be eligible for consideration under this policy. In general, the policy of the college where the course was repeated shall be followed; however, units for the courses taken and repeated at the transfer institution are included in the 16-unit limitation.

Subject to the following restrictions, if a graduate or post-baccalaureate student (excluding students with a second bachelor's degree objective) repeats courses for which a grade of WU (withdrawal unauthorized) was received, only the most recently earned grade(s) and grade points shall be used in computing the grade point average; however, the original WU grade(s) will remain on the permanent record. This policy may be applied only to grades earned during the first semester in which WU grades are received. Repeated courses must be taken at Cal State Fullerton using the traditional grading system. Students who have successfully repeated WU-graded courses must notify the Admissions and Records office using the appropriate form if they wish adjustment to their grade point averages.

### **Grade Changes**

The university recognizes the long-standing prerogatives of faculty to set standards of performance and to apply them to individual students. The university will seek to correct injustices to students but at the same time believes that the instructor's judgment at the time the original grade is assigned is better than a later reconsideration of an individual case. Equity to all students is of fundamental concern. The following policies apply to changes of grades except for changes of Incomplete Authorized and Withdrawal Unauthorized symbols.

1. In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Each student may view the grades he/she earned during the term via TITAN Online, and these grades become a part of the official record.
2. A change of grade may occur only in cases of clerical error, administrative error, or where the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.
3. A request for a change of grade shall be initiated by the student affected and shall be directed to the instructor within 60 calendar days of the first day of classes of the regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade form shall be used to notify the Office of Admissions and Records. These forms are available in department offices and are not to be handled by students. If the instructor determines that there is not a valid basis for the change and denies the student's request, the instructor's decision is final. The student may file a petition with the Academic Appeals Board on the basis of unfair or prejudicial treatment by the instructor. (See "Academic Appeals" in the "Student Affairs" section of this catalog)
4. The Change of Grade form completed and signed by the instructor, noting the basis for the change, shall not be accepted by the Office of Admissions and Records unless approved separately by the department chair and college dean.
5. If a request for change of grade is initiated after 60 calendar days into the following semester, it will be approved only in extraordinary circumstances. An explanation of such circumstances must accompany the request and must be approved separately by the instructor, department chair and the dean before acceptance by the Office of Admissions and Records.

6. In extraordinary circumstances, the University Records Office may refer requests for grade changes to the Office of the Associate Vice President for Academic Programs.

#### **Academic Dishonesty**

Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show possession of a level of knowledge or skill which he or she does not possess.

Cheating is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive, fraudulent or unauthorized means. Examples of cheating include, but are not limited to: using notes or aids or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, plagiarism as defined below, tampering with the grading procedures, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor.

Plagiarism is defined as the act of taking the specific substance of another and offering it as one's own without giving credit to the source. When sources are used, acknowledgment of the original author or source must be made following standard scholarly practice.

The initial responsibility for detecting and dealing with academic dishonesty lies with the instructor concerned. An instructor who believes that an act of academic dishonesty has occurred is obligated to discuss the matter with the student involved. The instructor should possess reasonable evidence, such as documents or personal observation. However, if circumstances prevent consultation with the student, the instructor may take whatever action, subject to student appeal, the instructor deems appropriate.

An instructor who is convinced by the evidence that a student is guilty of academic dishonesty shall:

1. Assign an appropriate academic penalty. This may range from an oral reprimand to an F in the course. To the extent that the faculty member considers the academic dishonesty to manifest the student's lack of scholarship and to reflect on the student's academic performance and academic integrity in a course, the

student's grade should be adversely affected. Suggested guidelines for appropriate actions are an oral reprimand in cases where there is reasonable doubt that the student knew that his or her action constituted academic dishonesty; an F on the particular paper, project or examination where the act of dishonesty was unpremeditated, or where there were significant mitigating circumstances, or an F in the course where the dishonesty was premeditated or planned.

2. Report to the student involved, to the department chair, and to the vice president for Student Affairs the alleged incident of academic dishonesty, including relevant documentation, and make recommendations for action that he or she deems appropriate.

