

# Appendices

## On This Page

- [Appendix A: Determination of Residency for Tuition Purposes](#)
- [Appendix B: Student Conduct](#)
- [Appendix C: Privacy Rights of Students in Education Records](#)
- [Appendix D: Average Support Cost & Source of Funds Per Full-Time Equivalent Student](#)
- [Appendix E: Procedure for the Establishment or Abolishment of Campus-Based Mandatory Fees](#)
- [Appendix F: Nondiscrimination Policy and Complaint Procedures](#)
- [Appendix G: University Library Policy and Procedures](#)
- [Appendix H: Schedule of Tuition and Fees - 2021/22](#)
- [Appendix I: Availability of Institutional and Financial Assistance Information](#)
- [Appendix J: Personal Safety and Protection of Property](#)
- [Appendix K: Civil and Criminal Penalties for Violation of Federal Copyright Laws](#)
- [Appendix L: Career Placement](#)
- [Appendix M: Changes of Rules and Policies](#)
- [Appendix N: Credit Hour](#)

## Appendix A: Determination of Residency for Tuition Purposes

University requirements for establishing residency for tuition purposes are independent from requirements for establishing residency for other purposes, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student qualifies to pay university fees at the in-state or out-of-state rate. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University are California Education Code sections 68000-68086, 68120-68133, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900- 41915. This material can be viewed by accessing the California State University [Office of General Counsel](#) website.

Each campus's Admissions Office is responsible for determining the residency status of that campus's new and returning students based, as applicable, on the student's Application for Admission, Residency Questionnaire, and, as necessary, other information the student furnishes. A student who fails to provide sufficient information to establish resident status will be classified a nonresident.

## Residency Requirements

### Initial Determination: Eligible Immigration Status, Physical Presence and Intent

A student seeking to pay in-state tuition at a California State University campus as a first-time freshman, transfer, or as a post-baccalaureate/graduate student must have an eligible immigration status to establish residency (see [Immigration Information](#)), meet physical presence by the Residence Determination Date, and demonstrate intent to indefinitely remain in the State of

California for more than one year immediately preceding the Residence Determination Date. If the student is under the age of 19 (with limited exceptions), the student's residence status is derived from that of the parent or from that of the legal guardian.

### Requirements for Residency for Tuition Purposes

**Physical Presence:** The student or parent/guardian must be physically present in California for more than one year immediately preceding the Residence Determination Date in which enrollment is contemplated. For example, if a student plans to attend the CSU for the Fall 2022 academic term, and the Residence Determination Date for that term is September 20, 2022, the student must establish physical presence in California no later than September 19, 2021.

**Intent:** California law stipulates the burden of proof rests with the student, and merely living in California for a year does not support a claim for residency for tuition purposes. The student, or in some cases a parent or legal guardian, must demonstrate intent to remain indefinitely in the state for more than one year immediately preceding the **Residence Determination Date (RDD)** and sever all residential ties with the former state or country of residence. If the student is under the age of 19, the student's residence status is derived from that of the parent or legal guardian unless an exception applies. There must be sufficient documentation to demonstrate that intent was established more than one year (a minimum of one year and one day) before the RDD.

Documents must include the student's name, the student's California address, and a date at least one year and one day prior or on the RDD for the term. For students under the age of 19, documents must be in the parent or legal guardian's name unless an exception applies. Also, a parent or legal guardian's immigration status does not preclude a student from establishing residency; therefore, the parent or legal guardian is not required to provide any immigration documents to demonstrate intent.

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

### Immigration Information

A student seeking to pay in-state tuition at a California State University campus as a first-time freshman, transfer, or as a post-baccalaureate/graduate student must have an eligible **immigration status** to establish residency. Therefore, the student must be a United States citizen, a permanent resident (Green Card holder), or hold an eligible visa status (see list). If a student does not qualify as a California resident, the student may be eligible for certain **exceptions and exemptions**.

#### Nonimmigrant Statuses and Other Categories that are Eligible to Establish California Residency for Tuition Purposes

The Immigration and Nationality Act allows individuals in certain nonimmigrant statuses to establish permanent residency in the United States. Therefore, they are entitled to establish California residency for tuition purposes. For a complete list of eligible visas and other eligible categories, review the Nonimmigrant list. Students must hold an eligible visa status at least one year before the **Residence Determination Date** to be eligible to establish California residency for tuition purposes.

Students in the category of Deferred Action for Childhood Arrivals (DACA) or Temporary Protected Status (TPS) are also eligible to establish residency for tuition purposes. Also, students who are adjusting their immigration status, such as asylum, may qualify for residency depending on where they are in the application process.

Most nonimmigrant visa holders, such as an F-1 or J-1 visa holder, are not eligible to establish California residency for tuition purposes. Students with a visa or without an immigration status should contact the campus Admissions Office.

### Exceptions

Exceptions to the general residency requirements are contained in California Education Code sections 68070-68086 and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41906- 41906.6, 41910. Whether an exception applies to

a particular student can only be determined after the submission of an application for admission and, as necessary, additional supporting documentation. Because neither the campus nor the Chancellor's Office staff may give legal advice, applicants are strongly urged to review the material for themselves and consult with a legal advisor.

## Quarter Term Campuses

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

## Semester Term Campuses

Fall	September 20
Winter <sup>1</sup>	January 5
Spring	January 25
Summer	June 1

CalState TEACH	
Fall	September 20
Spring	January 5
Summer	June 1

## Reclassification - Financial Independence (only applies to continuing students)

A student classified as a nonresident for a prior term may seek reclassification in any subsequent term; however, reclassification requires that, in addition to satisfying the requirements of **physical presence** and **intent** to remain indefinitely in the state, the student must also satisfy the requirement of **financial independence** as outlined in Title 5 CCR § 41905.5. To do so, the student must contact the appropriate person in the campus admissions office and complete a Residency Questionnaire Form and provide supporting documents.

