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 My Coyote Self Service.

Class Level of Students

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Units earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lower-division</strong></td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>0-44.9 quarter units</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45-89.9 quarter units</td>
</tr>
<tr>
<td><strong>Upper-division</strong></td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>90-134.9 quarter units</td>
</tr>
<tr>
<td>Senior</td>
<td>135 quarter units or more</td>
</tr>
<tr>
<td><strong>Postbaccalaureate</strong></td>
<td>Holding a baccalaureate degree from an accredited college and not pursuing a graduate degree program (2nd B.A./certificate)</td>
</tr>
<tr>
<td><strong>Unclassified</strong></td>
<td>No degree or credential objective, nor pursuing a 2nd B.A. or B.S. or certificate</td>
</tr>
<tr>
<td>Conditionally classified</td>
<td>completing prerequisite requirements for the credential</td>
</tr>
<tr>
<td><strong>Classified</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate</strong></td>
<td></td>
</tr>
<tr>
<td>Postbaccalaureate</td>
<td>Postbaccalaureate student pursuing a graduate degree</td>
</tr>
<tr>
<td>Conditionally classified</td>
<td>Completing prerequisite requirements for graduate degree</td>
</tr>
<tr>
<td>Classified</td>
<td>Admitted to the degree program</td>
</tr>
</tbody>
</table>

SOAR (Student Orientation, Advising & Registration)

CSUSB Orientation and First Year Experience website (http://sld.csusb.edu/Soar2Success)

All new undergraduate students, including entering freshmen and transfers, must attend SOAR. Failure to do so will result in a denial of a student's registration request. Only students who have been admitted by the university can attend. Dates for these sessions are provided by the Office of Orientation and First Year Experience.

SOAR provides students with key resources and tools to help ease the transition to CSUSB. 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. Bring an updated copy of the Program Advising Worksheet for Students (PAWS) to the advising appointment.
3. Develop a tentative course schedule using the University Bulletin, Class Schedule and PAWS.
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.

Faculty Advisor

Students have the opportunity to meet with a faculty advisor each term for help in planning their academic programs and schedules of classes. Usually, the faculty advisor is from the student’s major field. To make contact with an advisor use CSUSB Academic Advising (http://advising.csusb.edu) or call the appropriate department office as listed in the Class Schedule. Students who have not yet declared a major should contact Advising and Academic Services for an appointment. All students should confer with an advisor on a regular basis.

Academic Probation

First-term undergraduate students who are placed on academic probation must confer with an Advising and Academic Services advisor prior to registration and must adhere to that advisor’s specific recommendations which are designed to improve the student’s grade point average.

Academic Course Load

Students planning to finish their undergraduate degree requirements in four years by attending three quarters each year must complete a minimum of 15-16 units per quarter. To be considered full-time for veteran’s benefits and financial aid purposes, an undergraduate student must enroll in a minimum of 12 units. With their advisor’s consent, students may carry up to 17 quarter units per term (seniors may carry up to 19.5).

Unit Overloads

A student may carry more than 17 units (19.5 for senior) only upon petition to his or her 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 (“B”) or better. Additional units may be added once “Late Registration” begins, if classes remain open and the overload is approved. Unit limits in the summer are different.

Mandatory Basic Skills

College-level skills in written communication (composition), computation (mathematics), oral communication, and critical thinking are basic to
success at the university. To qualify for first-year Composition and General Education mathematics courses, all new students who are not exempt must take the English Placement Test (EPT) and the Entry Level Mathematics (ELM) tests before registering for their first quarter of attendance. Students are also required to complete the English Department’s Directed Self-Placement (DSP) self-assessment in order to select the appropriate English composition course. Students may choose to enroll in any of the four first-year Composition options (ENG 102A - ENG 103A - ENG 104A, ENG 102B - ENG 103B - ENG 104B, ENG 105A - ENG 106A, ENG 105B - ENG 106B or ENG 107). They must remain enrolled in their chosen option until their General Education requirement has been completed (ENG 104A, ENG 104B, ENG 106A, ENG 106B, or ENG 107). All new students who have not completed the General Education mathematics requirement (or equivalent courses) must enroll in a General Education mathematics course (MATH 110, MATH 115, MATH 120, MATH 192, or MATH 211). They must remain enrolled in these courses until the requirement has been completed. Students who do not qualify for enrollment in those courses must enroll in appropriate developmental courses (MATH 75, MATH 80 or MATH 90, depending on ELM scores) until they are qualified to enroll in the General Education courses. 

Students must complete the first-year composition course and any developmental work in mathematics during the first year of enrollment unless granted an exception. The year begins July 1 and ends June 30. Failure to meet these requirements will result in the ending of matriculation at CSUSB. Contact Advising and Academic Services for special circumstances at (909) 537-5034.

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.

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.

Credit by Examination

A student may petition to receive course credit by examination. In this manner 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 40 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.

For regulations concerning credit by examination in graduate programs refer to Graduate Degree and Program Requirements (http://bulletin.csusb.edu/archive/2014-15/graduate-degree-programs/graduate-degree-program-requirements).

Concurrent Enrollment

A student in good academic standing at California State University who has completed at least 18 quarter 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. Note that students attending CSUSB on I-20 visas are not eligible for concurrent enrollment.