The vice president for Student Affairs shall maintain an academic dishonesty file of all cases of academic dishonesty with the appropriate documentation. Students shall be informed when their names are inserted into the file and provided with copies of any appeals or disciplinary procedures in which they may become involved. The vice president for Student Affairs or his or her designees may initiate disciplinary proceedings under Title 5, California Code of Regulations, Section 41301, and Chancellor's Executive Order 148; when two or more incidents involving the same student occur, he or she shall do so. Opportunities for appeal regarding sanctions resulting from disciplinary proceedings are provided by Executive Order 148.

A student may appeal any action taken on a charge of academic dishonesty under the University Policy Statement 300.030, "Academic Appeals." See "Academic Appeals" in the "Student Affairs" section of this catalog.

#### **Academic Renewal**

In 1974, the Board of Trustees of the California State University adopted an academic renewal policy that became part of Executive Order No. 213 issued by the Chancellor's Office. The Board of Trustees made it clear at the time Executive Order 213 was approved that the purpose of this policy was not to raise grade point averages, but to ensure that able students were not required to stay on after completion of all course requirements simply to remove a deficiency.

The university may disregard up to two semesters or three quarters of previous undergraduate course work taken at any college or university from all considerations associated with requirements for the baccalaureate when a student meets the mandatory condition that “there is every evidence that the student would find it necessary to complete additional units and enroll for one or more additional terms in order to qualify for the baccalaureate if the request were not approved.”

Final determination that one or more terms shall be disregarded in the determination of eligibility for graduation shall be based upon a careful review of evidence by the Review Committee for Academic Renewal and shall be made only when the mandatory condition stated above is met and when:

1. Five years have elapsed since the most recent work to be disregarded was completed;
2. The student has requested the action formally and has presented evidence that work completed in the terms under consideration is substandard and not representative of present scholastic ability and level of performance;
3. The level of performance represented by the terms under consideration was due to extenuating circumstances;
4. The student has completed at Cal State Fullerton, since the most recent work to be disregarded was completed, 15 semester units with at least a 3.0 grade point average, or 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

When such action is taken, the student's permanent academic record shall be annotated so that it is readily evident to all users of the record that no work taken during the disregarded terms, even if satisfactory, may apply towards the meeting of baccalaureate requirements. All work must remain legible on the record ensuring a true and complete academic history.

This policy is not intended to merely allow students a means by which they may improve their overall grade point averages for graduation with honors, admission to graduate and professional schools or to meet eligibility criteria for other awards, employment or acceptance into military and other programs.

### **Transcripts**

Official transcripts of courses taken at the university are issued only with the written permission of the student concerned. Partial transcripts are not issued. A fee of \$4 for each transcript must be received before the transcript can be released.

Normally, transcripts are available within three working days, except at the end of the semester when the student should allow about 10 days after the last day of the semester.

Transcripts from other institutions, which have been presented for admission or evaluation, become a part of the student's permanent academic file and are not returned or copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the institutions concerned.

# Catalog Rights and Student Responsibilities



## CATALOG RIGHTS AND STUDENT RESPONSIBILITIES

Good Standing  
Continuous Attendance and Catalog Rights  
Stop-Out Policy  
Leave of Absence  
Withdrawal from the University  
Retention, Probation and Disqualification  
Student Conduct  
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### GOOD STANDING

Good standing indicates that a student is eligible to continue and is free from financial obligation to the university. A student under academic disqualification, disciplinary suspension or disciplinary expulsion is not eligible to receive a statement of good standing on transcripts issued by the university or on other documents.

### CONTINUOUS ATTENDANCE AND CATALOG RIGHTS

Students who have been enrolled either at a California Community College or a CSU campus for at least one semester or two quarters of consecutive calendar years are considered to be “in continuous attendance.”

This concept is important because continuous attendance affects the requirements you must meet to graduate from a CSU campus. Institutions occasionally modify graduation requirements. If you have been in continuous attendance, you may choose to meet the CSU campus graduation requirements in the CSU catalog that was in effect:

- at the time you began continuous attendance at the California Community College,
- at the time you transferred to the CSU campus, or
- at the time you graduate from the CSU campus

By maintaining continuous attendance and selecting option (1) or (2), you can be assured that your CSU campus graduation requirements will not change. Your right to choose one of these options is called “catalog rights.”

