

UC Santa Barbara Campus Regulations



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Introduction

Preamble and Purpose (from UC Systemwide Policy Applying to Campus Activities, Organizations, and Students ([SW PACAOS Sections 10.00 and 10.10](#)))

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of its members—the faculty, students and staff—can go forward freely, in accordance with the highest standards of excellence, institutional integrity, and freedom of expression, and with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who compose the University community.

These *Campus Regulations* address the rights and responsibilities of members of the University community as well as others while on University property. These *Campus Regulations* also address the responsibilities of students as defined herein and provide University-wide standards for implementing regulations as a means of sustaining this community.

Each member of this campus shares the responsibility of maintaining this unique community so that the University's mission of teaching, research, and public service can be achieved.

These *Campus Regulations* are designed to protect and promote the rights of members of the University, prevent interference with University functions or activities, and assure compliance with all pertinent laws and other applicable University policies. (SW PACAOS 10.10)

The primary purposes of these regulations are:

1. To promote the effective use of the Santa Barbara campus facilities for educational and related purposes;
2. To clarify what is meant by "acceptable standards of conduct," and to enumerate the processes and sanctions that will be employed if a breach of these standards is alleged or determined to have occurred; and
3. To encourage opportunities for association among students, faculty and staff within the intellectual environment of the University.

Authority

The Regents of the University of California is a corporation that derives its authority from the California Constitution, Article IX, Section 9, which prescribes its powers of organization and governance. These *Campus Regulations* are issued under this authority, and supersede all previous versions issued by the University of California, Santa Barbara as the *Campus Regulations Applying to Campus Activities, Organizations, and Students (Campus Regulations)*.

Applicability of the *Campus Regulations* extends to all campus and property of the University and to functions administered by the University. Furthermore, these *Campus Regulations* may extend their application to cover student conduct that occurs off-campus as provided in [UC PACAOS Section 101.00](#).

University-wide (System-wide) Policies

This document represents a revision of a former Campus Regulations and policy statement, which was published in 2009 and 2017. These campus regulations comply with the policies established by The Regents of the University of California. Copies of the original University-wide policies titled *Policies Applying to Campus Activities, Organizations and Students* (PACAOS) are available for review [here](#).

The President shall consult as appropriate with Chancellors, Vice Presidents, the Office of the General Counsel, and University-wide advisory committees prior to amending these *Policies*. Chancellors shall consult with faculty, students, and staff prior to submitting to the President any campus recommendations related to proposed amendments to these *Policies*. Amendments that are specifically mandated by law, however, do not require consultation with campus representatives or University-wide advisory committees to the extent that legal requirements do not permit such consultation. ([SW PACAOS 13.10](#))

Distribution of Campus Regulations ([SW PACAOS 13.20](#))

Chancellors shall adopt campus implementing regulations consistent with these *Policies*. The University shall publish these *Policies* and make them widely available, and Chancellors shall do the same with respect to the implementing regulations for their campuses. This requirement may be satisfied through the on-line publication of these *Policies* and their respective campus implementing regulations.

These policies shall be made available to UCSB students, faculty and staff online at <http://www.sa.ucsb.edu/regulations/>. A hard copy shall be made available at the Student Life Suite.

Revision of Campus Regulations

As required by [SW PACAOS Section 13.30 and 13.40](#), the Chancellor shall consult with students (including student governments), faculty, and staff in the development or revision of campus implementing regulations except when the development or revision of such regulations results from changes to these *Policies* that have been specifically mandated by law. Campuses shall specify procedures, including consultation processes, by which campus implementing regulations may be developed or revised.

Prior to their adoption, all proposed campus implementing regulations, including all substantive modifications to existing such regulations, shall be submitted to the Office of the President for review, in consultation with the Office of the General Counsel, for consistency with these *Policies* and the law.

A. University of California, Santa Barbara campus regulations shall be reviewed by a committee composed of the following persons:

Chair: Vice Chancellor for Student Affairs (or designees, see Chapter 1. Revision of Campus Regulations B.a.2)

Members:

Members shall be chosen by their respective nominating agencies.

Student Engagement and Leadership Representative (1)

Office of Student Conduct Representative (1)

Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises (1)

Associated Students - Four Representatives (4)

Staff Two Representatives (2)

Residential Housing Association - Two Representatives (2)

Faculty - Two Representatives (2)

Graduate Students Association - Two Representatives (2)

Executive Director, Associated Students (1)

Ex-officio member:

Ombuds (1)

B. Procedures for Reviewing Campus Regulations

a. The established procedures for the Regulations Review Committee are as follows:

- 1) Approximately every four years the Vice Chancellor for Student Affairs shall call the committee to review the contents of the Campus Regulations for possible revision; or, the committee may be called to meet if the Vice Chancellor believes there are particular areas in need of immediate attention.
- 2) The committee is co-chaired by the Deans or Associate Deans of Students (or designees), as appropriate for the chapters of the regulations (see Chapter 1, Responsibility for Administration of these Regulations).
- 3) The committee will propose areas for revision and consider any revisions suggested by campus community agents. Majority vote is required to accept a proposed revision for discussion. (A quorum is 50% students and 50% faculty/staff).
- 4) The committee shall call forth whatever evidence, testimony or other information is necessary for them to make an informed judgment on the proposed revision.
- 5) The committee shall take as long as it deems necessary to thoroughly discuss and analyze any proposed revisions to the Campus Regulations.
- 6) Any recent University-wide regulations enacted since the last revision of the Campus Regulations will be included in the revised Campus Regulations. The committee may choose to amend the wording of a University-wide regulation for campus application. The committee may also propose a campus regulation that is

not included in the University-wide regulations. However, a particular campus regulation may not contradict the intent of a University-wide regulation.

- 7) The process for draft review:
 - i. The committee shall conduct public campus hearings on the first draft of the proposed revisions to ensure campus constituencies have an opportunity to express their opinions.
 - ii. The first draft will be circulated to interested and affected campus agencies that include but are not limited to:
 - The Academic Senate or its appropriate agent
 - Associated Students
 - The Graduate Students Association
 - The Deans and Provosts of the Colleges
 - The Residence Halls Association
 - The Chancellor's Staff Advisory Committee
 - Staff Assembly
 - iii. The committee shall give the above agencies sufficient time to comment on the proposed revisions based on the academic calendar and a time limit established by the committee. The committee shall reconvene to review comments, deliberate their merits, and make amendments to the first draft if agreed upon by majority vote.
 - iv. The second draft shall be sent to the agencies in item (7) (ii) for further comment and review if there are significant changes to the first draft. The committee shall reconvene to review the merits of those comments.
 - 8) The penultimate draft shall be sent to the Vice Chancellor for Student Affairs who will forward it to the Regents counsel, the Chancellor, and the Executive Officers of the campus for review and comment.
 - 9) The committee shall reconvene to review comments from counsel and the Executive Officers and prepare a final draft accordingly.
 - 10) The final draft shall be sent to the Vice Chancellor for Student Affairs for review and approval and forwarded to the Chancellor for approval.
 - 11) The Chancellor's approved draft is sent to the Office of the President.
 - 12) Once approved by the Chancellor and the Office of the President, the regulations shall be published in accordance with the procedures for public notification of the revised Campus Regulations.
- b. Amendments that are specifically mandated by law, however, do not require consultation with campus representatives (including students and student governments, faculty, and staff) or Universitywide advisory committees to the extent that legal requirements do not permit such consultation.
- c. During revision periods, recommended revisions to the *Campus Regulations* should be directed to the committee Co-chairs and/or the Office of the Vice Chancellor for Student Affairs. Between revision periods, recommended revisions should be directed to the Office of the Vice Chancellor for Student Affairs, which maintains an open file for future consideration.

Responsibility for Administration of These Regulations

- A. The Dean of Students Office shall administer all regulations in Chapters I - IV and Chapter VII of this document;
- B. The Office of Student Conduct or the Chancellor (or their designee), as appropriate, shall administer all regulations in Chapters VIII-IX.
- C. The Chancellor (or their designee) shall administer all policies contained in Chapters V and VI.

General Definitions

Academic Programs: All regularly scheduled classes, make-up or extra sessions for regularly scheduled classes, mid-terms, final exams, and UCSB Extension courses offered for credit.

Academically-Related Programs: Study, tutoring or review sessions; special faculty lectures that are not part of the quarter's regularly scheduled academic offerings; Orientation programs and Equal Opportunity programs; non-credit Extension courses; departmental seminars and meetings; public events and ceremonies.

Campus: The term "campus" means a University of California campus. ([SW PACAOS 14.10](#))

Campus Policy: Policy number indicates where a specific policy or procedure is located within the UCSB Policies and Procedures located online at <http://www.policy.ucsb.edu/>.

Campus-Affiliated Organizations: Organizations that occupy space on University property at the invitation of the Chancellor and by agreement with The Regents.

Co-Curricular Programs: All programs sponsored by Registered Campus Organizations; all Graduate Students Association-, Associated Students-, and Residential Housing Association-sponsored educational and social programs; all programs sponsored by all other non-academic University departments (e.g., Arts & Lectures, Alumni Association); all programs sponsored by campus-affiliated organizations.

Commercial Activity: The sale of goods or services or the sponsorship of any program conducted primarily to generate personal or corporate profit.

Compulsory Campus-Based Student Fees: Fees normally voted on by students through the Associated Students, Graduate Students Association, or Campus Election Commission process and levied at UC Santa Barbara which must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as student centers and recreation facilities; and (3) student governments, Registered Campus Organizations, and student government- and Registered Campus Organization-related programs and activities.

Days: Unless explicitly noted in the policy, “days” refers to business days. This does not include Saturdays, Sundays, or days on which the campus is closed.

Extra-Curricular Programs: Programs sponsored by off-campus persons or organizations.

Fund-raising: The collection of monies on University properties by means of sales, contributions, donations, solicitation, membership fees, tithing, and/or admission charges to events or meetings on a regular or occasional basis.

Non-affiliate: Any person who is not any of the following: a student, officer, official volunteer, employee, Regent, or emeritus of the University of California or a member of a household authorized to reside in University Property. (See Chapter IX - Regulations Governing Non-Affiliates).

Non-Affiliate Persons/Groups: Persons/groups that have no affiliation with the University. Such groups may be non-profit or commercial, private or public.

PACAOS: University of California Policies Applying to Campus Activities, Organizations and Students, available at: <https://www.ucop.edu/student-equity-affairs//policies/pacaos.html>.

The UC Policies Applying to Campus Activities, Organizations and Students are a compendium of University-wide policies relating to student life and serve as a foundation of these Campus Regulations.

Personal Gain: The sale of goods or services or the sponsorship of any fund-raising activity on University property by any individual or group that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the program. Fundamental to this definition is the premise that funds raised on University properties are to be used to expand the educational and recreational opportunities for Registered Campus Organizations that raise funds on the campus, and not to financially subsidize individual persons’ interests, appetites, needs, or living expenses. If approved in advance by Student Engagement and Leadership, exceptions may be granted.

Political Organization: For the purpose of these regulations, a political organization is defined as a group engaged in or sponsoring one or more of the following activities: Either supporting or opposing (financially or by providing organizational volunteer support) a candidate or group of candidates formally running in primary or general elections for national, state, county, local or city office. Either supporting or opposing (financially or by providing organizational volunteer support) a ballot measure or a drive to put an issue on the ballot. Raising funds or sponsoring programs to provide ongoing support for a federally or state registered political party.

Property: The term "property" means any University-owned, -operated or -leased property, including all University grounds and structures or such other property as shall be designated by a campus as property subject to these Policies.

Recognized Units: University of California, Santa Barbara organized research units and affiliated units as specified in the University of California, Santa Barbara General Catalog.

Registered Campus Organization: The term "Registered Campus Organization" means an organization whose membership predominantly comprises students, faculty, and/or staff of a particular University campus, and that attains recognition as a Registered Campus Organization by complying with the requirements and procedures set forth in [Section 70.10 of SW PACAOS](#) and in campus implementing regulations.

Religious Organization: An organization is defined as "Religious" if it meets one or more of the following criteria:

If the organization views its activities as "religious."

If the purpose of the organization is worship, devotion, or prayer.

If the organization is affiliated with a religious sect.

If membership in or affiliation with a group generally recognized as a religious sect is a criterion for membership.

The guiding principle used in determining whether or not an organization is to be classified as "Religious" is to ascertain if the practices, tenets, mode of meeting or use of literature are comparable to those of organized religions.

Student: A person for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University (including summer session and concurrent enrollment through Extension); (b) has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; or (c) is on an approved educational leave or other approved leave status, or is on filing-fee status.

University: The term "University" means the University of California and includes all campuses, the Office of the President, the Division of Agriculture and Natural Resources, and each Department of Energy Laboratory operated by the University.

University Departments: Campus academic and administrative units that have as their purpose instruction, research, or the provision of services by the University.

University Housing: Any residence hall or apartment complex owned, operated, or maintained by the university.

University Property: Any University-owned, -operated, or -maintained building and grounds.

University-sanctioned Event: Any activity of a campus organization, University department, recognized research unit, or campus-affiliated organization that involves the use of University facilities, resources, services or equipment. University-sanctioned events are subject to the provisions of these regulations, wherever applicable.

II. Registered Campus Organizations

Formation

- A. A Registered Campus Organization (RCO) is any group composed of University of California, Santa Barbara students, faculty and/or staff that registers with Student Engagement and Leadership (SEAL) in order to have access to University facilities and/or resources.
- B. Membership in a Registered Campus Organization shall be open to any student, faculty, or staff member, consistent with [PACAOS 20.00 Policy on Non-Discrimination](#), with the exception that membership in a sorority or fraternity registered as a social fraternity or sorority with Student Engagement and Leadership may be limited by sex.
- C. All RCO officers and voting members must be current UCSB students, faculty and/or staff members.
- D. RCOs must register at the beginning of fall or winter quarters.
- E. RCOs must re-register annually. Regardless of registration date, all organization registrations expire at the end of the summer quarter.
- F. RCOs are considered to be “re-registering” whenever an organization with a similar name and purpose has been registered with SEAL before.
- G. An authorized student government and its official entities shall not be eligible for registration also as a Registered Campus Organization.
- H. Initial Registration Procedure

Any group of University of California, Santa Barbara students, faculty, and/or staff may form a Registered Campus Organization by completing the following steps:

1. Register a new RCO with SEAL and submit a complete organization profile, which includes:
 - a. The names, current E-mail addresses and telephone numbers of three (3) or four (4) officers who will be personally & fiscally responsible for the RCO.
2. Upload the RCO’s constitution to the SEAL website. RCO constitutions must align with the [University Policy on Non-Discrimination](#) and include the following elements:
 - a. Registered campus organization name,
 - 1) The geographical designation “at UCSB” may be used by any campus organization as part of its name without obtaining special approval. (“Club at UCSB” is acceptable, whereas “UCSB Club” is not acceptable.)
 - 2) An RCO cannot use the same name as another campus entity (e.g. organization, department, etc.)

3) These naming conventions apply to all forms of printed and electronic communication

- b. A clearly defined statement of purpose,
- c. All requirements for membership, including dues or fees,
- d. Qualifications for holding office, if applicable,
- e. Methods of selecting and replacing officers, if applicable,
- f. Documents explaining the nature of any formal affiliations the RCO has with external organizations or agencies.

3. At least one (1) officer must attend required RCO orientation event(s), unless otherwise noted.

4. Pay the registration fee.

5. Submit the signatory form, which includes signed statements verifying that the RCO and its officers agree to comply with the following when conducting organization business:

- a. Campus Regulations as well as local, state, and federal laws
- b. Non-Discrimination (see Chapter IX - UC Non-Discrimination Policy Statement)
- c. Non-Hazing
- d. Campus Substance Abuse Policy
- e. California Child Abuse and Neglect Reporting Act (CANRA)

I. Re-Registration Procedure

The re-registration procedure is identical to the initial registration procedure described above, except that the prior year's RCO profile and constitution may be re-submitted (if there are no changes) or updated.

J. Advising and Mentoring

Student Engagement and Leadership (SEAL) provides all organizations a SEAL advisor, based on category, with whom the organization may work to receive logistical advising. RCO's may choose a campus mentor to work with their group to provide philosophical and strategic advice and to provide continuity from year to year.

Responsibilities

A. Registered campus organizations using University property or services must avoid any unauthorized implication that they are sponsored, endorsed or favored by the University.

- 1. An RCO lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending that function.

