## **MISSION AND GOALS**

#### **Mission Statement**

Learning is preeminent at California State University, Fullerton. We aspire to combine the best qualities of teaching and research universities where actively engaged students, faculty and staff work in close collaboration to expand knowledge.

Our affordable undergraduate and graduate programs provide students the best of current practice, theory, and research and integrate professional studies with preparation in the arts and sciences. Through experiences in and out of the classroom, students develop the habit of intellectual inquiry, prepare for challenging professions, strengthen relationships to their communities and contribute productively to society.

We are a comprehensive, regional university with a global outlook, located in Orange County, a technologically rich and culturally vibrant area of metropolitan Los Angeles. Our expertise and diversity serve as a distinctive resource and catalyst for partnerships with public and private organizations. We strive to be a center of activity essential to the intellectual, cultural, and economic development of our region.

## Goals

- To ensure the preeminence of learning.
- To provide high quality programs that meet the evolving needs of our students, community, and region.
- To enhance scholarly and creative activity.
- To make collaboration integral to our activities.
- To create an environment where all students have the opportunity to succeed.
- To increase external support for university programs and priorities.
- To expand connections and partnerships with our region.
- To strengthen institutional effectiveness, collegial governance and our sense of community.

## **PRESIDENT'S MESSAGE**



Dear Students,

On behalf of the faculty and staff, I am pleased to welcome you to California State University, Fullerton! You are now part of a community that is known beyond the Campus for our academic excellence, creativity, and success.

We take pride in knowing that we offer high caliber academic programs taught by knowledgeable faculty who are well-respected in their fields and committed to student success. I encourage you to seize all opportunities to work with your professors and enhance your educational experience here. I also hope that you will get involved in campus life, as doing so will help you develop your interests and expand your horizons.

This Student Handbook is intended to provide new and returning students with information on what the University has to offer, and you will find descriptions of many of the services and activities available to students. Please be sure to review the student responsibilities section that begins on page 40.

As your President I plan to attend as many events on campus as possible and want to hear about your experiences at CSU Fullerton. I look forward to meeting with you sometime during the year.

Again, welcome to the Campus and I wish you a wonderful 2013-2014 academic year.

Sincerely,

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Mildred García, Ed.D. President California State University, Fullerton

## VICE PRESIDENT'S MESSAGE



Greetings!

Congratulations on your decision to continue your education and on your decision to attend Cal State Fullerton! You have chosen to attend one of the finest universities in Southern California and I welcome you to the University. During my first year here, I have been so impressed by the care shown by members of the Titan Family for one another. Cal State Fullerton offers an excellent education and a variety of opportunities for campus involvement. The Division of Student Affairs is here to assist you in your pursuit of a degree.

I encourage you to take an active role in your education, in the classroom and in the community. There are numerous activities you can participate in including: campus governance through Associated Students,

CSUF, Inc., research projects with professors, on-campus activities through clubs and organizations which develop leadership, and through community service which develops good citizenship.

The Student Handbook provides you with the information you will need to help ensure your success as a student. This handbook is your guide to the University and student services. Use it to familiarize yourself with the campus services as well as the university policies and resources that are available to assist you throughout your educational career. University staff and faculty members are dedicated to making your university experience a success, I encourage you to take full advantage of the resources available to you and seek out the necessary assistance needed to be successful.

Please do not hesitate to contact my office or one of the many other Student Affairs services and programs if you need assistance. I wish you success in your educational endeavors.

Sincerely,

Bereneced Enes

Dr. Berenecea J. Eanes Vice President for Student Affairs California State University, Fullerton

## **UNIVERSITY RESOURCES & STUDENT SERVICES**

## **ACADEMIC ADVISEMENT CENTER – Partnering For Success!**

## (657) 278-3606, University Hall 123B

Monday - Thursday, 8:00 am - 5:00 pm; Friday, 8:00 am - 12:00 pm

# Academic advisement is available on a walk-in basis only. You MUST bring a current printed copy of your Titan Degree Audit (TDA) to receive advising.

The team of advisors supports all undergraduate scholars with:

- The General Education curriculum and graduation requirements
- Interpreting and utilizing the Titan Degree Audit (TDA) to create an academic plan for success
- The Major Exploration Program for Undeclared students
- Developing solutions to regain academic success for students on probation or disqualification
- The Finish in Four Scholars Program for students dedicated to participating in regular academic advisement opportunities
- Understanding articulation agreements with community colleges to help ensure transfer credit is appropriately applied

Please visit our website for more information and a complete list of all approved General Education courses: www.fullerton.edu/aac.

## ACADEMIC PROGRAMS

#### (657) 278-3602, McCarthy Hall 103

Cal State Fullerton offers more than 100 degree programs: 56 bachelor's degrees, 50 master's degrees, an Ed.D., and a doctor of nursing practice (DNP).

To ensure timely progress in completing degree requirements, all students are strongly encouraged to see an academic adviser on a regular basis.

Additional academic requirements, regulations and procedures are outlined in the University Catalog and the Registration Guide. The Registration Guide is available in the Daily Titan during the first and last week of each semester. The catalog is available online at www.fullerton.edu/catalog or for purchase at the Titan Shops.

Other relevant websites and links include:

- A listing of undergraduate degrees, graduate degrees, credentials and minors: www.fullerton.edu/catalog/DegreeListing.aspx
- Course descriptions: www.fullerton.edu/catalog/University\_Courses.aspx
- The campus telephone directory: www.fullerton.edu/phonebook/index.asp
- Admission and enrollment data; average class size; degrees awarded; student/faculty ratios: www.fullerton.edu/analyticalstudies
- Accreditation agencies and professional associations that review, approve, or license the institution and its academic programs: www.fullerton.edu/catalog/pdf/About The University.pdf

## ADMISSIONS

## (657) 278-2371, Langsdorf Hall First Floor Transfer Students

If you have credits for college work completed before being admitted to Cal State Fullerton, you will usually receive an email requiring you to check your TITAN Degree Audit Reports (TDA). This will come separate from your admission notice if all your preliminary official college transcripts have been received. If your admission email letter indicates that you need to send your transcripts in order to receive a course evaluation, please forward these transcripts immediately. After all of your transcripts are received, you will receive an email to check your TDA. Questions about your evaluation can be directed to the evaluations unit. In most cases, the Academic Advisement Center can explain and interpret the evaluation for you. A maximum of 70 units from community colleges and 90 units from a combination of community colleges and 4-year colleges and universities can be applied toward your bachelor's degree at Cal State Fullerton.

#### **Units and Hours**

One semester unit of credit traditionally requires one hour of in-class time and two hours of out-of-class time per week. Laboratory and other activity type classes require two or three hours of class time per unit of credit. For example, a twelve unit class load normally requires an average time commitment of 36 hours per week (12 hours per week in class and 24 hours or more outside of class). A 15 unit load will require 45 hours per week. The point is that even a 12 unit load is the equivalent of a full time job devoted to your university studies. If you also work 20-40 hours per week at another job, you should realize that you may be working the equivalent of nearly two full-time jobs. A student who takes fifteen units per semester for 8 semesters could graduate in the traditional four years, if the student is pursuing a 120 unit bachelor of arts program. (The national average is now 5.5 years to receive a bachelor's degree). Some baccalaureate programs require more than 120 units (refer to the University Catalog). Athletes, international students, students on financial aid and other groups of students are required to be enrolled in 12 units or more to be considered "full-time". Check with an advisor if there is some minimum number of units for full-time status in your particular case.

## **Remedial/Lower Division/Upper Division**

On this campus, courses numbered below 100 are remedial, developmental or pre-college in content. No credit is awarded toward a degree or a credential for these courses. Courses numbered in the 100 and 200 series are considered freshmen and sophomore level and are designated lower division. Upper division courses are at the junior and senior level and have 300 and 400 series numbers. Graduate courses have 500 numbers and may only be taken by undergraduate seniors with special permission. You may take any course for which you meet the prerequisites (see the University Catalog), but a student with frosh standing should only take upper division courses after consulting an advisor. All classes taken at a community college are, by definition, considered lower division.

#### Electives

There are elective courses within the major and totally free electives. Within your major, you will often have a choice of courses from a broad list to meet certain major requirements. Your choices often require advisor approval. Depending on your major, the completion of all major requirements and all GE requirements may still leave you short of the 120 unit minimum to graduate. In this case, you can take elective courses, which can be additional courses related to your major or any other courses to fulfill personal or professional interests.

MQE (Mathematics Qualifying Examination)

Before you can enroll in any of the calculus courses at Cal State Fullerton (Math 130, 135, 150A), you must pass the MQE in addition to either being exempt from or having passed the ELM. There are no exemptions from the MQE. See the Registration Guide for details.

#### **Other Qualifying or Placement Examinations**

The Registration Guide also lists dates and procedures for examinations for other departments. The CSET and MSAT are examinations of concern to prospective teachers. The Credential Preparation Center (CP-740) should be contacted for information.

#### General Education

As explained earlier in this guide, your degree from Cal State Fullerton is made up of three parts: course and other requirements in your major, your general education requirements, and free electives. Because major requirements differ widely from department to department, you should consult your department advisor for this kind of information. GE requirements, however, are the same for all students (except for Engineering Majors) and this section will provide some important information useful for all students.

#### Sequence of GE versus Major Courses

GE requirements are not something to "get out of the way" in your first two years here or at a community college. For many majors it does make sense to concentrate on GE first and take only a few courses in the major in the first two years. GE provides breadth to your education and may result in you changing your major to a field different than your original intention. Doing most of your GE first is certainly good advice for low unit and undeclared majors. However, it is very bad advice if your major has many required courses which must be taken in a rigid sequence, e.g., majors in the Colleges of Business and Economics, Natural Sciences and Mathematics, and Engineering and Computer Science. In these cases, you should work with an advisor to blend important introductory courses in the major with GE courses right from the first semester.

#### Taking GE Requirements at a Community College

If you entered Cal State Fullerton as a transfer student, the information in the section on "Transfer Students" explains the process of evaluating the GE requirements you may have already met with your community college courses. You may take community college courses to meet GE (and even some major) requirements after you have enrolled at Cal State Fullerton. However, you must verify that the community college course you wish to take is considered the equivalent of a Cal State Fullerton course that meets the requirement you are attempting to fulfill. The Academic Advisement Center has information about GE course equivalencies between Cal State Fullerton and most of its neighboring community colleges. Some courses that meet GE requirements for certified transfer students cannot be taken and used to fulfill the same requirement by a student who begins his/her enrollment at Cal State Fullerton.

#### **Upper Division and Residence GE Requirements**

It is impossible to complete all GE requirements with community college courses because of the need to complete nine units of upper division GE and nine units in residence. If the nine units of GE taken on this campus (residence units) are upper division classes, then these nine units meet both requirements (See the Registration Guide).

## ADMISSIONS AND RECORDS SERVICE CENTER

#### (657) 278-2300, Langsdorf Hall 114

The Admissions and Records Office (A&R) is the administrative center for your

education at California State University, Fullerton. The purposes of A&R include assistance to applicants and students, as well as the implementation and enforcement of academic policy. When you read the Registration Guide, register for classes, add or drop a class, change a grade option, apply for graduation, or request a transcript, you're dealing with A&R.

A&R keeps a record of your academic activity at Cal State Fullerton. It's up to you to know academic policies and procedures so that you can keep your record straight. Student responsibility is outlined in a section of the University Catalog: it is recommended reading.

#### Transcripts

A transcript is the official record of your academic achievements and includes classes taken, units earned and grades received. The number of transfer units accepted by Cal State Fullerton are also part of this record.

When you need your Cal State Fullerton transcript, official copies can be requested from A&R by filling out a Transcript Request form and paying a \$4 fee. Additional transcripts ordered at the same time cost \$2. Please allow a minimum of five working days for processing your transcript request. Processing may require additional time during busy periods at the end of each term. You may view and print an unofficial copy of your transcript on Titan Online. You will need your user name and password to access the new Titan Online.

#### **Graduation Check**

Undergraduate students should file an application for a graduation requirements check one year in advance of their anticipated graduation date. In addition, they must have senior standing in order to receive a graduation check (85 units or more completed and a declared major). Application forms are available on the student portal under "Student Center". For exact filing dates and deadlines, consult the current Registration Guide.

#### **Stop-Out Policy**

With certain exceptions, undergraduate students and postbaccalaureate unclassified students may be absent for one semester and maintain their continuing student status. 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 curriculum requirements.
- Foreign-visa students Students with foreign visas are required to maintain continuous enrollment. The stop-out policy is not applicable.

Students absent for more than one semester must apply for readmission should they wish to return to Cal State Fullerton.

#### Leave of Absence

#### Undergraduates and Postbaccalaureate Unclassified Students

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. A "leave of absence" request must be accompanied by supportive documentation. Undergraduate and postbaccalaureate unclassified 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. Such an approved leave of absence authorizes the student to return without reapplying to the University and continue under the University Catalog requirements prior to the absence. Undergraduate and postbaccalaureate unclassified 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 and will be assigned a registration appointment

automatically.

#### Graduates and Credential Students

Graduate degree or credential students may be granted leaves of absence up to two consecutive semesters which maintains their place in the University and in the degree or credential programs. All leave of absence requests must be accompanied by supportive documentation. Grounds for requesting a leave include: (1) illness or disability or similar personal circumstances including pregnancy; (2) activities which enhance a student's professional career objectives; (3) active duty in the armed forces; and (4) other reasons at the discretion of the Director of Graduate Studies.

A leave of absence is not automatic and must be requested by completing a "Request for Leave of Absence" form which is available at the Admissions and Records Service Center, LH-114. Notification regarding the requested leave will be forwarded in writing to the student. Further information about a leave of absence may be obtained by contacting the Admissions and Records Service Center.

## **Open University Enrollment**

Individuals not normally admitted to the University may register through the Office of Extended Education as extension students for regular classes by securing the approval of the instructor and the academic department. Open University students must pay extension fees, meet all course prerequisites and observe extension regulations for change of program. Open University students are required to contact the UEE academic advisor in UH-123 prior to registering. Refer to the Registration Guide or contact the Office of Extended Education for further information.

#### **Class Levels**

Level	Completed Units
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

## **Veterans Certification**

Veterans may obtain information concerning application benefits, registration and adjustments in status from the Veterans Certification Office in LH-540. Call (657) 278-2086 for the hours a Veterans Certification Officer is available. New, returning and transfer student veterans should consult the Veterans Certification Office to complete the necessary documents to receive VA benefits.

#### **Titan Online**

Students may access a great deal of general university information or specific information about their individual records via Titan Online and the Student Center which are both parts of the Student Portal. Presently, information about class schedules, the university directory, admissions, grades, and financial aid are available.

### **TITAN Registration**

Registration appointment information is available via Titan Online prior to each registration period.

#### Adding Classes

The procedures for adding classes are explained in the Registration Guide. Registration related deadlines are on the inside front cover. Note that the procedures change after classes have begun and that special rules apply depending on the specific college or campus. It is increasingly more difficult to add classes as the term progresses. You need to register as early as possible for all your classes. The later you wait to register, the

more reduced is your probability of requesting the courses you want or need.

#### **Petitioning Classes**

If a class you need is closed, you may be offered an option to "waitlist" the class. Additional information regarding the waitlist process is available in the Registration Guide. If the course does not have a waitlist option or the waitlist process has ended, check the current Registration Guide for the procedures to petition enrollment in a course. Petitioning for enrollment does not guarantee approval.

### **Dropping Classes**

The procedures for dropping classes are explained in the Registration Guide. Just as with adding classes, the procedures change as the semester progresses, and are different for business classes. For semester length courses, until approximately the end of the second week of classes (please check the exact date), there will be no record of enrollment, i.e., nothing will appear on your transcript, for dropped classes. Dropped classes during the next 10 weeks will result in a W (Withdrawal). However, please note that permission to drop with a W requires a serious, compelling and documented reason. Poor academic performance is not a sufficient reason to drop. After the twelfth week, you may drop classes only for emergency medical reasons, and it is expected that you will drop all of your classes.

#### Filing Add or Drop Forms; The WU Grade

In some cases, adding or dropping classes may require the use of printed forms. Please check the Registration Guide or contact the Admissions and Record Helpline at (657) 278-7601. If you stop attending class and do not properly drop the course, your instructor may assign you an F grade, or in most cases, a WU grade which stands for "unauthorized withdrawal". The WU grade counts as an F for your grade point average.

#### **ADULT REENTRY CENTER**

#### (657) 278-3889, University Hall 205

#### www.fullerton.edu/adultreentry

# Monday - Thursday, 8:00 am - 7:00 pm; Friday, 8:00 am - 5:00 pm (some evening appointments available)

The Adult Reentry Center (ARC) is dedicated to issues of the adult learner and the successful completion of their educational goals. The profile of the adult reentry student is constantly evolving, and the number of reentry students at our university is rapidly growing. Our adult reentry students are at least 25 years of age and have made the decision to attend our university to complete their education.

Returning to school after an absence is a significant issue for adult learners. Usually, they return with more responsibilities to manage than when they were previously in school, such as marriage, children, extended families, jobs, and careers. These additional demands upon their schedules may initially elicit concerns about time constraints, performance, and the level of skills they possess in the academic arena. Typically, reentry students achieve a remarkable level of competency as they progress toward their academic goals.

ARC is aware of the unique needs experienced by reentry students and functions to offer support and services to foster and enhance students' growth and success.

We offer weekly discussions on issues that are pertinent to students' success, and present opportunities for them to improve their skills as they pursue their academic goals.

Workshops and strategies for success are presented to assist students by improving their study skills, effectively using time management techniques, assistance with classroom writing assignments, stress management, and more.

## ALUMNI ASSOCIATION

# (657) 278-2586, George G. Golleher Alumni House (located on campus East of the Titan Student Union)

#### www.csufalumni.com

Welcome to Cal State Fullerton! The Cal State Fullerton Alumni Association seeks to connect with you and get to know you, not only as you enter the alumni world upon graduation, but while you are a current student at CSUF. Through the support of the Alumni Association Board of Directors, the association sponsors the Student Alumni Ambassadors, student scholarships and awards. Our student outreach seeks to provide students with opportunities to meet Cal State Fullerton alumni - what better way to network than with fellow Titans!

To learn more about the Alumni Association and to get connected now, visit our website, find us on Facebook, or follow us on Twitter!

Like our Facebook page: CSUF Alumni

Follow us on Twitter: csufalumni

ONCE A TITAN, ALWAYS A TITAN!

## ASSISTANT DEANS FOR STUDENT AFFAIRS

## "Facilitating Student Success..."

The Assistant Deans for Student Affairs seek to engage members of the University in the process of student advocacy, community building and collaborative learning  $\sim$  thus facilitating student success.

The Assistant Deans for Student Affairs are based in each of the eight academic colleges and the Irvine Campus:

- Arts Andi Fejeran Sims (657) 278-3255, VA-199C
- Business & Economics Emeline Yong (657) 278-4577, SGMH 1507 (East Pavilion)
- Communications Peggy Garcia Bockman (657) 278-7083, CP-450
- Education Aimee Nelson, (657) 278-4161, CP-500
- Engineering & Computer Science Victor H. Delgado (657) 278-2887, CS-501
- Health & Human Development Vacant (657) 278-4471, EC-105
- Humanities & Social Sciences David McKenzie (657) 278-2969, H-114
- Natural Sciences & Mathematics Amy Mattern (657) 278-4158, MH-488
- Irvine Campus Marsha Daughetee www.fullerton.edu/irvinecampus

Why might you want to see us?

- ♦ Advising
- Clubs and organizations/Inter-club Councils within the colleges
- Conflict resolution
- Counseling and referral
- Internships, career opportunities, and jobs on campus
- Leadership opportunities
- Opportunities for involvement
- Orientation

• Scholarship information

## ASSOCIATED STUDENTS, CSUF, INC. (ASI)

## (657) 278-3295, Titan Student Union 207

## asi.fullerton.edu

#### What is ASI?

ASI is a registered non-profit corporation and the recognized student government at Cal State Fullerton. ASI serves to promote student interests within the University and the community. ASI funds large campus programs that are focused on student development, including the Children's Center, Student Recreation Center (SRC), Titan Student Union (TSU), and CSUF Irvine Campus Fitness Center and Lounge. Every part-time or full-time student is a member of ASI through fees paid each semester. These fees provide student services and programs, and are administered by ASI through the student-elected Board of Directors and Executive Staff.

