



University of California, Santa Cruz  
Student Policies and Regulations Handbook

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## PREFACE

*The Student Policies and Regulations Handbook* (“*Handbook*”) integrates the *University of California (UC) Policies Applying to Campus Activities, Organizations, and Students* (“*Policies*”) available online at <http://ucop.edu/student-affairs/policies/student-life-policies/pacaos.html> and Santa Cruz campus implementing regulations applying to campus activities, organizations, and students. To distinguish between the UC Policies and University of California, Santa Cruz Regulations (“*Regulations*”), **University of California, Santa Cruz Regulations are printed in bold type**. Effective December 17, 2021, this publication incorporates revisions made during the last academic year, and supersedes all documents of the same title published previously.<sup>1</sup>

### **Campus Security, Crime Awareness, and Alcohol and Drug Abuse Prevention**

The security of all members of the campus community is of vital concern to the University of California, Santa Cruz. Every fall the campus publishes a report consistent with the Jeanne Clery Campus Security Act that contains: crime prevention advice; law enforcement authority of the University of California Police; policies concerning the reporting of crimes and emergencies which may occur on the campus or campus properties; policies concerning security and access to campus facilities; descriptions of programs designed to inform students and employees about campus security procedures and practices; a statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state drinking, drug and weapons laws; and crime statistics for the most recent 3-year period.

A copy of this report may be requested from the University Police, 1156 High Street, Santa Cruz, CA 95064 (831) 459-2231. Information may also be viewed on the Web at <http://police.ucsc.edu/crime-prevention/clery.html>.

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<sup>1</sup> Members of the university community may propose amendments to these *Policies and Regulations* by submitting proposals to the Office of Conduct and Community Standards (See Sections 13.10, 13.30, 13.31 and 13.40.) Proposals may be sent via email to [conduct@ucsc.edu](mailto:conduct@ucsc.edu). Updates to the *Handbook* prior to its next publication date will be posted on the Student Conduct and Community Standards website (<https://conduct.ucsc.edu>).

The *Handbook* is prepared by the Office of Student Conduct and Community Standards and is available online at <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/index.html>. It can be made available in alternate formats such as enlarged print or braille. For alternate formats contact (831) 459-1738 or [conduct@ucsc.edu](mailto:conduct@ucsc.edu).

# UNIVERSITY OF CALIFORNIA, SANTA CRUZ POLICIES AND REGULATIONS

## APPLYING TO

### CAMPUS ACTIVITIES, ORGANIZATIONS, AND STUDENTS

2021-2022

#### **10.00 PREAMBLE AND GENERAL PROVISIONS**

In carrying out its teaching, research, and public service activities, 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, privileges, and responsibilities of those who comprise the University community.

10.10 These *Policies* address the rights and responsibilities of members of the University community as well as others while on University property. These *Policies* also address the responsibilities of students as defined herein and provide Universitywide standards for campus implementing regulations as a means of sustaining this community.

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

These *Policies* and their campus implementing 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.

#### **11.00 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 *Policies* are issued under this authority, and supersede all previous versions issued by the Office of the President as the *University of California Policies Applying to Campus Activities, Organizations, and Students*. (Revised July 28, 2004)

## **12.00 APPLICABILITY**

These *Policies* and the campus regulations implementing them apply to all campuses and properties of the University and to functions administered by the University, unless in special circumstances the President directs otherwise. Campus implementing regulations for these *Policies* may extend their application to cover student conduct that occurs off-campus as provided in *Section 100.00* of these *Policies*.

12.10 These *Policies* do not apply where inconsistent with the Higher Education Employer-Employee Relations Act (HEERA) or applicable collective bargaining agreements.

12.20 For all pertinent activities involving University students, employees, and properties, these *Policies* apply to the Department of Agriculture and Natural Resources and to the Department of Energy Laboratories operated by the University of California, subject to Laboratory implementing regulations and contractual obligations between The Regents and the Department of Energy. Any provision of these *Policies* that covers such activities also applies to the Laboratories when it refers to the campuses, and to the Laboratory Directors when it refers to the Chancellors.

