

Academic Regulations and Standards

All students who register at California State University, San Bernardino in resident study must first be admitted to the university by the Office of Admissions and Student Recruitment.

No student may attend classes unless officially registered and appropriate fees have been paid. Students are required to make all payments on the regularly announced days.

Students are granted credit only for those courses in which they are formally registered and are responsible for completing all courses under their name on the schedule confirmation list, except those courses they officially change through myCoyote Self Service.

Class Level of Students

Students are classified at the end of each term according to total earned credits accepted for transfer and/or completed at California State University, San Bernardino as follows:

Status	Units earned
Lower-division	
Freshman	0-29.9 units
Sophomore	30-59.9 units
Upper-division	
Junior	60-89.9 units
Senior	90 units or more
Postbaccalaureate	Holding a baccalaureate degree from an accredited college and not pursuing a graduate degree program (2nd B.A./certificate)
Unclassified	No degree or credential objective, nor pursuing a 2nd B.A. or B.S. or certificate
Conditionally classified	Completing prerequisite requirements for the credential
Classified	Pursuing a credential
Graduate	Postbaccalaureate student pursuing a graduate degree
Conditionally classified	Completing prerequisite requirements for graduate degree
Classified	Admitted to the degree program

New Student Orientation

CSUSB Orientation and First Year Experience website (<https://www.csusb.edu/orientation/>)

Orientation is CSUSB's new student orientation program that is required for all newly admitted undergraduate students to attend. It is much more than simply choosing classes or taking a campus tour. It is an opportunity to meet other new students, review academic choices with academic advisors, learn how to be a successful student, and learn what it means to be a CSUSB Coyote.

New Student Orientation provides students with key resources and tools to help ease the transition into the CSUSB community as students bond

with other new students, fellow upper classmen, and Orientation Leaders. Through workshops, discussions, guest speakers and special events, this experience will prepare students for life as a Coyote.

Advising

Students must take responsibility for the decisions which affect their academic progress. Faculty, staff, and peer advisors at the university are available to assist students by providing academic advisement during their office hours or by appointment.

However, before a student meets with an advisor, the following steps are highly recommended:

1. Become knowledgeable about university policies, procedures and requirements.
2. Review your PAWS (Program Advising Worksheet for Students) before your advising appointment. Create and update your myCAP (myCoyote Academic Planner).
3. Develop a tentative course schedule using the Academic Catalog, Class Schedule, PAWS, myCAP, and Roadmap.
4. Gather all relevant decision-making information such as work schedules or other time commitments.
5. Prepare a list of questions or topics to discuss with the advisor. This is a good opportunity to discuss educational and career goals.

Academic Advisor

Students can meet with a faculty, professional, or peer advisor each term for help planning their academic programs and schedules of classes. To contact an advisor, visit Academic Advising or contact the appropriate department in your myCoyote Student Center. Students who have yet to declare a major should contact the office of Academic Advising. All students should confer with an advisor regularly.

Academic Probation

Undergraduate students who are placed on academic probation must confer with an academic advisor in the office of Academic Advising prior to registration and must adhere to the advisor's specific recommendations which are designed to improve the student's grade point average and overall success at CSUSB. Students in EOP (Educational Opportunity Program) must meet with the EOP office for academic probation.

Academic Course Load

Students planning to finish their undergraduate degree requirements in four years by attending two semesters each academic year must complete a minimum of 15 degree applicable units per semester. To be considered full-time for veterans benefits and financial aid purposes, an undergraduate student must enroll in a minimum of 12 units. Students may register for up to 18 units per semester.

Unit Overloads

A student may register for more than 18 units only upon petition to their college dean. Normally, petitions are approved only if both the grade point average for the previous term and the overall grade point average are 3.0 or better. Additional units may be added once "Late Registration" begins, if classes remain open and the overload is approved. During summer, only 14 max units are allowed for the term.

Mandatory Basic Skills

Mandatory Basic Skills

College-level skills in written communication (composition), mathematics (quantitative reasoning), oral communication, and critical thinking are fundamental for success at the university.

To determine the appropriate first-year General Education Composition and Mathematics courses, all new students should consider their appropriate category (determined by admission, using multiple measures including high school English and mathematics/quantitative reasoning courses completed and grades earned; high school grade point averages (GPA); grades in collegiate courses; test scores such as the SAT; Advanced Placement (AP) or International Baccalaureate (IB) scores; Smarter Balanced Assessment/Early Assessment Program (EAP) scores; and the English Department's Directed Self-Placement (DSP) assessment for written communication) to determine the appropriate course sequence or pathway.

For written communication/composition course(s), students may choose to enroll in any of the first-year General Education composition options (ENG 1050A - ENG 1060A), (ENG 1050B - ENG 1060B), (ENG 1070A) or (ENG 1070B). They must remain enrolled in their chosen option until their General Education requirement has been completed (ENG 1060A, ENG 1060B, ENG 1070A or ENG 1070B).

For quantitative reasoning/mathematics course(s), after consultation with an advisor, students may enroll in a General Education mathematics course (MATH 1101, MATH 1201, MATH 1301, MATH 1401, MATH 1601, or MATH 2210) or the appropriate stretch course option (MATH 1102 - MATH 1103; or MATH 1202 - MATH 1203; or MATH 1302 - MATH 1303; or MATH 1402 - MATH 1403). Students must remain enrolled in their chosen option until their General Education requirement has been completed. For placement in math courses, additional evaluation may be required.

It is recommended that students should complete the first-year composition and mathematics courses during the first year of enrollment.

System-wide Placement Requirements

To provide consistent guidance to prospective CSU students and secondary schools, the following standards shall be applicable at each CSU campus. Placement in courses that satisfy CSU General Education (GE) Mathematics/Quantitative Reasoning and Written Communication requirements will be based on four categories described below. For students demonstrating indicators near the placement thresholds, campuses may make exceptions to this placement guidance, based on information regarding the academic progression of students. These exceptions may include outcomes of directed self-placement exercises.

Category I: Has fulfilled the GE University Foundations Subarea 3 or 5 requirement

Student has met the CSU GE Breadth University Foundations Subarea 3 and/or 5 requirement via Advanced Placement (AP) examination, International Baccalaureate (IB) examination or transferable course.

Category II: Placement in a GE University Foundations Subarea 3 or 5 course

Student has met examination standards and/or multiple measures-informed standards. Recommend GE written communication (ENG 1070A or ENG 1070B) or math/quantitative reasoning (MATH 1101,

MATH 1201, MATH 1301, MATH 1401, MATH 1601, or MATH 2210 with additional evaluation) course.

Category III: Require placement in a supported GE University Foundations Subarea 3 or 5 course or the first term of an applicable stretch course.

Based on new multiple measures, student needs additional academic support. Participation in the Supportive Pathways for First-Year Students Program is recommended and highly advisable for some students, particularly STEM majors.

Category IV: Require placement in a supported GE University Foundations Subarea 3 or 5 course or the first term of an applicable stretch course.

Based on new multiple measures, student needs additional academic support. Participation in the Supportive Pathways for First-Year Students Program is recommended and highly advisable for some students, particularly STEM majors..

Accelerated Progress

Some students choose to accelerate progress toward completion of their objectives through a program of independent study and registration for additional course credits.

In addition, credit-by-examination procedures permit students to demonstrate their mastery of the content of local courses, as described below, or courses offered through the Advanced Placement Program, International Baccalaureate Program, or the subjects tested by the College Level Examination Programs.

Students wishing to enroll for additional course work during the academic year should follow the procedures described in the section on academic course load, above.

Advanced Placement

CSUSB 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.

Credit by Examination

Students may challenge courses by taking examinations developed at CSUSB.

Credit shall be awarded to those who pass them successfully.

A student who already possesses, or through independent study is able to acquire, the skills or knowledge of the ideas and concepts of a course can accelerate progress through the university. Students must register for the examination in the office of the college or department concerned before the first day of classes of the term in which the course is offered. Some presumptive evidence is required to indicate that the student has a reasonable chance of passing the examination. The student must complete the examination within the first two weeks of the term. Courses may be designated by a college, school, department or appropriate unit as inappropriate to be challenged by examination on the basis that course content is not suited to such examination.

No fee is charged for these examinations. A student who passes an examination is given the grade of CBE for that course, provided that this

does not duplicate credit counted for his admission to the university. No official record is made of failures in these examinations.

Examinations for course credit are given under the following restrictions:

1. They may be taken only by students matriculated through regular enrollment at the university in courses other than the one(s) to be challenged.
2. They may not be taken by students who have received credit for work in the subject in advance of the course in which the examination is requested, except where permission is granted by the college or department concerned.
3. They may not be taken to raise grades or remove failures in courses.
4. Once students have successfully challenged a course, they may not subsequently enroll in the course for credit. Units attempted, units earned and grade points for any such enrollment will be disallowed.
5. A maximum of 27 units of credit may be received through such examinations.
6. A student may repeat an examination for credit only upon approval of the associate provost for academic programs.
7. Credit by examination may not be used to fulfill the minimum residency requirement.
8. The course must be offered during the term in which the examination is taken. However, students may not enroll in a course they plan to challenge. If the challenge is unsuccessful, the student may add the course subject to the regulations for adding a class printed in the *Class Schedule*.

Exact times and places of examinations are announced by the departments concerned. Students who wish to take an examination should consult the departmental office well in advance.

Credit for Non-Collegiate Instruction

CSUSB grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, which has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The numbers of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

For regulations concerning credit by examination in graduate programs refer to Graduate Degree and Program Requirements (<https://catalog.csusb.edu/graduate-degree-programs/graduate-degree-program-requirements/>).

Credit for Comprehensive Examination Courses

Any student admitted to this campus may earn degree credit for no more than three comprehensive examination courses regardless of the total units earned in those courses. This maximum is to be counted separately from all other out-of-class curriculum options (for example, credit by examination). The student's major discipline may further restrict the number of comprehensive examination credits acceptable toward the major.

In cases where the subject matter of a comprehensive examination course duplicates that of a course taken previously, the university's Repeat of Course policy will apply. In no instance will duplicate credit be awarded for a repetition of subject matter.

Appeal of Admission Decision

Section 89030.7 of the California Education Code requires that the CSU establishes specific requirements for appeal procedures for a denial of admission. Each CSU must publish appeal procedures for applicants denied admission to the university. The procedure is limited to addressing university decisions to deny an applicant admission to the university.

Admission appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, provide specific contact information for the individual or office to which the appeal should be submitted and indicate a time estimate for when the university expects to respond to an appeal. The appeal procedures must be included in all denial of admission notifications to students and must also be published on the university website.

Appeal Procedures for Applicants Denied Admission to CSUSB (<https://www.csusb.edu/admissions/apply-csusb/what-if-i-dont-qualify/>)

Concurrent Enrollment

A student in good academic standing at California State University who has completed at least 12 semester units of work at the university, and who is eligible to register as a continuing student for the subsequent term, may enroll concurrently at another college.

Undergraduate students wishing to complete courses at another institution must submit a Concurrent Enrollment contract (<http://registrar.csusb.edu/evaluations/concenrollment.html>) with the Office of the Registrar 2-3 weeks prior to the start of the term. Credit may not be awarded for course work completed without this prior approval. Approval will only be granted for California Community Colleges, or other local institutions with which articulation agreements are in place. Upon completion of the course(s), the student must request that an official transcript be sent to CSUSB.

Courses that use non-traditional off-campus delivery systems, such as self-paced instruction, correspondence courses, or on-line computer instruction and testing may be required to be proctored through the Testing Office.

Intrasystem and Intersystem Enrollment Programs

Fully matriculated students enrolled at any CSU campus have access to courses at other CSU campuses on a space available basis unless those campuses/programs are impacted. This access is offered without students being required to be admitted formally to the host campus and in most cases without paying additional fees. Students should consult their home campus academic advisors to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California Community Colleges. Additional information about these programs is available from the Office of the Registrar (<https://www.csusb.edu/registrar/>).

CSU Fully Online Courses – Matriculated students in good standing may request enrollment in one course per term, offered by a CSU host campus. Enrollment requests will be granted based on available space, as well as completion of any stated pre-requisites. Credit earned at the

host campus is electronically reported to the student's home campus to be included on the student's transcript at the home campus.

CSU Visitor Enrollment – Matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported at the student's request to the home campus to be included on the student's transcript at the home campus.

Intersystem Cross Enrollment – Matriculated CSU, UC or community college students may enroll on a "space available" basis for one course per term at another CSU, UC, or community college and request that a transcript of record be sent to the home campus.