#### ASI Executive Staff and ASI Board of Directors

The ASI Executive Staff is comprised of an elected President and Vice-President, an appointed Vice-President of Finance, Chief Administrative Officer, Chief Communications Officer, and Chief Governmental Officer. The ASI Board of Directors is comprised of two elected representatives from each academic college who are responsible for developing the yearly budget and establishing policies and procedures. ASI Board of Directors meetings are open to all students. Meeting times are Tuesdays at 1:15 pm in the William G. Pollak Legislative Chambers in the TSU.

#### ASI Involvement

You don't have to be elected to an ASI office to take part in student leadership. You can get involved in ASI by serving on committees, working on programs, and helping to develop new programs and services. Participation on committees as a student representative or serving as a volunteer provides networking opportunities, rewarding experiences, and campus involvement, as well as insight into how the University functions, plans and deals with issues. Information regarding appointed student positions and volunteer opportunities is available in the ASI Executive Offices located in TSU-207 or by calling (657) 278-3295.

#### **ASI Employment Opportunities**

The ASI Human Resources Office provides part-time employment opportunities for Cal State Fullerton students. As a student assistant or work study employee, you can gain valuable job experience, develop personal skills, and build your resume. Employment opportunities are available in a variety of ASI programs, including the Children's Center, Student Recreation Center, and the TSU. For information on current ASI employment opportunities, stop by the ASI Human Resources Office in TSU-227 between 9:00 am - 5:00 pm, Monday through Friday, call (657) 278-7068, or view current job postings at asi.fullerton.edu.

#### **ASI Productions**

ASI Productions is a student-run program that provides weekly campus entertainment, including films, indoor and outdoor concerts, Pub entertainment, and special events. Additionally, ASI Productions plans and executes two large scale concerts each year - Orangefest during the fall semester and the Spring Concert during the spring semester. If you are interested in getting involved in ASI Productions or would like more information, you can attend an ASI Street Team meeting on Wednesdays at 4:00 pm in TSU Gabrielino or call (657) 278-3501.

#### **ASI Services**

ASI offers a number of services to the Cal State Fullerton community, including discounted tickets to local amusement parks and area attractions; legal referrals, guidance, and consultation services through the College Legal Clinic; complimentary newspapers including USA Today, the New York Times, and Los Angeles Times through the Titan Readership Program; programming and events through the African American, Asian Pacific American, Chicano, and LGBTQ Resource Centers; scholarship opportunities each semester; and much more. For more information about all of the services ASI has to offer, please visit asi.fullerton.edu.

#### Association for Intercultural Awareness (AICA)

AICA exists to enhance the university experience of CSUF students by raising the awareness of and celebrating the multicultural student population of Cal State Fullerton. As a funding council, AICA is responsible for allocating ASI funds to member organizations to provide multicultural programming. AICA sponsors cultural and educational events and serves to promote communication, cooperation, and exchange of cultural and ethnic ideas among its member organizations and the Cal State Fullerton community. If you are interested in getting involved in AICA or would like more information, you can attend an AICA meeting on Thursdays at 3:00 pm in TSU Gabrielino or call (657) 278-2914.

#### **Camp Titan**

Camp Titan is the official philanthropy of ASI dedicated to providing a one-week camping experience each June for underprivileged children in Orange County. Camp Titan is staffed by Cal State Fullerton students who volunteer their time as friends and counselors. The goal of Camp Titan is to teach children to feel good about themselves, introduce them to nature, heighten their self-awareness, increase their confidence, and allow them to meet new friends. For more information about Camp Titan, or to get involved as part of the Camp Titan staff, please call (657) 278-3036.

#### **Children's Center**

The Children's Center is an ASI service that provides parents with safe, affordable, and convenient childcare on campus. Trained preschool teachers and student interns provide a developmental program for children ages six months through five years that offers experiences in art, science, language, physical development, math, reading, and music, with an emphasis on the development of social and problem solving skills. For more information about the Children's Center, including enrollment and academic internships, please call (657) 278-7068.

#### Inter-Club Councils (ICCs)

ASI funds Inter-Club Councils (ICCs) in each of the eight academic colleges. The Inter-Club Councils distribute funding provided by ASI to their member organizations. This funding provides clubs with the opportunity to present speakers, attend conferences, and produce campus events. For more information about Inter-Club Councils, please call (657) 278-3295.

#### Titan Tusk Force (TTF)

Titan Tusk Force is a student-run program that promotes and supports ASI programs, services, and Titans Athletics by attending games, planning and sponsoring events, and demonstrating school spirit. Through TTF, students develop a strong sense of campus unity, pride, and identity with Cal State Fullerton. If you are interested in getting involved in Titan Tusk Force or would like more information, please call (657) 278-2542.

## ATHLETICS

## (657) 278-2777, Titan House

#### www.fullertontitans.com

The excitement of intercollegiate athletics is a big part of any university, and Cal State Fullerton is no exception. Titans teams have won twelve national championships since 1970 and have produced many All-Americans. All sports events are free to Cal State Fullerton students with a valid TitanCard. Men's sports include baseball, basketball, cross country, golf, soccer, and outdoor track & field. Women's sports include basketball, cross country, golf, soccer, softball, tennis, outdoor and indoor track & field, and volleyball. Cal State Fullerton belongs to the NCAA as a Division I member, and is a member of the Big West Conference. For the schedules and statistics of all our Titans teams and their respective press releases and news stories, visit our website: www.fullertontitans.com.

#### **CAMPUS DINING SERVICES**

#### You choose where to eat, when to eat, and what to eat

### Campus Dining: <u>www.csuf-food.com</u>; OC Choice Catering: <u>www.occhoice.com</u>

#### facebook.com/csufdining

Cal State Fullerton's Campus Dining Services offers a wide variety of name brand eateries and multiple locations for your convenience across campus. What makes these locations great is that you can eat where you want, when you want, and exactly what you want for breakfast, lunch, or dinner! No cafeteria food here; we only serve the selections our customers request.

The **Food Court**, located in the Titan Student Union, features Togo's sandwiches and salads, The Fresh Kitchen, Baja Fresh Express, Panda Express, Round Table Pizza Pronto!, Juice It Up!, The Cup (Starbucks Coffee and bakery items), in addition to the Garden Café, Round Table Pizza and the Pub located in the Titan Student Union Underground.

**Carl's Jr.** is located on the east side of campus and offers a wide variety of low-priced menu items and combos. For your convenience, Carl's Jr. offers a walk-up express window\* from 11:00 am - 2:00 pm (\*cash only, no special orders, and no substitutions). Eating healthy? Enjoy our delicious salads, alternative options, or our new line of turkey burgers.

Langsdorf Hall Express is located west of Carl's Jr. and specializes in healthy sandwiches, wraps, soups, and salads. The café is known for their large selection of wraps and sandwiches made with 98% fat free meats on an assortment of breads. Along with serving healthy items, this location also proudly serves Starbucks Coffee and has a wide variety of baked goods & snacks. LH Express is the perfect place to grab breakfast, lunch, or dinner. Located outside the café is a patio for studying or just hanging out with friends.

**Nutwood Café** is located south of Nutwood Ave. on the first floor of the College Park Building. The café proudly serves Starbucks Coffee, has a variety of baked goods and a tasty breakfast and burger menu at The Grill. Togo's is located inside Nutwood Café serving delicious sandwiches, salads, wraps, soups, and more. Togo's has stayed true to its original vision of serving up freshly prepared, made-to-order, wholesome sandwiches with generous portions. Enjoy a wide variety of snacks and beverages too!

**Starbucks Coffee** is located on the first floor of Steven G. Mihaylo Hall. You can count on genuine service, an inviting atmosphere and a superb cup of expertly roasted and richly brewed coffee every time. You can also enjoy a selection of premium Tazo® teas, fine pastries and other delectable treats to please the taste buds.

**OC Choice Catering** provides a variety of services and events including breakfast, brunch, banquets, receptions, and meetings. Quality is important when choosing a catering operation, which is why our chefs are fully-trained culinary professionals. Only the highest quality products and ingredients are used in preparing each menu. Unlike off-campus caterers, OC Choice Catering is able to handle last minute orders placed on campus. We are your campus experts, having years of experience providing service to Cal State Fullerton.

We also offer a wide variety of **vending services** on campus. These vending machines include snacks and beverages as well as laundry machines in our Residence Halls.

## **CAREER CENTER**

## (657) 278-3121, Langsdorf Hall 208

#### www.fullerton.edu/career

The Career Center partners with students, faculty, alumni, employers, academic programs and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community.

The Career Center assists students in assessing and defining their work related skills, interests, experience and values to maximize career opportunities consistent with their personal and career aspirations. Services are available to currently enrolled undergraduate and graduate students as well as alumni who are within one year of graduation.

#### Come and see what the Career Center can do for you!

#### YOUR VIRTUAL CAREER CENTER

Access Career Center resources online, anytime. Login to your student portal and click the "Career Center" quick link. Then follow these directions to access the Career Center's online resources.

**Jobs and Internships** - search for job listings exclusively for CSUF students based on major, job type, and keywords.

- Go to "View Jobs and Internships"
- Choose "Titan Connection Jobs"

Resume Writing - develop a stylish, professional resume anytime.

Click on "Titan Resume Builder"

**Interview Practice** - perform mock (practice) interviews from home with a web camera or use one of the *InterviewStream* Kiosks in the Career Center.

Click on "InterviewStream"

**Career Exploration** - research and explore industry overviews, career descriptions, industry resources, scholarships, and web resources through an online career exploration database.

Click on "Ferguson Career Guidance"

#### ADDITIONAL RESOURCES AND SERVICES

Quick Drive-Thru Services and Individual Appointments

- Quick drive-thru services and career counseling available
- Career counseling appointments with Industry or Career Development Specialists

#### Job Search Services and Resources

- Career Center website- provides helpful information and resources
- Titan Connection- the Career Center's online jobs database (accessible through the

student portal)

• Campus Interview Program- A number of companies visit campus each semester to interview seniors for professional entry level positions that start after graduation and current students for career related internships (available fall and spring semesters)

#### **Choosing a Major and a Career Resources**

- Online Interest and Personality Assessments available to help students identify major and career options (accessible through the student portal)
- EUREKA Skills assessment and career information database available in the Career Center lab

#### **Professional Development Resources and Services**

- Mock Interviews students can practice interviewing skills with a professional staff member and receive a CD of their taped mock interview
- Career Resource Library
- Workshops and programs
- Graduate and professional school services
- ♦ Diversity events

#### **Career Center Events**

- Internship and Job Fairs (fall and spring semesters)
- Make Your Best Impression workshop at the Job Fair (fall and spring semesters)
- Teacher Job Fairs (spring semester)
- Graduate and Professional School Fair (fall semester)
- Engineering and Computer Science Job Fair (spring semester)

## **CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT**

## (657) 278-3746, Langsdorf Hall 206

## www.fullerton.edu/CICE

Students may earn course credit and gain practical experience through service-learning courses and/or academic internships in business, nonprofit organizations, or government agencies, both in the U.S. and internationally. These practical experiences provide students with opportunities to expand their knowledge, apply theories and skills learned in the classroom, prepare for successful entry into the job market, and develop as socially responsible citizens. The Center for Internships & Community Engagement assists students in finding and registering at service placement sites. The center also operates several programs that offer student employment at service sites for pay and/or course credit. Students may also apply for Community Engagement Awards, or the Community Engagement Medal (worn at Commencement).

## **DEAN OF STUDENTS OFFICE**

## (657) 278-3211, Titan Student Union 235

#### www.fullerton.edu/deanofstudents

The Dean of Students Office serves a primary role in advocating on behalf of students and helping students to make meaningful connections to the campus community. Advocacy is provided through the delivery of resources and support services to students and meaningful connections are drawn through encouraging student involvement at the university, fostering student leadership development, and promoting student participation in campus governance. Additionally, the Dean of Students Office provides leadership in the development of campus policies particularly as they relate to student co-curricular experiences and interfaces with external audiences including parents, city officials, and community agencies. In addition to working closely with the Associated Students, CSUF, Inc. and serving as the campus coordinator for Alcohol and Other Drug Programs, the Dean of Students Office oversees several departments, including: Judicial Affairs, Leadership and Multicultural Development Programs, New Student and Parent Programs, Student Life, and the Assistant Deans for Student Affairs. The staff, programs and services that comprise the Dean of Students Office offer developmental experiences for students designed to build leadership skills, experience for a successful transition into the university community, provide resources and services for students in and out of the classroom, and encourage appropriate community behavior.

All students are encouraged to get involved in university governance; the office has lists of the various university committees which need student participation, in addition to opportunities listed on the Associated Students, CSUF, Inc. website. In order to maximize the college learning experience, every student on campus should be involved in at least one activity outside of the classroom. In order to assist in this effort, the Dean of Students Office helps students get connected to these meaningful co-curricular experiences.

#### DISABLED STUDENT SERVICES

#### (657) 278-3117, University Hall 101

www.fullerton.edu/dss

Fall and Spring Semester Hours:

Monday - Thursday, 8:00 am - 6:00 pm Friday, 8:00 am - 5:00 pm Monday - Friday, 8:00 am - 5:00 pm

#### Summer and Intersession Hours: Monda

The mission of Disabled Student Services (DSS) is to increase access, retention and graduation of students with permanent and temporary disabilities by ensuring equitable access. The atmosphere in UH-101 is helpful and congenial, and students are encouraged to discuss their individual needs with the professional and support staff. Students are required to provide documentation verifying the disability before services can be provided.

DSS provides a wide range of support services and accommodations related to the specific disability of a student including:

- sign-language interpreters and oral interpreters
- real-time captioning
- notetakers and/or audio recording of lectures
- testing accommodations
- instructional material in accessible formats upon request and approval
- specialized equipment
- accessible computers and software available for use

Professional staff provides: academic, career and personal counseling; orientation and registration assistance; assistance as a liaison with sponsoring agencies (such as the Department of Rehabilitation and the Veteran's Administration).

Temporary Disabled Person (DP) parking on campus is coordinated by Parking and Transportation Services in conjunction with Disabled Student Services. Faculty, staff and students with temporary disabilities that may preclude or impair walking for distances may obtain information and a short-term Disabled Person Parking permit through DSS.

## FINANCIAL AID

## (657) 278-3125, University Hall 146

www.fullerton.edu/financialaid

## Hours: Monday - Friday, 8:00 am - 5:00 pm

The Office of Financial Aid administers a wide variety of funding sources designed to assist you in meeting the cost of attendance at Cal State Fullerton. These programs include federal and state grants, student loans, student employment and scholarships.

You must complete the Free Application for Federal Student Aid (FAFSA) for our office to determine your eligibility for aid. When you apply for aid, the information you report is used in a formula established by the U.S. Congress. The formula determines your Expected Family Contribution (EFC), the amount you and your family are expected to contribute toward your education. The EFC is used in the following calculation to determine your financial need: Student Budget (LESS) Expected Family Contribution EQUAL Financial Need.

Don't disqualify yourself! It's free to apply! You can apply on-line at www.fafsa.ed.gov. The staff looks forward to assisting you in meeting your educational goals.

## **FRESHMAN PROGRAMS**

## (657) 278-3709, Langsdorf Hall 216

## www.fullerton.edu/freshmanprograms

Freshman Programs provides curriculum and services designed to support your transition from high school to college life, and to foster the knowledge, skills and attitudes necessary for lifelong learning and development. We offer six learning communities for you to choose from:

- Compass is designed for students looking for a major or those seeking a better understanding of the careers available to them in a chosen major. Students explore their academic strengths and personal goals, and learn about major and career opportunities.
- Compass for Health and Human Development Majors introduces students to the range of career options in the health care and human service industries and provides academic counseling regarding requirements for undergraduate majors and professional schools.
- Fullerton First Year focuses on developing personal leadership skills as well as campus and community engagement.
- Fullerton Future Teachers is a learning community for students interested in a career teaching elementary, middle or high school or special education. Students receive regular advising for both a major and the subject matter courses recommended to become a credentialed teacher, and have opportunities for field experience in local classrooms.
- *iSustain* students explore the inter-connectedness of everything on the planet, while developing the intellectual and practical skills for college success. This learning community is designed for any student interested in sustainability as a personal interest, a civic issue or a career opportunity.
- Mihaylo First Year introduces students to the range of opportunities in the Mihaylo College of Business and Economics, and provides academic counseling on the requirements for different concentrations and emphases. Students make connections

with faculty members, meet professional staff, make new friends, and further develop skills necessary for college and career success.

We offer a first-year seminar, UNIV 100: *Foundations for College Success and Lifelong Learning*, as well as reserved seats in popular general education courses. Each section of UNIV 100 is supported by a First-Year Success Team made up of a faculty member, a student services professional, and a student peer mentor. First-year students make new friends, develop close relationships with professors and professional staff, and learn from the example of a successful 3<sup>rd</sup> or 4<sup>th</sup> year student. In addition, Freshman Programs offers general advising, study space and computers in our Lava Lounge, learning community trips, early probation alert intervention, community-based learning, and membership and leadership opportunities in the Freshman Programs Student Association (FPSA).

Students also have the opportunity to extend the Freshman Programs learning community experience into university housing. The First Year Connection offers students all of the regular benefits of Freshman Programs plus:

- eligibility for assignment to on-campus housing in Pine Hall
- priority for choice of Freshman Programs learning community
- on-site lounge with advising, tutoring, study groups, community building events and more!

Freshman Programs learning communities will help you build a strong academic foundation, get involved on campus, and become engaged in the community while you become a successful Titan scholar. For more information and to apply online visit the Freshman Programs website.

## **GUARDIAN SCHOLARS PROGRAM**

## (657) 278-4900, Titan Shops 120

#### www.fullerton.edu/guardianscholars

The Guardian Scholars program was created to acknowledge the accomplishments of students who have left the foster care system and were wards of the court. These students who have overcome substantial obstacles in pursuit of their education are rewarded with a generous scholarship that covers their educational expenses including fees, housing and books. More than just a scholarship, this program provides advising and mentoring to help ensure that these students will achieve their academic potential.

## HOUSING AND RESIDENCE LIFE

#### (657) 278-2168

### www.fullerton.edu/housing

Housing and Residence Life offers a variety of living options for our 1,900 residents. First-year students are placed in one of our five residence halls while upper class students and transfer students are placed in our apartment community. Whether living in the residence halls or apartments, all students participate in our dining program. The Gastronome (our dining facility) serves as the hub of social interaction as well as a state of the art culinary delight. If there is a place to be, this is it, and we want every student to experience it. In addition, students can participate in our late night dining program or visit our community market for fresh produce and other food options for the kitchen or on the run.

First-year students have the opportunity to participate in our themed housing program. Here, students are grouped together by a particular academic theme or area of interest. Within these theme floors, students will be exposed to university faculty, administrators and staff committed to the theme area they selected. This is a great opportunity for students who share a common interest.

All of our housing units are furnished to accommodate the living option assigned. In addition, all units offer air conditioning and access to a variety of academic and socially supported services including computer areas, study rooms, classroom space, active lounges with recreational equipment, a basketball court, a fitness room, a volleyball court and flat screen TV's.

Space is available for summer session students and for educationally related groups sponsoring workshops and programs on campus.

For more detailed information regarding Housing and Residence Life, please visit us at the Housing and Residence Life website: www.fullerton.edu/housing.

## INFORMATION TECHNOLOGY

(657) 278-7777

#### Portal

Your portal is a key medium of communication at Cal State Fullerton. Here are some of the features you will access:

- Titan Apps Your email, calendar, and a collaborative document sharing tool is available here.
- Titan Online Entry way to your Student Center. Inside your Student Center, you can search and register for classes, pay fees and charges, check your financial aid status, print your unofficial transcript, and more.
- TITANium (Moodle) The university's course management system where students can read class assignments, view and download course material (like syllabi and class notes), submit assignments, and email the instructor.

To log into your portal, visit my.fullerton.edu from any web browser. Type in your campus username and password. If you have any questions or need assistance, please email helpdesk@fullerton.edu.

## Information and Learning Commons & McCarthy Commons

# (657) 278-8203 (ILC Support Services Desk), Pollak Library Basement, $\mathbf{1}^{st}$ and $\mathbf{2}^{nd}$ Floors

#### (657) 278-3060 (McCarthy Commons), McCarthy Hall 47

Information and Learning Commons (including Titan Computer Lab) & McCarthy Commons offer a variety of resources to improve students' learning. These services include basic software consultation, one-on-one research assistance, in-depth research consultation, tutoring, and writing assistance. There are desktop (Mac and PC) and laptop computers, printers, scanners, access to a variety of software, study spaces, and seven equipped group study rooms where students can carry out group projects and develop presentations while having access to cutting edge technology. Students can make online reservations for the equipped group study rooms at http://myweb.fullerton.edu/ilcreserve/

To find out more about all of the services that the ILC provides, please visit www.fullerton.edu/ilc. For more information about campus computer labs, please visit www.fullerton.edu/campuscomputerlabs/.