### 41905.5. Residence Reclassification - Financial Independence Requirement

- Any nonresident student requesting reclassification to resident for tuition purposes must demonstrate financial independence
- Student has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application
- Student has not and will not receive more than seven hundred fifty dollars (\$750) per year in financial assistance from his/her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application
- Student has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application
- Note: Students who receive a government scholarship and/or financial assistance should be viewed the same as state and federal financial aid, and athletics grants-is-aid; and should not be counted as parental support.
- Effective Fall 2020 academic term, if the student meets at least one of the following criteria, the student does not have to meet the financial independence requirement. Student must provide the campus admissions office supporting documents (e.g. state income tax returns, court documents, marriage certificate, military order form) that demonstrate they meet the criteria.

- Dependent on a parent who has California residence for more than one year immediately preceding the residence determination date;
- Enrolled in a graduate or post-baccalaureate program, regardless of age;
- Turned 24 years of age by the residence determination date;
- Married or registered domestic partner as of the residence determination date;
- Active duty members serving in the U.S Armed Forces
- Veteran of the U.S. Armed Forces
- Legal dependent other than spouse or registered domestic partner
- Former ward of the court, foster youth or both parents are deceased
- Declared by a court to be an emancipated minor
- Unaccompanied youth who is homeless or at risk of becoming homeless

## Residency Appeals

A student classified as a nonresident may appeal a final campus decision within 30 days of notification by the campus. Appeals will be accepted only if at least one of the following criteria applies:

1. The decision was based on:
  - a. a significant error of fact by the campus;
  - b. a significant procedural error by the campus; or
  - c. an incorrect application of the law which, if corrected would require that the student be reclassified as a California resident; and/or
2. Significant new information, not previously known or available to the student, became available after the date of the campus decision classifying the student as a nonresident and based on the new information, the classification as a nonresident is incorrect.

Instructions to submit an appeal and additional information can be found on the [California Residency for Tuition Purposes Website](#).

Appeals via email, fax and U.S. mail will not be accepted. A student with a documented disability who is requesting an accommodation to submit an appeal through the [CSU website](#) should contact Student Affairs and Enrollment Management at [residencyappeals@calstate.edu](mailto:residencyappeals@calstate.edu).

The Chancellor's Office will either decide the appeal or send the matter back to the campus for further review.

A student incorrectly classified as a resident or incorrectly granted an exception from nonresident tuition is subject to reclassification as a nonresident or withdrawal of the exception and subject to payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student may also be subject to discipline pursuant to Section 41301 of Title 5 of the California Code of Regulations. A student previously classified as a resident or previously granted an exception is required to immediately notify the Admissions Office if the student has reason to believe that the student no longer qualifies as a resident or no longer meets the criteria for an exception.

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

## Appendix B: Student Conduct

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

### Campus Community Values

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

### Grounds for Student Discipline

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

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

14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - a. Unauthorized entry into a file, for any purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another's identification or password.
  - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the university community.
  - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - f. Use of computing facilities and resources to interfere with normal University operations.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation, or presidential order.
17. Failure to comply with directions 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 wellbeing of members of the University community, to property within the university community or poses a significant threat of disruption or interference with university operations.
19. Violation of the Student Conduct Procedures, including:
  - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
  - b. Disruption or interference with the orderly progress of a student discipline proceeding.
  - c. Initiation of a student discipline proceeding in bad faith.
  - d. Attempting to discourage another from participating in the student discipline matter.
  - e. Attempting to influence the impartiality of any participant in a student discipline matter.
  - f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

### Procedures for Enforcing This Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code<sup>1</sup>.

<sup>1</sup> At the time of publication, such procedures are set forth in California State University Executive Order 1098 (Revised March 29, 2019), available at <https://calstate.policystat.com/policy/6742449/latest/>.]

### Application of This Code

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

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

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

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

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

## Appendix C: Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) (FERPA) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their educational records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of those records. FERPA provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. FERPA generally requires the campus obtain a student's written consent before releasing personally identifiable data about the student. The campus has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at Lassen Hall 3008. Among the types of information included in the campus statement of policies and procedures is:

1. the student records maintained and the information they contain;
2. the campus official responsible for maintaining each record;
3. the location of access lists indicating persons requesting or receiving information from the record;
4. policies for reviewing and expunging records;
5. student access rights to their records;
6. procedure for challenging the content of student records; and
7. 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.

FERPA authorizes the campus to release "directory information" pertaining to students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance,

grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution the student attended. The campus may release the "directory information" at any time unless the campus has received prior written objection from the student specifying the information the student requests not be released. Written objections should be sent to the Office of the University Registrar (Lassen Hall 2000).

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's academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records will be disclosed to the CSU Chancellor's Office to conduct research, to analyze trends, or to provide other administrative services. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

All student records of the California State University, including California State University, Sacramento, are kept in accordance with the provisions of the FERPA, as amended.

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records and the right to withdraw consent to disclosure FERPA authorizes disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an auditor, clearinghouse, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, the University may disclose education records without consent upon request a) to officials of another school in which a student seeks or intends to enroll, and b) to a parent who establishes that student's status as a dependent according to Internal Revenue Code.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California State University, Sacramento to comply with the requirements of FERPA. The name and address of the office that administers FERPA is  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605
5. California State University, Sacramento shall exercise its prerogative within the Family Educational Rights and Privacy Act, as amended, and release directory information to any person, party, or agency, so long as the student has not requested confidentiality. University directory information is defined as that information contained in an education record of the student



that generally would not be considered harmful or an invasion of privacy if disclosed. The following is considered Direct Information and Sacramento State will release and make available to the public unless notified by the student to withhold release of this information: Student's name, addresses, University email address, telephone number, likenesses used in University publications including photographs, date of birth, major field of study, class level, dates of attendance, enrollment status (part/full-time), degrees earned, awards and honors (e.g., Dean's Honor List) received, participation in University recognized activities and sports, weight and health of members of athletic teams and most recent educational agency or institution attended by the student. For student employees covered by the Unit 11 Collective Bargaining Agreement with the United Auto Workers (e.g., Teaching Associates, Graduate Assistants, and Instructional Student Assistants), directory information which may be released by the CSU to the UAW also includes: enrollment status (undergraduate vs. graduate, part-time vs. full-time), department employed and employment status (e.g., TA, GA, or ISA). Data may be added to or removed from the definition of directory information from time to time. Only currently enrolled students may withhold disclosure of directory information by filing a request form with the Office of the Registrar through the Student Services Counter.