2. RCO officers are responsible for ensuring that the name, insignia, seal or address of the University of California, Santa Barbara is not used in any manner that implies UCSB support or agreement with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations. RCOs are encouraged to design their own letterhead for use in correspondence.
- B. The RCO's officers are responsible for the planning and organization of all group events.
1. At least one officer and one other member must be in attendance at all functions sponsored or co-sponsored by the RCO.
 2. RCO officers are responsible for making certain that members comply with all applicable local, state and federal laws, University of California and University of California, Santa Barbara policies and regulations while participating in University-sanctioned events.
 3. Failure to do so could lead to revocation of registration, loss of privileges, administrative sanction or referral to the Registered Campus Organizations Conduct Board for violations of such policies or regulations.
- C. If sanctions are applied, Registered Campus Organizations shall have an opportunity for a hearing with the basic standards of procedural due process (see Registered Campus Organization Conduct and Discipline).
- D. RCO officers are responsible for completing the Event Planning Process with SEAL when planning an on-campus event or activity, with the exception of regular meetings of the organization leadership or general membership.

Unless instructed otherwise by SEAL staff, RCO officers are responsible for attending the Minor Events Committee meeting at least 3 weeks prior to the scheduled date of the event and gaining its approval when planning events in University facilities, including areas generally open to the public.

The Minor Events Committee will determine if security is necessary for the event and how much will be required. Security needs are determined based on similar past events, where similar is defined as event type, attendance, venue, insurance risk classification, and availability of alcohol. For smaller events, security may be provided by the Community Service Organization (CSO) or may not be required at all. For larger or more complex events, security may require the presence of both CSO's and one or more university police officers. The RCO is responsible for covering the cost of security for the event and complying with the Minor Events Committee's decision about security staffing levels. However, the Minor Events Committee upholds the imperative that it must not unduly burden an RCO with

exorbitant security-related charges due to the nature of—or anticipated community response to—a planned event.

- E. RCO officers are personally responsible for the financial obligations to the University incurred by their organization and may be responsible for such obligations to others.

If organizational debts go unpaid beyond ninety (90) days, the balance may be divided, and liens placed on the University billing accounts of officers listed on the signatory sheet.

- F. RCO officers are responsible for ensuring that proper state and federal tax filings are made on behalf of the organization, where applicable.

The Chancellor or designee may investigate through audits or other means and take action to ensure that fiscal activities of RCOs occurring on University properties comply with legal requirements and University policies and procedures.

- G. RCO officers are personally responsible for any damage that occurs to University facilities as a result of use by their organizations.

- H. RCO officers who sign contracts with off-campus vendors or University agencies in return for services or goods are responsible for fulfilling the terms of those contracts. The University is in no way responsible for “making good” on such agreements.

- I. RCO officers may not commit the University in any contractual arrangements or make any representations that might be construed in any way as a commitment without written approval of the University.

- J. RCO officers are financially responsible for providing reasonable disability accommodations, although financial assistance may be available through SEAL to help defray such costs.

Privileges

- A. Registered campus organizations have access to the following resources:
 1. An on-campus accounting service;
 2. Consultation services: program planning, publicity, fund-raising, leadership training, campus regulations, advisement, facilities scheduling, and film contracting;
 3. Option to reserve campus facilities, the use of which must conform to applicable time, place and manner regulations; organizations are responsible for paying costs incurred for space and media reservations and receive departmental rates for these services;
 4. Use of designated posting areas;
 5. Use of wooden tables by the University Center and wooden picnic tables in the Arbor area to promote organizational activities/purposes;

6. Use of campus services/resources to support organizational activities on a direct-cost basis (i.e. significantly less than non-campus entities);
 7. Eligibility for on-campus funding, including funding from compulsory campus-based student fees. (See Chapter V)
- B. Conditions for support from compulsory campus-based fees are:
1. A Registered Campus Organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. ([SW, PACAOS 86.11](#))
 2. Particular programs and activities of a Registered Campus Organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. ([SW, PACAOS 86.11](#))
 3. All expenditures relating to particular programs and activities of a Registered Campus Organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. ([SW, PACAOS 86.11](#))

Compulsory Campus-Based Student Fees

- A. Compulsory campus-based student fees may be expended by a Registered Campus Organization to cover the expenses of direct participation by University students in a particular non-affiliate-sponsored educational program or activity. Such fees may also be expended in payment of applicable dues necessary to sustain membership by a Registered Campus Organization in national and other regional non-Affiliate associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-Affiliate associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees. ([SW, PACAOS 87.00](#))
- B. Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based fees by a Registered Campus Organization to such non-Affiliate associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over the Registered Campus Organization) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. ([SW, PACAOS 87.00](#))

Compulsory campus-based student fees may not otherwise be expended by a Registered Campus Organization in support of, or be otherwise transferred to, a non-Affiliate organization, program, or activity, except in payment for goods and services directly necessary to the operation of that student government, Registered Campus Organization, or other campus entity, its programs or activities. ([SW, PACAOS 87.00](#))

- C. The referendum process set forth in Chapter VI of these regulations shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, for the purpose of supporting any non-Affiliate organization, program, or activity. ([SW, PACAOS 87.00](#))

Registered Campus Organization Conduct and Discipline (see also Chapter VII)

- A. A Registered Campus Organization is required to comply with University policies and campus regulations (including the behavioral codes listed in Section VII.G) as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions.
- B. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process. Such hearings may be conducted by the Registered Campus Organizations Conduct Board, or an individual hearing officer. (See Chapter VII for a full description of the conduct and discipline process for Registered Campus Organizations, including how to file a complaint, notification of charges, due process, sanctions, and appeal options).

Additional Requirements Applying to Political and Religious Organizations and Activities

- A. As a state instrumentality, the University must remain neutral on religious and political matters. Religious and political organizations are eligible to apply for compulsory student fees as part of the University's support of a "public forum." However, students may request a pro-rata refund of such fees used to fund political, religious, or ideological activities and organizations.
- B. Religious and political organizations shall have access to University properties on the same basis as all other campus organizations, according to the guidelines that follow. Special arrangements may be necessary to ensure that such activities/programs are produced at no cost to the campus.

1. The name or seal of the University or any of its officers or units shall not be used for or in connection with religious or political purposes or activities. In correspondence, statements, or other material relating to political or religious activities or issues, the individuals must clearly indicate that the disclosure of any title or affiliation with a group is used for identification purposes only and not as representation of the University or any of its offices or units.

2. Any member of the campus community or public who has concerns about the neutrality of the University in relation to political or religious activities is encouraged to bring their concerns to the attention of the Office of the Dean of Students, which may initiate further investigation and request review and recommendation from the Registered Campus Organizations Conduct Board, Vice Chancellor for Student Affairs, and/or the Office of General Counsel, as appropriate.

Additional Requirements for Recognized Greek Letter Fraternal Organizations

The invitation and recognition of Greek letter fraternal organizations on the University of California, Santa Barbara campus is governed by the document entitled *Statement of Relationship between the University of California, Santa Barbara and Its Greek Letter Fraternities and Sororities*.

- A. Any organization or group of students wishing to establish a Greek letter fraternal organization must first meet with the Greek Life unit in Student Engagement and Leadership.

- B. Although recognized Greek letter fraternal organizations are obliged to fulfill additional requirements with regard to becoming established at the University of California, Santa Barbara, they are nonetheless bound by all requirements and regulations that apply to other Registered Campus Organizations.

- C. Recognized Greek letter fraternal organizations and their activities are monitored by Student Engagement and Leadership and the Registered Campus Organizations Conduct Board. Any member of the University or the community may report concerns or complaints about these organizations by submitting the appropriate form available on the Student Engagement and Leadership website.

III. Campus Activities

Speech and Advocacy

A. General Provisions

1. On University grounds generally open to the public, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, worship, and distribution of literature incidental to the exercise of these freedoms; however, these activities must not interfere with the orderly operation of the campus and must be conducted in accordance with the campus time, place and manner regulations. (See Chapter IX for non-affiliate rules.)
2. It is the responsibility of the Chancellor to provide opportunities for the expression of a variety of viewpoints.
 - a. Persons on University property or attending an official University function assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution.
 - b. University officials may intervene should any person or group of persons interfere with the rights of invited speakers to express their ideas and to have them heard in accordance with the program format established by the sponsoring organization.
 - c. Persons who have concerns with policies governing speech and advocacy should present their point of view to the Dean of Students Office. This Office will review the case and make a recommendation to the Vice Chancellor for Student Affairs for resolution.
3. These policies and campus regulations in no way constitute prohibition of the right of any individual in the University community to hold or express political views. The University recognizes, supports and shall not abridge the constitutional rights of faculty, staff, or students to participate in the political process of supporting candidates for public office or any other political activity. If such support of candidates or issues is extended, the individual(s) must clearly indicate that the disclosure of any title or affiliation with a group is used for identification purposes only and not to represent the University or any of its offices or units.

B. Time, Place, and Manner Regulations

The time, place, and manner of exercising speech and advocacy on the campus are subject to the following regulations that provide for non-interference with University functions and reasonable protection to persons from practices that would make them involuntary audiences:

1. Grounds Open to the Public Generally

For the purpose of these regulations, "grounds open to the public generally" are defined as the outdoor areas of the campus (lawns, patios, plazas) that are adjacent to campus buildings and parking lots.

- a. In the event that the architecture of a building includes entrances with stairs or landings, no distribution may take place on the stairs or landings. (This restriction applies to all landings in front of all entrances to the Library.)
- b. All activity in these areas must be conducted in such a way that traffic is not impeded and the normal activities in classrooms and offices are not disrupted.
- c. Tables or moveable stands may not be placed in areas where passages to any entrance or walkways are blocked, where the free flow of pedestrian traffic is restricted, or where emergency fire lanes are blocked.
- d. In order to facilitate ingress and egress, all activity must be conducted 25 feet or more from any entrance/exit, parking lot, staircase, landing, or roadway.
- e. Fixed wooden tables in the area in front of the University Center as well as along the Arbor corridor are accessed on a first-come, first-served basis.
- f. Groups using moveable tables or stands at any location on the campus must register the display with Student Engagement and Leadership and comply with c. above.
- g. No flyers, announcements, or literature of any kind may be placed on automobiles (e.g., under the windshield wipers) on University property.
- h. Organizations/persons are prohibited from leaving flyers, announcements, or literature of any kind unattended on campus grounds or in classrooms, including newspaper boxes built into wooden kiosks. That is, literature may be handed to interested persons or posted appropriately in designated areas for their information, but it may not simply be left for others to pick up. (See Chapter IX - Regulations Governing Non-Affiliates for non-affiliate rules.)
- i. Tabling and distribution of publications taking place within or in front of the University housing and dining facilities must be approved by the Residential Housing Association/the community council of the representative location, or its designee.
- j. Flyers, announcements or literature of Registered Campus Organizations may be distributed through departmental mailboxes as long as the method of distribution is in keeping with departmental policy or applicable University policies. All inquiries regarding the appropriateness of distribution will be referred to the department chairperson or manager for resolution.

2. Involuntary Audiences

Persons on University property have the right to be protected from becoming part of an audience for an event or activity against their will. For example, students in a classroom or patrons in line at a food vendor would be considered involuntary audiences under this policy.

3. Reservations and Sound Amplification at Outdoor Venues

- a. Outdoor areas are generally open to the public and may be used for speech and advocacy without the use of sound amplification equipment without prior approval. Use of amplification equipment can only take place with the written approval of Student Engagement and Leadership.
- b. However, in the outdoor spaces listed below, sound amplification equipment may be used during the hours listed without prior approval. Use of amplification equipment outside of those hours in these locations can only take place with the written approval of Student Engagement and Leadership.
- c. Use of these areas by non-Affiliates may not involve the use of amplified sound without prior approval from Student Engagement and Leadership, and events hosted by registered groups and University departments will have priority.
- d. Requests for extension of amplification hours must be submitted to Student Engagement and Leadership at least five (5) days prior to the event.
- e. Sound volume must always be regulated by the sponsoring organization to avoid disturbing those in the surrounding area.

If complaints are received indicating that the amplification sound level is interfering with the operations of the campus, the responsible person(s) will be asked to lower the volume. If additional complaints occur, the person(s) in charge of the amplification equipment will be asked to turn off the sound completely. Persons refusing to comply with these time, place and manner regulations relating to the exercise of speech and advocacy shall be subject to University discipline and to law enforcement measures, as appropriate.

- f. Sound levels may not exceed ninety decibels (90 dB) at any time during the performance. Violation of the ninety decibels level can result in loss of outdoor venue scheduling privileges for up to one academic year.
- g. Music regulated by these policies includes amplified music, whether live or recorded, and certain non-amplified musical instruments including, but not limited to, brass, drums, and other percussion instruments. Reference to amplified music includes all of these kinds of music and musical instruments.

Area 1: University Center Lagoon Lawn and Friendship Court

The lawn south of the UCen and courtyard between the UCen I and UCen II buildings (adjacent to Corwin Pavilion).

- These spaces can be reserved for events through UCen Administration.
- Voice amplification is permitted without prior approval Monday through Friday between 9:00am and 9:30pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm, and on weekends.

Area 2: Faculty Club Green

The lawn south of the Faculty Club.

- This space can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 3:00pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends.

Area 3: Storke Plaza

The sunken plaza south of the Storke Tower.

- This space can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 3:00pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends. There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis.
- Each campus organization/department may request the plaza for three special events (i.e., speaker, cultural week, one-day rally, performing artist) each quarter as far in advance as desired. A series (related events throughout the quarter) is not defined as a special event. Thereafter, all additional requests may be scheduled no more than three weeks prior to the event.

Area 4: Student Affairs/Administrative Services Building (SAASB) Courtyard

The internal courtyard of the SAASB.

- This space can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 2:00pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends. There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis.

Area 5: Campbell Hall Plaza

The plaza between Campbell and Cheadle Halls.

- This space can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 2:00pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends. There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis.

Area 6: Arbor Mall

The sidewalk area between Girvetz Hall and the Davidson Library bordered on the north by the fixed tables outside of the Arbor store and on the south by the bike path.

- This area is available for speech and advocacy activities without amplification at all times. However, there is to be absolutely no sound amplification or drumming in this area at any time, due to significant impacts on the UCSB Library and nearby classroom spaces.

Two types of activities can occur in the Arbor Mall.

- Individual students, faculty, and staff and recognized campus organizations may use the tables in the Arbor Mall on a first-come, first-served basis for display and distribution of information and informal gatherings. The displays must fit on the table(s) provided. Free-standing displays must be approved by Student Engagement and Leadership. Such approval will be based on safety issues, such as size of the sign, ability of the stand to withstand wind, location in relation to the fire lane, etc. Non-campus-affiliated individuals and groups may also exercise the constitutionally protected rights of free expression, speech, assembly, worship, and distribution of literature incidental to the exercise of these freedoms. Use by campus-affiliated individuals and groups will be given priority. Additionally, any non-affiliate wishing to place a free-standing display must have that display approved in advance by Student Engagement and Leadership and will be judged on the same criteria as stated above.
- The second type of activity allowed in this area is scheduled events. These events will be limited to information fairs that can include booths, tables, or large displays. All requests for such events will be submitted to the Campus Scheduler in Student Engagement and Leadership. All space assignments will be processed on a first-come, first-served basis.

Area 7: Campus Green

The lawn between the Physical Sciences buildings (North and South) and Broida Hall.

- This space can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 3:00pm and on weekends.

- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends. There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis.

Area 8: Student Resource Building Patio, SRB Northside Patio and Parking Lot 22 Lawn

The patio outside of the SRB Multipurpose Room, the tables, chairs, and patio along the north side of the SRB, and the lawn along the southern border of Parking Lot 22, respectively.

- The SRB Patio and Northside Patio can be reserved for events through the Info Center on the first floor of the building. The Parking Lot 22 Lawn can be reserved for events through the campus events scheduler in SEAL.
- Voice amplification is permitted without prior approval Monday through Friday between 11:00am and 2:00pm and on weekends.
- Music amplification is permitted without prior approval Monday through Friday between 12:00 noon and 1:00pm and on weekends.

Posting and Publicity Regulations

- A. These regulations permit University students, faculty, staff, Registered Campus Organizations, and University units to post and exhibit non-commercial materials at locations designated in these regulations for that purpose. Posting that may damage any University property is prohibited. Except as provided in A.2 below), non-University organizations or persons are not permitted to post on campus.

These regulations apply to individual members of the campus community as well as Registered Campus Organizations. Fines are also applicable to violations occurring during election campaigns (see Chapter VI).

All materials shall clearly indicate the name of the sponsoring campus organization(s) or individual(s). (Abbreviations of organizational names to be used in publicity must be specified at the time of organizational registration.)

1. Acceptable Materials

- a. Announcements of campus activities, special events, and fund-raising activities sponsored by campus organizations, departments, recognized campus units, and affiliated organizations.
- b. Notices regarding the occasional/incidental sale of personal property belonging to students and employees of the University and those offering educationally-related services or information of interest to UCSB students, faculty, and staff.

- c. Official student government campaign literature. All posting of these materials must comply with these regulations. Additional regulations governing election posting may be found in Chapter VI of these *Campus Regulations* and the official student government by-laws.

