

THE CSU SYSTEM

Welcome to the California State University (CSU) – the world’s largest higher education system with 23 unique campuses serving more than 474,000 students with 49,000 employees statewide. Each year, the university awards nearly 100,000 bachelor’s, master’s and doctoral degrees. CSU graduates now total more than 3 million strong, and are serving as leaders in the industries that drive California’s economy, including business, agriculture, entertainment, engineering, teaching, hospitality and healthcare. Learn more at www.calstate.edu (<http://www.calstate.edu>).

More than 50-year tradition of excellence

Since 1961, the CSU has provided an affordable, accessible, and high-quality education to 3 million graduates around the state of California. While each campus is unique based on its curricular specialties, location and campus culture, every CSU is distinguished for the quality of its educational programs. All campuses are fully accredited, provide a high-quality broad liberal educational program and offer opportunities for students to engage in campus life through the Associated Students, Inc., clubs and service learning. Through leading-edge programs, superior teaching and extensive workforce training opportunities, CSU students graduate with the critical thinking skills, industry knowledge and hands-on experience necessary for employment and career advancement.

Facts

- CSU faculty attract nearly \$570 million annually in research and education grants, and contracts by federal, state and regional agencies.
- Today, one of every 20 Americans with a college degree is a CSU graduate.
- 1 in every 10 employees in California is a CSU alumnus.
- The CSU awards 45 percent of the bachelor’s degrees earned in California.
- More than half of all the nurses in the state earn their degrees from the CSU.
- The CSU awards 95 percent of the hospitality/tourism degrees in the state.
- Nearly half of all of the state’s engineers earn their degrees from the CSU.
- The CSU is the leading provider of teacher preparation programs in the state.
- The CSU offers more than 115 fully online and 96 hybrid degree programs and concentrations.
- The CSU offers 3,250 online courses to provide more educational options to students who may prefer an online format to a traditional classroom setting.
- The CSU’s growing online concurrent enrollment program gives students the ability to enroll in courses offered by other campuses in the CSU system.
- Over the past four years, the CSU has issued nearly 50,000 professional development certificates in education, health services, business and technology, leisure and hospitality, manufacturing, international trade, and many other industries.
- Nearly half of the CSU’s 474,000 students are engaged in some type of community service, totaling 32 million hours of service annually.

- More than 13,000 students participate in STEM (science, technology engineering and mathematics) service-learning courses.
- For every \$1 that the state invests in the CSU, the university generates \$5.43 for California’s economy.

Governance

The system is governed by the Board of Trustees, most of whom are appointed by the governor and serve with faculty and student representatives. The CSU Chancellor is the chief executive officer, reporting to the Board. The campus presidents serve as the campus-level chief executive officers. The Trustees, Chancellor and presidents develop systemwide educational policy. The presidents, in consultation with the Academic Senate and other campus stakeholder groups, render and implement local policy decisions.

CSU Historical Milestones

The individual California State Colleges were established as a system with a Board of Trustees and a Chancellor in 1960 by the Donahoe Higher Education Act. In 1972, the system was designated as the California State University and Colleges, and in 1982 the system became the California State University (CSU). Today, the CSU is comprised of 23 campuses, including comprehensive and polytechnic universities and, since July 1995, the California Maritime Academy, a specialized campus.

The oldest campus—San José State University—was founded in 1857 and became the first institution of public higher education in California. The newest—CSU Channel Islands—opened in fall 2002, with freshmen arriving in fall 2003.

In 1963, the State Academic Senate was established to act as the official voice of CSU faculty in systemwide matters. Also, the California State College Student Presidents Association—which was later renamed the California State Students Association—was founded to represent each campus student association on issues affecting students.

Through its many decades of existence, the CSU has continued to adapt to address societal changes, student needs and workforce trends. While the CSU’s core mission has always focused on providing high-quality, affordable bachelor’s and master’s degree programs, over time the university has added a wide range of services and programs to support student success – from adding health centers and special programs for veterans to building student residential facilities to provide a comprehensive educational experience.