If you do not remain in continuous attendance, you will reestablish catalog rights at the time you reenroll in any California Community College or begin attending a CSU campus. If you are unsure about your catalog rights, you should consult your community college counselor.

### STOP-OUT POLICY

With certain exceptions, undergraduate students may be absent for one semester and maintain their continuing student status. This includes election of curriculum requirements for graduation and eligibility to register for the next semester. The exceptions are as follows:

*Disqualified Students* - Students who are disqualified at the end of a semester and have not been reinstated will not receive a registration appointment; they must apply for readmission, and if admitted, may be subject to new curricula requirements.

*Foreign-Visa Students* - Students with foreign visas are required to maintain continuous enrollment. The stop-out policy is not applicable to “visa” students.

Students absent for more than one semester must apply for readmission should they wish to return to Fullerton. Election of catalog requirements will not be jeopardized for certain students. Students should consult an evaluator in the Office of Admissions and Records.

### LEAVE OF ABSENCE

A leave of absence may be granted based on certain documented extenuating circumstances (e.g., illness or disability, active duty in the armed forces of the U.S.) and normally is granted for not more than one year. Undergraduate and postbaccalaureate unclassified graduate students qualify for a leave if they have completed at least one semester in residence at Cal State Fullerton and are in good academic standing. Forms to request a leave of absence are available at the Admissions and Records Service Center.

Such an approved leave of absence authorizes the student to return without reapplying to the university and continue under the catalog requirements that applied to the enrollment prior to the absence.

Undergraduate and graduate students on approved leaves of one year (two academic semesters) or less are eligible to register for the semester immediately following the end of the leave.

The leave of absence policy for conditionally classified and classified graduate students and credential students is defined in the "Graduate Regulations" section of this catalog.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to withdraw from Cal State Fullerton after enrolling for any academic term are required to follow the official withdrawal procedures. Failure to follow formal withdrawal procedures defined in the class schedule for that semester may result in the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on withdrawal procedures is available from the Admissions and Records Service Center, Langsdorf Hall 114; P.O. Box 6900, Fullerton, CA, 92384-6900, (714) 278-7601.

Students who are receiving financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding required return or repayment of grant or loan assistance received for that academic term. If a recipient of financial assistance under federal Title IV financial aid programs withdraws from the institution during a payment period, the amount of grant or loan assistance received is subject to return and repayment provisions governed by federal law.

See the "Refund of Fees" section in this catalog for possible refunds. No student may withdraw after the date shown on the university calendar as the last day of instruction.

### **RETENTION, PROBATION AND DISQUALIFICATION**

For purposes of determining a student's ability to remain in the university, both quality of performance and progress towards the educational objective will be considered.

#### **Academic Probation**

An undergraduate student shall be placed on academic probation if in any semester the cumulative grade point average or the grade point average at Fullerton falls below 2.0 (grade of C on a four-point scale). The student shall be advised of probation status promptly and, except in unusual instances, before the start of the next consecutive enrollment period.

An undergraduate student shall be removed from academic probation and restored to clear standing upon achieving a cumulative grade point average of 2.0 in all academic work attempted, in all such work attempted at Fullerton, and is making satisfactory progress towards his or her educational objective.

A postbaccalaureate student (credential, unclassified, or undeclared status; but not second baccalaureate degree students) shall be subject to academic probation if, after attempting 12 or more graded units, his or her postbaccalaureate cumulative grade point average for units attempted at California State University, Fullerton falls below a 2.50 average. The GPA will determine whether a student is subject to probation only when the student has attempted 12 semester units of graded course work.

A graduate student enrolled in a graduate degree program in either conditionally classified or classified standing shall be subject to academic probation if he or she fails to maintain a cumulative grade point average of at least 3.0 (grade of B on a four-point scale) in all units attempted.

#### **Academic Disqualification**

An undergraduate student on academic probation shall be subject to academic disqualification if:

1. As a freshman (fewer than 30 semester hours of college work completed), the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at this institution; or
2. As a sophomore (30 through 59.9 semester units of college work completed), the student falls below a grade point average of 1.70 in all college units attempted or in all units attempted at this institution; or
3. As a junior (60 to 89.9 semester units of college work completed), the student falls below a grade point average of 1.85 in all college units attempted or in all units attempted at this institution; or
4. As a senior (90 or more semester units of college work completed), the student falls below a grade point average of 1.95 in all college units attempted or in all units attempted at this institution.