2. Restricted Materials

- a. Commercial advertisements, posters and literature, political campaign literature, flyers and posters not sponsored by Registered Campus Organizations, and publicity for services that are not conducive to the educational purposes of the University (e.g., term paper services) are not acceptable for posting.
- b. Advertisements, posters, and literature related to events/services/goods of off-campus persons or organizations must be approved by Student Engagement and Leadership prior to posting.
 - 1) The only area approved for the posting of non-sponsored literature is the bus loop kiosk by North Hall. Because of space limitations, only one poster per sponsor is permitted.
 - 2) Any groups wishing to have the privilege of posting elsewhere on campus may contact Student Engagement and Leadership for a list of potential campus organization sponsors; those sponsors must be clearly delineated on any posted material.

3. Posting Areas: Posters and Announcements

a. Wooden Campus Kiosks

- 1) The kiosks in front of Campbell Hall, Theater and Dance, and the Music Building are maintained and managed by Arts & Lectures, Department of Theater and Dance, and Music Department, respectively.
- 2) All other kiosks are maintained by Student Engagement and Leadership posting service. Since space is limited, only one poster per event on each kiosk is permitted. Flyers should be limited to 11 x 17 inches maximum.

b. Sandwich Boards

- 1) A sandwich board is a self-supporting a-frame board with two faces no larger than 3 x 4 feet per side.
- 2) Sandwich boards may be placed on campus for a maximum of one quarter.
- 3) Prior to placement, organizations must submit a sandwich board form to SEAL and receive confirmation of approval.
- 4) Sandwich boards may not be attached to any campus tree, light post, or other structure.

- 5) Sandwich boards must be removed at the end of each quarter and approval for the following quarter requested from Student Engagement and Leadership.
 - 6) Failure to follow these policies may result in loss of sandwich board posting privileges for up to one academic year.
- c. Classroom Bulletin Boards
- 1) All bulletin boards in classrooms designated as “general purpose” are for use by campus organizations, students, faculty and staff.
 - 2) The following Fire Marshal restrictions apply: only a single layer of paper, and only one notice per event/item is permitted on each board, and no posting within one foot in any direction from another notice. No commercial flyer, literature, or advertisement may be posted.
- d. In-Class Announcements
- 1) Announcements may be made during and between classes in classrooms only with the explicit prior approval of the instructor of record.
 - 2) Faculty members retain the exclusive right to decide whether or not to permit announcements before, during, and after their classes in their assigned classrooms. All policies of the *Academic Personnel Manual* apply.
 - 3) For additional information, refer to Chapter VI of these *Campus Regulations*, the bylaws of the official student governments, and the *Academic Personnel Manual* (APM-015).
- e. Departmental Bulletin Boards
- 1) Departmental offices control the use of bulletin boards located within departmental areas.
 - 2) Permission must be obtained from the department before any non-departmental-sponsored material is posted.
- f. University Housing
- 1) All distribution and posting in university housing and dining commons are controlled by the Residential Housing Association.
 - 2) Posting in these areas must be approved by the Residential Housing Association or its designated agent(s).
- g. Classroom Chalkboards
- 1) Written announcements of upcoming events on chalkboards in any instructional facility that has limited chalkboard space is prohibited.

2) Academic uses of chalkboards will always take precedence over other uses.

4. Paper/Vinyl Banners

- a. Banners (no more than eight feet in length and four feet in width) may be posted on Storke Plaza railings and the bike tunnels on Pardall Road, near Student Health Service, on Los Carneros Road, and Rob Gym.
- b. Banners are prohibited from all other areas, especially bike path rails and fences.
- c. Only one banner per event per area is allowed.

5. Plywood Boards and Staked Signs

- a. Self-supported plywood boards and staked signs may be placed in ground cover (preferably) or lawn areas for a maximum of two weeks.
 - 1) Plywood boards must not exceed 4 x 8 feet (the standard size of a plywood board). It is strongly recommended that boards be cut down to 4 x 4 feet (or smaller) to facilitate transport and relocation. Two 4 x 4-foot signs may be posted side by side to achieve the same effect as a single 4 x 8-foot sign.
 - 2) Staked signs cannot be closer than five feet on either side of bike paths and may not be placed in roundabouts.
 - 3) Only wood or plastic stakes can be used. Absolutely no metal stakes are permitted for posting on campus due to significant risks posed to the campus community when fallen signs are run over by industrial lawn mowers.

6. Removal of Posting Materials

- a. All material referring to a specific event or deadline is to be removed within 48 hours after the event/deadline by the sponsoring organization.
- b. All material not referring to a specific event or deadline is to be removed by the end of the quarter.

7. Posting Violations

- a. Posting in or on campus buildings, sidewalks, trees, bike path railings, windows, traffic signs, fixed poles, lamp poles, and all other areas not suitable for staples or tape and not specifically identified in these regulations is prohibited.
- b. Writing, posting, or taping directly on sidewalks, paths or on the exterior or interior surfaces of buildings or walls with any material, including chalk, is a violation of these regulations.
- c. Posting on top of or removing announcements that are current is a violation of these regulations.

- d. Placing flyers, announcements, or literature of any kind on automobiles (e.g., under the windshield wipers) on University property is prohibited.

8. Disposition of Reported Posting Violations

- a. Reporting Violations: Any member of the campus community may register a written complaint or concern with Student Engagement and Leadership regarding alleged posting violations and potential clean-up costs.
- b. Investigating Charges and Recommending Sanctions
 - 1) Once a complaint is filed, Student Engagement and Leadership will contact the alleged violators, inform them of the charges, and ask them for their explanation of the situation.
 - 2) After reviewing all circumstances surrounding the allegation, Student Engagement and Leadership will have the authority to impose sanctions.

c. Sanctions for Posting and Publicity Violations

- 1) First Offenses: Fine of \$25.00 or the actual cost of clean-up, whichever is greater, to the SEAL account or the BARC account. Repeat Offenses*: Fine of \$50.00, or the actual cost of clean-up, whichever is greater.
- 2) For posting violations committed by commercial organizations or groups, a \$10.00 fine per flyer/advertisement will be imposed.

*Definition of a Repeat Offense: A person or organization receiving a second notification within the current academic year of violating these posting regulations.

Fund-raising

A. General Provisions

- 1. University facilities are not to be used for commercial activities or for personal gain. (See General Definitions, "Fundraising" and "Non-Affiliate" in the Introduction.)
- 2. The following University services and programs are exempt from the commercial activity restriction: Campus Store; Campus Food Services; Recreation Department and University Extension programs and classes; University Housing/Dining facilities; Associated Students/Graduate Students Association programs and services; University Transportation and Parking Services; Early Childhood Care and Education Services, and others as enumerated in the [Policy on Fund Raising](#).
- a. Credit card vendors are required to abide by UCOP and UCSB guidelines regulating the on-campus marketing of credit cards to students. Refer to [PACAOS Appendix D](#):

[University of California Policy and Supplemental Guidelines on the Marketing of Credit Cards to Students.](#)

B. Fund-Raising and Sales

Registered campus organizations and student governments may use University facilities to raise funds on campus for their organization when they are in compliance with the following definitions and regulations:

1. All fund-raising events, including sales, must be approved by Student Engagement and Leadership and obtain a permit (in the case of the Graduate Students Association and Registered Campus Organizations) or by the Executive Director, Associated Students (in the case of Associated Students programs). Residence Halls Association events held in housing facilities require only Director of Housing or designee approval.
2. The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purposes of the sponsoring organizations.
3. When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber beforehand all pre-established program costs (e.g., facility use, production costs, equipment rental fees).
4. Organizations using University facilities to raise funds must be financially accountable and operate within the following guidelines:
 - a. All funds raised must be deposited in an on-campus Student Engagement and Leadership, Associated Students, or Residence Halls Association trustee account and may be withdrawn in accordance with the original fund-raising purpose only after all the bills incurred during the event have been paid.
 - b. All contracts entered into with off-campus entertainment groups or agencies must be reviewed by a Student Engagement and Leadership advisor to assure that the facility is adequate and that the University is in no way obligated under the contract. Once reviewed, the contracts will be signed by one or more official representatives of the organization. Contracts for the Associated Students need only to be signed by the Executive Director, Associated Students. Contracts for Residence Halls Association events held in Housing facilities need only be signed by the Director of Housing or designee.
 - c. All ticket sales must be coordinated through the Associated Students Ticket Office.
 - d. The University reserves the right to investigate financial records of a campus organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
 - e. In the event that a fund-raiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.

5. Food Sales

Food sales permitted on University properties must comply with the following stipulations:

- a. No food sales may be conducted in front of the Library or set up adjacent to any building entrance in such a way as to impede free access into the building.
- b. No independent commercial food vendor sales are permitted.
- c. Low-risk foods are defined as non-perishable, low-water-activity foods not requiring refrigeration. Items must be individually wrapped or pre-packaged; ice may be used to store drinks but no ice may be dispensed to customers. A selling permit is required from Student Engagement and Leadership and must be displayed on the seller's table at all times. Groups operating without an approved selling permit will be closed down by a representative of Student Engagement and Leadership or Environmental Health & Safety. See Student Engagement and Leadership for further details on approved food items. Only low-risk foods may be given away as part of a promotional event.
- d. All food preparation must occur in either the MultiCultural Center or Student Resource Center kitchen (no home preparation allowed) and be served in the MultiCultural Center or the Student Resource Building (though food is not required to be consumed inside the center or building, respectively).

Requests to schedule the MultiCultural Center kitchen and lounge must be submitted to the MultiCultural Center. A cleaning deposit will be required. Requests to schedule the Student Resource Building kitchen must be submitted to the Student Resource Building Information Center.

- e. Prior to the event, barbecues sponsored by Registered Campus Organizations require permitting by the Student Engagement and Leadership and the UCSB Fire Marshal or their designee. Departments wishing to sponsor a barbecue are required to contact the UCSB Fire Marshal and their designee.
- f. Food that is served free of charge at potlucks, parties, or meetings where the event is not open to the general public does not need a selling permit or prior approval. A potluck is a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.
- g. Campus organizations may request to sell food on campus that is prepared by a non-campus vendor. There are seven steps for obtaining approval for use of a non-campus vendor. These are:
 - 1) Select a licensed caterer. The caterer must have an appropriate county food license.
 - 2) The campus organization must obtain approval from the Executive Director of Campus Dining to make use of a proposed licensed caterer.

- 3) The campus organization must ensure that the licensed caterer has adequate insurance. Guidelines for the required insurance types and amounts are listed on [UCSB Risk Management's website](#).
- 4) The campus organization must ensure that Risk Management's "[Request for Proof of Insurance From A Caterer](#)" is filed with the Risk Management Office in Business Services. The campus organization must return the completed "Request for Proof of Insurance From A Caterer" to the Risk Management Office in Business Services at least two days in advance of the event.
- 5) The campus organization must complete a food application permit form located at the Student Life Suite at least ten days prior to the event and this form must be approved by Student Engagement and Leadership at least seven days prior to the event.
- 6) The campus organization must display the permit when selling food.
- 7) The campus organization shall have monies in their Student Engagement and Leadership trustee account sufficient to cover all catering expenses. All expenses for the caterer must be paid from this account.

Additional campus food guidelines may be found [online](#).

C. Use of the UCSB Tax ID Number

1. Registered campus organizations are not permitted to use the campus' tax identification number without explicit consent from a University official.
2. Whenever a tax identification number is required—in cases where the organization does not have its own identification number—a request to use the campus tax identification number must be submitted to SEAL, which will work in conjunction with Student Affairs Grants & Development to determine whether the situation is an appropriate use of the campus tax identification number.
3. Failure to follow these policies constitutes a violation of these *Campus Regulations* and puts the organization and its donor at risk of serious financial and legal liabilities.

Benefits and Donations (Including Scholarships)

- A. Registered campus organizations may sponsor activities, sales, and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction (see General Definition) is not violated and the campus organization agrees to comply with the following stipulations:

1. The Registered Campus Organization must vote to sponsor the benefit at a publicized organizational meeting.
2. Any contract between the on- and off-campus person or organization must specify the financial terms agreed to by both parties, and the contract must be reviewed by a Student Engagement and Leadership advisor or signed by the Executive Director, Associated Students (for Associated Students-sponsored programs only). Contracts for Residential Housing Association events held in Housing facilities must be signed by the Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises or designee only.
3. All Internal Revenue Service guidelines regarding benefits and donations must be followed.
4. The publicity for the event must include the following information:
 - a. The name of the sponsoring campus organization(s).
 - b. The name of the benefiting off-campus organization(s) or individual.
 - c. The intended specific uses of funds collected at the event.
 - d. A specific disclaimer of University sponsorship or endorsement.
 - e. The amount of donation or percentage of net profit going to benefiting organizations.
5. All funds collected must be deposited in the organization's on-campus Student Engagement and Leadership trustee account. Benefit income may be disbursed only from the account after all bills for the event expenses have been paid. All disbursements must be consistent with the original stated purpose of the event and in compliance with contractual agreements, including the amount of donation or percentage of net profit.

Serving Alcohol at a Campus Event

- A. The use of alcohol on University property and at University-sanctioned events must be in compliance with California law. More specific campus guidelines related to the use of alcohol and other drugs may be found in the UCSB campus [Substance Use Policy and Implementing Guidelines](#).
- B. Specific implementing guidelines with information on serving and advertising alcohol may be found at the above site on pages 7 through 14. (See Appendix - UCSB Substance Use Policy for these guidelines.)
- C. Campus organizations shall not use funds raised through University-sanctioned events for the purchase or distribution of alcohol.
- D. The University cannot expend state funds on alcohol.

IV. Use of University Facilities

Use of University Facilities for Events and Activities Sponsored by Registered Campus Organizations, University Departments, Recognized Research Units, and Campus-Affiliated Organizations

A. General Provisions

1. All use of University facilities must be in accordance with federal, state, and local laws, and with University policies and regulations, and shall not be used for the purpose of organizing or carrying out unlawful activity. (See Camping Policy, reprinted in the Appendices below.)
2. All persons on University property are required to abide by University policy and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies or campus regulations may subject a person to possible legal penalties; if the person is a student, faculty member, or staff member of the University, that person may also be subject to University discipline in accordance with University policies and campus implementing regulations.
3. Those using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.
4. University facilities may be used to hold closed meetings or events.
5. Access to the exterior, roof, and sides of campus buildings is prohibited, except by authorized personnel. Rappelling off, climbing on, and the dropping of objects from campus buildings are expressly prohibited.
6. Scheduling campus facilities for non-course-related events to be held in classrooms, lecture halls, or outdoor areas is done through the Campus Events Scheduler, located in the Student Life Suite. The University Center schedules its meeting rooms; the Student Resource Building schedules its meeting rooms; the Events Center, and the Recreation Department schedule athletic facilities.
7. In the event that a campus venue denies a request for use of campus facilities for any reason other than lack of space availability, the sponsoring organization may appeal the denial to the Vice Chancellor for Student Affairs.

B. Camping Policy

[This policy](#) is established to protect the health and safety of the campus community and access to and security of University facilities and property. It governs academic and staff employees, students, registered student organizations, organizations not affiliated with the University, and all other individuals on or in University-owned or -managed property or facilities. No person shall camp or erect a temporary shelter on University property.

C. Scheduling Facilities

1. Facility Requests:

- a. All facility use requests for non-course-related purposes should be submitted to Student Engagement and Leadership.

All facility use requests by academic departments for classes should be submitted to the Office of the Registrar. See [Campus Policy on Facilities Scheduling](#), for additional information on priorities.

- b. Requests for space should not be considered a firm reservation until the computer-generated scheduling confirmation is sent to the originating group.
- c. Banks with a contract with the University Center may set up a table next to their respective campus ATM locations one week each quarter. Scheduling for tabling shall be done with the University Center Administration office in consultation with Student Engagement and Leadership.

2. Reservation Cancellation:

- a. In the event that a scheduled space will not be used, it is imperative that Student Engagement and Leadership be notified immediately by the sponsoring organization. Cancellation notice must be given a minimum of two working days prior to the event. A loss of privileges may result if the lack of notice negatively impacts another organization.
- b. For events in Campbell Hall, Isla Vista Theaters, Embarcadero Hall, Buchanan Halls, and Lotte Lehmann Concert Hall, cancellation notification must be received by Student Engagement and Leadership five working days prior to the event. Failure to do so by any campus organization, including Associated Students Program Board, may result in the loss of the use privileges for the remainder of the quarter in which the cancellation occurred and for all of the next quarter.

D. Special/Major Events Approval

Certain campus units have been designated by their mission to sponsor special program events. These units are: Associated Students Program Board, Arts & Lectures, the Departments of Music and Theater & Dance, Event Management and Protocol, Office of Admissions, Intercollegiate Athletics, and Recreation. Events sponsored by these groups are generally complex in terms of the size and scope of their planning, production and the resulting demands made on University resources. Other groups must first contact Student Engagement and Leadership.