To improve degree completion and accommodate students working full- or part-time, the educational paradigm expanded to give students the ability to complete upper-division and graduate requirements through part-time, late afternoon, and evening study. The university also expanded its programs to include a variety of teaching and school service credential programs, specially designed for working professionals.

The CSU marked another significant educational milestone when it broadened its degree offerings to include doctoral degrees. The CSU independently offers educational doctorate (Ed.D.), Doctor of Physical Therapy (DPT), and Doctor of Nursing Practice (DNP) degree programs. A limited number of other doctoral degrees are offered jointly with the University of California and private institutions in California.

In 2010, in an effort to accommodate community college transfer students, the university, in concert with the California Community Colleges, launched the Associate Degree for Transfer, which guarantees admission to the CSU with junior status.

Always adapting to changes in technology and societal trends to support student learning and degree completion, the CSU initiated another milestone in 2013, when it launched Cal State Online, a systemwide collection of services that support the delivery of fully online programs from campuses. Now, full-time students also have access to fully online courses offered at other CSU campuses.

By providing an accessible, hands-on education that prepares graduates for career success, the CSU has created a network of alumni that is so extensive and renowned that it spans across the globe. In 2014-15, the CSU celebrated The Class of 3 Million, the year-round campaign celebrating the 3 million alumni from all of CSU's campuses, including the Class of 2015.

The CSU strives to continually develop innovative programs, services and opportunities that will give students the tools they need to meet their full potential. With 23 campuses, 474,000 students and 49,000 faculty and staff, the CSU is committed to providing a quality higher education that prepare students to become leaders in the changing workforce.

Trustees of the California State University

Ex Officio Trustees

The Honorable Edmund G. Brown, Jr.
Governor of California

The Honorable Gavin Newsom
Lieutenant Governor of California

The Honorable Anthony Rendon
Speaker of the Assembly

The Honorable Tom Torlakson
State Superintendent of Public Instruction

Dr. Timothy P. White
Chancellor of The California State University

Officers of the Trustees

The Honorable Edmund G. Brown, Jr. - President
Rebecca D. Eisen - Chair
Adam Day - Vice Chair
Framroze Virjee - Secretary
Steve Relyea - Treasurer

Appointed Trustees

Appointments are for a term of eight years, except student, alumni, and faculty trustees, whose terms are for two years. Terms expire in the year in parentheses. Names are listed alphabetically.

- Silas Abrego (2021)
- Jane W. Carney (2022)
- Adam Day (2023)
- Rebecca D. Eisen (2018)
- Douglas Faigin (2017)
- Debra S. Farar (2022)
- Jean P. Firstenberg (2018)
- Lillian Kimbell (2024)
- Thelma Meléndez de Santa Ana (2017)
- Hugo N. Morales (2020)
- John Nilon (2018)

- J. Lawrence Norton (2019)
- Jorge Reyes Salinas (2018)
- Lateefah Simon (2019)
- Steven Stepanek (2017)
- Peter J. Taylor (2021)
- Maggie White (2017)

Correspondence with Trustees should be sent to:

c/o Trustees Secretariat
The California State University
401 Golden Shore
Long Beach, CA 90802-4210

Office of the Chancellor

The California State University
401 Golden Shore
Long Beach, California 90802-4210
Phone: 562.951.4000

Name	Title
Dr. Timothy B. White	Chancellor - CSU System
Mr. Steve Relyea	Executive Vice Chancellor and Chief Financial Officer
Dr. Loren J. Blanchard	Executive Vice Chancellor, Academic and Student Affairs
Mr. Framroze Virjee	Executive Vice Chancellor, General Counsel
Mr. Garrett P. Ashley	Vice Chancellor, University Relations and Advancement
Mr. Andrew Jones	Interim Vice Chancellor, Human Resources
Mr. Larry Mandel	Vice Chancellor and Chief Audit Officer