#### **IT Call Center**

#### (657) 278-7777

The IT Call Center provides technical support to faculty, staff and students for campusrelated software and hardware. You can get help 24 hours a day, 7 days a week by phone at (657) 278-7777 or email helpdesk@fullerton.edu.

## Student Genius Corner (SGC)

#### Titan Computer Lab, Pollak Library North 30

The SGC is a one-stop provider of campus IT support for students, offering technical assistance such as wireless network/printer connection. The SGC also runs the long-term Laptop Checkout program for Virtual Computing Lab (VCL) classes, distributes Adobe trial software, provides an online reservation system for using SGC support services and supports the Testing Center.

For more information, please visit www.fullerton.edu/sgc or email SGC@fullerton.edu.

## **INTERNATIONAL PROGRAMS**

## (657) 278-2787, University Hall 244

## www.fullerton.edu/international

At Cal State Fullerton, we advocate for and encourage global education. International and exchange students from about 70 countries, as well as study abroad students, add to the rich diversity of our student population.

#### **International Students**

The office assists international students from other countries with special orientation programs upon their arrival, academic and personal advisement and immigration information. A group of community volunteers in the "American Family Friends" program helps make Cal State Fullerton a home away from home for international students.

Other programs offer community service and leadership development opportunities for all students. These range from volunteer opportunities with the International Student Orientation Program to the International Student Association. Please visit our office or website for details on how you can get involved in these programs.

## Study Abroad (www.fullerton.edu/studyabroad)

Get connected to the world . . . Nearly every student returning from studying abroad describes their experience in virtually the same way:

- "Life-changing...the best experience of my college career!"
- "I met so many amazing people!"
- "Now I can actually speak Spanish (or Italian, French, Japanese, Korean, etc.)."

Why do so many students say the most fulfilling time of their college experience was spent studying abroad? The "study abroad experience" is a process that takes them out of their daily routines and challenges them in many ways. Study abroad helps students to develop new understandings, habits, beliefs, and a more sophisticated appreciation of the world. Frequently, they even return home with a better idea of the direction they want to take in life. Cal State Fullerton provides opportunities for its students around the globe; the Study Abroad Office is here to help! Visit the Study Abroad website at www.fullerton.edu/studyabroad/ to learn more. It is never too early to begin planning to study abroad!

## INTERSESSION, SUMMER SESSION AND OPEN UNIVERSITY

## EXTENDED EDUCATION

## (657) 278-2611, College Park 100

## Intersession Classes (CSUF students)

Intersession (the winter semester) is a great opportunity to take a class so you can stay on

target for graduation. If you are having trouble getting the classes you want, or need some additional units to graduate on time, Intersession offers the perfect solution. Classes are open to Cal State Fullerton students and the public, and may be applied toward graduation requirements. Both undergraduate and graduate-level classes are offered. Intersession is held in December/January between the fall and spring semesters. CSUF students can view the class schedule for Intersession in Titan Online in early October and register beginning in late October.

#### Summer Session Classes (CSUF students)

Summer Session is a great opportunity to take classes so you can stay on target for graduation. If you are having trouble getting the classes you want, or need some additional units to graduate on time, Summer Session offers the perfect solution. Classes are offered in 5-, 6-, 8- or 10-week sessions between the spring and fall semesters. Both undergraduate and graduate-level classes are offered. CSUF students can view the class schedule in Titan Online in late March April and register beginning in mid-April.

#### Open University (for students not admitted to CSUF)

Open University provides an opportunity for people who are not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level classes. Registration is provided on a space available basis.

Registration in Open University is available to:

- the public.
- students disqualified (DQ) from Cal State Fullerton. DQ students may not enroll in more than six units per academic term, and are required to meet with a DQ advisor. For details visit,

 $www.fullerton.edu/aac/Academic\_Disqualification/disqualification.asp.$ 

• international students with an I-20 from another institution provided they receive authorization from their institution's Designated School Official (DSO).

Open University is not available to:

- students officially admitted to Cal State Fullerton.
- any student, regardless of citizenship, who has not attended three years of school at the secondary level or higher in which English was the principal language of instruction. Such persons require the minimum scores on the Test of English as a Foreign Language (TOEFL): 500 (PBT) or 61 (iBT); or IELTS of 5.5. Verification of test score must be presented when registering.

Only the first 24 units of credit taken through Open University may count toward a bachelor's degree. Courses taken through Open University may not be used to fulfill the residence requirements (30 semester units) for a bachelor's degree. For graduate degrees, normally six to nine units of approved credits taken through Open University may apply, but for degrees which require more than 30 units, more units of credit may apply. Please consult the departmental graduate advisor for more information.

Open University is administered through University Extended Education, (657) 278-2611, located in College Park 100, www.ou.fullerton.edu.

#### **IRVINE CAMPUS**

3 Banting Irvine, CA 92618 (657) 278-1600 www.fullerton.edu/irvinecampus

## irvineadvisor@fullerton.edu

The California State University, Fullerton-Irvine Campus (IRVC) is located in the heart of the Irvine Spectrum business complex, which is known for its innovation and technology worldwide. The Irvine Campus has been bringing higher education opportunities to south Orange County students for 22 years and continues to flourish. As a branch campus of Cal State Fullerton, the Irvine Campus offers courses primarily at the upper division (junior/senior) and graduate levels. The major, credentials and graduate programs at the Irvine Campus are intended to provide a more convenient location for students who live and work in southern Orange County. There is no separate application process to the Irvine Campus. All CSUF students can register for courses at the Irvine Campus and attend both campus locations simultaneously. The campus is central to the Irvine Transportation Corridor, which provides access to Metrolink and Amtrak services.

#### Admissions, Registration and Cashiering (ARC)

Students who plan to attend the Irvine Campus must be admitted to Cal State Fullerton through the regular admissions process or already be an enrolled Cal State Fullerton student. Registration for IRVC classes takes place through TITAN registration. Many Admissions, Registration and Cashiering transactions can be completed at the Irvine Campus.

## **Fitness Center**

## (657) 278-1630

The fitness center is free to all enrolled CSUF students. The center includes cardio equipment, fixed and free weights and an ab/stretching area. In addition, there are separate locker room and shower facilities for men and women. Opportunities for personal training and exercise classes are available.

## Library

The university library at the Irvine Campus offers students access to all available materials contained in the main library at Fullerton. The Irvine Campus library features CD-ROM, worldwide web and Internet access. Students can access citations, abstracts and full-text of periodical articles.

#### Parking

Students who park their vehicles must display a university parking decal. Handicapped parking and a daily permit machine are also available.

## Student Affairs

## (657) 278-1650

Many Student Affairs services are available at the Irvine Campus. Students can receive assistance in financial aid, academic advising, career center, personal counseling, tutoring/study groups and disabled student services. There are great opportunities to get involved through Associated Students, CSUF, Inc (ASI) funded programs and events on campus.

#### Technology

The campus has state-of-the-art information technology facilities to include multipurpose computer classrooms, computer laboratories and video conferencing.

#### Titan Student Union Lounge (TSU)

The TSU is a multipurpose lounge that includes a flat panel TV, seating areas, photocopy services, vending machines and a microwave. There is also an outdoor patio area for group gatherings and studying. A variety of programs are provided by the Student Affairs and Titan Student Union staff.

## JUDICIAL AFFAIRS

## (657) 278-4436, Titan Student Union 235 www.fullerton.edu/integrity

We want you to have the best experience possible here at Cal State Fullerton. The Dean of Students Office, Judicial Affairs is here to assist you in meeting your academic and career goals by helping you understand the **standards** for academic integrity and student behavior which are expected of all students.

Our standards are outlined in the policy section of the *Student Handbook*, and in other related materials such as the University Catalog, Registration Guide, and the syllabus for each of your classes. **The University expects students to know these rules and abide by them.** 

#### What Is Academic Dishonesty?

Academic dishonesty (cheating) is any act which attempts to gain an **unfair academic advantage** or assisting or permitting others to do so. Such acts include:

- Cheating on exams or assignments
- Unauthorized collaboration
- Plagiarism
- Falsifying academic records

If you have questions about any of these acts, including tips on how to write an effective paper without plagiarizing, please check out our website. See the Academic Dishonesty Policy (UPS 300.021) for the university definition.

#### What Can You Do To Ensure Academic Integrity?

- **Don't be dishonest!** Remember that a poor grade is better than an "F" in the course, suspension or expulsion for cheating.
- Protect your work from others.
- Don't sit next to friends during an exam. It may put you or them in a compromising position.
- Know exactly what constitutes academic dishonesty. Read the policy section of your Student Handbook, and talk to your professors.
- Write your own papers! Remember that professors want to know what you think, and what you have learned about the subject. Every word and idea should be your original words and ideas unless you give proper citation.
- ♦ CSUF Making Integrity Count! do your part.

#### What Behavior Can Result In A Referral To Judicial Affairs?

- Alcohol misuse has caused many problems for students behaviors such as underage drinking, drunk in public, drinking and driving, vandalizing property while intoxicated, engaging in fights, urinating in public, committing a sexual assault
- Inability to manage time or stress sometimes overwhelms students resulting in verbal harassment, physical intimidation, forging signatures on documents, or providing false information to the University
- Lack of judgment and failure to understand one's responsibility to the community are easy ways to get off track behaviors such as disruption in a classroom, department, office, parking lot, possession of firearms or other weapons on campus, allowing or encouraging misconduct from other students or guests
- Behavior within the community which violates local, state or federal law such as use or possession of illegal drugs including marijuana, selling or providing illegal

drugs, theft of property, hazing

Judicial Affairs also responds to **allegations** that a student has violated university standards (policy section of the *Student Handbook*) and provides a fair, consistent and timely response to guarantee that due process is afforded each student.

If you have any questions, concerns or wish to report a violation please contact the Associate Dean of Students, Judicial Affairs.

## LEADERSHIP AND MULTICULTURAL DEVELOPMENT PROGRAMS (657) 278-3211, Titan Student Union 235

## www.fullerton.edu/deanofstudents/lmdp

Cal State Fullerton is committed to graduating students who are leaders in their professional careers and in their communities. Leadership and Multicultural Development Programs (LMDP) is currently the home of Greek Life, the Multicultural Leadership Center, and the Student Leadership Institute (SLI). These programs and services provide training opportunities and out-of-classroom experiences that encourage CSUF students to develop the skills necessary for effective leadership and multicultural understanding. LMDP also serves as a resource to student leaders and cultural and Greek Life organizations through advisement and training on event planning, group development, and organizational management. For more information on any LMDP program or services, please visit the Dean of Students Office located in TSU-235.

### **Greek Life**

Greek Life refers to the fraternity and sorority community on campus. The terms "fraternity" and "sorority" describe groups of men and women who join together to offer fellowship, academic support, leadership training, participation in campus activities, and service to the community and the University. Greek organizations use the Greek alphabet to represent a motto. Greek organizations provide opportunities to meet others, promote academic achievement, contribute to the community through service and philanthropy projects, and develop leadership skills. Greek Life consists of the Interfraternity Council (fraternities), the Multicultural Greek Council (fraternities and sororities), the National Pan-Hellenic Council (fraternities and sororities), and the Panhellenic Council (sororities). CSUF has more than 1,000 students affiliated with one of 25 fraternities and sororities on campus. Students interested in joining a social sorority or fraternity can visit the Greek Life website at www.fullerton.edu/greeklife.

#### **Multicultural Leadership Center**

The mission of the Multicultural Leadership Center (MLC) is to develop leaders who will understand and embrace diversity. The MLC seeks to create learning environments that actively engage the campus community with in and out of classroom experiences through the education and celebration of diversity, multiculturalism, and social justice. Services are provided through three primary areas: (1) leadership and diversity training; (2) programming; (3) resources. Specific issues and topics addressed include but are not limited to: race, ethnicity, sexual orientation, religion, gender, ability and class. Students who engage in MLC programs and services increase their awareness about diversity and global consciousness, and have opportunities to develop intercultural communication and leadership skills. Visit the MLC website at www.fullerton.edu/mlc for more information.

#### **Student Leadership Institute (SLI)**

The Student Leadership Institute (SLI) is a nationally recognized program dedicated to providing CSUF students with leadership training. The program is comprised of a series of workshops offered throughout the semester designed to help students develop or enhance their leadership skills, learn effective communication, have meaningful interactions within a multicultural environment, and become strong leader's on-campus, in the workplace, or in their community. SLI also offers networking opportunities with other students, faculty, staff, administrators, and community members. Students who complete SLI workshops will receive a certificate of completion and can include their participation on their resume. Various leadership positions are available to students, through the SLI program, who are interested in practicing their leadership skills. Visit the SLI website at www.fullerton.edu/sli for more information.

## LIBRARY

(657) 278-2633

#### www.library.fullerton.edu

The library is an active learning and research center, with both materials (over 2 million items), facilities (group study rooms, media viewing rooms, etc.) and services (Librarian assistance, tutoring, computer help, etc.).

## **Borrowing Library Materials**

Your TitanCard serves as your library card. You will need it every time you want to borrow library materials. You can check-out materials at the Circulation Desk (first floor, south side). Most books have a 10-week loan period. Materials your professors have put on "Reserve" are also checked-out at the Circulation Desk, but have a shorter loan period. For books or articles you need that the Pollak Library doesn't own, you can request them, at no charge, by Interlibrary Loan (www.library.fullerton.edu/services/interlibrary-loan.php)

#### **Accessing Electronic Materials**

The library's website is the gateway to electronic materials: databases, full-text articles, e-books, etc. These can all be accessed 24/7 at the website, either on campus or off campus (with portal login). The library's website also has many Librarian-created guides—for majors or specific classes—to help with research.

#### **Computers in the Library**

There are over 500 computers available to use in the library, either for library research or general use (Microsoft Office, etc.) Printing is available: Black & white laser prints at  $10\phi$  each; color prints at  $50\phi$  each. Payment for printing is with your TitanCard, not coins or cash. Laptop checkouts and high-tech study rooms (LCD projectors, digital cameras, etc.) are also available; these can be reserved at the first floor north Desk.

#### Librarian Assistance

CSUF Librarians are specialists in helping you with research. You can get help from them various ways: in-person (Reference Desk, first floor north), by phone (657-278-3284), by online chat (www.library.fullerton.edu/services/ask.php), by text messages (657-464-3787), by email (libraryanswers@fullerton.edu), or by individual appointments (www.library.fullerton.edu/services/research-consultations.php)

## Other Services in the Library

The library partners with other campus services right inside the library. These include: (1) The University Learning Center (2<sup>nd</sup> floor north) for free tutoring. (2) The Writing Center (1<sup>st</sup> floor north) for writing assistance. (3) The Adaptive Technology Center (1<sup>st</sup> floor north) for computer equipment assisting disabled students. (4) The Chicana/o Resource Center (1<sup>st</sup> floor south) for Chicana/o Studies materials. (5) The Honors & Scholars Office (1<sup>st</sup> floor north) for resources and information on honors studies.

## NEW STUDENT AND PARENT PROGRAMS

## (657) 278-2501, University Hall 178

## www.fullerton.edu/deanofstudents/nsp

New Student and Parent Programs designs services to meet the needs of new and continuing Cal State Fullerton students and their families. Programming is focused on assisting students with the successful transition and navigation through the college experience at CSUF. We encourage prospective, new and continuing students, as well as their families, to get involved in the following:

- Campus Tours (Daily tours are offered Monday-Friday; Group tours by appointment; Virtual campus tour available at www.fullerton.edu/virtualtour)
- New Student Orientation (Academic advisement, course scheduling and registration)
- Student Life Orientation (Overview of student services, activities and resources)
- Transfer Orientation (Academic advisement, campus resources and student services)
- Parent Programs (Orientation, parents association, newsletters, resources and events)
- Student and Visitor Information Services (Available at the Student Information and Referral Center (UH-178) and online at *Ask the Titans*, www.fullerton.edu/ask)
- Titan WOW (Weeks of Welcome celebration at the beginning of each semester)

Visit the New Student and Parent Programs website for more information.

## PARKING AND TRANSPORTATION SERVICES

(657) 278-3082, T-1400

#### www.parking.fullerton.edu

#### Parking on Campus

Semester permits or daily permits are required Monday through Thursday, 7:00 am to 10:00 pm, and Friday, 7:00 am to 5:00 pm. Posted 30-minute spaces and Park and Pay areas are enforced during these time periods. Red curbs/fire lanes, spaces designated for disabled persons, service/maintenance and 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 grace period. Vehicles not displaying a current permit will be cited. Parking permits are also required during semester breaks, intersession, summer session and when University offices are open. Parking permits are not transferable and are valid only when purchased from CSUF Parking and Transportation Services. Vehicles displaying a lost or stolen parking permit will be cited.

#### **Semester Parking Permits**

Student permits are valid in the following facilities: lots A, E, G, S, all parking structures, and Irvine Campus student parking spaces. After 4:00 pm daily permits are valid in the College Park Faculty/Staff lot. After 6:00 pm, semester permits are valid in Lot A Faculty/Staff, C-West, C-East, and E Faculty/Staff. Semester permits are available for purchase online by logging in to the campus portal, and accessing the Parking tab. The price of a semester parking permit is \$229.

Parking fees and regulations are subject to change without notification. Please visit the Parking and Transportation Services website at www.parking.fullerton.edu for current information.

## **Daily Permit Parking**

A daily permit may be purchased for \$8 from permit machines at or near each entrance of

lots A, G, S, Arts Drive and within the Nutwood, State College, and Eastside parking structures. Daily permits are valid in all student lots and structures. Permit machines accept Discover, MasterCard, Visa, and \$1 & \$5 bills only. Machines do not provide change.

#### Motorcycles and Mopeds

Motorcycle and moped permits must be affixed in a prominent location on the left side of the rear bumper. Motorcycles parked outside designated areas or without a daily/valid permit will be cited. Motorcycles may not be parked in parking spaces designated for vehicles.

#### **Visitor Parking**

Short-term visitor parking is available in the Park and Pay area on the lower level of the State College, Eastside, and Nutwood parking structures. The cost of Park and Pay is \$2/hour, with the maximum of 2 hours. For visits longer than 2 hours, visitors may purchase a daily parking permit.

## **Disabled Persons Parking**

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.

For further information regarding parking for the disabled, contact Disabled Student Services at (657) 278-3117, University Hall 101.

#### Bicycles

Cyclists must comply with all applicable laws and regulations, exercise due care and use reasonable caution at all times, and not obstruct or limit access to University facilities when leaving a bicycle unattended. Bicycles may be ridden on marked bicycle paths. Bicycles may not be ridden in posted dismount areas, campus buildings or parking structures; over shrubbery, or on grass.

## **Scooters and Inline Skates**

Individuals riding scooters or wearing roller skates must comply with all applicable laws and regulations, exercise due care and use reasonable caution at all times. Roller skates and scooters may not be ridden over shrubbery, on grass, or in posted dismount areas, campus buildings or parking structures. Scooters secured to objects other than approved racks or storage containers are subject to removal by the University.

#### Skateboards

Skateboards may not be ridden anywhere on campus, including parking structures.

#### **Exemption Procedures**

If you have a parking permit, but left it in another vehicle, you are eligible to receive up to 2 complimentary day permits per month. To receive a complimentary permit, please go to the Arts Drive Visitor Information Center, Eastside Visitor Information Center, or the Parking and Transportation Services Office. You will be required to verify that you have a valid CSUF permit.

#### **Alternative Transportation**

Don't spend your valuable time searching for a parking space. Enjoy a stress free commute to campus by taking advantage of alternate transportation programs available to students. Student transportation programs are subject to change without notification. Please visit the Parking and Transportation Services website at www.parking.fullerton.edu for current information.

♦ University Pass (U-Pass)

The U-Pass program was designed to get you to campus and back without the hassle.

Just swipe your U-Pass through the fare box inside the bus, and your fare is automatically paid on all local routes. To obtain a U-Pass, visit the Parking and Transportation Office. U-Pass is available to all matriculated Cal State Fullerton students. For bus route information, call (714) 636-RIDE.