A graduate student enrolled in a graduate degree program shall be subject to disqualification if, while on probation, a sufficient grade point average is not achieved to

remove probationary status. Disqualification may be either from further registration in a particular program or from further enrollment in the university, as determined by appropriate campus authority.

A postbaccalaureate student who is on probation shall be subject to disqualification if he or she fails to maintain at least a 2.50 cumulative grade point average after attempting 12 units of graded course work (not including CR/NC) at California State University, Fullerton, in postbaccalaureate status. Disqualification may be either from further registration as a postbaccalaureate, credential or certificate program student or from further enrollment at California State University, Fullerton, as determined by the vice president for Academic Affairs or designee.

### **STUDENT CONDUCT**

Students are expected to make themselves aware of and abide by the university community's standards of behavior as articulated in this section, the Student Handbook, and other regulations of the university. Students accept the rights and responsibilities of membership in the CSUF community when they are admitted to the university. At the university, as elsewhere, ignorance of the standards is not an acceptable justification for violating community standards.

Because the functions of a university depend on honesty and integrity among members, the university expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action.

Activities of students may result in violation of law, and students who violate the law may incur penalties prescribed by civil authorities. However, the university reserves the right to review such incidents independent of action by civil authorities, recognizing that the university's authority and its disciplinary process serve its educational mission and interest, a function separate from action by civil authorities.

The Trustees of the California State University are authorized by the Education Code to establish student disciplinary procedures. The president of California State University, Fullerton has designated the associate dean of students, judicial affairs, as the university's student conduct administrator. The administrator is responsible for administering the student discipline system and implementing the following procedures as mandated in Executive

Order No. 970 Student Conduct Procedure (Student Handbook) and CSUF President's Directive Number Nine: Regarding the Use of Attorneys in Student Disciplinary Proceedings.

Unacceptable student behavior by students or by applicants for admission is subject to discipline as provided in Section 41301 of Title 5, California Code of Regulations.

#### **Title 5 California Code of Regulations 41301. Standards for Student Conduct.**

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

##### **(a) Student Responsibilities**

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life.

##### **(b) Unacceptable Student Behaviors**

The following behavior is subject to disciplinary sanctions:

- (1) Dishonesty, including:
  - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - (B) Furnishing false information to a University official, faculty member, or campus office.
  - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - (D) Misrepresenting one's self to be an authorized agent of the university or one of its auxiliaries.
- (2) Unauthorized entry into, presence in, use of, or misuse of university property.
- (3) Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

- (4) Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
- (5) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.
- (6) Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- (8) Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:

“Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- (9) Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and

university regulations) or the misuse of legal pharmaceutical drugs.

- (10) Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.
- (11) Theft of property or services from the university community, or misappropriation of university resources.
- (12) Unauthorized destruction, or damage to university property or other property in the university community.
- (13) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.
- (14) Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- (15) Misuse of computer facilities or resources, including:
  - (A) Unauthorized entry into a file, for any purpose.
  - (B) Unauthorized transfer of a file.
  - (C) Use of another's identification or password.
  - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
  - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - (F) Use of computing facilities and resources to interfere with normal university operations.
  - (G) Use of computing facilities and resources in violation of copyright laws.
  - (H) Violation of a campus computer use policy.
- (16) Violation of any published university policy, rule, regulation or presidential order.

- (17) Failure to comply with directions or, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.
- (19) Violation of the Student Conduct Procedures, including:
- (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
  - (C) Initiation of a student discipline proceeding in bad faith.
  - (D) Attempting to discourage another from participating in the student discipline matter.
  - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
  - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

**(c) Procedures for Enforcing This Code**

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

**(d) Application of This Code**

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students

who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

**41302. Disposition of Fees: Campus Emergency; Interim Suspension.**

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

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

**University Alcohol and Drug Policies**

California State University, Fullerton has specific policies related to the use of alcohol and other drugs, including President's

Directive Number One: University Policy Regarding the Possession, Manufacturing, Sale, Furnishing Without Charge, and Consumption of Alcoholic Beverages and Other Drugs in a University Workplace or Residence Facility. The full text of this policy and other policies related to the use of alcohol and other drugs can be found online at [http://www.fullerton.edu/alcohol\\_drug\\_info](http://www.fullerton.edu/alcohol_drug_info).