UCR/CSUSB Cross Registration Program

On a limited basis, students may be permitted to take advantage of courses offered at the nearby University of California campus in Riverside. Note: this opportunity is available only for undergraduate courses not normally offered at CSUSB and is subject to availability of space at UC Riverside after their early registration process is completed. The following conditions apply:

1. A limited number of students may participate.
2. A limit of one course per student per term.
3. The student is matriculated and currently enrolled in a degree program.
4. Students attending CSUSB on I-20 visas may participate, but must be concurrently enrolled in (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB.
5. Student must pay sufficient (full) tuition fees at the Home Campus. No additional registration fees will be required at the Host Campus.
6. The desired course is not offered at the Home Campus.
7. Student must be in good academic standing.
8. Student must observe all academic deadlines and regulations of the Host Campus.
9. Enrollment is subject to space availability and consent of the instructor.
10. Student must meet course prerequisites of the Host Campus.
11. Records of grades will be maintained by the Host Campus and forwarded to the Home Campus. The Home Campus will include the "transfer" work on the student's transcript, with a footnote indicating that the course was taken through the exchange program.
12. Residence credit will be granted for courses taken by CSUSB students under this arrangement.
13. Cross-registration students will have the use of library facilities at the Host Campus. The student is not eligible for other student services or facilities.

Class Schedule

An official academic term *Class Schedule*, prepared each term by the university, includes the registration schedule, procedure for registration, fees, classes offered by hours and instructors, and other pertinent registration information. The schedule is available just prior to advisement and registration each term at the Academic Scheduling website (<https://www.csusb.edu/academic-scheduling/>). Students are responsible for being aware of information contained in the academic term *Class Schedule*.

Registration Procedures

All registration, including schedule adjustments (adds and drops) and late registration, will be accomplished using myCoyote Self Service.

Simultaneous Enrollment

Procedures have been established whereby a student may enroll in two classes that are scheduled to meet at overlapping times. The student should obtain an approval for a Simultaneous Enrollment. Students will discuss with the instructors for both of the courses involved to make special arrangements, then obtain the approval of both class department chairs. To obtain these approvals, submit a request through the **Permission Request** link from your Student Center.

Late Registration

The dates of late registration each term will be announced in the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule*. The university calendar lists registration dates. Late registrants may find themselves at a disadvantage in arranging their programs due to closed classes. A \$37.50 late registration fee is required for students not already enrolled by the late registration deadline.

Auditing Courses

Enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so and only upon consent of the instructor. Auditors are subject to the same fee structure as credit students, and regular class attendance is expected.

Credit for courses audited will not subsequently be granted on the basis of the audit. Transcripts are not issued for audited courses.

Once enrolled as an auditor, a student may not change to credit status unless such a change is requested within the first week of class and is approved by the instructor. Students registered for credit may change their status from that of enrolled student to that of auditor with the approval of the class instructor concerned and within the first four weeks of class.

Forms for such changes may be obtained at the Office of the Registrar in University Hall.

Class Attendance

Regular attendance is expected of all students enrolled at the university. The instructor of each class sets specific standards expected of students.

A student absent from classes is responsible for arranging to make up missed class work and assignments. In cases of prolonged absence, the student should investigate the feasibility of withdrawal from the university.

Adding Classes

During the Open Enrollment and Schedule Adjustment period (see academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for specific dates) students may add classes by following the Registration Instructions detailed in the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule*. It is important to note that students who add a class or classes after the first scheduled class session may find themselves at a distinct disadvantage in terms of doing well in the class(es). Students should also be aware that they are

responsible for any material they may have missed as a result of adding after the first day.

Adding an Open Class

Beginning with the first day of classes, students may add classes if space is available through the first week (five business days) of the term via myCoyote Self Service. During the second and third weeks of the term, classes may be added with the permission of the instructor. During the fourth week of the term, students will need the permission of the instructor and the department chair in order to add a class. Students will need to request permission through their myCoyote Student Center via Permission Request under Academics. Students may not add classes after the end of the fourth week of the term except for serious and compelling reasons and only with the approval of the instructor, the Department Chair, and Dean of the College in which the course resides. For questions concerning this policy, contact the Office of the Registrar at (909) 537-5200 or email at registrationhelp@csusb.edu.

Adding a Closed Class

During the first four weeks of the term, students may add a closed class with the permission of the instructor and the department chair. Students may not add closed classes after the end of the fourth week of the term except for serious and compelling reasons and only with the approval of the instructor, the Department Chair, and Dean of the College in which the course resides. Students will need to request permission through their myCoyote Student Center via Permission Request under Academics.

Retroactive Add

Requests for adding a class following the close of the term (retroactive add) will only be considered in the event of an error on the part of the university. Petitions for retroactive adds will be considered by the Associate Vice President & Dean of Academic Success and Undergraduate Advising for undergraduates or the Dean of Graduate Studies for postbaccalaureate and graduate students and will require documentation from the instructor that will indicate that the student attended the class and earned a passing grade.

Drops and Withdrawals

Beginning Fall 2009, undergraduate students may not exceed 18 semester units of withdrawals (grade of "W"). Withdrawals completed prior to Fall 2009 are not included in this total. This limit applies only to courses taken at CSUSB, including courses taken through Open University, the College of Extended and Global Education and special sessions. The policy for all undergraduate students will be available at the CSUSB Academic Advising (<https://www.csusb.edu/advising/>) website. For credential, postbaccalaureate, and graduate students, the policy can be found in the Graduate Programs section of the current Bulletin under "Retroactive Withdrawals."

Census Date

Census Date (also known as Census Day) refers to two very important deadlines:

1. Last day a student can add a class (by permit since it is the fourth week of classes)
2. Last day a student can drop a class without a record on the student's transcript.

Specific Census Dates for each term are listed in the Academic Calendar (<https://catalog.csusb.edu/calendar/>) and in the academic term (<http://>

academicscheduling.csusb.edu/) *Class Schedule*. Census Date falls on the last day of the fourth week of the Fall, Spring, and Summer (Regular) Session. Census Date for Summer Session 6W1 and Summer Session 6W2 falls on the sixth day in either session. Census Date for the Winter Intersession falls on the third day of the session.

Dropping Classes

A drop is defined as a withdrawal through Census Date. Drops do not produce a record on the student's transcript.

Students should read this section carefully to understand fully when and for what reasons they may drop a course themselves.

It is the students' responsibility to verify their schedules prior to Census Date. Grades will be assigned for every course in which they are officially registered. It is also the students' responsibility to drop by Census Date any class which they do not plan to attend and complete. While an instructor **may** drop students for non-attendance during the first four weeks of classes (see "Administrative Drop Policy"), students should not assume this will be done.

Dropping Classes through Census Date

During the Open Enrollment and Schedule Adjustment period (see academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for specific dates) students may drop classes by following the Registration Instructions detailed in the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule*. Students may drop a class during the first four weeks of the Fall and Spring terms (i.e. from the first day of instruction through Census Date), and the course will not appear on their permanent records; however, a refund will not be granted if the drop is beyond the refund deadline date. See the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for specific dates for each term, including Summer and the Winter Intersession.

Administrative Drop

Faculty members may initiate an administrative drop of a student in their courses through their department's administrative support coordinator.

Students will be notified of these administrative drops via their CSUSB email. Students should not assume that they will be automatically disenrolled, however. Instead, they are strongly encouraged to check their myCoyote to confirm course enrollment and drops every term. Administrative drops are based on the following criteria:

Lack of attendance

Students who fail to attend two consecutive class meetings during the first four weeks of the term without contacting the faculty member or making special arrangements **may** be dropped. Students in on-line or hybrid classes who fail to make contact with the instructor either in person or electronically (via e-mail or Canvas) within the first four days of the start of the term may also be dropped during the first four weeks of the term.

Prerequisites not met

Students who are unable to show completion of required courses or who do not have the background needed to succeed in the course may be dropped.

Declared majors

Students who have not been formally admitted to certain major programs may be dropped from courses that are open only to declared majors in

that program. To remain in such classes, permission of the instructor may be required.

Students should not assume they are automatically disenrolled. Instead, they are strongly encouraged to check their myCoyote to confirm course enrollment and drops every term.

If the administrative drop reduces the student's unit load below 6.1 units, the student may be eligible for a refund of certain fees. However, it is the student's responsibility to file a request for a refund of fees by the deadline printed in the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule*. Questions regarding refunds should be addressed to the Office of Student Financial Services by calling 909-537-5162 or emailing sfs@csusb.edu.

Withdrawing from Classes

Withdrawal from classes after Census Date

A course dropped after Census Date is defined as a withdrawal and a grade of "W" will be posted to the student's record if the withdrawal is approved. Beginning Fall 2009, undergraduate students may withdraw from no more than 18 semester units during their entire undergraduate academic career at CSUSB.

Withdrawals after Census Date and through the end of the twelfth week of the term are permitted only for serious and compelling reasons. See the Summer academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for withdrawal dates during the summer terms. The student will be required to submit a petition through the Permission Request process within your myCoyote Student Center. Documentation to support the request to withdraw is required. Poor performance or poor attendance in the course is not an acceptable reason to withdraw from a course during this period.

Withdrawals during this period will require written documentation along with the approval of the instructor, the department chair or school director of the class, and the Dean of the College of the student's major. Courses officially withdrawn during this time period will show a grade notation of "W" (withdrawn) on the student's transcript for the dropped course(s). Students receiving a "W" are still subject to fees for the courses. In certain circumstances, withdrawals after Census Date may qualify for an exemption to the 18 semester unit maximum. Such requests must meet the same standard and be processed in the same manner as described in the next section of this policy.

Withdrawal from classes in weeks thirteen through the last day of instruction shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control, and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the campus or may involve one or more courses. Before submitting a petition to withdraw from class, students are strongly advised to discuss with their instructor(s) the possibility of receiving an Incomplete. In cases in which sufficient work has been completed to permit an evaluation to be made, a grade and credit or an Incomplete may be assigned to allow the student to retain credit for work which would otherwise be lost due to complete withdrawal.

Requests for permission to withdraw in weeks thirteenth through the last day of instruction must be made by petition with documentation to support the request to withdraw. These requests will be reviewed by the Director of Advising and Academic Services, UH-380. If approved, such

withdrawals will not count against the 18 semester units students are allowed to withdraw.

Excessive or Unauthorized Withdrawal

Students who do not officially withdraw or who exceed the 18 semester unit maximum will receive a grade notation of "WU" (withdrawal unauthorized) in the course, which for purposes of grade point averages is equivalent to an "F." Students receiving a "WU" are still subject to fees for the courses. 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 not officially dropped, and the need to petition for readmission before being permitted to enroll in another academic term.

Cancellation of Registration or Withdrawal from the 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 Registration Help Desk at 909-537-7671.

Students who receive financial aid funds **must consult** with the Financial Aid & Scholarships 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. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

Term Withdrawal through Census Date

During the Open Enrollment and Schedule Adjustment period (see academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for specific dates) students may withdraw from the university by following the registration instructions detailed in the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* during the first four weeks of the Fall or Spring terms (i.e. from the first day of instruction through Census Date) and will have no record of enrollment listed on their permanent record. A pro-ration of fees may or may not be granted; however, a refund will not be granted if the withdrawal is beyond the refund deadline date. See the academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for specific dates for each term, including Summer and the Winter Intersession.

Term Withdrawal after Census Date

Term Withdrawals after Census Date and through the end of the twelfth week of the term are permitted only for serious and compelling reasons. See the Summer academic term (<http://academicscheduling.csusb.edu/>) *Class Schedule* for withdrawal dates during the summer and winter intersession terms. The student will be required to submit a petition through the Permission Request process within your myCoyote Student Center. Poor performance or poor attendance in the course(s) is not an acceptable reason to withdraw during this period. All courses officially withdrawn during this time period will show a grade notation of "W" (withdrawn) on the student's transcript for the dropped course(s). Students receiving a "W" are still subject to fees for the courses.

In certain circumstances, withdrawals after Census Date may qualify for an exemption to the 18 semester unit maximum. Such requests must meet the same standard and be processed in the same manner as described in the next section of this policy.

Withdrawal from all classes in weeks thirteen through the last day of instruction shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable.

Requests for permission to withdraw in weeks thirteen through the last day of instruction must be made by petition through the Permission Request process within your myCoyote Student Center. Documentation to support the request to withdraw is required. These requests will be reviewed by the Director of Advising and Academic Services. If approved, such withdrawals will not count against the maximum 18 semester units from which students are allowed to withdraw.

Retroactive Term Withdrawal

Requests for retroactive term withdrawals shall be permitted for serious and compelling reasons, such as accident or serious illness, where the cause of withdrawal was due to circumstances clearly beyond the student's control and an Incomplete was not assigned. Extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. Documentation is required. Poor performance or poor attendance in the course(s) is not an acceptable reason to withdraw after the term. Employment-related reasons are also unacceptable. Lack of awareness of the withdrawal procedure is not an extenuating circumstance. All courses must be withdrawn and will be noted with a "W" on the permanent record. If approved, such withdrawals will not count against the 18 semester units from which students are allowed to withdraw.

Forms for Retroactive Term Withdrawal by undergraduates are available only in the office of the Director of Advising and Academic Services in UH-380. Partial withdrawal of classes during a term is not permissible unless special circumstances exist and the Dean of the student's major grants approval. Requests for Retroactive Term Withdrawal by unclassified postbaccalaureate students, credential candidates and graduate students must be made in writing to the Dean of Graduate Studies, CH-123.

