

# GENERAL REGULATIONS AND PROCEDURES

## Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or CSULB designee. It is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, college, or administrative office.

Nothing in this catalog will be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of the campus. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and CSULB or the California State University. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President, and their duly authorized designees. Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices, and procedures, or its faculty and staff, may be obtained from Leslie Nix-baker, Director of Employee Relations, Brotman Hall (BH) 303, (562) 985-1742, or from Steve Katz, Director of Judicial Affairs, BH 377, (562) 985-5270.

The Federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Information concerning the academic programs of CSULB may be obtained from the Academic Vice President, BH 303, at (562) 985-4128 and may include:

1. the current degree programs and other educational and training programs;
2. the instructional, laboratory, and other physical plant facilities which relate to the academic program;
3. the faculty and other instructional personnel;
4. data regarding student retention at CSULB and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest; and
5. the names of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the institution's accreditation, approval, or licensing.

## Election of Regulations for Degree Requirements

Undergraduate students acquire "catalog rights" with respect to the requirements for a degree program by maintaining "attendance" continuously. This means that, if continuous attendance is maintained and the degree objective is not changed, students may choose to graduate under the requirements for the degree in effect 1) at the time they began the study in a California community college or another campus of The California State University, 2) at the time they entered CSULB, or 3) at the time of graduation from CSULB. Substitutions for discontinued courses may be authorized or required by the Dean of the cognizant College. Students who change their major, including changing from "undeclared" status to a defined degree objective or from one option to another option under the same degree, are governed by the degree major requirements in effect at the time of the change or declaration of major. Students who change majors are advised that some courses counted for General Education or double counted for General Education and a major may become unacceptable for General Education in connection with a new major. These students should check with the Academic Advising Center.

The term "attendance" means, literally, attendance in a course for at least one semester (or quarter) unit credit in at least one semester (or two quarters) in a calendar year, culminating in a record of enrollment on the student's official transcript. For the purpose of establishing catalog rights, the course must be at the baccalaureate or graduate level in a California community college, a California State University, or a University of California campus. Enrollment resulting in a withdrawal (the grading symbols W or WU) does not count as attendance in a course, and so does not preserve "catalog rights."

Once "catalog rights" are established, absence related to an approved medical, military or academic leave or for attendance at another accredited institution of higher education will not be considered an interruption of attendance, provided that the absence does not exceed two years. Please see Educational Leave later in this section.

For all students, disqualification or a failure to remain in continuous attendance will mean that the student must meet the regulations current at the time of resuming the degree program or those applicable at the time of graduation. In addition, for graduate students, a failure to maintain continuous attendance means the automatic revocation of "candidacy" for the degree (advancement to candidacy) and of "catalog rights."

### Academic Calendar

California State University, Long Beach operates on a semester system, which is supplemented by a state-supported summer term and a fee-supported winter session. Normally, fall semester classes begin in late August or early September. The last day of instruction usually comes midway in December; this allows for a week of final examinations prior to the winter recess, which begins about December 20. The spring semester usually begins in the last week of January and ends in mid-May, in time for a week of final examinations and the week of commencement exercises just before or after Memorial Day. The summer term, consisting of three overlapping six-week sessions, runs throughout June and July and into late August.

### Special Sessions Programs

There are many Special Sessions programs and courses that are administered by University College and Extension Services. Courses and programs are offered throughout the year in various formats, including Open University and Special Sessions, on- and off-campus, and through distance learning technologies. Some instructional offerings are graduate and undergraduate accelerated degree programs, while numerous individual credit courses are offered for professional development purposes on-campus and at corporate and industry sites. The three-week Winter Session is a concentrated three-week session beginning in early January. It is entirely fee-supported.

### Student Load

An undergraduate student carrying 12 or more units during the fall or spring semester is classified as a full-time student. A graduate or post-baccalaureate student carrying 9 or more units during the fall or spring semester is also classified as a full-time student. An undergraduate student carrying fewer than 12 units or a graduate or post-baccalaureate student carrying fewer than 9 units is classified as a part-time student. These definitions derive from federal financial aid regulations and have no bearing on the definitions used by the State of California to determine a student's liability for the State University Fee.

The maximum number of units a student may take during the fall or spring semester is normally 18 for undergraduate, graduate, or post-baccalaureate students. The maximum number of units for the summer term or the Winter Session is one unit per week, plus one additional unit. Exceptions to this limit will be made only on the basis of proven academic ability, the feasibility of a student's proposed schedule, and the evidence that it is necessary to enroll for an overload in order to complete the student's chosen academic program in a timely manner. Permission must be obtained, prior to registration, from the office of the Division of Academic Affairs for the fall or spring semester or for the summer term and from the Associate Dean of the college of the student's major department for the Winter Session.

### Student Levels

Freshman .....	0.1 to 29.9 units
Sophomore .....	30.0 to 59.9 units
Junior .....	60.0 to 89.9 units
Senior .....	90.0 or more units
Postbaccalaureate .....	holding a baccalaureate or equivalent degree

The faculty recognizes that it is frequently necessary for students to hold part-time positions while attending the University. It advises that good judgment be demonstrated by students enrolling under these conditions. Students whose outside employment could be expected to interfere with the normal unit load should reduce their academic program accordingly. It is suggested that students plan their schedules based on spending three hours time per week for each unit taken. This may be considered sufficient time to enable a student to do satisfactory work. Students who desire to achieve "A" or "B" grades may wish to spend proportionately more time in their studies. A student's employment and college time combined should not exceed 60 hours weekly. Students who make no allowances for their employment and outside obligations in planning their college programs will bear full responsibility for the resulting level of scholarship.

Veterans should inquire at the Veteran's Affairs Office (BH 226) about unit load requirements for state and federal benefits.

For more information about graduate student load, see regulations governing Master's Degrees in this *Catalog*.

Undergraduate international students on non-immigrant visas must carry and complete a minimum of 12 units per semester unless a reduced load is authorized by the student's advisor and the Center for International Education. Reduced unit loads may be granted for substantial academic reason or compelling personal reasons beyond the control of the student. Failure to secure such authorization results in violation of student status under Immigration and Naturalization Service (INS) and State Department regulations, warranting discontinuance of enrollment.

It is recommended that students with disabilities attempt to modify their schedules, as necessary, to lessen the impact of a disability. However, students with disabilities may request to enroll in a unit load which is commensurate with their ability. Reduced unit load is defined as less than 12 units for undergraduates and less than 9 units for graduates. Such requests must be made to Disabled Student Services prior to each semester affected. If approved, the student will be entitled to all benefits, services, and activities governed by the University which are accorded to full-time students. Eligibility for benefits, services, and activities outside the University's control will be governed by each separate external agency based upon actual unit load.

### Class Attendance

Students are expected to attend classes regularly. Classroom participation is often one of the necessary and important means of learning and in many classes is essential to the educational objectives of the course.

Faculty members must include their guidelines for assigning grades in the syllabus (as required by Policy Statement O2-12, Grades and Grading Procedures). The syllabus must make clear whether any portion of the grade is based on attendance and/or participation. It is the students' responsibility to make

themselves aware of each faculty member's guidelines by carefully reading the syllabus.

Faculty members may drop students who fail to attend class during the first week of the semester. However, students should not presume that they will be dropped by the faculty member. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled. It is the student's responsibility to withdraw officially from the class.

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible. Excused absences include, but are not limited to:

1. Illness or injury to the student
2. Death, injury, or serious illness of an immediate family member or the like
3. Religious reasons (California Education Code section 89320)
4. Jury duty or government obligation
5. University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused. Faculty members may require students to provide documentation for excused absences.

There are numerous classes offered on campus where attendance is crucial since student participation is essential. Absence from these courses may impact upon the work and participation of other students. Students who anticipate extended or multiple absences during a particular semester should consult with their advisor and the faculty member before enrolling in any class to determine whether it will be possible to complete the requirements for the course. Students who realize after enrollment that they will have extended or multiple absences should consult with the faculty member to see whether it will be possible to complete the course requirements.

The earliest possible notification is preferred. In some circumstances, it may be possible for the student to notify the faculty member of anticipated absences (e.g. for religious reasons or for scheduled athletic events) during the first week of enrollment. Advance notification (minimally one week in advance) is required for the following absences:

1. Jury duty and other government obligation
2. Religious reasons
3. University sanctioned or approved activities

The California Education Code (section 89320) requires "each state university, in administering any test or examination, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution."

It is the responsibility of the student to make advance notification, contact the faculty member to make arrangements to make up any academic work that may be missed, submit assignments

on time, and to make arrangements regarding activities, tests, quizzes, or exams that may be scheduled during the absences.

If a student does not notify the faculty member one week in advance of the date of absences for these reasons (jury duty, governmental service, religious observances, or University sanctioned activities), the instructor is not required to adjust the class schedule or to allow for make up activities, tests, or exams. However, students shall not be penalized for excused absences when circumstances make it impossible to provide advance notice (e.g. student is engaged in a University sanctioned event such as a performance, tournament, or playoff which cannot be anticipated).

Students who expect to be absent from the University for any valid reason, and who have found it difficult to inform their instructors, should notify the academic department office. The department office shall notify the student's instructors of the nature and duration of the absence. It remains the responsibility of the student to arrange with instructors to make up any academic work missed.

In circumstances where an actual assignment, some specific class work, an activity, a quiz, or an exam cannot reasonably be made up, it is the instructor's option to assign alternative work.

### Faculty Office Hours

The purpose of office hours is to provide opportunities for student-faculty interaction outside the classroom. Each instructional faculty member will hold one office hour for every class taught, up to a maximum of four hours. Faculty may account for up to one hour of this expectation through alternative forms of access such as availability by appointment or through e-mail. The faculty member's office hours, phone number, and email contact will be posted by the door and announced in the syllabus.

### Visitors to Classes

Only students registered for the class either as regular students or as auditors, the instructor, and invited guests of the instructor may attend classes at CSULB. Persons wishing to become guests of the instructor should seek the instructor's permission prior to the scheduled beginning of the class session.

### Course Listings

Courses are listed in this catalog by department, the departments and programs being arranged alphabetically. Each listing gives the course number, title, semester units in parentheses, semester or session offered, and the course description, which includes prerequisites and other restrictions.

An asterisk (\*) preceding the course number indicates that the course is acceptable as elective credit for the master's degree.

### Course Numbers

Any course numbers less than 100 do not count toward any degree program. However, for purposes of qualifying for financial aid, the unit value assigned to those courses will count for the semester in which those courses were taken. Lower-division courses are numbered from 100 through 299. These courses are designed primarily for Freshmen and Sophomores. They provide breadth of understanding and the foundation for the more specialized work in upper-division, advanced courses. Approved General Education courses are listed in the *Schedule of Classes* and are offered at both the lower-division and upper-division

levels; no upper-division General Education course may be used in a graduate degree program. Lower-division courses are open to Junior, Senior, and Graduate students; however, lower-division courses may not be applied to any graduate degree program.

Upper-division courses are numbered from 300 through 499. These courses are open to students who have completed the prerequisites to the course, if any, stated in the course description and other departmental regulations given in this catalog. A "Prerequisite" is a completed course or other measure of academic preparation which provides a foundation for the more advanced course.

Freshmen and Sophomores wishing to enroll in upper-division courses which indicate no prerequisites should consult with the course instructor or other knowledgeable advisor prior to enrollment. These courses are presented to meet the expectations of academically advanced students. Freshmen and Sophomores should not attempt courses with numbers preceded by an asterisk.

Certain 400-level courses are double-numbered with 500-level courses. In these courses the expectations of graduate students, who must enroll in the 500-level course, are greater than the expectations of undergraduates. Grading scales are different for the 500-level course and additional work is required of graduate students. A student may not earn credit for both the 400- and 500-level versions of a course.

Graduate-level courses are numbered from 500 to 799. Courses numbered 500-599 may be opened to senior students upon favorable petition. Courses numbered from 600 to 799 are open only to graduate students.

Included with some of the course numbers is a supplementary letter, or suffix, such as L for "laboratory" or A and B for a year-long sequence. "A-B" means that the courses must be taken in alphabetical sequence; "A,B" designates related courses which need not be taken in sequence. The student is given degree credit for each part of the sequence satisfactorily completed, whether or not the remaining part of the sequence is completed. The "semester or session offered" information is presented as a long-range planning guide. Funding, student demand, and instructor availability may require that a course be offered in a different semester or session or be postponed until a later academic year. F indicates Fall Semester, S indicates Spring Semester, W indicates Winter Session, and SS indicates Summer Session. The *Schedule of Classes* appropriate to the semester or session in question should be consulted for actual course scheduling information. Courses offered only in alternate years are so designated. Many of the courses offered during the fall and spring semesters are also offered during the summer session.

The University reserves the right to make changes in course offerings without notice.

Courses offered through Extended Education conferring Continuing Education Unit credit (CEU) carry no degree credit.

### Course Subject Abbreviations

The following course subject abbreviations (course prefixes) are employed in the *CSULB Catalog*, the *Schedule of Classes*, student study lists, academic planning guides, evaluation materials, and transcripts.