Any group wishing to sponsor campus events that are of a size and scope defined as a major event (see following definition) should gain approval from the Major Events Committee, chaired by the Assistant Vice Chancellor/Dean of Student Life.

A major event is defined as any activity sponsored by a Registered Campus Organization, University department, or non-Affiliate group that anticipates a total attendance (both participants and spectators) of more than 2,500 and/or an activity occurring on campus or in Isla Vista that has a potential of being disruptive to the normal process of the greater community.

All scheduled non-class-related events planned for Halloween/Deltopia and the weekend preceding or following Halloween/Deltopia must receive prior review by the Major Events Committee.

Events held by recognized campus organizations in any University facility or in areas generally open to the public that are not major events (as defined above) require review and approval by the Minor Events Committee. Contact Student Engagement and Leadership for Minor Event Committee contact information.

E. Study/Dead Week and Finals Week

In order to maintain a campus climate conducive to study, during "Study Week" (the last week of instruction in any quarter) and during finals week, major activities and/or mandatory meetings (e.g., administrative, ad hoc, or search committees) should not be scheduled. For administrative, ad hoc, or search committees, agreement from all committee members to meet during this time period must be obtained.

A request from a Registered Campus Organization for an exception to this regulation for an activity must be submitted in writing to Student Engagement and Leadership.

F. Commencement Weekend and Open House Weekend

Because of the scope, nature, and timing of commencement and open house activities, the non-academic scheduling of University facilities during commencement or open house weekends requires the additional approval of the chair of the Commencement or Open House Committee. Requests for activities during this period of time should be submitted to the Campus Events Scheduler in Student Engagement and Leadership, but reservations will not be confirmed until they are approved by the Commencement or Open House Committee chair based upon their determination that the proposed activity will not interfere with commencement or open house activities.

G. Fund-Raising Events

1. Campus Organizations sponsoring fund-raising events must meet additional requirements. Please refer to Chapter III, "Fundraising" of these regulations.
2. Fund-raising by University administrative/academic units outside their normal responsibilities is not permitted without the approval of the appropriate Vice Chancellor.

See Campus Policy 3005 for additional information. Contact Student Engagement and Leadership for clarification.

Use of University Facilities for Events and Activities Sponsored by Non-Affiliates

A. Scheduling

1. All use of campus facilities by non-affiliates shall be coordinated and approved by Student Engagement and Leadership, Alumni Affairs, or Housing, Dining & Auxiliary Services.
2. Individual University faculty, staff, and students will be considered to be “non-affiliates” when requesting facilities for events not related to or approved by a department, unit, or campus organization, or when they wish to use facilities for commercial purposes.
3. Non-affiliates may also be eligible to use University facilities upon invitation of the student governments, other University departments and units, or Registered Campus Organizations. These requests shall have lower priority in securing facilities than those events that are solely associated with the sponsoring organization.

B. Speech and Advocacy

1. Non-affiliate speakers may not schedule facilities or collect funds therein unless sponsored by a University department, official unit, or Registered Campus Organization.

It is the expectation of the University that all speakers will recognize that the essence of the University is to provide for the free exchange of ideas and the expression of a variety of intellectual perspectives. On-campus programs should be designed in the best interests of the educational process, allowing appropriate opportunities for audience interaction.

2. The only facilities exempt from this sponsorship provision are the outdoor areas of the campus open to the public generally. Use of these areas by non-Affiliates, however, may not involve the use of amplified sound; and, scheduled events by registered groups and University departments will have priority.

C. Fund-Raising

Reservations to use campus facilities for fund-raising or otherwise by off-campus persons or groups must first be approved by either the Business and Financial Services office or Residential and Community Living and are subject to the fund-raising guidelines and facility use rates established by those departments.

V. Student Government

Chancellor's Authorization

The Associated Students and Graduate Students Association are the authorized student governments of the University of California, Santa Barbara. The Chancellor may authorize or discontinue student governments as official units of the University of California, responsible for representing student constituencies comprising either the student body as a whole or particular segments of it. The Chancellor may also assign to such student governments specified powers and other responsibilities concerning student affairs. ([UC PACAOS 61.00](#))

Authority, Responsibility, and Purposes

The Associated Students and Graduate Students Association shall have authority and responsibility over matters that are consistent with their enabling documents such as constitutions and by-laws, and with the University's purposes for such governments as defined below. It shall be the responsibility of student governments, in consultation with the Chancellor or the Chancellor's designee, to ensure that their enabling documents, as well as all their programs and activities, are consistent with the status of such governments as official units of the University, and with the University's purposes for such governments as set forth below, as well as with all other provisions of these campus regulations. ([UC PACAOS 61.10](#))

- A. The University's purposes for student governments are: ([UC PACAOS 61.00-61.15](#))
1. To provide students with the educational benefits of participation in student government;
 2. To provide a forum for the discussion of issues and ideas of interest, importance, and/or concern to students;
 3. To provide financial and other tangible support for student activities and organizations on a viewpoint-neutral basis, consistent with the provisions of Chapter V, Section E, in order to foster a sense of community and to further discussion among students of the broadest range of ideas;
 4. To communicate student views to audiences, including external governmental offices and agencies, consistent with the provisions of this chapter; and
 5. To provide such additional services to students as may be determined by the Chancellor or Chancellor's designee to be consistent with the status of student governments as official units of the University and with other provisions of these regulations.

Support by Campus-Based Student Fees

Student governments may be supported by compulsory campus-based student fees and/or by voluntary student contributions as specified in Chapter VI of these regulations. ([UC PACAOS 81.00](#))

Student Government Support for Registered Campus Organizations and Related Programs and Activities from Compulsory Campus-Based Student Fees

Compulsory campus-based student fees allocated to student government may be reallocated to support Registered Campus Organizations and Registered Campus Organization-related programs and activities consistent with the University's educational purposes in providing such support. The process for making such reallocations must be based solely on viewpoint-neutral criteria. ([UC PACAOS 86.10-86.20](#))

The University's educational purposes are served when reallocations by a student government of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities are made:

- A. To provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular programs and activities; and
- B. To stimulate on-campus discussion and debate on a wide range of issues from a variety of viewpoints.

Consistent with the above purposes, such reallocations shall be made only to support either the general organizational expenses of Registered Campus Organizations and Registered Campus Organization-related programs and activities or their associated communicative purposes.

Campus Procedures and Criteria to Assure Viewpoint Neutrality ([UC PACAOS 86.30](#))

The campus shall have responsibility for ensuring that student governments and, as applicable, other campus reallocation entities, maintain procedures and criteria for making specific reallocation decisions for the support of Registered Campus Organizations and Registered Campus Organization-related programs and activities from compulsory campus-based student fees. Such procedures and criteria must be viewpoint-neutral in their nature; that is, they must be based upon considerations that do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities.

Criteria appropriate to be given balanced consideration in the making of viewpoint-neutral reallocation decisions include, but are not limited to: the objectively documented organizational needs of the Registered Campus Organization based on membership size; its office or equipment requirements; the extent of financial support the Registered Campus Organization receives from other sources; or the production costs associated with a particular event or series of events the Registered Campus Organization typically sponsors. Such sponsored events supported in whole or in part by compulsory campus-based student fees need not avoid controversial political, religious, or ideological content, subject to the understanding that under current University policy, campuses have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints (see [PACAOS 30.20 Policy on Speech and Advocacy](#)). ([UC PACAOS 86.31-86.34](#))

- A. Campus procedures and criteria shall provide that:

1. Student governments or other campus entities responsible for reallocating compulsory campus-based student fees must publicize widely and regularly to Registered Campus Organizations the availability of such funds to support Registered Campus Organizations on a viewpoint-neutral basis, as well as the viewpoint-neutral criteria on the basis of which such funds will be reallocated; and
 2. Communications to Registered Campus Organizations on the availability of such funds must be made in a timely fashion, and be reiterated periodically during the year as long as such funds remain available, to ensure sufficient time for the preparation of funding proposals in advance of funding decisions.
- B. Campus criteria and procedures shall also provide for:
1. Documentation of all funding processes available to Registered Campus Organizations, including notice of the opportunity to apply for funding and the criteria upon which funding requests will be judged;
 2. Documentation of all funding requests by Registered Campus Organizations and actions taken by the student government or other campus entity with reference to the published funding criteria in response to such requests; and
 3. A formal process that allows Registered Campus Organizations or individual students to appeal, in a reasonable and timely manner, funding decisions regarding particular Registered Campus Organizations or Registered Campus Organization-related programs and activities made by the student government or other campus reallocating entity.

Compulsory campus-based student fees may be reallocated to pay for speakers sponsored by Registered Campus Organizations. Over time, such events should stimulate on-campus discussion and debate from a wide range of viewpoints on a variety of issues.

Legal Review of Campus Procedures and Criteria ([UC PACAOS 86.40](#))

Campus procedures and criteria for reallocation of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities on a viewpoint-neutral basis must be reviewed by the Office of the General Counsel to ensure that the procedures and criteria are consistent with the law and these policies. In addition, campus units are advised to consult with the Office of the General Counsel should a question arise about whether a particular reallocation is viewpoint-neutral in nature and meets the University's educational purposes.

Right to Take Positions on Public Issues ([UC PACAOS 63.00](#))

Student governments shall have the right to address and take positions on public issues. Positions on issues taken by student governments shall not be represented as or deemed to be official positions of the University.

Compulsory student fees shall not be expended in support of such positions except for University-related purposes. Any expenditure in support of such positions must avoid any implication that the positions taken are sponsored, endorsed, or favored by the University. This does not affect the right of any student, as an individual, to petition governmental officials or bodies (UCSB only).

Lobbying and Other Public Policy-Oriented Activities ([UC PACAOS 64.00-64.10](#))

Consistent with the University's purposes for student governments as set forth in Chapter V, Section "Authority, Responsibilities, and Purposes," of these regulations, Associated Students and Graduate Students Association may undertake lobbying and other public policy-oriented activities on student-related matters, as defined in Chapter V, Section "Definition of Lobbying Activities" and Section "Definition of Public Policy-Oriented Activities Other Than Lobbying," of these regulations below, supported by compulsory campus-based student fees and/or by voluntary student contributions.

The lobbying and other public policy-oriented activities of student governments serve the University's purposes for such governments when such activities provide students with educational experiences in developing, discussing, and resolving positions on student-related matters, and articulating these positions through public and private discussions, meetings, and other forms of communication.

In furtherance of the University's purposes for student governments, the educational benefit provided to students by such activities must outweigh any purpose of furthering a particular ideological or political viewpoint. Consistent with this requirement, all such activities must be established by and under the direct and exclusive control of student governments and their democratic processes, and offer opportunities for participation by University of California students in meaningful learning experiences.

Definition of Lobbying Activities

The term "lobbying activities" as used in these regulations means the funding or sponsorship by student governments of any program or activity of such governments that involves direct contact (whether face-to-face, by telephone, or in writing) with non-University legislative or other governmental officials in order to communicate a student government position (including the supporting rationale for that position) on a student-related matter.

Definition of Public Policy-Oriented Activities Other Than Lobbying

The term "other public policy-oriented activities" as used in these regulations means the funding or sponsorship by student governments of any program or activity of such governments (other than "lobbying activities" as defined in Chapter V, Section "Definition of Lobbying Activities," of these

regulations) that involves the communication to a University audience of a student government position (including the supporting rationale for that position) on a student-related matter.

Pro Rata Refund Requirement for Lobbying Activities

Any student objecting to a particular lobbying activity of student government (as defined in this Chapter of these regulations) supported by compulsory campus-based student fees is entitled to a pro rata refund of that portion of his or her fees that went to support the activity. Criteria and procedures for particular campus-based refund mechanisms shall be developed by campuses in consultation with their student governments, and with the Office of the President and the Office of the General Counsel as required, to ensure the compliance of such mechanisms with both these regulations and the law. Such criteria and procedures must provide that the availability of pro rata refunds be widely and frequently publicized among students, and that all requests for such refunds by objecting students be processed equitably and expeditiously.

Undergraduate students interested in seeking a pro rata refund should contact UC Santa Barbara Associated Students. Graduate students interested in seeking a pro rata refund should contact the UC Santa Barbara Graduate Students Association.

Sponsorship of Speakers ([UC PACAOS 65.00](#))

Compulsory campus-based student fees allocated to student governments and/or voluntary contributions made to student governments may be expended to support speakers sponsored by those governments. The purpose of such support must be to stimulate on-campus discussion and debate on a wide range of issues. Student governments may bring in speakers as part of their public policy-oriented activities consistent with Chapter V of these regulations. In the event that an allocation is made by a student government to sponsor a forum with speakers advocating for or against a candidate for a non-student-government office, or for or against an off-campus ballot proposition, the student government must make a good faith effort to invite a representative of the opposing campaign or campaigns to appear at the same time or, if this opportunity is declined, to appear at another time. (See also Sections Chapter V, Section "Campus Procedures and Criteria to Assure Viewpoint Neutrality," of these regulations.)

Participation in Non-University Political Campaigns ([UC PACAOS 66.00](#))

Consistent with *PACAOS 40.00 [Policy on Use of University Properties](#)* and with the *[Legal Guidelines for UC Participation in Ballot Campaigns](#)*, student governments may not use University resources to support or oppose a particular candidate or ballot proposition in a non-University political campaign. This is not intended to preclude the use of such resources by student governments for legitimate educational purposes related to such non-University campaigns, in which information about competing candidates for government office and/or information about competing viewpoints with respect to particular ballot propositions is provided in a fair and balanced way. (See

also Chapter V, Sections “Campus Procedures and Criteria to Assure Viewpoint Neutrality,” and “Sponsorship of Speakers,” of these regulations.)

Transfer of Compulsory Campus-Based Student Fees to Non-University Entities ([UC PACAOS 87.00](#))

Compulsory campus-based student fees may be expended by a student government, Registered Campus Organization, or other campus entity to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended in payment of applicable dues necessary to sustain student government membership in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees.

Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based fees by a student government to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight of student government) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure.

Compulsory campus-based fees may not otherwise be expended by a student government in support of, or be otherwise transferred to, a non-University organization, program, or activity, except in payment for goods and services directly necessary to the operation of that student government, its programs or activities.

The referendum process set forth in Chapter VI of these regulations shall not be available either to establish a new compulsory campus-based student fee, or to lock in an increase to an existing such fee, that is earmarked for the purpose of providing direct support to any non-University organization, program, or activity. (See also Chapter V, Section “Lobbying and Other Public Policy-Oriented Activities,” of these regulations.)

Right to Use University Name and Unofficial Seal

Associated Students and Graduate Students Association are official units of the University, and while they may not use the official seal of the University, they may use their designations (ASUCSB and GSAUCSB), the unofficial seal, and their on-campus addresses in connection with official correspondence and programs.

Chancellor's Fiscal Oversight ([UC PACAOS 67.00](#))

The Chancellor is responsible for the fiscal soundness of student governments, and is responsible for maintaining fiscal accountability over compulsory campus-based student fees and voluntary contributions collected from students to support student governments under the University's authority. The allocation and expenditure of all such funds by student governments shall be in accordance with all applicable University policies.

In the discharge of these responsibilities, the Chancellor may conduct audits of the finances of student governments, exercise control over expenditures of their funds when and to the extent necessary to maintain financial solvency of student governments, and where required may take action to ensure that any financial or business activity under the control of student governments is operated in accordance with sound business practices and is consistent with legal requirements and University policies and procedures.

Funding for Student Governments

Student governments may be supported by either compulsory or voluntary fees. Fees established to support a student government must be approved by the Chancellor, except that no compulsory fee shall be effective until approved by the UC President.

Compulsory student government fees may be used for educational purposes germane to the University's mission, including support for Registered Campus Organizations and student activities. A student may request a refund of that portion of her or his fee that supports a particular lobbying activity of student government.

Student elections for student fee referenda may be conducted by the Associated Students, Graduate Students Association, or Campus Elections Commission. For campus-based voluntary and compulsory student fee elections in which the voting pool is all registered students, the Campus Elections Commission will conduct the election, and the Chancellor (or designee) will review and approve the ballot wording and election parameters. Student fee referenda initiated through Associated Students or the Graduate Students Association are governed by the governing documents of those entities.

The Chancellor shall certify all student government and fee elections results before they can be considered official. All campus-based student fees must be approved by the Chancellor and compulsory student fees must also receive Presidential approval.

VI. Student Elections

Campus-Based Compulsory Student Fees

Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as student centers and recreation facilities; and (3) student governments, Registered Campus Organizations, and student government- and Registered Campus Organization-related programs and activities.