## **13.00 DEVELOPMENT AND REVIEW OF UNIVERSITYWIDE POLICIES AND CAMPUS IMPLEMENTING REGULATIONS**

13.10 The President shall consult as appropriate with Chancellors, Vice Presidents, the Office of the General Counsel, and Universitywide 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 Universitywide advisory committees to the extent that legal requirements do not permit such consultation.

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 online publication of these *Policies* and their respective campus implementing regulations.

**13.21 *The Handbook* is available online at:**  
<https://deanofstudents.ucsc.edu/student-conduct>

13.30 Chancellors 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.

**13.31 Campus regulations shall be reviewed every two years, or more frequently if need be, by a committee appointed by the Associate Vice Chancellor and Dean of Students. The committee shall minimally include undergraduate and graduate students nominated by the Student Union Assembly (SUA) Student Committee on Committees (SCOC) and the Graduate Student Association (GSA) respectively; a representative of the Senior Director, Student Life; representatives from Office of Conduct and Community Standards; and, Colleges, Housing and Educational Services (CHES) Conduct representative(s). Recommendations for changes to campus regulations shall be submitted to the Chancellor or designee for approval.**

13.40 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.

#### **14.00 DEFINITIONS**

For the purposes of these *Policies* and the campus implementing regulations adopted pursuant to them, the following definitions are provided:

##### 14.10 Campus

The term “campus” means a University of California campus. The term “campus” also applies to the Office of the President, the Division of Agriculture and Natural Resources, and each Department of Energy Laboratory operated by the University.

##### 14.20 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*.

##### 14.30 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 these *Policies* and in campus implementing regulations.

#### 14.40 Student

The term “student” means an individual for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University; (b) has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or (c) is on an approved educational leave or other approved leave status, or is on filing-fee status. **Suspension or Barred Enrollment are considered approved leaves for the purpose of this definition.**

#### 14.50 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.

### **20.00 POLICY ON NONDISCRIMINATION**

The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls, and programs sponsored by the University or any campus, are governed by this policy of nondiscrimination. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this *Policy*, the University also shall be sensitive to the existence of past and continuing societal discrimination. (See also Appendix C [*Nondiscrimination Policy Statement for University of California Publications Regarding Student Related Matters*]; Section 140.00; Section 150.00; and Section 160.00.)

### **30.00 POLICY ON SPEECH AND ADVOCACY**

#### **30.01 Free Speech Statement**

**Freedom of thought, inquiry, speech and lawful assembly are fundamental rights of all persons. These rights include:**

- **The freedom to express opinions;**
- **To hear, express and debate various views, no matter how unpopular;**
- **To voice criticism.**

**Free speech is uniquely important to the University as it brings about a free interchange of ideas integral to the University’s fundamental mission of teaching, research and public service. All UC Police and other sworn personnel are bound by law to protect the Constitutional rights of all persons including the rights of free speech and assembly.**

**Protests and civil disobedience have played a historic role on university campuses and have**

**brought important and beneficial changes within society and in the development of our democracy. However, civil disobedience is not protected speech under federal, state or local laws. The Constitution does not guarantee any right to engage in civil disobedience – which, by its very definition, involves the violation of laws or regulations – without incurring consequences. Civil disobedience may have a negative effect on the protected interests of others and may interfere with University business or threaten public safety or University assets in ways that require the University to act to protect those other interests.**

30.10 The University is committed to assuring that all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship.

30.20 It is the responsibility of the Chancellor to assure an ongoing opportunity for the expression of a variety of viewpoints.

30.30 The time, place, and manner of exercising the constitutionally protected rights of free expression, speech, assembly, and worship are subject to campus regulations that shall provide for non-interference with University functions and reasonable protection to persons against practices that would make them involuntary audiences or place them in reasonable fear, as determined by the University, for their personal safety.