**PARKING ON CAMPUS**

Semester parking permits or daily permits are required 7 a.m. to 10 p.m., Monday through Thursday and 7 a.m. to 5 p.m., Friday. Posted 30-minute spaces and parking zones are enforced during these time periods. Red curbs/fire lanes, spaces designated for disabled persons, service/maintenance spaces, state-vehicle-only spaces, loading zones (white and yellow curbs and posted time limits) and all other university and California Vehicle Code parking regulations are enforced 24 hours a day. It is a violation to stop, stand or wait in parking facility drive aisles for a parking space; vehicles will be cited. There is no parking permit grace period at the start of a semester; vehicles not displaying a current parking permit will be cited. Parking permits are also required during intersession, summer session and when university offices are open. Parking permits are not transferable and are valid only when purchased from the university. Vehicles displaying a lost or stolen parking permit will be cited.

Student semester parking permits are valid in the following parking facilities: lots A, B, E, G, S, all parking structures and Irvine Campus student parking spaces. After 6 p.m., semester permits are valid in faculty/staff lots A-South, C-West, C-East, E-West, I, J and the College Park faculty/staff parking area. Faculty/staff parking lots F and H are designated for faculty/staff only.

Semester permits are available for purchase during class registration at [www.fullerton.edu/titanonline](http://www.fullerton.edu/titanonline) under "Student Fees, Make A Payment." Semester permits may be purchased in person at Student Financial Services, University Hall 180. The price of a semester parking permit is \$144. Daily permits can be purchased from permit dispenser machines located in lots A, E, G, Arts Drive and at the Irvine Campus. Daily permits are valid all day in student lots A, B, E, G, S, all parking structures and Irvine Campus student parking spaces. After 6 p.m.,

daily permits are valid in faculty/staff lots A-South, C-West, C-East, E-West, I, J and the College Park faculty/staff parking area.

Parking permits are required for motorcycles, mopeds (and other types of motorized two- and three-wheeled vehicles). Motorcycles/mopeds parking permits are valid only in designated motorcycle parking areas.

A current DMV disabled person placard or license plate and valid CSU Fullerton parking permit must be displayed in a vehicle while parked in a space designated for disabled persons.

Parking fees and regulations are subject to change without notification. Go to the Parking and Transportation Services website at [www.parking.fullerton.edu](http://www.parking.fullerton.edu) for current information.

### Use of Bicycles and Skateboards on Campus

The university's policy concerning the use of bicycles, skateboards and other forms of non-motor vehicle transportation is set forth in President's Directive No16.

- A. Bicycles, scooters and roller skates may be used on campus under the following conditions:
1. Pedestrians have the right-of-way at all times.
  2. Individuals using bicycles, scooters or roller skates must comply with all applicable laws and regulations, exercise due care, and use reasonable caution to prevent injury and damage to property.
  3. Bicycles, roller skates and scooters may not be used on posted walkways; in the quad; on grass or in planters; in buildings or parking structures; on steps, benches or rails; or other areas as posted.
  4. Bicycles, roller skates and scooters may be used on walkways or in the quad for instructional purposes or whenever parking fee requirements are not enforced.
- B. Skateboards and motorized skateboards may not be used on campus, including parking structures.
- C. Motorized bicycles and scooters may only be operated on campus roadways.
- D. Bicycles, scooters, motorized bicycles and motorized scooters secured to objects or structures other than approved racks or

storage containers may be removed by the university.

- E. Bicycles, motorized bicycles, motorized scooters and motorized skateboards may not be stored inside any building, including the residence halls, without written authorization.
- F. Non-motor vehicle forms of transportation may be used on campus or any property controlled by the university to accommodate a disability with written authorization.