<b>Abbreviation</b>	<b>Definition</b>
ACCT	Accountancy
AH	Art History
AIS	American Indian Studies

ALI	American Language Institute
ALP	American Language Program
AMST	American Studies
ANTH	Anthropology
ART	Art
ARAB	Arabic
ASAM	Asian American Studies
A/ST	Asian Studies
ASTR	Astronomy
BIOL	Biology
B/ST	Black Studies
CBA	College of Business Administration
C D	Communicative Disorders
C E	Civil Engineering
CECS	Computer Engineering and Computer Science
CEM	Construction Engineering Management
CH E	Chemical Engineering
CHEM	Chemistry
CHIN	Chinese
CHLS	Chicano and Latino Studies
C/LA	College of Liberal Arts
CLSC	Classics
COMM	Communication Studies
COTA	College of the Arts
CRIM	Criminal Justice
C/ST	Computer Studies
CWL	Comparative World Literature
DANC	Dance
DESN	Design
ECON	Economics
EDAD	Educational Administration
EDCI	Curriculum and Instruction
EDEC	Early Childhood Education
EDEL	Elementary Education
EDMS	Education Middle School
ED P	Educational Psychology
EDRG	Reading Education
EDSE	Secondary Education
EDSS	Single-Subject Education
E E	Electrical Engineering
ENGL	English
ENGR	Engineering
EOP	Educational Opportunity Program
ES P	Environmental Science and Policy
E/ST	Environmental Studies
E T	Engineering Technology
ETEC	Educational Technology
FCS	Family and Consumer Sciences
FEA	Film and Electronic Arts
FIN	Finance, Real Estate and Law
FREN	French
GBA	Graduate Business Administration
GEOG	Geography
GEOL	Geology
GERM	German
GERN	Gerontology
GK	Greek
GS	Graduate Studies
HCA	Health Care Administration
HEBW	Hebrew
HDEV	Human Development
HHS	Health and Human Services
HIST	History
HRM	Human Resources Management
H SC	Health Science
INTL	International Education

IS	Information Systems
I/ST	International Studies
ITAL	Italian
JAPN	Japanese
JOUR	Journalism
KOR	Korean
KPE	Kinesiology and Physical Education
LAT	Latin
LI	Library Education
LING	Linguistics
L/ST	Liberal Studies
MGMT	Management
MAE	Mechanical and Aerospace Engineering
MATH	Mathematics
MICR	Microbiology
MKTG	Marketing
M S	Military Science
MSEM	Master of Science Engineering Management
MTED	Mathematics Teaching Education
MUS	Music
NRSG	Nursing
NSCI	Natural Sciences
OCST	Occupational Studies
OSI	Ocean Studies Institute
PHIL	Philosophy
PHSC	Physical Science
PHYS	Physics
POSC	Political Science
PPA	Public Policy and Administration
PSY	Psychology
P T	Physical Therapy
REC	Recreation
RGR	Romance, German, Russian Languages
R/ST	Religious Studies
RUSS	Russian
SAR	Sports, Athletics and Recreation
SCED	Science Education
SOC	Sociology
SPAN	Spanish
S W	Social Work
THEA	Theatre Arts
UNIV	University
UHP	University Honors Program
U/ST	Urban Studies
WPE	Preparation for Writing Proficiency Exam
W/ST	Women's Studies

## Academic Credit

### Course Credit Units

Each course has a specific credit unit value which is indicated in parentheses following the course title. In typical lecture and discussion classes, the number of course credit units is equal to the number of class hours per week. Thus, in a typical fifteen-week semester a one-unit class meets for a total of fifteen hours during the fifteen weeks while a three unit class will meet forty-five hours during the same period. A typical lecture class may be scheduled to meet once, twice, or three times a week. Any course numbers beginning with zero do not count toward any degree program. However, for purposes of qualifying for financial aid, the unit value assigned to those courses will count for the semester in which those courses were taken.

In other types of instruction, principally laboratories and activities of other kinds, the number of class hours per week is

greater than the number of course credit units, depending on the mode of instruction. Courses with variant or mixed modes of instruction are noted in the course description and the *Schedule of Classes*. Summer Session classes require the same total amount of class time, compressed into a six week session.

The instructional "hour" is fifty minutes long, allowing for transit between classes and rest breaks within multi-hour classes. In most classes the student is expected to allow two hours per week of study time beyond class time for each unit of credit. Thus, a three-unit lecture-discussion course normally demands a commitment of nine hours per week averaged over the semester.

### Credit for Activity Courses

Activity courses provide practice in such areas as music, dance, physical education and Sports, Athletics, and Recreation. Except as required by a student's major, students may apply to the degree no more than eight units each of activity course credit in music, dance, or physical education and no more than four units of activity course credit in SAR, up to a total of no more than 20 units in all areas.

### Independent Study Courses

Each student enrolled in a supervised independent study, research, or reading course (excluding thesis courses) must have an agreement on file in the department office where the course is offered. The agreement is to be made between the student and the instructor at the beginning of the course and must include the following: a description of the work to be accomplished, specific information on the tasks required, the nature of the final report, and the basis for determining the final grade. The agreement must be signed by both the instructor and the student.

### Credit for Cross-Listed Courses

Certain interdisciplinary courses are listed in this catalog under more than one department. Normally, students will receive credit for such a cross-listed course in the department under which they register for it. They may, however, have Enrollment Services indicate that this course may be credited to a different department which also lists it, provided that they make this request no later than the end of the semester preceding anticipated graduation.

### Repetition of Courses for Satisfactory Grade (Repeat and Delete)

Undergraduate students and postbaccalaureate students who are pursuing a second (or subsequent) baccalaureate degree may repeat, for the purpose of excluding the grade from grade-point determination, an undergraduate course taken at California State University, Long Beach in which a grade of D, F, U, or WU was received. Postbaccalaureate students pursuing credential programs, certificate programs, or master's degrees are not eligible for the Repeat and Delete policy.

Eligible students may repeat a course once for the purpose of deleting a grade, without prior departmental approval, if the course was taken both times at CSULB. The deletion is automatically calculated at the end of the semester in which the course was repeated. Although the first grade will remain on the permanent record, the grade and grade points of the repeated course on the second attempt will be those used in determining the grade-point average and units earned, provided the second grade was C or better.

Students are not prohibited from continuing to repeat a course in which the grade is unsatisfactory (D, F, U, WU), but all grades earned subsequent to the first repeat will remain in the grade-point determination, and the units earned in the course will be applied to the degree only once. While there is no time limit for repeating a course, the student's permanent record may not be altered after a degree has been granted.

If students wish to exclude from grade-point determination a grade of D, F, U, or WU in a course taken at another institution, they may do so by enrolling in an equivalent course at CSULB. A "Notice of Intent to Repeat a Transfer Course" form must be filed with Enrollment Services. The department in which the course is taught must indicate on the form which particular course may be repeated to delete the previous grade. An official transcript from the institution where the original course was taken must accompany the form. Only one repeat is allowed for the purpose of deleting a grade, and the repeated grade and grade points will be used in the overall grade-point determination, provided the second grade was C or better.

A grade received in a course taken at another institution may not be used to delete a grade in an equivalent course taken at CSULB.

Except as noted in the section immediately below, students may not repeat or receive unit credit for courses in which they have already received a CR or a grade of C or better.

### Repeatable Courses

In most cases a student may not take or receive unit credit for a course for which the student has already received a CR or a grade of C or better. This principle applies whether the course was initially taken at CSULB, at a high school, or at another college or university. The only exceptions to this rule are: (1) when a course has been specifically designated as repeatable for credit up to a specific maximum number of units (there may also be other limitations, such as a requirement that each repetition be with a different instructor and/or on a different topic); (2) activity courses; (3) upper-division courses in an undergraduate student's major completed more than two years prior to the student's graduation; and (4) courses on a graduate student's program of study taken more than seven years prior to graduation.

### Transfer Credit

Students who were in good standing at another accredited institution may, within maximums, transfer credit for baccalaureate or graduate degree course work. Course equivalency for major requirements must be determined; students are cautioned that the University is under no obligation to accept transferred courses for subject credit in addition to unit credit for admission. Normally, however, there is a probability that courses in the accepted core of a discipline will be exchangeable between universities. Policy regarding transfer of courses from California community colleges differs in some respects.

### Transfer of Undergraduate Credit From Accredited Community Colleges

A maximum of 70 semester units earned in a community college may be applied toward the baccalaureate degree, with the following limitations and stipulations:

1. No upper-division credit may be allowed for courses taken in a community college;
2. No more than six semester units in education courses taken in a community college may be applied toward the baccalaureate degree or the professional preparation requirements of a teacher education basic credential program;

3. Individual program regulations for specific transfer limitations should be consulted.
4. Students who transfer general education certification are still required to complete at least 9 units of upper-division courses at the campus conferring the degree.
5. Any course taken at community colleges can substitute for general education breadth requirements and lower-division requirements, if the course is approved as equivalent to the appropriate CSULB course. Students with more than 70 transferrable units from community colleges will get subject matter credit for all such courses, but no more than 70 units will count toward graduation.
6. All transferrable units taken at community colleges will count toward computation of the overall grade-point average. All transferrable units in the major taken at community colleges will count toward computation of the overall major grade-point average.

### Extension Credit

A maximum of 24 semester units of Extension Credit may be accepted toward a baccalaureate degree. At the option of the appropriate college and department, up to six units of Extension Credit may be applied to a graduate degree. This limit may be increased to nine units in some instances. Extension credit may not be used to fulfill the minimum 30-unit residence requirement.

### Open University/Special Session

The Open University program allows enrollment in regular university credit courses from those people who are not currently admitted to and/or registered at CSULB. Enrollment is on a "space available" basis, subject to the approval of the instructor and the department chair concerned.

No more than 24 units of special session course credit earned through Open University or UCES Special Sessions course offerings at CSULB in non-matriculated status may count toward any undergraduate degree requirement. Students are considered in non-matriculated status in terms prior to the term of official admission in the degree granting program and during terms of disqualification from the degree granting program. There is no limit on UCES Special Sessions course credit, including Winter session, applicable to the degree if taken while you are in matriculated status in the degree program.

At the option of the appropriate college and department, up to six units of Open University Special Sessions credit may be applied to a graduate degree. This limit may be increased to nine units in some instances. All units that are applied to a degree are classified as residence credit.

### International Program Credit

Course credits earned in universities abroad may be accepted for degree credit at CSULB subject to evaluation by the cognizant department or program upon admission of the student to the University. CSULB students who desire, subsequently, to take courses at a foreign university for degree credit must have each such course approved in advance in writing by the Chair of the appropriate department or program.

The Center for International Education administers many international education and exchange programs. Students fully accepted into one of these programs may, in most cases, continue CSULB residency while studying in the approved foreign institution. Some courses taken through these programs do not have to be approved in advance.

## Acceleration of University Studies

The University provides several means by which students may accelerate their studies; these are discussed below. Each of the following options may be subject to restrictions and regulations within individual academic programs. Therefore, students interested in any of these options should consult with the Chair of the concerned department.

### Advanced Placement

California State University, Long Beach grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of three or better will be granted up to six semester units (nine quarter units) of college credit for each AP course.

Applicants to CSULB who wish to obtain lower-division course credit for completed International Baccalaureate Higher Level examinations must submit an official IB transcript. Course equivalency for Higher Level examinations completed with a grade of 5 or higher is determined by the faculty of the appropriate department subsequent to careful review of course syllabi.

For questions or information, please call Enrollment Services at (562) 985-5471 or consult your department.

### International Baccalaureate

Students with scores of 5 or higher in International Baccalaureate Higher Level courses will be awarded baccalaureate credit of 4 to 10 units, depending on course equivalency. Departments will be responsible for determining which, if any, courses within their own programs are equivalent to International Baccalaureate courses, as well as the number of units to be awarded. Departments shall be provided with information about the program and with syllabi for IB courses, to be used in making this determination.

### Unit Credit by Examination

California State University, Long Beach grants unit credit to those students who pass examinations that have been approved for credit system-wide. These are: the CSU English Equivalency Examination; the College Level entrance Program (CLEP) examinations in College Algebra - Trigonometry, Calculus/Elementary Functions, French, General Chemistry, German, and Spanish; the College Entrance Examination Board (C.E.E.B.) Advanced Placement examinations; and the American Chemical Society Cooperative Examination.

Students may also challenge some courses by taking examinations developed at the campus. Credit will be awarded to those who pass them successfully. Credits earned in this manner will be recorded as "CR" (credit) on the student's transcript and will be counted toward the total number of units required for the degree although they will not be included in calculation of the grade-point average. Credit by examination may not be used to fulfill the minimum residence requirement.

Students must be enrolled in the University and in the course for which they wish to receive credit by examination. Enrollment is by permission of the department and is only available during the academic semester in which the course is being offered. Students must secure a signed and dated approval form from the department prior to enrolling in the course. Students must provide the instructor with a copy of the signed and dated approval form at the first class meeting. The instructor will ensure that the examination is conducted,

scored, and the results reported prior to the end of the third week of classes. Students who pass the examination will receive a grade of "CR." Students who do not pass the examination have two options:

1. continue in the course as a regular student; or
2. withdraw from the course.

The University sets no maximum on the number of credits a student may receive by examination. However, not all courses are available for credit by examination. Information about courses for which credit by examination is not permitted is available in the Department Office, in the College Office, and the Office of Enrollment Services. A student may not receive credit by examination:

1. for an activity course;
2. for any course which is a prerequisite to one for which credit has already been received (see department for possibility of course waiver);
3. to remove a grade of "F," "U," "NC," or "WU" ;
4. to satisfy the courses required for a master's degree;
5. for any course in which the content or methodology is such that an examination does not appropriately measure competence.