**30.31 Time, Place and Manner: UC may regulate, through policy, the time, place, and manner of speech. In public forums the policies must be content neutral, narrowly tailored to serve a significant interest and leave open ample alternative channels of communication. Policies may address, for example, time of day, location, preservation of access or traffic flow, amplified sound, and other issues.**

**30.32 Forums: The right to use particular locations at UC campuses for speech activities is largely a function of the character and/or location of the property where the speech occurs. The broadest rights are in areas that are open to the public for expressive activities, and not limited to specific purposes or topics (“public” or “traditional” forums). Rights are much narrower in other locations such as but not limited to lecture halls, classrooms or business offices (“non-public forums”).**

**30.33 Disruptive Behavior: Please see sections 102.13-102.16 of the Student Policies and Regulations Handbook regarding disruptive behaviors by students; other policies and law govern university response to disruptive behaviors by non-students.**

30.40 The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, or staff to participate, either as individuals or as members of a group, in the political process of supporting candidates for public office or any other political activity.

**30.41 Advocacy Activities in Residential Facilities. For the purpose of this policy, Residential facilities are not considered public areas. For security purposes, Residential facilities are not accessible to members of the general public unless invited as guests with**

**the express consent of a residential facility resident, as outlined in the Terms and Conditions of Housing (Housing Contract).**

**Only current residents of a specific residential facility may distribute non-commercial literature or solicit for non-commercial purposes—including religious or political materials—to other residents of their own residential facility, except voter registration activities which are covered separately under Section 42.50.**

**30.42 Non-commercial materials may be posted on designated posting areas or by use of a door hanger. No posting is allowed directly on doors.**

**With respect to apartments such as those at Family Student Housing, Graduate Student Housing and the units at the Camper Park, Cowell, Stevenson, Crown, Merrill, Colleges Nine and Ten, Porter, Kresge, Oakes and Rachel Carson which are accessible directly by members of the general public, noncommercial solicitation and distribution of literature is permitted in the forms indicated above. Public access to the general campus is outlined in Section 42.12.**

**30.43 All campus policies and regulations regarding speech and advocacy shall be consistent with Section 40.00 of these Policies.**

**30.44 For the purpose of these policies, commercial activity is defined as soliciting, hawking, or otherwise peddling or renting any goods, wares, merchandise, liquids or edibles for human consumption or services on University property, operating any commercial enterprise, or giving any lessons, classes or instruction on University property whether for profit or otherwise, except as specifically authorized.**

#### **40.00 POLICY ON USE OF UNIVERSITY PROPERTIES**

**40.10 University properties shall be used only in accordance with federal, State, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.**

**40.11 Between 12:00 a.m. and 5:00 a.m., university properties, including buildings and real property, are not open to the public, except for members of the public who are attending events open to the public during those hours, or who are invited guests of university students, faculty, or staff.**

**40.20 All persons on University property are required to abide by University policies 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 disciplinary action in accordance with University policies and campus implementing regulations.**



**40.21 Alcoholic beverages may be served on university properties only in accordance with campus policies and regulations regarding the purpose, serving, and consumption of alcoholic beverages. (See Appendix X).**

40.30 All use of university properties and services must conform to applicable campus time, place, and manner regulations.

40.40 On University grounds open to the public generally, as may be described in campus implementing regulations, all persons may exercise the constitutionally protected rights of free expression, speech, assembly, and worship (including the distribution or sale of noncommercial literature incidental to the exercise of these freedoms). Such activities shall not interfere with the orderly operation of the campus and must be conducted in accordance with campus time, place, and manner regulations.

**40.41 For the purpose of these regulations, "university grounds open to the public" are defined as the outdoor areas of the campus (e.g., lawns, patios, plazas) that are at least 100 feet from the entrances/exits of campus buildings and parking lots, and that are also a safe distance from the curbing of campus roads. All activity in open areas must be conducted in such a way that vehicular and pedestrian traffic is not impeded and normal instruction, research, and administrative activities are not disrupted. Outdoor recreational areas (e.g., playing fields, courts, swimming pools) and grounds adjacent to designated "private residences" are excluded from this definition. Private residences are housing provided by University for faculty and staff(e.g., Hagar Court, Ranchview Terrace, Laureate Court, residence of the chancellor and college provosts).**

Tables (*excludes commercial activity Section 42.32*) may not be placed in areas where direct passage to or through any entrances, exits, sidewalks, or walkways are blocked. Tables may be no larger than three feet by six feet and accessories may not extend beyond three feet of the perimeter of the table. (Additional safety restrictions may pertain to activities at or near the Quarry Plaza parking lot or campus entries.)