Transit Reimbursement Program

Students who live outside Orange Country and use the Los Angeles County bus system (Metropolitan Transportation Authority – Metro) or other transit services that connect with OCTA bus routes may be reimbursed 25% to 100% of the monthly cost.

♦ Metrolink

For students commuting from the Los Angeles, South Orange, Riverside, San Diego, or San Bernardino counties, the quickest commute may be by train. OCTA buses provide free transportation to and from the Fullerton Transportation Center and Anaheim Canyon train station. Student discounts are available at Metrolink ticket vending machines.

♦ Carpools

Plenty of parking is available for students who carpool. A minimum of two registered Cal State Fullerton students per vehicle and a valid CSUF permit is required to receive a complimentary carpool permit. Registration is limited and restrictions apply. Cal State Fullerton students may post and find a carpool partner online at www.parking.fullerton.edu.

## STUDENT ACADEMIC SERVICES

### (657) 278-2484, University Hall 138

#### www.fullerton.edu/academicservices

The mission of Student Academic Services (SAS) is to create an environment where all students have the opportunity to succeed. SAS is committed to serving a diverse population while providing students with a rich educational experience.

Our programs give particular attention to the educational needs of low income and first generation college students to ensure that they have the services available to them to successfully complete their college education. The following programs are administered by SAS:

# Center for Academic Support in Engineering and Computer Science (CASECS) – Computer Science 201

#### (657) 278-3879

The CASECS program is designed to recruit, retain, and graduate ECS students. The program has eight specific service components designed to support students' successful pursuit of their academic degrees, achieve a timely ECS graduation, as well as to ensure a successful college experience. The eight ECS CASECS services include: admission and matriculation; summer orientation; study center; tutoring; academic advising; Engineering organizations; scholarships and grants; and professional, summer jobs and part-time work development.

## Educational Opportunity Program (EOP) – University Hall 231

(657) 278-2784

EOP is charged with improving the access and retention of low income and educationally disadvantaged students, EOP provides admissions and financial aid information to help students complete the admissions process.

Intensive Learning Experience (ILE) – University Hall 234 (657) 278-7236 The Intensive Learning Experience (ILE) program monitors the progress of students in fulfilling remedial compliance requirements, and to help students make successful progress in fulfilling the requirements for graduation via intensive counseling and academic advising. We advise and inform students on class planning, study skills, transfer work, campus resources, time management, and campus organizations.

#### Project Reclaim – University Hall 134

#### (657) 278-2288

Project Reclaim has been designed to increase *the identification, recruitment, access, and academic retention* of African American males. The intent of this program is to develop an educational culture in the schools and communities in this region, which serves African American males, to achieve successful university matriculation.

#### Student Diversity Program – University Hall 183

#### (657) 278-4575

The Student Diversity Program is designed to address the low retention and graduation rates of at-risk students by improving their use of on-campus academic support services.

#### Student Retention Services/EOP - University Hall 143

#### (657) 278-2288

Student Retention Services (SRS)/EOP is committed to student success. Students are teamed with a counselor who will meet with them regularly to review short-term and long-term goals in order to ensure that students stay on track. The EOP counselor will serve as a personal advocate who can help with questions regarding the development of a course plan, registration, financial aid, learning skills, grades, as well as any other academic issues students may encounter.

Professional counselors and graduate student advisers are available to assess and evaluate students' academic and personal needs. By taking the physical, economic, social and cultural environment into consideration, the SRS counseling staff will work to involve students in academic and co-curricular activities that will integrate EOP participants into the campus community and promote their personal well being and success.

#### Student Support Services (SSS) - University Hall 179

#### (657) 278-5210

The SSS program is a federally funded TRIO program which provides first generation, low-income and disabled students with academic and other support services to help them succeed and graduate from Cal State Fullerton. Students must first apply to the program which serves 160 participants each year. SSS program services include academic planning, educational and financial workshops, tutoring, and SSS grant aid.

#### Summer Bridge – University Hall 143

#### (657) 278-2288

Summer Bridge offers certain recent high school graduates, who have been accepted to CSUF, the opportunity to become acclimated to the rigors of college during an intense six week summer live-in program prior to their first fall semester. Students attend college classes while in residency as well as become acquainted with their peers, the campus, and the various student services available.

#### **University Testing Center – University Hall 229**

#### (657) 278-3838

Testing Services provides information and registration materials as well as serves as a testing site for several national, statewide and institutional testing programs which are required for admission to the university, placement in classes, and graduation.

#### STUDENT HEALTH AND COUNSELING CENTER (SHCC)

The Student Health and Counseling Center is located on the north side of campus, between the Kinesiology and Health Science (KHS) building and the Ruby Gerontology Center (RGC).

**Student Health Services** 

## (657) 278-2800

#### www.fullerton.edu/shcc

# Hours of Operation: Monday - Friday, 7:45 am - 5:00 pm; last appointment time is 4:15 pm daily; the center opens at 9:00 am on Thursdays

Currently enrolled students can receive basic health services at no charge. Staffed by physicians, nurse practitioners and other healthcare professionals, the center:

- provides basic medical care,
- houses a laboratory and x-ray facility,
- includes a pharmacy which dispenses prescriptions and over the counter medications,
- provides specialty services including acupuncture, chiropractic, orthopedics, optometry, and psychiatry,
- houses a cutting edge physical therapy department providing rehabilitation as prescribed by a center provider,
- promotes health education in classes and by individual appointments, including nutrition consultations and reproductive health orientations, by trained health educators,
- offers the Hepatitis B, MMR, and travel immunizations at a reduced fee.

To make an appointment, call (657) 278-2800 or go online and use the Student Portal.

*In case of emergencies, please call 911*. Student Health Services is not equipped to provide emergency medical care. A listing of local emergency and after-hours facilities is located outside the entrances to the Student Health and Counseling Center buildings, as well as online at www.fullerton.edu/shcc. Students are financially responsible for services rendered at any off-campus facility.

## Counseling and Psychological Services (CAPS)

## (657) 278-3040, Student Health & Counseling Center - East

www.fullerton.edu/shcc/CAPS

# Monday - Friday, 8:00 am - 5:00 pm; CAPS opens at 9:00 am on Thursdays; late afternoon and early evening groups are also offered.

CAPS is located in the Student Health and Counseling Center – East building, to the east of Student Health Services. CAPS offers free and confidential brief counseling, assessment and referral, and crisis intervention designed to assist currently enrolled Cal State Fullerton students with personal or psychological problems that interfere with their educational progress. Students seek counseling for depression, anxiety, stress symptoms, relationship issues, identity concerns and family problems. On-going therapy groups help students cope with stresses and relationship issues. CAPS is staffed by mental health professionals, including Licensed Psychologists, Marriage and Family Therapists, Counselors and a consulting Psychiatrist. Students are seen for initial, brief screenings on a walk-in basis.

CAPS also provides a variety of workshops, training, and class presentations focusing on mental health and development issues such as transition and change, acculturation, stress management, substance abuse, eating problems, and suicide prevention. CAPS staff members are available for consultation with students, university departments, student

organizations and groups.

#### Appointments

Call (657) 278-3040 or come by the office during business hours. For mental health emergencies after business hours, call 911.

## STUDENT LIFE PROGRAMS (657) 278-7622, Titan Student Union 247

The Student Life office offers programs and services that help you get involved on campus. Part of the college experience includes the many opportunities that you have to develop a record of achievements and accomplishments, both in and outside the classroom. While you are a student you can engage in campus activities that will contribute to your overall learning.

Clubs and organizations offer students an opportunity to network with faculty, staff, classmates and community members who have similar interests and aspirations. Sports Clubs offer an alternative to students who want to compete in a collegiate environment. The Volunteer Service Center provides students with an excellent opportunity to engage in community service and gain experience in coordinating community projects.

These experiences can also benefit you as you prepare for your professional career. We highly recommend that you plan on achieving a balance in your life as students. To enhance your educational experience at Cal State Fullerton, explore the possibilities and plan to Get Involved! Your participation will allow you to:

- Make contributions to enhance life on campus and in the community.
- Contribute to developing your leadership skills and prepare you for future leadership positions.
- Experience networking opportunities and interact with faculty, staff, alumni, and business and community leaders.
- Make social connections and life long friends.
- Gain exposure to potential career fields and learn about the skills needed for success.
- Enhance your resume to increase your marketability and employment opportunities.

## Student Organization Resource Center (SORC)

The SORC connects students with information regarding student clubs and organizations. Do you want to start your own club or organization or want to join one? Go to the Student Life Programs website at www.fullerton.edu/studentlife and check out the club and organization directory for the most up-to-date information. You can also stop by the Student Organization Resource Center in TSU-247, call (714) 278-7622, or participate in Discoverfest scheduled during the second week of both the fall and spring semesters to meet with student organization representatives.

#### **Club Sports**

The Student Life office provides oversight for all Cal State Fullerton sports clubs. The sports clubs at Cal State Fullerton compete on an intercollegiate level and are committed to demonstrating excellence in student organization development and sports competition. **The Sports Inter-Club Council (SCICC)** serves as the governing council for all sports clubs at Cal State Fullerton. The council is comprised of representatives from each of the sports clubs on campus including: Archery, Baseball, Cycling, Equestrian, Ice Hockey, Men's and Women's Lacrosse, Nazarra, Roller Hockey, Men's and Women's Rugby, Salsa, Men's and Women's Volleyball, and Wushu. The council offers unique opportunities for student learning, skill development and sports club management.

#### Volunteer and Service Center (VSC) TSU-2

The Volunteer & Service Center, located on the plaza level of the Titan Student Union, provides excellent opportunities for active student participation in service and leadership in community service projects and in-service learning that benefits students and the broader community. Give back to your community and broaden your knowledge and experience by volunteering! There are many opportunities available both on-campus and in the community that will greatly enhance your personal growth and development. The Volunteer & Service Center (VSC) can help you find the right fit. Whether you're interested in working with children as a tutor or mentor, helping protect the environment, serving the homeless and needy, working in health-related fields, and you want to make a difference, the VSC can help. You can also take advantage of the VSC's leadership opportunities by becoming a Project Director for one of our many service projects. This experience will provide you with skills that will contribute to your career potential.

Are you interested in engaging in advocacy or activism in order to make social change? The VSC coordinates Students ACT (Advocating Civic Transformation), which is focused on educating students on important social and political issues and empowering them to take action in order to change our world. Students ACT coordinates an annual Social Justice Student Summit. If you have a passion for addressing some of our social and political ills, contact the VSC to learn how you can join the planning committee. "Hey! It's Your World...Change It!"

### **ASI Elections**

Our office assists with the advisement of ASI Elections. Another form of campus involvement includes being a candidate for campus leadership positions through your student government. Get involved in a key leadership position on campus with Associated Students, CSUF, Inc. ASI Elections are held during the spring semester either for the President/Vice President team of your choice or the Board of Director for your College that will represent your voice best. Voting takes place at polling stations throughout campus.

#### A Note of Caution

Cal State Fullerton values the many contributions that our student organizations contribute to campus life. There is an expectation that groups who receive recognition from the University are committed to representing their purposes honestly and respecting the rights of their members. In contrast, before joining any groups or organizations, be sure to be cautious of some or all of the following methods or characteristics of an organization.

- PRESSURE AND DECEPTION: The organization uses high pressure recruitment tactics or is not up-front about their motives when they first approach you.
- TOTALITARIAN WORLDVIEW: They do not encourage critical, independent thinking. In contrast, higher education aims to enable students to think for themselves. Be aware of groups or leaders who try to control your life or who claim to possess the truth exclusively.
- ALIENATION: They want to choose your friends for you. Watch out for groups that encourage you to sever ties with close friends and family who do not belong to their group. Such groups employ unethically manipulative techniques of persuasion and control, and they should be avoided.
- EXPLOITATION: They make unrealistic demands regarding your time and/or money. If participation in a group takes away significantly from your study time, beware. A group or leader who cares about you understands that your studies represent your future and are thus your first priority as a CSUF student.

If you feel that you are being pursued aggressively or pressured to engage in an act or

activity that violates university codes of conduct, or if you have any concerns about a group, do not hesitate to contact any Dean of Students Office staff member.

## TITANCARD

## (657) 278-3555, Library Circulation Desk

## www.fullerton.edu/it/Services/Titancard

The TitanCard is an all-purpose card that will serve as your student identification and allow you to:

- Check out library materials
- Use the Student Health and Counseling Center
- Use the Career Center
- Gain admittance to campus-sponsored events and activities
- Purchase discounted movie tickets
- Access campus computer labs

TitanTender - pre-deposited declining balance account that can be used to make purchases on campus for books, food, supplies, etc. The TitanCard allows you to spend only the amount you have on deposit, and the purchase amount will be deducted from your current balance when you swipe your card. TitanTender does not earn interest, charge monthly service fees or annual dues.

For cardholders who choose to open an account at U.S. Bank, the TitanCard will double as your ATM card on and off campus, and can be used as a debit card at merchants that accept Visa PIN debit.

## TITAN RECREATION

### (657) 278-PLAY, Student Recreation Center

## titanrecreation.fullerton.edu

Titan Recreation, a program of the Titan Student Union, serves the California State University, Fullerton campus community (students, faculty, staff and alumni) through a variety of recreational, educational and social opportunities. Programs and services include Intramural Sports - featuring recreational and competitive leagues and tournaments; Drop in Fitness - a comprehensive group exercise program; Personal Training; Certification Courses - including First Aid, CPR, AED, and Lifeguard classes.

#### **Student Recreation Center**

The 95,000 square foot center opened in March 2008 and includes a three court gymnasium with an elevated jogging track, two racquetball courts, a rock wall, a dance studio, a martial arts studio, the Harvey McKee Fitness Studio, an indoor cycling studio, and an outdoor pool. In addition, 17,000 square feet are dedicated to cardio and strength training equipment featuring over 150 pieces to accommodate a variety of workout options.

#### TITAN SHOPS

(657) 278-3418

#### titanbookstore.com

Titan Shops is more than just a bookstore. It is a full-service provider of textbooks, technology, as well as emblematic clothing and gifts for the value-minded shopper. All locations are open throughout the week to provide the most convenient shopping

experience possible. Please read below for a list of products and services.

Located in the center of campus between the Pollak Library and Titan Student Union (TSU), Titan Shops' main store is a two-story, 30,000 sq. ft. facility that houses seven retail departments and three independent organizations: Guardian Scholars, SchoolsFirst Federal Credit Union, and U.S. Bank.

Departments within Titan Shops include:

- **Textbooks** programs include Buyback, Rental Books, Digital Books, and Lowest Price Guarantee.
- **Reference Books & Course Packs** handles books that are not required for a class, campus course packs, and special order books for campus events. This department also accepts orders for thesis binding. Faculty can work with the Titan Publishing Manager to create specialized course packs for their classes. A variety of printing services are offered for faculty, students, and staff.
- Customer Service manages in-store cashiering and customer service functions including sales and special accounts.
- General Merchandise includes all emblematic clothing, gifts, supplies, and commencement regalia.
- **Titan Tech** includes products from computer hardware and software to supplies and electronics.
- E-Services provides web order processing and customer support.

Other services offered by Titan Shops:

- Special orders are accepted in all departments
- Year-round Textbook Buyback
- All requested course materials stocked
- Textbook Requisition Reward Program
- Class rings, caps and gowns, and graduation announcements
- Titan Shops Gift Cards

## TITAN STUDENT UNION (TSU)

#### (657) 278-2468

#### tsu.fullerton.edu

The Titan Student Union (TSU), a program of the Associated Students, CSUF, Inc., is the campus center for social, cultural, recreational and academic programs and services. Check out the TSU for a place to study, eat lunch, relax, and much more! Some of the many programs and services offered throughout the TSU include:

#### **Arts Program**

The TSU encourages artistic awareness by coordinating short-term student and community exhibits in the Center Gallery, Chapman Atrium, and Plaza Gallery as well as displaying more than 50 pieces of student artwork throughout the building.

#### **ASI Human Resources**

Looking for a job? Visit TSU-227 for a list of part-time job opportunities for students.

## ATM's

Make a deposit or withdraw cash from Bank of America, SchoolsFirst Federal Credit Union, Chase or Wells Fargo.

## **Food Services**

The main level food court offers a variety of choices including Togo's, Panda Express, Round Table Pizza Pronto!, The Fresh Kitchen, Baja Fresh Express, Juice It Up! and The Cup (Starbucks Coffee and bakery items). Visit the lower level of the TSU for Round Table Pizza at the Pub or Italian cuisine at the Garden Café.

#### Information and Services

Need directions, campus information, or discounted tickets to local theme parks, movies and attractions? Stop by the TSU Lobby for these services and more.

### Lounge Areas

The many lounge and study areas throughout the TSU offer a comfortable place to study, relax, or check your email. The TSU offers wireless Internet access throughout the building and there are also email stations located in the lounges.

#### Mainframe Computer Lounge

Check your email or type a paper in this contemporary computer lounge that offers both PC and Mac computers. A selection of current magazines is also available for checkout.

## Titan Bowl & Billiards

With an eight lane bowling center, video arcade, billiards area, and big screen TV lounge, the lower level of the TSU offers fun and entertainment between or after classes. There are several tournaments and special events held throughout the year. Visit titanbowl.fullerton.edu for the latest information.

#### **Titan Pride Center**

Want to get connected to the college experience? Find out what events are going on, how to get involved, be a part of special promotions and giveaways, learn a little campus history, and more!

#### **Titan Student Centers Governing Board**

The Titan Student Union and the Student Recreation Center are governed by a studentmajority board, which develops policies on issues ranging from operating hours to services offered. The Titan Student Centers Governing Board is a great leadership opportunity for students to get involved and gain valuable skills. Call (657) 278-3085 to learn how to get involved.

#### **University Conference Center**

This office coordinates all meetings and events in the TSU facilities for student organization meetings, workshops, banquets, dances and other social or academic events.

### Yum Convenience Store

For those on the go, the Yum in the TSU lobby is the place to purchase snacks, school supplies, bottled drinks, magazines, and more!

## UNIVERSITY HONORS AND SCHOLARS CENTER

## (657) 278-7440, Pollak Library North 120

#### www.fullerton.edu/honors

The University Honors and Scholars Center offers a unique, comprehensive program to challenge and motivate outstanding students throughout their university experience.

#### The University Honors Program

Designed to create an enriched learning environment for academically-talented students, this program offers special seminars, high interaction with excellent faculty, and opportunities for students to enhance their leadership abilities by actively participating in program activities. In order to graduate with University Honors, a student must: be accepted into the University Honors Program, complete 24 units of honors coursework,

achieve a minimum grade-point average of 3.5, and complete a senior honors project.

Interested students must apply directly to the Honors Program. Applications are accepted for all incoming students in the spring for the following fall. Transfer students should complete some honors credit at their transfer institutions. Spaces may be available for spring admission into the program.

The University Honors & Scholars Center exists to include students in the joys and challenges of intellectual inquiry. We are devoted to nurturing this experience both inside and outside the classroom.

## UNIVERSITY LEARNING CENTER

## (657) 278-2738, POLLAK LIBRARY NORTH, 2ND FLOOR

## www.fullerton.edu/ulc

#### Hours: Monday - Thursday, 9:00 am - 7:00 pm; Friday, 9:00 am - 12:00 pm

Everyone is invited to visit the University Learning Center (ULC). The services that the ULC provides to Cal State Fullerton students include tutoring for various subjects, workshops, online tutoring, and supplemental instruction. Our tutors help students organize their essays, create presentations, and solve equations through effective methods that enhance the student's class-acquired knowledge. For tutoring appointments, call (657) 278-2738 or visit www.fullerton.edu/ulc.

## **UNIVERSITY POLICE**

## (657) 278-2515 (non-emergency); 911 (emergency), UPD Monday - Sunday, 24 hours a day, including holidays

The University Police Department provides law enforcement and safety-oriented services for California State University, Fullerton. Vested with full law enforcement powers and responsibilities identical to local police departments in the community, our officers meet training requirements mandated by the California Commission on Peace Officers Standards and Training, and the department has been accredited by the Commission on Accreditation for Law Enforcement Agencies. University Police officers are responsible for investigating crimes, issuing traffic citations and responding to medical and fire emergencies and traffic accidents, as well as other incidents that require police assistance. In an emergency, you can reach the University Police by dialing 9-1-1 from a campus or cell phone.