For more information about FERPA, please go to the [University Registrar's website](#).

## Appendix D: Average Support Cost & Source of Funds Per Full-Time Equivalent Student

The total support cost per full-time equivalent student (FTES) includes the expenditures for current operations, including payments made to students in the form of financial aid, and all fully reimbursed programs contained in state appropriations. The average support cost is determined by dividing the total cost by the number of FTES. The total CSU 2021/22 budget amounts were \$4,228,282,000 from state General Fund (GF) appropriations, before a \$(4.4) million CalPERS retirement adjustment, \$2,509,668,000 from gross tuition revenue, and \$653,724,000 from other fee revenues for a total of \$7,391,674,000. The 2021/22 resident FTES target is 374,246 and the nonresident FTES based on past-year actual is 19,430 for a total of 393,676 FTES. The GF appropriation is applicable to resident students only whereas fee revenues are collected from resident and nonresident students. FTES is derived by dividing the total student credit units attempted by a fixed amount depending on academic level (e.g., 30 for a semester campus and 45 for a quarter campus, the figures that define a full-time undergraduate or postbaccalaureate student's academic load).

2021/22	Amount	Average Cost Per FTE Student	Percentage
State Appropriation (GF) <sup>1</sup>	4,228,282,000	11,298	57.2%
Gross Tuition Revenue <sup>2</sup>	2,509,668,000	6,374	34%
Other Fees Revenue <sup>2</sup>	653,724,000	1,661	8.8%
<b>Total Support Cost</b>	<b>7,391,674,000</b>	<b>19,333</b>	<b>100%</b>

<sup>1</sup> Represents state GF appropriation in the Budget Act of 2021/22; GF is divisible by resident students only (374,246 FTES).

<sup>2</sup> Represents CSU Operating Fund, gross tuition and other fees revenue amounts submitted in campus August 2020/21 final budgets. Revenues are divisible by resident and nonresident students (393,676 FTES).

The 2021/22 average support cost per FTES based on GF appropriation and net tuition fee revenue only is \$17,672 and when including all three sources as indicated below is \$19,333, which includes all fee revenue (e.g. tuition fees, application fees, and other campus mandatory fees) in the CSU Operating Fund. Of this amount, the average net tuition and other fee revenue per FTES is \$8,035.

The average CSU 2021/22 academic year, resident, undergraduate student basic tuition and other mandatory fees required to apply to, enroll in, or attend the university is \$7,439 (\$5,742 tuition fee plus \$1,621 average campus-based fees). However, the costs paid by individual students will vary depending on campus, program, and whether a student is part-time, full-time, resident, or nonresident.

## Appendix E: Procedure for the Establishment or Abolishment of Campus-Based Mandatory Fees

The law governing the California State University provides that specific campus fees defined as mandatory, such as a *student association fee* and a *student center fee*, may be established. A *student association fee* must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (Education Code, Section 89300). The campus President may adjust the *student association fee* only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose. The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the university. *Student association fees* support a variety of cultural and recreational programs, childcare centers, and special student support programs. A *student center fee* may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (Education Code, Section 89304). Once bonds are issued, authority to set and adjust *student center fees* is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, Education Code sections 90012, 90027, and 90068. A *student success fee* may be established or adjusted only after the campus undertakes a rigorous consultation process and a fee referendum is held with a simple majority favorable vote (Education Code, Section 89712). The *student success fee* may be rescinded by a majority vote of the students only after six years have elapsed following the vote to implement the fee.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a consultation of student referendum process as established by California State University Student Fee Policy, Section III (or any successor policy). The campus President may use consultation mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation, and referendum is not required by the Education Code of Student Success Fee policy. Results of the referendum and the fee committee review are advisory to the campus President. The President may adjust campus-based mandatory fees but must request the Chancellor to establish a new mandatory fee. The President shall provide to the campus fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the Chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, please contact the System Budget Office in the CSU Chancellor's Office at (562) 951-4560.

## Appendix F: Nondiscrimination Policy and Complaint Procedures

**Protected Status: Age, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, and Veteran or Military Status.**

California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste and ancestry), religion (or religious creed), and veteran or military status – as these terms are defined in Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. The Office for Equal Opportunity has been designated to coordinate the efforts of California State University, Sacramento to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to Mary Lee Vance, Director of Equal Opportunity, at California State University, Sacramento 6000 J Street, Sacramento, CA 95819-6032, (916) 278-5770. Interim procedures for complaints of discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking and retaliation made against a student, (or any successor policy) is the systemwide procedure for all complaints or discrimination, harassment or retaliation **made against** other CSU students. Interim procedures for complaints of discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking and retaliation (or any successor procedure) is the system wide procedure for all complaints of discrimination, harassment or retaliation made against the CSU, a CSU employee or a third party).

**Protected Status: Disability**

The California State University does not discriminate on the basis of disability (physical and mental) – as this term is defined in the Interim CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation – 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. The Office for Equal Opportunity has been designated to coordinate the efforts of California State University, Sacramento to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to Mary Lee Vance, Director of Equal Opportunity, at California State University, Sacramento 6000 J Street, Sacramento, CA 95819-6032, (916) 278-5770. Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation Made Against a Student (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against, other CSU students**. Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against the CSU, a CSU employee or a third party)**

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

California State University does not discriminate on the basis of gender (or sex), gender (including nonbinary and transgender), gender expression or sexual orientation – as these terms are defined in CSU policy – in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The Office of Equal Opportunity, has been designated to coordinate the efforts of California State University, Sacramento to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquires concerning compliance may be presented to Mary Lee Vance at (916) 278-5770, [equalopportunity@csus.edu](mailto:equalopportunity@csus.edu), or visit our website at [www.csus.edu/hr/departments/equal-opportunity/](http://www.csus.edu/hr/departments/equal-opportunity/). The California State University is committed to providing equal opportunities to all CSU students in all campus programs, including intercollegiate athletics. . Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation Made Against a Student(or any successor) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against other CSU students**. Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against the CSU, a CSU employee or a third party)**

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

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

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

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

1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; **or**
2. Submission to, or rejection of, the conduct by the Complainant is explicitly or implicitly used as the basis for any decision affecting a term or condition of the Complainant's employment, or an employment decision; **or**

3. The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the university; **or**

The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

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

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

Sexual and/or romantic relationships between members of the campus community may begin as consensual, and may develop into situations that lead to Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking subject to this policy.