**40.42 Areas Designated as Public Forums. While the campus does not limit public expression to designated areas, the following properties are open to the public generally for expressive activity, but may be reserved by campus groups and are subject to time, place and manner restrictions:**

**a. The Quarry Amphitheater may be used at any time, subject to reasonable restrictions imposed by the Dean of Students Office when it has not been reserved. Reserved events will have priority over spontaneous use of the area. Reservations of this area must be approved by the Dean of Students Office.**

**b. College "quadrangles" may be used at any time (if they have not been**

reserved), subject to reasonable restrictions imposed by the Senior Director, Student Life after consultation with the college student government. Reservation of these areas must be approved by the Senior Director, Student Life.

c. The large grassy area between the University of California sign and the Granary and Stone House buildings near the intersection of High Street and Coolidge Drive may be used at any time (if it has not be reserved), subject to reasonable restrictions imposed by the Dean of Students Office of this area and must be approved by the Associate Vice Chancellor & Dean of Students or designee.

Outdoor displays including signs, banners, or temporary outdoor exhibits may not be placed on, draped over, or obstruct the University of California sign. Banners and signs may not be left unattended or posted as free standing in this area.

d. The Quarry Plaza may be used at any time, subject to reasonable restrictions, when it has not been reserved. Reservations of this area must be approved.

e. Signs, posters, banners, and picket signs may not be hung or placed on University property without prior written approval. All signage removal is the responsibility of the sponsoring organization and is to be removed immediately after the event. Temporary structures may not be constructed or placed on university property without the prior written approval of the Associate Vice Chancellor & Dean of Students or designee.

f. No sound amplification device may be used in any outdoor area without prior written authorization from the unit responsible for the designated area: Senior Director, Student Life for college areas, the Baytree Bookstore for the Quarry Plaza, the event and facility manager for the Quarry Amphitheater, or the Associate Vice Chancellor & Dean of Students for all other areas.

**40.43 Use of University Properties by Campus Units and Registered Campus Organizations.** Campus units, other official university units, registered campus organizations (students, faculty and/or staff) may use university properties in accordance with the following:

a. Reservations for the property must be made in advance with the official responsible for the property (e.g., Registrar or departments for most classrooms and lecture halls, college reservations coordinators or Senior Director, Student Life or designee (for college facilities, etc.). Any expenses incurred for use of properties, including damages and security or police (assigned on a content neutral basis), will be charged to the registered campus organization or unit;

b. Use of properties shall be arranged as follows: (i) by the Student Organization

Advising and Resources/Student Media/Cultural Arts and Diversity (“SOMeCA”) for Registered Student Organizations; (ii) by the Office of Physical Education, Recreation and Sports (“OPERS”) for sports and recreational clubs; and (iii) by the Senior Director, Student Life or designee for college organizations. During the period before action on an application for registration, a student or college-affiliated organization may use available university properties for a maximum of two meetings;

c. Approval of the use of major campus properties (such as a field house, college dining hall, Quarry Amphitheater, Student Union facilities, playing fields, and other outdoor areas) is contingent upon the fulfillment of specific regulations and/or procedures governing the use of these properties, and may require advance payment of estimated fees for use of the property and equipment.

d. University properties may not be used for personal financial gain or business profit except as defined in the [Campus Commercial Activities Policy](#) (See Sections 42.31 and 42.32).

e. In order to secure use of properties and ensure the safety of students and others, events, including end times for events on campus, must comply with the [Major Events Policy](#), if applicable.

**40.44 Use of University Properties by Non-University Organizations.** Major events are governed by the Major Events Policy found at <https://deanofstudents.ucsc.edu/pdf/Major-events-policy.pdf>. All non-major events involving use of university properties by organizations other than campus units or registered campus organizations must be officially sponsored by a campus unit or registered campus organization in accordance with the provisions of university policies and campus regulations and procedures. For the purposes of this policy, sponsorship is defined as accepting responsibility for planning, organizing, executing, and paying for an event. It also includes collaborating with the facilities manager to make sure that all applicable laws and University regulations and policies are followed.

a. The sponsor relationship between a campus unit or a registered campus organization and a non-affiliated organization or person must be approved in advance by the appropriate senior administrative officer.