### UNIVERSITY POLICE

Building T-1200

Business - (714) 278-2515

Campus Emergency - dial 911  
or extension 3333

The University Police is a full service police department serving Cal State Fullerton and the Irvine Campus. The Department is made up of the following units:

- Police Administration
- Patrol Operations
- Investigations
- Crime Prevention
- Lost & Found
- Campus Motor Pool and Key Pickup
- Livescan Fingerprinting Service

The department's various units provide a wide range of services, both traditional and nontraditional. In addition, all CSUF police officers are sworn police officers that are graduates of State accredited Police Academies. We investigate all crimes on campus and strictly enforce Penal Code and Vehicle Code violations. Our department has a very close working relationship with all surrounding police departments, and we are contacted when any major crime occurs off campus at any student organization. Our common goal is to assure that our campus is a safe place to study, teach, work, reside and visit.

### Crimes on Campus

The majority of crimes on and around the campus are crimes of opportunity. They primarily involve property thefts, such as bicycles, backpacks and books; thefts from vehicles and auto thefts. Personal assaults occasionally occur, but are uncommon on Cal State Fullerton campuses.

Alcohol and drug use is a societal problem, and therefore, Cal State Fullerton is

no exception. Although these problems do occur on campus, they are experienced on a much smaller scale. Alcoholic beverages may be consumed by those over (21) years of age at the campus Pub, at designated sporting events, at special events authorized by the president and inside campus housing rooms for legal age residents and guests. All state and Federal drug laws are strictly enforced and violators will be prosecuted to the fullest. The University Police offers substance abuse education programs, and works closely with counselors at the Student Health and Counseling Center.

Crime prevention awareness is a major factor in reducing these types of crimes. We encourage members of our campus community to act responsibly by securing their property and reporting suspicious activities immediately to the University Police.

### Crime Prevention Programs

Crime prevention is citizen awareness and participation. It is a willingness to look out for one another, to report suspicious activities immediately to the University Police Department and to become involved in the safety and security of the campus.

Operation Identification (or Operation ID) is a citizen's burglary prevention/property identification program for use in homes and residence halls. It involves the marking of property with an identifying number as a means of burglary and theft prevention. This ID number also helps law enforcement agencies identify your property should it become lost or stolen and assists us in apprehending those individuals found in possession of stolen property. You can either mark your valuables by inscribing your driver's license number or State Identification card number in a location that can readily be seen by an inspecting police officer or with DataDots, which makes invisible markings. An engraver can be checked out from the University Police Department.

In addition to this program, the University Police Department, in conjunction with the Women's/Adult Reentry Center, provides presentations on personal safety and rape awareness several times throughout the school year.

Each school year brings with it some different and unique crime problems. When these incidents occur, the University Police Department circulates flyers and runs articles in the Daily Titan newspaper to advise the

community and create an awareness of any problems. Neighborhood (dorm) Watch also is an ongoing program at residence housing, which includes regular meetings with residence advisers and distribution of flyers or posters to communicate crime or other safety issues that may be of interest to the residents.

#### **How to Contact Us**

The California State University, Fullerton Police Department is located at the corner of State College Blvd. and Gymnasium Drive. The Police Department is open 24 hours a day, seven days a week, including holidays. The campus is never without police protection, including both uniform police officers and plain-clothes detectives.

#### **Suspicious Activities**

Many criminals escape detection and arrest because a citizen will observe suspicious persons or possible criminal activities and fail to report them. Members of the campus community can help by becoming aware of their surroundings and developing a perception of what seems out of place or out of the ordinary. It may be something as simple as a door-to-door salesperson attempting to solicit at the residence halls, a vehicle parked in an unusual location late at night, or someone just hanging around. What one reports may be an innocent activity. However, it could also be serious criminal activity about to happen or actually occurring. Report suspicious activities immediately to the University Police Department. We want you to call, and we don't mind if the incident doesn't turn out to be a crime in progress. Only if you call, can we respond and suppress potential criminal activity.

#### **How to Summon Assistance**

Emergency assistance on campus may be obtained by dialing 911 from any office or campus phone or from any residence or pay phone. Dialing this number connects the caller immediately with the University Police Department, which will respond with whatever assistance is needed (i.e., paramedics, ambulance, fire department, first-aid or police assistance).

If you are outside on the campus grounds when an emergency occurs and a telephone is not available, you may use one of the numerous emergency telephones located throughout the campus. The emergency telephones are identifiable as blue speaker telephone light towers, with blue lights atop,

which are wired directly to the University Police Department for immediate response.