### **Sexual Misconduct**

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

Sexual activity includes, but is not limited to:

- Kissing
- touching intimate body parts
- fondling
- intercourse
- penetration, no matter how slight, of the vagina or anus with any part or object
- oral copulation of a sex organ by another person.

Sexual Misconduct includes, but is not limited to, the following conduct:

- an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or Sex,
- the intentional touching of another person's intimate body parts without Affirmative Consent,
- intentionally causing a person to touch the intimate body parts of another without Affirmative Consent,
- using a person's own intimate body part to intentionally touch another person's body without Affirmative Consent,
- any unwelcome physical sexual acts, such as unwelcome sexual touching,
- using physical force, violence, threat, or intimidation to engage in sexual activity,
- ignoring the objections of the other person to engage in sexual activity,
- causing the other person's incapacitation through the use of drugs or alcohol to engage in sexual activity,
- taking advantage of the other person's incapacitation to engage in sexual activity.

1. Intimate body part means the sexual organ, anus, groin, buttocks, or breasts of any person.

2. Sexual activity between a Minor (a person younger than 18 years old) and a person who is at least 18 and two years older than the Minor always constitutes Sexual Misconduct, even if there is Affirmative Consent to all sexual activity. The existence of Affirmative Consent and/or the type of sexual activity may be relevant to the determination of an appropriate Sanction.

3. Persons of all Genders, Gender Identities, Gender Expressions, and Sexual Orientations can be victims of these forms of Sexual Misconduct. Sexual Misconduct can be committed by an individual known to the victim including a person the Complainant may have just met, i.e., at a party, introduced through a friend, or on a social networking website.

#### 4. Affirmative Consent

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

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

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

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

#### 1. Incapacitation

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

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

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

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

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

- It shall not be a valid excuse that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:
- The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.

### 1. ***Dating Violence and Domestic Violence***

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

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

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

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

### 2. ***Stalking***

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

**Course of Conduct** means two or more acts, including but not limited to, acts in which one party directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the other party, or interferes with the other party's property.

**Substantial Emotional Distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

### 1. ***Prohibited Consensual Relationships***

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

### 2. ***Retaliation***

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

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

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

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

### Additional Prohibited Conduct Definitions

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

- a. An Employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- b. Unwelcome conduct determined based on the reasonable person standard to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to an Education Program or Activity.
- c. **Sexual Assault** includes the following:
  - i. **Rape** is the penetration, or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant. Rape also includes the attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Affirmative Consent of the Complainant, with the present ability and the intent to commit Rape.
  - ii. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the Affirmative Consent of the victim, including instances where the Complainant is incapable of giving Affirmative Consent because of their age or because of their temporary or permanent mental incapacity.
  - iii. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - iv. **Statutory Rape** is sexual intercourse with a person who is under the age of 18 years, the California statutory age of consent.

The definition of Affirmative Consent is that under Article VII.A.3 above.

d. **Dating Violence** means physical violence or threat of physical violence committed by a person:

- i. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- ii. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship.
- e. **Domestic Violence** means physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.
- f. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. fear for their safety or the safety of others; or
  - ii. suffer substantial emotional distress.

See further information in the California State University Sacramento sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and [Victim's Rights and Options Notice](#).

## Whom to Contact If You Have Complaints, Questions or Concerns

Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The campus Title IX Coordinator is available to explain and discuss the university's complaint process, including the investigation and hearing process; the availability of reasonable supportive measures (both on and off campus regardless of whether the person chooses to report the conduct); the right to file a criminal complaint (for example, in cases of sexual misconduct); how confidentiality is

handled; and other related matters. ***If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.***

**Campus Title IX Coordinator:**

Mary Lee Vance  
Director for Equal Opportunity  
6000 J Street, Sacramento CA 95819-6139  
(916) 278-5770  
Monday—Friday, 8:00 am—5:00 pm

**Deputy Title IX Coordinators:**

Alison Nygard  
Office for Equal Opportunity Investigator  
[alison.morgan@csus.edu](mailto:alison.morgan@csus.edu)  
916-278-5770  
Monday—Friday, 8:00 am—5:00 pm

Stephanie Cruz  
Office for Equal Opportunity Investigator  
[stephanie.cruz@csus.edu](mailto:stephanie.cruz@csus.edu)  
916-278-5770  
Monday—Friday, 8:00 am—5:00 pm

Lois Mattice  
Assistant to the Athletic Director  
Athletic Center 2140  
[lmattice@csus.edu](mailto:lmattice@csus.edu)  
916-278-7548  
Monday – Friday, 8:00 am – 5:00 pm

Tom Carroll  
Assistant Dean of Students and University Conduct Coordinato  
Lassen Hall 3008  
[tcarroll@csus.edu](mailto:tcarroll@csus.edu)  
916-278-6060  
Monday – Friday, 8:00 am – 5:00 pm

Nadine Kelley  
Senior Director, Residential Life  
Riverview Hall  
[aja.holmes@csus.edu](mailto:aja.holmes@csus.edu)  
916-278-6655  
Monday – Friday, 8:00 am – 5:00 pm

**University Police:**

Chet Madison  
6000 J Street Sacramento CA 95819-6029  
[police@csus.edu](mailto:police@csus.edu)  
911 (emergencies only)  
(916) 278-6800



**University Police Service Center:**

University Union

916-278-2788

Hours: Monday—Friday 8:30 a.m.—Noon and 1:00—4:30 p.m.