Undergraduate students wishing to complete courses at another institution must submit a Concurrent Enrollment contract (http://re.csusb.edu/misc/documents/ConcurrentEnrollmentOct10.pdf) with the Office of Records.
Registration, and Evaluations 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 local California Community Colleges, or other local institutions with which articulation agreements are in place. Upon completion of the course(s), the student must request 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**

Students enrolled at any CSU campus will have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student’s home CSU campus as elective credit, students must consult their home campus academic advisors to determine how such courses may apply to their 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 Records, Registration and Evaluations (http://rre.csusb.edu).

**CSU Intrasystem Concurrent Enrollment.** Matriculated students in good standing may enroll at both their home campus and a host CSU campus during the same term. Students attending CSUSB on I-20 visas may participate in the Intrasystem Concurrent Enrollment program, but must be concurrently enrolled (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB. Credit earned at the host campus is reported to the home campus to be included on the student’s transcript at the home campus.

**CSU Intrasystem Visitor Enrollment.** Matriculated students in good standing may enroll 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. Students attending CSUSB on I-20 visas are not eligible for this program.

**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. Students attending CSUSB on I-20 visas are not eligible to attend the community college. They may participate in this program and attend a CSU or UC, but must be concurrently enrolled (and complete) at least 12 units at CSUSB, and may enroll only in upper-division courses that are not offered at CSUSB.

**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 quarter.
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 (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 (http://academicscheduling.csusb.edu) **Class Schedule**, prepared each quarter 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 priority registration each quarter at the Academic Scheduling (http://academicscheduling.csusb.edu) web site. Students are responsible for being aware of information contained in the academic term (http://academicscheduling.csusb.edu) **Class Schedule**.

**Registration Procedures**

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

**Simultaneous Enrollment**

Procedures have been established whereby a student may enroll in two courses that are scheduled to meet at overlapping times. The student should procure a Petition for Waiver of University Regulations from Advising and Academic Services, meet with instructors for both of the courses involved to make special arrangements, and obtain the written approval of both instructors. All other registration procedures apply, including the use of Add Slips for courses that are closed or enrollment after the second week of class.

**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, Page 4, lists registration dates. Late registrants may find themselves handicapped in arranging their programs due to closed classes. A $25 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 three weeks of class.

Forms for such changes may be obtained at the Office of Records, Registration and Evaluations 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 quarter via My Coyote Self Service. During the second week of the quarter, classes may be added with the permission of the instructor. During the third week of the quarter, students will need the permission of the instructor and the department chair in order to add a class. Students may not add classes after the end of the third week of the quarter 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 Records, Registration and Evaluations at (909) 537-5200.

### Adding a Closed Class

During the first three weeks of the quarter, 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 third week of the quarter 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.

### 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 of Undergraduate Studies for undergraduates or the Dean of Graduate Studies for postbaccalaureate and graduate students and will require documentation from the instructor which will show that the student attended the class and earned a passing grade.

### Drops and Withdrawals

Beginning Fall quarter 2009, undergraduate students may not exceed 28 quarter 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 Learning and special session. The policy for all undergraduate students will be available at CSUSB Undergraduate Advising (http://www.ugs.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 third 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 (http://bulletin.csusb.edu/archive/2014-15/calendar) and in the academic term (http://academicscheduling.csusb.edu) Class Schedule. Census Date falls on the last day of the third week of the Fall, Winter, Spring, and Summer (Regular) Session 1. Census Date for Summer Session 6W1 and Summer Session 6W2 falls on the sixth day in either 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. Students transferring from other institutions should note that the last day to drop a class without a record of enrollment (i.e., Census Date) takes place much earlier at CSUSB than they may have been accustomed to at other institutions.

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 three 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 three weeks of the Fall, Winter, or Spring quarters (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 quarter, including Summer.

Administrative Drop

Faculty members may initiate an administrative drop of a student in their courses based on any one of the following criteria:

Lack of attendance

Students who fail to attend two consecutive class meetings during the first three weeks of the quarter 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 Blackboard) within the first four days of the start of the quarter may also be dropped during the first three weeks of the quarter.

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 quarter.

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 Student Accounts Office at 909-537-5162.

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 quarter 2009, undergraduate students may withdraw from no more than 28 quarter units during their entire undergraduate academic career at CSUSB.

Withdrawals after Census Date and through the end of the eighth week of the quarter 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 with documentation to support the request to withdraw from the course(s). Poor performance or poor attendance in the course is not an acceptable reason to withdraw from a course during this period.

Petitions to withdraw after Census Date are available in the offices of the five Colleges for declared majors and in Advising and Academic Services (UH-380) for undeclared students. Withdrawals during this period will require written documentation along with the signature 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 28 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 nine 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 getting 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 nine through the last day of instruction must be made by petition with documentation to support the request to withdraw. These requests will be processed by the Director of Advising and Academic Services, UH-380. If approved, such withdrawals will not count against the 28 units students are allowed to withdraw.

Excessive or Unauthorized Withdrawal

Students who do not officially withdraw or who exceed the 28 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.

Term Withdrawal from All Classes

Students who find it necessary to withdraw from all classes after enrolling for any academic term are required to follow the University’s official Term Withdrawal procedures outlined in the Class Schedule. Beginning ten days prior to the start of the quarter, these withdrawals must be processed in person in the Records, Registration, and Evaluations Office, UH-171. A picture ID is required to complete the in-person withdrawal. Prior to this time, the withdrawals can be processed by the student through MyCoyote. Call 909-537-5200, option 5 for more information. 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 petition for readmission before being permitted to enroll in another academic term.

Students who receive financial aid funds are strongly encouraged to consult with the Financial Aid Office prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. 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 three weeks of the Fall, Winter, or Spring quarters (i.e. from the first day of instruction through Census Date) and will have no record of enrollment listed on their permanent record. 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 quarter, including Summer.