Application forms to apply for credit by examination are available in the Office of Enrollment Services. Procedures and criteria for requesting unit credit by examination in a given course are available in the appropriate department office.

### Substitution of Courses

Students who believe that a course they have taken (or intend to take) may be appropriate to their program and that this course could substitute for a specified course requirement may request that a substitution of courses be indicated on the departmental program planning guide, filed prior to graduation. Course substitutions are normally limited to cases where the required course cannot be offered or where the student has taken a similar but not identical course elsewhere.

### Waiver of Course Requirement

In addition, students who believe that previous training has sufficiently prepared them in a certain area may request a waiver of a specific course requirement (subject credit only). The student will be required to justify the request in a way acceptable to the department. A waiver of specific course requirements does not reduce the total number of credits required for the major or the degree.

### Graduate Credit Earned as a Senior

Graduate credit usually may not be earned in advance of the baccalaureate degree. However, based upon faculty recommendation, academic performance (in general a grade-point average of 3.0 (B) in the major), and promise of academic achievement in post-graduate study, seniors may be granted approval to earn a maximum of 12 units of course work in the 400 and 500 levels designated as acceptable for graduate credit and taken at this university towards their prospective graduate programs. Approval is subject to the following conditions: (a) the course work must be in addition to that required for the undergraduate major; and (b) the undergraduate student must have a "Petition to Earn Graduate Credit in the Senior Year" approved by the departmental graduate advisor and the department chair prior to enrollment.

In those areas in which graduate credit is for a credential only, the petition must be submitted to the appropriate department in the College of Education. Petitions submitted after completion of course(s) will not be approved.

## Senior Enrollment in Graduate Courses for Undergraduate Credit

Under special conditions, seniors who have a 3.0 grade-point average or better in their major and who have adequate undergraduate preparation in the subject may enroll in up to 12 units in the 500-599 series to fulfill the elective requirements of the bachelor's degree. The course work may not be applied to the units of 500-600 level course work required by the department or college for the master's degree. The student must have a "Petition to Earn Credit Toward a Bachelor's Degree for a 500-Level Course Taken in the Senior Year" approved by the instructor and department chair before registration in the class(es) is permitted.

## Grades and Grading Procedures

### Definitions

The following definitions apply to grades assigned in all undergraduate and graduate courses.

- "A" – Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.
- "B" – Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements.
- "C" – Performance of the student has been at an adequate level, meeting the basic requirements of the course.
- "D" – Performance of the student has been less than adequate, meeting only the minimum course requirements.
- "F" – Performance of the student has been such that minimal course requirements have not been met.

In addition to the standard grades, the University permits students to select evaluation on a "Credit" or "No Credit" basis. These grades are defined as follows:

"CR/NC" – A "CR" is equivalent to an "A", "B", or "C", and "NC" is equivalent to a "D", "F", or "WU". In two circumstances a grade of "CR" reflects work at the level of "B" or better, and a grade of "NC" reflects work at the level of "C", "D", "F", or "WU". Those two circumstances are 1) in certain professional preparation courses, providing that the students are notified of such a policy both in class materials and in the catalog course description; and 2) for graduate students in all courses at the 300, 400, 500, and 600 levels.

There are special regulations and procedures governing the "CR/NC" grading system described later in this policy statement.

The following definitions apply to administrative grading symbols assigned in all undergraduate and graduate courses.

"AU" – Audit. Enrollment as an auditor is subject to permission of the instructor; provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. It is the responsibility of the student to request from the instructor what is meant by regular class attendance. The symbol "AU" is posted to the student's permanent academic record unless the student fails to attend a sufficient number of class meetings. In these cases, the instructor will request that the student be administratively withdrawn from the course. Once enrolled as an auditor, a student may not change to credit status unless such a change

is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the last day to add classes.

"I" – Incomplete. The symbol "I" indicates that a portion of required course work (normally not more than one third) has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that; there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. A final grade is assigned when that work has been completed and evaluated.

An "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an "I" being converted to an "F," except as noted in item 3), below.

An extension of time may be granted for contingencies such as military service or documented, serious health or personal problems.

The conditions for removal of the incomplete shall be reduced to writing by the instructor on a "Requirements for Assigning an Incomplete Grade" form. This form shall include a statement of:

1. all work completed in the course, the grades assigned for that work, and the percentages of the final grade accounted for by each item;
2. the work not completed and the percentage that each uncompleted assignment will count toward the final grade; and
3. the final grade the instructor will assign if the course requirements are not completed within one calendar year, or a shorter period as specified on the form, immediately following the term in which the "I" was assigned, without respect to continuous enrollment of the student during this period.

A copy of the agreement is to be given to the student, a copy is to be retained in the department office, and a copy is to be filed with the Office of Enrollment Services at the time final grades are submitted. Normally, the student should sign the "Incomplete form." If the student is eligible for an Incomplete, a faculty member may assign an "I" even when the student cannot be present to sign the form. In such a case, the instructor will forward to the student a copy of the form via the department office. When the work agreed upon has been completed and evaluated, a final grade will be assigned by an instructor. If an incomplete is assigned without an incomplete contract attached, or with a contract which is not filled in acceptably, the symbol of "RD" will be assigned to the student. The "Requirements for Assigning an Incomplete Grade" form will be considered unacceptable if:

- A. more than one third of the work remains to be completed, and no justification has been provided;
- B. the work required to complete the course has not been specified;
- C. the faculty member failed to sign the form; or
- D. the percentage fields have not been filled in.

Notice of the missing form, or a copy of the unacceptable form will be sent to the department chair with the request that the chair work with the faculty member to provide the information necessary to assign the grade of incomplete.

"RD" – Report Delayed. This symbol is used exclusively by the Registrar to permit processing of all final grades when the grades for an entire class section have not been reported by the instructor. The symbol does not imply any academic evaluation.

If an instructor fails to report a grade for an individual student, the Registrar will assume that an "I" could not be assigned and so will enter a symbol "WU," discussed below.

"RP" – Report in Progress. The "RP" symbol is used in connection with courses requiring multiple enrollment, i.e., that extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work. Re-enrollment is permitted prior to assignment of a final grade provided the cumulative units attempted do not exceed the total number applicable to the student's educational objective. Work is to be completed within one calendar year immediately following the end of the term during which it was assigned except for graduate degree theses. If the "RP" symbol is not replaced by a terminal grade within the specified time period or prior to the student's declared graduation date, it will be changed to a "W". An "RP" symbol cannot be replaced by an "I" (Incomplete) symbol; an "I" is not a terminal grade.

"W" – The symbol "W" indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating grade point average.

Students are held responsible for completion of every course in which they register OR FOR WITHDRAWING DURING THE FIRST TWO WEEKS OF CLASSES FROM COURSES WHICH THEY DO NOT INTEND TO COMPLETE. Application for withdrawal from the University or from a class must be officially filed by the student at the Office of enrollment Services whether the student has ever attended the class or not; otherwise, the student will receive a grade of "WU" (unauthorized withdrawal) in the course. Application for withdrawal is made at the Office of Enrollment Services.

"WU" – Unauthorized Withdrawal. The symbol "WU" indicates that an enrolled student did not complete course requirements but did not withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible (letter grades "A"- "F" or an Incomplete). For purposes of grade point average this symbol is equivalent to an "F." A student who receives a "WU" cannot complete additional work and have the "WU" changed to a letter grade. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "WU" is inappropriate and "NC" will be used instead. Students who receive "WU"s in their first semester of enrollment at CSULB will have those "WU"s automatically changed to "W"s. In such cases the student will be notified that this policy applies for that first semester at CSULB only.

Regulations governing the refund of student fees in the California State University system are prescribed by the CSU Board of Trustees; see *California Code of Regulations*, Title 5, Education, Section 41802.

1. Withdrawal during the first two weeks of instruction:

Students may withdraw during this period and the course will not appear on their permanent records.

2. Withdrawal after the second week of instruction and prior to the final three weeks of instruction:

Withdrawal during this period is permissible only for serious and compelling reasons. Approval signatures of the instructor and department chairperson are required. The request and approvals shall state the reasons for the withdrawal. Students should be aware that the definition of "serious and compelling reasons" as applied by faculty and administrators may become narrower as the semester progresses. Copies of such approvals are kept on file in the Office of Enrollment Services.

3. Withdrawal during the final three weeks of instruction:

Withdrawal during the final three weeks of instruction are not permitted except in cases such as accident or serious illness where the circumstances causing the withdrawal are clearly beyond the student's control and the assignment of an Incomplete is not practical. Ordinarily, withdrawal in this category will involve total withdrawal from the campus except that a Credit/No Credit grade or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Request for permission to withdraw under these circumstances must be made in writing on forms available in the Office of Enrollment Services. The requests and approvals shall state the reasons for the withdrawal. These requests must be approved by the instructor, department chairperson and dean of the school. Copies of such approvals are kept on file in the Office of Enrollment Services.

4. Medical Withdrawal:

*Complete Medical Withdrawal:*

The University may allow a student to withdraw without academic penalty from all classes if the following criteria are met:

- A. A completed Medical Withdrawal Form, including any required documentation, is submitted to Enrollment Services before the end of the semester, and
- B. The student presents evidence to demonstrate that a severe medical or debilitating psychological condition prevented the student from attending and/or doing the required work of the courses to the extent that it was impossible to complete the courses.

The Provost (or designee) will review the evidence presented and, in consultation with appropriate medical or psychological professionals as needed, determine whether the request for a medical withdrawal should be granted.

*Repeat Complete Medical Withdrawal:*

If the student has been granted a complete medical withdrawal in the immediately preceding term, then additional medical withdrawal requests must consider the question of whether or not the student can complete appropriate educational objectives, and must be reviewed on a case-by-case basis. After a repeat medical withdrawal is granted, the student may be required to obtain a clearance from an appropriate medical or psychological professional that states the student is well enough to return to classes with the full expectation that the student will be able to complete the semester and intended educational objectives.

#### *Partial Medical Withdrawal:*

Students seeking withdrawal from part of their enrollment for any reason, including medical or psychological reasons, are subject to the normal withdrawal policy and process.

#### 5. Instructor Withdrawal:

Faculty members may drop students who fail to attend class during the first week of the semester. However, students should not presume that they will be dropped by the faculty member. Students who have registered for a class, but never attended, should verify with Enrollment Services whether or not they are officially enrolled. It is the student's responsibility to withdraw officially from the class.

An instructor may also withdraw a student who has enrolled in a course requiring "permission of the instructor" or completion of prerequisites if the student has not properly secured this permission or satisfactorily completed the prerequisites before enrolling.

#### Cancellation of Registration or Withdrawal From Institution

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of Enrollment Services, Brotnan Hall 123, 562-985-5471.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

#### Course Grading Option Policy

The faculty determine in advance which courses may be taken for letter grade only (A-F), "CR/NC" only, or either. When a course is designated for "CR/NC" grading only or for letter grade only, mention of this fact shall be incorporated in the catalog course description. Any undergraduate course may be designated for or closed to the option of "CR/NC" grading whether or not the course be a requirement for an undergraduate degree major, minor, certificate, credential, or concentration.

No course in which a grade of "CR" has been assigned may be used to fulfill the requirements for a master's degree, except that the grade of "CR" may be permitted for master's theses or projects (to a maximum of six units) when the individual department has specifically designated "CR/NC" grading for the thesis/project course in the department, and for fieldwork, practicum, and/or internship courses (also to a maximum of six units). The option of "CR/NC" grading for graduate students in undergraduate courses is subject to specific regulations of the individual departments regarding their graduate students and regarding the authorization for this option intrinsic to the approved course. Otherwise, no limitation exists as to the number of courses taken by graduate students under this policy.

An undergraduate student may elect "CR/NC" grading in no more than a total of 24 units, of which no more than 12 may be upper division units. No more than eight units per semester may be taken for "CR/NC" grades. Exemptions from these limitations are: (1) courses graded "CR/NC" taken at another institution, (2) course credit earned by examination, and (3) courses in which "CR/NC" grading is the only form of grading.

The decision to elect the "CR/NC" grading option for a course must be made by the last day to add classes. To elect "CR/NC" grading, the student must obtain the signature of the student's major advisor and a stamp from the department/program in which the course is offered on the appropriate form. The student must then file the signed form with the Office of Enrollment Services. The decision to register for a course on a "CR/NC" basis remains in effect unless a change is requested prior to or on the last day to add classes.

The only exception to this rule is for students who declare new majors after the final day to add classes. If the newly declared major requires letter grading for the course in question and the student has elected "CR/NC" grading, then the student may request that letter grading be used. Such a change must be requested no later than the last day of instruction. The grading option may not be changed after the end of the semester.

#### Final Examinations

It is the policy in most courses to have several examinations during the semester and a final examination. Final examinations are required in all courses for all students, except in certain activity courses or when the Dean of the College authorizes an exception. The schedule of final examinations is given in the *Schedule of Classes*. Permission to take a final examination at a time other than that regularly scheduled must be secured from the instructor at least one week in advance of any change. The instructor may not change the scheduled time for the final examination without authorization from the Dean of the College.

#### Final Grades

Grades will be available via "MyCSULB" approximately three weeks after the end of each semester or session.