Services provided include:

- Crime prevention presentations on personal safety, and awareness programs to include rape prevention, narcotics, alcohol, stalking and identity theft to better educate the campus community about crime prevention.
- RAD Rape Aggression Defense classes which teach women rape prevention and avoidance strategies, as well as self-defense techniques.
- Safety Escort Service provided for your safety during the evenings and throughout the night by the Community Service Officer Program.
- Live-Scan Fingerprinting available Monday through Friday, 8:00 am 5:00 pm.

The campus security report and crime statistics for the past (3) calendar years are available online at police.fullerton.edu or by requesting a copy at the University Police Department. The University Police will issue timely warnings to the campus community on crimes considered to be a threat to students or employees.

Remember, 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, and to be involved in the safety and security of the Cal State Fullerton campus.

# VETERANS STUDENT SERVICES

#### (657) 278-8660, University Hall 230

# www.fullerton.edu/veterans

# Monday - Friday, 8:00 am - 5:00 pm; Evenings by appointment

Veterans Student Services (VSS) assists veterans and dependents at California State University, Fullerton in successfully navigating the academic environment through guidance, support services, and resources. VSS is committed to offering personalized services to veterans by providing a unique learning community that facilitates the veterans' social and academic integration into the University.

#### Services, Programs and Resources

- Study room equipped with computers and printers
- Veterans information session
- Sponsorship program
- Veterans discussion group
- Women veterans community
- English and math peer-to-peer tutoring
- Guidance and support counseling
- On and off campus resources and referrals

# WOMEN'S CENTER

#### (657) 278-3928, University Hall 205

#### Monday - Thursday, 8:00 am - 7:00 pm; Friday, 8:00 am - 5:00 pm

The WoMen's Center is a resource center for *both* women and men on campus. Each semester, the center provides an extensive series of workshops, speakers, and films on the topics of gender and culture for the purpose of disseminating information on the status of women and men in today's society. The center offers counseling, resource information, and referrals on many issues including intimate partner violence, sexual assault, sexual harassment, and gender discrimination. Additional services include internships as well as cultural and growth-oriented support groups.

# CAMPUS POLICIES & PROCEDURES RELATED TO STUDENT LIFE

All California State University, Fullerton students are expected to be aware of and educated about relevant campus policies and procedures governing their membership in the academic and co-curricular communities at California State University, Fullerton. Every student is encouraged to thoroughly review his/her Student Handbook (www.fullerton.edu/handbook), the University Catalog (www.fullerton.edu/catalog), the university website (www.fullerton.edu), and the Associated Students, CSUF, Inc. website (asi.fullerton.edu). In addition, all University Policy Statements (UPS) are available for review in the Academic Affairs office (www.fullerton.edu/senate). Questions about university policy related to students can be directed to the Dean of Students Office, (657) 278-3211, Titan Student Union 235. The following are selected policies that govern the general student body.

# STUDENT RIGHTS AND RESPONSIBILITIES

#### Introduction

Our colleges and universities bear a special obligation to serve as exemplars of respect for individuals. Such respect underlies the trust relationship that is the foundation of our free institutions. Such respect must also underlie the university-student relationships if both are to progress. Such a relationship cannot thrive when insufficient attention is given to the issue of students' rights and responsibilities.

The Student Rights and Responsibilities rely heavily upon the concept that the studentfaculty relationship is a partnership that is one of co-learning toward common objectives. The University believes that our community of learning has an equal responsibility to all of its members; indeed it cannot exist without the contribution of each.

The following rights and responsibilities will mean nothing unless a relationship of trust exists among the students, administration, and faculty of California State University, Fullerton.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the intellectual growth of their members, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop critical judgment and to engage in a sustained and independent search for truth. Since freedom of inquiry and expression are meaningless if freedom of expression does not include freedom to act, the academic community must not only permit but should also encourage all forms of action which do not interfere with the rights of other individuals or groups or with the essential functions of the academic community.

An academic community which fosters freedom may find itself in conflict with other segments of society, for freedom stimulates the passion for creation, experiment, and change. Only by choosing the course that vigorously defines rights and freedom while maintaining responsibilities can a university truly keep its pledge to the scholars of the past and to those of the future.

The relationship between California State University, Fullerton and its students must be viewed in the light of the function of the university to transmit to its students the civilization of the past, to enable them to take part in the civilization of the present, and to contribute to the civilization of the future.

In this great pursuit, the student must be viewed as an individual who is most likely to attain maturity as a critical thinker, if left free to make personal decisions and to exercise

the rights, as well as shoulder the responsibilities, of citizenship on and off the campus.

It is the policy of California State University, Fullerton to create and maintain an environment that values diversity, respects human dignity, is hospitable, equitable, and tolerant, and in which all persons are free from all forms of invidious discrimination or discriminatory harassment.

California State University, Fullerton challenges and summons its students, faculty, staff, and administration to promote a hospitable and equitable learning environment for all persons; asserts that tolerance for diversity shall be the norm for behavior on the part of all who are present on the campus; discourages the use of derogatory or disparaging language and other forms of expression; and, particularly, condemns those who insult persons on the basis of race, ethnicity, national origin, ancestry, citizenship, religion, creed, sex, sexual orientation, marital status, age, disability, or veteran status.

This document provides a statement of general policy concerning the rights and responsibilities of students. The rights enumerated in this document are not to be interpreted as excluding other rights commonly accepted in the academic community. The responsibilities outlined in this document are not to be interpreted as the sole responsibilities of a CSUF student. Other official university documents such as the *University Catalog*, course schedule, and student handbook also outline student responsibilities and rights.

# Rights

#### 1. Right of Freedom of Expression

- a. Every aspect of the educational process should promote the free expression of ideas. Students are free to pass resolutions, distribute leaflets, picket, circulate petitions, discuss, and take other lawful action respecting any matter, which directly or indirectly concerns or affects them, subject only to reasonable time, place and manner considerations.
- b. Students have the right of freedom of speech and assembly. They may publicly assemble to demonstrate support for or opposition to causes or candidates. University control of campus facilities shall not be used to prevent the free exchange of ideas. The prescribed areas of public assembly shall not be isolated from the natural gathering points of the University.
- c. Students are free to invite and hear speakers of their choice.
- d. Students are free to express reasoned verbal exception to the data or views offered in courses of study and to reserve personal judgment as to the truth or falsity of what is presented.

# 2. Right of Fair and Equal Evaluation

- a. Students have the right to a just measurement of their performance by the professor. Instructors shall take no action to penalize students because of their opinions or because of their conduct outside the classroom. This right holds also for such matters as confidential evaluations, consideration of advancement to degree candidacy, and continuance in a major.
- b. Students shall have protection through orderly procedures against prejudiced, capricious or arbitrary academic evaluation. The method of grading by professors shall be made known to students. Students can expect that faculty will be willing to explain and discuss any grade, and students have the right to appeal any grade.

#### 3. Right of Input into University Governance and Instructional Programs

The functioning of the educational community requires an awareness of mutual responsibility, understanding, trust, and respect in order that all its members may actively contribute to the development of policies and programs. This purpose shall

be achieved through continuous cooperation within the educational community.

- a. Students shall be free individually and collectively to express their views on issues of institutional policy and on matters of interest to the student body. Students are guaranteed the right of participation in those aspects of university governance which relate to the interests of the student body.
- b. Students shall have an active voice in (1) the making of University policy and procedure affecting their co-curricular activities or academic affairs, and (2) the formulation and implementation of standards of student conduct.

#### 4. Right of Free Association

Students are free to organize and join associations to promote common interests. Affiliation with an extra-mural organization will not disqualify a student organization from University recognition.

- a. Student organization leaders have the right to determine the role of the faculty or staff advisor and to describe this role in appropriate governing documents. Student organizations that wish to access a certain level of privileges may be required to have a faculty or staff advisor. However, it should be noted that advisors will not be held responsible for organizational activities over which they do not have authority or control.
- b. Institutional recognition will be granted to all student organizations provided stated goals and proposed activities are legal and consistent with University rules and regulations.
- c. Student organizations shall not be required to submit a list of membership. A list of formal representatives of the organization is required for informational purposes only.
- d. Student organizations shall be open to all students without respect to race, religion, gender, age, national origin, disability, or sexual orientation, except for religious qualifications, which may be required by organizations whose aims are primarily sectarian. Greek-letter social organizations are exempt from the gender discrimination provision as per federal law.
- e. Student organizations may be held accountable for the individual actions of their members if such acts are directly related to the student organization or if other student organization members were aware of the acts and did not take appropriate action to stop or prevent them.

#### 5. Protection Against Improper Disclosure

- a. Information about student views, beliefs, and political associations which University employees acquire privately in the course of their work as instructors advisors, and counselors shall be considered confidential. Since improper disclosure of this information could have a damaging effect to the environment of free inquiry and expression necessary to quality higher education, protection against improper disclosure of confidential information regarding students is a professional obligation of faculty members and administrative staff.
- b. Student records will be released only under legal compulsion or the written request of the student involved. If records are subpoenaed, the student shall receive the same information and the name of the subpoenaing agency.
- c. Information from student educational records will be considered confidential in accordance with the Family Educational Rights and Privacy Act.
- d. When a student has been found responsible for a violation of University standards through Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Dean of Students

Office, Judicial Affairs, for a minimum of seven years. If a student is suspended or expelled from the University, the file shall be kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the University. If a student is found not responsible, all files will be purged.

Disciplinary records are considered education records under the Family Educational Rights and Privacy Act and as such can only be released in accordance with those regulations.

#### 6. Right of Use of Facilities and Resources

- a. Student organizations shall be provided access to the campus' resources and facilities in accordance with the policies and procedures specified in the Facility Use Manual and other Campus Policy.
- b. Campus facilities will be made available to all recognized student organizations on a non-discriminatory basis.

#### 7. Right of Access to Relevant Education

- a. Students are entitled to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. Faculty must be mindful of the potential intimidating effect in the unequal power relationship between teacher and student. Faculty members shall not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge gained in a course. The student shall not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his/her own part in society.
- b. Students have the right to expect appropriate instruction under the guidance of the instructor at the times scheduled except in mitigating circumstances. Repeated nonperformance or repeated lack of preparation by the instructor violates this right.

Teaching plays a primary role in the advancement of learning. Students have a vested interest in the nature and quality of instruction; therefore, their evaluation of teaching shall be a criterion considered in faculty promotion and tenure. Freedom to teach and to learn implies that faculty members have the right to determine the specific content of their courses within the established course definitions, and have responsibility not to depart significantly from their areas of competence or to divert significant time to material extraneous to the subject matter of their courses.

#### 8. Right to Freedom of the Press

- a. It is the right and duty of the communications media on this campus to present news, opinion, and editorial comment and to provide a forum for the free exchange of ideas. At the same time, individuals operating and individuals contributing to these media are bound to recognize that these rights are to be practiced within the limits of prevailing law, University policies, and the canons of journalism.
- b. Students using media, such as broadcasting, film, and print, including pamphlets, handbills and circulars are guaranteed freedom from censorship.

Those originating communications should be left free to exercise their own best judgment in the selection of materials. Neither a faculty member nor an administrator should exercise veto power over what may be disseminated.

### 9. Right of Due Process

- a. The student shall have the right of due process.
- b. Disciplinary actions against students are governed by the *Executive Order No.* 1073 Student Disciplinary Procedures for the California State University.

- c. The student shall be considered innocent until proven responsible for a violation of University Standards. The status of a student in most cases will not be altered and disciplinary sanctions will not be initiated until completion of the disciplinary process. However, interim action may be initiated by the President, where there is reasonable cause to believe that it is required to protect safety or property and to ensure the maintenance of order.
- d. Activities of students may result in violations of the 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.

#### Responsibilities

#### A. The University

It is the responsibility of the University faculty and administration to act in a manner which benefits the students at California State University, Fullerton. It is also their responsibility to uphold the rights of students and to obey the letter and the spirit of such rights.

If any student has evidence a member of the faculty or administration acts in a way which violates students' rights as addressed in this document, the student is urged to consult first with the faculty/staff member, if appropriate. If necessary, the student should then consult with the appropriate supervisors or administrators at higher levels of responsibility. If the student is not satisfied with the results of this consultation process, he/she may request a hearing before the Student Academic Life Committee. This Committee will make its recommendations on the merits of the case and on subsequent actions to the appropriate Vice President(s).

It shall be the responsibility of the Office of the Vice President for Student Affairs and the Dean of Students Office to disseminate this policy. It shall be understood that these offices will develop more specific guidelines and procedures to administer and monitor the intent of this policy.

### **B.** Students

Just as students have rights in the academic community, they also have responsibilities. Students' rights exist primarily to meet their educational responsibilities.

All students are expected to be responsible for their own learning. They therefore must be aware of university requirements and policies concerning academic procedures including prerequisites for courses, deadlines for withdrawing from class, etc. They should also consult appropriate faculty and staff to assist in accomplishing their academic goals.

In order to be current with policies and procedures, students have a duty to keep their personal data with the University up to date.

Since the University exists within the framework of a larger community which expects its members to conform to civil and criminal laws without special privilege, students whose actions are reviewed by outside authorities may be held accountable under both the University's jurisdiction and such other legal process.

#### 1. Responsibilities: Right of Freedom of Expression

- a. Students' are expected to exercise free expression in a context of common sense and good judgment.
- b. Students' actions should not interfere with the rights of others or the function of the University.
- c. Students are expected to respect the intellectual views of faculty and the reasoned

process of academic debate.

#### 2. Responsibilities: Right of Fair and Equal Evaluation

a. Students are expected to evaluate faculty and student team members fairly and responsibly. Anonymous evaluations must solely focus on academic criteria and not on the basis of opinions and conduct in matters unrelated to academic performance.

#### **3.** Responsibilities: Right of Substantial Input into the Determination of University Governance and Instructional Programs

- a. Students have the responsibility to participate fully in University governance, including serving on Campus Committees and voting in ASI elections. In undertaking such responsibilities, students must conduct themselves appropriately and abide by established procedures.
- b. Students who serve on university committees are expected to be informed fully about their duties and relevant issues.

#### 4. Responsibilities: Right of Free Association

- a. Student organizations' goals and activities must be consistent with University standards, policies, and legal requirements.
- b. It is the responsibility of student organizations to make clear in their public expressions that they speak only for themselves.
- c. Student organizations may be held accountable for the acts of their members if such acts are directly related to the student organization or if members were aware of the acts and did not take appropriate action to stop or prevent them.

#### 5. Responsibilities: Protection Against Improper Disclosure

- a. Students have a responsibility to protect any student information which they may receive in the course of any position at the University.
- b. Students have a responsibility to keep confidential any information that they may obtain that is protected under relevant privacy law and policies.

#### 6. Responsibilities: Right of Use of Facilities and Resources

- a. Student organizations and individual students must utilize university facilities and resources in a responsible manner that forwards the educational mission of the University.
- b. Student organizations and individual students may be held financially responsible for any damage incurred by the use of University facilities.

#### 7. Responsibilities: Right of Access to Relevant Education

- a. Students have the responsibility to seek academic advisement throughout their enrollment at the University.
- b. Students are expected to learn the material in each enrolled class, and master the skills required to meet their educational goals
- c. Students are expected to be adequately prepared for class.
- d. It is the responsibility of the student to meet appropriate standards of academic performance and classroom conduct as stated by the instructor.
- e. Students are expected to demonstrate competency in analytical and critical thinking, as well as effective oral and written communication.
- f. Students share responsibility for monitoring standards of academic performance and classroom conduct conducive to the learning process.
- g. It is the shared responsibility of students to uphold the academic integrity of the university.

h. Students may not interfere with or disrupt the learning and teaching environment.

#### 8. Responsibilities: Right to Freedom of the Press

a. Students operating and contributing to campus media must recognize that their rights must be practiced within the limits of the law and the canons of journalism.

#### 9. Responsibilities: Right of Due Process

- a. Students are expected to know and abide by the University's standards of behavior as articulated in the Student Handbook and in related policy statements.
- b. In the University, as elsewhere, ignorance is not an acceptable justification for violating University standards.
- c. Students are responsible for understanding their rights in disciplinary matters and consulting with appropriate staff members.

In addition to the specific responsibilities arising in connection with these rights, students bear a general responsibility to support this institution's effort to maintain a spirit of free inquiry and respect for the rights of others. This responsibility arises from the fact that students are the present beneficiaries of that traditional spirit and are best positioned to preserve, improve, and transmit it to future generations. This responsibility imposes a duty on students not only to refrain from conduct which obstructs such effort of the institution but also to support those aspects of institutional discipline designed to deter or prevent such conduct.

> UPS 300.000 Effective: June 30, 2010

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

#### President's Directive No. 17

### I. Directive

The Family Educational Rights and Privacy Act ("FERPA") and California State University Executive Order 796 ("EO 796") afford students the right to inspect and review their education records; request amendment of an education record believed to be in error or misleading; limit disclosure of personally identifiable information contained in an education record; and file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA. Should a conflict arise between FERPA or EO 796 and this directive, FERPA or EO 796 will take precedent.

#### **II.** Authority

The Family Educational Rights and Privacy Act, 120 U.S.C. 1232g, 34 CFR 99, and CSU Executive Order 796.

#### **III.** Scope

This directive applies to the records of any student who is attending or has attended the University. They do not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the University.

#### **IV. Definitions**

**A. Directory Information.** A student's name, date and place of birth, permanent and local address, University-recognized e-mail address, telephone number, class level, enrollment status, major(s), minor(s), dates of attendance, degrees and awards received, previous educational institutions attended, and past and present participation in recognized activities. Directory information also includes weight and height if student is an athletic team member.

- **B. Legitimate Educational Interest.** A school official has a "legitimate educational interest" if the official must review an education record to fulfill their professional responsibility. The University faculty or staff member responsible for maintaining the requested record is responsible for determining whether a school official has a legitimate educational interest.
- **C. School Official.** A University or CSU system employee or volunteer in an administrative, academic, research or staff position, including law enforcement unit personnel and health staff; an individual or entity with whom the University has contracted to act for the institution or to provide services the institution would otherwise perform for itself, such as an attorney, auditor, or collection agent; an individual, including a student, serving on a CSU System or University committee, such as a disciplinary or grievance committee, or assisting another school official in performing their professional responsibility.

#### V. Implementation

- A. School officials with a legitimate educational interest may access student records. In addition to school officials with a legitimate educational interest, the University may disclose Directory information (defined in Section IV. A). depending on the nature of the request and depending on the release category selected by a student. Students may choose to limit the release of their Directory information as described below:
  - 1. **Permit release of all Directory information**. Unless restricted by a student, the University may release a student's Directory information at any time to any requesting party, including the military and for the development of University-affiliated marketing programs. This is the default category for release of information.
  - 2. Permit release only "Verification" information. This sub-category of Directory information consists of a student's name, class level, enrollment status, major(s), minor(s), degrees and awards received, dates of attendance and University-recognized e-mail address. The University may release this information in response to requests, including but not limited to those from campus auxiliaries, financial lenders, employers, the military or insurance companies for verification of degree and enrollment information; for inclusion in Commencement and honors materials. Students who release only "Verification" information will be excluded from all University directories, printed or electronic, that the University may produce or publish.
  - 3. Withhold 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 that the University may produce or publish, including Commencement and honors materials, and the University will not verify degree, dates of attendance or enrollment information without the prior written consent of the student. There will be no release to the military or for marketing programs.
- **B.** Students wishing to review their education records must make a written request to the Vice President for Student Affairs. Requested education records as defined by FERPA will be made available for review within 45 working days of the request. Reasonable charges for copy costs will be applied.
- **C.** The University notifies students of their FERPA rights in its course catalog, university website, and annually via electronic mail.
- **D.** Students who believe their rights have been abridged may make a request in writing seeking assistance from the Vice President for Student Affairs, Langsdorf Hall 805, or The Family Policy Compliance Office, U.S. Department of Education,

400 Maryland Ave., S.W., Washington, D.C., 20202-4605.

#### VI. Accountability

- A. The University will review bi-annually its information practices concerning student records to assess its compliance with FERPA, CSU Executive Order 796 and this directive. The Vice President for Student Affairs is responsible for ensuring the completion of these reviews.
- **B.** Any school official requiring access to student records must meet all training requirements established. This training must be completed prior to access being granted.
- **C.** Individuals who violate this directive are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or administrative policies or procedures.
- **D.** The contact for questions concerning this Directive is the Vice President for Student Affairs or his/her designee.