Term Withdrawal after Census Date

Term Withdrawals after Census Date and through the end of the eighth week of the quarter 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 with documentation to support the request to withdraw from all course(s). Poor performance or poor attendance in the course is not an acceptable reason to withdraw during this period.

Petitions to withdraw after Census Date are available in the offices of the five Colleges for declared majors and in Advising and Academic Services, UH-380, for undeclared students. Withdrawals during this period will require written documentation along with the signature of the instructor, the department chair or school director of the class, and the Dean of the College of the student’s major. 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 28 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 nine 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 nine through the last day of instruction must be made by petition with documentation to support the request to withdraw. These requests will be processed by the Director of Advising and Academic Services. If approved, such withdrawals will not count against the 28 units 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 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 28 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 grades 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 post baccalaureate 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 two consecutive quarters must file a leave of absence to preserve their current catalog rights (Title 5, Article 5, See. 40401). A petition, available through the Office of Advising and Academic Services, UH-380, 537-5034, must be filed and approved.

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 quarter 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 third regular quarter 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 Records, Registration and Evaluations will be considered to have withdrawn from the university at the end of their last quarter of regular enrollment.

International students must submit a copy of the leave of absence petition to the International Center, UH-235. Visa students must be registered as full-time students except, when after three consecutive quarters of
regular enrollment they decide to take a quarter 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.

**Military Leave of Absence**

For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service, Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two years due to approved educational reasons and for circumstances beyond a student’s control. The university will approve a leave for students called for active military service as a result of mobilization of U.S. military reserves. Students will retain their catalog rights and may register for subsequent quarters. In the case of students called for active military service, the university will authorize withdrawals throughout the quarter. For additional information, assistance with dropping current classes and other processing, see the veteran’s coordinator in the Office of Records, Registration and Evaluations (UH-171, 537-5213).

**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 with the Office of Records, Registration and Evaluations to obtain that approval. Failure to file a concurrent enrollment form may result in coursework not being accepted and revised G. E. and major requirements being required. Official transcripts must be submitted once coursework is completed.

**Returning from Approved Leave of Absence**

When students plan to return from their leave, a readmission form, available through the Office of Records, Registration and Evaluations must be submitted within the filing period for the quarter of return. 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 quarter except for Fall quarter grades which will be available the first business day of the following January. Grades are accessed through My Coyote Self Service.

**Student Academic Grade Grievance Procedures**

Advising and Academic Services, UH-380
CSUSB Undergraduate Advising and Academic Services website (http://www.ugs.csusb.edu/advising/grievances.html)

Information concerning grade grievances and other academic grievances may be obtained from Advising and Academic Services, University Hall, Room 380, (909) 537-5034 or from College Deans’ offices. Generally, a grade grievance must be initiated by the student within no more than 40 working days after the grade is recorded.

Information concerning nonacademic grievances and discrimination complaints may be obtained from the Office of the Vice President for Student Affairs, UH-231, other Vice Presidents’ offices, and College Deans’ offices. A grievance or complaint must be filed within no more than 40 calendar days after the student learned or reasonably should have learned of the occurrence of the grievance/complaint event. These policies can also be accessed at Student Affairs website (http://studentaffairs.csusb.edu/policies.html).

**Grades**

The grade symbols used at the university are as follows:

<table>
<thead>
<tr>
<th>Grade symbol</th>
<th>Performance level</th>
<th>Grade points per quarter hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unauthorized</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Incomplete Authorized</td>
<td>0.0</td>
</tr>
</tbody>
</table>
IC | Incomplete Charged | 0.0
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 | 0.0
FW | Failed, Withdrawn | 0.0
UW | Unofficial Withdrawal | 0.0

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. 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 the 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 he or she has received an “I” until that “I” has been converted to a grade other than “I”, e.g., A-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 Form. 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 form. Note: In some instances the instructor may have indicated on the Incomplete Form 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. Students will be required to refile their grad check for 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 Records, Registration and Evaluations 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 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. (Previously SP.)

W (Withdrawal): The symbol W indicates that the student was permitted to withdraw from the course after the 15th 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 Undergraduate Advising website (http://www-ugs.csusb.edu/advising). Students who have withdrawn from the maximum 28 units allowed will be assigned a WU grade for any subsequent withdrawals.

WU (Withdrawal Unauthorized): The symbol WU 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 28 allowed units. For purposes of grade point average and progress point computation this symbol is equivalent to an F. (Previously U.)

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 36 quarter 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 36 quarter units or more graded credit/no credit at another institution or institutions precludes the student from offering 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 36-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 45 quarter 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 (45 through 89.9 quarter 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 (90 through 134.9 quarter 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 (135 or more quarter 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 Advising and Academic Services to act to disqualify an individual not on probation 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 at the end of any quarter under any of the provisions of this policy should be notified before the beginning of the next consecutive regular quarter. Students disqualified 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 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/archive/2014-15/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 administrative-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

A student placed on academic probation may appeal this action by contacting the Director of Advising and Academic Services. A student placed on academic probation may be required to meet with an academic advisor and sign an Administrative Contract with Advising and Academic Services. Failure to meet with an advisor and sign a contract or failure to meet the terms of the Administrative Contract will result in a registration service indicator hold for future enrollment.

A 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 Advising and Academic Services at (909) 537-5034 in order to receive the guidelines to petition for readmission.