#### Student Grade Record

A record is kept and grade or administrative symbol notations are indicated for all enrollments beyond the second week of instruction. The Registrar will eradicate originally awarded grades from official transcripts but note that there was a grade adjustment made when the following grade changes are made:

1. Grade change due to a clerical error on the part of the instructor of record;
2. Grade change due to a favorable grade appeal;
3. Grade change due to a resolution of RD (report delayed) grade.

The Registrar will not eradicate original grades from student transcripts when the following situations occur:

1. Resolution (make-up) of an incomplete;
2. Repetition of a course.

The Registrar will indicate some grade or administrative symbol for any student enrolled in a course beyond the second week.

## Assignment and Change of Grades

### General

1. The faculty member of record in a course section (i.e., the faculty member officially assigned to teach that section) has the exclusive responsibility and authority to assign grades to all students in that section, subject only to the following exceptions:
  - A. Should the faculty member of record be unable or unwilling to complete this task because of death, disability, separation of employment, or prolonged absence from campus during a regular academic term, the department chair or program director, following notification of the faculty member of record where appropriate and with the approval of the college dean, may appoint another faculty member with the most appropriate available disciplinary qualifications to complete the assignment of grades; or
  - B. In the event of a successful grade appeal (see section on Change of Grade, below.)
2. University policy requires that final grades shall be based on at least three, and preferably four or more, demonstrations of competence by the student.
3. In no case shall the grade on the final examination count for more than one-third of the course grade.
4. At the start of the course, instructors shall provide to their students in writing the grading policies and practices to be employed in the class and the rules that will apply to withdrawals.
5. Instructors shall keep a record of students' scores on each of the demonstrations of competence on which the final grade is based.
6. Instructors are expected to provide students with an opportunity for demonstration of competence, relevant to the determination of their final grade in the course, as early as is reasonable and no later than the mid-point of the term.
7. Students have a right to be informed promptly of their scores and to review each of their demonstrations of competence with their instructors.
8. If materials submitted for a demonstration of competence are not returned, these materials will be retained for one semester by the instructor. Should the instructor be absent during that term, the materials shall be retained in the department office. In the absence of the original instructor, a qualified instructor may be appointed by the chair to review the demonstration of competence with the student.
9. Grades reported to the Office of Enrollment Services are considered to be official and final grades.

### Conditions and Procedures for Change of Grade:

- A. Changes to grades or grading symbols can be made only on the basis of:
  - 1) an error,
  - 2) a successful grade appeal. (See the separate policy statement on Grade Appeals.), or
  - 3) resolution of an Incomplete ("I"). A grade or grading symbol shall not be changed on the basis of additional work submitted, except where an "I" was recorded.
- B. Original grades are replaced only when (1) the change is due to an error, (2) the grade change is the result of a grade appeal, or (3) the Registrar receives a late report of grades

for which the symbol "RD" was substituted pending receipt. Original grades are not replaced when the change of grade is the result of (1) the resolution of an Incomplete or (2) the repetition of a course. Grades or administrative grading symbols must be recorded for all enrollments beyond the census date.

- C. Except for changes of grades resulting from grade appeals, all changes of grades must be filed within one year from the date of the filing of the first grade, without respect to continuous enrollment of the student. Only as the result of a grade appeal will a grade be changed after the award of a degree or credential or certificate.
- D. All requests for change of a final course grade shall carry the recommendation of the instructor (except as provided for in the Grade Appeals Procedures), the department chair, and the approval of the dean of the college.

### Grade Appeals

Students have the right to formally appeal the final grade, but only the final grade, in a course. Appeals are limited to situations in which the student believes the grade was "prejudicially," "capriciously," or "arbitrarily" assigned. The appeal must be initiated within the first regular semester after assignment of the grade. It must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to the department chair. If further action is necessary, the department chair will forward the appeal in writing to the Department Grade Appeals Committee. If the issue continues to remain unresolved, the written appeal can be directed to the Grade Appeals Committee of the college in which the course was taken. Information about college grade appeals committees and the University policy (P.S. 99-16) can be obtained from the office of the college dean.

### Academic Appeals

Students may petition for exception to academic policy. Typically, exception requests involve issues such as record errors, General Education substitutions or waivers, exceptions to the repeat/delete policy, and academic renewal.

Students can obtain the "Petition for Exception to Academic Policy" forms from the Office of Enrollment Services, Brotman Hall Room 101, or the Academic Advising Center, Academic Services, room 125. This written appeal will be directed to the Academic Appeals Committee. Petitions must be filed with Enrollment Services, BH-101.

### Educational Leave

Any registered student, undergraduate or graduate, in good academic standing may request an Educational Leave. Students requesting an Educational Leave must complete an Educational Leave Form, in advance, including an explanation of their reasons for seeking the leave and a statement of when they intend to resume academic work. The completed form is to be submitted for approval to the student's department chair (undergraduate) or graduate advisor.

The minimum initial leave will be one full semester; the maximum will be one calendar year. A student may submit, in advance, a new educational leave request form for an extension of leave. Under no circumstances will the total number of approved educational leaves exceed two, nor will the duration of approved educational leaves extend beyond two calendar years.

## CALIFORNIA STATE UNIVERSITY, LONG BEACH GRADUATION RATES

For CSULB the following statistics apply:

**TABLE 1**

One-Year Continuation Rates for Fall 2000, 2001 and 2002 Regularly Admitted First-Time Freshmen  
Who Attempted At Least 12 Units in Their First Term of Enrollment

Fall Term	Enrolled	Re-Enrolled One Year Later	Continuation Rate
2000	2,995	2,428	81.1%
2001	4,195	3,333	79.5%
2002	2,807	2,437	86.8%

**TABLE 2**

Six-Year Graduation and Persistence Rates for Fall 1997 Regularly Admitted First-Time Freshmen  
Who Attempted At Least 12 Units in Their First Term of Enrollment

Fall Term	Graduation by Summer 2003	Persistence/Enrollment in Fall 2003	Projected Graduation Rate*
1997	44.2%	12.5%	56.7%

**TABLE 3**

Eight-Year Graduation Rates and Persistence Rates for Fall 1995 Regularly Admitted First-Time Freshmen  
Who Attempted At Least 12 Units in Their First Term of Enrollment

Fall Term	Graduation by Spring 2003	Persistence/Enrollment in Fall 2003	Projected Graduation Rate*
1995	46.6%	4.0%	50.6%

\*Assuming that all students enrolled in Fall 2002 will eventually graduate.

Students returning from an approved educational leave are not required to submit an application for readmission to the university. Students returning from an absence for which an educational leave was appropriate but not approved in advance must reapply for admission and pay the reapplication fee.

Graduate students who plan to enroll for credit at another institution of higher education during the leave period must obtain prior approval for the transfer of course credit to the student's program from the department graduate advisor, department chair, and the College Dean or designee.

The period of an educational leave is counted in the calculation of elapsed time under the regulations governing the maximum period for completion of degree and remediation requirements. (See Baccalaureate and Graduate sections of this *Catalog*).

For the period of an educational leave the student's rights under the "Election of Regulations" rule are preserved, maintaining the right of the student to elect regulations as if he or she had maintained continuous attendance.

An educational leave presupposes no expenditure of University resources or faculty and staff time in behalf of the student during the period of the leave. In addition, no computer facilities, no library privileges, and no student services are available to a student on educational leave.

### Change of Major or Other Objective

Undergraduate students declaring a major for the first time or changing from one degree program or degree option pro-

gram to another must complete and submit an approved Change of Major/Declaration form. These are available in most department offices and in the Office of Enrollment Services.

Students who are candidates for a certificate or credential program must also file a Request to Graduate. (Please see Election of Regulations in this section of the *Catalog*.)

The evaluation of credits transferred to the University is based in part upon the objective indicated on the application for admission. Students should be aware, therefore, that under some circumstances transfer courses accepted for one purpose may not be acceptable for other purposes. Graduation checks needing to be redone may carry a special fee.

### Graduation Check

All coursework must have a course grade recorded prior to the granting of a degree, credential, or certificate.

Seniors and graduate students who expect to receive degrees at the end of any semester, winter or summer session must complete the Request to Graduate form and/or Certificate form well in advance. The appropriate request for Spring or Summer candidates must be filed by the preceding October 1; and for Fall or Winter candidates, by the preceding March 1, at the Office of Enrollment Services. The names of Candidates who file within these deadlines will appear in the Commencement Program published each Spring. Credential students should apply in the Credential Processing Office, located in the Graduate School of Education, or the Office of Enrollment Services by February 1 for December completion and by October 1 for Spring and Summer sessions.

## Graduation with Honors

The following grade-point average criteria are used to identify undergraduate students eligible for the honors specified:

1. 3.95 to 4.00 graduated Summa Cum Laude
2. 3.80 through 3.94 graduated Magna Cum Laude
3. 3.50 through 3.79 graduated Cum Laude

An undergraduate student may be considered eligible for honors at graduation provided that a minimum of 45 units are earned at California State University, Long Beach. For the first baccalaureate degree, the GPA will be determined from units earned at CSULB plus transferred units. For the second baccalaureate degree, the GPA will be determined only by courses taken after the first degree was awarded that are also required by the second degree.

With the approval of the Dean of the College, departments may elect to award departmental honors to their graduates based on GPA and/or other criteria determined by the department. The number of honors awarded by a department will be limited to three students or five percent of graduates, whichever is larger.

University honors will be noted on the diploma and transcript. Departmental honors will be noted on the transcript only.

## Honor Lists

Undergraduate students exhibiting outstanding scholastic achievement are honored by being included on the President's or Dean's List. A certificate will be issued for each semester in which the student receives this honor.

### President's List

Students will be placed on the President's List to honor them for academic achievement each semester in which they complete 12 or more graded course units with a semester GPA of 3.75 - 4.0. Students earning fewer than 12 graded course units per semester will be placed on the President's List in the Spring semester of the academic year in which they accumulate 12 or more graded course units with an academic year GPA of 3.75 - 4.0.

### Deans' List

Students will be placed on the Deans' List to honor them for academic achievement each semester in which they complete 12 or more graded course units with a semester GPA of 3.5 - 3.74. Students earning fewer than 12 graded course units per semester will be placed on the Deans' List in the Spring semester of the academic year in which they accumulate 12 or more graded course units with an academic year GPA of 3.5 - 3.74.

## Graduation Rates

Under the federal Student Right-To-Know law, institutions of higher education are required to disclose information to prospective and current students about institutional graduation rates. The main purpose of the contextual information is to communicate to students more about what we know has guided time and persistence to degree. Information regarding student retention and graduation rates at California State University, Long Beach and, if available, the number and percentage of students completing the program in which the student

is enrolled or has expressed interest may be obtained from Van Novack, Institutional Research, BH 133, 562-985-5462.

Under the state Master Plan for Higher Education, the CSU draws its first-time freshmen from the top one-third of California's high school graduates. Since 1960, the CSU has awarded more than 1.2 million bachelor's degrees in hundreds of program areas.

The number of course credit units required to complete major programs varies. Many programs in the humanities, for example, require the minimum 120 semester, or 180 quarter units for graduation, while it often takes 140 semester, or 210 quarter units to complete engineering programs.

Most undergraduate programs can be completed in four years. But earning a bachelor's degree in four years takes much more than a statement of intent. Because undergraduate degree programs require 120 to 140 semester units, students who wish to finish college in four years must attend school every semester and earn an average of 15 to 17.5 units per term. Rules of thumb translate these unit loads into 45 to 52.5 hours per week in class and study. In addition, four-year students must plan with academic advisers a schedule of courses that will enable them to progress through major sequences, while interweaving appropriate breadth courses in general education. The rewards in making college attendance one's highest priority are at least two-fold: (1) lower total out-of-pocket college costs and (2) earlier entry into career tracks and the postbaccalaureate educational pipeline.

From the early '70s to the early '80s, the portion of CSU students balancing work and education increased substantially. The number of CSU students taking fewer than 15 units per term increased, and over one-fourth of CSU graduates have "stopped out" for at least one-term before they earn their degrees. More than any other senior institution in California, the CSU has maintained access for students who need to juggle academic life with work and family obligations. The CSU furthermore continues to seek improved ways to provide high-quality instructional opportunities that better fit the time-to-degree that CSU's non-traditional students require.

Across the CSU system, the average time-to-degree for first-time freshmen who fulfilled the University's eligibility requirements and enrolled full-time in their term of entry (that is, according to the federal definition, enrolled in at least 12 units) has been on a plateau of about 5.2 years for several years.

For regular, full-time first-time freshmen who eventually will receive a CSU baccalaureate, most will have it conferred within 6 years after matriculating at a CSU campus. For example, by Fall 1990, or six years after entering the CSU, 45.5 percent of the Fall 1984 entering freshman class had earned the bachelor's degree, with all but 3.6 percent receiving the degree at the CSU campus of first attendance. Prior athlete graduation rate information may be obtained by contacting the University Athletic Director's Office.

Two years later in Fall 1992, the CSU graduation rate climbed to 55.8 percent. Just about nine of ten graduates earned their degree at the CSU campus where they began their university career. In Fall 1992, 3.8 percent of the Fall 1984 entering freshman class were still enrolled as undergraduates. Historical trends indicated that most of these non-traditional students eventually will earn bachelor's degrees at CSU campuses. The CSU graduation rate, then, is expected eventually to reach 59.6 percent. A graduation rate of nearly 60 percent is on par with the best of peer state universities and colleges.