b. The responsible senior administrative officer shall consult with the Office of Risk Management regarding potential liability and financial implications if the proposed use of university properties is for business-related or commercial purposes.

c. Campus arrangements (e.g., campus calendar clearance, space reservations, food service, audio-visual equipment, parking, security, etc.) for the approved sponsored

event must be made by the sponsoring campus unit or registered campus organization. Expenses associated with the use of a university property or university service, including damages and security or police (assessed on an objective basis), shall be charged to the sponsoring campus unit or sponsoring registered campus organization.

d. Use of university properties during the summer months (i.e., between the end of the spring term and the beginning of the fall term) must be managed by Conference Services.

e. Promotional literature and other forms of publicity must clearly state the name of the sponsoring campus unit or sponsoring registered campus organization.

**40.46 Use of the areas open for expressive activity is subject to the following time, manner and place restrictions, which may be imposed by any university principal officer or designee, including those officials with responsibility for the functions described below:**

a. Reasonable conditions to minimize interference with other university or lawful activities in the vicinity;

b. Adequate safety precautions as prescribed by the Office of Emergency Services, University Police, Environmental Health & Safety, Physical Plant, and other impacted units;

c. Displays may be maintained for a period of no longer than seven calendar days;

d. For a sponsored event, the name of the sponsor must be clearly displayed;

e. Temporary structures, including those a person can enter, may be subject to additional safety and staffing requirements, including camping regulations (*See Section 102.28*).

**40.47 Priority of Use: Non-University speakers may engage in expressive activities in the areas open to the public, as described above, subject to the Regulations Governing the Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California (<https://policy.ucop.edu/doc/3000127/NonAffiliateRegs>) and the following time, manner and place restrictions:**

a. Use does not conflict with a previous reservation by a campus organization or university unit (the university may limit or exclude non-university speakers from the area accordingly);

b. No form of amplification is being used; and

**c. There is no interference with university business.**

**40.48 Outdoor Displays. Outdoor displays, including signs, banners, and exhibits must be sponsored by a registered campus organization, a student, or a faculty or staff member. The following locations are designated areas for outdoor displays (see Sect. 40.42 for additional information):**

**a. Specific areas adjacent to the Quarry Plaza as designated;**

**b. Locations within the boundaries of each of the colleges as designated by the Senior Director, Student Life at each college.**

**Requests for exception to this policy may be submitted in writing to the Associate Vice Chancellor & Dean of Students.**

#### **41.00 University Support, Sponsorship or Endorsement**

All individuals or organizations using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed, or favored by the University.

#### **41.10 University Neutrality on Religious and Political Matters**

As a State instrumentality, the University must remain neutral on religious and political matters. The University cannot sponsor or fund religious or political activities except when authorized for University purposes by The Regents or the President or their designees. See Sections 60.00, 70.00, and 80.00 of these *Policies* for the special conditions that apply to the sponsoring or funding of such activities by student governments and Registered Campus Organizations from compulsory campus-based student fees.

41.11 Religious, political, and ideological Registered Campus Organizations and other campus organizations shall have access to University properties on the same basis as all other campus organizations, according to guidelines set forth in campus implementing regulations.

41.12 In personal and other non-official correspondence, statements, or other material represented in a variety of media, including but not limited to printed matter, the Internet, and film or television relating to commercial, religious, or political activities or issues, the University title of a faculty or staff member or the title of a student government official shall be used only for identification. If such identification might reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any commercial, religious or political activity or issue, the identification shall be accompanied by a disclaimer: an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units. Similarly, such correspondence, statements, or other material issued by a Registered Campus Organization shall be accompanied by a disclaimer to the same effect if it might reasonably be construed as

implying the support, endorsement, or opposition of the university.

#### **41.20 Use of University Name, Insignia, Seal, or Address**

The name, insignia, seal, or address (including the electronic address) of the University or any of its offices or units shall not be used for or in connection with religious, political, business or other purposes or activities except as consistent with University policy, campus implementing regulations, and applicable law (including but not limited to “Use of the University’s Name,” State of California Education Code, Section 92000). (See also the Presidential Policy to Permit Use of the University’s Name. In addition, see Section 70.40 of these Policies for further guidance on the use of the University’s name by Registered Campus Organizations.).