Repeat of Courses: Undergraduate Students

1. Undergraduate students may only repeat courses if they earned grades lower than a “C.” This policy (which went into effect as of Fall 2009) applies to any grade earned at CSUSB at any time. A maximum of twenty-four (24) units may be repeated for grade forgiveness (formerly called grade discounting). An additional eighteen quarter units may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of three (3) attempts per non-repeatable course. No repeats will be allowed beyond these limits.

Course Repeats with Grade Forgiveness

Grade forgiveness (discounting a grade) for a repeated course is by petition only. If the petition for grade forgiveness is approved, the new grade replaces the former grade in terms of GPA calculation. Petitions should be filed after the completion of the course used to discount the previous course. 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 24 quarter 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 no more than two times. 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. If the grade earned the second time is still lower than a "C," the student may repeat the course a final time. No subsequent attempts will be allowed.

c. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Course Repeats with Grades Averaged

1. Undergraduate students may repeat an additional 18 quarter 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 24 quarter 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 Learning’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 24 units that can be repeated for grade forgiveness.

The approval will allow the student to be in good academic standing. Students seeking academic renewal should consult with the Director, Advising and Academic Services (UH-380).

Academic Renewal

Under certain circumstances, a student may petition to have up to two semesters or three quarters of previous course work 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 GE, 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 (22 units with at least a 3.0 grade point average; 45 units with at least a 2.5 grade point average; or 67 units with at least a 2.0 grade point average).

Plagiarism and Cheating

Plagiarism and cheating are violations of the Student Discipline Code (see Appendix) and may be dealt with by both the instructor and the Judicial Affairs Officer. Procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the Office of the Vice President, Student Services.

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.

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 24 unit maximum allowed for grade forgiveness and toward the 36 unit maximum of units applied from Open University.
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 may be handled directly by the instructor or may be referred by the instructor to the Judicial Affairs Officer.

If handled by the instructor, 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.

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

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 Judicial Affairs Officer. In that event, the procedures specified under Executive Order 970 (Student Disciplinary Procedures 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.

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 will 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 70 quarter units must declare a major by the time they achieve junior class status (90 quarter units). Students transferring to CSUSB with 70 or more quarter units are strongly encouraged to declare a major when they matriculate.

In order to declare or change a major, students should process a Change of Major form through the Office of Records, Registration and Evaluations. 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 that dual concentrations within the same major will require approval from the Department Chair.

A processing fee will be assessed each time a student files a Change of Major form. (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 70 units (this will count 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 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 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 he or she has completed 90 quarter 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 70 quarter 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 70 or more quarter units will be required to declare a major after they have completed 20 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 referral to an academic department or, in some cases, to the Career Development Center. If a major is not declared by the completion of 20 quarter 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
University Honors

University Honors for graduation

To be considered for University Honors for graduation, an undergraduate student must have completed a minimum of 45 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 quarter prior to commencement (i.e. winter 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 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 three 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.

Graduation Requirement Check

Undergraduate students must request a Graduation Requirement Check (Grad Check) (http://rre.csusb.edu/misc/documents/gradcheckformOct2013.pdf) at the Office of Records, Registration and Evaluations (UH-171) when they have completed 135 units towards their degree. Graduate students must request a Grad Check at least one term prior to their expected graduation.

To avoid late fees, the Grad Check should be filed by the established deadlines listed below. Graduate students may file the Grad Check by the deadlines below without being advanced to candidacy, but the Grad Check cannot be completed until the advancement is received in the Office of Records, Registration and Evaluations.

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Filing Date (first business day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Quarter</td>
<td>January</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>February</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>May</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>November</td>
</tr>
</tbody>
</table>

The fee for filing the Grad Check is $25 for each major/option requested. If the Grad Check is filed after the deadline, an additional $20 late fee for each major/option will be charged. Students who do not complete the requirements in the term for which the Grad Check was filed must re-file and pay a $20 fee for a second Grad Check for each major/option. If the re-filed Grad Check is submitted after the deadline date, an additional $20 late fee will be charged for each major/option.

Access to subsequent registration will not be allowed until the Grad Check has been re-filed or a graduate application is submitted for readmission.

The Office of Records, Registration and Evaluations will mail the official Grad Check to the address listed on the Grad Check Request form.

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 Records, Registration, and Evaluation (RRE) 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 RRE that appropriate fees will be assessed and the degree will be conferred.

Students may petition the Associate Vice President of Undergraduate Studies 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. Additionally, a hold will be placed on the student record that will prevent the student from registering for classes, obtaining a diploma, transcripts, 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.

Students earning a Special Major will automatically receive a diploma stating "Special Major." Students wishing to have a diploma reflect the field of study will need to purchase a duplicate diploma requesting this additional information. Duplicate diploma forms are available in the Office of Records, Registration and Evaluations and require a $25 processing fee.

Commencement

Special Events and Guest Services- Commencement Office
(909) 537-7365

Participation in commencement activities is voluntary.

For dates and deadlines please visit commencement.csusb.edu

Palm Desert Campus

The Palm Desert Campus holds one commencement exercise in June. In order for all eligible students to obtain information, the deadline to file a graduation check and be included in the Commencement Program is the last working day in April. The non-refundable commencement fee can be paid online or at the Palm Desert Office. Questions regarding this exercise should be directed to the Palm Desert Campus Administrative Office (760) 341-2883. Palm Desert Campus graduates have the option of also participating in the main campus ceremonies.

Master's and Doctoral Students

In order 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 or go to Graduate Studies website (http://gradstudies.csusb.edu).