These regulations do not apply to University-wide fees, to non-referendum-based campus health insurance fees that may be assessed to meet a non-academic condition of enrollment established by either the Regents or the President, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval. ([UC PACAOS 81.00 and 81.10](#))

There are three organizations authorized to initiate a vote on compulsory campus-based fees: 1) Associated Students - undergraduate initiatives only; 2) The Graduate Students Association - graduate initiatives only; 3) The Campus Elections Commission - undergraduate and graduate student combined initiatives and undergraduate only initiatives. Any student or campus affiliate may propose a new fee initiative through any of these three organizations according to their guidelines and codes. Any student registered during the quarter of the election, including students on UC education abroad programs, Washington Center programs, or Sacramento Center programs, may vote on the initiatives for their student designation (undergraduate or graduate). Student fee initiatives are governed by [UC PACAOS 80.00](#), regardless of where they are initiated. If proposed through a student government, the governing documents of that student government shall also apply. If proposed through the Campus Elections Commission, the Campus Elections Commission Guidelines shall also apply.

- A. Compulsory fees may be established, adjusted, or eliminated upon approval by an election in which:
 - 1. Procedures are delineated for student consultation before the election, and in the case of student fee-funded facilities, procedures are delineated for continuing student consultation once the facility is constructed.
 - 2. A minimum of 20% of the voting pool, as specified prior to the election, cast ballots, and
 - 3. The criteria for level of fee approval and the election parameters are met.
- B. Any reduction or elimination of a compulsory fee must consider any contractual agreements. The sponsoring organization may negotiate with the University to use the registration process (or other University means) to collect the compulsory fee.

C. Provision for Return-to-Aid

Effective from the date of final issuance of UCOP Policy on Compulsory Campus-Based Student Fees ([UC PACAOS 80.00](#)) as revised on April 14, 2006, any compulsory campus-based student fee approved as either a new fee or an increase to an existing fee shall provide for fee revenue for local need-based financial aid ("return-to-aid") to be set aside in an amount equal to at least 25% of the total new fee or fee increase as voted on by students. The return-to-aid generated by undergraduate students shall be reserved for undergraduate student financial support and the return-to-aid generated by graduate and professional students shall be reserved for graduate and professional student financial support.

Any campus-based fee (whether referendum-based or non-referendum-based) that is charged to a student as a premium to purchase health insurance for that student shall be exempt from any return-to-aid requirement. This exemption shall not extend to campus-based fees that have been approved by students through the referendum process for the purpose of providing direct support to campus student health centers. ([UC PACAOS 81.20](#))

D. Provision for Administrative Assessment

Beginning in 2009, any compulsory campus-based student fee approved as either a new fee or an increase to an existing fee shall provide for fee revenue for covering the administrative costs to the campus for collecting, accounting, and dispersing the fee revenue. The assessment is determined annually by the Office of Budget and Planning and remains at the amount determined the year the fee or increase was originally passed.

- E. The referendum process set forth in this section shall not be accessible to a Registered Campus Organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a Registered Campus Organization, or any student group other than a student government, from compulsory campus-based fees must be in the form of a reallocation from a student government or other appropriate campus entity to the Registered Campus Organization. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding. ([UC PACAOS 86.12](#))

Voluntary Fees ([UC PACAOS 90.00-90.20](#))

- A. Students may initiate, adjust, or eliminate the collection of a voluntary fee by an election in which:
1. 20% of the students composing the designated voting pool cast ballots, and
 2. 50% plus one of those voting vote in favor of the fee being collected.
- B. A voluntary fee can be collected only using procedures that ensure the students are not assessed the fee unless they indicate via a positive check-off method to pay the fee

- C. The sponsoring organization may negotiate with the University to use the registration process (or other University means) to collect the voluntary fee. To ensure that the University will be able to collect and process voluntary fees within the campus registration and collection systems, the Chancellor retains the right to approve the ballot wording and implementation plans for voluntary fees prior to their being put before the voters.
- D. The costs of collection of the fee shall be borne by the sponsoring organization.
- E. Any election publicity or fee-collection procedure must include a written disclaimer stating that the collection of voluntary fees does not constitute University sponsorship or endorsement of the organization sponsoring a voluntary fee.
- F. These regulations shall apply only to voluntary contributions collected from students as part of the student registration process or other formal campus assessment process and shall not apply to voluntary contributions solicited from students as part of the more general fund-raising activities of any University or University-affiliated entity. Student governments and Registered Campus Organizations engaged in more general fund-raising activities are subject to all other applicable University policies relating to the fund-raising activities of University and University-affiliated entities. (See Chapter III, Section "Fund-raising.")

Exceptions to the referendum requirement ([UC PACAOS 83.00](#))

Any new compulsory campus-based student fee, or an increase to or renewal of an existing such fee may be approved by the Regents subject to the President's and the Chancellor's recommendation, and does not require a student referendum, under any of the following circumstances:

- A. When a student referendum was not specifically required for increases in a compulsory campus-based student fee, as established in the original ballot measure language approved by students in a student election.
- B. When the Chancellor determines that a new fee, or an increase to or renewal of an existing fee, is necessary for the health and safety of students, and when that fee or fee increase or renewal is specifically related to the maintenance of the safety of a building or other facility that is funded, wholly or in significant part (as determined by the Chancellor with the concurrence of the Office of the President) by student fees. Safety issues are those that are potentially dangerous consistent with the standards set forth in the University Policy on Seismic Safety and the University Policy on Management of Health, Safety, and the Environment, as determined by the Chancellor with the concurrence of the Office of the President, such as those that relate to the risk of fire, the presence of asbestos, or the existence of seismic or other structural deficits.

Any new fee, or any increase to or renewal of an existing fee, established under the provisions of this Section shall be retired once the fee's stated purpose is fulfilled. Upon the recommendation of the President, the Chancellor may petition the Regents for continuation of any such new fee, fee increase, or fee renewal in advance of its retirement.

For buildings or other facilities with multiple uses, whenever possible the costs to students for funding safety-related or health-related maintenance should be based on the proportion of current non-academic student use of the building or other facility; or

- C. When a new fee, or an increase to or renewal of an existing fee, is necessary to meet legal requirements (such as new code requirements) or contractual obligations (such as income projections) specified in the funding covenants of a building or other facility that is funded wholly or in significant part by student fees. For buildings or other facilities with multiple uses, whenever possible the costs to students for such increases should be based on the proportion of current non-academic student use of the building or other facility.

Student Government

Election procedures for making changes in the student government constitutions of the Associated Students and the Graduate Students Association or election of officers are specified within their respective constitutions.

Student governments also control student officer and governing body elections through the mechanisms detailed in their constitutions. More information is available online at: <http://www.as.ucsb.edu/government/> and <http://ucsbgsa.org/documents/governance/>.

VII. Registered Campus Organization Conduct and Discipline

Registered Campus Organizations (RCOs) are required to comply with University policies and campus regulations (including the behavioral codes listed in Chapter VIII, Section "Violations and Sanctions") as well as applicable laws or they will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process. Such hearings may be conducted by the Dean of Students Office - Registered Campus Organizations Conduct Board (RCOCB), Student Faculty Committee on Student Conduct (in the case of an individual student charged with a violation based on behavior that happened through their affiliation with an RCO), or an individual hearing officer.

Responsible Action Protocol for Registered Campus Organizations

Similar to California Good Samaritan laws, in situations in which student bystanders call for help in a medical-, alcohol-, or drug-related emergency, the University's disciplinary response for alcohol and drug violations either for the bystanders, the organization, or the student(s) needing assistance, shall, barring exceptional circumstances (e.g. sexual or interpersonal violence, threats to the life of another student, or risk for severe bodily injury, etc.), only consist of educational meetings and/or programs. Other disciplinary sanctions will not normally be considered or assigned.

The Responsible Action Protocol applies to the *UCSB Student Conduct Code*, *UCSB Campus Regulations*, and *Statement of Relationship between UCSB and Fraternities and Sororities* as they relate to Registered Campus Organizations.

Registered Campus Organization Conduct Process

A. Registered Campus Organization Due Process

Registered Campus Organizations (RCOs) subject to University discipline shall be afforded procedural due process, a basic principle underpinning the enforcement of University policies and campus regulations.

The primary purpose of any University disciplinary proceeding is to determine whether or not the accused RCO is responsible for a violation of University policy. Deviations from established procedures shall not invalidate a hearing body's finding unless the deviation significantly affected the result. It is recognized that University faculty, staff, and students are principally engaged in the business and the pursuit of education, and are not trained in the legal system. As such they should be guided more by principles of fairness and common sense than by formal rules of evidence or procedure.

The Vice Chancellor for Student Affairs (VCSA), or designee, is responsible for determining whether an RCO accused of violating campus policies or regulations has been treated in a

fair and equitable manner and whether the fundamental precepts of due process were followed. Through publication of these regulations, the VCSA has established procedures appropriate for adjudicating charges against RCOs, providing a range of sanctions to ensure appropriate future compliance with University policies.

B. Filing a Complaint

Allegations of misconduct by RCOs must be submitted to the Dean of Students Office. Complaints may be submitted in person, over the phone, via e-mail or [online](#).

C. Process for Notification of Charge

Officers of the student organization, usually the president, shall be served written notice of the specific charges. Notices may be made by e-mail to the first officer on the signatory sheet at the e-mail address provided and the individual's official campus e-mail address (if different). The officers will be asked to contact a staff member to set up a conference to discuss the charges. The purpose of the conference is to determine how the formal charges against the organization are to be considered. It provides an opportunity for the organization to discuss the charges with one or both of the non-voting staff Registered Campus Organization Conduct Board co-chairs. The organization must be represented by one or more of its officers. An advisor may attend the pre-hearing conference in an advisory capacity. However, one of the student officers must be designated as the official spokesperson for the organization.

The procedures available for formal consideration of the charges are:

- Administrative resolution
- Referral to a hearing panel
- No action taken

If the official spokesperson of the RCO waives the organization's right to a formal hearing and admits to the veracity of the charges, the staff co-chair(s) of the Registered Campus Organization Conduct Board may act on the charge administratively. In this event, a form requesting that the charge against the organization be considered administratively must be signed by the official spokesperson of the organization. The Assistant Vice Chancellor/Dean of Student Life then has the authority to impose a sanction.

D. Hearing Procedure

If an organization decides against resolving a case through administrative action, the staff co-chairs of the Registered Campus Organization Conduct Board (RCOCB) will refer the matter to a hearing for resolution. The hearing panel shall include: at least two, but no more than three, student members of the RCOCB. At least two members of a hearing panel must be present to constitute a quorum. Hearings are closed to the public. A representative from the Dean of Students Office will present the University's reasons for bringing charges against the organization. Witnesses may be called by the University to testify in support of the charges.

An officer must be chosen by the organization to serve as its spokesperson for the hearing. Up to three members of the organization may attend the hearing. With the exception of the spokesperson, organization members who are to be witnesses shall not be present during other witnesses' testimony. The spokesperson may have up to three advisors, including the organizational advisor, the organization's president, and one other advisor to assist him or her during the hearing. The spokesperson shall have the right to: be present at all phases of the hearing, except during the panel's deliberation on procedural and evidentiary matters, findings of fact, and potential sanctions; to present evidence and witnesses on behalf of the organization; and to question witnesses.

Hearing panel decisions shall be based solely upon evidence introduced during the hearing. Legal rules of evidence do not apply to hearings under this policy; the hearing panel may hear and weigh evidence of probative value. The hearing panel will exclude irrelevant, immaterial, and unduly repetitious evidence.

A hearing panel member shall decide that a violation was committed only if the member finds that the greater weight of the credible evidence supports that finding (preponderance of the evidence). Decisions shall be made by majority vote.

If the organization is found in violation, the hearing panel shall, by majority vote, arrive at a sanction commensurate with the seriousness of the violation. In arriving at a sanction, the panel may consider evidence of past violations by the organization as well as recommendations from the Dean of Students Office.

Hearing panel members of the RCOCB shall make a recommendation on the findings and, if appropriate, the sanctions, to the Assistant Vice Chancellor/Dean of Student Life. Within 15 working days of their recommendation to the Assistant Vice Chancellor/Dean of Student Life, the AVC/DOS shall issue a decision on the case. The president of the organization will be notified in writing, via email, of the AVC/DOS' decision.

E. Sanctions

Sanctions imposed on Registered Campus Organizations by the University will be administered through Student Engagement and Leadership (SEAL). The sanctions below may be assessed singly or in combination (e.g., a group may have its registration rescinded and be placed thereafter on probation). Sanctions will list the length of the probation and/or rescission (unless indefinite), the specific privileges forfeited, and any other conditions.

A Letter of University Reprimand—does not include forfeiture of privileges.

University Probation—may stipulate the forfeiture of specified social and/or other privileges for a period of three to thirty-six months and may also include additional requirements (e.g., community service, completion of training, or other educational sanctions).

Suspension—shall be for a period of three to twelve months and prohibits the organization from: sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus; the solicitation of any new members or pledges; and the initiation of any new members. A suspension may also include the forfeiture of other specifically listed privileges. It may also include additional requirements (e.g., community service, completion of training, or other educational sanctions).

Rescission of University Registration—involves revoking the University’s registration of the organization for an indefinite period of time. If the organization holds a charter from a national organization or association, the University may also request that the national organization or association revoke the organization’s charter. Organizations that maintain a meeting facility on University property may not use that facility until the organization returns as a registered student organization in good standing.

The Dean of Students Office will determine whether the sanction should be implemented immediately or deferred pending the outcome of an appeal.

F. Appeals

Disciplinary action imposed by the Assistant Vice Chancellor/Dean of Student Life, based on the recommendation of a hearing panel, may be appealed only to the Vice Chancellor of Student Affairs. There are no other further appeals. Appeals must be made in writing and must be submitted within ten (10) working days of the date appearing on the notification of the imposition of sanction(s) mailed to the organization.

1. Grounds for Appeal

The organization’s appeal may request that the sanctions be reduced or eliminated, or that the case be reheard. Any such appeal must specify in detail one or more of the following alleged conditions:

- a. Lack of a basis in fact in support of the sanction;
- b. Disproportion of sanction with the offense;
- c. Unfairness of the proceedings;
- d. Significant relevant evidence discovered subsequent to the hearing.

2. Appeal Review

The Vice Chancellor for Student Affairs will make the final determination as to the outcome of the appeal. Only written materials pertaining to the case, including any additional written material supplied by the accused, will be reviewed. Using the four criteria established for the consideration of appeals, the Vice Chancellor will determine whether:

- a. The finding and recommended sanction of the original hearing body is upheld;

- b. The finding of the original hearing body is upheld but the sanction reduced or eliminated;
- c. The case should be referred back to the original body or to a different body for further hearing;
- d. The case should be dropped and the charges dismissed.

It is expected that appeals will be considered and final decisions made within fifteen working days following receipt of the organization's written request.

G. Registered Campus Organization Conduct Board Membership

The Registered Campus Organization Conduct Board (RCOCB) shall be made up of no fewer than four and no more than six currently registered UCSB students, undergraduate or graduate students, selected by the office of the Dean of Students on an as-needed basis. Students serving on the RCOCB must be in good academic standing and have no individual student conduct record. The RCOCB shall be chaired by a staff member from the Dean of Students Office.

H. Greek Organizations with National or Regional Parent Organizations

Alleged violations of University policy may also be referred to the parent organization of a Greek-affiliated RCO. Investigation of the allegations may be performed jointly and/or in association with the parent organization. Should the parent organization choose to close the UCSB chapter, the University will respect this decision and disaffiliate the organization. In such cases the RCO will not have a right to a hearing on the charges.

VIII. Student Conduct and Discipline

Student Conduct and Discipline (Adapted from [UC PACAOS 100.00](#))

1. Non-Academic Conduct

Persons on University property or attending any official University function assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Students and Registered Campus Organizations are subject to University discipline for conduct that interferes with University teaching, research, or administrative activities and for conduct that adversely affects either themselves or other members of the academic community. Students are expected to comply with all local, state, and federal laws. Most cases of misconduct for which students are subject to disciplinary sanctions fall into the types of misconduct enumerated in UC PACAOS 102.00. The Regents of the University of California have delegated authority to the Chancellors to implement processes for the administration of discipline on the campuses. The procedures to be followed at UCSB are outlined below.

Except for Sections 101.00 (Student Conduct), 104.00 (Administration of Student Discipline), 105.00 (Types of Student Disciplinary Action), and 106.00 (Posting Suspension or Dismissal on Academic Transcripts), the Policy on Student Conduct and Discipline (PACAOS 100.00) does not apply to student conduct violations involving sexual assault, domestic violence, dating violence, and stalking of a sexual nature, etc. All such violations and the applicable student discipline procedures for responding to such conduct are instead addressed by the [University of California Policy on Sexual Violence and Sexual Harassment and PACAOS Appendix E: Sexual Violence and Sexual Harassment Student Adjudication Framework](#) or [PACAOS Appendix F: Sexual Violence and Sexual Harassment Student Investigation and Adjudication Framework for DOE-Covered Conduct](#). Please see also <https://titleix.ucsb.edu/policies-and-response-procedures/response-procedures>.