President's Directive No. 17

Effective: March 17, 2011

# A COMMITMENT TO CIVILITY AT CSUF

As members of the University community, we are committed to ensuring an environment where learning and the creation and dissemination of knowledge are foundational goals and where freedom of speech and expression is viewed as an essential characteristic of a community of scholars. To reach these goals it is imperative that 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" comes from the Latin noun *civilitas* which has several meanings - namely "citizenship," "the body of citizens," "the city-state," "friendliness," "affability," and "geniality," - and, thus, may be equaled with courtesy - a style and manner that elevates human interaction and discourse. 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 community members students, faculty, staff, and administrators. Civility is the expression of respect for others and for the tasks we share. It is best modeled through a willingness to listen to alternative views, respecting diversity and encouraging ideas. It is our belief that differences of opinion should reside within a framework of respectful discourse and lead to mutual understanding.

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. We will both individually and collectively strive to treat each other with dignity, respect, and care in all of our interactions.

UPS 100.006 Effective: April 28, 2006

#### UNIVERSITY STUDENT DISCIPLINE Introduction

Students are expected to make themselves aware of and abide by the university community's standards of behavior as articulated in this section, the University Catalog, and

other regulations of the university. Students accept the rights and responsibilities of membership in the Cal State Fullerton 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 its 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.

#### A. California State University Regulation - Section 41301: Standards for Student Conduct

(a) Campus Community Values

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

(b) Grounds for Student Discipline

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

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

(1) Dishonesty, including:

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

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.

#### **B. CSUF Academic Dishonesty Policy**

Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

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, the following: using notes or aides (including electronic devices) or the help of other students on tests and examinations in ways other than those expressly permitted by the instructor, or any acts which defeat the intent of an examination, plagiarism as defined below, and collaborating with others on any assignment where such collaboration is expressly forbidden by an instructor. Violation of this prohibition of collaboration shall be deemed an offense for the person or persons collaborating on the work, in addition to the person submitting the work. Documentary falsification includes forgery, altering of campus documents or records, tampering with grading procedures (including submitting altered work for regrading), fabricating lab assignments, or altering or falsifying medical excuses or letters of recommendation.

Plagiarism is defined as the act of taking the work (words, ideas, concepts, data, graphs, artistic creation) of another whether that work is paraphrased or copied in verbatim or near verbatim form and offering it as one's own without giving credit to that source. When sources are used in a paper, acknowledgment of the original author or source must be made through appropriate citation/attribution and, if directly quoted, quotation marks or indentations must be used. Improper acknowledgment of sources in essays, papers, or presentations is prohibited.

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 (s) involved. The instructor should possess reasonable evidence with respect thereto, such as documents or personal observation. In this meeting, and throughout the process, every effort should be made to preserve the integrity of the educational relationship between instructor and student. The student should be given the opportunity to respond to the complaint. If the violation is discovered during the offering or grading of the final exam, the instructor may assign a mark of "RP" until the instructor has an opportunity for such a meeting. Also because the student may challenge the allegation, he or she must be allowed to attend all classes and complete all assignments until the appellate process is complete. When necessary, such discussion may be conducted by telephone or electronic mail.

However, if circumstances prevent consultation with student(s), the instructor may assign an appropriate academic sanction (subject to student appeal). An instructor who is convinced by the preponderance of the evidence (the greater weight of the credible evidence) that a student is responsible for academic dishonesty, shall:

- 1. Assign an appropriate academic penalty, including, but not limited to: oral reprimand; "F" or "O" on the assignment; grade reduction on assignment or course; or "F" in the course. Factors to take into consideration in assigning a grade sanction include: normative sanctions for comparable acts, severity of the offense (academic gain or potential academic gain if the action had gone undetected), harm or potential harm to other students in the class, premeditation of the act.
- 2. Report to the student(s) involved, to the department chair, and to the Dean of Students Office, Judicial Affairs, the alleged incident of academic dishonesty, including relevant documentation, actions taken by the instructor including grade sanction, and recommendations for additional action that he/she deems appropriate. The written report should be distributed as soon as possible, preferably within 15 calendar days from discovery, but not later than 30 calendar days after the first day of classes of the regular semester (fall or spring) following the grade assignment.

The Dean of Students Office, Judicial Affairs, shall maintain a disciplinary file for each case of academic dishonesty with the appropriate documentation. Students shall be informed that a disciplinary file has been established and that they have an opportunity to appeal the actions of the instructor under the Academic Appeals Policy. Dean of Students Office, Judicial Affairs may initiate disciplinary proceedings under Title 5, Section 41301 and Executive Order1043. Sanctions which may be assessed include but are not limited to: warning, probation, educational sanctions, removal from academic program, suspension, expulsion, denial of admission or enrollment in university classes including Extended Education.

When two or more incidents involving the same student occur, the Dean of Students Office, Judicial Affairs shall initiate disciplinary proceedings. A student may appeal any sanction assessed for a charge of academic dishonesty under UPS 300.030, "Academic Appeals." If the Academic Appeals Board accepts the student's appeal then the disciplinary file will be purged. If a student does not appeal the instructor's action or if the Academic Appeal Boards rejects the student's appeal the disciplinary file will be maintained in a confidential file in the Dean of Students Office, Judicial Affairs for a minimum of seven years. Disciplinary probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on a student's academic record if he or she is expelled from the university. A second academic integrity violation usually results in suspension from the university for a period of time.

In order to facilitate due process and to insure that a student knows that academic dishonesty is subject to action, this policy shall be published in the *Catalog and Student Handbook*. Copies of this policy shall also be available in every department office, the Dean of Students Office, and in the Office of the Vice President for Student Affairs.

UPS 300.021 Effective: June 30, 2010

#### C. Appeals Regarding Academic Dishonesty

When a faculty member(s) has alleged that a student, individually or as part of a group, has performed an act of academic dishonesty and has penalized the student for the act under UPS 300.021, Academic Dishonesty Policy, the student has a right to contest the allegations and/or the penalty. Because the university presumes that students act honestly, a charge of academic dishonesty will only be upheld if the faculty member provides a preponderance of the evidence to show that the student performed an act of academic dishonesty. Charges of academic dishonesty must be assessed on an individual basis.

Procedure:

- 1. The student shall make every effort to resolve the allegation by consulting the faculty member.
- 2. If the student believes the allegation has not been resolved by consultation, the student shall consult with the department chair, coordinator, or other appropriate administrator having immediate supervision of the faculty member. It is recommended that the department chair, coordinator, or other appropriate administrator maintain a written record of such consultation and/or its results. Failing here, the student shall consult with the dean of the college concerned or his/her designee.
- 3. If the student is not satisfied with the results of the consultation process, the student may appeal in writing to the Academic Appeals Board. The Coordinator of Academic Appeals receives all written appeals. The student's appeal shall state specifically the nature of the allegation and the remedy requested; describe the student's attempts to resolve the allegation informally; and contain any supporting documentation such as exams, papers, assignments and/or other corroborating documents.

- 4. The Coordinator shall within two calendar weeks during the regular semester provide the faculty member (or department chair, if necessary) with a copy of the appeal. The faculty member (or department chair, if necessary) shall within three calendar weeks during the regular semester (fall or spring) following the grade assignment provide the Academic Appeals Board with a written response to the student's allegations.
- 5. The student's written appeal and responses are confidential and available only to the Board members, Coordinator, and reporting faculty under section 4. After the Board has reached a decision the student may see the file, but cannot make copies of the contents.
- 6. After consideration of the documents submitted by the parties, the Board shall decide either to hold a hearing or to dismiss or uphold the appeal.
- 7. If the Board issues a notice of hearing, the notice shall state the time and place of the hearing. The Academic Appeals Board shall confirm that both parties have received the notice.
  - (a) The hearing shall be closed to the public. Either party may be represented by a person from the university community. Neither the Academic Appeals Coordinator nor any member of the Academic Appeals Board may represent either party. According to Presidential Directive No. 9, the representative may not be a licensed or practicing attorney. If either party is being represented at the hearing, the party shall notify the Board in writing of the name and address of the representative at least ten calendar days prior to the hearing. Except for the party or parties, a representative of each party, the board members, and the Academic Appeals Coordinator, no one else shall be present at the hearing. Any exception to this restriction shall be at the discretion of the Academic Appeals Board. At its discretion the Board may hear each party separately unless either party requests a joint hearing. Three Board members must be present to conduct a hearing.
  - (b) At the hearing the Board shall receive all evidence and testimony of a type responsible parties are accustomed to relying upon in the normal course of university business.
- 8. During its deliberations (based on the written submissions, or after a hearing) the Board will determine whether a preponderance of the evidence establishes that the student performed an act of academic dishonesty. A majority (more than half) of those participating in the vote (those members casting a "yes" or "no" vote) is necessary to sustain an allegation of academic dishonesty. The decision of the Board is final. The Board shall notify both parties of its decision in writing, including the grounds for the Board action.
- 9. If the allegation of academic dishonesty is upheld, the penalty assessed by the faculty member shall become permanent. The Board shall notify the Associate Dean of Student Affairs, Judicial Affairs in writing.
- 10. If the Board does not find that academic dishonesty occurred,
  - (a) All the Board's case files shall be purged at the end of the following semester. The Board shall notify the Associate Dean of Student Affairs, Judicial Affairs in writing.
  - (b) If the Board designates a specific grade change, the faculty member has ten working days to adopt the remedy as his/her own. If the faculty member refuses to do so, the Board Chair shall implement the change.
  - (c) If the Board recommends alternatives, the Department Chair shall appoint an ad hoc committee of qualified tenured faculty to select from the

recommendations. The process shall be completed within 30 calendar days of the notification of the Board's decision.

- (d) The ad hoc department committee shall have the authority to carry out those duties assigned to it by the Board. The ad hoc committee must provide the Board a written rationale explaining the basis for its decision. Such rationale shall become part of the record of the appeal. The ad hoc committee recommendation and rationale shall be signed by all members of the committee. The recommendation, rationale, and all submitted documentation shall be made available to the reporting faculty member.
- 11. If, in the opinion of the Board, cases are related, the Board may hear and decide cases consolidated by Board action. The Board shall notify all parties of the consolidation.

#### D. Appeals Regarding Capricious or Arbitrary Assignment of a Grade

Faculty members have the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades. In the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final.

A student who alleges capricious, arbitrary or prejudicial (collectively "arbitrary") treatment in the assignment of a course grade ("grade") has a right to contest that grade. Because the university presumes that the individuals who assigned the grade ("faculty member") were fair and objective in the assignment of that grade, a grade will be upheld unless the student presents a preponderance of the evidence that the faculty members acted arbitrarily. A faculty member's normal exercise of professional judgment will not support a charge of arbitrary treatment.

# Procedure:

- 1. The student shall consult with the faculty member.
- 2. If the student is not satisfied with the result of the appeal to the faculty member, the student shall consult with the department chair, coordinator, or other appropriate administrator having immediate supervision of the faculty member. It is recommended that the department chair, coordinator, or other appropriate administrator maintain a written record of such consultation and/or its results. Failing here, the student shall consult with the dean of the college concerned or his/her designee.
- 3. If the faculty member is unable or refuses to participate, the department chair shall assume responsibility for initiating grade changes deemed to be justified. The department chair shall consult with an ad hoc faculty committee composed of qualified tenured faculty members with academic training comparable to the instructor of record and established by the department in fulfilling this responsibility. In addition, the department chair shall provide the ad hoc committee with certification of a "good faith" effort to consult with the faculty member named in the appeal whenever such consultation is possible and appropriate. The ad hoc committee recommendation and rationale shall be signed by all members of the committee. The recommendation, rationale, and all submitted documentation shall be made available to the faculty member (in section 5).
- 4. If the student is not satisfied with the result of the consultation process, the student may appeal in writing to the Academic Appeals Board.
- 5. The Coordinator of Academic Appeals receives all written appeals. The student's appeal shall state specifically the nature of the allegation(s) and the remedy requested; describe the student's attempts to resolve the allegation informally; and

contain any supporting documentation such as the class syllabus, exams, papers, assignments and/or other corroborating documents. The Coordinator shall within two calendar weeks during the regular semester provide the faculty member (or department chair if necessary) with a copy of the appeal. The faculty member (or department chair if necessary) shall within three calendar weeks during the regular semester following the grade assignment provide the Academic Appeals Board with a written response to the student's allegations.

- 6. The student's written appeal and responses are confidential and available only to the Board members, Coordinator, and faculty member whose grading is being appealed. After the Board has reached a decision the student may see the file, but cannot make copies of the contents.
- 7. After consideration of documents submitted by the parties, the Board shall decide either to hold a hearing or to dismiss or uphold the appeal. If the Board issues a notice of hearing, the notice shall state the time and place of the hearing. The Academic Appeals Board shall confirm that both parties have received the notice. The hearing shall be closed to the public. Either party may choose a representative from the university community. Neither the Academic Appeals Coordinator nor any member of the Academic Appeals Board may represent either party. According to Presidential Directive No. 9, the representative may not be a licensed or practicing attorney. If either party is being represented at the hearing, that party shall notify the Board in writing of the name and address of the representative at least ten calendar days prior to hearing. Except for the party or parties, a representative of each party, the Board members, and the Academic Appeals Coordinator, no one else shall be present at the hearing. Any exception to this restriction shall be at the discretion of the Academic Appeals Board. At its discretion the Board may hear each party separately unless either party requests a joint hearing. Three Board members must be present to conduct a hearing.
- The Board shall receive all evidence and testimony at the hearing of a type responsible parties are accustomed to relying upon in the normal course of university business.
- 9. During its deliberations (based on the written submissions, or after a hearing), the Board will determine whether a preponderance of the evidence establishes that the grade was assigned in an arbitrary manner. A majority (more than half) of those participating in the vote (those members casting a "yes" or "no" vote) is necessary to sustain an allegation of arbitrary treatment.
- 10. If the Board decides that the grade was not assigned in an arbitrary or capricious manner, then it shall so notify both parties in writing of its findings and the rationale.
- 11. If the Board decides that the grade was assigned in an arbitrary or capricious manner, then it shall so notify both parties in writing of its findings and the rationale. This notice shall contain a recommended remedy. If the Board designates a specific grade change, then the faculty member has ten working days to implement the change. If the faculty member refuses to do so, then the Board Chair shall implement the change. If the Board recommends alternatives, then the Department Chair shall appoint an ad hoc committee of qualified tenured faculty to select from the recommendations. The process shall be completed within 30 calendar days of receipt of the Board recommendations.

All sides in the dispute, including the affected faculty member who taught the course, shall be fully informed about the ongoing process and shall be provided with all submitted documentation pertaining to the issue which is being adjudicated. All written communications including a summary of the

deliberations and a rationale for the decision must be presented and available for inspection in order to keep the process fully transparent to the parties involved. No anonymous committees or persons are to be involved in this process, except students on the panel shall retain full anonymity.

12. The ad hoc department committee shall have the authority to carry out those duties assigned to it by the Board. The ad hoc committee must provide a written rationale explaining the bases for its decision. Such rationale shall become part of the record of the appeal. The ad hoc committee recommendation and rationale shall be signed by all members of the committee. The recommendation, rationale, and all submitted documentation shall be made available to the faculty member (in section 5).

#### E. Timing of Appeals Process

The student shall initiate either appeals process by contacting the faculty member within 30 calendar days of the first day of classes of the regular semester (fall or spring) following the grade assignment. The written appeal shall be submitted within 60 calendar days of the first day of classes of the regular semester (fall or spring) following the grade assignment. The university will attempt to conclude each appeal within 180 calendar days from the date on which the student submitted the written appeal to the Coordinator of Academic Appeals. Appeals will normally be heard during either the fall or spring semesters except when special situations occur.

# F. Special Situations: Graduating Seniors and Continuing Graduate/Post Baccalaureate Students

In special circumstances, an Ad Hoc Appeals Board designated by the Executive Committee of the Academic Senate may hear spring semester grade appeals. Every effort shall be made to complete the appeal process before the end of June. Academic Appeals Board members serving during the spring semester in question shall be asked to serve on the summer committee; if not available, the Executive Committee of the Academic Senate shall designate other faculty and/or students, preferably previous Board members, to fill a quorum. The special circumstances warranting formation of an Ad Hoc Committee include:

- 1. When a student who has petitioned to graduate in May wishes to appeal a grade in a course in his/her final spring semester in order to be eligible to graduate; or
- 2. When a disqualified graduate student wishes to appeal a grade received in a spring semester in order to be granted enrollment in the subsequent summer or fall term; or
- 3. When a post baccalaureate student in a certificate program wishes to appeal a grade received in a spring semester in order to be granted enrollment in the subsequent summer or fall term.

In these cases, the faculty member involved will be invited by the Appeals Board to provide feedback to the Appeals Board him/ herself or may waive this right and allow the chair of his/ her department or another faculty member of his/her choice to provide such feedback on his/her behalf to the Appeals Board.

#### G. Review of Appeals Procedure

If allegations are raised that any of the above appeal processes was not followed, then the Associate Dean of Student Affairs, Judicial Affairs will review the appeal to determine if the above procedures were followed and if any procedural error was material. Within three weeks, if it is determined that procedures were followed and/or that any procedural error was immaterial, then the decision of the Board will stand. If it is determined that a failure to follow procedures represented a material error, then the matter will be referred back to the Board with a written explanation of the error.

#### H. Coordinator of Academic Appeals

The Coordinator of Academic Appeals shall be chosen by the Vice President for Student Affairs. The Vice President for Academic Affairs and the Executive Committee of the Academic Senate shall have a consultative role in the making of that appointment. The duties of the coordinator shall include:

- 1. Maintaining a record of all academic appeals and each September providing to the President and the Academic Senate a written report listing the number of appeal cases heard and the disposition of each case during the previous academic year;
- Coordinating the Academic Appeals Board by convening the Board, providing them with the appropriate background information, scheduling all necessary meetings, hearings, and witnesses;
- Interpreting university policy to students concerning grading procedures and students' rights and responsibilities;
- Interviewing students and faculty involved in appeals complaints and discussing the problems with department chairs and college deans as necessary, informally mediating the appeals where possible;
- 5. Ensuring the confidentiality of all subject matter and that the rights of all parties are protected;
- 6. Exhibiting neutrality in this process and being a facilitator rather than an advocate for either side; and
- Making recommendations to the Academic Appeals Board and to the appropriate Academic Senate committee when changes in university policy appear to be necessary.

*UPS 300.030 Effective: January 6, 2012* 

# DEAN OF STUDENTS OFFICE, JUDICIAL AFFAIRS PROCEDURES

# A. Student Conduct System

The Trustees of the California State University are authorized by the Education Code to establish student conduct 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 Student Conduct Administrator is responsible for administering the student conduct system and implementing the following procedures as mandated in Executive Order No. 1073, Student Conduct Procedures and CSU Fullerton President's Directive No. 9 Regarding the Use of Attorneys in Student Disciplinary Proceedings for California State University, Fullerton.

# **B.** Procedures

- 1. The Associate Dean receives from University Police, a faculty member or other member of the university community a written report regarding an alleged violation of the University Student Conduct Code.
- 2. The Associate Dean begins an investigation.
- 3. The Associate Dean notifies the student in writing of the allegations against him/her.
- 4. The student has an opportunity to meet with the Associate Dean or designee.
  - a. The Associate Dean may dismiss the complaint; or
  - b. The student may accept a voluntary administrative review by not disputing the

allegation, waiving the right to a hearing and accepting the sanctions accessed. If a resolution is reached, the agreement is put in writing and signed by the student and the Associate Dean; or

- c. The student may deny the allegation and request a hearing.
- 5. The Associate Dean sends the student a Notice of Hearing.
  - a. The student may accept the recommended sanction(s) stated in the Notice of Hearing. If a resolution is reached, the agreement is put in writing and signed by the student and the Associate Dean or
  - b. The student may not accept the recommended sanctions(s) and request a hearing.
- 6. The hearing is held.
- 7. The Hearing Officer submits a recommendation to the President.
- 8. After reviewing the Hearing Officer's recommendation, the President makes the final decision regarding disciplinary action.
- 9. The President notifies the student of the decision.

### C. Sanctions

Sanctions which may be assessed include but are not limited to: warning, disciplinary probation, restitution, loss of financial aid, admission/readmission, educational seminars, suspension or expulsion.

#### **D.** Disciplinary Records

When a student has been found responsible for a violation of university standards through the Dean of Students Office, Judicial Affairs, a disciplinary record (separate from the student's academic record) will be maintained in a confidential file in the Dean of Students Office, Judicial Affairs for a minimum of seven (7) years. If a student is expelled from the university, the file is kept permanently. Probation and suspension are noted on the student's academic record during the term of the probation or suspension. A permanent notation will be made on the student's academic record if he or she is expelled from the university or is suspended for longer than one academic year.