#### **Annual Campus Security Report**

Under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the university annually collects and reports information about campus crime and sets forth its security policies. This report is available for review on the Web at [police.fullerton.edu/annualsecurityreport.htm](http://police.fullerton.edu/annualsecurityreport.htm). Printed copies of this report are also available upon request at the University Police Department (T-1200).

#### **FEES AND DEBTS OWED TO THE INSTITUTION**

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. If a person believes he or she does not owe all or part of an asserted unpaid obligation that person may contact the business office. The business office, or another office on campus to which the business office may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

For more information or questions, please contact Colleen Nickles, Senior Director of Financing & Treasury in the CSU Chancellor's Office, at (562) 981-4579 or [cnickles@calstate.edu](mailto:cnickles@calstate.edu).

## **STUDENT RIGHTS**

### **Nondiscrimination and Harassment Policies**

The California State University (CSU) does not discriminate on the basis of race, color, national origin, sex, gender or sexual orientation, disability or age in the educational programs or activities it conducts. Such programs and activities include but are not limited to admission, academic programs, non-academic programs, participation in intercollegiate athletics, and employment. Discrimination, including harassment on the basis of race, color, national origin, sex, disability or age, is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and various state laws and all subsequent amendments by the U.S. Department of Education.

The CSU is responsible for providing a reliable, prompt and equitable response to a complaint of discrimination. Inquiries concerning the CSU's compliance with these Acts, application of these laws to programs and activities of the CSU, campus policies, complaint resolution and/or appeals processes, and discrimination/harassment complaint filing procedures may be addressed to the CSU officers assigned the administrative responsibility of reviewing such matters or directly with the U.S. Department of Education, Office for Civil Rights listed below:

#### **All Discrimination/Harassment/Sexual Harassment Complaints**

Director, Diversity and Equity Programs, CSUF  
Rosamaria Gomez-Amaro  
College Park 700  
[rgomezamaro@fullerton.edu](mailto:rgomezamaro@fullerton.edu)  
(714) 278-3951  
TDD 714-278-2786

**Student Disability Complaints** (including denial or failure to implement accommodations, academic adjustments and auxiliary aids)

Director, Disabled Student Services,  
CSUF  
Paul K. Miller  
University Hall 101  
pmiller@fullerton.edu  
(714) 278-3117  
TDD 714-278-2786

**U.S. Department of Education, Office for Civil Rights Region IX**

www.ed.gov/ocr  
San Francisco Office  
Old Federal Building, 09-8010  
50 United Nations Plaza, Room 239  
San Francisco, CA. 94102-4102  
(415) 556-4275, FAX (415) 437-7783  
TDD (415) 437-7786

Applicants for admissions or employment should contact the Office of Diversity and Equity Programs (DEP) for information on how to file a complaint or refer to the DEP website to obtain a copy of the complaint resolution procedure via <http://www.fullerton.edu/diversity/policies.asp>.

**Sexual Harassment**

It is the policy of California State University, Fullerton and the California State University to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1962, Title IX of the Higher Education Amendments of 1972, and the California Education Code 89535. Executive Order 927 - Systemwide Policy on Prohibiting Harassment in Employment and Retaliation for Reporting Harassment or Participating in a Harassment Investigation also prohibits sexual harassment within the California State University system. The university will not tolerate sexual harassment and will take action to eliminate such behavior. Information concerning campus sexual harassment policies and procedures can be obtained from the Office of Diversity and Equity Programs, College Park 770, (714) 278-3951 or <http://www.fullerton.edu/diversity/policies.asp>.

**Right of Petition**

Students may petition for review of certain university academic regulations when unusual circumstances exist. It should be noted, however, that academic regulations, when they are contained in Title 5, California Code of Regulations, are not subject to petition.

Petition forms are available in the Office of Admissions and Records. The University Petitions Committee will take action on the petition based on recommendations provided by appropriate officers and the student will be notified of the decision in writing. Results of the action will be placed in the student's file in the Office of Admissions and Records.

The petitions committee members shall consist of the associate dean of each college, or designee, an academic programs representative, the director of the Academic Advising Center, one faculty member of the University General Education Committee, and the university registrar, who will serve as the secretary.