**Local Police:**

Sacramento Police Department

5770 Freeport Boulevard, Suite 100

Sacramento, CA 95822

Non-emergency: 916-264-5471

Emergency: 9-1-1

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of gender discrimination complaints, including sexual harassment and misconduct, as well as provide training, education and preventive measures related to sex discrimination. CSU Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation Made Against a Student (or any successor) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against, other CSU students**. Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation (or any successor procedure) is the systemwide procedure for all complaints of discrimination, harassment or retaliation **made against the CSU, a CSU employee or a third party**.

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

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

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

(800) 421-3481 (main office), or (415) 486-5555 (California office), or (800) 877-8339 (TDD) or [ocr@ed.gov](mailto:ocr@ed.gov) (main office) or [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov) (California office)

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

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

**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 gender discrimination, harassment or sexual misconduct; therefore, victims should not be deterred from reporting incidents of sexual misconduct out of a concern that they might be disciplined for related violations of drug, alcohol or other university policies. Except in extreme circumstances, victims of sexual misconduct shall not be subject to discipline for related violations of the Student Conduct Code.

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

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

Students who are found responsible by the university with gender discrimination, harassment or sexual misconduct will be subject to discipline, pursuant to Interim Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation Made Against a Students and the California State University and Student Conduct Procedures (see [Executive Order 1098](#), revised August 14, 2020 (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, but not be limited to: immediate interim suspension from the university; a required move from university-owned or affiliated housing; adjustments to course schedule; and/or prohibition from contact with parties involved in the alleged incident.

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

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

### Privileged and Confidential Communications

**Physicians, Psychotherapists, Professional Counselors, Licensed Clinical Social Workers, and Clergy** – Physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy who work or volunteer on or off campus, acting solely in those roles or capacities as part of their employment, and who provide medical or mental health treatment or counseling (and those who act under their supervision, including all individuals who work or volunteer in their centers and offices) may not report any information about an incident of sexual misconduct to anyone else at the University, including the Title IX Coordinator, without the victim's consent. A victim can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, licensed clinical social workers, and clergy without triggering a university investigation that could reveal the victim's identity or the fact of the victim's disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to victims, if applicable.

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

The university will be unable to conduct an investigation into a particular incident or pursue disciplinary action against a perpetrator if a victim chooses to (1) speak only to a physician, professional licensed counselor, licensed clinical social worker, clergy member, sexual assault counselor, domestic violence counselor or advocate; and (2) maintain complete confidentiality.

Even so, these individuals will assist victims in receiving other necessary protection and support, such as victim advocacy, disability services, medical/health or mental health services, or legal services, and will advise victims regarding their right to file a Title IX complaint with the University and a separate complaint with local or university police. If a victim insists on confidentiality, such professionals, counselors and advocates will likely not be able to assist the victim with: university academic support or accommodations; changes to university-based living or working schedules; or adjustments to course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the university or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide victims with that assistance if requested by the victim. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the university will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

**Exceptions:** Under California law, any health practitioner employed in a health facility, clinic, physician's office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a **physical condition** to a patient/victim who he or she knows or reasonably suspects is suffering from (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct, domestic violence, and dating violence). This exception does not apply to sexual assault and domestic violence counselors and advocates. Health care practitioners should explain this limited exception to victims, if applicable.

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

Finally, some or all of these professionals may also have reporting obligations under California law to: (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger; or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident. If applicable, these professionals will explain this limited exception to victims.

## Reporting to University or Local Police

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

## Reporting to the Title IX Coordinator and Other University Employees

Most university employees have a duty to report sexual misconduct incidents when they are on notice of it. When a victim tells the Title IX Coordinator or another University employee about a sexual misconduct incident, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. In all cases, the university strongly encourages victims to report incidents of sexual misconduct directly to the campus Title IX Coordinator. As detailed above, in the "Privileged and Confidential Communications" section of this policy, all university employees except physicians, licensed professional counselors, licensed clinical social workers, sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any incidents of sexual misconduct of which they

become aware. The university will need to determine what happened - and will need to know the names of the victim(s) and perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

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

If a victim requests of the Title IX Coordinator or another University employee that their identity remain completely confidential, the Title IX Coordinator will explain that the University cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the University has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about a victim's identity, the University's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited. See [Executive Order 1095](#) for further details around confidential reporting, and other related matters.

## Additional Resources

### Campus Services

#### Sacramento State's Violence and Sexual Assault Support Services

- Student Health & Counseling Services at The WELL – [www.csus.edu/shcs](http://www.csus.edu/shcs)
- WEAVE (via contract with Sacramento State) 916-920-2952 <http://www.weaveinc.org/>
- Women's Resource Center: 916-278-7388 – <http://www.csus.edu/wrc/>
- Multi-Cultural Center: 916-278-6101 – <http://www.csus.edu/mcc/>
- PRIDE Center: 916-278-8720 – <http://www.csus.edu/pride/>
- Services to Students with Disabilities: 916-278-6955 – <http://www.csus.edu/sswd/>
- Veterans Success Center: 916-278-6733 – <http://www.csus.edu/vets/>
- ASI Legal Services (Please contact Associated Students, Inc): <http://www.asi.csus.edu/>
- Parents & Families Program: 916-278-4353 – <http://www.csus.edu/student/parents/>
- Student Code of Conduct: <http://www.csus.edu/manual/student/UMS16150.HTM>
- California State University, Sacramento's Notice of Nondiscrimination on the Basis of Sex, Myths and Facts about Sexual Violence, and Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking: <http://www.csus.edu/titleix/>