When an incident of sexual violence or sexual harassment is also accompanied by an additional violation of the UCSB Student Conduct Code, the accused student will receive notice of the violation(s) in the joint charge letter sent from the Title IX & Sexual Harassment Policy Compliance Office (TIX/SHPC) and the Office of Student Conduct. TIX/SHPC will investigate the Conduct Code charges in conjunction with their investigation of the sexual violence or sexual harassment charges. However, upon completion of the TIX/SHPC investigation, the Office of Student Conduct will separately adjudicate the Conduct Code violations in keeping with the processes described in this Conduct Code.

2. Academic Conduct

It is expected that students attending the University of California understand and subscribe to the ideal of academic integrity, and are willing to bear individual

responsibility for their work. Any work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic dishonesty, such as cheating or plagiarism, will subject a person to University disciplinary action. Cheating includes, but is not limited to, looking at another student's examination, referring to unauthorized notes during an exam, providing answers, having another person take an exam for you, etc. Representing another person's words, ideas, or concepts without appropriate attribution is plagiarism. Whenever another person's written work is utilized, whether it is a single phrase or longer, quotation marks must be used and sources cited. Paraphrasing another's work, i.e., borrowing the ideas or concepts and putting them into one's "own" words, must also be acknowledged. Although a person's state of mind and intention will be considered in determining the University response to an act of academic dishonesty, this in no way lessens the responsibility of the student.

3. Extension of University Jurisdiction

a. Privately-operated Residence Halls

The University reserves the right to exercise jurisdiction over student conduct that violates campus regulations and occurs in privately operated off-campus residence halls. Jurisdiction will extend only to privately operated residence halls that request to have University jurisdiction apply to UCSB students living in their building(s). Students must be advised at the time they enter into their housing contracts of any such University jurisdiction. To qualify for jurisdiction, residence halls must have in place policies and an internal judicial structure that parallel closely the current policies and judicial structure of University-owned, on-campus housing.

The Vice Chancellor for Student Affairs, in consultation with the Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises, will determine which off-campus entities seeking to be included in campus jurisdiction qualify based on the above criteria. The status of these residence halls will be reviewed by the Vice Chancellor for Student Affairs and Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises every four years, or more frequently if needed, to assess their adherence to the criteria for inclusion in jurisdiction; jurisdiction may be revoked at any time.

b. Other Areas of University Jurisdiction

In addition to privately-operated residence halls, the University may exercise jurisdiction over student conduct that occurs off University property that would violate student conduct and discipline policies or regulations if the conduct occurred on campus. In considering whether to exercise off-campus jurisdiction in an individual case, the following may be considered: the seriousness of the alleged misconduct, whether a crime has been reported to the criminal authorities, the risk of future harm involved, whether the off-campus conduct is part of a series of actions that occurred both on and off campus, and the ability of the University to gather evidence including the testimony of witnesses. Any extension of jurisdiction will be reviewed by the Director of the Office of Student Conduct, the Associate

Dean to which the Office of Student Conduct reports, and the Vice Chancellor for Student Affairs. The Director of the Office of Student Conduct will provide on a quarterly basis a report to the Student-Faculty Conduct Committee on the number and types of cases in which extension of jurisdiction was imposed.

Campus regulations applying to off-campus behavior include: Section 102.08 (physical abuse, threats of violence, arson-related offenses, or any conduct that threatens the health or safety of any persons), Section 102.09 (harassment), Section 102.10 (stalking), and Section 102.12 (hazing). For a full description, refer to “Violations and Sanctions” in this chapter. As described in the [UC Policy for Sexual Violence and Sexual Harassment](#), the University also maintains extension of jurisdiction for any act of sexual harassment (including sex-based conduct) or sexual violence allegedly perpetrated by a UC student on University property; in connection with University employment or in the context of a University employment or education program, or activity (including, for example, University-sponsored study abroad, research, on-line courses, health services, or internship programs); or off University property and outside the context of a University employment or education program, or activity, but has continuing adverse effects on—or creates a hostile environment for students, employees or third parties while on—University property or in any University program or activity.

Responsible Action Protocol for Individual Students

Similar to California Good Samaritan laws, in situations in which student bystanders call for help in a medical-, alcohol-, or drug-related emergency, the University's disciplinary response for alcohol and drug violations either for the bystanders or the student(s) needing assistance, shall, barring exceptional circumstances (e.g. sexual or interpersonal violence, threats to the life of another student, or risk for severe bodily injury, etc.), only consist of educational meetings and/or programs (e.g. referral to the Alcohol & Drug Program for an educational group, fire safety seminar, etc.). Other disciplinary sanctions will not normally be considered or assigned. Housing, Dining & Auxiliary Enterprises reserves the right to consider, on a case-by-case basis, any and all incidents of medical response in making an overall assessment of a student's situation.

Student Rights: Procedural Due Process

Students who are subject to University discipline shall be afforded procedural due process. The primary purpose of any University disciplinary proceeding is to determine whether or not an accused student is responsible for a violation of the UCSB Student Conduct Code. Deviations from established procedures shall not invalidate a finding of a hearing body unless the deviation significantly affected the result. It is recognized that University faculty, staff, and students are principally engaged in the business and the pursuit of education, and

are not legally trained personnel. As such they should be guided more by principles of fairness and common sense than by formal rules of evidence or procedure.

The Chancellor, or designee, is responsible for determining whether a student accused of violating campus policies or regulations has been treated in a fair and equitable manner and whether the fundamental precepts of due process were followed. Through the publication of these regulations, the Chancellor has established procedures that are appropriate for adjudicating charges against students while providing a full range of sanctions to ensure appropriate options in response to each case.

Through the publishing of the below Student Conduct and Discipline processes, UC Santa Barbara complies with [UC PACAOS 103.11](#), which states:

“When a formal hearing is deemed to be appropriate for fact finding, campus implementing regulations shall provide the following minimum procedural standards to assure the accused student a fair hearing:

- a. Written notice, including a brief statement of the factual basis of the charges, the University policies or campus regulations allegedly violated, and the time and place of the hearing, within a reasonable time before the hearing;
- b. The opportunity for a prompt and fair hearing where the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the University; no inference shall be drawn from the silence of the accused;
- c. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, that shall be accompanied by a written summary of the findings of fact; and
- d. An appeals process.”

When a formal investigation is deemed appropriate for cases involving reports of Sexual Violence, Sexual Harassment or other prohibited conduct by the UC Policy on Sexual Violence and Sexual Harassment, campuses shall implement the procedures set forth in PACAOS Appendix E: Sexual Violence and Sexual Harassment Student Adjudication Framework or Interim PACAOS Appendix F: Sexual Violence and Sexual Harassment Student Investigation and Adjudication Framework for DOE-Covered Conduct. ([UC PACAOS 103.12](#))

Where to Report Violations

- A. Theft, vandalism, assault and any other offenses believed to constitute a crime may be reported directly to the campus police department or to the Office of Student Conduct. Any situation of this type that occurs in University housing may also be reported to Residential and Community Living. Such violations may lead to criminal prosecution, student disciplinary processes, or both. Such violations may be heard by the Student-Faculty Committee on

Student Conduct or the Residential Hearing Board, Hearing Officers, or administratively, as outlined in this chapter. (Note: In cases where criminal prosecution is involved, the campus investigatory process may be deferred until it would no longer interfere with the criminal justice process. However, student conduct cases will not be delayed indefinitely for the results of a criminal justice process. In instances when the health and safety of the individual or members of the University community are involved, the campus disciplinary process will be implemented immediately upon notification of the charges.)

- B. Violations of sexual harassment (including sex-based conduct), sexual violence, or relationship violence on or off campus may be reported by the survivor if they so choose for criminal prosecution or confidential reporting to the appropriate law enforcement agency and/or to the Office of Title IX and Sexual Harassment Policy Compliance. "Responsible employees" of the University must promptly report any knowledge of sexual harassment, sexual violence, or relationship violence involving a UCSB student to the Office of Title IX and Sexual Harassment Policy Compliance. Confidential support resources are available to anyone impacted by sexual violence or sexual harassment. For more information, please visit: <https://titleix.ucsb.edu>.
- C. Violations of regulations concerning the time, place, and manner of the use of University grounds, buildings, or other facilities by individuals and campus groups may be reported to the Office of Student Conduct, which may refer the case to the Student-Faculty Committee on Student Conduct or to Student Engagement and Leadership.
- D. Violations of campus regulations within University housing as well as violations of conditions in the housing contract shall be reported to Residential and Community Living.
- E. All other alleged violations of University regulations including cheating, plagiarism, or other clearly inappropriate behavior by a student should be reported to the Office of Student Conduct for investigation and determination of further action.

Disciplinary Hearing Bodies

- A. Student-Faculty Committee on Student Conduct (SFCC)
 - 1. Jurisdiction: The Student-Faculty Committee on Student Conduct shall be responsible for hearing cases arising out of acts of individual student misconduct as outlined in [UC PACAOS 102.00](#), and of the general conduct provisions applying to students and campus organizations outlined in all pertinent chapters of these regulations. Acts of sexual/interpersonal violence and sexual harassment are covered in the UC Policy on Sexual Violence and Sexual Harassment and handled according to the procedures detailed in that policy and UC Systemwide PACAOS, and not by the SFCC.
 - 2. Membership

- a. Four faculty members appointed annually by the Chancellor or designee. These members shall normally serve consecutively for no less than two, and no more than four years.
 - b. Five students, three undergraduates and two graduate students, appointed by the Chancellor or designee. These students shall normally serve consecutively for a minimum of two and a maximum of four years. If appointed as an undergraduate member, a student will not automatically continue as a graduate student.
 - c. The Chancellor or designee shall annually appoint one faculty member of the committee to act as the committee chair. The Chair of the Committee shall be a faculty member. This person will preside at all committee meetings and will rule on all questions of order and procedure, although their rulings are subject to appeal. If appealed, a majority vote of the committee members present may override the chair's decision. In the absence of the chair, the longest-standing faculty member of the committee shall serve as acting chair.
 - d. Staff to the Committee: the Assistant Dean and Director of the Office of Student Conduct, or other staff from the Office of Student Conduct, will serve as staff to the committee. In this capacity they will schedule hearings, provide appropriate evidentiary materials, ensure that all involved have been notified of the hearing, ensure that necessary recording equipment is in place and operating, read the charges, and summarize the relevant information for the record as the first step in the hearing process.
3. Quorum: A quorum shall consist of two faculty members and two students, unless the accused agrees to proceed without a quorum.
 4. Procedures
 - a. Review of Charges

The investigation of all alleged violations of University policies will be coordinated by the Director or other staff from the Office of Student Conduct who will determine the disposition of these matters. The review of the charges will consist of the following:

- 1) Interviews with the reporting party, witnesses, and the person alleged to have violated a regulation or standard of conduct. When the person alleged to have violated a regulation or standard of conduct is interviewed, they will be informed of the nature of the allegation, the campus regulation or University policy allegedly violated, their rights, and the procedures to be followed.
- 2) In cases where a student accepts responsibility for the violation(s), the facts of the case are undisputed, and the sanction would be no more than ten quarters of suspension, the student may request waiving the right to a formal hearing and submit for disposition their case to the appropriate official in the Office of Student

Conduct (e.g., the Director, Associate or Assistant Director, or Conduct Officer). The Director in charge of conduct matters may refuse the request if they feel a formal hearing is in the best interests of all parties concerned. If the hearing is waived, resolution of the case shall include sanctions that are consistent with similar cases resolved by a formal hearing before a committee or hearing officer. A waiver of the formal hearing shall not be construed as a waiver of any other rights granted by this document. The accused student, however, may request waiving any of the rights enumerated below regardless of the method of resolution. A student who waives a formal hearing may change their mind and request a hearing at any time up to the imposition of a sanction. Once a sanction has been imposed, there is no further right to a hearing. Additionally, once a sanction is imposed, the sanction cannot be amended unless an appeal is granted by the appropriate appeal authority within the timeframe specified for the right to appeal.

- 3) In those cases reviewed by either a hearing body or officer, the student must be informed in writing of the following at least five days prior to the hearing:
 - (i) The specific charges and a brief statement about the factual basis for the charges, including a listing of campus resources (e.g., Ombuds, Office of Student Advocate, A.S. Legal Counsel, Respondent Services (for sexual violence or sexual harassment violations), etc.);
 - (ii) Time and place of the hearing;
 - (iii) The student's rights at the hearing regarding presenting documents, inviting witnesses, and confronting and questioning any other witnesses present. Questions for witnesses and other parties at the hearing must be posed to the Chair who will pose the question to the appropriate party. No direct cross-examination is allowed. Furthermore, the Chair reserves the right to reject repetitive or irrelevant questions and to minimally rephrase questions as required for the orderly operation of the hearing process.

b. Hearing Process

Formal hearings may be conducted by a committee or by a hearing officer. The Office of Student Conduct will make the determination, considering the student's preference, regarding the method to be used in each specific case. In cases where the student disputes the charges or specifically requests a committee, the committee will be considered the preferred body for the hearing, unless circumstances (such as when the Student-Faculty Committee on Student Conduct is not in session) preclude a timely hearing. The procedures for both types of hearing shall be conducted as described below, and all references to a committee or hearing body shall be construed to also apply to a hearing officer.

Student conduct hearings are closed to the public.

Whether or not a hearing is conducted or charges are brought, the campus may provide written notice to a student that their alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed on the written notice may be introduced in a subsequent disciplinary action in order to enhance the sanction. ([UC PACAOS 104.80](#))

The rights and responsibilities of the student, the witnesses, the Office of Student Conduct or an appropriate designated University official, and the hearing body are delineated below and must be followed in all cases.

1) The Student:

- (i) Shall be served with a written notice of the specific charges, the time and place of the hearing, and a reference to the website containing the procedures that will govern the hearing at least five calendar days prior to the hearing. By written request a student may elect to waive the five-day notification period and to request that the hearing be held at an earlier date. Service of the notice may be made by U.S. mail, e-mail, or in person.
- (ii) May be accompanied by an advisor or an attorney, if the student so chooses. The Office of Student Conduct must be notified that an advisor or attorney will be present at least three working days prior to the hearing. The University reserves the right to postpone the hearing for a reasonable period of time to allow consultation with University General Counsel. Students are to represent themselves. The role of the attorney or advisor is therefore limited to assistance and support of the student in making their own case. Students may not select an advisor or support person who was also in some way involved in the incident as either a witness, accused party, committee member, or other involved party, etc.
- (iii) Shall be entitled to be present throughout the hearing while evidence is being presented and may remain until the committee or hearing officer begins deliberations. If the student does not attend the hearing or voluntarily leaves during the hearing, the case may be heard in their absence.
- (iv) Shall have the right to produce witnesses and evidence pertaining to the alleged violations.
- (v) Shall have the right to confront and question all witnesses through the process explained at the hearing.
- (vi) Shall not be required to give self-incriminating evidence. The student's failure to respond on these grounds shall not be used to draw an inference of responsibility.

- (vii) Shall not make arguments concerning or produce witnesses or evidence having to do with the legality or constitutionality of the University-wide policies and regulations at any time during the hearing process. These arguments must be directed to the UC General Counsel or to the civil courts.
 - (viii) Shall not be present during deliberations.
- 2) Witnesses:
- (i) May exercise the privilege against self-incrimination.
 - (ii) Shall restrict testimony to that relevant to the charges specified in the written notice and shall not make arguments about the constitutionality or legality of the University-wide policies or campus regulations.
 - (iii) May be asked to remain for the entire hearing to be available to answer questions as they arise.
 - (iv) Shall not be present during deliberations.
 - (v) Faculty members or other members of the University community who initiate charges of misconduct and who also serve as witnesses shall be entitled to be present while evidence is being presented and remain until the committee or hearing officer begins deliberations.
- 3) The Office of Student Conduct, or other appropriate designated University officials, and/or University General Counsel (in cases in which the student is advised by a legal advisor) shall:
- (i) Coordinate the appearance of witnesses and all evidence relevant to the charges.
 - (ii) Be entitled to be present during the entire hearing and during deliberations.
 - (iii) Monitor the process to ensure the maintenance of procedural due process.
 - (iv) Keep summary minutes of the hearing and shall audio-record the proceedings. At their own expense, the student may obtain the services of a stenographic reporter. No person other than an appropriate University official or member of the hearing body may audio-record the hearing.
 - (v) Upon request, minutes of the hearing will be available to the student within seven working days following the hearing. The student may then have the opportunity to submit written comments, which, when submitted prior to the final decision [within fifteen working days following the hearing], will be considered and incorporated as part of the record. This is not the appeal; see (6) Appeals below.
- 4) The Hearing Body:
- (i) Shall not consist of any members having prior knowledge of or involvement in the case that might bias their judgment. In cases in which more than one student is involved, the Office of Student Conduct, in consultation with the

Student-Faculty Committee on Student Conduct, may determine that the student cases will be heard together in one hearing, in which case, the Committee shall reach its conclusions using the totality of the evidence. If the cases are heard separately, the Committee shall only consider what is presented in each individual student's hearing.