#### **42.00 Campus Regulations**

Chancellors shall develop campus implementing regulations that provide procedures and criteria for the use of University properties by student governments and Registered Campus Organizations. Such regulations may provide procedures and criteria, based upon benefit to the University, permitting the use of University properties by other persons or organizations and shall specify the conditions under which University property may be used by non-University persons or organizations.

#### **42.05 Definition of Registered Campus Organizations**

**Registered Student Organizations:** A campus-wide organization, with membership composed entirely of UC Santa Cruz students that has at least four members, and is currently registered with Student Organization Advising and Resources/StudentMedia/Cultural Arts and Diversity (SOMeCA), or Athletics and Recreation for sports and recreation organizations. (See Section 60.00).

**College Organization:** An approved organization specific to a college or using the name of a college. Each college has its own approval process. Contact the Senior Director of College Student Life at the specific college to get information about the college’s approval process.

#### **42.10 Denial of Requests for Use**

A request for use of University properties may be denied if the request is not in accordance with campus regulations implementing these *Policies*. The applicant shall be accorded a review of any denial of a request for use of University properties.

A request for use of University properties shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation of the campus. The applicant shall be accorded a prompt appeal to the Chancellor, who shall recognize the University's heavy burden in justifying such a denial.

The review processes shall be set out in campus regulations.

**42.11 Registered Campus Organizations may be denied use of university properties by Student Organization Advising and Resources/Student Media/Cultural Arts and Diversity (SOMeCA), Office of Physical Education, Recreation and Sports (OPERS), Associate Vice Chancellor & Dean of Students or Designee, or the Senior Director, Student Life (*see Section 42.10 & 40.44*).**

**42.12 Any Registered Campus Organization denied use of a university property may seek reconsideration with the Associate Vice Chancellor & Dean of Students within five (5) business days of being denied use. The following are the grounds for reconsideration: (a) failure by the administration to follow the policies and procedures set herein; (b) arbitrary or capricious justification for the decision to deny use; or (c) the absence of a clear and present danger.**

#### **42.20 Posting of Noncommercial Materials**

Campus implementing regulations shall permit University students, faculty, staff, Registered Campus Organizations, and University units to post and exhibit noncommercial materials at locations designated in campus regulations for that purpose. Posting and exhibiting of noncommercial materials by others also may be permitted by campus regulations. All such materials shall clearly indicate the name of the sponsoring campus, individual, Registered Campus Organization, University unit, or other individuals or organizations permitted to post and exhibit pursuant to campus regulations.

**42.21 For the purpose of these policies, commercial literature is defined as any material published primarily to generate income for individuals or businesses. Commercial solicitation and commercial literature distribution are forbidden in all residential units, whether by residents or non-residents. For a definition of commercial versus non-commercial activity please see Section 42.32.**

**42.22 Literature incidental to the exercise of the freedom of expression, speech, assembly, or worship may be distributed on university grounds open to the public generally, as long as such activities do not interfere with the orderly operation of the campus.**

**42.23 Non-university organizations and individuals may post and distribute materials only on bulletin boards designated for public use, outdoor kiosks, and the interior of bus shelters. These areas will be cleared of all materials on a regular basis.**

**42.24 Commercial and noncommercial posters and announcements may be placed on public access bulletin boards not designated for specific use within the following guidelines:**

**a. Distribution and posting in each college is controlled by the Senior Director, Student Life and must be in accordance with guidelines established by the Senior Director, Student Life (See Section 30.41);**

**b. Distribution and posting on non-college bulletin boards, including designated public access bulletin boards, is controlled by the campus unit responsible for the bulletin board and must be in accordance with the guidelines established by the unit for the use of the bulletin board;**

**c. Where posting is permitted, each individual or group is limited to one poster per board, kiosk, or bus shelter, and there may be no posting over announcements that are current;**

**d. All posted materials must clearly indicate the name of the person(s), group(s), university unit(s), or campus organization(s) responsible for posting them and the day by which they are to be removed. Posters shall not exceed 17" X 22" (or equivalent area);**

**e. Commercial or noncommercial literature may not be placed on cars.**

**42.25 The damage, destruction or removal of signs, flyers, banners or any other type of authorized posting (other than by authorized university personnel) is prohibited.**

#### **42.30 Noncommercial Fundraising**

Noncommercial fund-raising by student governments and by Registered Campus Organizations shall be permitted pursuant to University policies and campus implementing regulations. Noncommercial fundraising by individuals or by other groups also may be permitted under regulations developed by the campus, consistent with University policy. Provisions must be made in such regulations governing the collection of donations, sale of materials, admission charges, and financial accountability.