Campuses—The California State University

California State University, Bakersfield

9001 Stockdale Highway, Bakersfield, CA 93311-1022
Dr. Horace Mitchell, President
661.654.2782
www.csub.edu (<http://www.csub.edu>)

California State University, Channel Islands

One University Drive, Camarillo, CA 93012
Dr. Erika D. Beck, President
805.437.8400
www.csuci.edu (<http://www.csuci.edu>)

California State University, Chico

400 West First Street, Chico, CA 95929
Dr. Gayle E. Hutchinson, President
530.898.4636
www.csuchico.edu (<http://www.csuchico.edu>)

California State University, Dominguez Hills

1000 East Victoria Street, Carson, CA 90747
Dr. Willie Hagan, President
310.243.3696
www.csudh.edu (<http://www.csudh.edu>)

California State University, East Bay

25800 Carlos Bee Boulevard, Hayward, CA 94542
 Dr. Leroy M. Morishita, President
 510.885.3000
www.csueastbay.edu (<http://www.csueastbay.edu>)

California State University, Fresno

5241 North Maple Avenue, Fresno, CA 93740
 Dr. Joseph I. Castro, President
 559.278.4240
www.csufresno.edu (<http://www.csufresno.edu>)

California State University, Fullerton

800 N. State College Boulevard, Fullerton, CA 92831-3599
 Dr. Mildred García, President
 657.278.2011
www.fullerton.edu (<http://www.fullerton.edu>)

Humboldt State University

1 Harpst Street, Arcata, CA 95521-8299
 Dr. Lisa Rossbacher, President
 707.826.3011
www.humboldt.edu (<http://www.humboldt.edu>)

California State University, Long Beach

1250 Bellflower Boulevard, Long Beach, CA 90840-0115
 Dr. Jane Close Conoley, President
 562.985.4111
www.csulb.edu (<http://www.csulb.edu>)

California State University, Los Angeles

5151 State University Drive, Los Angeles, CA 90032
 Dr. William A. Covino, President
 323.343.3000
www.calstatela.edu (<http://www.calstatela.edu>)

California Maritime Academy

200 Maritime Academy Drive, Vallejo, CA 94590
 Rear Admiral Thomas A. Cropper, President
 707.654.1000
www.csum.edu (<http://www.csum.edu>)

California State University, Monterey Bay

100 Campus Center, Seaside, CA 93955-8001
 Dr. Eduardo M. Ochoa, President
 831.582.3000
www.csumb.edu (<http://www.csumb.edu>)

California State University, Northridge

18111 Nordhoff Street, Northridge, CA 91330
 Dr. Dianne F. Harrison, President
 818.677.1200
www.csun.edu (<http://www.csun.edu>)

California State Polytechnic University, Pomona

3801 West Temple Avenue, Pomona, CA 91768
 Dr. Soraya M. Coley, President
 909.869.7659
www.cpp.edu (<http://www.cpp.edu>)

California State University, Sacramento

6000 J Street, Sacramento, CA 95819
 Dr. Robert S. Nelson, President
 916.278.6011
www.csus.edu (<http://www.csus.edu>)

California State University, San Bernardino

5500 University Parkway, San Bernardino, CA 92407-2318
 Dr. Tomás D. Morales, President
 909.537.5000
www.csusb.edu (<http://www.csusb.edu>)

San Diego State University

5500 Campanile Drive, San Diego, CA 92182
 Dr. Elliot Hirshman, President
 619.594.5200
www.sdsu.edu (<http://www.sdsu.edu>)

San Francisco State University

1600 Holloway Avenue, San Francisco, CA 94132
 Dr. Leslie E. Wong, President
 415.338.1111
www.sfsu.edu (<http://www.sfsu.edu>)

San José State University

One Washington Square, San Jose, CA 95192-0001
 Dr. Mary A. Papazian, President
 408.924.1000
www.sjsu.edu (<http://www.sjsu.edu>)