Leave of Absence

Degree-seeking undergraduate students who plan to be absent from the university for more than one consecutive semester must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, See. 40401). Contact the office of Academic Advising in University Hall, Room 329 for more information.

The leave of absence policy covers both involuntary and voluntary interruptions. In most instances, with an approved leave of absence, a student may be absent from the campus without losing rights to specific degree requirements under an earlier catalog.

Petitions for leaves of absence should be filed in advance of the interruption in enrollment. Each leave commences with the first regular semester of non-attendance. Requests for medical and military leaves may be considered retroactively if supported by individual circumstances, but those requests must be filed no later than Census Date of the second regular semester of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement or

"contract" which must be set in advance. The maximum duration for any leave is two calendar years, although exceptions to the two-year limit may be granted under extenuating circumstances.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. Other students ineligible for leaves of absence are those who are not completing any degree applicable course work, those who are enrolling only in extension courses or those who are only auditing courses.

Students who do not return to CSU, San Bernardino at the conclusion of their planned leaves and those who enroll elsewhere without permission of the Office of the Registrar will be considered to have withdrawn from the university at the end of their last term of regular enrollment.

International students must submit a copy of the leave of absence petition to the Center for International Studies & Programs. Visa students must be registered as full-time students except when, after two consecutive semesters of regular enrollment, they decide to take a term off. All leave of absence periods must be approved by ISS prior to taking the leave in order to report the students properly to the Bureau of Citizenship and Immigration Services (BCIS). As a general rule, visa students must go back to their home country when applying for a leave of absence, as their primary goal in the U.S. is to obtain an academic degree.

The following Leaves of Absence may be requested:

Medical Leave of Absence

Requests must be accompanied by a statement from a medical doctor explaining why the student must interrupt enrollment. Exceptions to the two-year limit may be granted under extenuating circumstances.

Personal and Planned Educational Leaves of Absence

These leaves are defined as a planned interruption or pause in a student's regular education during which the student temporarily ceases formal studies at CSU, San Bernardino. The student must plan to return to CSU, San Bernardino at the end of the leave. Such activities may be for the purpose of clarifying or enriching educational goals or to allow time to address personal matters and thus enhance the prospect of successful completion of the student's academic program.

Since students on leave maintain their catalog rights, courses completed at other institutions must have received prior approval in order to be transferred back to CSU, San Bernardino. Therefore, a student must also file a concurrent enrollment form (<https://www.csusb.edu/registrar/evaluations/concurrent-enrollment/>) with the Office of the Registrar to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted and revised GE and major requirements being required. Official transcripts must be submitted once coursework is completed.

Military Leave of Absence

Short term absences due to military obligation:

California State University, San Bernardino (CSUSB) supports students called to active duty in the U.S. Armed Forces. The policies and procedures described in this document apply to CSUSB students who are U.S. Armed Forces service members that are voluntarily or involuntarily called to active duty including service in the National Guard or Reserves.

Short term absence due to military commitment pertains to those who will miss classes for their military service or necessitates withdrawal for a period not to exceed one semester (excluding summer).

For absences within the semester that do not result in a withdrawal from the semester:

Military service members who will miss classes for short-term military service or for training exercises are encouraged to contact their instructors as soon as they become aware of the need for the absence.

- Faculty members may request a copy of orders, letter from a commanding officer, etc.
- Faculty members are encouraged to make academic accommodations or opportunities for students to complete course assignments and/or exams when possible.

For absences that result in withdrawal from a semester and/or no enrollment for up to one semester (excluding summer):

Military service members who were absent from CSUSB for service in the Armed Forces are eligible to return to CSUSB based on the following provisions:

- Absence is due to active service in the Armed Forces, including the National Guard or Reserves, for more than 30 days.
- Students will maintain their program, enrollment and academic status.
- As provided for in the California Education Code 66023, CSUSB will refund fees paid by the student for the term in which he or she was called to active military service.

Based on federal regulations, institutions have the discretion to determine whether a student is prepared to return to his or her program with the same academic status at the point where the student left off, or will not be able to complete the program. CSUSB will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program with additional assistance such as providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

Long term absences due to military obligation:

California State University, San Bernardino (CSUSB) supports students called to active duty in the U.S. Armed Forces by providing for tuition relief and refunds, and for reinstatement of students whose documented service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment in the institution. Long term absence due to military commitment pertains to those who will miss classes for their military service or necessitates withdrawal for a period that extends more than one semester consecutively (excluding summer). Included is service in the uniformed services whether voluntary or involuntary on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve. When a CSUSB student is under call or ordered to active duty for a period of more than one semester consecutively, the following provisions will apply.

As provided for in the Code of Federal Regulations (CFR) 34, 668.18, California Education Code 66023 and the Federal Register CFR 34, section 668.18, students who leave CSUSB to serve in the Armed Forces of the United States will be promptly readmitted to the same program with the same enrollment and academic status.

Military service members and veterans who were absent from CSUSB for service in the Armed Forces are eligible to return to CSUSB based on the following provisions:

- Absence is due to active duty service in the Armed Forces, including the National Guard or Reserves, for more than 30 days.
- The service member or veteran provides CSUSB Advising & Academic Services with either:
 - Advance notice that the need for a leave of absence is due to military service
 - Students will be asked to submit the Leave of Absence Form (<https://live-csusb.pantheonsite.io/sites/default/files/upload/file/Leave%20of%20Absence%205-30-2017.pdf>). Or,
 - Documentation that the absence was due to service in the Armed Forces, which the student may provide at the time of return.*
 - Examples of such documentation include a DD214, a copy of orders, etc.
- The service member or veteran notifies the CSUSB Office of the Registrar of the intent to re-enroll within 3 years of completion of military service. A student who is injured during or becomes ill as a consequence of military service must submit his/her intent to re-enroll no later than 2 years after the end of the period that is necessary for recovery from such illness or injury.
 - Students will be required to notify CSUSB of intent to return.
- The cumulative length of all absences for service in the Armed Forces may not exceed five years. This period includes only the time spent actually performing service, not the period before reporting for duty and the time between completing service and returning to the institution.
- Students will return to the same academic program with the same enrollment and academic status as when the absence began. Students will return to the next class or classes in their program after they provide notice of their intent to re-enroll.
- Eligibility of readmission is terminated upon any of the following circumstances:
 - Dishonorable or bad conduct discharge from the Armed Forces.
 - Dismissal as permitted under section 1161(a) of title 10, United States Code.
 - Drop from the rolls pursuant to section 1161(b) of title 10, United States Code.

A service member or veteran who does not meet these criteria is subject to current CSUSB admissions requirements and may apply for readmission by submitting the Cal State Apply application and application fee during the CSU admissions period.

As provided for in the California Education Code 66023, CSUSB will refund fees paid by the student for the term in which he or she was called to active military service.

Based on federal regulations, institutions have the discretion to determine whether a student is prepared to return to his or her program with the same academic status at the point where the student left off, or will not be able to complete the program. CSUSB will make reasonable efforts at no extra cost to the student to help the student become prepared or to enable the student to complete the program with additional assistance such as providing refresher courses at no extra cost to the student and allowing the student to retake a pretest at no extra cost to the student.

*Students who are unable to provide documentation due to military necessity (for example, because of a classified mission, operation or

exercise) may sign a statement attesting that the absence was due to military service.

Returning from Approved Leave of Absence

When students plan to return from their leave earlier than requested, a readmission form, available through the Office of the Registrar must be submitted within the filing period for the semester of return. Visit Leave of Absence (<https://www.csusb.edu/registrar/records/leave-absence/>) for more information on submitting a Return from Leave of Absence.

Nothing is needed to be done if returning the term that was approved. No application fee will be assessed for leaves of absence that meet the terms of the leave agreement. If a student was on an approved educational leave, official transcripts are required.

Final Examinations

Written examinations of two hours duration are held at the close of each term. In courses extending over more than one term, the examination in the concluding term may also cover work done in the preceding term or terms. Examinations may not be taken before or after the scheduled period nor may the time of an examination be changed without authorization by the dean of the appropriate college. Permission to take a final examination with a different section in the same course may be granted by the dean of the appropriate college with the consent of the instructors concerned. Failure to take or to pass any final or other course examinations will result in such deficiencies as instructors may assign.

Final Grade

Final grades will be available to students within two weeks after the last day of each term. Grades are accessed through myCoyote Self Service.

Student Academic Grievance Procedures

A student may appeal a final course grade or a grade on a Comprehensive Examination or a project (e.g., art exhibition) or thesis required for graduation. An appeal may be initiated when a student believes there has been any of the following:

1. Clerical error
2. Capricious or prejudicial evaluation
3. Inconsistent or inequitably applied standards for evaluation

Students may also appeal to other types of academic decisions. These include, but are not limited to:

1. Denial of admission to or dismissal from a course, major, or program
2. Placement on Academic Probation
3. Suspension or dismissal from the university

Every effort should be made to settle the disagreement informally. This document is not intended to limit a student, faculty member, or department from resolving a problem in any informal way they find satisfactory. However; the college-level appeal procedures outlined in Section 2 must be exhausted before a student may initiate the University-level procedures described in Section 3.

The Student Academic Grievance Procedures are available through the Faculty Senate FAM 800-875: Teaching / Research / Students (<https://www.csusb.edu/faculty-senate/fam/800-875-teaching-research-students/>). Please contact the Dean's Office of the College of the course, major, or program. Please contact the AVP Office of Academic Success &

Undergraduate Advising for university-level inquiries in University Hall, Room 352.

Grades

The grade symbols used at the university are as follows:

Grade symbol	Performance level	Grade points per term hour
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Passing	1.0
D-		.7
F	Failing	.0
WU	Withdrawal Unauthorized	.0
U	Unauthorized Incomplete	.0
I	Incomplete Authorized	.0
IC	Incomplete Charged	.0
RP	Report in Progress	
SP	Satisfactory Progress	
CR	Credit	
NC	No Credit	
CBE	Credit by Exam	
CBX	Credit by Exam (Remedial Course)	
AU	Audit	
RD	Report Delayed	
W	Withdrawn	
WF	Withdrawn Failing	.0
FW	Failed, Withdrew	.0
UW	Unofficial Withdrawal	.0

All courses, except those specifically designated otherwise, will be graded on the A through F basis.

Grade point averages are computed by dividing the number of grade points earned by the number of units attempted. Only units and grade points earned by a student while enrolled at this university are used to compute the resident grade point average. Grades from courses numbered 1-99 are not computed in this average.

The following administrative grades carry no grade points and are, therefore, not used to determine a student's grade point average. However, it should be pointed out that the Incomplete will be changed to an "IC" (incomplete charged) and calculated as an "F" if not removed within one calendar year from the date it was assigned, unless the instructor assigned an earlier completion date on the Incomplete form.

CBE	Credit by Examination
CBX	Credit by Examination/Remediation
CR	Credit
I	Incomplete (Authorized)
NC	No Credit
RD	Report Delayed
RP	Report in Progress
SP	Satisfactory Progress
W	Withdrawal

Expanded Grade Symbol Definitions

A (Excellent): Meeting course requirements with a superior level of performance. A is recognized to be an honors evaluation.

B (Good): Meeting course requirements with a high level of performance.

C (Satisfactory): Meeting course requirements with an acceptable performance.

D (Passing): Meeting course requirements with minimally adequate performance.

F (Failing): Inadequate performance or not meeting course requirements.

CR (Credit): A satisfactory or better level of performance, equivalent to the grade of "C" (2.0) or better, has been demonstrated in meeting course objective. For graduate courses, equivalent to grade of "B" (3.0) or better.

NC (No Credit): Performance at an unsatisfactory or failing level, equivalent to a grade of "C-" (1.7) or less. For graduate courses, equivalent to a grade of less than "B-" (2.7). Does not award credit for the course or affect grade point average.

CBE (Credit by Exam): This symbol indicates that a student has successfully passed a course through an examination. Awards units earned toward degree. It is not included in the calculation of grade point averages.

CBX (Credit by Exam/Remediation): This symbol indicates that a student has successfully passed a remedial course through an examination. Does not award units earned toward a degree. It is not included in the calculation of grade point average.

I (Incomplete): An Incomplete signifies that a portion of required course work 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 instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated. Students may not re-enroll in a course for which they have received an "I" until that "I" has been converted to a grade other than "I", e.g., C- through F, IC, or NC.

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned or before graduation unless the instructor assigned an earlier completion date on the Incomplete Grade Agreement. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in an Incomplete being converted to an IC (or an NC if applicable) for grade point average computation, unless a specific grade was assigned on the Incomplete Grade Agreement. Note: In some

instances the instructor may have indicated on the Incomplete Grade Agreement a grade to be assigned in the eventuality that the remaining course work is not completed.

Students may not receive an "I" grade in any applicable degree course for the term in which their graduation check is filed. Their graduation check will be moved to the term in which the outstanding requirements are fulfilled. An Incomplete in a course not required for the degree must have a final grade assigned at the time of graduation, or the Incomplete will convert to an "IC" (or an "NC" if applicable). At the time of graduation, no Incompletes may remain on a student's record.