**42.31 University properties may not be used for income-producing activities that are commercial in nature or for the purpose of realizing personal financial gain except for approved educational or training programs, or as defined by the *Campus Commercial Activities Policy*, or as required by law.**

**42.32 For the purpose of these policies, commercial activity is defined as soliciting, hawking or otherwise peddling or renting any goods, wares, merchandise, liquids or edibles for human consumption or services on University property, operating any commercial enterprise, or giving any lessons, classes or instruction on University property whether for profit or otherwise, except as specifically authorized. This category of activity is not intended to include the hiring of speakers or performers by**



the university.

**42.33 Registered Campus Organizations may raise funds on campus in accordance with the following definitions and regulations:**

- a. Fundraising is defined as the collection of money by means of sales, contributions, donations and/or admission charges to events or meetings on a regular or occasional basis.**
- b. All fundraising events and activities by registered campus organizations must be scheduled through and approved by SOMeCA, OPERS, the college, or the Dean of Students Office.**
- c. The purpose for which funds are raised must be described clearly and be consistent with the stated purpose of the sponsoring organization.**
- d. Financial and in-kind support of student programs and activities or Registered Campus Organizations by for-profit organizations is not considered a commercial activity under these guidelines and therefore may be permitted, provided that the primary purpose of such support is to underwrite a program or activity, as opposed to the promotion or endorsement of a commercial product or service. Examples might include the financial underwriting of a crafts fair, a lecture or a sports event. A Registered Campus Organization may publicly acknowledge such support but shall not endorse any commercial products or services which includes not providing advertising on university websites. Prior to any solicitation, all plans for business for-profit support involving registered campus organizations must receive prior approval from Student Organization Advising and Resources/Student Media/Cultural Arts and Diversity (SOMeCA), or Office of Physical Education, Recreation and Sports (OPERS). SOMeCA/OPERS will consult with Risk Management and University Relations to ensure consistency with the university's solicitation policy.**
- e. Advertising for any on-campus event program for which a donation is requested must make it clear that such a donation is not required as a condition of admission, nor may a specific amount of donation be indicated.**
- f. Raffles are illegal under the California Penal Code 330. A raffle is the sale of a chance at a prize. Prize drawings are permitted only when tickets/chances are given away. The fact that the tickets are available free of-charge must be disclosed on the ticket and on any advertising. Voluntary donations may be accepted but cannot be "required" in order to have a chance at a prize.**
- g. Campus units/organizations may raise funds on campus with the approval of the Associate Vice Chancellor & Dean of Students, dean, or Senior Director, Student**

**Life in accordance with these policies and regulations and in consultation with Risk Management and University Advancement.**

**42.34 Registered Campus Organizations (see Section 42.05) must be financially accountable and operate within the following guidelines:**

**a. All of the regulations governing the allocation and expenditure of university funds relating to student governance also apply to Registered Campus Organizations, with the exception of Section 62.04a-d;**

**b. Standard *Performance Agreement* forms required by purchasing (available from the campus sponsor) must be used when entering into agreements with off-campus entertainment groups or agencies, and the sponsoring organization must make clear that the university is not a contracting party, and is in no way responsible for the acts or omissions of the Registered Campus Organization;**

**c. Registered campus organizations that need to sell tickets to events not held in Performing Arts must arrange for a cash box through SOMeCA, OPERS, or the colleges;**

**d. All funds raised on campus must be expended in accordance with the original fundraising purposes after all expenses incurred during the event have been paid. Funds collected must be placed in accounts approved by the university, to which the university has access, and processed pursuant to university fiscal policies. This does not include the collection of initiation or membership fees;**

**e. The university reserves the right to audit the financial records of a registered campus organization that has been allowed to raise funds on campus to determine if the funds were used for the purpose for which they were raised.**

#### **42.40 Use of University Property for Commercial Purposes**

Campus implementing regulations may adopt restrictions, consistent with existing law and University policy, on the use of University properties for commercial purposes and personal financial gain. (See the [University of California Policy and Supplemental Guidelines on the On-campus Marketing of Credit Cards to Students](#) for the special conditions controlling the on-campus marketing of credit cards to students by banks and other commercial entities.)