The tables above show persistence and graduation rates for first-time freshmen entering CSULB at different times. Table 1 indicates that the one-year continuation rate of full-time, regularly ad-

mitted first-time freshmen who matriculated at CSULB in fall between 2000 and 2002 ranged between 79.5 percent to 86.8 percent, or equal to 81 percent on average.

Table 2 shows that more than two out of five full-time, regularly admitted first-time freshmen (44.2%) who entered CSULB in 1997 obtained their baccalaureate degrees within six years and 56.7 percent of these students are expected eventually to graduate.

Table 3 shows that 46.6 percent of freshmen entering CSULB in 1995 completed their undergraduate studies within eight years and that a small percentage of students (4.0%) were still working toward completion of their degrees in Fall 2003. About 50.6 percent of these students are expected eventually to graduate.

## Scholastic Probation and Disqualification

### Academic Probation

Undergraduate students are placed on academic probation if at any time their cumulative grade-point average in all college work attempted or their cumulative GPA at California State University, Long Beach falls below 2.0 (C). Graduate students are placed on academic probation when their cumulative grade-point average or grade-point average on all courses applicable to the degree falls below 3.0. Other post-baccalaureate students are placed on academic probation when their cumulative grade-point average falls below 2.5.

Undergraduate students will be removed from academic probation when their cumulative grade-point average in all college work attempted and their cumulative grade-point average at California State University, Long Beach is 2.0 (C) or higher. Students who remain on academic probation for more than two consecutive semesters are subject to academic disqualification. Students actively participating in an intervention program may request an extension of time to achieve a 2.0 GPA. Such extension will be granted if, and only if, the student is making progress toward the degree.

Graduate students will be removed from academic probation when their overall grade-point average and grade-point average on all courses applicable to the degree are 3.0 (B) or higher.

Other post-baccalaureate students will be removed from academic probation when their overall grade-point average is 2.5 or higher.

Graduate and post-baccalaureate students are subject to disqualification if while on probation they fail to earn grades of sufficient quality to remove themselves from probationary status. Disqualification will bar such students from any further enrollment at the campus.

### Administrative — Academic Probation

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive semesters or in any three semesters;
2. Repeated failure to progress toward the stated degree objective or other program objective (when such failure appears to be due to circumstances within the control of the student);
3. Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students (example: failure to take placement tests, failure to complete a required practicum).

### Academic Disqualification

Undergraduate students on academic probation are subject to academic disqualification:

1. As freshmen (fewer than 30 semester-hours of college work completed), if their grade-point average falls below 1.5 on all units attempted or on all units attempted at California State University, Long Beach;
2. As sophomores (fewer than 59 semester-hours of college work completed), if their grade-point average falls below 1.7 on all units attempted or on all units attempted at California State University, Long Beach;
3. As juniors (60 to 89 semester-hours of college work completed), if their grade-point average falls below 1.85 on all units attempted or on all units attempted at California State University, Long Beach;
4. As seniors (90 or more semester-hours of college work completed), if their grade-point average falls below 1.95 on all units attempted or on all units attempted at California State University, Long Beach; and
5. At any time, if the student remains on academic probation for more than 2 consecutive semesters (i.e., the cumulative GPA remains below 2.0 at the end of 2 consecutive semesters).

In addition to the above disqualification standards applicable to students on probation, individuals not on probation may be disqualified when the following circumstances exist:

1. At the end of any semester, if the student has a cumulative grade-point average below 1.0; and
2. The cumulative grade-point average is so low that in view of the student's overall educational record it seems unlikely that the deficiency will be removed within a reasonable period.

### Disqualification From Impacted Programs

Students who fail to maintain an overall GPA of 2.0 will be immediately removed from an impacted major and placed in the undeclared category (Major Code 0000) or in a general category appropriate to the discipline. To be reinstated as majors in the impacted program, they must reapply at the time when change-of-major requests are normally accepted.

### Administrative — Academic Disqualification

Students who have been placed on administrative-academic probation may be disqualified from further attendance if:

1. The conditions for removal of administrative-academic probation are not met within the period specified;
2. The students become subject to academic probation while on administrative-academic probation;
3. The students become subject to administrative-academic probation for the same or similar reason for which they have been placed on administrative-academic probation previously, although not currently in such status.

For students who subsequently become eligible for Reinstatement (see below), disqualification under the provisions of the preceding paragraphs constitutes a break in "continuous enrollment" within a degree major program; therefore, students disqualified may not elect regulations in effect prior to disqualification.

## Reinstatement

In order to be considered for reinstatement to the University, a disqualified student must demonstrate progress toward the degree. This demonstration can be achieved by:

1. Completing courses through University College and Extension Services at CSULB; or
2. Completing classes at other regionally accredited academic institutions.

All classes considered for reinstatement in the student's petition must be applicable for degree credit and toward the student's General Education or major requirements.

Progress toward meeting the GPA requirement can be demonstrated by reducing the deficiency in grade-point average by one-half at CSULB or by making equivalent grades in courses taken at other regionally accredited academic institutions. Grades earned at other regionally accredited academic institutions will not reduce the deficiency in the CSULB grade-point deficiency. Grades earned elsewhere are only indicators of academic ability.

After reducing the deficiency in the CSULB grade-point average and/or demonstrating academic ability at other regionally accredited academic institutions, the student may petition the Academic Appeals Committee for reinstatement. The petition must present evidence that the student is likely to achieve a satisfactory grade-point average and to complete requirements for the degree. The Academic Appeals Committee will only consider the petition for reinstatement of students who have remained outside of the university for at least one regular (fall or spring) semester after their dismissal. Disqualification from the University constitutes a break in residency and results in the loss of "catalog rights"; reinstatement does not automatically restore those rights under the election of regulations.

Petition forms are available at the Office of Enrollment Services and must be filed by December 1 for the spring semester or August 1 for the fall semester. Petitions received after that date will be returned to the student to be submitted for consideration for a future semester.

## Academic Renewal

A student may petition to have all grades and units received during one or two semesters of undergraduate work disregarded in the computation of GPA and academic standing. The work so disregarded may have been taken at any collegiate-level institution but no work taken during the disregarded terms, even if satisfactory, may apply toward baccalaureate requirements. All grades and units attempted will remain on record. At least 5 calendar years must have elapsed since the work in question was completed and the student must have subsequently completed 15 semester units with a 3.0 GPA (or 30 semester units with a 2.5 or 45 semester units with a 2.0) at this University before filing a request for disregarding the course work.

Petitions for disregarding course work must be submitted to the Office of Enrollment Services. Final determination will be made by the Vice President for Academic Affairs in consultation with the University Academic Appeals Committee. The petitioning student must certify that the work to be disregarded was not reflective of his or her present level of academic performance. This certification must include a statement explaining the extenuating circumstances causing the substandard performance

during the term in question. The student must also provide evidence that it would be necessary to complete additional units and enroll for one or more additional semesters in order to qualify for the baccalaureate degree if the request were not approved.

## Student Grievance

The California State University, Long Beach Student Grievance Procedure is designed to give the campus community a grievance structure in those instances where no other policy or procedure exists. (This policy does not cover grade appeals, prohibited discrimination, etc. where there are existing policies).

The Office of the Vice President for Student Services has staff to help students understand the details of the Grievance Procedure and may be called on for assistance.

### What are Student Grievance Procedures?

Student Grievance Procedures at California State University, Long Beach are intended to provide a formal, standardized means for students to seek redress concerning actions of the faculty, administrators, or staff of the University. Further, the purpose is to establish standardized procedures and safeguards which shall be followed by the University in the adjudication of grievances.

### What is a Grievance?

A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administrators, or staff of the University. The person or entity against whom the complaint is made is referred to in this document as the "respondent." Such action is alleged by the student to be an unauthorized or unjustified action which adversely affects the status, rights, or privileges of the student.

Students are reminded that the Grievance Procedure is not designed to replace the open communication and understanding that are vital to the academic process. The student may withdraw the grievance at any stage and the process will immediately terminate. During all stages of the grievance, the burden of proof will be on the student.

### What is a Statement of Grievance?

The statement of grievance is a clear, simple statement according to the student's understanding of what happened. It should provide enough information to give the committee a complete understanding of the situation and the nature of the remedy sought from the student's perspective. The following steps are designed to assist in the preparation of a Grievance Statement.

### How does one Grieve?

#### Informal Procedure

##### Step 1:

Informal discussion between the concerned parties is always the place to start. If attempts to resolve the problem at this level fail, or if the person alleged to have aggrieved the student cannot be reached by reasonable effort, or if the nature of the grievance is such that an informal communication with the respondent is not feasible, the student must meet informally with the employee's department Chair, or the program's Director.

Note: In the event that the respondent is at the level of a Dean or higher, the complaint should be directed to the responsible person at the next administrative level. For non-academic matters, throughout these pro-

cedures, the term "Dean" refers to the responsible individual of comparable level, e.g., typically an Associate Vice President, or Vice President.

Step 2:

If after ten instructional days beyond the informal meeting a satisfactory solution is not found, the department Chair or program Director will meet with the student.

Within 15 instructional days of the receipt by the Chair or program Director of the student's complaint, the Chair or program Director will investigate the allegations and reach a conclusion. The Chair or program Director shall promptly communicate the decision to the student and the respondent. If either the student or the respondent disagrees with the chair's or program director's findings, recommendations, or decision, that person may appeal under step three.

Step 3:

If the student or respondent is not satisfied with the results of step two, or if the grievance is against the Chair of a department or Director of a program, the student may consult with the appropriate college Dean (academic) or responsible person at the next administrative level (non-academic).

### Formal Procedure

Step 1:

In the event the informal process does not bring satisfactory resolution to the complaining student or the respondent, then either party may initiate the formal procedures by writing a letter of complaint and submitting it to the appropriate department Chair or program Director. The Chair or Director then submits a copy of the letter of complaint to the dean<sup>1</sup> and the responding party. The responding party will reply in writing, normally within 10 instructional days, to the Chair or Director. The Chair or Director submits a copy of the reply to the other party and the Dean.

Step 2:

The Dean may then: (1) Normally within 10 instructional days after reviewing the letter of complaint and the response, the Dean may seek additional information from the parties or witnesses, and (2) review the matter and render a decision or (3) form a hearing committee which will make a recommendation to the Dean as follows:

- A. The hearing committee in academic matters will consist of two faculty members, two student members and one staff member. The two students and the two faculty shall both be within the college, with one student and one faculty within the department and one student and one faculty outside the department of the respondent. The staff member shall be from within the college.
- B. The hearing shall normally be held within 10 instructional days after the hearing committee is formed unless the letter of complaint is withdrawn or there occurs an earlier settlement of the matter. Internal hearing procedures regarding the conduct of the hearing shall be developed by each college and be made available to both parties. Each party may have one representative at the hearing who may be anyone other than legal counsel.
- C. In matters outside an academic department in which no other policy or procedures apply, the responsible person one level above the employee's supervisor shall have the option of establishing an all-University hearing committee consisting of three other employees, two of whom must be from outside the respondent's program, and two students selected in consultation with the A.S.I. President.

- D. The charge of the committee will be to investigate, and recommend a proposed resolution to the Dean. After receiving the recommendation, the Dean shall notify both parties of the decision. In the absence of an appeal, the decision of the Dean is final.

Step 3:

If either party wishes to appeal the decision of the Dean, the appeal, in writing, may be made to the Provost (academic) or appropriate Vice President (non-academic). The appeal must be made within 10 instructional days of the decision (Step 2). The Provost or Vice President will notify both parties of the appeal, review all written documentation and may investigate further or refer back to the Dean for further findings. The Provost or Vice President will then notify both parties of her/his decision.

## Cheating and Plagiarism

### Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; or close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

### Definition of Cheating

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include, but are not limited to the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when the test of competence includes a test of unassisted recall of information, skill, or procedure; or allowing someone other than the officially

enrolled student to represent the same. Also included are plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

### Faculty Responsibilities

In cases where a student is suspected of cheating or plagiarism, the faculty member should arrange for an informal office conference with the student as soon as possible. The purpose of the informal conference is to bring the persons involved together to discuss the issues informally and to discuss courses of action. At the conference the student will be notified by the faculty member of the charge and supporting evidence. For an incident which occurs during or as a part of a final examination, see below for administration of an Incomplete grade.

In cases where there is more than one individual suspected of cheating or plagiarism, the faculty member may decide to call the students to confer jointly as a group, or as individuals, or both. If the faculty member should decide to confer with the students as a group, the students will have the option to also confer with the instructor separately as individuals.

The faculty member will inform the student(s) that both students and faculty have the right to submit a request to the Academic Integrity Committee (discussed below) for a written opinion on whether the accusation is supported by the evidence. All notes and discussions between the student and the faculty member are confidential, except as may be relevant to the Academic Integrity Committee or in subsequent campus disciplinary proceedings. Neither the faculty member nor the student should discuss a specific charge of cheating or plagiarism or any violations with reference to individuals in the classroom before other members of the class.

When the student cannot be contacted and therefore the informal conference cannot be held, as is sometimes the case after final examinations, a grade of "I" (Incomplete) may be assigned, but only if the instructor wishes an additional test of competence. The instructor will have the agreement form for assigning an "Incomplete" sent to the last known address of the student. The agreement form will state the following in the format indicated:

"Under the provisions of the CSULB Policy Statement on Cheating and Plagiarism, an additional test of competency related to the [syllabus name of suspect demonstration, e.g., Final Examination] is requested. [Explain what additional test of competency.] You may decline to do so. Please contact the instructor, the department office, or the Office of Judicial Affairs for information regarding the University policy on cheating and plagiarism."