- (ii) Shall ensure, through the chair, that discussion is restricted to the issue defined in the written notice of the charges of alleged misconduct. Members may entertain the discussion of second-hand information if it corroborates other testimony or establishes a pattern of behavior. Second-hand information may not be used as the sole basis for a finding of responsibility.
- (iii) May produce witnesses and evidence at the hearing and may question any witness produced by the student or by the Office of Student Conduct.
- (iv) Shall receive verbal and documentary evidence of the kind on which reasonable persons are accustomed to rely in serious matters and may exclude irrelevant or unduly repetitious evidence.
- (v) Shall deliberate in closed session with only appropriate University staff present and shall base its findings upon the preponderance of the evidence.
- (vi) Shall make all decisions by majority vote.
- (vii) Shall submit its findings and recommendations within five working days following the conclusion of the hearing to the Director of the Office of Student Conduct or Vice Chancellor for Student Affairs, as appropriate, with a copy to the student. This report shall set forth its findings with regard to each of the charges separately as well as include its recommendation for disposition of the case. Findings of violations of University policies or campus regulations shall reflect a preponderance of the evidence produced at the hearing.

5) Decisions

The student shall be e-mailed a written notice within five working days following the hearing informing them of any recommendations made as a result of hearing body deliberations, including recommended sanctions, if applicable. Letters of sanction, if applicable, will be e-mailed to the student within fifteen working days following the hearing. The decision and implementation of such sanctions shall be the responsibility of the following University officials:

- (i) The decision regarding all University sanctions other than suspension, dismissal, or sanctions that affect the contract status of the student in University housing will be made by the Director of the Office of Student Conduct.
- (ii) The decision regarding sanctions that affect the contract status or presence of a student in the residential community will be made by the Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises, or designee.
- (iii) The decision regarding a recommendation to suspend or dismiss rests with the Vice Chancellor for Student Affairs.

The decision maker may, at their discretion, accept, reject, or modify the recommended outcome and sanctions made by the hearing body, or refer the case back to the hearing body for further deliberation prior to making a final decision.

6) Appeals

- (i) Appeals must be made in writing and must be submitted within ten working days of the date appearing on the notification of the imposition of sanction(s) e-mailed to the student.
- (ii) The student may request an opportunity to study the minutes of the hearing body before submitting an appeal.
- (iii) The student's appeal may request that the sanctions be reduced or eliminated or that the case be referred back to a committee for further hearing. Any such appeal must specify in detail one or more of the following alleged conditions:
 - (a) Lack of substantial bases of fact to support the sanction (invoked or proposed)
 - (b) Incongruity of the sanction with the offense
 - (c) Unfairness in the proceedings
 - (d) Newly discovered important evidence not known at the time of the hearing.
- (iv) In all disciplinary cases there shall be only one appropriate level of appeal.
 - (a) Disciplinary action taken by the Director of the Office of Student Conduct or the Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises (or designee), may be appealed only to the Vice Chancellor for Student Affairs.
 - (b) Disciplinary action taken by the Vice Chancellor for Student Affairs may be appealed only to the Chancellor.
- (v) Appeal Review

The Vice Chancellor for Student Affairs, or Chancellor, depending on who is the appropriate appeal point, will make the final determination as to the outcome of the appeal. Only written materials pertaining to the case, including any additional written material supplied by the respondent, will be reviewed. Using the four criteria established for the consideration of appeals, the Vice Chancellor or Chancellor will determine whether:

 - (a) The finding and recommended sanction of the original hearing body should be upheld;
 - (b) The finding of the original hearing body should be upheld but the sanction reduced or eliminated;
 - (c) The case should be referred back to the original body or to a different body for further hearing;
 - (d) The case should be dropped and the charges dismissed.

It is expected that appeals will be considered and final decisions made within fifteen working days following receipt of the student's written request. The Office of Student Conduct will determine whether the sanction should be implemented immediately or deferred pending the outcome of an appeal.

B. Residential Hearing Board/Hearing Officers

The Residential and Community Living Student Conduct Office includes the Assistant Dean of Student Conduct, Student Conduct Manager, and Conduct Officers. Violations of University Housing policies may be adjudicated in the following manner.

1. The Residential Review Boards/Hearing Officers shall hear all cases (have original jurisdiction) arising from violations of Section 102.07 (all policies, rules and regulations contained in Housing contracts, etc.)
2. Cases that involve violations of Section 102.07 and another section in the 102.00 series and are serious enough to invoke a penalty of suspension or dismissal from the University shall be referred to the Office of Student Conduct for possible adjudication.
3. Procedures:
 - a. The rights and responsibilities of the student, their advisor, the provision for and restrictions on witnesses, and the decision and appeal processes for the Residential Review Boards/Hearing Officers are identical to those enumerated in "Hearing Process" above with the following exception: Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises (or designee), may take immediate administrative action in cases where a student is determined to present an immediate and serious disruption to the residential community before a formal hearing can be scheduled. Unlike the provision for interim suspension (Section 105.08), this process is limited to immediate action on housing contracts, relocation to other living arrangements, and limiting access to residential facilities. The Vice Chancellor for Student Affairs shall review all interim actions within 24 hours. There is no appeal of an immediate action; if required, a hearing will be conducted in a timely fashion. If a student is found to have been unjustifiably subjected to an immediate action, the University is committed to a policy whereby that student shall not be disadvantaged in employment or housing status.
 - b. Any proposed changes to policies contained in the Housing contract must be approved by the Associate Vice Chancellor of Housing, Dining & Auxiliary Enterprises.

C. Admissions Review Committees

The committees will review cases where currently enrolled students (graduates and undergraduates) are found to have omitted or falsified information on their application for admission, and/or failed to meet conditions of admission. (Prospective students who have

committed any of these acts prior to matriculation are subject to cancellation by the Admissions Office or Graduate Division.)

The committee for undergraduate violations will be chaired by the Associate Director of Admissions and include at least one other Admissions staff member and the Director of the Office of Student Conduct, or their designee. The committee for graduate violations will be chaired by the Assistant Dean of the Graduate Division and include the Director of Graduate Admission and Outreach, the Chair or designee of the academic department of the responding student and the Director of the Office of Student Conduct. The student will have the opportunity to present their case to the appropriate committee, which shall decide the course of action. The committee may decide on remedial action, refer the case to the Student-Faculty Committee on Student Conduct for adjudication, or recommend to the Director of Admissions or Graduate Division Dean that the student's admission be revoked. The student shall be notified of the committee's recommendation within three working days of the hearing. If the Director of Admissions or Dean of the Graduate Division revokes admission, s/he shall inform the student within five working days. Undergraduate students may appeal the action of the Director of Admissions to the Vice Chancellor for Student Affairs within five working days. The Vice Chancellor has ten working days to respond to the undergraduate appeal.

Graduate students may appeal the action of the Graduate Dean within five working days by submitting a written request that the Academic Senate's Graduate Council consider an appeal. The appeal can be based only on the existing record. All relevant information will be forwarded to the Graduate Council, and the Graduate Dean will inform the student that the appeal has been referred to Graduate Council for further review. Within 60 days of the referral from the Dean, Graduate Council will issue a written recommendation that either the Graduate Dean's decision be overturned or that the Dean's decision should stand. Taking Graduate Council's recommendation into consideration, the Graduate Dean will respond to the student in writing within 7 days, upholding or overturning the revocation of admission.

D. Registered Campus Organization Conduct Board (RCOCB)

The RCOCB will review cases in which a Registered Campus Organization has violated a University policy. See Registered Campus Organization Conduct and Discipline, Chapter VII, for more information.

E. Restorative Justice Conference

The Office of Student Conduct may refer cases to be adjudicated via a Restorative Justice (RJ) Conference. The decision of whether or not to refer a case to Restorative Justice lies with the Office of Student Conduct. RJ is completely voluntary and the student may request to have their matter adjudicated via an administrative hearing process. The student will be provided with RJ Conference procedures before moving forward with the RJ process. The Restorative Justice Agreement generated by the RJ Conference will serve as official university sanctions.

Restorative Justice is only appropriate when a student has taken responsibility for an alleged violation, and may not be appropriate in every case. The Assistant Dean and Director of the Office of Student Conduct, or their designee, has full discretion on whether or not to refer a report or complaint to an RJ process. Students who do not successfully complete an RJ process, or elect to withdraw from the process, will be forwarded through the SFCC adjudication process (see above). For more information on Restorative Justice please visit: <https://studentconduct.sa.ucsb.edu>.

Disciplinary Authority of the Faculty

In suspected instances of student conduct violations (behavioral or academic) an instructor may request assistance or an investigation of the matter by the Office of Student Conduct. In academic violations, faculty have discretion in whether to request a letter of admonishment or a formal review by the Student-Faculty Committee on Student Conduct. The response to classroom-related misconduct will be resolved as noted below.

Please refer to <http://studentconduct.sa.ucsb.edu> for further information and assistance.

A. Classroom Behavior

After notifying the student of the questionable/offending conduct and giving them the opportunity to respond and/or the opportunity to correct the behavior, an instructor may exclude from class, either temporarily or permanently, any student whose conduct is disruptive toward the instructor or other members of the class. The instructor of record for the class will take the following action.

An instructor deciding to take disciplinary action shall:

1. Provide oral or written notice to the student indicating the reason the student is being disciplined and the possible consequences.
2. Notify their department Chair for review of the matter and, in cases where the student is being permanently excluded from the class, inform the appropriate Dean (Dean of Undergraduate Studies in the College of Letters and Science, Dean of Undergraduate Studies in the College of Engineering, Dean of the College of Creative Studies, Dean of the Graduate Division).
3. Report on-line the misconduct and disciplinary steps taken to the [Office of Student Conduct](#).
4. If the Office of Student Conduct determines that formal University disciplinary action should be taken (in lieu of, or in addition to, exclusion from the class), the instructor will need to provide a description of the incident in sufficient detail to permit the Office to investigate, interview witnesses, and, if necessary, prepare the case for a hearing.

B. Academically Related Misconduct

Faculty are guided by the Academic Senate policy on reporting academic misconduct ([Regulations of the Division 90. Student Academic Integrity](#)). In summary, faculty:

1. Must inform the student(s) of their concern either in writing or in person and provide the student(s) an opportunity to respond.
2. Shall notify the Office of Student Conduct and recommend any further action or disposition of the case (e.g., letter of reprimand, conduct hearing).
3. Shall withhold the student's grade until the committee has rendered a decision and the instructor has been notified of the outcome (if a conduct hearing is requested). The instructor shall report the student's grade in the course, after considering the committee's findings.

C. Appeal of Faculty-Implemented Discipline

This refers to faculty-implemented discipline that does not result in a formal hearing before the Student-Faculty Committee on Student Conduct (e.g., exclusion from class or letter of admonition for academic misconduct).

The following does not apply to grade appeals. (See "[Regulation 25](#)" in the *UCSB General Catalog* to appeal grades.)

1. A student may appeal the action taken by the faculty by submitting a written appeal to the department Chair with a copy to the appropriate Dean (Dean of Undergraduate Studies in the College of Letters and Science, Dean of Undergraduate Studies in the College of Engineering, Dean of the College of Creative Studies, Dean of the Graduate Division). The Chair may either make a decision on the appeal or refer the matter to the Student-Faculty Committee on Student Conduct for an advisory opinion. (If the department Chair is the instructor involved in the case, the letter of appeal should be forwarded to the appropriate Dean [see list above]. If the Dean or other administrator is the instructor, the appeal is made to the Executive Vice Chancellor.) If the case is referred to the Student-Faculty Committee on Student Conduct, it will review the evidence and either concur with the sanction imposed by the instructor or recommend a change to the department Chair and the instructor, listing the reasons for its recommendation.
2. If referred to the Student-Faculty Committee on Student Conduct for an advisory opinion, the Committee shall report its findings to the Chair, within five working days of its review of the matter, with a copy to the appropriate Dean (see 1b, above). The final decision rests with the department Chair.

Confidentiality and Maintenance of Disciplinary Records and Files

- A. The official record of all UCSB students is the University official transcript. Disciplinary actions resulting in suspension or dismissal are noted on the student's University transcript for the duration of the suspension or dismissal ([UC PACAOS 106.00](#)). Once the suspension has

been completed, the designation will be removed from the official University transcript. The suspension or dismissal will remain on the unofficial transcript. Official disciplinary files are maintained in the Office of Student Conduct according to University retention policy.

- B. Student conduct hearings are closed to the public.
- C. Records and files related to any student conduct matter are confidential and protected by applicable federal and state laws. Information from these files/records may not be released without the student's written permission, court order, or as provided by Section F below. Other exceptions include University officials on a "need to know" basis and victims of violent acts ([UC PACAOS 102.08](#)) who are entitled to know the results of a disciplinary action by the University. The Office of Student Conduct may release data and information relating to conduct hearings as long as the subject of the hearing cannot be personally identified by the information disclosed ([UC PACAOS 130.00](#)).
- D. Whenever information is included in any student record/file concerning any disciplinary action taken by campus personnel in connection with the student, the student shall be allowed to include in the record/file a written statement or response concerning the disciplinary action ([UC PACAOS 131.40](#)).
- E. Disciplinary files will be maintained in the Office of Student Conduct for the duration determined by University retention policy (at point of publication: five years (seven years if the incident was also a Clery crime) for any violation resulting in any disciplinary action other than dismissal; and fifty years for any disciplinary action resulting in dismissal) and then destroyed unless the office determines there is good reason to retain the file beyond that date. If a student who is dismissed has his/her file destroyed after fifty years, the Registrar will be notified to remove the dismissal notation from the transcript.
- F. When potential employers, governmental agencies, or other institutions of higher education solicit information about a student's conduct while attending UCSB, and if the student has signed a release form accompanying the solicitation, the Office of Student Conduct will review the disciplinary files to determine if the student has been found responsible of misconduct. In those cases where the student has such a file, and the sanction was suspension or dismissal, the information will be provided to the requesting party. Sanctions of probation, exclusion, university warning, letter of admonishment, restitution, loss of privileges, or other disciplinary sanction will not be provided to the requesting party as these sanctions are not deemed reportable sanctions.
- G. In order to ensure that minor and non-recurring infractions do not negatively impact the student's academic career beyond UCSB, disciplinary files will be reviewed by the committee of jurisdiction in order to determine whether the student's file should be expunged. A student may petition for such review at approximately two years from the date of the imposition of the sanction or upon graduation from the University, whichever comes first. To submit a petition, the student must write a letter of request for their disciplinary record to be expunged to the committee of jurisdiction, indicating their request and any explanation as to

why the committee should consider approving their request. If a student's conduct record is expunged by the committee, the violation and sanctions will no longer be reported when the student has authorized a release of their conduct record, however the file will remain in the Office of Student Conduct until it reaches its retention period (see E. above).

Violations and Sanctions

Section numbers correspond to UC System-wide Policies Applying to Campus Activities, Organizations and Students ([UC PACAOS 102.00](#))

The Chancellor may impose discipline for the commission or attempted commission (including aiding and abetting in the commission or attempted commission) of the following types of violations by students of University policies or campus regulations. Such violations, include the following types of misconduct:

Violations:

- 102.01 All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, altering graded examinations for additional credit, having another person take an examination for you, providing or writing a term paper for another student, or other facilitation of academic dishonesty.
- 102.02 Other forms of dishonesty including but not limited to fabricating information, furnishing false information to the University either on official University forms or to University officials acting in the performance of their duties, or reporting a false emergency to the University.
- 102.03 Forgery, alteration, or misuse of University any document, record, key, electronic device, or identification.
- 102.04 Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
- 102.05 Theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems and services; or copyright infringement (for example, the illegal file-sharing of copyrighted materials).

Use of University computer and electronic communications facilities, systems, or services that violate other University policies or campus regulations.

Please refer to the [Electronic Communications Policy](#) and [Digital Copyright Initiative](#) for the University's position on digital copyright.

- 102.06 Unauthorized entry to, possession of, receipt of, or use of any University services; equipment, resources, or properties, including the University's name, insignia, or seal.
- 102.07 Violations of policies, regulations, contracts, or rules governing residence in University-owned or -operated housing facilities or leased housing facilities located on University property (see Residential Handbooks).
- 102.08 Physical abuse including but not limited to physical assault; threats of violence; or other conduct that threatens the health or safety of any person. Such abuse, threats, or conduct may include arson (and other penal or health code violations such as setting public fires).
- 102.09 Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Sanctions may be enhanced for conduct motivated on the basis of the above classifications.

For cases of harassment on the basis of sex, see also: <http://sexualviolence.ucsb.edu> and <http://policy.ucop.edu/doc/4000385/SVSH>.

- 102.10 Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

For stalking cases of a sexual nature, see also <http://policy.ucop.edu/doc/4000385/SVSH> and <http://sexualviolence.ucsb.edu>.