Credential Students 2014/2015

Students completing a Multiple Subject, Single Subject, Education Specialist Basic credential, Pupil Personnel Services or Designated Subjects credential during the 2014-15 academic year are eligible to participate in a Credential Recognition Ceremony rather than commencement. The Credential Recognition Ceremony on the San Bernardino campus will be held in June 2015. 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 2015 at PCD. 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 16 quarter units to graduate may be permitted to enroll for postbaccalaureate credit during the final quarter 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 300- to 600-level courses will be considered. Note: Some 500- and 600-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 Records, Registration and Evaluations.

Information for Issuance of Transcripts

Single transcripts are issued at a cost of $6 per copy, payable in advance. (Refer to the fee schedule in the Class Schedule or the Fees page (http://bulletin.csusb.edu/archive/2014-15/financial-information/#feestext) of this catalog.) Copies are normally mailed two weeks after receipt of request. However, if the request specifies inclusion of grades just earned or verification of a degree just awarded, two to 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 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 Records, Registration and Evaluations 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 Vice President for Student Services for further information.

Enrollment Verification

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 weighted</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 units</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8.5 units</td>
</tr>
</tbody>
</table>

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 Office of Records, Registration and Evaluations.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full</td>
<td>12 quarter</td>
</tr>
<tr>
<td>3/4</td>
<td>9-11.5 quarter</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8.5 quarter</td>
</tr>
</tbody>
</table>

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 clean 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 Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect student’s privacy in their records maintained by the campus. The statute and regulations govern access to student’s 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 such if the student claims they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student’s written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained at the office of the vice president for student services. 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 right 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 information which the student requests not be released. Written objections should be sent to the office of the vice president for student services.

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 who have reason for using student records associated with their campus or other related academic responsibilities.

Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

Changes in Rules and Policies

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

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgement or a limitation of any rights, powers or privileges of the Board of Trustees of the California State University, the chancellor of the California State University or the president of the campus. The trustees, the chancellor and the president are authorized by law to adopt, amend or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or the California State University. The relationship of the student to the institution is one governed by statute, rules and policy adopted by the Legislature, the trustees, the chancellor, the president and their duly authorized designees.

Student Conduct

§41301. Standards for Student Conduct

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

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

Unacceptable Student Behaviors

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 oneself 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 of, 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.
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.

Summary of Civil and Criminal Penalties for
Violation of Federal Copyright Laws
As referenced earlier in Section XXI, Student Conduct (15) (G) the
penalties for copyright infringement include civil and criminal penalties.
In general, anyone found liable for civil copyright infringement may be
ordered to pay either actual damages or “statutory” damages affixed
at not less than $750 and not more than $30,000 per work infringed.
For “willful” infringement, a court may award up to $150,000 per work
infringed. A court can, in its discretion, also assess costs and attorneys’
fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties,
including imprisonment of up to five years and fines of up to $250,000 per
offense.

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.

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 students 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.

Nondiscrimination Policy
Race, Color, Ethnicity, National Origin, Age,
Genetic Information, Religion and Veteran Status
The California State University does not discriminate on the basis of
race, color, ethnicity, national origin, age, genetic information, religion
or veteran status in its programs and activities, including admission and
access. Federal and state laws, including Title VII of the Civil Rights
Act of 1964 and the California Equity in Higher Education Act, prohibit
such discrimination. César Portillo, Associate Vice President of Human
Resources, 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 Human Resources, Sierra Hall, Room 110, (909) 537-5138.

Disability
The California State University does not discriminate on the basis of
disability 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. Beth Jaworski, Director of Services to
Students with Disabilities, 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 Services to Students with Disabilities,
University Hall, Room 183, (909) 537-5238.

Sex/Gender/Gender Identity/Gender
Expression/Sexual Orientation
The California State University does not discriminate on the basis of
sex, gender, gender identity, gender expression, or sexual orientation
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. Tera Bisbee, Director of Ombuds Services
and Gender Equity and Title IX Coordinator 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 Ombuds Services and
Gender Equity, Santos Manuel Student Union, Room 103-A, (909)
537-5635. The California State University is committed to providing equal
opportunities to male and female CSU students in all campus programs,
including intercollegiate athletics (both on and off campus).

Title IX of the Education Amendments of 1972 protects all people
regardless of their gender or gender identity from sex discrimination,
which includes sexual harassment and violence.

Sexual Discrimination/Harassment/Violence
and Retaliation
It is the policy of California State University to maintain a working and
learning environment free from sexual discrimination, harassment,
violence and retaliation.

Sexual discrimination means an adverse act of sexual discrimination
(including sexual harassment and sexual violence) that is perpetrated
against an individual on a basis prohibited by Title IX of the Education
Sexual harassment is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such 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 individual, and is in fact considered by the individual, as limiting the individual’s ability to participate in or benefit from the services, activities or opportunities offered by the university. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual’s use of drugs or alcohol, or disability.

Retaliation means an adverse action is taken against an individual due to them reporting an incident or participating in an investigation. This is illegal, according to all of the laws enforced by U.S. Equal Employment Opportunity Commission.

See further information in CSUSB’s sexual violence prevention and education statement, which includes facts and myths about sexual violence in the CSUSB policies Title IX Notice of Non-Discrimination (http://policies.csusb.edu/Title_IX_Notice_of_Non-Discrimination): http://policies.csusb.edu/Title_IX_Notice_of_Non-Discrimination.pdf.