The instructor will indicate on the agreement form the grade which will be assigned, normally 120 calendar days following mailing of the Incomplete Agreement, if the student does not respond or, responding, the student does not agree to an additional test of competence.

Charges of cheating or plagiarism cannot be brought against a student more than 120 calendar days after discovery that the work in question may have been plagiarized or that cheating may have taken place.

Notes and evidence will be kept by the department chair or program director for a minimum of five years after the case is settled.

### Academic Integrity Committee

The Chair of the Academic Senate and the Vice President for Academic Affairs jointly appoint an Academic Integrity Committee for the University. This Committee consists of one member from the student body, chosen by the Associated Students Government for a one-year term of office; three members of the full-time, tenured or tenure-track faculty, and one member of the Office of Academic Affairs, who will be Chair, voting only in case of ties.

The primary charge of the Committee is to receive the requests of students accused of cheating or plagiarism or the requests of faculty accusing specified student(s) of cheating or plagiarism. Following its review of the evidence, the Committee will report its opinion to the student(s) and to the faculty member involved on whether the accusation is supported by the evidence. This opinion may not be appealed. However, when new evidence appears to so warrant, a faculty member or student may ask, in writing, the Vice President for Academic Affairs or the Chair of the Academic Senate to request the Committee to reconsider a case.

The Academic Integrity Committee has readily available the rules and procedures governing its operations.

In all cases, a Report of the Committee is advisory to the student, with whom rests the presumption of innocence, and the faculty member, to whom the decision on the evidence and academic action is reserved.

A faculty member or student who requests a review of the evidence in a case of alleged cheating or plagiarism must make such a request to the Academic Integrity Committee in writing no later than 14 calendar days following the date of first notification of the student by the faculty member of the allegation. Except under extenuating circumstances, the student and faculty member will have no more than 14 additional calendar days to provide evidence to the Committee.

To preserve the rights of privacy, the Committee meetings are closed. The Committee may request additional information as may be appropriate to the development of its Report. The Committee is to provide a final Report within 21 calendar days of the submission of a request to it. Should additional time be required, the reasons are communicated to the Vice President for Academic Affairs and the Chair of the Academic Senate as well as the student(s) and faculty members involved.

### Academic Actions

One or more of the following academic actions are available to the faculty member who finds a student has been cheating or plagiarizing. These options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. These actions may be taken without a request for, or before the receipt of, a Report from the Academic Integrity Committee.

1. Review but no action;
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences;
3. A requirement that the work be repeated;
4. Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the proportional reduction of final course grade;
5. Assignment of a failing final grade;
6. Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion.

A student may appeal a final course grade, the computation of which included an examination or other test of competence in which a score of zero was assigned for cheating or plagiarism, but only on the grounds permitted in the University Policy Statement on Grade Appeals.

An appeal of the final grade may include as written testimony the Report of the Academic Integrity Committee.

### Policy for a Smoke-Free Campus Environment

California State University, Long Beach has a responsibility to provide employees and students with a safe working and learning environment. Given the fact that smoking is the most significant cause of premature and preventable death in the United States today, California State University, Long Beach is declared to be a "smoke-free" campus in accordance with the Governor's Executive Order D-62-87, Government Code Section 19262.

This "smoke-free" policy will apply to all state-owned and University-operated facilities regardless of location. This policy does not include public performances in which smoking is an integral and necessary part of those performances. Smoking is prohibited in all indoor areas, including but not limited to: administrative offices, private offices, laboratories, classrooms, conference rooms, auditoria, lounges, theatres, lobbies, hallways, stairwells, restrooms, libraries, clinics, waiting rooms, reception areas, university vehicles, machine shops, elevators, and food service areas. Where outdoor seating is provided adjacent to indoor food service facilities, non-smoking sections must be designated and posted.

For those employees and students who wish to stop smoking, California State University, Long Beach supports and assists their efforts by providing referrals to cessation programs. The Employee Assistance Program at the Student Health Center may be contacted for information and assistance. The Employee Assistance Coordinator may be reached by calling (562) 985-4771.

### Student Discipline

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations. These sections are as follows:

#### 41301. Expulsion, Suspension and Probation of Students

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus-related:

- (a) Cheating or plagiarism in connection with an academic program at a campus;

- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus;
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus;
- (d) Obstruction or disruption, on or off university property, of the campus educational process, administrative process, or other campus function;
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse;
- (f) Theft of, or non-accidental damage to, campus property; or property in the possession of, or owned by, a member of the campus community;
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property;
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president;
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function;
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community;
- (l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section;
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section;
- (n) Unauthorized recording, dissemination, and publication of academic presentations for commercial purposes. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.
  - (1) The term "academic presentation" means any lecture, speech, performance, exhibition, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
  - (2) The term "commercial purpose" means any purpose that has financial or economic gain as an objective.
  - (3) The term "Instructor of record" means any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.
- (o) For purposes of this Article, the following terms are defined:
  - (1) The term "member of the campus community" is defined as meaning California State University Trustees, academic, nonacademic and administrative personnel, students,

and other persons while such other persons are on campus property or at a campus function;

- (2) The term "campus property" includes: (A) real or personal property in the possession of, or under the control of, the Board of Trustees of The California State University, and (B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
  - (3) The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sand-club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club;
  - (4) The term "behavior" includes conduct and expression;
  - (5) The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
- (p) This Section is not adopted pursuant to Education Code Section 89031;
- (q) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date will be subject to the provisions of this Article as in effect immediately prior to such effective date.

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

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

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

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

#### **41303. Conduct by Applicants for Admission**

Notwithstanding any provision to the contrary, admission or readmission may be qualified or denied to any persons who, while not enrolled as students, commit acts which, were they enrolled as students, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any persons who, while students, commit acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases will be determined under procedures adopted pursuant to Section 41304.

#### **41304. Student Disciplinary Procedures for The California State University**

The Chancellor will prescribe, and may from time to time revise, a code of student disciplinary procedures for The California State University. Subject to other applicable law, this code will provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and for qualified admissions or denial of admission under Section 41303; the authority of the campus President in such matters; conduct-related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor will report to the Board actions taken under this section.

The current University regulation on alcoholic beverages is stated in the CSULB Policies, Information and Regulations Handbook published by the Office of Student Affairs.

Additional detailed information relating to student discipline is available in the Office of Student Affairs, and from the Office of the Vice President for Student Services.

#### **Administrative Action**

Procedures and sanctions of the Office of Judicial Affairs are under the administration of the Vice President for Student Services and are conducted pursuant to the authority provided in Section 41301 of Title 5 of the California Code of Regulations. Copies of Section 41301 of Title 5 may be found in the *University Catalog* and the Campus Regulations available in the Office of Judicial Affairs. Copies of Chancellor's Executive Order 628, "Student Disciplinary Procedures for the California State University" are also available upon request.

The Vice President for Student Services will report annually to the President and the Chair of the Academic Senate a summary of the charges concerning cheating and plagiarism brought before the Office of Judicial Affairs.

#### **Judicial Affairs**

The Office of Judicial Affairs (Brotman Hall - 377) provides assistance with the interpretation and enforcement of campus regulations. Complete copies of the CSULB Policies, Information and Regulations Handbook, including a listing of infractions which may result in student disciplinary action under Title 5, Section 41301, of the California Code of Regulations, "Probation, Suspension and Expulsion of Students," are available in this office; also available are copies of Executive Order 628, "Student Disciplinary Procedures for The California State University." General assistance and aid in directing individuals to the proper procedures, departments and personnel may be obtained in this office.

Alleged violations are investigated primarily through informal office conferences with the involved students. The conferences which are held as a result of impending disciplinary action are:

1. to clarify the referral, the charges, or the circumstances involved;
2. to prevent the incidence of, or further occurrences of, violations; and
3. to educate as a preventive experience and to indicate the possible consequences as a result of committing a violation. Discussion is centered on the cause-and-effect relationship of various courses of action and, when possible, alternate paths or solutions are explored.

### The Federal Drug-Free Schools and Communities Act

Each student and employee of California State University, Long Beach needs to be aware of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). These requirements include the notification to each student and employee of campus standards of conduct regarding the use of alcohol and illicit drugs, the legal sanctions which apply, possible health risks, and available counseling and assistance programs. This law, like others the federal government has passed in the last two decades, is tied to eligibility for federal financial assistance. Thus, because California State University, Long Beach receives federal funds such as "federally funded or guaranteed student loans," the law applies to the University and we must comply with its provisions. Under PL 101-226 the Secretary of Education can terminate federal funding for failure to comply and the University has the burden of appealing that decision to an administrative law judge. The law became effective October 1, 1990.

Any questions regarding this law should be directed to the Director of Student Administrative Services at (562) 985-5587.

California State University, Long Beach is dedicated to the elimination of the use of illicit drugs and alcohol abuse. The University makes every effort to create an environment that promotes and reinforces good health. This includes responsible living, respect for community and campus standards and regulations, individual responsibility within the community, and the intellectual, social, emotional, ethical, and physical well being of all members of the campus community. To facilitate this process, the University provides a Student Assistance Program and an Employee Assistance Program.

California State University, Long Beach complies with the requirements of the Drug Free Schools and Communities Act Amendments of 1989 by implementing the following:

1. The annual distribution in writing to each student, regardless of the length of the student's program of study, and to each employee of:
  - A. standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - B. a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - C. a description of the health risks associated with the use of illicit drugs and abuse of alcohol; and,
  - D. a clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of em-

ployment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. Conducting a biennial review of the campus drug and alcohol abuse prevention program to:
  - A. determine its effectiveness and implement changes to the program if they are needed; and
  - B. ensure that its disciplinary sanctions are consistently enforced.

The review is conducted by a panel consisting of the Provost and Senior Vice President for Academic Affairs or designee, the Vice President for Student Services or designee, the Vice President for Administration and Finance or designee, the Chair of the Academic Senate or designee, the President of the Associated Students or designee, and the Chair of the Academic Senate Student Affairs committee or designee.

The review is conducted during the month of October in each even-numbered year. The report of the review panel is submitted to the President by December 1 following the October review period.

The following are members of the review panel recommended by the Academic Senate Committee on Committees for approval by the Academic Senate: a member from the University Counseling Center, a full-time permanent or probationary staff member, an Associated Students Senator, and a member from the Student Health Center.

### Campus Standards of Conduct

Both productivity at work and the learning process are significantly impaired by alcohol abuse and the use of illicit drugs. Substance abuse among college students inhibits their educational development and is of serious nationwide concern.

California State University, Long Beach is dedicated to the elimination of the use of illicit drugs and alcohol abuse. The University is making every effort to create an environment that promotes and reinforces good health. This includes responsible living, respect for community and campus standards and regulations, individual responsibility within the community, and the intellectual, social, emotional, ethical, and physical well-being of all members of the campus community.

On campus property, the solicitation, sale, use or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, are prohibited.

Consumption of alcohol is prohibited in individual offices, classrooms, laboratories, or generally accessible public or open areas, such as the quad and athletic fields.

Information regarding campus policies on the consumption of alcohol may be obtained by calling the Office of Student Life and Development at 985-8668.

Pursuant to Title 5 of the California Code of Regulations, violations by students of the above regulations, when campus related, may, after due process, result in the student being placed on probation, being suspended, or being expelled. Additionally, violations of laws committed on campus property, or at a campus event, will also be subject to referral and prosecution through off-campus authorities. Penalties by enforcement agencies for violations of the law may include imprisonment, fines, or both; these are in addition to administrative sanctions imposed by the University.

More detailed descriptions of student regulations concerning drugs, or alcohol, may be found elsewhere in the *CSULB Catalog*, or in the Residence Hall Calendar and Handbook, or the Regulations for Campus Activities, Organizations and the University Community.

Pursuant to Education Code Section 89535, employees may be disciplined, up to and including termination, for the following causes:

1. Conviction of criminal offenses involving the illegal use of drugs.
2. Appearing for work impaired by the use of alcohol and/or controlled substances.
3. Addiction to the use of controlled substances.

More detailed descriptions of employee regulations concerning drugs, or alcohol, may be found in the *Administrative Policies and Procedures Handbook* and the *Faculty and Staff Handbooks*.

### Don't Put Your Health at Risk

To become dependent upon chemicals such as illicit drugs and/or alcohol is to put your health at risk. Chemical dependency is a condition in which the use of mood altering substances such as drugs or alcohol is associated with problems in any area of life on a more or less continuing basis.

One does not, however, have to be addicted or chemically dependent to suffer health risks from the use of illicit drugs or alcohol.

Alcohol and illicit drugs (in all the many forms) may, and often do, impair physical coordination and judgement, diminish control over impulsive behavior, and cause many short- and long-term health consequences.

Alcohol-related illnesses now represent the third leading cause of death in the United States exceeded only by cancer and heart disease, and medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

### If You Have a Problem, We Want to Help

The California State University, Long Beach Health Center offers substance abuse programs for students, faculty and staff. These include: a Student Assistance Program for students; and Employee Assistance Program for faculty and staff; and an Athletic Assistance Program for student athletes (offered as a separate program due to NCAA testing and eligibility requirements and conference affiliation rules for competition).