### Off-Campus Services

- U.S. Department of Education, regional office:  
Office for Civil Rights

50 United Nations Plaza  
 San Francisco, CA 94102  
 (415) 486-5555  
 TDD (877) 521-2172  
 ocr.sanfrancisco@ed.gov

- U.S. Department of Education, national office:  
 Office for Civil Rights  
 (800) 421-3481  
 TDD (800) 877-8339  
 OCR@ed.gov
- C A L C A S A (The California Coalition Against Sexual Assault)  
 1215 K ST, Suite 1100 Esquire Plaza  
 Sacramento, CA 95814  
 916-446-2520
- Sacramento County Domestic Violence Hotline: 916-920-2952
- National Dating Abuse Helpline: 1-866-331-9474
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- My Sister's House: 916-428-3271
- A Community for Peace: 916-728-7210
- Sacramento County Mental Health Crisis Intervention (24/7): 1-888-881-4881
- Suicide Prevention Crisis Line: 916-368-3111
- National Suicide Prevention Helpline: 1-800-273-8255 – TTY: 1-800-799-4889
- California Department of Veterans Affairs: 1-800-952-5626 - (TTY): 1-800-324-5966
- California Department of Rehabilitation: 916-324-1313; 916-558-5807 (TTY) <https://www.dor.ca.gov/>
- Sacramento Regional Human Rights/Fair Housing Commission: 916-444-6903 <http://www.hrfh.org/>
- California Department of Fair Employment and Housing: 1-800-884-1684 <http://www.dfeh.ca.gov/>
- Legal Services of Northern California Legal Aid Office: 916-551-2150 <http://lsnc.net/>

### **Inquiries Concerning Compliance**

Inquiries concerning compliance or the application of these laws and programs and activities of Sacramento State may be referred to the specific campus officers identified above or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105.

## **Appendix G: University Library Policy and Procedures**

(916) 278-6926  
[library.csus.edu](http://library.csus.edu)

### **Library Hours**

For Library hours visit <http://library.csus.edu/hours/> or call (916) 278-6926.

## Library Privileges

The Sacramento State OneCard serves as a library card. Students, faculty, and staff must present a valid OneCard each time an item is checked out or renewed. Library privileges are nontransferable and the OneCard may be used only by the person to whom it has been issued.

## Loan Periods and Renewal Procedures

The basic loan period is 16 weeks, with automatic renewals of the same period. All items are subject to recall. All due date reminders and other notices are sent via Sac State email.

## Overdue and Lost Item Fees

An item is overdue one day after the due date. Unless the item is recalled, no fees will accrue until 44 full days after the due date. After that date a bill listing a \$90.00 item replacement fee will be sent. For more information regarding Suspensions and Fines, including information on Course Reserves, please visit: <http://library.csus.edu>

To avoid overdue fees check your account at one of the following web locations:

My Library Account: <http://library.csus.edu>

My Sac State, Library tab: <http://my.csus.edu>

## Overdue Reminder, Bills, and Overdue Fee Notices

All notices are emailed to your Sac State email address. Notices include: loan receipts, borrowing activity summaries, courtesy, due date change, lost item replacement, and hold shelf notices.

## Appendix H: Schedule of Tuition and Fees - 2021/22

The CSU makes every effort to keep student costs to a minimum. Tuition and fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU reserves the right, even after tuition or fees are initially charged or initial payments are made, to increase or modify any listed tuition or fees. All listed fees, other than mandatory systemwide tuition, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU-listed tuition and fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees, the chancellor or the presidents, as appropriate. Changes in mandatory systemwide tuition will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

The following reflects applicable systemwide tuition and fees for both semester and quarter campuses. **These rates are subject to change.**

### All Students

Application fee (nonrefundable), payable online at the time of application via credit card, e-check or PayPal: \$55

### 2021-2022 Basic Tuition

Units	Per Semester	Per Quarter	Per Academic Year
<b>Undergraduate Tuition</b>			
6.1 or more units	\$2,871	\$1,914	\$5,742
0 to 6.0 units	\$1,665	\$1,110	\$3,330
<b>Credential Program Tuition</b>			
6.1 or more units	\$3,330	\$2,220	\$6,660

Units	Per Semester	Per Quarter	Per Academic Year
0 to 6.0 units	\$1,932	\$1,288	\$3,864
<b>Graduate/Post Baccalaureate Tuition</b>			
6.1 or more units	\$3,588	\$2,392	\$7,176
0 to 6.0 units	\$2,082	\$1,388	\$4,164

### 2021/22 Doctorate Tuition<sup>1</sup>

Units	Per Semester	Per Quarter	Per Academic Year
Audiology - All Students	\$7,371		\$14,742
Education - All Students	\$5,919	\$3,946	\$11,838
Nursing Practice - All Students	\$7,635		\$15,270
Physical Therapy - All Students	\$8,598		\$17,196

<sup>1</sup> Applicable term tuition applies for campuses with special terms, as determined by the campus. Total college year tuition cannot exceed the academic year plus summer term tuition. The summer term tuition for the education doctorate at quarter campuses is equal to the per semester tuition listed in the table. Total tuition for the education doctorate over the college year equals the per academic year tuition plus the per semester tuition for the summer term at all CSU campuses.

### 2021/22 Graduate Business Professional Fee

Charge per Unit: Per Semester = \$270, Per Quarter = \$180

The Graduate Business Professional Fee is paid on a per unit basis, in addition to basic tuition and campus fees, for the specific graduate business programs authorized to assess the fee:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S.) programs in Accountancy
- Master of Science (M.S.) programs in Business Administration
- Master of Science (M.S.) programs in Business Analytics
- Master of Science (M.S.) programs in Business and Technology
- Master of Science (M.S.) programs in Entrepreneurship and Innovation
- Master of Science (M.S.) programs in Finance
- Master of Science (M.S.) programs in Health Care Management
- Master of Science (M.S.) programs in Health Services Administration
- Master of Science (M.S.) programs in Information Systems
- Master of Science (M.S.) programs in Information Technology
- Master of Science (M.S.) programs in Marketing
- Master of Science (M.S.) programs in Taxation

### 2021/22 Nonresident Students (U.S. and Foreign)

Nonresident Tuition (in addition to basic tuition and other systemwide fees charged all students) for all campuses:

Charge Per Unit: Per Semester = \$396, Per Quarter = \$264.

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory systemwide tuition is waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus fees in addition to tuition and systemwide fees. Information on campus fees can be found by contacting the individual campus(es).

## Credit Cards

Visa and MasterCard credit cards may be used for payment of student tuition and fees but may be subject to a non-refundable credit card processing fee.