#### E. Notice to Victims of Crimes of Violence and Sex Offenses

In cases involving crimes of violence, including forcible sex offenses, both the Complainant/victim and Student charged shall be informed of the final results of the hearing in writing. (20 U.S.C. §1092.) This information is only given to the Student charged and Complainant/victim and includes the name of the Student charged, any violation found to have been committed, and any sanction(s) imposed on the Student charged. (20 U.S.C. §1232g; 34 C.F.R. §668.46(b)(11)(vi)(B).) The University may also notify any other alleged victim(s) of the final results regardless of whether or not the charges are sustained. (34 C.F.R. §99.31 et seq.)

#### F. Policies Related to Student Conduct

Copies of the following university policies are available in the Dean of Students Office, Judicial Affairs, Titan Student Union 235.

- California Code of Regulations, Title 5, Article 2, Sections 41301-41304
- Executive Order No. 1073: Student Conduct Procedures
- Executive Order No. 1074: Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students
- Academic Dishonesty, University Policy Statement 300.021
- Academic Appeals Policy, University Policy Statement 300.030

California State University, Fullerton, Presidential Directive No. 9

# POLICY ON THE USE OF ALCOHOLIC BEVERAGES BY STUDENTS AND BY STUDENT ORGANIZATIONS

#### I. California Law

Under California Law, no person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages (California Business and Professional Code, Sec. 25658). It is also unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or any place open to public view (California Business and Professional Code, Sec. 25662).

#### II. University Policy on Consumption by Students on University Property, University Events or Representing the University

- 1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the legal drinking age is prohibited.
- 2. Alcoholic beverages shall not be provided (supplied or purchased with the intent to supply) to individuals under 21 years of age.
- 3. The manufacture, use or provision of a false state identification card, driver's license, or certification of birth is prohibited.
- 4. The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
- 5. Operating a motor vehicle, bicycle, skates, or scooters while intoxicated is prohibited.

# III. University Policy on Consumption in Recognized Living Groups and Student Organization Activities

- 1. No student shall supply, or purchase with the intent of supplying, any alcoholic beverage to any person under the age of 21.
- 2. No student shall possess alcoholic beverages in a public area of any recognized student living group or any portion of the property of a student living group, which is open to public view. A "public place" or "any place open to public view", as legally defined in the case of college living groups, would include the lobby and grounds of the residence hall, or the grounds of fraternities or sororities. In view of problems of age determination, this restriction shall apply to all students, regardless of age.
- 3. No person, of any age, shall be coerced into using alcoholic beverages by any Student. To insure that choice is possible, alcoholic beverages may not be available at a social function in a recognized student living organization unless non-alcoholic beverages are also available. It is recommended that food be available whenever alcohol is served.
- 4. The selling, either directly or indirectly, of alcoholic beverages (including beer and wine) except under the authority of a California Alcoholic Beverages Control Board license is prohibited.
- 5. The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
- 6. All recognized living organizations shall submit for approval by the Dean of Students a procedure for compliance with the above regulations.
- 7. It is emphasized that, if alcoholic beverages are used at all by students over 21,

they should be used in moderation, and that the conduct of students in recognized living organizations shall at no time be such that the orderly running of these organizations is disrupted.

8. It is unlawful for students who are minors to possess or consume alcoholic beverages at sponsored events off campus. The University will exercise the right to take cognizance of unlawful activities which are engaged in off-campus by students. To assure compliance with the law, if a bar is available for an organization holding an event, it shall be provided in a manner consistent with the Office of Alcoholic Beverage Control.

#### **IV. Violation of Alcohol Policy**

Student involvement in underage consumption of alcohol is a matter of concern to the University and will subject a student so involved in disciplinary action by the University. Dependent upon the nature of the violation, assessing university sanctions may include educational intervention, mandated community reparations, suspension, or expulsion aside from or in addition to prosecution under applicable state and federal laws. University action may be taken whether or not independent action is taken by civil authorities.

Violations of these regulations by student organizations shall be subject to discipline through the Student Organization Judicial Process. (Available in the Dean of Students Office or at http://fullerton.edu/deanofstudents)

#### V. Dissemination of Policy

It shall be the responsibility of the Dean of Students to disseminate as widely as possible the intent of this policy to avoid misunderstandings on the part of parents, citizens, and members of the University community.

UPS 330.232 Effective: June 24, 2005

# POLICY REGARDING THE USE OF DRUGS BY STUDENTS

#### **University Policy**

The University's policy is to conform to all applicable laws (California Health and Safety Code) and follows the current stance of the medical and mental health professions regarding the use of psychoactive substances including stimulants, depressants, narcotics, inhalants, hallucinogens and marijuana.

The University expects all students and student groups to comply with all local, state and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state, and local ordinances and university regulations. Current laws provide for severe penalties for violations which may result in criminal records.

#### Violation of Drug Policy

Student involvement in the manufacture, use, possession, distribution or sale of illegal drugs or the misuse of any legal drug or the use of other substances in a manner which is a threat to health or safety is a concern to the University. Such behavior may subject a student to disciplinary action by the University. Dependent upon the nature of the violation, University sanctions may include but are not limited to educational intervention, reparations, suspension or expulsion aside from or in addition to prosecution under applicable state and federal laws. University action may be taken whether or not independent action is taken by civil authorities.

#### **Responsibility for Drug Education**

There are many risks associated with the use of drugs which affect not only the

individual user but other members of the community. Problems associated with drug abuse include but are not limited to poor academic performance, relationship difficulties, accidents, and injuries to self and others. Students are encouraged to seek assistance and/or support for themselves or others through any of the following campus resources:

- Counseling and Psychological Services (CAPS)
- Health Education and Promotion
- Student Health and Counseling Center

If emergency assistance is required, students may also contact University Police.

The office of the Vice President for Student Affairs will educate and distribute information regarding drugs and provide this information through applicable University sources.

UPS 330.231 Effective: August 17, 2009

#### **DRUG-FREE SCHOOLS INFORMATION**

In accordance with the Drug-Free Schools and Communities Act of 1989, California State University, Fullerton is committed to promoting the health of our students by preserving a drug-free environment. All students should be aware that the unlawful possession, use, manufacture, dispensation, or distribution of alcohol or illicit drugs on university property or as part of any of its activities is prohibited by both law and university policy (see more information below). Students should also be aware of the health risks associated with alcohol and other drug use which are listed below:

### Drug-Type Most Common Complications/Long-Term Effects

Stimulants

- Amphetamines (Benzedrine, Dexedrine, Diet Pills, MDMA, Ecstasy): Nervousness, paranoia, dizziness, tremors, decreased mental ability, impotence, insomnia, skin disorders, malnutrition, delusions, psychosis, seizures, death.
- Cocaine (Cocaine Powder, Crack, Freebased Coke): Tremors, nasal bleeding and inflammation, toxic psychosis, seizures, damage to nasal septum and blood vessels, death from overdose (heart or respiratory failure).
- Nicotine (Cigarettes, Chewing Tobacco): High blood pressure, emphysema, bronchitis, heart and lung disease, cancer, death.
- **Caffeine** (Coffee, Cola, No-Doz): Nervousness, insomnia, dehydration, stomach irritation, fatigue.

Depressants

- Alcohol: Dehydration, hangover, overdose or mixing with other depressants can cause respiratory failure, obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium, tremors, death.
- ◆ **Tranquilizers** (Valium, Librium, Miltown, Thorazine): Hangover, menstrual irregularities, increases or decreases effect of other drugs, especially dangerous with alcohol, destroys blood cells, jaundice, coma, death.
- **Barbiturates** (Amytal, Seconal, Phenobarbital): Lethargy, hangover, blurred vision, nausea, depression, seizures, excessive sleepiness, confusion, irritability, severe withdrawal sickness; can be fatal if mixed with alcohol and other depressants.
- Narcotics (Heroin, Morphine, Codeine, Demerol): Respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness,

stupor, death.

• Inhalants (Amyl Nitrate, glue, paint, nitrous oxide): Headaches, dizziness, accelerated heart rate, nausea, nasal irritation, cough, impotence, hallucination, liver, kidney, bone marrow and brain damage, death.

**Psychedelics** 

- Cannabis (Marijuana, Hashish, THC): Impaired driving ability, possible lung damage, reduced sperm count and sperm mobility.
- Hallucinogens (LSD, Psilocybin, MDA, Peyote, DMT, STP): Depression, paranoia, physical exhaustion after use, psychosis (freaking out).

Help for substance abuse problems may be obtained from one of the following resources:

- CSUF Student Health and Counseling Center, for confidential counseling and referral to local agencies, (657) 278-2800 or (657) 278-3040
- Alcoholics Anonymous of Orange County, (714) 556-4555
- National Drug and Alcohol Treatment Hotline, call 1-800-662-HELP
- Al-Anon World Service Office, 1-888-4AL-ANON
- Nar-Anon Family Group Headquarters, (310) 534-8188

## **Federal Laws**

#### Possession of Illicit Drugs

First Offense: prison sentences up to 1 year and fines up to \$100,000; Second Offense: prison sentences up to 2 years and fines up to \$250,000; Special sentencing provisions apply for possession of crack cocaine, including imprisonment of 5 to 20 years and fines up to \$2,500,000 for first offense, depending upon the quantity of crack possessed.

#### Trafficking of Illicit Drugs

Penalties vary depending upon the quantity of drugs involved. The manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g., cocaine, methamphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony. First offense: prison sentences of five years to life (20 years to life if death or serious injury is involved) and fines of up to \$4 million for offenses by individuals (up to \$10 million for other than individuals). Second offense: prison sentences of ten years to life (not less than life if death or serious injury is involved), and fines up to \$8 million for offenses by individuals.

Trafficking in marijuana, hashish, and mixtures containing such substances is also prohibited. First offense: up to life if death or serious injury is involved and fines up to \$4 million for offense by individuals (up to \$10 million for other than individuals). Second offense: up to life (not more than life if death or serious injury is involved) and fines up to \$8 million for individuals (up to \$20 million for other than individuals).

For illegal trafficking of Schedule III, IV and V illicit drugs (e.g., anabolic steroids, Darvon®, Talwin®, Equanil® and over-the-counter cough medicines with codeine). First offense: up to five years imprisonment and fines up to \$250,000 (up to \$1 million for other than individuals). Second offense: up to ten years imprisonment and fines up to \$500,000 (up to \$2 million for other than individuals).

Note: Violation of student conduct regulations regarding substances can result in probation, suspension or expulsion from the university and referral for prosecution.

Vice President for Student Affairs 2006

# HAZING POLICY

California State University, Fullerton expects that all students, recognized student organizations, and affiliated groups will observe and fully comply with University Policy in accordance with Title 5 Education Code, Section 41301 (Standards for Student Conduct) and State of California Penal Code Section 245.6 (proscribes criminal and civil penalties for individuals who haze). The Dean of Students Office shall ensure that all students, recognized student organizations, and affiliated student groups are informed on an annual basis about education policies specific to hazing.

All recognized student organizations affiliated with a national or local governing body must adhere to regulations set forth by their respective organizations concerning hazing. It is the responsibility of all students, recognized student organizations, and affiliated student groups to be informed of all of the above mentioned regulations.

University policy with respect to hazing prohibits all students, recognized student organizations, and affiliated student groups from engaging collectively or individually in any of the following practices as part of any program or general activity, regardless of the person's willingness to participate. This list is intended to provide examples of hazing and should not be considered all inclusive.

- 1. Any type of harm such as paddling, beating, striking, branding, tattooing, body piercing, placing of a harmful substance on the body, or similar activity;
- 2. Any type of physical activity, such as deprivation of sleep (6 to 8 hours per day minimum), food, or maintaining hygiene; exposure to the elements; confinement in a small space; calisthenics; or other activity that subjects the student to a risk or harm or that adversely affects the mental or physical health or safety of the student;
- 3. Such activities as new member scavenger hunts, new member ditches, kidnaps, and the like, as well as any activity that is mandatory for new members only, and is not educational in nature;
- 4. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
- 5. Nudity or forcing or allowing students to dress in any unusual or awkward fashion;
- 6. Any activity that intimidates or threatens the student with ostracism, that subjects the student to unreasonable mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this section.

# State of California Hazing Policy

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

"(8) Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this

#### section."

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized.

State of California Penal Code 245.6

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
- (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.
- (e) The person against whom the hazing is directed may commerce a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- (f) Prosecution under this section shall not prohibit prosecution under any other provision of the law.

#### **Reporting Allegations of Hazing**

Allegations of violation of state law or university policies regarding hazing are handled by the Dean of Students Office or University Police for appropriate disciplinary and/or criminal investigation and action. As outlined in the Executive Order 1073, Student Conduct Procedures, and the Student Organization Judicial Procedures, due process will be followed including right of appeal. Nothing in this policy is intended to prevent or prohibit a victim of hazing from filing a complaint with the police in addition to reporting the event(s) to the Dean of Students Office, as described above.

> Vice President for Student Affairs January 2013

# POLICY ON AMOROUS OR SEXUAL RELATIONSHIPS BETWEEN

# FACULTY, STAFF AND STUDENTS

Amorous or sexual relationships between faculty or staff and a member of the University community for whom they have teaching, evaluative, advocacy, counseling, advising or supervisory responsibilities are unacceptable, even if the parties involved view such a relationship as consensual.

The University will regard such behavior as unprofessional, unacceptable and potentially subject to reprimand or disciplinary procedures. The University expects faculty and staff to:

- (a) refrain from taking any teaching, evaluative, advocacy, counseling, advising, or supervisorial role involving an individual with whom he/she is having an amorous or sexual relationship;
- (b) remove himself/herself from any teaching, evaluative, advocacy, counseling, advising or supervisorial role involving an individual with whom he/she is having an amorous or sexual relationship.

Any supervisor who is aware of a faculty or staff member who has a teaching, evaluative, advocacy, counseling, advising, or supervisorial responsibility for an individual with whom he/she is having an amorous or sexual relationship shall take action to remove that individual from his/her position of responsibility or otherwise resolve the problem.

A member of the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom he/she is having a consensual relationship will be deemed to have violated this policy.

It is the responsibility of department chairs, deans, supervisors and managers to take all necessary and appropriate steps, beginning with informal steps to resolution, to prevent and correct problems stemming from amorous or sexual relationships. If informal steps for resolution are unsuccessful, the matter will be pursued via the formal corrective action or complaint process listed in the sexual harassment complaint procedures.

It is the responsibility of any member of the campus community who may be uncertain about the propriety of consensual amorous or sexual relationships to consult with campus personnel knowledgeable about professional standards, ethical issues, and sexual harassment.

#### **Dissemination of Policy, Education and Training**

The President shall take appropriate measures to ensure:

- that this policy is widely and frequently disseminated on campus, including among students; and that
- other appropriate means of educating the community, such as periodic workshops, are pursued.

It shall be the responsibility of managers, supervisors, deans and department chairs to ensure that employees or students under their direction or supervision are informed of this policy.

> UPS 240.200 Effective: September 19, 1994

# NONDISCRIMINATION POLICY:

# A COMMITMENT TO VALUING DIVERSITY

# I. Preamble

Universities have a deep obligation to value diversity among people and among ideas

and, at the same time, not impose any specific ideology on students, faculty, staff, or administrators. For appreciation of diversity -- in nature, in human culture, and certainly in ideas -- is fundamental to higher learning. The University's enterprise is enriched when diverse peoples are engaged in it. Beyond the profound moral value to be found in inclusiveness, a diverse campus community characterized by free and open communication fosters understanding of the alternative points of view that different groups can offer.

#### **II. General Policy**

It is the policy of California State University, Fullerton, to create and maintain an environment that values diversity, respects human dignity, is hospitable, equitable, and tolerant, and in which all persons are free from all forms of invidious discrimination or discriminatory harassment.

Mindful of its high calling to promote diversity in thought and to assure all students an appropriate learning and working environment, California State University, Fullerton:

- 1. Challenges and summons its students, faculty, staff and administration to promote a hospitable and equitable learning environment for all persons;
- 2. Asserts that tolerance for diversity shall be the norm for behavior on the part of all who are present on the campus;
- 3. Discourages the use of derogatory or disparaging language and other forms of expression and, particularly, condemns those who insult persons on the basis of race, ethnicity, national origin, ancestry, citizenship, religion, creed, sex, sexual orientation, marital status, age, disability, or veteran status.

#### **III. Programmatic Responses**

- A. To achieve the high purpose of securing a hospitable and equitable learning and working environment for all persons, California State University, Fullerton commits itself to:
  - 1. Encouraging ethnic, gender, and cultural diversity in its faculty, student body, staff and administration;
  - 2. Promoting a University curriculum that recognizes the contributions and achievements of our diverse human community;
  - 3. Sponsoring programs and activities that increase the awareness of the value of diversity;
  - 4. Supporting organizations that foster inter-group understanding and harmony;
  - 5. Offering training to faculty, staff, administrators and student leaders in promoting harmonious inter-group interactions and conflict resolution;
  - 6. Periodically assessing the success of all units within the University in furthering these goals and objectives.
- B. While cherishing and protecting freedoms of speech and expression that are the very basis of the higher educational enterprise, the University will:
  - 1. Discourage instances of intolerance, discrimination, or harassment not subject to sanctions under sections 2-5 below. Workshops, seminars, or other learning opportunities focused on the nature of bigotry and prejudice may be appropriate responses to such behaviors;
  - 2. Invoke, where necessary, the sanctions authorized for instances of intentional discrimination that are prohibited by system-wide Executive Orders for the California State University, and/or are prohibited by state and federal law;
  - 3. Invoke, where necessary, the sanctions authorized under standard civil and

criminal codes for intentionally threatening individuals, damaging property, or disrupting the educational enterprise, specifically including those instances of threat, damage and disruption premised on intolerance and discrimination;

- Take appropriate actions in the face of student misconduct as provided in Title 5, California Code of Regulations, including Section 41301(k) which prohibits abusive behavior directed toward, or hazing of, any member of the campus community;
- 5. Take actions in the face of misconduct, including misconduct premised on intolerance and discrimination, by staff and faculty as appropriate in the context of collective bargaining agreements; and in the instance of administrators and other employees not covered by bargaining agreements, in the context of Executive Order 419 ("System-wide Grievance Procedure -Discrimination Complaints for Employees Not Covered by Existing Regulation" or Executive Order 675 System-wide Complaint Procedure for Discrimination Complaints by Employees Not Eligible to File a Discrimination Complaint or Grievance Under a Collective Bargaining Agreement.

### IV. Guidelines for Establishing Campus Procedures for the Resolution of Complaints Filed Under the Provisions of the CSUF Nondiscrimination Policy

The procedure shall conform to the following general principles:

- 1. The first and prior principle shall be to protect constitutionally protected speech, specifically including speech in the classroom. No prior restraint upon expression shall be embodied in a code of conduct or other such regulations designed to sanction invidious harassment.
- 2. The second principle, and next in order of priority, shall be a preference for informal resolution of minor conflicts and disputes. Major disputes and recurring minor incidents of intentionally discriminatory behavior should be addressed through formal resolution.
- 3. The third principle, and next in order of priority, shall be confidentiality, but only insofar as confidentiality may be consistent with due process.
- 4. The fourth principle, and next in order of priority, shall be enforcement of the policy and procedures in a manner consistent with due process protections, including the right of any individual charged with violation to notice and a hearing.
- 5. The fifth principle, and last in order of priority, shall be the maintenance of records adequate for statistical and policy review. Record keeping must not be inconsistent with, and must not take UPS 240.000 priority over, confidentiality and a preference for informal dispute resolution.

UPS 240.00

Effective: February 15, 2005

# SYSTEMWIDE POLICY PROHIBITING DISCRIMINATION, HARASSMENT AND RETALIATION AGAINST STUDENTS AND SYSTEMWIDE PROCEDURES FOR HANDLING DISCRIMINATION, HARASSMENT AND RETALIATION COMPLAINTS FILED BY STUDENTS Executive Order 1074 Statement of Policy

The CSU, through its chancellor and presidents, is committed to creating an atmosphere in which all Students have the right to participate fully in CSU programs and activities free from unlawful Discrimination, Harassment and Retaliation.