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. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (for example, in cases of sexual assault and violence); the university’s complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; 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

- Tera Bisbee
  California State University, San Bernardino
  Ombuds Services and Gender Equity
  Santos Manuel Student Union, Room 103-A
  5500 University Parkway
  San Bernardino, CA 92407
  tbisbee@csusb.edu
  http://ombuds.csusb.edu
  (909) 537-5635

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) 537-5165 (TDD available) or (909) 537-7777

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

- (800) 421-3481 or ocr@ed.gov

If you wish to fill out a complaint form online with the OCR, you may do so at: Office of Civil Rights website. (http://www2.ed.gov/about/offices/list/ocr/complaintintro.html)

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. CSU Executive Order 1074 (Cal State Executive Order website (http://www.calstate.edu/EO/EO-1074.pdf)) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a Third Party.

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

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

Safety of the Campus Community is Primary

The university’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence 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 violence shall not be subject to discipline for related violations of the Student Conduct Code.

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

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline at the university. Employees may face sanctions up to and including dismissal from employment, pursuant to established CSU policies and provisions of applicable collective bargaining unit agreements.
Students who are charged by the university with sexual discrimination, harassment or violence will be subject to discipline, pursuant to the California State University Student Conduct Procedures (see Executive Order 1073 (http://www.calstate.edu/eo/EO-1073.pdf) at http://www.calstate.edu/eo/EO-1073.pdf or any successor executive order) 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: 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.

Sexual Violence Prevention and Education Statement (Including Facts and Myths)

What You Can Do To Help Stop Sexual Violence

Sexual contact requires mutual consent. An incapacitated person (for example, a person who is intoxicated by drugs or alcohol) is incapable of giving consent.

• No one deserves to be sexually assaulted, stalked or victimized in any way.
• Don’t engage in any behavior that may be considered dating/domestic violence, sexual assault, stalking or any other form of violence.
• Never use force, coercion, threats, alcohol or other drugs to engage in sexual activity.
• Take responsibility for your actions.
• Avoid alcohol and other drugs.
• Remember “no” means “No!” and “stop” means “Stop!”
• Report incidents of violence (including coercion) to law enforcement and campus authorities.
• Discuss dating/domestic violence, sexual assault and stalking with friends—speak out against violence and clear up misconceptions.
• Don’t mistake submission or silence for consent.

What You Can Do To Help Minimize Your Risk of Becoming a Victim

• Be aware. Does your partner: Threaten to hurt you or your children? Say it’s your fault if he or she hits you and then promises it won’t happen again (but it does)? Put you down in public? Force you to have sex when you don’t want to? Follow you? Send you unwanted messages and gifts?
• Be assertive. Speak up.
• Stay sober and watch out for dates and/or anyone who tries to get you drunk or high.
• Clearly communicate limits to partners, friends and acquaintances.
• Never leave a party with someone you don’t know well and trust.
• Stay sober and watch out for dates and/or anyone who tries to get you drunk or high.
• Clearly communicate limits to partners, friends and acquaintances.
• Never leave a party with someone you don’t know well and trust.
• Trust your feelings; if it feels wrong, it probably is.
• Learn all you can and talk with your friends. Help them stay safe.
• Report incidents of violence to law enforcement and campus authorities.

What You Can Do If You Are a Victim, in General

• Go to a safe place as soon as possible.
• Preserve evidence.
• Report the incident to University Police or local law enforcement.
• Report the incident to your campus Title IX Coordinator.
• Call a domestic violence, sexual assault or stalking hotline.
• Call a friend or family member for help.
• Know that you are not at fault. You did not cause the abuse to occur and you are not responsible for someone else’s violent behavior.

Common Myths and Facts about the Causes of Sexual Violence

Myth: Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.

Fact: Rape and sexual assault are crimes of violence and control that stem from a person’s determination to exercise power over another. Neither provocative dress nor promiscuous behaviors are invitations for unwanted sexual activity. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way that person dresses or acts.

Myth: If a person goes to someone’s room or house or goes to a bar, s/he assumes the risk of sexual assault. If something happens later, s/he can’t claim that s/he was raped or sexually assaulted because s/he should have known not to go to those places.

Fact: This “assumption of risk” wrongfully places the responsibility of the offender’s action with the victim. Even if a person went voluntarily to someone’s home or room and consented to engage in some sexual activity, it does not serve as blanket consent for all sexual activity. When in doubt if the person is comfortable with an elevated level of sexual activity, stop and ask. When someone says “no” or “stop,” that means “STOP!” Sexual activity forced upon another without valid consent is sexual assault.

Myth: It is not sexual assault if it happens after drinking or taking drugs.

Fact: Being under the influence of alcohol or drugs is not an invitation for sexual activity. A person under the influence does not cause others to assault her/him; others choose to take advantage of the situation and sexually assault her/him because s/he is in a vulnerable position. A person who is incapacitated due to the influence of alcohol or drugs is not able to consent to sexual activity.

Myth: Most sexual assaults are committed by strangers. It’s not rape if the people involved know each other.

Fact: Most sexual assaults and rape are committed by someone the victim knows. A study of sexual victimization of college women showed that about 90% of victims knew the person who sexually victimized them. Most often, a boyfriend, ex-boyfriend, classmate, friend, acquaintance or co-worker sexually victimized the person. It is important to remember that sexual assault can occur in both heterosexual and same-gender relationships.

Myth: Rape can be avoided if women avoid dark alleys or other “dangerous” places where strangers might be hiding or lurking.

Fact: Rape and sexual assault can occur at any time, in many places, to anyone.