## Schedule of Tuition and Fees, 2022/23

The CSU makes every effort to keep student costs to a minimum. Tuition and fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU reserves the right, even tuition of fees are initially charged or after initial payments are made, to increase or modify any listed tuition or fees. All listed fees, other than mandatory systemwide tuition, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU-listed tuition and fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees, the chancellor or the presidents, as appropriate. Changes in mandatory systemwide tuition will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

The following reflects applicable systemwide tuition for both semester and quarter campuses. **These rates are subject to change.**

### All Students

Application fee (nonrefundable), payable online at the time of application via credit card, e-check or PayPal: \$70

#### 2022/23 Basic Tuition

Units	Per Semester	Per Quarter	Per Academic Year
<b>Undergraduate Tuition</b>			
6.1 or more units	\$2,871	\$1,914	
0 to 6.0 units	\$1,665	\$1,110	
<b>Credential Program Tuition</b>			
6.1 or more units	\$3,330	\$2,220	
0 to 6.0 units	\$1,932	\$1,288	
<b>Graduate/Post Baccalaureate Tuition</b>			
6.1 or more units	\$3,588	\$2,392	
0 to 6.0 units	\$2,082	\$1,388	

#### 2022/23 Doctorate Tuition<sup>1</sup>

Units	Per Semester	Per Quarter	Per Academic Year
Audiology - All Students	\$7,371		\$14,742
Education - All Students	\$5,919	\$3,946	\$11,838
Nursing Practice - All Students	\$7,635		\$15,270
Physical Therapy - All Students	\$8,598		\$17,196

<sup>1</sup> Applicable term tuition applies for campuses with special terms, as determined by the campus. Total college year tuition cannot exceed the academic



year plus summer term tuition. The summer term tuition for the education doctorate at quarter campuses is equal to the per semester tuition listed in the table. Total tuition for the education doctorate over the college year equals the per academic year tuition plus the per semester tuition for the summer term at all CSU campuses.

## 2022/23 Graduate Business Professional Fee

Charge per Unit: Semester = \$270, Quarter = \$180.

The Graduate Business Professional Fee is paid on a per unit basis in addition to basic tuition fees and campus fees for specific campus graduate business programs authorized to assess the fee:

- Master of Business Administration (M.B.A.)
- Master of Science (M.S.) programs in Accountancy
- Master of Science (M.S.) programs in Business Administration
- Master of Science (M.S.) programs in Business Analytics
- Master of Science (M.S.) programs in Business and Technology
- Master of Science (M.S.) programs in Entrepreneurship and Innovation
- Master of Science (M.S.) programs in Finance
- Master of Science (M.S.) programs in Health Care Management
- Master of Science (M.S.) programs in Health Services Administration
- Master of Science (M.S.) programs in Information Systems
- Master of Science (M.S.) programs in Information Technology
- Master of Science (M.S.) programs in Marketing
- Master of Science (M.S.) programs in Taxation

## 2022/23 Nonresident Students (U.S. and Foreign)

Nonresident Tuition (in addition to basic tuition and other systemwide fees charged all students) for all campuses:

Charge Per Unit: Semester = \$396, Quarter = \$264.

The total nonresident tuition paid per term will be determined by the number of units taken.

Mandatory systemwide tuition is waived for those individuals who qualify for such exemption under the provisions of the California Education Code (see section on fee waivers).

Students are charged campus fees in addition to tuition and systemwide fees. Information on campus fees can be found by contacting the individual campus(es).

## Credit Cards

Visa and MasterCard credit cards may be used for payment of student tuition and fees but may be subject to a non-refundable credit card processing fee.

## Appendix I: Availability of Institutional and Financial Assistance Information

The following information concerning student financial assistance may be obtained from the Financial Aid Office, Lassen Hall 1006, (916) 278-6554:

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

---

Information concerning the refund policies of Sacramento State for the return of unearned tuition and fees or other refundable portions of institutional charges is available from:

Anita Kermes, Director of Financial Aid Office  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6074.

Information concerning policies regarding the return of federal Title IV student assistance funds as required by regulation is available from:

Anita Kermes, Director of Financial Aid Office  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6074.

Information regarding special facilities and services available to students with disabilities may be obtained from:

Rahsaan Ellison-Johnson, Interim Director, Office of Services to Students with Disabilities  
California State University, Sacramento  
6000 J Street

Sacramento, CA 95819-6032  
(916) 278-6955.

Information concerning Sacramento State policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from:

Chet Madison, Chief of Police  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6000.

Information concerning Sacramento State annual campus security report and annual fire safety report may be obtained from:

Chet Madison, Chief of Police  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6000.

Information concerning the prevention of drug and alcohol abuse and rehabilitation programs may be obtained from:

Reva Wittenberg, Associate Director of Campus Wellness  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-82036.

Information regarding student retention and graduation rates at Sacramento State and, if available, the number and percentage of students completing the program in which the student is enrolled or has expressed interest may be obtained from:

Yvonne Harris, Associate Vice President, Research Affairs,  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6402.

Information concerning athletic opportunities available to male and female students and the financial resources and personnel that Sacramento State dedicates to its men's and women's teams may be obtained from:

Mark Orr, Director of Athletics  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6348.

Information concerning teacher preparation programs at Sacramento State, including the pass rate on teacher certification examinations, may be obtained from:

Elizabeth Christian, Credentials Analysts Office  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
Eureka Hall 414  
(916) 278-4567.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the University, its policies, practices, and procedures, or its faculty and staff may be obtained from:

Dr. Ed Mills, Vice President, Student Affairs  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6060.

Information concerning student body diversity at Sacramento State, including the percentage of enrolled, full-time students who are (1) male, (2) female, (3) Pell Grant recipients, and (4) self-identified members of a specific racial or ethnic group, must be obtained from:

Yvonne Harris, Associate Vice President, Research Affairs  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6032  
(916) 278-6402.

Information concerning student activities at California State University, Sacramento is available at <http://www.csus.edu/soal/>

The federal Military Selective Service Act (the “Act”) requires most males residing in the United States to present themselves for registration with the Selective Service System within 30 days of their 18th birthday. Most males between the ages of 18 and 25 must be registered.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. For more information on the Selective Service System and to initiate the registration process, visit [www.sss.gov](http://www.sss.gov).