An experienced and specially trained therapist under the supervision of the Medical Director serves as the coordinator and counselor for these programs, and medical doctors, other health professionals, and counseling psychologists are available for consultation. All contacts with the Health Center and professional personnel are confidential.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from Shifra Teitelbaum, Student Health Center, (562) 985-4609.

The California State University, Long Beach Health Center is located at the corner of State University Drive and Merriam Drive. The telephone number is (562) 985-4771.

## CSULB Statement on Civility and Acts of Violence

California State University, Long Beach, takes pride in its tradition of maintaining a civil and non-violent learning, working, and social environment. Civility and mutual respect toward all members of the University community are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a safe and productive workplace and overall healthy campus climate.

The University espouses and practices zero tolerance for violence against any member of the University community (i.e., students, faculty, staff, administrators, and visitors). Violence and threats of violence not only disrupt the campus environment, they also negatively impact the University's ability to foster open dialogue and a free exchange of ideas among all campus constituencies.

To fulfill this policy, the University strives: 1) to prevent violence from occurring; and 2) to enforce local, state, and federal laws, as well as University regulations, regarding such conduct. The University also has established procedures for resolving and/or adjudicating circumstances involving violence, as well as threats of violence. A threat of violence is an expression of intention that implies impending physical injury, abuse, or damage to an individual or his/her belongings. All allegations of such incidents (i.e., acts and threats) will be aggressively investigated. Allegations that are sustained may result in disciplinary action up to and including dismissal from employment, expulsion from the University, and/or civil and criminal prosecution.

Members of the campus community are encouraged to promptly report any acts of violence, threats of violence, or other behavior which by intent, act, or outcome harm themselves or others. (Approved October 1997.)

### Equal Access and Opportunity

California State University, Long Beach affirms the equal worth of every individual and of distinctive groups of people, and fosters fair and equal treatment and access for all members of the university community. Therefore, the University is committed to the principles of equal opportunity in education and employment, to policies and practices that ensure equal opportunity and consideration, and to the protection of civil rights.

It is the policy of California State University, Long Beach to provide programs, services, and benefits, including employment, without regard to race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam-Era or other covered veteran status.

Reasonable accommodation to disability is considered a means of establishing equal opportunity.

### Freedom From Discrimination, Harassment and Retaliation

California State University, Long Beach affirms that students, employees, volunteers, members of the public, and recipients of services and/or benefits provided by CSULB have the right to a University free from discrimination and harassment, including hostile environment, on the basis of: Race, color, ancestry national origin, ethnicity, gender, religion, sexual orientation, marital status, disability, age, pregnancy, Veteran status-Vietnam-era/ Special Disabled and Other Covered\* (\*<http://www.opm.gov/veterans/html/vgmedal2.htm>)

Retaliation for exercising one's right to protection from discrimination and/or harassment or for participating in the investigation of a complaint will not be tolerated.

This policy applies to all California State University, Long Beach programs and activities, including, but not limited to: Educational, cultural, recreational, and social and/or athletics programs and activities provided, sponsored, administered, or assisted, by CSULB; CSULB academic programs and/or activities; CSULB-sponsored off-campus programs; housing supplied or regulated by CSULB; the administration of educational policies, admission policies, and employment policies; employment actions, including but not limited to recruitment, hiring, education, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship; choice of contractors and suppliers of good and services; provision of services and benefits to CSULB students, employees, volunteers, or the public; receipt of CSULB services and benefits provided by CSULB contractors or vendors.

Required federal Affirmative Action Plans are available for inspection in the University Library, Reserve Book Room during normal business hours.

### Confidentiality

The University is committed to maintaining a safe environment in which individuals can be unafraid to discuss concerns. Any member of the University community may seek general information and guidance about discrimination, harassment, and retaliation issues in confidence and anonymously.

However, the University's obligation is to take appropriate action to stop prohibited behavior and to prevent retaliation. This may preempt any request for anonymity or confidentiality.

### Complaint Resolution Procedures

Resolution of discrimination, harassment, and retaliation complaints is available to all members of the University community. The procedures vary but are all intended to resolve complaints in a timely and responsive manner at the earliest possible stage.

For employees represented by a collective bargaining unit, the collective bargaining agreement outlines procedures, process and timelines. Information is available from your campus union representative, or online at:

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/contracts.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml)

For employees not governed by a collective bargaining agreement, the complaint procedure is outlined in CSU Executive Order 675. It is available online at: <http://www.calstate.edu/hr/EO-675.pdf>

For students or other members of the campus community, guests, visitors, affiliates, and associates, the Campus Complaint Resolution Procedure will apply. Discrimination complaint forms are available in the Office of Equity & Diversity, USU 301 and on-line at: <http://www.csulb.edu/depts/oed>

### Campus Complaint Procedure - Informal

The Informal Discrimination Complaint Resolution Procedure is initiated by speaking with one of the following persons of your choice: Immediate Supervisor; Program/Office Director; Department Chairperson/Director; Dean/Associate Dean; Designated Resource Person (list available from the Office of Equity & Diversity); Director of Equity & Diversity.

These individuals are expected to: Provide information about University policy and procedures, ensure the safety and security of the complainant in the immediate environment, ensure the

due process of the individual(s) charged, ensure confidentiality to the extent possible by and with all parties, report the complaint to the Director of Equity & Diversity within five (5) working days from receipt of the complaint, consult with the Director of Equity & Diversity at least once per week until the complaint is resolved, an outcome is reached, or the complaint is referred to the Director of Equity & Diversity for review and consideration, maintain notes of the complaint and log of all contacts made, report monthly to the Director of Equity and Diversity of the number, nature, and outcome of the complaints. The outcome of all Informal complaints must be reported to the Director of Equity & Diversity. If the proposed remedy is unsatisfactory to the complainant, or if the complaint is not resolved in the Informal process, the complaint may proceed to the Formal level.

### Campus Complaint Procedure - Formal

An allegation becomes a formal complaint only when it is filed in writing on an official University Discrimination Complaint Resolution form and is signed, or when the Director of Equity & Diversity files the complaint. The form is available from the Office of Equity & Diversity and the office website.

Within 5 working days from receipt or initiation, the alleged offender will be notified of the complaint by the Director of Equity & Diversity.

Within 10 working days from receipt, the alleged offender is required to respond in writing. A copy of the response shall be provided to the complainant.

If agreement is reached, the Director of Equity & Diversity shall provide all concerned parties with a written statement of the resolution.

If agreement is not reached, the Director of Equity & Diversity will proceed to evaluate the applicability of University policy prohibiting discrimination, harassment, and retaliation to the alleged behavior.

The Director of Equity & Diversity is authorized to interview anyone deemed necessary to the investigation. The investigation will normally be completed within thirty (30) working days.

Time limits may be extended or waived by the President upon request of the Director of Equity & Diversity.

Within five (5) working days of the conclusion of the investigation, the Director of Equity & Diversity will: submit a report of the complaint, investigation, and findings to the appropriate division executive and, notify the complainant and party charged of the finding.

Within twenty (20) working days from receipt of the report of the investigation the division executive will notify the Director of Equity & Diversity of resulting action.

Within five (5) working days of receiving notification of the resulting action, the Director of Equity & Diversity will notify the parties to the extent allowed of the action taken or proposed by the division executive.

### The Principles

California State University, Long Beach is a comprehensive, urban university. The University has a professional, cultural, and ethical commitment to provide a climate that enables each individual to realize his/her potential for excellence and that nurtures academic growth and professional development.

Diversity is both an ideal and an imperative. California State University, Long Beach takes pride in the diversity of its student body and employees, and affirms that this diversity enriches the work and learning environment of the campus. For this reason the recognition of diversity in our University community extends beyond the limits established by federal or state laws or regulations.

In addition to fully meeting its obligations of nondiscrimination under federal and state law, California State University, Long Beach is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to professional rank, employment status, economic status, ethnic background, political views, or other personal characteristics or beliefs.

California State University, Long Beach takes seriously its tradition of maintaining civility and mutual respect toward all members of the University community. These qualities are intrinsic to the establishment of excellence in teaching and learning. They also contribute to the maintenance of a productive workplace and an overall positive campus climate. Civility and mutual respect only thrive when equal opportunity and access exist, and when retaliation for exercising rights, privileges and obligations is not feared. [Policy 03-09]

Dr. Elena Macias, Director of Equity and Diversity, is the designated campus coordinator for Equal Employment Opportunity, Affirmative Action, and Civil Rights under Executive Order 11246, the Vietnam-Era Veterans' Readjustment Assistance Act, the Americans with Disabilities Act, the Rehabilitation Act, and Title IX.

### Policy on Sexual Assault

Students, faculty, and staff who are victims of sexual assault committed at or upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified information, to include treatment, related campus procedures, referral options, and other assistance which may be available [California Education Code, Section 67385. This policy is designed to provide the written procedures and information required.

Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by California State University, Long Beach. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

### Sexual Assault

The term "sexual assault" includes, but is not limited to, rape, acquaintance rape, sexual battery, forced sodomy, forced oral copulation, rape by a foreign object, or threat of sexual assault [California Education Code, Section 67385(d)].

Rape is a criminal offense. "Rape" is defined as an act sexual intercourse accomplished with a person not the spouse of the perpetrator, under specified circumstances. For example, it may involve the use or threat of force, violence, retaliation, or fear of or actual immediate and unlawful bodily injury. Rape also occurs when the victim is incapable of giving legal con-

sent, for example, when: a) the victim has a mental disorder, or is developmentally or physically disabled; or b) the victim is prevented from resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act, and such condition was known or reasonably should have been known to the accused (Reference: California Penal Code, Section 261, and the following sections).

"Acquaintance Rape" is forced sexual intercourse undertaken by someone the victim knows, against the will of the victim or as a result of threats, force or fear.

"Sexual Battery" is defined as the touching of an intimate part of another person, if the person is unlawfully restrained and if the touching is against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual abuse (Reference: California Penal Code, Section 243.4).

"Assault with intent to commit a sexual battery" is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g., rape) or sexual battery on the person of another. (Reference: California Penal Code, Section 220; 240; 261; and following sections).

"Consent" is defined as positive cooperation in an act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved [Reference: California Penal Code, Section 261.6; 266(c)].

"Unlawful Sexual Intercourse" is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, where the person is under the age of 18 years (California Penal Code, Section 261.5).

Any person who willfully and lewdly commits any lewd or lascivious act upon or with the body or any part of a child under the age of 14 years with the intent of arousing, appealing to, or gratifying the sexual desires or passions of either the child or defendant is guilty of a felony. Any person who commits any act in the previous sentence with a person 14 or 15 years old, and the defendant is at least 10 years older than the child is guilty of a public offense (California Penal Code, Section 288). Any person who intentionally gives, transports, provides, persuades or makes available to another a child under age 16 for lewd or lascivious acts is guilty of a felony, punishable by fine and imprisonment [California Penal Code, Section 266(j)]. Every person who annoys or molests any child under the age of 18 is punishable by fine and imprisonment (California Penal Code, Section 647.6).

### University Jurisdiction

California State University, Long Beach views seriously its obligation to uphold the laws of the larger community of which it is a part. An association with the University does not exempt a person from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the rules and regulations of the California State University.

A student charged with a sexual abuse violation which is campus-related may be subject to prosecution under appropriate California criminal statutes, as well as being subject to student discipline under the Student Disciplinary Procedures for the California State University (Reference: Chancellor's Executive Order 148, "Student Disciplinary Procedures for the California State University"; and Title V, California Code of Regulations, Section 41301-41304, "Student Discipline").

Employees charged with a sexual abuse violation which is campus-related may be subject to prosecution under appropriate California criminal statutes, as well as being subject to discipline under the California Education Code, Sections 89535-89540. Such campus disciplinary action for employees may include demotion, suspension, or dismissal.

### Campus Reporting Procedures

Persons involved in, or possessing knowledge of, a campus-related abuse violation are strongly encouraged to notify University Police immediately. University Police may be contacted by:

- using any of the blue lighted telephones
- by depressing the red button on all public pay telephones
- simply dialing 985-4101 or 9-1-1

An officer will be dispatched and will assist the victim to a medical facility for medical care and collection of evidence. An officer will assist the victim with a police report should the victim desire to make one. An officer will remain available to the victim until a friend or relative can be located. When requested, a female investigator trained in sexually related violations will be available.

University Police shall contact one or more of the following by telephone, memorandum or both. Alternatively, the victim may contact any of the following personnel or departments.

1. Associate Vice President for Student Services (562) 985-5587, Brotman Hall 377
2. Director, University Counseling Center (562) 985-4001, Brotman Hall 226
3. Director, Student Health Center (562) 985-4771, Health Center
4. Director, Staff Personnel Services (562) 985-4031, Brotman Hall 335
5. Director, Equity and Diversity (562) 985-8256, Student Union, Rm 301
6. Director, Judicial Affairs (562) 985-5270, Brotman Hall 377
7. Director, Women's Resource Center (562) 985-8575, Liberal Arts 3-105
8. Director, Housing and Residential Life (562) 985-4187, Parkside Commons

The respective units or persons contacted will be responsible for reports, as may be required by law, to be filed for their respective unit, e.g., violations under the Child Abuse Reporting Law, Jeanne Clery Act or Megan's Law.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Access crime statistics for CSULB. These are mandated statistics known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Hard copies of this brochure may be obtained at either our main police department, our substation, by calling our main telephone line (562) 985-4101 or by downloading it in PDF format. Both are located on this campus; the main station is located at 1331 Palo Verde Ave., the most eastern boundary of CSULB and our substation is located at the Student Union outside courtyard in the center of the CSULB. This report is prepared in cooperation with the Police agencies surrounding our main campus and our alternate sites, Housing and Residential Services, the Judicial Affairs Office and the Division of Student Affairs. Each entity provides

updated information on their educational efforts and programs to comply with the Act.