- 102.12 Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person. The University of California, Santa Barbara defines hazing as any activity

expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate. In addition, any requirements by a member which compels another member to participate in any activity which is against university policy or state/federal law will be defined as hazing.

- 102.13a Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.
- 102.13b Intimidation or harassment directed toward any person on University property or in connection with official functions or University-sponsored programs (UCSB only).
- 102.14 Disorderly and/or lewd conduct on University property or at official University functions.
- 102.15 Participation in a disturbance of the peace or unlawful assembly on University property or at official University functions.
- 102.16 Failure to identify oneself, or comply with directions of, a University official or other public official acting in the performance of their duties while on University property or at official University functions, or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties.
- 102.17 Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal and state law or regulations.
- 102.18 Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulation.
- 102.19 Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- 102.20 Use, possession, sale, or manufacture of dangerous weapons or a firearm on University properties or at official University functions, except as expressly permitted by law.
- 102.21 Violation of a no contact order or the conditions contained in the terms of a disciplinary action imposed under these campus regulations or University policies.
- 102.22 Violations of orders issued pursuant to Section 52.00 (UC), during a declared state of emergency. Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 (UC) et seq., of these policies.

102.23 Selling, preparing, or distributing for any commercial purpose course lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether or not it was the student or someone else who prepared the notes or recordings.

Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a University of California course unless authorized by the University in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).

102.24 Conduct, where the actor means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more University students, faculty, or staff. 'Terrorize' means to cause a reasonable person to fear bodily harm or death, perpetrated by the actor or those acting under their control. 'Reckless disregard' means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity, or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.

102.25 Making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

Looking through a hole or opening, into, or otherwise viewing, by means of any instrumentality, the interior of a private location without the subject's knowledge and express consent.

Photographs and recordings made in private locations of sexual activity or that contain nudity, may not be posted online or otherwise shared or distributed in any manner without the knowledge and express consent of all recorded parties, even if the photograph or recording was originally made with the knowledge and express consent of those parties.

Making a video recording, audio recording, or streaming audio/video of private, non-public conversations and/or meetings, without the knowledge and express consent of all recorded parties.

These provisions do not extend to public events or discussion, nor to lawful official law or policy enforcement activities. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

"Express consent" is clear, unmistakable and voluntary consent that may be in written, oral or nonverbal form.

“Private locations” are settings where the person reasonable expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.

“Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonable indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonable expect that the communication may be overheard or recorded.

Sanctions:

104.90 Sanctions [for any violations of Section 102.00, Grounds for Discipline] may be enhanced where an individual was selected because of the individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

104.80 Whether or not a hearing is conducted, campuses may provide written notice to a student that his or her alleged behavior may have violated University policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

105.00 Types of Student Disciplinary Action

When a student is found in violation of University policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

Individuals found responsible for violating University policies and/or campus regulations may receive one of the sanctions listed below.

Per the UCSB Academic Senate Regulations Section 5,175,A,5 candidates for a degree must be in compliance with the UCSB Student Conduct Code. The Office of Student Conduct may request a hold on the conferral of a degree by the Office of the Registrar until a pending student conduct matter is resolved.

105.01 University Warning/Censure: Written notice or reprimand to the student for violations of specified University policies or campus regulations, including notice to the student that continued or repeated violations of specified University policies or campus

regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges and Exclusion from Activities, Disciplinary Probation, Suspension, or Dismissal.

- 105.03 Disciplinary Probation: A status imposed for a specified period of time during which a student must demonstrate conduct that conforms to University standards of conduct. Conditions restricting the student's privileges or eligibility for activities may be imposed. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.
- 105.04 Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms or a specified period of time. Violation of any conditions in the written Notice of Loss and Exclusion from Activities, or violations of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Suspension or Dismissal.
- 105.05 Suspension: Termination of student status from UCSB for a specified academic term or terms with reinstatement thereafter usually certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the student is otherwise qualified for reinstatement. Violations of the conditions of Suspension or of University policies or campus regulations during the period of Suspension may be cause for further disciplinary action normally in the form of Dismissal.
- A student may not transfer or register for courses at another campus or location of the University of California during the period of Suspension.
- 105.06 Dismissal: Termination of student status from the University of California for an indefinite period. Readmission to any UC campus shall require the specific approval of the Chancellor of the campus to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.
- 105.07 Exclusion from Areas of the Campus or from Official University Functions: Exclusion of a student as part of a disciplinary sanction from specified areas of the campus or other University-owned, -operated, or -leased facilities, or other facilities located on University property, or from official University functions, when there is reasonable cause for the University to believe that the student's presence there may lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus.
- 105.08 Interim Suspension: Exclusion from classes, or from other specified activities or areas of the campus, as set forth in the Notice of Interim Suspension, before final

determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause to believe that the student's participation in University activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University property or at official University functions, or other disruptive activity incompatible with the orderly operation of the campus. A student placed on Interim Suspension shall be given prompt notice of the charges, the duration of the Interim Suspension, and the opportunity for a prompt hearing on the Interim Suspension. Interim Suspension shall be reviewed by the Chancellor within twenty-four hours. If a student is found to have been unjustifiably placed on Interim Suspension, the University is committed to a policy whereby that student shall not be disadvantaged in employment or academic status.

- 105.09 Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the university or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student acting alone or through group or concerted activities, or on any campus organization that participates in causing the damages or costs.
- 105.10 Revocation of Awarding of Degree: Subject to the concurrence of the Academic Senate, revocation of a degree obtained by fraud. Such revocation is subject to review on appeal by the Chancellor.
- 105.11 Other disciplinary sanctions: The following additional disciplinary sanctions may be imposed instead of or in addition to the sanctions enumerated above:
- 1) Work, research projects, counseling, mediation, educational or awareness programs, treatment programs, or community service projects may be assigned.
 - 2) In cases involving drug or alcohol abuse the student may be referred to the UCSB Alcohol and Drug Program (or other appropriate program).
 - 3) Holds may be placed on requests for transcripts, diplomas, degrees, or other student records to be sent to third parties.
- 105.11a An administrative fee may be imposed on students and campus organizations in conjunction with sanctions for any violations. Funds collected shall be used to cover costs related to education about and prevention and adjudication of conduct issues. The fee may be waived for hardship cases (UCSB only).

IX. Additional Campus and Systemwide Policies

Student Grievance Procedures (UC PACAOS, 110.00)

Students who feel their rights have been violated shall have access to grievance procedures that will provide opportunities to resolve their grievances. Students may also seek to resolve grievances through informal methods prior to initiating formal grievance procedures. Information and assistance regarding grievance procedures are available from these campus offices:

Associated Students, University Center 1523, 805-893-2566

College of Creative Studies, Bldg. 494, Room 101A, 805-893-3759

College of Engineering, Undergraduate Office, Harold Frank Hall 1006, 805-893-2809

Office of the Dean of Undergraduate Education, College of Letters & Science,
Cheadle Hall 1117,
805-893-3006

Disabled Students Program, Student Resource Building 2120, 805-893-2668 V/TDD

Educational Opportunity Program, Student Resource Building 2110, 805-893-4758

Graduate Division, Cheadle Hall 3117, 805-893-2277

Dean, Graduate School of Education, Education Building 4100, 805-893-3917

Graduate Students Association, University Center 2502, 805-893-3824

Office of Equal Opportunity & Discrimination Prevention, Phelps Hall, Room 3217A,
805-893-2701

Office of Sexual Harassment/Title IX Policy Compliance, Phelps Hall, Room 3217A,
805-893-2701

Student Engagement and Leadership, Student Resource Building 2260, 805-893-4569

Office of the Vice Chancellor for Student Affairs, Cheadle Hall 5203, 805-893-3651

Ombuds Office, Girvetz Hall 1205K, 805-893-3285

School of Environmental Science and Management, Bren Hall 2400, 805-893-7363

Women, Gender, and Sexual Equity and the Women's Center, Student Resource Building 1220, 805-893-3778

- A. Procedures for resolving course-related grievances are covered under regulation A25 (contested grades) or A10 (course participation) of the [Academic Senate Manual](#). The provisions of these regulations are included in the [UCSB General Catalog](#). Contact the Provost or Dean of the appropriate College for more information.
- B. For grievances involving professional misconduct on the part of Academic Senate faculty (tenured professors, associate professors and assistant professors), complaints may be filed under the [University Policy on Faculty Conduct and the Administration of Discipline](#). Copies of this policy are available in the Academic Senate Office, Givetz Hall, Room 1230.
- C. The following grievances for specific types of issues may be resolved through procedures outlined in the [Student Grievance Procedure](#) or through other stated policies and procedures. Copies of the Student Grievance Procedure are available online or from the Office of the Vice Chancellor for Student Affairs, Cheadle Hall 5203.
 - a. Privacy Rights. Violations of the privacy rights accorded by the Federal Family Educational Rights and Privacy Act of 1974, portions of the State of California Education Code, and the Policies Applying to the Disclosure of Information from Student Records, may be grieved under the [Student Grievance Procedure](#) (UC 111.00 and 130.00).
 - b. Sex Discrimination. Discriminatory practices based upon sex are prohibited under Title IX of the Education Amendments of 1972 or applicable federal or state laws, or under the [UC Policy on Sexual Violence and Sexual Harassment](#). For UCSB procedures pursuant to these policies, contact the Office of Title IX/Sexual Harassment Policy Compliance.
 - c. Disability Discrimination. Discriminatory practices based upon disability are prohibited under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 or under the Guidelines Applying to Nondiscrimination on the Basis of Disability (UC, [140.00](#)). Contact the Disabled Students Program for more information.
 - d. Racial or Ethnic Discrimination. Discriminatory practices based on race, color or national origin are prohibited under Title VI of the Civil Rights Act of 1964 (UC, [111.40](#)). Contact the Office of Equal Opportunity and Discrimination Prevention for more information.
 - e. Age, Religion, Marital Status, or Sexual Orientation Discrimination. Discriminatory practices based on age, religion, marital status, or sexual orientation as defined in the Nondiscrimination Policy Statement (Chapter IX) are prohibited under the Student Grievance Procedure. Contact the Office of the Vice Chancellor for Student Affairs for more information.

- f. Students may also pursue state, civil, or criminal law remedies. ([UC, 113.00](#)).

Student Reciprocity Privileges ([SW 171.15](#))

A student registered for a current term on any University campus shall be entitled to basic outpatient health care services on another University campus, under conditions that apply to students registered on that campus.

[Policy on Campus Emergencies](#)

A. State of Emergency

- a. A Chancellor may, after consultation with the University President, and where possible with student and faculty representatives, declare a state of emergency to exist on the campus when:
 - 1. Extreme conditions exist on or within the vicinity of campus, resulting from natural disasters, civil disorders that pose a threat of serious injury to persons or damage to property, or other such seriously disruptive events; and
 - 2. Extraordinary measures are required to immediately avert, alleviate, or repair damage to University property, to protect the health or safety of persons on University property, or to maintain the orderly operations of the campus.
 - 3. Chancellors shall adopt campus emergency regulations and procedures consistent with the provisions of Section 13.30 (SW at <http://policy.ucop.edu>) and, upon the declaration of a state of emergency, shall place into effect orders appropriate to the emergency.
- b. Emergency Suspension ([UC, 53.00](#)).
 - a. During a state of emergency, Chancellors or their designated representatives are empowered to impose Emergency Suspension on any student, faculty member, or employee, where such suspension would be authorized under California Penal Code Sections 626.4 and 626.6, as interpreted by the Supreme Court of California in *Braxton v. Municipal Court* (1973) 10 Cal.3d 138.
 - b. If Emergency Suspension is imposed by a designated representative of the Chancellor, such representative shall immediately inform the Chancellor and shall submit a written report on the action to the Chancellor as soon as is reasonably possible. The report shall contain a description of the person suspended, including the person's name and, if available, address and phone number, and a statement of the facts giving rise to the suspension. If the Chancellor does not affirm the action of the designated representative within 24 hours after being informed that the suspension has been imposed, the suspension shall be deemed void and a reasonable effort shall be made to inform the person who was suspended that the suspension is void.

- c. Any individual placed on Emergency Suspension shall be given written confirmation of the suspension, either by delivery to the individual personally or by postal service to the individual's last known address. The confirmation shall inform the individual of the procedures by which the validity of the Emergency Suspension can be appealed, including the opportunity to obtain a special hearing on the Emergency Suspension in accordance with applicable campus procedures. If an individual is found to have been unjustifiably placed on Emergency Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged in employment or academic status. The outcome of the appeal shall have no bearing on University discipline proceedings arising from the conduct that gave rise to the Emergency Suspension.
- d. Any individual placed under Emergency Suspension shall not, during the period of suspension, enter upon specified areas of the campus or engage in specified activities, as set forth in the written Notice of Emergency Suspension. The exclusion or restriction shall be limited to the minimum extent necessary to protect the health and safety of persons or property, or to maintain the orderly operation of the campus.
- e. Violation of any condition set forth in the Notice of Emergency Suspension shall subject the individual to disciplinary proceedings based upon such violation.

A complete statement of the UCSB campus implementation of the above System wide policies pertaining to Campus Emergencies may be found in the current [Campus Emergency Response Procedures](#). Copies of this plan may be reviewed at the campus Police Department and the Office of Environmental Health & Safety.

UC Santa Barbara Smoke-Free and Tobacco-Free Policy

As of January 2014, the entire University of California system is smoke-free and tobacco-free. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated products will not be allowed on UC-owned or leased properties.

UC Santa Barbara is committed to providing students, faculty, staff, and visitors with a smoke-free and tobacco-free environment. Under the authority of [California Government Code 7597.1](#), smoking and the use of all tobacco products, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., "e-cigarettes") are prohibited anywhere at all indoor and outdoor spaces managed by UC Santa Barbara.

Violations of the adopted policy by students, faculty, and staff may result in University disciplinary action. Campus visitors will be asked to comply with the policy or leave campus.

See also [UC Santa Barbara's Smoke-Free and Tobacco-Free policy](#).

University of California Nondiscrimination Policy Statement

The University of California, in accordance with applicable Federal and State Laws and University policy does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities. (See also: [Policy 4105-Student Grievance Procedures](#); and [UC Policy on Sexual Violence and Sexual Harassment](#).)

UCSB Substance Abuse Policy and Implementing Guidelines Summary

The university provides confidential programs and services for academic and staff employees and students who have become dependent on or are abusing alcohol, other legal substances, or illegal substances. The illegal use, possession, or distribution of alcohol or illegal substances in the workplace, on University premises, at official university functions, or on university business is prohibited.

To promote an environment of academic excellence and to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug Free Workplace Act, academic and staff employees and students:

- Shall not use illegal substances and shall not abuse legal substances in a manner that impairs scholarly activities, job performance, or student life.
- Shall not use illegal or legal substances in a manner that violates applicable criminal or civil laws in the workplace, on university premises, at university activities, or while conducting university business.
- Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or a controlled substance in the workplace, on university premises, at university activities, or while conducting university business.
- Academic and staff employees and students involved in work on or for a federal grant or contract are required, as a condition of employment on the grant or contract, to notify the university within five (5) calendar days if they are convicted of any criminal drug statute violation for activity occurring at the workplace, at the location of any grant/contract activity, or while on university business.

Please see [policy-docs/substance-abuse.pdf](#) for full text.

[Camping Policy](#)

This policy is established to protect the health and safety of the campus community and access to and security of University facilities and property. It governs academic and staff employees, students, registered student organizations, organizations not affiliated with the University, and all other individuals on or in University-owned or -managed property or facilities. No person shall camp or erect a temporary shelter on University property.

[Regulations Governing the Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California](#)

In order to ensure public safety, regulations governing the conduct of non-affiliates in the buildings and on the grounds of the University of California are promulgated under California Education Code section 92440.5. This code authorizes The Regents of the University of California to enact regulations addressing the conduct of persons who are not students, officers, or employees of the University of California when that conduct is a threat to persons or property or constitutes interference with functions or activities of the University. Violation of regulations promulgated under section 92440.5 is punishable as a misdemeanor. Pursuant to section 92440.5, these regulations do not apply to the conduct of students, officers, or employees of the University; their conduct is governed by other University regulations. These regulations may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly, or the constitutionally protected right of personal privacy.

UC Policy on Sexual Violence and Sexual Harassment

The University of California is committed to creating and maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual violence and sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct") that violates law and/or University policy. The University will respond promptly and effectively to reports of Prohibited Conduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy on Sexual Violence and Sexual Harassment.

This Policy addresses the University of California's responsibilities and procedures related to Prohibited Conduct in order to ensure an equitable and inclusive education and employment environment free of sexual violence and sexual harassment. The Policy defines conduct prohibited by the University of California and explains the administrative procedures the University uses to resolve reports of Prohibited Conduct.

The full text of the UC Policy on Sexual Violence and Sexual Harassment can be found [here](#).