**Right of Nonparticipation**

University activities either within or outside of the classroom involve varying degrees of risk to the participants. It is university policy that the instructor directing such activities reviews with potential participants the specific nature of such risks and obtains from them their expressed or implied consent prior to undertaking activities.

The student who at any time comes to believe that the risks, whether physical or psychological, are excessive has the responsibility to withdraw from participation at the time and to inquire of the instructor if there are alternative means of fulfilling the requirements without penalty. If there are none, the student may petition for withdrawal from the course without penalty or appeal for an appropriate modification of the activity. The appeal may be made either to the chair of the department concerned or to the chair of the Institutional Review Board, or both.

**Right of Academic Appeal**

Please see "Academic Appeals" in the "Student Affairs" section of this catalog.

**PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS**

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review their education records.**
2. **The right to request the amendment of their education records to ensure that they are not inaccurate, misleading or otherwise in violation of their privacy or other rights.**
3. **The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosures without consent to "school officials" with "legitimate educational interests." "School officials" include university employees (including law enforcement unit and health personnel); agents of the university (such as an attorney or collection agent); or individuals, including students, serving on official committees or assisting a school official perform his/her tasks. A school official has a "legitimate educational interest" if the official needs to review an educational record to fulfill his/her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks to enroll. California State University, Fullerton has designated as "Directory" information a student's name, date and place of birth, permanent and local address, university-recognized e-mail address(es), photograph, telephone number, class level, enrollment status, major, minor, dates of attendance, degrees and awards received, previous educational institutions attended, past and present participation in recognized activities,

and weight and height if an athletic team member. Unless restricted by the student, the campus may release Directory information at any time to any requesting party, including the military and for the development of the university-affiliated marketing programs. Students may choose to limit the release of their Directory information in one of four ways:

- (A) Permit release of all directory information for any purpose. No further action by the student is required.
- (B) Permit release of only "Verification" information. This sub-category of Directory information consists of student's name, class level, enrollment status, major, minor, degrees and awards received, dates of attendance and university-recognized e-mail address(es). The university will release this information for classroom use; in response to requests, including those from financial lenders, employers or insurance companies for verification of degree and enrollment information; and for inclusion in Commencement and honors material. Students who release only "Verification" information will be excluded from all university directories.
- (C) Permit release of only "Class" information. This sub-category of Directory information consists of a student's name, major, minor, degree and awards received, and university-recognized e-mail address(es). The university will release this information for classroom use and for inclusion in Commencement and honors material. Students who release only "Class"

information will be excluded from all university directories, and the university will not respond to requests, including those from financial lenders, employers or insurance companies, for certification of degree, dates of attendance and enrollment status.

- (D) Withhold the release of all Directory information. Withholding the release of all Directory information means that the student will be excluded from all university directories and publications including Commencement and honors material, and the university will not verify degree, dates of attendance or enrollment status without the prior written consent of the student. Students may prevent the release of this information without a specific prior written authorization by logging on to [www.fullerton.edu/titanonline](http://www.fullerton.edu/titanonline) or appearing in person at the Admissions and Records Service Center, room 114 on the first floor of Langsdorf Hall.

4. **The right to file with the U.S. Department of Education a complaint concerning alleged failures of the California State University, Fullerton to comply with the requirements of FERPA.** The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.
5. **The right to obtain a copy of the California State University, Fullerton's student records policy.** A copy of this policy may be obtained from the Office of the Vice President for Student Affairs.

## **USE OF SOCIAL SECURITY NUMBER**

Applicants are required to include their correct social security numbers (taxpayer identification numbers) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. The social security number is also required by the Franchise Tax Board for collection of returned checks.

For other records and services, the university uses an assigned Campus Wide Identification number (CWID) which may also be referred to as a SID (Student Identification Number) as the student's account number. A student's TitanCard number is not his or her identification number.

Students are required to write their student identification numbers on personal checks submitted for any payment to the university. Payment by personal check is consent by the student for the university to write the student's identification number on the check if it is not referenced. If a student prefers that his or her student identification number not be on the check, then the student must submit payment by cashier's check, money order, or when appropriate (other than mail-in or drop-off registration), cash. Use of the student identification number assures credit to the correct student university account.