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

RD (Report Delayed): The RD symbol is used in those cases where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned by the Office of the Registrar and is replaced by a more appropriate grading symbol as soon as possible. An RD is not included in the calculation of grade point averages.

RP (Report in Progress): The RP symbol (previously "SP") is used in connection with courses that extend beyond one academic term. It indicates work is in progress but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses.

Students may not receive an "RP" grade in any applicable degree course for the term in which their graduation check is filed. Their graduation check will be moved to the term in which the outstanding requirements are fulfilled. A Report in Progress in a course not required for the degree must have a final grade assigned at the time of graduation, or the "RP" will convert to an "F" (or an "NC" if applicable). At the time of graduation, no Reports in Progress may remain on a student's record.

W (Withdrawal): The symbol W indicates that the student was permitted to withdraw from the course after the 20th day of instruction with approval of the instructor and appropriate campus officials. It carries no connotation of quality of performance and is not used in calculating grade point average. For withdrawal limits, see the class schedule or CSUSB Academic Advising website (<https://www.csusb.edu/advising/>). Students who have withdrawn from the maximum 18 semester units allowed will be assigned a "WU" grade for any subsequent withdrawals.

WU (Withdrawal Unauthorized): The symbol WU (previously "U") indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. A grade of WU will also be assigned to students who have withdrawn from the maximum of 18 allowed semester units. For purposes of grade point average and progress point computation this symbol is equivalent to an "F."

Policy on Nontraditional Grading

All courses are graded on an A through F basis, except those specifically designated as follows:

Credit/No credit

Credit is awarded for grades equivalent to C (2.0) or better. For graduate level courses, credit is awarded for grades equivalent to a grade of B (3.0) or better. No credit is awarded for grades equivalent to C- or less. For graduate level courses, no credit is awarded for grades equivalent to B- or less.

ABC/No credit

Grades awarded are A, A-, B+, B, B-, C+ or C. No credit is awarded for grades equivalent to "C-" or less.

Certain activity courses, independent study projects, and other courses serving special needs are not readily evaluated in the traditional A through F manner. The non-traditional credit/no credit grading allows faculty to award credit for satisfactory performance in an activity, rather than assign a letter grade when such performance cannot be evaluated traditionally.

Courses graded credit/no credit, whether taken at this or at another institution, may not be used to satisfy requirements for the major, except specific courses designated by the department to be graded credit/no credit.

Students who, because of a change of major or because of transfer from another institution or for any other reason, present courses in the major field which have been graded on a credit/no credit basis may, at the discretion of the department or other appropriate academic unit, be required to pass competency examinations at an acceptable level or to take prescribed alternate courses before being allowed to continue in the major.

A student may offer no more than 24 semester units of work graded credit/no credit in satisfaction of the total units required in the student's baccalaureate degree program at California State University, San Bernardino. This number includes any combination of units graded credit/no credit earned at California State University, San Bernardino and any other institution or institutions, excepting that all units accepted for transfer credit from another institution at the time of the student's admission to the university may be used toward the satisfaction of the total units required for the baccalaureate degree. Acceptance for transfer credit by California State University, San Bernardino of 24 semester units or more graded credit/no credit at another institution or institutions precludes the student from taking courses graded credit/no credit at California State University, San Bernardino, for satisfaction of units required for the baccalaureate degree.

Course grades of credit received under a credit-by-examination program are exempt from the 24 semester unit limitation.

Retention, Academic Probation and Disqualification

For purposes of determining a student's eligibility to remain at the university, quality of academic performance toward the student's objective shall be considered. Such eligibility shall be determined by the use of grade point average. Also see the Student Conduct Code for other regulations governing expulsion, suspension, and probation. This policy is in effect beginning Spring 2009 following the Minimum Requirements for Probation and Disqualification established by Executive Order No. 1038.

Academic Probation

An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or

the cumulative grade point average at California State University, San Bernardino falls below 2.0 (Title 5, California Code of Regulations, Section 41300 (a)). The student shall be advised of probation status promptly.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted and the cumulative grade point average at California State University, San Bernardino is 2.0 or higher.

Academic Disqualification

An undergraduate student on academic probation is subject to academic disqualification (as authorized by Section 41300 (b) of Title 5) when:

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

The President (as authorized by Section 41300 (c) of Title 5) has designated the Director of Academic Advising to act to disqualify an individual when the following circumstance exists:

1. At the end of any term, 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, as defined by campus academic policy.

Notice of Disqualification

Students who are disqualified from further attendance at the end of any term under any of the provisions of this policy should be notified before the beginning of the next consecutive regular semester. Students disqualified from further attendance at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. In cases where a student ordinarily would be disqualified from further attendance at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term. Such notification should include any conditions which, if met, would result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

Probation and Disqualification

Probation and Disqualification of postbaccalaureate and graduate students are subject to Section 41300 (d), (e), and (f) of Title 5 and criteria established by the Office of Graduate Studies. See Standards for Graduate Study (<http://bulletin.csusb.edu/graduate-degree-programs/graduate-degree-program-requirements/>).

Administrative-Academic Probation

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials (as authorized by Section 41300.1 of Title 5) for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative-Academic probation for such withdrawal.)
2. Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units with grades of NC, 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, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

Administrative-Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified from further attendance (as authorized by Section 41300.1 of Title 5) if:

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

When such action is taken, the student shall receive written notification including an explanation of the basis for the action.

Administrative Contract Appeal and Readmission Process

An undergraduate student placed on academic probation may be required to meet with an academic advisor in the office of Academic Advising. Failure to meet with an academic advisor or meet the Administrative Contract's terms will result in a registration hold that prevents future enrollment. An undergraduate student on academic probation may appeal this action by contacting the Director of Academic Advising.

An undergraduate student subject to disqualification will not be permitted to enroll in any regular term and may be denied admission to other educational programs operated or sponsored by the university. The student must contact the office of Academic Advising at (909) 537-7345 in order to receive the guidelines to petition for readmission.

Repeat of Courses: Undergraduate Students

Undergraduate students may only repeat courses if they earned grades lower than a "C." This policy applies to any grade earned at CSUSB at any time. A maximum of 12 semester units may be repeated for grade forgiveness. An additional 12 semester units may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Permission to enroll for the third attempt requires approval of Academic Success and Undergraduate Advising. Repeated courses are generally enrolled during the Open Enrollment period, assuming space is available in the course.

Course Repeats with Grade Forgiveness

Grade forgiveness (discounting a grade) follows the current grade forgiveness campus process, with the grade of the last course completed being used for GPA calculations, up to the 12 semester units. Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Permission to enroll for the third attempt requires approval of Academic Success and Undergraduate Advising. Repeated courses may only be enrolled during the Open Enrollment period, assuming space is available in the course. Grade forgiveness is not applicable for courses where the original grade was the result of academic dishonesty. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

1. Grade forgiveness (or discounting), as used in these guidelines, means that when computing grade point averages required for graduation with a baccalaureate degree, "units attempted," "units passed," and "grade points" for the first attempt shall be excluded. The first attempt will remain on the transcript with the repeat (discount) noted. Course repeats with discounting or "grade forgiveness" are permissible for undergraduate students subject to the following provisions:
 - a. Undergraduate students may repeat a maximum of 12 semester units with grade forgiveness. This maximum includes any repeats taken at any time at CSUSB.
 - b. Undergraduate students may repeat an individual course for grade forgiveness only one time. In other words, if a student earns a grade of "C-" or lower in a first attempt at a class, the student may repeat that class to replace the grade. No subsequent attempts will be allowed.
 - c. Grade forgiveness shall not be applicable to courses for which the original grade was the result of academic dishonesty.

Course Repeats with Grades Averaged

1. Undergraduate students may repeat an additional 12 semester units in which the repeated grade will be averaged with the most recent grade provided the original grade was lower than a "C." These units are in addition to the 12 semester units described above for which grade forgiveness is permitted. In such instances the repeat grade shall not replace the original grade. Units earned will be removed from the first attempt, and both grades shall be calculated into the student's overall grade point average.
2. A course may not be repeated for the purpose of removing an Incomplete. Incompletes that have changed to an "IC" or a letter grade lower than a "C" may be discounted on repeat.

3. If a course which was taken at CSUSB is repeated elsewhere, the grades will be averaged in determining a student's overall grade point average. Repeating a course elsewhere will not affect a student's CSUSB grade point average but will affect the cumulative GPA. Units earned will be removed from the first attempt.
4. Grades for courses taken at one institution (other than CSUSB) and repeated at another institution (other than CSUSB) will be averaged when determining a student's cumulative transfer grade point average. Units earned will be removed from the first attempt.
5. Grades for courses taken at one institution (other than CSUSB) and repeated at CSUSB will be averaged when determining a student's cumulative grade point average. Units earned will be removed from the first attempt.
6. For transfer work, CSUSB will honor the repeat-of-course policy in effect at the institution issuing the transfer transcript.
7. Courses taken for undergraduate credit may not be repeated for discount as a postbaccalaureate student.
8. Unclassified postbaccalaureate students may be permitted to repeat a course taken as an undergraduate. However, the grade earned shall not replace the grade in the undergraduate record.
9. Credit by Examination (CBE) may not be used to discount a course taken previously.
10. Students on approved Leaves of Absence or dismissal may repeat a course through the College of Extended and Global Education's Open University program in order to improve their CSUSB grade point average and petition for grade forgiveness. To take advantage of this provision, the student must first have a Leave of Absence approved by the Office of Advising and Academic Services. Once that is approved, the student must petition to repeat a course with a grade of "C" or better. If that is approved, the student can file a petition for grade forgiveness once the final grade has been posted. These shall count toward the maximum of 12 semester units that can be repeated for grade forgiveness.

Students taking classes during non-state supported summer sessions may also repeat a course in order to improve their CSUSB grade point average and petition for grade forgiveness. If the petition is approved, it will count toward the 12 semester unit maximum allowed for grade forgiveness and toward the 24 semester unit maximum of units applied from Open University. Simultaneous regular enrollment and enrollment through Open University is not permitted.

Contact Advising and Academic Services, UH-380, (909) 537-5034, for questions regarding repeating courses.

Petitions for waivers of this university regulation will only be considered in exceptional cases. Petitions must be made in writing to the Associate Vice President and Dean of Academic Success and Undergraduate Advising.

The foregoing provisions apply only to undergraduate students. Postbaccalaureate and graduate students must report to the Office of Graduate Studies to submit a petition for discounting. Regulations for repeating graduate courses can be found under Graduate Degree and Program Requirements (<https://catalog.csusb.edu/graduate-degree-programs/graduate-degree-program-requirements/>).

Academic Renewal

Under certain circumstances, a student may petition to have up to two terms of previous coursework disregarded from all considerations

associated with requirements for the baccalaureate degree. In order for this to happen the following conditions must be met:

1. The work to be disregarded must have been completed at least five years before the date of the petition to disregard it.
2. The student has completed all General Education, major and elective requirements with the exception of the cumulative and/or CSUSB grade point average of 2.0. The student must demonstrate that it would be necessary to complete additional units and enroll for one or more additional terms in order to qualify for the baccalaureate if the request were not approved.
3. During the interval since completing the work to be disregarded, the student must have maintained a satisfactory record at CSUSB (15 semester units with at least a 3.0 grade point average; 30 semester units with at least a 2.5 grade point average; or 45 semester units with at least a 2.0 grade point average).

The approval would allow the student to be in good academic standing. Students seeking academic renewal should consult with the Director of Academic Advising in University Hall, Room 329.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Anyone who is found to be liable for copyright infringement may be liable for either the owner's actual damages along with any profits of the infringer or statutory damages of up to \$30,000 per work infringed. In the case of a willful infringement, a court may award up to \$150,000 per work infringed. (See 17 U.S.C. §504.) Courts also have discretion to award costs and attorneys' fees to the prevailing party. (See 17 U.S.C. §505.) Under certain circumstances, willful copyright infringement may also result in criminal penalties, including imprisonment and fines. (See 17 U.S.C. §506 and 18 U.S.C. §2319.)

1. Campus Community Values

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

2. Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

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

- d. Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
- e. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.
- f. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the university community.
- g. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
- h. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- i. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.
- j. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.
- k. Theft of property or services from the university community, or misappropriation of university resources.
- l. Unauthorized destruction or damage to university property or other property in the university community.
- m. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.
- n. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- o. Misuse of computer facilities or resources, including:
 - i. Unauthorized entry into a file, for any purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Use of another's identification or password.
 - iv. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
 - v. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
- vi. Use of computing facilities and resources to interfere with normal university operations.
- vii. Use of computing facilities and resources in violation of copyright laws.
- viii. Violation of a campus computer use policy.
- p. Violation of any published university policy, rule, regulation or presidential order.
- q. Failure to comply with directions or, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
- r. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.
- s. Violation of the Student Conduct Procedures, including:
 - i. Falsification distortion, or misrepresentation of information related to a student discipline matter.
 - ii. Disruption or interference with the orderly progress of a student discipline proceeding.
 - iii. Initiation of a student discipline proceeding in bad faith.
 - iv. Attempting to discourage another from participating in the student discipline matter.
 - v. Attempting to influence the impartiality of any participant in a student discipline matter.
 - vi. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - vii. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- t. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Procedures for Enforcing This CodeThe chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code. [Note: At the time of publication, such procedures are set forth in the California State University Student Conduct Procedures Policy (Revised August 14, 2020).

Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the university community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Title 5, California Code of Regulations, § 41302. Disposition of Fees: University Emergency; Interim Suspension.

The president of the university may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which the student is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which the student is suspended,

no additional tuition or fees shall be required of the student on account of the suspension.

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

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

Declaring (or Changing) a Major

Work in a major field of study is designed to afford students the opportunity to engage in intensive study of a discipline. Because there is a strong correlation between having a declared major and persistence at the university, all students are strongly encouraged to declare a major as quickly as possible. Students may declare a major at the time of admission. For some students, there may be a period of time early in their academic careers when they are unsure of the course of study they wish to pursue, and those students may take longer to declare a major. All CSUSB students with fewer than 45 semester units must declare a major by the time they achieve junior class status (60 semester units). Students transferring to CSUSB with 45 or more semester units are strongly encouraged to declare a major when they matriculate. Students are permitted to declare one major and one minor prior to reaching junior status.

In order to declare or change a major, students should submit an online Change of Major via myCoyote Student Center. Before submitting the Change of Major, students should contact an advisor in the new major for advising. Students who declare a major or change from one major to another following admission will be held to either:

1. The current catalog for requirements of the major and to the catalog under which they entered for other college requirements (for example, general education), or
2. The catalog in effect at the time of graduation for all requirements.

Note: Dual concentrations within the same major will require approval from the Department Chair.

Students who are applying to an impacted major must complete the Application for Impacted Majors (<http://registrar.csusb.edu/misc/documents/ApplicationforImpactedMajors2015.pdf>) form. Impacted majors are noted in the Bulletin of Courses. A complete list is also posted in the Office of the Registrar.

A processing fee will be assessed each time a student files a Change of Major/Minor. (See *Class Schedule* for fee.)

Required Declaration of a major

A non-transfer CSUSB student who has not declared a major will receive a notice from the office of Advising and Academic Services when the student has 45 semester units (this will include work-in-progress). The notice will require that the student come into the office of Advising and Academic Services and meet with an advisor to talk about selecting a major. A registration service indicator hold will be placed on the student's file, and the student will not be allowed to register for a subsequent term until they have come in for that appointment. Advising regarding the selection of a major will be the focus of that appointment leading to referral to an academic department or, in some cases, to the Career Development Center. A student who does not declare a major by the time they have completed 60 semester units will not be allowed to register without the approval of the Director of Advising and Academic Services.

The procedure for transfer students will depend on the total number of units CSUSB counts toward the student's degree. Students who receive credit for fewer than 45 semester units will be held to the same timeline for declaring a major as students who began at CSUSB as first-time freshmen. Students who come in with 45 or more semester units will be required to declare a major after they have completed 15 semester units at CSUSB. If a major is not declared at admission, the transfer student will receive a notice from the Office of Advising and Academic Services. The notice will require that the student come into the office of Advising and Academic Services and meet with an advisor to talk about selecting a major. A registration hold will be placed on the student's file, and the student will not be allowed to register for a subsequent term until he or she has come in for that appointment. Counseling regarding the selection of a major will be the focus of that appointment leading to a referral to an academic department or, in some cases, to the Career Development Center. If a major is not declared by the completion of 15 semester units at CSUSB, a transfer student held to this policy will not be allowed to register without the approval of the Director of Advising and Academic Services.

Election of Graduation Requirements

A student remaining in continuous attendance in regular sessions and continuing in the same major in this university, in any of the California community colleges, or in any combination of California community colleges and campuses of the California State University, may, for purposes of meeting graduation requirements, elect to meet the graduation requirements in effect at this university either at the time of entering the program or at the time of graduation from this university, except that substitutions for discontinued courses may be authorized or required by the proper university authorities. (See the section on Leave of Absence.)

University Honors

University Honors for graduation

To be considered for University Honors for graduation, an undergraduate student must have completed a minimum of 30 semester units of work at CSUSB in courses for which letter grades (A, B, C and D) were received. University Honors for commencement are based on the student's units and GPA through the end of the term prior to commencement (i.e. fall for spring commencement and summer for fall commencement).

- *Summa Cum Laude*: an overall cumulative undergraduate grade point average of 3.9 or above and a grade point average of 3.9 or above in all work attempted at this university.

- *Magna Cum Laude*: an overall cumulative undergraduate grade point average of 3.75 or above and a grade point average of 3.75 or above in all work attempted at this university.
- *Cum Laude*: an overall cumulative undergraduate grade point average of 3.5 or above and a grade point average of 3.5 or above in all work attempted at this university.

In determining eligibility for graduation with University Honors with a second bachelor's degree, all baccalaureate-level coursework completed past high school will be used in the GPA calculation.

Dean's List

An undergraduate student completing 12 or more semester units for which letter grades (A, B, C and D) were received, and who earns a 3.5 or above in any regular academic term will be placed on a Dean's List.

- *Dean's Letter of Recognition*. Any full-time undergraduate student, meeting the above requirements, who earns a 4.0 in any regular academic term will receive a letter of special recognition from the appropriate dean.
- *Presidential Letter of Recognition*. Any full-time undergraduate student, meeting the above requirements, who earns a 4.0 in two consecutive regular academic terms will receive a letter of special recognition from the president of the university.

Departmental Honors

Individual departments may award departmental honors at graduation, recognizing distinguished students majoring in that field. The requirements to be met to earn honors are specified by the respective departments. Departmental honors are currently awarded in accounting and finance, anthropology, Arabic, art, biology, chemistry, communication, computer engineering, computer science, criminal justice, economics, English, environmental studies, French, geography, geology, health science, history, human development, human services, information and decision sciences, kinesiology, liberal studies, management, marketing, mathematics, music, nursing, philosophy, physics, political science, psychology, public administration, sociology and Spanish.

University Initiated Graduation Requirement Check and Graduation Requirement Check

Undergraduates

A University Initiated Graduation Requirement Check (UIGC) will be filed on behalf of undergraduate students when they have completed 90 semester units towards their degree. Students pursuing a blended degree (such as the BA/MSA in Accountancy) must submit a paper Grad Check form to the Office of the Registrar in UH-171 or by email to graduationinfo@csusb.edu.

Undergraduate students who do not complete the requirements in the term for which the Grad Check was filed, will automatically be re-filed for the next appropriate term.

Graduates

Graduate students who have been advanced to candidacy must request a Grad Check at least one term prior to their expected graduation via their myCoyote Student Center. Graduate students who do not complete the requirements in the term for which the Grad Check was filed must re-

file for the next appropriate term in which all degree requirements will be completed through their myCoyote Student Center.

Re-filing and Commencement

No fee will be charged to re-file unless a major/concentration or minor is added after the initial filing. Access to registration in subsequent terms will not be allowed until the Grad Check has been re-filed. Refer to the Office of the Registrar's website for more information on Grad Check fees (<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check/>). Please note, participation in commencement activities is voluntary. For dates and deadlines please visit commencement.csusb.edu (<http://commencement.csusb.edu/>).

Degree Completion and Conferral Date

The degree conferral date is the last day of final exams for that term.

All coursework must be fully completed by the conferral date in order for graduation to be processed for that term. If a student is scheduled to graduate in a particular term but has coursework with a completion date that is after the conferral date, the student's graduation must be processed for a subsequent term.

Conferral of Degree Upon Completion of Requirements

The CSU Chancellor has authorized campus presidents to confer degrees upon students as soon as they have completed all degree requirements. To ensure that students do not take unnecessary units beyond those required for the degree, the Office of the Registrar will monitor progress toward the degree based, in part, on units completed. Particular attention will be paid to those students who have completed 120% of the units required for a degree. If it is determined that a student has completed all requirements for a degree and has not filed a graduation check, the student will be notified by the Office of the Registrar that appropriate fees will be assessed and the degree will be conferred.

Students may petition the Associate Vice President and Dean of Academic Success and Undergraduate Advising to delay conferral of the degree. Such petitions must be filed within two weeks of receipt of the notice referred to above. Such petitions will only be considered when there is a compelling academic reason to allow the student additional time. Petitions will not be granted for additional time to improve a GPA, nor will petitions be granted for time beyond one term to complete a second undergraduate degree.

In the event that a student does not petition to delay conferral of the degree within the two-week grace period, the degree will be posted to the student's transcript for the term in which all requirements were completed. In addition, a hold will be placed on the student's record that will prevent the student from registering for classes or obtaining a diploma or enrollment verification. Students enrolled in the subsequent term will be disenrolled from all classes. The student will also be assessed the graduation check fee and any late fees to which they are subject.

Diplomas

Diplomas are issued for a specific degree. Minors are not included on the diploma but are recorded on the student's university transcript.

Commencement

Special Events and Guest Services- Commencement Office
(909) 537-7360

Participation in commencement activities is voluntary.

For dates and deadlines, please visit commencement.csusb.edu (<http://commencement.csusb.edu/>).

Master's and Doctoral Students

To participate in commencement, candidates completing a master's or doctoral degree must file a grad check AND meet the eligibility requirements specified by their program. For the specific requirements, candidates should consult their program coordinator.

Credential Students

Students who complete a Multiple Subject, Single Subject, Education Specialist Basic credential, Pupil Personnel Services, or Designated Subjects credential can participate in a Credential Recognition Ceremony rather than commencement. The Credential Recognition Ceremony on the San Bernardino campus will be held in May. Specific information can be obtained from the College of Education, Student Services Office, CE-102, (909) 537-5609. The Credential Recognition Ceremony on the Palm Desert Campus will be held in May at PDC. Specific information can be obtained from the Palm Desert Campus College of Education Office at (760) 341-2883.

Postbaccalaureate Credit for Senior Students

Upon approval, senior students who need fewer than 15 semester units to graduate may be permitted to enroll for postbaccalaureate credit during the final term of their senior year. Postbaccalaureate credit is used to signify courses taken after the baccalaureate degree, but does not necessarily mean graduate credit, i.e., credit applicable toward an advanced degree. Only 3000- to 6000-level courses will be considered. Note: Some 5000- and 6000-level courses require prerequisites and are open only to students classified in a master's program. A petition for this purpose is available in the Office of the Registrar.

Information for Issuance of Transcripts

Official transcripts may be ordered by mail or online through the CSUSB Transcript Ordering Service (<https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTRO001142>). More information and the fee schedule are available through the Office of the Registrar (<https://www.csusb.edu/registrar/records/request-csusb-transcript/>).

If the transcript request specifies inclusion of grades just earned or verification of a degree just awarded, two or three weeks must be allowed beyond the end of the term for a transcript to be issued.

All transcripts will be complete as of the date of issuance showing all work attempted at California State University, San Bernardino.

The university will not issue official transcripts to the student, another educational institution or a third party if there is a transcript service indicator hold in place. The student must contact the Office of the Registrar once the hold has been lifted so that the transcript request can be processed.

Access to Records

All student records, including recommendations, are kept by the university in accordance with the Family Educational Rights and Privacy Act of 1974, which allows students access to their records. Inquiries and concerns about this federal regulation should be directed to the Office

of the Associate Vice President for Enrollment Management for further information.

Enrollment Verification

Student enrollment certification is based on the following minimum unit loads for undergraduate students:

Full time	12 units
3/4 time	9-11 units
1/2 time	6-8.5 units

Veterans Enrollment Certification

California State University, San Bernardino, is approved for the training of veterans of the military services and their dependents under educational assistance programs, established by the state and federal governments. Applications for educational benefits may be obtained directly from the veterans certification clerk in the Veterans Success Center.

Student enrollment certification is based on the following minimum unit loads for undergraduates:

Full time	12 semester units
3/4	9-11.5 semester units
1/2 time	6-8.5 semester units

The university will certify course loads to the Veterans Administration based on the criteria above for units which are degree or objective applicable. Veterans enrolled less than half time are eligible for reimbursement of tuition and fees only.

Student Email Policy

The University intends to replace many of the letters sent to students via the U.S. Postal Service with email communications. As a result, it is strongly recommended that students check their email accounts daily.

The consequences of not checking email are the same as those for not checking a U.S. Postal mailbox. Some of these consequences include missing payment deadlines, missing registration deadlines, missing immunization deadlines, missing out on opportunities for financial aid, and missing requirements and deadlines for graduation.

Students are responsible for the consequences of not reading university-related communications sent to their email account. Students have the responsibility to recognize that certain communications may be time-critical. Errors in forwarding email to a personal email address or failure to read emails regularly are not acceptable reasons for missing university deadlines.