## Appendix J: Personal Safety and Protection of Property

Personal Safety and Protection of Public Property  
Police Department Building  
Police Emergency: (916) 278-6000 or dial 911 from any campus phone  
[www.csus.edu/police](http://www.csus.edu/police)  
[www.facebook.com/sacstatepolice](https://www.facebook.com/sacstatepolice)  
[www.twitter.com/sacstatepolice](https://www.twitter.com/sacstatepolice)

The University and the Sacramento State Police Department (formerly known as the Department of Public Safety) encourage the prompt reporting of any incident that compromises the safety, health, or rights of Sacramento State community members. The Sacramento State Police Department is the primary respondent for campus emergencies and reports of criminal activity on campus. Officers are fully certified by the State of California with full arrest powers and cooperate with State and local police agencies (Sacramento City Police and Sacramento County Sheriff's Departments), resulting in the University's awareness of criminal activity perpetrated beyond the campus. Reports of criminal activity will be fully investigated, and appropriate referrals made to the courts, the University, or both.

**Campus Buildings:** Buildings on the Sacramento State campus remain open only through the completion of the last scheduled event. A daily schedule is provided to Facilities Management and buildings are electronically locked on the basis of that schedule. For those buildings that are not electronically controlled, Custodial Services and Community Service Specialists are responsible for the unlocking of buildings on a daily basis for scheduled classes. After buildings are locked, only employees with offices and personnel with maintenance responsibilities have access to buildings.

**Personal Safety Training:** The Sacramento State Police Department has full-time Police Officers who are available, on request, for personal safety presentations to increase awareness and personal responsibility of students, faculty, or staff. Please call (916)

278-6000 for an appointment. Presentations are offered consistently during the semester. Police Department personnel are available for seminars concerning personal safety for women through the Violence and Sexual Assault Support Services (916) 278-3799. In addition, students are employed through the Sacramento State Police Department as Community Service Officers (CSOs) with primary responsibility for providing patrols and community assistance on campus. The CSOs provide directed patrols in the Residential Life Complex, Academic Information Resource Center, and the Library.

**Residence Halls:** Sacramento State Residence Hall policy requires that exterior doors be locked at all times. All residents are issued a fob for personal access to the exterior doors and rest rooms. A resident must accompany all guests. Additional information is contained in the Guide to Residential Life available through the Office of Residential Life in Sierra Hall.

**Publications:** Brochures are available through the Sacramento State Police Department which provides additional information and training under the following titles: A Guide to Safe & Responsible Partyng, Alcohol Alert, Alcohol - The Hard Facts, Apartment Safety Checklist, Bicycles on Campus, Bicycle Safety Tips, CA Driver License & Identification Cards, CA Victim Compensation Program (CalVCP), Compensation for Victims of Violent Crime, Crime Prevention Information, Crime Victims Services, Dater's Bill of Rights, Depression and College Students, Domestic Violence, Do You Know How To Be Safe, Help for Victims of Domestic Violence, Parents You're Not Done Yet, Personal Safety Guide, Police Department Brochure, Preventing Arson & Vandalism, Preventing Date Rape, Preventing Vehicle Theft, Safety Tips for Runners and Walkers, Sexual Assault Act Sheet, Sexual Assault Prevention, Sexual Harassment Facts, Streetwise - The Way to Be, Sustaining Your Gang Prevention Efforts, Tobacco Laws, and Victim Witness Assistance Program. The Sacramento State Violence and Sexual Assault Support Services Program has a brochure on Personal Safety. An Emergency Response Manual is available to the campus community through the Sacramento State Police Department, or online at [www.csus.edu/police](http://www.csus.edu/police), with information concerning procedures for fire, earthquake, serious injury, bomb threat, hazardous material leaks, and crimes in progress.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Campus Fire Safety Right-To-Know Act, Sacramento State has made statistics and information available online at [www.csus.edu/clery](http://www.csus.edu/clery). The Sacramento State Police Department collects crime statistics from local and appropriate police agencies, gathers information from multiple sources both on and off campus and prepares the report. Crimes reported on campus, in certain off-campus buildings or property owned or controlled by Sacramento State and on public property within or immediately adjacent to and accessible from the campus during the last three years is included. The report includes fire safety statistics and information, institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other safety matters. During the fall semester of every year, information is emailed to all enrolled students, faculty and staff.

In addition, all CSU employees receive a notice concerning this information on their August paycheck. Print copies are available in the Police Service Center located in the University Union and by request from the Sacramento State Police Department.

## Appendix K: Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

## Appendix L: Career Placement

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

## Appendix M: Changes of 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 pertain to students, the institution, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office.

## Appendix N: Credit Hour

On July 1, 2020, the United States Department of Education changed its definition of the student credit hour. Fundamentally, the change shifted responsibility for credit hour compliance to the accreditation agency and/or to the state.

As such, the CSU's accreditor, the WASC Senior College and University Commission (WSCUC), has published its own updated definition of student credit hour and related accreditation processes. The new regulations no longer require an accrediting agency to review an institution's credit hour policy and procedures. It does require the WSCUC to review the institution's definition of credit hour and an institutions' processes and policies for ensuring the credit hour policy is followed.

The CSU credit hour definition is consistent with federal law (600.2 and 600.4 revised July 1, 2020) and the requirements of the WSCUC. The CSU defines a credit hour as an amount of work represented in stated learning outcomes and verified by evidence of student achievement. Such evidence is an institutionally established equivalency that:

1. Approximates not less than:
  - a. One hour of direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or equivalent amount of work over a different amount of time; or
  - b. At least an equivalent amount of work as required in paragraph 1.a. of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours; and
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines and degree levels. Institutions have the flexibility to award a greater number of credits for courses that require more student work.

As in the past, a credit hour is assumed to be a 50-minute (not 60-minute) period. In some courses, such as those offered online, in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

For purposes of accreditation, all CSU campuses are required to develop, communicate and implement procedures for regular, periodic review of this credit hour policy to ensure that credit hour assignments are accurate, reliable and consistently applied. WSCUC published new draft guidelines that took effect in June 2021. Campuses are responsible for publishing a clearly stated practice or process that ensures they are in compliance with the student credit hour definition.