California Polytechnic State University, San Luis Obispo

One Grand Avenue
 San Luis Obispo, CA 93407
 Dr. Jeffrey D. Armstrong, President
 805.756.1111
www.calpoly.edu

California State University, San Marcos

333 South Twin Oaks Valley Road
 San Marcos, CA 92096-0001
 Dr. Karen S. Haynes, President
 760.750.4000
www.csusm.edu (<http://www.csusm.edu>)

Sonoma State University

1801 East Cotati Avenue, Rohnert Park, CA 94928
 Dr. Judy K. Sakaki, President
 707.664.2880
www.sonoma.edu (<http://www.sonoma.edu>)

California State University, Stanislaus

One University Circle, Turlock, CA 95382
 Dr. Ellen N. Junn, President
 209.667.3122
www.csustan.edu (<http://www.csustan.edu>)

Average Support Cost per Full-time Equivalent Student Sources of Funds

The total support cost per full-time equivalent student (FTES) includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of FTES. The total CSU 2016/17 budget amounts were \$3,169,425,000 from state General Fund (GF) appropriations (not including GF debt service) and before adding \$36.8 million CalPERS retirement adjustment, \$1,685,885,000 from tuition fee revenue and after tuition fee discounts (forgone revenue), and \$528,555,000 from other fee revenues for a total of \$5,383,865,000. The 2016/17 resident FTES target is 361,644 and the nonresident FTES

based on past-year actual is 22,552 for a total of 384,196 FTES. The GF appropriation is applicable to resident students only whereas fee revenues are collected from resident and nonresident students. FTES is determined by dividing the total academic student load (e.g. 15 units per semester) (the figure used here to define a full-time student's academic load).

The 2016/17 average support cost per FTES based on GF appropriation and net tuition fee revenue only is \$13,152 and when including all sources as indicated below is \$14,528, which includes all fee revenue (e.g. tuition fees, application fees, and other campus mandatory fees) and debt service in the CSU Operating Fund. Of this amount, the average net tuition and other fee revenue per FTES is \$5,764.

2016/17

	Amount	Average Cost Per FTES	%
State Appropriation (GF)*	3,169,425,000	8,764	60.3
Net Tuition Fee Revenue**	1,685,885,000	4,338	30.2
Other Fees Revenue**	528,555,000	1,376	9.5
Total Support Cost	5,383,865,000	14,528	100.0

* Represents state GF appropriation in the Budget Act of 2016/17; GF is divisible by resident students only (361,644 FTES).

** Represents CSU Operating Fund, Tuition Fee and other fees revenue amounts (net of tuition fee discounts) submitted in campus August 2016/17 final budgets. Revenues are divisible by resident and nonresident students (384,196 FTES).

The average CSU 2016/17 academic year, resident, undergraduate student basic tuition fee and other Mandatory fees required to apply to, enroll in, or attend the university is \$6,881 (\$5,472 tuition fee plus \$1,409 average campus-based fees). However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

Campus Smoking Policy

Please view the revised smoking policy for the Cal Poly campus implemented January 2, 2004 at <http://policy.calpoly.edu/cap/finalTOC.htm>.

Career Placement

The Career Services office 805.756.2501 may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment or continued into graduate or professional schools. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

Civil and Criminal Penalties for Violation of Federal Copyrights Law

Anyone who is found to be liable for copyright infringement may be ordered to pay either actual damages suffered as a result of the infringement along with any profits of the infringer attributable to the infringement that are not already taken into account in computing the actual damages, or "statutory" damages between \$750 and \$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.) Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines. (See 17 U.S.C. §506 and 18 U.S.C. §2319.)

Determination of Residency for Nonresident Tuition Purposes

University requirements for establishing residency for tuition purpose are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay University fees on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University (CSU) are California Education Code sections 68000-68085, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916.