Students have the responsibility to monitor their email accounts and avoid emails being rejected due to limited space in their account.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) (FERPA) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their educational records maintained by the university. The statute and regulations govern access to certain student records maintained by the university and the release of those records. FERPA provides that the university must give students access to most records directly related to the student and must also provide an opportunity to correct the records if the student believes

the records are inaccurate, misleading, or otherwise inappropriate. The right to petition to correct a record under FERPA does not include the right to challenge the appropriateness of a grade determined by the instructor. In addition, FERPA generally requires the university obtain a student's written consent before releasing personally identifiable data pertaining to the student. The university has adopted a set of policies and procedures governing the implementation of FERPA and its regulations. Copies of these policies and procedures may be obtained at the Division of Student Affairs (<https://www.csusb.edu/student-affairs/>). Among the information included in the university statement of policies and procedures is:

1. The student records maintained and the information they contain;
2. The university official responsible for maintaining each record;
3. The location of access lists identifying persons requesting or receiving information from the record;
4. Policies for reviewing and expunging records;
5. Student access rights to their records;
6. Procedure for challenging the content of student records; and
7. The student's right to file a complaint with the Department of Education, which enforces FERPA. The Department of Education has established an office and review board to investigate complaints and adjudicate potential FERPA violations. The designated office is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

FERPA authorizes that the university may release "directory information" pertaining to students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution the student attended. The university may release this "directory information" at any time unless the university has received prior written objection from the student specifying the information the student requests not be released. Written objections must be sent to Student Financial Services (<https://www.csusb.edu/student-financial-services/services/ferpa/>).

FERPA authorizes the university to provide access to student records without prior student consent to university officials, employees and others who have legitimate educational interests in such access. These persons include those with legitimate reasons to access student records to perform the university's academic, administrative or service functions, and those with a reason for accessing student records associated with their university or other related academic responsibilities. Student records will also be disclosed to the CSU Chancellor's Office to conduct research, to analyze trends, or to provide other administrative services. Student records may also be disclosed without prior student consent to other persons or organizations under certain conditions (e.g., as part of the 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).

Plagiarism and Cheating

Plagiarism and cheating are violations of the *Standards for Student Conduct* (Title 5, §41301, California Code of Regulations). Definitions and procedures for addressing cheating and plagiarism are found in the CSUSB Faculty Senate Policies and Procedures Concerning Academic Dishonesty (FAM 803.5) (https://www.csusb.edu/sites/default/files/upload/file/%28FSD96-12.R2%29Academic_Dishonesty_0.pdf) and the

California State University *Student Conduct Process* (Executive Order 1098) and may be addressed by both the instructor and the Student Conduct Administrator.

Procedures for addressing cheating and plagiarism are described below. Questions about academic dishonesty and the policy should be addressed to the Office of Student Conduct and Ethical Development (student-conduct@csusb.edu).

As described in FAM 803.5, plagiarism is the act of presenting the ideas and writing of another as one's own. Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

- Copying, in part or in whole, from another's test, software, or other evaluation instrument;
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy;
- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department policies of both departments;
- Using or consulting during an examination sources or materials not authorized by the instructor;
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and subjects the offending student to penalties up to and including expulsion. Students must make appropriate acknowledgements of the original source where material written or compiled by another is used.

Procedure

Allegations of academic dishonesty are initially addressed by the instructor **and must also be referred by the instructor to the Office of Student Conduct and Ethical Development, in accordance with CSUSB FAM 803.5 and California State University Student Conduct Process (Executive Order 1098).**

The instructor may employ any of the following sanctions:

- Verbal or written reprimand;
- Assignment of appropriate task or examination;
- Change of grade, including assigning a punitive grade to the work involving the dishonesty, or for the course, project, thesis, or any other summary evaluation of the student's academic work.

If the instructor takes any of the actions described above, the instructor has the following responsibilities:

- To preserve the evidence in support of the allegation;
- To notify the student of the allegation and of the evidence on which it is based;
- To provide the student a reasonable opportunity to challenge or rebut the allegation;
- To notify the student of the action being taken.

If any penalties are assigned by the instructor, the instructor must submit a referral to the Office of Student Conduct and Ethical Development, and may include a recommendation as to whether any further disciplinary action should be taken by the Student Conduct Administrator. If the student does not wish to accept the sanction proposed by the instructor, the student may request and require that the allegation be referred to the Office of Student Conduct and Ethical Development. Once referred to the Office of Student Conduct, the procedures specified under CSU *Student Conduct Process* (Executive Order 1098) of the California State University shall be observed. The instructor shall not impose any sanction other than the sanction(s) imposed through the disciplinary procedure.

Standards for Student Conduct

The Office of Student Conduct and Ethical Development is responsible for upholding the *Standards for Student Conduct* and educating students on their social and ethical responsibilities as members of our University community. The Office investigates student discipline matters in accordance with CSU *Student Conduct Process* (Executive Order 1098). Questions about the student discipline process may be directed to the Office of Student Conduct and Ethical Development via (909) 537-7172 or student-conduct@csusb.edu.

Standards for Student Conduct

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

1. Campus Community Values

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

1. Grounds for Student Discipline

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

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

1. Dishonesty, including:
 - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - b. Furnishing false information to a university official, faculty member, or campus office.
 - c. Forgery, alteration, or misuse of a university document, key, or identification instrument.
 - d. Misrepresenting one's self to be an authorized agent of the university or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of university property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the university community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.
11. Theft of property or services from the university community, or misappropriation of university resources.
12. Unauthorized destruction or damage to university property or other property in the university community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a university related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
 - a. Unauthorized entry into a file, for any purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another's identification or password.
 - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
 - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal university operations.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of a campus computer use policy.
16. Violation of any published university policy, rule, regulation or presidential order.

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

1. Procedures for Enforcing This Code

The chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code. [Note: At the time of publication, such procedures are set forth in California State University *Student Conduct Process* (Executive Order 1098) available at <https://calstate.policystat.com/policy/8453518/latest/>.

2. Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Title 5, California Code of Regulations, § 41302. Disposition of Fees: Campus Emergency; Interim Suspension.

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

During periods of campus emergency, as determined by the president of the individual campus, the president may, after consultation with the chancellor, place into immediate effect any emergency regulations,

procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

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

Student Conduct

The Office of Student Conduct and Ethical Development is responsible for upholding the *Standards for Student Conduct* and educating students on their social and ethical responsibilities as members of our University community. The Office investigates student discipline matters in accordance with *Executive Order 1098 Revised (August 14, 2020) – Student Conduct Procedures*. Questions about the student discipline process may be directed to the Office of Student Conduct and Ethical Development via (909) 537-7172 or student-conduct@csusb.edu.

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

- University Community Values

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

- Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are the grounds upon which student discipline can be based:

1. Dishonesty, including:

- a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
- b. Furnishing false information to a university official, faculty member, or university office.
- c. Forgery, alteration, or misuse of a university document, key, or identification instrument.
- d. Misrepresenting one's self to be an authorized agent of the university or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of university property.

3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.

4. Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the university community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and university regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and university regulations), or public intoxication while on campus or at a university related activity.
11. Theft of property or services from the university community, or misappropriation of university resources.
12. Unauthorized destruction or damage to university property or other property in the university community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the university president) on campus or at a university related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
 - a. Unauthorized entry into a file, for any purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another's identification or password.
 - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
 - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal university operations.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of a university computer use policy.
16. Violation of any published university policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the university community, to property within the university community or poses a significant threat of disruption or interference with university operations.
19. Violation of the Student Conduct Procedures, including:
 - a. Falsification distortion, or misrepresentation of information related to a student discipline matter.
 - b. Disruption or interference with the orderly progress of a student discipline proceeding.
 - c. Initiation of a student discipline proceeding in bad faith.
 - d. Attempting to discourage another from participating in the student discipline matter.
 - e. Attempting to influence the impartiality of any participant in a student discipline matter.
 - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Procedures for Enforcing This Code

The chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code (<https://calstate.policystat.com/policy/8453518/latest/>). [Note: At the time of publication, such procedures are set forth in the California State University Student Conduct Procedures Policy (Revised October 6, 2023).

Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the university is within the jurisdiction of this Article regardless of

whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Title 5, California Code of Regulations, § 41302. Disposition of Fees: Campus Emergency; Interim Suspension.

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

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

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

Institutional Equity & Compliance Office

The office of Institutional Equity & Compliance oversees the Title IX, Whistleblower and DHR(Discriminations Harassments & Retaliation) responsibilities on campus, including *Training to End Sexual Violence*, which is mandatory for every student once per academic year during the fall term. Title IX is a federal civil rights law which serves as a powerful tool to combat campus Sex-based Harassment (including Sexual Harassment, Sexual Violence and Gender-based Harassment), Harassment and Bullying, Pregnant or Parenting Students, Athletic Opportunities and Benefits, and Retaliation.

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

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or gender expression, or sexual orientation in its education programs or activities.

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education programs and activities operated by the University (both on and off campus), including admissions. The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking.

Discrimination, including sexual harassment (whether or not the person reporting is the person alleged to have experienced the conduct that could constitute sex discrimination or sexual harassment), by

phone, mail, or electronic mail, using the contact information listed below for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The following person has been designated to handle inquiries regarding the non-discrimination Policies and Title IX complaints for California State University, San Bernardino:

Campus Title IX Coordinator

Robin Phillips, Title IX Coordinator & DHR Administrator

Duties: receiving complaints against faculty, staff, administrators, students and third parties; monitoring and oversight of overall implementation of Title IX compliance, including coordination of training, education and communication.

California State University, San Bernardino
5500 University Parkway
Sierra Hall, 131
San Bernardino, CA 92407-2393

Email: iec@csusb.edu

Website: <https://www.csusb.edu/institutional-equity-compliance> (<https://www.csusb.edu/institutional-equity-compliance/>)

Phone: (909) 537-5669

Regular office hours: Monday-Friday, 8:00 AM-5:00 PM

The Title IX Coordinator implements the CSU protocol regarding Title IX by: (1) upholding the university's obligation to respond to or investigate sexual misconduct, gender harassment and sexual violence; (2) following CSU policies and complaint procedures; (3) working with designated CSUSB personnel; (4) offering resources and remedies; and (5) providing education, raising awareness and offering training for the campus at large.

A campus administrative investigation of complaints or allegations of sexual misconduct utilizes CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) (<https://calstate.policystat.com/policy/10926024/latest/>), (or any successor executive order), and certain federal laws (VAWA, the Violence Against Women Reauthorization Act, and the Campus SaVE Act) and state laws (Senate Bill No. 967).

Any acts of criminal sexual activity and incidents of sexual violence, such as sexual assault, sexual coercion and dating or domestic violence should be reported immediately by dialing **9-1-1** or contacting university police at (909) 537-7777. The Title IX Coordinator will work with the police on cases which are reported to them. A campus administrative investigation may occur concurrently with a criminal investigation.

What to Report

All allegations of sexual discrimination, sexual or gender harassment, sexual misconduct or retaliation on the basis of sex, gender or sexual orientation which are made against staff, faculty, students, applicants or other Third Parties associated with the campus should be reported. Please know that it is illegal to be retaliated against for reporting an incident or participating in an investigation of a complaint.

We urge you to contact the Title IX Coordinator, with questions, concerns and to ensure that your case is handled appropriately and that you are

utilizing the correct complaint procedure. The Title IX Coordinator will discuss your situation with you and explain the campus process, including what complaint procedures are available to you. **If you would like to submit a complaint, or a concern, go to our website** [csusb.edu/institutional-equity-compliance/](https://www.csusb.edu/institutional-equity-compliance/) (<http://titleix.csusb.edu/>) **and click on the "File a Report" button on the left panel navigation**, or you may come to our office (Sierra Hall, Room 131) for a hard copy of the report form, or send an email to [i\(titleix@csusb.edu\)ec@csusb.edu](mailto:i(titleix@csusb.edu)ec@csusb.edu) (<https://catalog.csusb.edu/academic-regulations/iec@csusb.edu>), or call us at (909) 537-5669.

Check with our office **first** to ensure that your case is handled appropriately and that you are utilizing the correct complaint procedure. Additionally, if you have any questions, need clarification, need resources, on **or** off campus (listed below, as well as on our website (<https://www.csusb.edu/institutional-equity-compliance/>)), or are interested in upcoming events (<https://www.csusb.edu/title-ix/events/>) and trainings (<https://www.csusb.edu/institutional-equity-compliance/training/>), please get in touch with us.

Other Assistance, Questions or Concerns

Campus Advocate

Claudia Ochoa, Campus Advocate

California State University, San Bernardino
Counseling & Psychological Services, HC-165
5500 University Parkway
San Bernardino, CA 92407-2393

Email: claudia.ochoa@csusb.edu

Website: <https://www.csusb.edu/survivor-advocacy-services/> (<https://www.csusb.edu/survivor-advocacy-services/>)

Phone: (909) 537-5040

University Police

University Police Department

California State University, San Bernardino
University Police Department
5500 University Parkway
San Bernardino, CA 92407

Email: policerecords@csusb.edu (additional information & services)
Phone: 9-1-1 Emergencies; Non-emergencies (909) 537-7777 (TDD available)

Local Police

San Bernardino Police Department

710 North "D" Street, San Bernardino, CA 92401
Phone: (909) 384-5742; Non-Emergency 24-Hour: (909) 383-5311

Palm Desert Police Department

73705 Gerald Ford Drive, Palm Desert, CA 92260
Phone: (760) 836-1600

U.S. Department of Education, Office for Civil Rights

(800) 421-3481 or email OCR@ed.gov

To file a complaint, complete an online form at [OCR Complaint Forms](https://www.ed.gov/ocr/complaint-form).