The following are among the options available to a victim and more than one option may be exercised:

1. Criminal Prosecution: University Police - (562) 985-4101  
Emergency: 9-1-1
2. Civil Action: Consult an attorney.
3. University Disciplinary Process, where accused is:
  - A. Faculty or Staff: Employee Relations Administrator (562) 985-4128; BH 300
  - B. Student: Director, Judicial Affairs (562) 985-5270; BH 377
4. Informal Mediation: Office of the University Ombuds (562) 985-5983.
5. Alternative Campus Housing Assignments: Director, Housing (562) 985-4187; Housing Office
6. Academic Assistance:
  - A. University Counseling Center (562) 985-4001; BH 226
  - B. Women's Resource Center (562) 985-5466; LA3-105
  - C. Academic Advising Center (562) 985-4837; Academic Services, room 125

In the event there are requests for information from the press, concerned students, parents, and others, prudence will be exercised, and when required by law, confidentiality will be maintained. When appropriate, only the Department Director (for matters strictly within the Director's purview), or the University Director of Public Affairs (for inquiries by the media), will respond.

Victims are advised that there could likely be a need to identify both the victim and the assailant in the course of investigation and hearings under University student disciplinary proceedings, as well as under employee disciplinary proceedings, or criminal prosecutions. In the case of student disciplinary actions against an assailant, the victim is required to be promptly notified by the Director, Judicial Affairs of the status of the proceedings, and the general terms of the disposition.

Persons are reminded of the importance of preserving such evidence as may be necessary to the proof of criminal sexual assault. With respect to sexual assault involving student discipline, both the accused and the accuser are entitled to have an advisor present during a campus disciplinary proceeding, and to be informed of the outcome of the campus student disciplinary proceeding. Student victims of sexual assault may request changes in academic and living arrangements precipitated by the offense where such changes are reasonably available.

### Support Services

Sexual assault violations often result in physical harm, psychological harm, or both. Even if the victim decides not to report the incident to authorities, it is urged that the victim seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted diseases.

- The University Counseling Center provides crisis counseling as well as ongoing assistance to students who have experienced sexual assault; (562) 985-4001.

- The University Student Health Center offers routine medical examinations, including pregnancy tests and tests for sexually transmitted diseases; (562) 985-4771.
- The University Women's Resource Center provides video tapes, books, and brochures for both men and women, and referrals to community services are also provided; (562) 985-5466.
- S.A.R.T (Sexual Assault Response Team) The University Police is an active participant of the Long Beach S.A.R.T. process. This process offers individual forensic exams to victims of sexual assault and child molestation. Coordination is with University Police, Long Beach Police Department, District Attorney's office, a forensic nurse and a rape crisis counselor. The police dispatcher activates the S.A.R.T process after the officers have connected with the victim. (562) 986-4101 or 9-1-1. S.A.R.T. is located at Long Beach Community Hospital. A victim may be driven to Long Beach Community Hospital, 1720 Termino, Long Beach for the S.A.R.T. services. The emergency room staff will contact S.A.R.T. directly.

Additionally, referrals may be made to the Rape Crisis Hotline - Long Beach area (562) 597-2002 or to the Sexual Assault Crisis Agency, (562) 433-1287 which offers a 24-hour crisis hotline:

- A. The Rape Crisis Hotline - South Bay area, (310) 545-2111;
- B. The Rape Crisis Hotline - Orange County, (714) 831-9110;
- C. Rape Treatment Center - Santa Monica Hospital (310) 319-4000;
- D. The Victim Witness Assistance Hotline, (714) 957-2737;
- E. Safe At Home Confidential Address Program 877-322-5227, [www.ss.ca.gov/safeathome/](http://www.ss.ca.gov/safeathome/).

Also, the University Counseling Center and the Career Development Center maintain lists of referrals within the community which deal with the issues of rape and sexual assault crisis, including legal, medical, and therapeutic support services. The phone number for the University Counseling Center is (562) 985-4001. The Career Development Center can be reached at (562) 985-4152.

### Victims of Violent Crime Statute

A person who has sustained physical injury as a direct result of a crime of violence, or is legally dependent for support upon a person who has sustained physical injury or death as a direct result of a crime of violence (or, in the event of a death caused by a crime of violence, has legally assumed or voluntarily paid the medical or burial expenses incurred as a direct result thereof) may qualify for indemnification by the State of California for the out-of-pocket wages, medical and/or burial expenses incurred as a result of the crime (California Government Code, Section 13959, et seq.). Claims must be filed with the State Board of Control for the State of California. The Statute provides that, absent certain extenuating circumstances, a claimant has one year from the date of the crime to file his or her claim with the State Board of Control. For further information regarding this program, contact:

University Police  
 CSU, Long Beach  
 1331 Palo Verde Avenue OR  
 Long Beach, CA 90840  
 Telephone: (562) 985-4101

Victims of Violent Crime Program  
 State Board of Control  
 State Office Bldg. No. 1, Rm. 102  
 Sacramento, CA 95814  
 Telephone: (916) 445-1540

## Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained at the Office of Enrollment Services or the Office of Judicial Affairs. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. CSULB designates the following items authorized by FERPA as Directory Information: student's name, address (see below for conditions), telephone number (see below for conditions), major field of study, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and e-mail address. Addresses and telephone numbers for currently enrolled students will be released to CSULB personnel and units solely for the purpose of conducting legitimate University business. They may not be shared with individuals or organizations outside the University except in accordance with the following provisions. Addresses and telephone numbers may be released for non-commercial use by individuals or organizations outside the University provided the requests for such information have been reviewed and approved by the appropriate University personnel. Requests from the academic offices of accredited educational institutions shall be reviewed by the Provost and Senior Vice President for Academic Affairs or designee. All other requests shall be reviewed by the Vice President for Student Services or designee. Otherwise, the University may disclose any of the items designated as "directory information" above without prior written consent, unless the student provides a request that certain information not be released (non-disclosure). Requests for non-disclosure may be made directly by the student utilizing their self-service account in the student system via the Internet. If the student does not have access to the Internet, their request for non-disclosure must be requested

on the "Authorization to Withhold Student Information" form, available in the Office of Enrollment Services. Specifying items as directory information allows the University to disclose this information without prior written consent. It does not require that the University release the information except under court direction. In addition to the above, the Director of Athletics may provide information concerning participation of students in athletic events, including the height and weight of athletes.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in campus' academic, administrative, or service functions and have reason for using student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

### Career Placement Information

The Career Development Center office may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

### Use of Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the social security number to identify students and their records for purposes including financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Taxpayers who claim Hope Scholarship or Lifetime Learning tax credit will be required to provide the campus with their name, address, and Taxpayer Identification Number to the campus.

## Security on Campus

### Campus Security Act

California State University, Long Beach University Police, obtains its powers to arrest from the California Penal Code and the California Education Code.

### Reporting Emergencies on Campus

The on-campus emergency phone number is 9-1-1. The non-emergency phone number is (562) 985-4101. Any problems concerning behavior of members of the campus community, thefts, vandalism, fire, and all related matters should immediately be brought to the attention of the University Police.

### Procedures for Reporting Crimes on Campus

Whenever students or employees become victims of a crime while on the campus of CSULB, or whenever they have witnessed a crime or feel that there is a possibility that a crime is about to occur, they should notify University Police as soon as possible. There are numerous emergency phones located throughout the campus and parking lots, which are direct lines to the University Police dispatcher. Contact University Police by simply locating the nearest emergency phone or by using the emergency phone that is located in all elevators. Individuals may also contact the mobile police units that patrol the campus on a 24-hour schedule. Parking enforcement officers also patrol the parking lots and have direct radio contact with the police dispatcher and the mobile police units. The University Police is located at the far east end of campus, between parking lot "11" and parking lot "9" on Palo Verde Avenue. The Department is open 24 hours a day to respond to any call for service or to any emergency.

### Opening Classrooms

Custodians are responsible for unlocking all outside doors and classrooms which do not contain equipment (audiovisual, computers, etc.) at 7:00 am. University Police personnel are responsible for opening buildings on weekends and holidays. Persons requesting a door opened must have proper authorization. Questions of interpretation and special access matters should be directed to University Police.

### Security of Buildings

It is the responsibility of the person assigned to an office to ensure that the door is locked at the conclusion of work. Further, it is the responsibility of the last instructor teaching in a classroom to ensure that the door is secure and the lights are turned off when the class is concluded. In areas where equipment technicians are employed, it will be their responsibility to secure all doors at the end of the working day. University Police will ensure that all buildings are secured every night. An individual desiring to remain in a building after normal closing hours is required to notify University Police.

Personnel who require access to buildings and rooms must request keys with appropriate departmental approval. Individuals granted special access to rooms and buildings must assume personal responsibility for facilities and equipment during the time they are using these facilities and equipment. Should a faculty or staff member require access to a particular building or room after normal instructional or working hours, presentation of identification to University

Police is required. Failure to present proper identification to University Police is grounds to deny the request for access to the building. Graduate Assistants and other students who require entrance to a building during other than normal hours must have proper identification and prior approval in writing from the appropriate administrator. This authorization must be on file with University Police.

Anyone who has difficulty in gaining authorized access to an area or who needs assistance in securing a building or room should contact University Police.

### Policy Concerning Law Enforcement on Campus

California State University Police Officers are sworn Law Enforcement Officers under California Penal Code, Section 830.2, and in compliance with State Statute meet the peace officer standards and training requirements mandatory for all California law enforcement officers. In addition, California State University Police Officers undergo training specially designed to meet the needs and problems of a contemporary university community.

The primary responsibility of the University Police is the preservation of the public peace and the protection of life and property against all unlawful acts. The department will take all possible measures to prevent crime and accidents, investigate thoroughly all suspicious and criminal activity, and apprehend offenders quickly in all cases where crimes are committed.

### Type and Frequency of Programs to Inform Campus Personnel About Security Procedures and Practices

University Police actively invites fraternities and sororities, as well as sports groups and clubs on campus, to participate in the "Acquaintance/Date Rape" lectures. These classes are scheduled flexibly at no charge to meet the group's needs. The University Police also conducts new employee, new student, and special groups orientations. Officers routinely address residence hall students on a variety of topics, such as drug and alcohol abuse, and the problem of sexual assaults.

### Programs Designed to Prevent Crime

University Police offers an evening escort service for all students and employees. They are picked up and escorted to their vehicles or to the residence halls.

University Police provides employees with information about California law and how to avoid being a victim. Advice is also provided about securing valuables and protecting vehicles.

### Statistics on Major Crimes

University Police reports statistics on major crimes monthly to the Office of the President, to the Chancellor's Office, and to the Department of Justice.

Information concerning CSULB policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from University Police, (562) 985-4101.

Information concerning CSULB annual crime statistics reports may be obtained from University Police, (562) 985-4101.

### Firearms on Campus

Any person who brings or possesses a firearm on the grounds of the University, without the prior written permission of the Chief of University Police, or as otherwise provided by law, is in violation of State law (California Penal Code, Section 626.9), and University Regulations, and is punishable by imprisonment. Any person who brings or possesses a device that expels a metallic projectile, such as a B-B or pellet, through the force of air pressure, CO2 pressure, or spring action, or a spot-marker gun, on the grounds of the University, without the permission of the University Police, is in violation of University Regulations; such action may result in University or legal sanctions.

### Off-Campus Monitoring of Criminal Activity at Campus Events

The University Police Department has a close working relationship with the City of Long Beach Police Department. The meetings are on a monthly basis and discuss areas of possible problems. Reports are exchanged with LBPD, LASO, and other police departments.

### Policy for the Use of Alcohol and Drugs on Campus

Alcoholic beverages generally may not be consumed on campus except at sponsored events and with specific approval of the Director of Student Life and Development.

Alcoholic beverages may only be consumed on University premises that have been licensed by the Department of Alcoholic Beverage Control or on other University premises at "approved group sponsored events." Sponsors of such events must obtain prior written approval from the office of Student Life and Development. Approval normally will be limited to events in such areas as the University Student Union, the Soroptimist House, or the Chart Room.

The solicitation, sale, use or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, is prohibited on campus property. Excepted are drugs which are lawfully prescribed or lawfully permitted for the purpose of bona fide research, instruction or analysis.

CSULB is dedicated to the elimination of the use of illicit drugs and alcohol abuse. The CSULB Student Health Center offers substance-abuse consultation programs for students, faculty and staff who may need assistance in overcoming the personal problems associated with alcohol or drug abuse. These programs include a Student Assistance Program for students, an Employee Assistance Program for faculty and staff, and an Athletic Assistance Program for student athletes (offered as a separate program due to NCAA requirements). All contacts with the Health Center and its personnel are confidential.

More detailed descriptions of campus regulations concerning alcohol and drugs may be found in the current editions of the *CSULB Catalog*, the *CSULB Schedule of Classes*, *Regulations for Campus Activities*, *Organizations*, and the *University Community*, and the *Faculty, Staff and Student Handbooks*.