Residency material can be viewed on the Internet by accessing the CSU's website at www.calstate.edu/GC/resources.shtml (<http://www.calstate.edu/GC/resources.shtml>).

Each campus's Admissions Office is responsible for determining the residency status of all new and returning students based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least 366 days prior to the residency determination date for the term in which enrollment is contemplated, can demonstrate physical presence in the state combined with evidence of intent to remain in California indefinitely, may establish California residency for tuition purposes. A minor normally derives residency from the parent(s) they reside with or most recently reside with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial independence. Financial independence is required, along with physical presence and intent, to be eligible for reclassification. Financial independence is established if in the calendar year the reclassification application is made and in any of the three calendar years preceding the reclassification application the student:

- has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent;
- has not and will not receive more than seven hundred and fifty dollars (\$750) per year in financial assistance from his/her parent; and
- has not lived and will not live longer than six (6) weeks in the home of his/her parent.

A nonresident student who has been appointed as a graduate student teaching assistant, a graduate student research assistant, or a graduate student teaching associate on any CSU campus and is employed on a 0.49 or more time basis is exempt from the financial independence requirement.

Non-citizens establish residency in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residency requirements are contained in California Education Code sections 68070-68085 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three or more years of high school (grades 9-12) in California or attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools, and graduated from a California high school or attained the equivalent of graduation. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

Residency determination dates

Term	Date
Fall	September 20
Winter	January 5
Spring	April 1
Summer	July 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residency classification appeal must be in writing and submitted to:

The California State University, Office of General Counsel,
401 Golden Shore, 4th Floor, Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.

Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect

classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Admissions Office.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.

**A proposal to change the contact information and notification period at the CSU Office of General Counsel is pending and will be available after March 2017.*

Higher Education Act (HEA)

Under the Higher Education Act of 1965 (HEA) and its many amendments, Cal Poly is required to make certain disclosures and institutional information "readily available" to prospective and enrolled students, employees, the general public and the department of education on an annual basis (20 U.S.C. Section 1092(a)). For additional information, please contact the Dean of Students Office at 805.756.0327.

Privacy Rights of Students in Education Records

https://registrar.calpoly.edu/ferpa_summary

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the Office of Academic Records or the Educational Equity Services Office. Among the types of information included in the campus statement of policies and procedures are:

1. the types of student records maintained and the information they contain;
2. the official responsible for maintaining each type of record;
3. the location of access lists indicating persons requesting or receiving information from the record;
4. policies for reviewing and expunging records;
5. student access rights to their records;
6. the procedures for challenging the content of student records;
7. the cost to be charged for reproducing copies of records; and
8. the right of the student to file a complaint with the Department of Education.

The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release "directory information" concerning 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 attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Written objections should be sent to the University Registrar.

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

Completion/Graduation Rates

Information concerning completion, graduation rates and student body diversity at Cal Poly may be found at Institutional Planning and Analysis website http://ir.calpoly.edu/content/publications_reports/index; 805.756.2204.

Equity in Athletics Disclosure Act (EADA)

http://ir.calpoly.edu/content/publications_reports/ret_grad/index

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams.

In compliance with this requirement, information contained in the current report for Cal Poly San Luis Obispo is available on the US Department of Education's web site at <http://ope.ed.gov/athletics> (select "Get data for one institution"). Alternatively, a link is also available to this and other publications through Cal Poly's Institutional Planning & Analysis web site (see link at top of this section). A paper copy of the report is available upon request.

Campus Security Report (Clery Act)

<http://afd.calpoly.edu/police/>

Crime statistics for Cal Poly are provided for all prospective and current students, faculty and staff on the website, along with critical updates and prevention advisories. These statistics are reported monthly to the Federal and State Departments of Justice as well as annually to the Office of the Chancellor of the CSU. Crime statistics are published to inform the campus community and to meet mandated reporting

requirements. A printed copy of the Campus Security Report is available by request at the University Police Department.