Training to End Sexual Violence

All California State University, San Bernardino students are required to complete mandatory *End Sexual Violence Training*--one training per academic year, during the fall term. Federal and state laws and the CSU Chancellor's Office Executive Orders mandate this yearly training for all students (including *graduating* students, *online* students and *employees who are also enrolled* students).

Completing one of two options before a deadline each year (updated on our website, on the Training (<https://www.csusb.edu/title-ix/training/>) page) will ensure a smooth registration process for spring term (or subsequent terms). After the deadline, a registration hold will be placed on the student's account until the training is completed. Choices include:

1. **Attend a qualifying In-Person Event** -- for the current offerings and more information, visit our Events (<https://www.csusb.edu/title-ix/events/>) page. Look for the "ESVT Qualifying Event" and "Let's Get it Done" approval stamp of the events that are sanctioned.
2. **Complete the Online Training Program, "Not Anymore"** -- for login instructions and more information, visit the Not Anymore (<https://www.csusb.edu/title-ix/training/not-anymore/>) page. CSUSB has partnered with vendor, Student Success™, for a secure online option.

Status Link

There is a link in myCoyote to check the status of training for each academic year. From myCoyote Home, go to "My Status" and then click "Training Status." Look under the "Academic Year" and the "Training Completed Date" columns to review current and past records. If the current academic year is NOT visible, training has NOT been completed. This training is mandatory once per academic year during the fall term.

Additional Questions

Please visit our FAQs (<https://www.csusb.edu/title-ix/training/faqs/>) page or email [i\(titleix@csusb.edu\)ec@csusb.edu](mailto:i(titleix@csusb.edu)ec@csusb.edu) (iec@csusb.edu).

Nondiscrimination Policy and Complaint Procedures

Protected Status: Age, Disability (physical and mental), Gender (or sex, including sex stereotyping), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, and Veteran or Military Status.

California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste and ancestry), religion (or religious creed), and veteran or military status – as these terms are defined in the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. **Steven Vasquez, Interim Executive Director** as been designated to coordinate the efforts of [university] to comply with all applicable federal and state laws prohibiting discrimination on these

bases. Inquiries concerning compliance may be presented to this person at **(909) 537-5669**. CSU Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against a Student (<https://calstate.policystat.com/policy/12891658/latest/#autoid-56krv>), (or any successor policy) is the systemwide procedure for all complaints or discrimination, harassment or retaliation **made against** other CSU students. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against an Employee or Third-Party Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Stalking, and Retaliation Made Against an Employee or Third-Party (<https://calstate.policystat.com/policy/12891658/latest/#autoid-j378k>) (or any successor procedure) is the system wide procedure for all complaints of discrimination, harassment or retaliation made against the CSU, a CSU employee or a third party).

Protected Status: Disability

The California State University does not discriminate on the basis of disability (physical and mental) – as this term is defined in the CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) – in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. **Steven Vasquez, Interim Executive Director** has been designated to coordinate the efforts of **CSUSB** to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to this person at **5500 University Pkwy., Sierra Hall 131** or **(909) 537-5669**. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against a Student (<https://calstate.policystat.com/policy/12891658/latest/#autoid-56krv>) (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against, other CSU students**. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against an Employee or Third-Party (o (<https://calstate.policystat.com/policy/12891658/latest/#autoid-j378k>)r any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against the CSU, a CSU employee or a third party**)

Protected Status: Gender (or sex), Gender Identity (including nonbinary and transgender), Gender Expression and Sexual Orientation

California State University does not discriminate on the basis of gender (or sex), gender (including nonbinary and transgender), gender expression or sexual orientation – as these terms are defined in CSU policy – in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. **Steven Vasquez, Interim Executive Director** has been designated to coordinate the efforts of **CSUSB** to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to this person at **5500 University Pkwy., Sierra Hall 131** or **(909) 537-5669**. The California State University is committed to providing equal opportunities to all CSU students in all university programs,

including intercollegiate athletics. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against a Student(or (<https://calstate.policystat.com/policy/12891658/latest/>) any successor) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made against other CSU students. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against an Employee or Third-Party (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made against the CSU, a CSU employee or a third party).

As a matter of federal and state law and California State University policy, the following types of conduct are prohibited:

Sex Discrimination or **Gender Discrimination** is (an) adverse action taken against a complainant because of their protected status (sex or gender).

Adverse Action means an action engaged in by the respondent that has a substantial and material adverse effect on the complainant's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a complainant does not constitute an adverse action.

Sexual Harassment means unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, offering employment benefits or giving preferential treatment in exchange for sexual favors, or indecent exposure, and any other conduct of a sexual nature where:

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; or
2. Submission to, or rejection of, the conduct by the Complainant is explicitly or implicitly used as the basis for any decision affecting a term or condition of the Complainant's employment, or an employment decision; or
3. The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the university; or
4. The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization or in exchange for a raise or promotion; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a work environment, or in a classroom where the images are unrelated to the coursework.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of Sexual Harassment.

Sexual and/or romantic relationships between members of the university community may begin as consensual, and may develop

into situations that lead to Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking subject to this policy.

Sexual Misconduct

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

- Sexual activity includes, but is not limited to:
 - kissing,
 - touching intimate body parts
 - fondling,
 - intercourse,
 - penetration, no matter how slight, of the vagina or anus with any part or object,
 - oral copulation of a sex organ by another person.
- Sexual Misconduct includes, but is not limited to, the following conduct:
 - an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or Sex,
 - the intentional touching of another person's intimate body parts without Affirmative Consent,
 - intentionally causing a person to touch the intimate body parts of another without Affirmative Consent,
 - using a person's own intimate body part to intentionally touch another person's body without Affirmative Consent,
 - any unwelcome physical sexual acts, such as unwelcome sexual touching,
 - using physical force, violence, threat, or intimidation to engage in sexual activity,
 - ignoring the objections of the other person to engage in sexual activity,
 - causing the other person's incapacitation through the use of drugs or alcohol to engage in sexual activity,
 - taking advantage of the other person's incapacitation to engage in sexual activity.
- Intimate body part means the sexual organ, anus, groin, buttocks, or breasts of any person.
- Sexual activity between a Minor (a person younger than 18 years old) and a person who is at least 18 and two years older than the Minor always constitutes Sexual Misconduct, even if there is Affirmative Consent to all sexual activity. The existence of Affirmative Consent and/or the type of sexual activity may be relevant to the determination of an appropriate Sanction.
- Persons of all Genders, Gender Identities, Gender Expressions, and Sexual Orientations can be victims of these forms of Sexual Misconduct. Sexual Misconduct can be committed by an individual known to the victim including a person the Complainant may have just met, i.e., at a party, introduced through a friend, or on a social networking website.

Affirmative Consent

Affirmative Consent must be voluntary, and given without coercion, force, threats, or intimidation.

It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) prior to engaging in the sexual activity.

Affirmative Consent means an agreement to engage in sexual activity that is:

- Informed,
- Affirmative,
- Conscious,
- Voluntary, and
- Mutual.
- Lack of protest or resistance does not mean there is Affirmative Consent.
- Silence does not mean there is Affirmative Consent.
- The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent.
- A request for someone to use a condom or birth control does not, in and of itself, mean there is Affirmative Consent.
- Affirmative Consent can be withdrawn or revoked. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after sexual activity begins. Once consent is withdrawn or revoked, the sexual activity must stop immediately. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion.

Incapacitation

Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious, or incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if the person lacks the physical and/or mental ability to make informed, rational decisions. A person with a medical or mental disability may also lack the capacity to give consent.

Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

- The person was asleep or unconscious
- The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity
- The person could not understand the fact, nature, or extent of the sexual activity, or was unable to communicate, due to a mental or physical condition

1. It shall not be a valid excuse that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.

1. **Dating Violence and Domestic Violence**

Dating Violence means physical violence or threat of physical violence committed by a person—

- a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - I. The length of the relationship.
 - II. The type of relationship.
 - III. The frequency of interaction between the persons involved in the relationship.

Domestic Violence means physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.

Physical violence means physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.

Stalking

Stalking means engaging in a Course of Conduct directed at a specific person that would cause a reasonable person to fear for the safety of self or others' safety or to suffer Substantial Emotional Distress. For purposes of this definition:

- Course of Conduct means two or more acts, including but not limited to, acts in which one party directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the other party, or interferes with the other party's property.
- Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Prohibited Consensual Relationships

A Prohibited Consensual Relationship is a consensual sexual or romantic relationship between an Employee and any Student or Employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

1. **Retaliation**

Retaliation means that a substantial motivating reason for an Adverse Action taken against a person was because the person has or is believed to have:

- a. Exercised their rights under this Nondiscrimination Policy,
- b. Reported or opposed conduct which was reasonably and in good faith believed to be in violation of this Nondiscrimination Policy,
- c. Assisted or participated in an investigation/proceeding under this Nondiscrimination Policy, regardless of whether the Complaint was substantiated,
- d. Assisted someone in reporting or opposing a violation of this Nondiscrimination Policy or assisted someone in reporting or opposing Retaliation under this Nondiscrimination Policy.

Adverse Action means an action engaged in by the Respondent that has a substantial and material adverse effect on the Complainant's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Additional Prohibited Conduct Definitions

1. **Sexual Harassment** means conduct on the basis of Sex that satisfies one or more of the following:

- a. An Employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct determined based on the reasonable person standard to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to an Education Program or Activity.

2. **Sexual Assault** includes the following:

- a. **Rape** is the penetration, or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant. Rape also includes the attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant, with the present ability and the intent to commit Rape.
- b. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the Affirmative Consent of the victim, including instances where the Complainant is incapable of giving Affirmative Consent because of their age or because of their temporary or permanent mental incapacity.
- c. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- d. **Statutory Rape** is sexual intercourse with a person who is under the age of 18 years, the California statutory age of consent. The definition of Affirmative Consent is that under Article VII.A.3 above.
- e. **Dating Violence** means physical violence or threat of physical violence committed by a person:
- who is or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
3. **Domestic Violence** means physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.
4. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- fear for their safety or the safety of others; or
 - suffer substantial emotional distress.

See further information in CSUSB sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim's Rights and Options Notice, at Institutional Equity & Compliance (<https://www.csusb.edu/institutional-equity-compliance/>). (<https://www.csusb.edu/title-ix/>)

Whom to Contact If You Have Complaints, Questions or Concerns

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The campus Title IX Coordinator is available to explain and discuss the university's complaint process, including the investigation and hearing process; the availability of reasonable supportive measures (both on and off campus regardless of whether the person chooses to report the conduct); the right to file a criminal complaint (for example, in cases of sexual misconduct); how confidentiality is handled; and other related matters. ***If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.***

Campus Title IX Coordinator

Steven Vasquez, Title IX Coordinator
 California State University, San Bernardino
 5500 University Parkway
 Sierra Hall, 131
 San Bernardino, CA 92407-2393
 Email: iec@csusb.edu
 Website: <https://www.csusb.edu/institutional-equity-compliance>
 Phone: (909) 537-5669
 Regular office hours: Monday-Friday, 8:00 AM-5:00 PM

University Police

University Police Department
 California State University, San Bernardino
 5500 University Parkway
 San Bernardino, CA 92407

policerecords@csusb.edu (additional information & services)
 9-1-1 Emergencies; Non-emergencies (909) 537-7777 (TDD available)

Local Police

San Bernardino Police Department
 710 North "D" Street, San Bernardino, CA 92401
 Phone: (909) 384-5742; Non-Emergency 24-Hour: (909) 383-5311

Palm Desert Police Department
 73705 Gerald Ford Drive, Palm Desert, CA 92260
 Phone: (760) 836-1600

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of gender discrimination complaints, including sexual harassment and misconduct, as well as provide training, education and preventive measures related to sex discrimination. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against a Student (<https://calstate.policystat.com/policy/12891658/latest/>) (or any successor) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made against, other CSU students. CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against an Employee or Third-Party (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made against the CSU, a CSU employee or a third party.

Duty to Report

Except as provided below under confidentiality and sexual misconduct, dating violence, domestic violence, and stalking, **any** university employee who knows or has reason to know of allegations or acts that violate university policy shall promptly inform the Title IX Coordinator. These employees are required to disclose all information including the names of the parties, **even where the person has requested that their name remain confidential**. The Title IX Coordinator will determine whether confidentiality is appropriate given the circumstances of each such incident. (See confidential reporting options outlined below.)

Regardless of whether an alleged victim of gender discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or misconduct, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any gender discrimination/harassment/misconduct, prevent its recurrence, and remedy its effects.