Myth: A person who has really been sexually assaulted will be hysterical.
Fact: Victims of sexual violence exhibit a spectrum of responses to the assault which can include: calm, hysteria, withdrawal, anxiety, anger, apathy, denial and shock. Being sexually assaulted is a very traumatic experience. Reaction to the assault and the length of time needed to process through the experience vary with each person. There is no “right way” to react to being sexually assaulted. Assumptions about the way a victim “should act” may be detrimental to the victim because each victim copes in different ways.

Myth: All sexual assault victims will report the crime immediately to the police. If they do not report it or delay in reporting it, then they must have changed their minds after it happened, wanted revenge or didn’t want to look like they were sexually active.

Fact: There are many reasons why a sexual assault victim may not report the assault to the police or campus officials. It is not easy to talk about being sexually assaulted and can feel very shameful. The experience of retelling what happened may cause the person to relive the trauma. Another reason for delaying a report or not making a report is the fear of retaliation by the offender. There is also the fear of being blamed, not being believed and being required to go through judicial proceedings. Just because a person does not report the sexual assault does not mean it did not happen.

Myth: Only young, pretty women are assaulted.

Fact: The belief that only young, pretty women are sexually assaulted stems from the myth that sexual assault is based on sex and physical attraction. Sexual assault is a crime of power and control. Offenders often choose people whom they perceive as most vulnerable to attack or over whom they believe they can assert power. Men and boys are also sexually assaulted, as well as persons with disabilities. Assumptions about the “typical” victim might lead others not to report the assault because they do not fit the stereotypical victim.

Myth: It’s only rape if the victim puts up a fight and resists.

Fact: Many states do not require the victim to resist in order to charge the offender with rape or sexual assault. Those who do not resist may feel if they do so, they will anger their attacker, resulting in more severe injury. Many assault experts say that victims should trust their instincts and intuition and do what they believe will most likely keep them alive. Not fighting or resisting an attack does not equal consent.

Myth: Someone can only be sexually assaulted if a weapon was involved.

Fact: In many cases of sexual assault, a weapon is not involved. The offender often uses physical strength, physical violence, intimidation, threats or a combination of these tactics to overpower the victim. Although the presence of a weapon while committing the assault may result in a higher penalty or criminal charge, the absence of a weapon does not mean that the offender cannot be held criminally responsible for a sexual assault.

What is Dating Violence or Domestic Violence?

Dating/Domestic violence is a pattern of abusive behaviors used to exert power and control over a partner. Dating/Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Dating/Domestic violence can happen to anyone regardless of race, sexual orientation, social economics, education, age, religion, etc. Dating/Domestic violence can also affect family, friends, co-workers and members in the community, in addition to the victim and abuser. Domestic violence can occur regardless of the relationship status, including individuals who are dating, cohabitating or married.

Types of Dating/Domestic Violence That Includes Sexual Misconduct

There usually is a pattern or a repeated cycle of dating violence, starting with the first instance of abuse.

General Pattern of Behavior

- Tension Building: Relationship begins to get strained or tense between partners.
- Explosion: Outburst that includes verbal, emotional or physical abuse.
- Honeymoon: Apologies where the abuser tries to re-connect with his/her partner by shifting the blame onto someone or something else.

Definitions of What Dating/Domestic Violence Looks Like

Any actions used for the intent of gaining power and control over a person:

- Physical Abuse: any intentional use of physical force with the intent to cause injury (i.e., grabbing in a way to inflict pain, hitting, shoving, strangling, kicking).
- Emotional Abuse: non-physical behaviors such as threats, insults, constant monitoring, humiliation, intimidation, isolation, silent treatment or stalking.
- Sexual Abuse: any action that impacts the partner’s ability to control their sexual activity or the circumstance which sexual activity occurs, including rape, coercion or restricting access to birth control.

Warnings or Signs of Potential Dating/Domestic Violence

Ask yourself if your partner engages in one or any of the following activities:

- Checks my cell phone or email without my permission.
- Monitors where I’m going, who I’m going with, or what I’m doing.
- Repeatedly says or does things to make me feel inadequate or inferior to him/her.
- Extreme jealousy or insecurity.
- Isolates me from my friends and family.
- Explosive temper.
- Mood swings.
- Assumes financial control over my access to financial resources.
- Tells me what to do.
- Possessiveness.
- Physically hurts me in any way.

Sexual Violence—Risk Reduction Tips

“What can I do in order to help reduce my risk of being a victim of sexual violence?”

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:
If you have limits, make them known as early as possible.
Tell a sexual aggressor “NO” clearly and firmly.
Try to remove yourself from the physical presence of a sexual aggressor.
Find someone nearby and ask for help.
Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

In an emergency, call 9-1-1.

“What can I do in order to help reduce my risk of being an initiator of sexual violence?”

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
Understand and respect personal boundaries.
DON’T MAKE ASSUMPTIONS about consent, about someone’s sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves. Incapacitation means a person is unable to give valid consent.
Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Rape and Sexual Assault

Crimes of a sexual nature may be reported to campus or local law enforcement in addition to being reported administratively on campus. Both men and women can be victims of rape or sexual assault. For purposes of this notice, rape and sexual assault are defined below:

• Rape is non-consensual intercourse that involves the threat of force, violence, immediate and unlawful bodily injury or threats of future retaliation and duress.
• Sexual assault is broader in definition than rape: any non-consensual sexual act may be considered sexual assault. Examples of sexual assault include unwanted oral, anal or vaginal intercourse, penetration of the anus or vagina with a foreign object or unwanted touching on an intimate area of a person’s body. Sexual assault can include unwanted kissing or bodily contact that is sexual in nature.