Student Activities

Information concerning student activities may be found at the Cal Poly Student Affairs website <http://www.studentaffairs.calpoly.edu/get-involved>; 805.756.5903.

Availability of Institutional and Financial Assistance Information

Student Financial Assistance. Director, Financial Aid, Admin. 212; 805.756.2927

1. A description of the federal, state, institutional, local, and private student financial assistance programs available to students who enroll at Cal Poly;
2. For each aid program, a description of procedures and forms by which students apply for assistance, student eligibility requirements, criteria for selecting recipients from the group of eligible applicants, and criteria for determining the amount of a student's award;
3. A description of the rights and responsibilities of students receiving financial assistance, including federal Title IV student assistance programs, and criteria for continued student eligibility under each program;
4. The satisfactory academic progress standards that students must maintain for the purpose of receiving financial assistance and criteria by which a student who has failed to maintain satisfactory progress may reestablish eligibility for financial assistance;
5. The method by which financial assistance disbursements will be made to students and the frequency of those disbursements;
6. The way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the student may opt out;
7. The terms of any loan received as part of the student's financial aid package, a sample loan repayment schedule, and the necessity for repaying loans;
8. The general conditions and terms applicable to any employment provided as part of the student's financial aid package;
9. The terms and conditions of the loans students receive under the Direct Loan and Perkins Loan Programs;
10. The exit counseling information the school provides and collects for student borrowers; and
11. Contact information for ombuds offices available for disputes concerning federal, institutional and private loans.

Return of Federal Title IV student assistance funds. Director, Financial Aid, Admin. 212; 805.756.2927.

Cost of Attending Cal Poly. Director, Financial Aid, Admin. 212; 805.756.2927: fees and tuition (where applicable); the estimated costs of books and supplies; estimates of typical student room, board, and transportation costs; and, if requested, additional costs for specific programs.

Refund Policies. Assistant Director, Student Financial Services, Admin. 211; 805.756.1428: return of unearned tuition and fees or other refundable portions of institutional charges.

Facilities and Services available to Students with Disabilities. Director, Disability Resource Center, Student Services Bldg. 124; 805.756.1395.

Reporting Criminal Actions or Other Emergencies. University Police, Building 74; 805.756.2281.

Annual Fire Safety Report. Facility Services, Bldg. 80; 805.756.6662.

Prevention of Drug and Alcohol Abuse and Rehabilitation Programs. Office of the Vice President for Student Affairs, Admin. 209; 805.756.1521.

Grievance Procedures for Students. The Dean of Students Office, Bldg 124, Rm 125; 805.756.0327.

Teacher Certification Examinations, pass rates, teacher preparation programs. School of Education, Bldg 2, Rm 120; 805.756.2126.

Programs Leading to Licensure and Credentialing

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements. Information concerning licensure and credentialing requirements are available from the Office of the Registrar, Admin. 222; 805.756.2531.

Military Selective Service Act

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959 may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution. Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Student Complaint Procedure

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

1. If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at <http://www.wascsenior.org/>. WASC is the agency that accredits the CSU's academic progress.

2. If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and false advertising, you may present your claim to the campus president or designee at (Jessica Darin, Chief of Staff, darin@calpoly.edu). See Procedure for Student Complaints—Executive Order No. 1063 for details regarding the complaint requirements and complaint process: <http://www.calstate.edu/eo/eo-1063.html>. The president or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the president or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.

Student Conduct

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

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.
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, university, or other educational institution. The term "hazing" does not include customary athletic events or school sanction 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 of, 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.
- 3. 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 Executive Order 1098 (Revised June 23, 2015), available at <http://calstate.edu/eo/EO-1098-rev-6-23-15.html>.]
- 4. Application of this Code**
Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.
- 41302. Disposition of Fees: Campus Emergency; Interim Suspension.**
The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.
- During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to

meet the emergency, safe-guard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases 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.

Use of Social Security Number

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