U.S. Department of Education, Office for Civil Rights (OCR):

(800) 421-3481 (National Headquarters); or (800) 877-8339 (TDD) or ocr@ed.gov (National Headquarters) or (415) 486-5555 (California office), or ocr.sanfrancisco@ed.gov (California office)

If you wish to fill out a complaint form online with the OCR, you may do so using the OCR Electronic Complaint Form.

Safety of the University Community is Primary

The university's primary concern is the safety of its university community members. The use of alcohol or drugs never makes the victim at fault for gender discrimination, harassment or sexual misconduct; therefore, victims should not be deterred from reporting incidents of sexual misconduct out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual misconduct shall not be subject to discipline for related violations of the Student Conduct Code.

Information Regarding University, Criminal and Civil Consequences of Committing Acts of Sexual Violence

Individuals alleged to have committed sexual misconduct may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, students may face discipline at the university, up to and including suspension or expulsion and withholding of their degrees. Employees may face sanctions up to and including suspension, demotion or dismissal from employment, pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.

Students who are found responsible by the university with gender discrimination, harassment or sexual misconduct will be subject to discipline, pursuant to CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy) Made Against a Students and the California State University and Student Conduct Procedures (see the Student Conduct Procedures Policy, revised on August 14, 2020, or any successor policy) and will be subject to appropriate sanctions. In addition, during any investigation, the university may implement interim measures in order to maintain a safe and non-discriminatory educational environment. Such measures may include but not be limited to: immediate interim suspension from the university; a required move from university-owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

Confidentiality and Sexual Misconduct, Dating Violence, Domestic Violence and Stalking

The university encourages victims of sexual misconduct, dating violence, domestic violence or stalking to talk to someone about what happened – so they can get the support they need, and so the university can respond appropriately.

Privileged and Confidential Communications

Physicians, Psychotherapists, Professional Licensed Counselors, Licensed Clinical Social Workers, and Clergy – Physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy who work or volunteer on or off campus, acting solely in those roles or capacities as part of their employment, and who provide medical or mental health treatment or counseling (and those who act under their supervision, including all individuals who work or volunteer in their centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from physicians, psychotherapists, professional,

licensed counselors, licensed clinical social workers and clergy without triggering a university investigation that could reveal the victim's identity or the fact of the victim's disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to victims, if applicable.

Sexual Assault and Domestic Violence Counselors and Advocates – Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women's centers and health centers (including those who act in that role under their supervision, along with non-professional counselors or advocates who work or volunteer in sexual assault centers, victim advocacy offices, women's centers, gender equity centers, or health centers), may talk to a victim without revealing any information about the victim and the incident of sexual misconduct to anyone else at the university, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from these counselors and advocates without triggering a university investigation that could reveal his/her identity or that a victim disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to victims, if applicable.

The university will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to:

1. Speak only to a physician, professional licensed counselor, licensed clinical social worker, clergy member, sexual assault counselor, domestic violence counselor or advocate; and
2. Maintain complete confidentiality. Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability services, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the university and a separate complaint with local or university police.

If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: university academic support or accommodations; changes to university-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the university or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide victims with that assistance if requested by the victim. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if retaliation occurs.

Exceptions

Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if the health practitioner provides medical services for a physical condition to a patient/victim who the health practitioner knows or reasonably suspects is suffering from:

1. A wound or physical injury inflicted by a firearm; or
2. Any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct, domestic violence, and dating violence).

This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

Additionally, under California law, all professionals described above (physicians, psychotherapists, professional counselors, licensed clinical social workers, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement. These professionals will explain this limited exception to victims, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to:

1. Local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or
2. To the court if compelled by court order or subpoena in a criminal proceeding related to the sexual misconduct, dating or domestic violence, or stalking incident.

If applicable, these professionals will explain this limited exception to victims.

Reporting to University or Local Police

If a victim reports to local or university police about sexual misconduct crimes, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests that their identity be kept confidential, their name will not become a matter of public record. However, even if the victim requests confidentiality of identity, the University Police should specifically ask the victim if the victim's name can be provided to the Title IX Office so that the Title IX Coordinator can contact the victim to discuss supportive measures that can be offered. If a victim gives consent to law enforcement to provide their name to the Title IX Coordinator, their name will not become a matter of public record. Even if a victim does not give the police permission to provide their name to the Title IX Coordinator, University police will report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator victim names/identities or compromise their own criminal investigation. The university is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the university will report the type of incident in the annual crime statistics report known as the Annual Security Report, victim names/identities will not be revealed.

Reporting to the Title IX Coordinator and Other University Employees

Most university employees have a duty to report incidents of sexual misconduct when they are on notice of it. When a victim tells the Title IX Coordinator or another university employee about an incident of sexual misconduct, the victim has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the university strongly encourages victims to report incidents of sexual misconduct directly to the university Title IX Coordinator. As detailed above, in the

"Privileged and Confidential Communications" section of this policy, all university employees except physicians, licensed professional counselors, licensed clinical social workers, sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any incidents of sexual misconduct of which they become aware. The university will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other university employees will be shared only with individuals responsible for handling the university's response to the incident. The university will protect the privacy of individuals involved in a sexual misconduct violence incident except as otherwise required by law or university policy. A report of sexual misconduct may result in the gathering of extremely sensitive information about individuals in the university community. While such information is considered confidential, university policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual misconduct. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim's identity and privacy and the privacy of other involved individuals. Except as detailed in the section on "Privileged and Confidential Communications" above, no university employee, including the Title IX Coordinator, should disclose the victim's identity to the police without the victim's consent or unless the victim has also reported the incident to the police.

If a victim requests of the Title IX Coordinator or another university employee that their identity remain completely confidential, the Title IX Coordinator will explain that the university cannot always honor that request or guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the university must weigh that request against the university's obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the university has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the university's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See the Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy (or any successor policy) for further details around confidential reporting, and other related matters.

Additional Resources

CSUSB's sexual misconduct violence prevention and education statement, which includes facts and myths about sexual misconduct violence, <https://www.csusb.edu/institutional-equity-compliance> (<https://www.csusb.edu/institutional-equity-compliance/>).

U.S. Department of Education, regional office

Office for Civil Rights 50 United Nations Plaza San Francisco, CA 94102
(415) 486-5555
TDD (877) 521-2172
OCR SanFrancisco@ed.gov

U.S. Department of Education, national headquarters

Office for Civil Rights (800) 421-3481

TDD (800) 877-8339
OCR@ed.gov

California Coalition Against Sexual Assault

1215 K. Street, Suite 1850
Sacramento, CA 95814
(916) 446-2520

California Coalition Against Sexual Assault Website (<https://www.cpedv.org/member-service/california-coalition-against-sexual-assault/>)

1. Domestic and Family Violence, Office of Justice Programs, United States Department of Justice: Intimate Partner Violence
2. National Institute of Justice: Intimate Partner Violence, Office of Justice Programs, United States Department of Justice
3. National Domestic Violence Hotline Website and phone number 1-800-799-SAFE (7233)
4. Office of Violence against Women, United States Department of Justice
5. Centers for Disease Control and Prevention: Intimate Partner Violence

Campus Services

- CSUSB's Policies (<https://www.csusb.edu/policies/>) website, for students
- Campus Advocate (<https://www.csusb.edu/survivor-advocacy-services/>), (909) 537-5040
- Counseling and Psychological Services (<https://www.csusb.edu/caps/>), 24-Hour Hotline (909) 537-5040; for life threatening situations, **call 911**
- Student Health Center (<http://www.csusb.edu/student-health-center/>), (909) 537-5241
- Women's Resource Center (<https://www.csusb.edu/smsu/resources/womens-resource-center/>), (909) 537-7203
- Queer and Transgender Resource Center (<https://www.csusb.edu/smsu/resources/queer-and-transgender-resource-center/>), (909) 537-5963
- University Ombuds Services (<https://www.csusb.edu/ombuds/>), (909) 537-5635
- University Police (<https://www.csusb.edu/police/>), 24-Hour (909) 537-7777; Anonymous Hotline (909) 537-7786

Off-Campus Services

- California Coalition Against Sexual Assault Website (<http://calcasa.org/>)
 - Domestic and Family Violence, Office of Justice Programs, United States Department of Justice: Intimate Partner Violence (<https://ovc.ncjrs.gov/topic.aspx?topicid=27>)
 - National Institute of Justice: Intimate Partner Violence, Office of Justice Programs, United States Department of Justice (<http://www.nij.gov/topics/crime/intimate-partner-violence/Pages/welcome.aspx>)
 - National Domestic Violence Hotline Website (<https://www.thehotline.org/>) and phone number 1-800-799-SAFE (7233)
 - Office of Violence against Women, United States Department of Justice (<http://www.justice.gov/ovw/>)
- Centers for Disease Control and Prevention: Intimate Partner Violence (<http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/>)
- San Bernardino Police Department, (909) 384-5742; Non-Emergency 24-Hour (909) 383-5311
- Palm Desert Police Department, (760) 836-1600
- Partners Against Violence (<https://www.partnersagainstviolence.org/>), 24-Hour Crisis Hotlines (800) 656-4673 or (909) 885-8884; Main Office: 444 North Arrowhead Avenue, Suite 101, San Bernardino, CA 92401-1221, (909) 885-8884; Coachella Valley/Indio (760) 568-9071; Morongo Basin/Yucca Valley (760) 369-3353; Redlands (909) 335-8777; Victorville (760) 952-0041; Yucaipa (909) 918-2314
- Riverside County Coalition for Alternatives to Domestic Violence (<http://alternativestodv.org/>) Alternatives to Domestic Violence (<http://www.alternativestodv.org/aboutus.html>) (ADV), domestic violence help, protective order assistance, counseling, outreach, shelter; Crisis Line—Riverside city & out of the county (951) 683-0829; remainder of Riverside county (800) 339-SAFE (7233)
- House of Ruth (<http://houseofruthinc.org>), individual/group counseling, phone support, legal advocate, shelter for women and children, domestic violence counseling, food, English/Spanish; 24-Hour Crisis Hotline (877) 988-5559
- Rape Abuse & Incest National Network (<https://rainn.org/>) (RAINN), 24-Hour Help (800) 656-HOPE (4673)
- Riverside Area Rape Crisis Center (<https://rarcc.org/>) (RARCC), 1845 Chicago Avenue, Suite A, Riverside, CA 92507; 24-Hour Hotline (951) 686-RAPE (7273) & Toll-Free (866) 686-RAPE (7273)
- Option House (<https://www.optionhouseinc.com>), temporary domestic violence women's shelters, support/outreach, free support groups, crisis education and self-defense, assistance with protective order paperwork, English/Spanish; 24-Hour Hotline (909) 381-3471
- DOVES of Big Bear Valley (<http://www.doves4help.org/>), provides women and families domestic violence shelter, individual counseling, support groups (parenting, anger management, women's writing, etc.), legal assistance, protective order help, programs and services for male victims; (909) 866-1546; 24-Hour Hotline (800) 851-7601
- A Better Way Domestic Violence Shelter and Outreach (<http://www.abetterwaydomesticviolence.org>), 26-bed shelter (90-day maximum stay), TRO (temporary restraining order), outreach programs, opportunity and education support groups, Spanish; Victor Valley, (760) 955-8010, 24-Hour Hotline, Toll-Free (866) 228-2059
- Shelter from the Storm (<http://www.shelterfromthestorm.com/>), emergency shelter, transitional housing, counseling center, legal clinic, teen dating education; Coachella Valley, (760) 674-0400, 24-Hour Crisis Lines, (760) 328-SAFE (7233) or Toll Free (800) 775-6055
- California Coalition Against Sexual Assault (<http://calcasa.org/>) (CALCASA) (<http://www.calcasa.org/>), advocates and supports rape crisis centers on behalf of survivors, system's change, funding needs and policy advocacy; 1215 K. Street, Suite 1850, Sacramento, CA 95814; (916) 446-2520
- National Domestic Violence Hotline (<http://www.thehotline.org/>), (800) 799-SAFE (7233), TTY For the Deaf (800) 787-3224
- Domestic and Family Violence (<https://ovc.ncjrs.gov/topic.aspx?topicid=27>), Office of Justice Programs, United States Department of Justice
- National Institute of Justice: Intimate Partner Violence (<https://www.nij.gov/topics/crime/intimate-partner-violence/Pages/welcome.aspx>), Office of Justice Programs, United States Department of Justice

- Office on Violence against Women (<https://www.justice.gov/ovw/>), United States Department of Justice
- Defending Childhood (<https://www.justice.gov/defendingchildhood/>), United States Department of Justice
- Centers for Disease Control and Prevention: Intimate Partner Violence (<https://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/>)
- Know Your Rights about Title IX (<https://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html>): Title IX Prohibits Sexual Harassment and Sexual Violence Where You Go to School, Office for Civil Rights, U.S. Department of Education
- Center for Changing our Campus Culture (<http://changingourcampus.org/about-us/not-alone/>), The White House Task Force to Protect Students from Sexual Assault: Not Alone--Together Against Sexual Assault

For Any More Current Information

Please visit the Institutional Equity & Compliance (<https://www.csusb.edu/institutional-equity-compliance/>) website.