This policy is established in compliance with the California Equity in Higher Education Act (Education Code §66250 et seq.), Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, among other applicable state and federal laws. It is CSU policy that no Student shall, on the basis of any Protected Status, be unlawfully excluded from participation in, or be denied the benefits of, any CSU program or activity. Nor shall a Student be otherwise subjected to unlawful Discrimination, Harassment, or Retaliation for exercising any rights under this executive order.

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014 (psychotherapist-patient); 1035.8 (sexual assault counselor-victim); and 1037.5 (domestic violence counselor-victim)), any member of the University community who knows of, or has reason to know of, allegations or acts that violate this policy, shall promptly inform the DHR Administrator.

Employees and Students who violate this policy may be subject to discipline. If employee discipline is appropriate, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSU policies, and legal requirements. Student discipline shall be administered in accordance with §41301 of Title 5, California Code of Regulations and Executive Order 1073, or any superseding executive order, if applicable.

The Director of Diversity & Equity Programs/Title IX Director is designated a campus Administrator who is responsible for the implementation of, and compliance with, this policy. This executive order is available to all Students, CSU employees, and Third Parties at this website http://diversity.fullerton.edu/Default.aspx and in the offices of Diversity and Equity, Student Affairs, Student Judicial Affairs, Disabled Student Services, Auxiliary Service Organizations, Academic Affairs, Extended Education and Human Resources.

This executive order provides Students a procedure to address Discrimination, Harassment and Retaliation by the CSU, a CSU employee, another Student, or a Third Party. Whenever a Campus determines that a Complaint is outside the scope of this executive order, the Campus shall promptly so notify the Student in writing.

#### **Article I. Definitions**

For purposes of this executive order, the following definitions apply:

- A. Accused means the CSU, a CSU employee, another Student, or a Third Party against whom an allegation of Discrimination, Harassment or Retaliation has been made.
- B. Age, as defined in California Government Code §12926(b), refers to the chronological age of any individual who has reached his or her 40th birthday.
- C. **CSU** means the 23 campus system of the California State University, including the Office of the Chancellor (CO).
- D. Campus or University means any of the 23 campuses of the CSU.
- E. **Complaint** means a written communication that complies with Article VI. C alleging Discrimination, Harassment or Retaliation against the CSU, an employee, another Student, or a Third Party.
- F. **Complainant** means an individual who is eligible to, and does, file a Complaint to report Discrimination, Harassment or Retaliation.

- G. **Disability** means mental or physical disability as defined in California Education Code §66260.5.
- H. **Discrimination** means adverse action taken against a Student by the CSU, a CSU employee, another Student, or a Third Party based on any Protected Status.
- I. **Gender**, as defined in California Education Code §66260.7, means sex, and includes a person's gender identity and gender expression. Gender expression means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.
  - Sex, as defined in California Government Code §12926(p), includes but is not limited to pregnancy, childbirth or associated medical condition(s).
- J. Genetic Information, as defined in California Civil Code §51(2)(e), means:
  - The Student's genetic tests.
  - The genetic tests of the Student's family members.
  - The manifestation of a disease or disorder in the Student's family members.
  - Any request for, or receipt of genetic services, or participation in clinical research that includes genetic services, by a Student or any Student's family member.
  - Genetic Information does not include information about any Student's sex or age.
- K. **Harassment** means unwelcome conduct engaged in because of a Protected Status that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Student, and is in fact considered by the Student, as limiting the Student's ability to participate in or benefit from the services, activities or opportunities offered by the University.
  - 1. **Sexual Harassment**, as defined in California Education Code §212.5, consists of both non-sexual conduct based on sex or sex-stereotyping and conduct that is sexual in nature, and includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:
    - a. Submission to, or rejection of, the conduct by the Student is explicitly or implicitly used as the basis for any decision affecting the Student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
    - b. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Student, and is in fact considered by the Student, as limiting the Student's ability to participate in or benefit from the services, activities or opportunities offered by the University.
  - 2. **Sexual Violence** is a form of Sexual Harassment. Sexual Violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against a Student without consent or against a Student who is incapable of giving consent due to Age, Disability, or use of drugs or alcohol.
- L. **Investigator** means the person tasked with investigating a Complaint at Level I. An investigator shall be an MPP Employee, an external consultant, or the Campus DHR Administrator or Title IX Coordinator. The investigator may not be within the administrative control or authority of any Accused CSU employee.

- M. Management Personnel Plan Employee, as defined in §42720, Title 5, California Code of Regulations, means an employee (including a retired annuitant) who has been designated as "management" or "supervisory" in accordance with the provisions of the Higher Education Employer-Employee Relations Act.
  - 1. **DHR** Administrator means the Campus MPP Employee appointed by the president to administer this executive order and coordinate compliance with the laws prohibiting Discrimination, Harassment and Retaliation against Students. The DHR Administrator may delegate tasks to one or more appropriate designees.
  - 2. **Title IX Coordinator** means the Campus MPP Employee appointed by the Campus president to coordinate compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator may delegate tasks to one or more appropriate designees.
  - 3. The president may assign the roles of DHR Administrator and Title IX Coordinator to the same person. The names of, and contact information for, the campus DHR Administrator and Title IX Coordinator shall be made readily available to the Campus community in accordance with Article III.
- N. **Nationality**, as defined in California Education Code §66261.5, includes citizenship, country of origin, and national origin.
- O. **Preponderance of the Evidence** means the greater weight of the evidence; <u>i.e.</u>, that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side. The Preponderance of the Evidence is the applicable standard for demonstrating facts in an investigation conducted pursuant to this executive order.
- P. **Protected Status** means Age, Disability, Gender, Genetic Information, Nationality, Race or Ethnicity, Religion, Sexual Orientation, as well as Veteran Status.
- Q. Race or Ethnicity, as defined in California Education Code §66261.7, includes ancestry, color, ethnic group identification, and ethnic background.
- R. **Religion**, as defined in California Education Code §66262, includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism.
- S. **Retaliation** means adverse action taken against a Student because he/she has or is believed to have:
  - 1. Reported or opposed conduct which the Student reasonably and in good faith believes is Discrimination, Harassment or Retaliation; or
  - 2. Participated in a Discrimination, Harassment or Retaliation investigation/ proceeding.
- T. **Sexual Orientation**, as defined in California Education Code §66262.7, means heterosexuality, homosexuality, or bisexuality.
- U. **Student** means an applicant for admission to the CSU, an admitted CSU student, an enrolled CSU student, a CSU extended education student, a CSU student between academic terms, a CSU graduate awaiting a degree, and a CSU student who withdraws from school while a disciplinary matter is pending.
- V. Third Party means an individual or entity other than the CSU, a Student, or a CSU employee. Examples include auxiliary organizations (as defined by §42406, Title 5 of the California Code of Regulations), independent contractors at the Campus, Campus vendors and their employees, and Campus visitors.
- W. Veteran Status means service in the uniformed services.
- X. **Working Days** are defined as Monday through Friday, excluding all official holidays or Campus closures at the Campus where the Complaint originated.

# **Complaints Regarding Violations of the Policy**

This executive order provides Students a procedure to address Discrimination, Harassment and Retaliation by the CSU, a CSU employee, another Student, or a Third Party. Whenever a Campus determines that a Complaint is outside the scope of this executive order, the Campus shall promptly so notify the Student in writing.

#### Who May File Complaints

Subject to the exceptions set forth below, any Student may file a complaint of Discrimination, Harassment or Retaliation under this executive order.

- 1. <u>Complaints of Student employees whose Discrimination, Harassment or Retaliation</u> <u>complaints arise out of their employment</u>. Such complaints shall be governed by Executive Order 928, or any superseding executive order, if applicable.
- Complaints by a Student about his/her academic adjustments and/or accommodations to a University's educational program related to his/her Disability. Such inquiries and complaints shall be directed to the Campus Director, Disabled Student Services (DSS), and shall be governed by the Campus DSS complaint procedure.

### Grade Appeals That Allege Discrimination, Harassment or Retaliation

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

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

# **Informal Resolution - Campus Level**

Students who believe they are or may have been victims of Discrimination, Harassment or Retaliation may initiate the Informal Resolution process prior to, or instead of, filing a Complaint. However, it is not appropriate in such cases for a Student to be required to "work out the problem" directly with the Accused; and in no event should any meeting between the Student and the Accused occur without appropriate involvement by the University (e.g., counselor or appropriate administrator). The Student must be notified of the right to end any such informal process at any time.

Upon receipt of a Student's concern(s), the Director of Diversity & Equity Programs/Title IX Director or designee shall promptly meet with the Student to discuss his or her concern(s). During the pendency of the Informal Resolution process, the timeline to file a Complaint shall be extended for a period of no longer than twenty (20) Working Days. Thus, under Article VI. B, a Complaint may be filed no later than forty (40) Working Days after the end of the academic term in which the most recent alleged act of Discrimination, Harassment or Retaliation occurred.

If the Student's concern(s) alleges Sexual Discrimination (including but not limited to, Sexual Harassment or Sexual Violence), the Student shall promptly be referred to the Title IX Coordinator. The Title IX Coordinator shall meet with the Student and undertake any and all applicable steps described in Article VI. D. In cases alleging Sexual Violence, the Student shall also be advised to immediately file a Complaint under Article VI (Campus Formal Level). Informal resolution is not appropriate when Sexual Violence is alleged.

The Campus will attempt to resolve the Student's concern(s) quickly and effectively. The Director of Diversity & Equity Programs/Title IX Director or designee shall meet with the Student, the Accused, and any other person(s) or witness(es) determined by the Director of Diversity & Equity Programs/Title IX Director to be necessary for a resolution of the matter, to review the allegations and any responses. Informal Resolution may take the form of a negotiated resolution facilitated by the Director of Diversity & Equity Programs/Title IX Director.

The Student or the Director of Diversity & Equity Programs/Title IX Director may at any time elect to terminate the process. The Director of Diversity & Equity Programs/Title IX Director shall promptly notify the Student and the Accused in writing that the Informal Resolution process has terminated, and the effective date thereof.

Both the Student and the Accused shall keep the details of the Informal Resolution process confidential until the process is concluded.

If resolution is reached by these informal means, a record of the resolution shall be memorialized in a writing signed by the Student and maintained in accordance with applicable Campus recordkeeping policies. The matter shall be considered closed and the Student is precluded from filing a Complaint or appeal concerning the same incident, except where the terms of the informal resolution have been violated or have been ineffective in stopping the Discrimination, Harassment, or Retaliation. If resolution is not reached, the Student shall be informed about how to file a Level I Complaint (Campus Level).

For a copy of the complete version of this Executive Order, Complaint Form and Complaint Timelines, go to these websites:

Diversity and Equity http://diversity.fullerton.edu/Default.aspx

Complaint Form http://www.calstate.edu/eo/EO-1074att2.pdf

Complaint Filing Timelines http://www.calstate.edu/eo/EO-1074att2.pdf

For information regarding **Discrimination**, **Harassment**, **Sexual Harassment or Title IX** policies and/or complaint resolution as well as filing procedures contact the following campus administrators:

#### All Discrimination/Harassment/Sexual Harassment/Title IX Complaints

Coordinator, Title IX, Diversity and Equity - CSUF Susan Leavy College Park 770 <u>sleavy@fullerton.edu</u> (657) 278-3951 TDD 657-278-2786 Meredith Basil, Associate Athletic Director &

Deputy Title IX Coordinator - Athletics Gender Equity

University Hall 209A

(657) 278-2648

## mbasil@fullerton.edu

**Student Disability Complaints** (Section 504 including denial or failure to implement accommodations, academic adjustments and auxiliary aids)

Paul K. Miller - Director, Disabled Student Services, CSUF University Hall 101 <u>pmiller@fullerton.edu</u> (657) 278-3117 TDD 657-278-2786

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

San Francisco Office 50 Beale Street, Suite 7200 San Francisco, CA. 94105 (415) 486-5555, FAX (415) 486-5570 TDD (877) 521-2172

E-mail: ocr.sanfrancisco@ed.gov

www.ed.gov/ocr

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 <u>http://www.fullerton.edu/diversity/policies.asp.</u>

# PUBLIC MEETINGS, PERFORMANCES AND RALLIES

#### **President's Directive No. 5**

This directive is issued pursuant to Sections 89031 and 89035 of the Education Code. Violation of this directive is a misdemeanor and is punishable as prescribed in Section 19 of the California Penal Code and/or Section 41301, Title 5, California Code of Regulations. Except as provided in this directive, it is unlawful for any person, group or organization to present, perform or participate in any public meeting, performance, rally or similar public event except as authorized by the president or his/her designee and subject to conditions and requirements as attached.

Sections 42353 and 42354 of Title 5, California Code of Regulations state as follows in pertinent part:

"The President of the campus may permit the use of campus buildings and grounds for public meetings, performances, rallies and similar events held in accordance with reasonable directives issued by the respective campus president as to the time, place and manner thereof. Any such event occurring on campus in violation of established campus directives regarding time, place and manner is prohibited."

"Notice shall be posted at or near the principal entrances of each campus calling attention to the existence of regulations relating to soliciting handbills and circulars, and to public meetings, performances, rallies and similar public events, citing by the number the sections in this Article and designation the places where copies thereof and of directive issued by the campus president pursuant thereto may be examined."

#### I. Directive

- A. Public meetings, performances, rallies, and similar events may be held by students and faculty in accordance with procedures approved by the President.
- B. Public meetings, performances, rallies similar public events may be held by nonstudents or non-faculty only with written permission of the President or the President's designee.
- C. Fund-raising activities may occur in accordance with provisions of the campus Facility Use Manual.
- D. Public meetings, performances, rallies and similar public events must not disrupt the educational process.

#### II. Time, Place, Manner

Such events may be held in accordance with scheduling procedures approved by the President or the President's designee. These procedures include but are not limited to the following regulations:

- Rallies, public meetings and performances held in the central quad, which require amplification may use only the sound system and technician provided by the University center.
- Musical performances in the central quad, which require amplification, may occur only between 12:00 pm and 1:00 pm.
- In no case shall any activity occur if it disrupts the educational process.
- Space for any meeting, rally or other public event held in an exterior location must be scheduled through the Office of Student Life or, in the case of physical education, athletics and recreation facilities, through the campus Sports/Physical Performance Complex and in accordance with policies and procedures governing use of those facilities. Student groups wishing to schedule a meeting, rally or other public event indoors must also schedule through the Office of Student Life.
- Speakers are not to be subjected to harassment, nor is the right of all to hear the speaker to be infringed.

All students, and faculty and staff on their own time, are free to participate in demonstration as long as the activity, in the opinion of the President or the President's designee, does not disrupt ordinary foot and/or vehicle traffic, or otherwise interfere with the operations of offices and/or the conduct of classes, and as long as it does not occur in places other than those in which University business is not normally conducted (such as an exterior location or the lobby of a building). Demonstrations may not be conducted in classrooms, offices or reception areas.

#### **III. Designation**

In those case involving students or student organizations, the President's designee shall be the Vice President for Student Affairs or the Vice President's designee. In those cases involving faculty or faculty organizations, staff, non-students, the President's designee shall be the Vice President for Administration or the Vice President's designee.

President's Directive No. 5 Effective: February 1994

# PREPARING FOR AN EMERGENCY

California State University, Fullerton's Emergency Operations Plan provides the framework and strategies for preparing for, responding to, and recovering from an emergency or disaster that affects the campus and the surrounding area. Knowing your role and responsibilities during an emergency is vital to the plan's success.

For information to help you prepare for most expected hazards or emergencies, please visit the Campus Emergency Preparedness website at prepare.fullerton.edu. Sample topics include:

- University Emergency Operations Plan
- Shelter in Place/Active Shooter Guidance
- Campus Evacuation Areas
- Emergency Supplies for Campus/Car/Home
- Emergency Notification System

During an emergency the University is committed to providing students the latest and best available information regarding the incident. Be sure to register your cell phone, home phone and email address so that you can be reached in case of an emergency situation on the campus. For information on updating or adding any personal contact information, please visit this website: prepare.fullerton.edu and click the "Emergency Alerts" tab. In the event of an emergency on campus you may also dial (657) 278-4444 to receive 24-hour recorded information regarding the situation.

For comments or questions regarding the Emergency Operations Plan or Cal State Fullerton emergency preparedness please contact the Emergency Management Coordinator at (657) 278-3572.

# **DIVERSITY AND EQUITY / TITLE IX**

California State University, Fullerton is dedicated to providing a safe learning and working environment free from Discrimination, Harassment and Retaliation. It is your right to contact University officials if you believe you have been subjected to discrimination or harassment by another student, faculty or staff, without fear of retaliation. Sexual harassment and sexual violence will not be tolerated and should be reported immediately to University Police or to the Title IX Coordinator. These procedures are outlined in Executive Order 1074. The entire text, including procedures and timelines, can be found in this handbook.

For more information, or clarification on EO 1074, contact Susan Leavy, Coordinator, Title IX, Diversity and Equity at (657) 278-3951, visit College Park 770, or got to http://diversity.fullerton.edu/title-ix/Default.asp.

# **CAMPUS DIRECTORY**

Unless otherwise noted, the area code prefix for all university extensions is (657) 278xxxx. You can reach the university operator at (657) 278-2011.

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And Invite A 1 investor Contant	Room	Phone 2(0)
Academic Advisement Center	UH-123B	3606
Academic Appeals	LH-805	3836
Admissions & Records Service Center	LH-114	2300
Adult Reentry Center	UH-205	3889
Alumni Association	GAH-100	2586
American Language Program	CP-200	8293
Arboretum Office	Arboretum	3407
Arts, College of the	VA-199	3256
Associated Students, CSUF, Inc.	TSU-207	3295
Athletics	Titan House Lobby	3058/2777
Bookstore	Commons	3418
Box Office - Athletics	TH-110	2783
Box Office - Performing Arts	CPAC-198B	3371
Business & Economics, College of	SGMH-3100	4652
Business Advising Center	SGMH-1201A	2211
Camp Titan	TSU-269	3036
Campus Dining	TSU-121	4124
Campus Operator	PLN-220	2011
Campus Tours	UH-178	2501
Career Center	LH-208	3121
Center for Careers in Teaching	H-113	7130
Center for Internships & Community Engageme	ent LH-206	3746
Children's Center	CC-102	2961
College Legal Clinic	TSU-258	5850
Communications, College of	CP-450	3355
Counseling & Psychological Services	SHCC East	3040
Daily Titan, Classified	CP-660	4411
Dean of Students Office	TSU-235	3211
Disabled Student Services	UH-101	3117
Education, College of	CP-500	3411
Educational Opportunity Program (Counseling)	UH-143	2288
Emergency		911
Engineering & Computer Science, College of	CS-502	3362
Extended Education	CP-100	2611
Financial Aid	UH-146	3125
Freshman Programs	LH-216	3709
Garden Grove Center	GG	(714) 741-9161

Health Center	SHCC West	2800
Health & Human Development, College of		3311
Health Professions Advising	UH-223	3980
Housing & Residence Life	Holly Housing Office	2168
Humanities & Social Sciences, College of	H-211	3528
Information Technology	PLS-260	3921
Information Technology Help Desk	1 125-200	7777
Intensive Learning Experience (ILE)	UH-234	7236
International Programs	UH-244	2787
Irvine Campus	IRVC	1600
Judicial Affairs	TSU-235	3211
	PLN/PLS	2633
Library Lost and Found	FLIN/FLS	2033
Titan Student Union	TSU Front Dock Lobby	2468
	TSU Front Desk Lobby	
University Police	UPD Lobby	4308
Natural Sciences & Mathematics,	MIL 1//	2(28
College of	MH-166	2638
Parking & Transportation Services	T-1400	3082
President of the University	CP-1000	3456
Reprographics	T-1101	3964
ROTC (Military Science)	E-301	3007
Student Academic Services	UH-143	2288
Student Financial Services	UH-180	2495
Student Information & Referral Center	UH-178	2501
Student Organization Resource Center	TSU-247	7622
Student Recreation Center	SRC	7529
TitanCard	PLS-140	3555
Titan Recreation	SRC	7529
Titan Shops	Commons	3418
Titan Student Union Information	TSU Front Desk Lobby	2468
University Honors & Scholars Center	PLN-120	7440
University Learning Center	PLN-200	2738/4738
University Police	UPD	2515
University Testing Center	UH-229	3838
US Bank	Commons	(714) 446-1900
Veterans Student Services	UH-230	8660
VP for Academic Affairs	MH-133	2614
VP for Administration & Finance	LH-802	2115
VP for Student Affairs	LH-805	3221
VP for University Advancement	CP-850	5287
WoMen's Center	UH-205	3928