In order for a sexual act to be considered rape or sexual assault, the act must be non-consensual. What is consent?

• Consent for sexual contact means that an individual is a willing participant in the sexual act. Individuals are unable to give consent if incapacitated by the influence of drugs or alcohol or they suffer from a physical or mental disorder that makes them incapable of giving consent. Likewise, a minor is unable to give legal consent for sexual intercourse.

Stalking

Stalking is a pattern of behavior that makes you feel afraid, nervous, harassed or in danger. It is when someone repeatedly contacts you, follows you, sends you things, talks to you when you don’t want them to or threatens you. Stalking behaviors can include:

• Damaging your property.
• Knowing your schedule.
• Showing up at places you go.
• Sending mail, e-mail, texts and pictures.
• Creating a website about you.
• Sending gifts.
• Stealing things that belong to you.
• Calling you repeatedly.
• Any other actions that the stalker takes to contact, harass, track or frighten you.

You can be stalked by someone you know casually, a current boyfriend or girlfriend, someone you dated in the past or a stranger. Getting notes and gifts at your home, on your car or other places might seem sweet and harmless to other people. But if you don’t want the gifts, phone calls, messages, letters or e-mails, it doesn’t feel sweet or harmless. It can be scary and frustrating.

Sometimes people stalk their boyfriends or girlfriends while they’re dating. They check up on them, text or call them all the time, expect instant responses, follow them, use GPS to secretly monitor them and generally keep track of them, even when they haven’t made plans to be together. These stalking behaviors can be part of an abusive relationship. If this is happening to you or someone you know, you should talk to a trusted person.

Stalking is a crime and can be dangerous. California Penal Code section 646.9, in part, states, “Any person who willfully, maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking…..’

How You Can Help Yourself

Think about ways you can be safer. This means thinking about what to do, where to go for help and who to call ahead of time:

• Where can you go for help?
• Who can you call?
• Who will help you?
• How will you escape a violent situation?
Other Things You Can Do

• Let friends or family members know when you are afraid or need help.
• Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
• Avoid isolated areas.
• Avoid putting headphones in both ears so you can be more aware of your surroundings.
• Trust your instincts. If a situation or location feels unsafe or uncomfortable, remove yourself.
• Vary your routine, your driving routes and where you park your car.
• When you go out, tell someone where you are going and when you'll be back.
• In an emergency, call 9-1-1 or your local police department.
• Memorize the phone numbers of people to contact or places to go in an emergency.
• Don’t load yourself down with packages or bags restricting your movement.
• Keep your cell phone handy; check to see that you have reception and that your cell phone is charged.
• Have money for a cab or other transportation.
• Save notes, letters or other items that the stalker sends to you. Keep a record of all contact that the stalker has with you; these items will be very useful in an investigation.

How You Can Help Someone Else

If you know someone who is being stalked, you can:

• Encourage your friend to seek help.
• Be a good listener.
• Offer your support.
• Ask how you can help.
• Educate yourself about stalking.
• Avoid any confrontations with the stalker; this could be dangerous for you and your friend.

Additional Resources

(Note: All links can be accessed directly from: http://ombuds.csusb.edu)

• CSUSB’s sexual violence prevention and education statement Title IX Notice of Non-Discrimination (http://policies.csusb.edu/Title IX_Notice_of_Non-Discrimination.pdf) or http://policies.csusb.edu/Title IX_Notice_of_Non-Discrimination.pdf.
• CSUSB Policies website (http://policies.csusb.edu/Title IX_Notice_of_Non-Discrimination.pdf) or http://policies.csusb.edu/Title IX_Notice_of_Non-Discrimination.pdf.
• U.S. Department of Education, Regional Office
  Office for Civil Rights
  50 Beale Street, Suite 7200
  San Francisco, CA 94105
  (415) 486-5555
  TDD (877) 521-2172
• U.S. Department of Education, National Office
  Office for Civil Rights
  (800) 872-5327
• Know Your Rights about Title IX
  Title IX website (http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html)
• California Coalition Against Sexual Assault
  1215 K Street, Suite 1850
  Sacramento, CA 95814
  (916) 446-2520
  California Coalition Against Sexual Assault website (http://calcasas.org)
• Domestic and Family Violence (http://ovc.ncjrs.gov/topic.aspx?topicid=27)
  Office of Justice Programs, United States Department of Justice
• National Institute of Justice: Intimate Partner Violence (http://www.nij.gov/topics/crime/intimate-partner-violence/Pages/welcome.aspx)
  Office of Justice Programs, United States Department of Justice
• National Domestic Violence Hotline (http://www.nij.gov/topics/crime/intimate-partner-violence/Pages/welcome.aspx)
  1-800-799-SAFE (7233)
• Office of Violence against Women, United States Department of Justice
• Centers for Disease Control and Prevention: Intimate Partner Violence (http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence)
• Defending Childhood, United States Department of Justice
• San Bernardino Sexual Assault Services
  24-Hour Crisis Hotline (800) 656-4673 (toll-free) or (909) 885-8884 (Main office, San Bernardino)
  Satellite offices: Redlands (909-335-8777); Yucaipa (909-790-9374); Victorville (760-952-0041); Coachella Valley/Indio (760-568-9071); Morongo Basin/Yucca Valley (760-369-3353)
  San Bernardino Sexual Assault Services website (http://www.sbsas.org)
No student is precluded by Executive Order 1074 from filing a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, telephone (415) 486-5555, TDD (877) 521-2172, or in court where civil law remedies, including but not limited to injunctions, restraining orders or other remedies or orders, may also be available.