#### **42.50 Student Voter Registration Activities**

Consistent with the requirement under federal law that the University make a “good faith effort” to distribute voter registration forms to students, and the requirement under State law that the university “do all in its power to ensure that students are provided the opportunity and

means to register to vote” (Student Voter Registration Act of 2003), campus implementing regulations may authorize non-partisan student voter registration activities that are carried out either directly by, or under the direct supervision of and on behalf of, a campus student government or other official unit of the University on University grounds that are not open to the public generally, including campus residence halls and dining commons, subject to specified conditions to be established by each campus. Such activities shall not be considered to be commercial or noncommercial solicitation, since there is no offer of either goods or services, nor any solicitation of funds or other assistance from students.

## **50.00 POLICY ON CAMPUS EMERGENCIES**

### **51.00 State of Emergency**

See the Declaration of a State of Emergency section within the *Policy on Safeguards, Security and Emergency Management*.

### **52.00 Emergency Regulations and Procedures**

Chancellors shall adopt campus emergency regulations and procedures consistent with the provisions of Section 13.30 of these *Policies*.

**52.10 The policies and procedures for campus management in times of emergency are covered in the University of California, Santa Cruz Emergency Operations Plan. The Emergency Operations Plan delegates the Chancellor's authority for the maintenance of safety and order to specific campus personnel and describes the tasks and responsibilities these individuals have during periods of emergency. The campus emergency plans may be accessed at <https://oes.ucsc.edu/emergency-management/plans/>.**

### **53.00 Emergency Suspension**

53.10 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.

**In the case of students, the Chancellor has delegated the authority to impose Emergency Suspension to the Associate Vice Chancellor or designee.**

53.11 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 twenty-four 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. **Student emergency suspensions shall be reported to the Office of Conduct and Community Standards.**

53.12 Any individual placed on Emergency Suspension shall be given written confirmation of the suspension, either by delivering it to the individual personally or by mailing it to the individual's last known address of record. 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 making reasonable efforts to assist any individual who has been disadvantaged in employment or academic status by that action.

**An Emergency Suspension may be appealed. If the Emergency Suspension is imposed by a designated representative of the Chancellor, and is not voided pursuant to the provisions of Section 53.12 above, the suspended party may choose to have a hearing by a special hearing officer, who is appointed by the Associate Vice Chancellor or designee on the necessity of the Emergency Suspension in accordance with the procedures set forth in Section 53.00. The appellant may present evidence in support of the contention that the suspension is unnecessary. The hearing officer shall investigate the facts which gave rise to the suspension. Within three (3) working days of the conclusion of the hearing, the hearing officer shall report findings and recommendations to the Chancellor or designee. If the Chancellor or designee determines that the suspension is unnecessary, they are authorized to revoke the suspension.**

53.121 The outcome of the appeal shall have no bearing on any University disciplinary proceedings arising from the conduct that gave rise to the Emergency Suspension.

53.13 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.

53.14 Violation of any condition set forth in the Notice of Emergency Suspension shall subject the individual to disciplinary proceedings based upon such violation.

## **60.00 POLICY ON STUDENT GOVERNMENTS**

## **61.00 Status**

Chancellors have authority to authorize or discontinue recognition of student governmental entities as official student governments, consistent with the status of such governments as official units of the University of California (see [The Regents' Policy on the Status of Associated Students](#)). Such governments are responsible for representing student constituencies comprising either the student body as a whole or particular segments of it. Chancellors may also assign to such governments specified powers and other responsibilities concerning student affairs.

### **61.10 Authority, Responsibility, and Purposes**

Student governments 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 by these *Policies* and implementing campus regulations. 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 in Section 61.10-15 of these *Policies*, as well as with all other provisions of these *Policies* and with implementing campus regulations.

Consistent with the provisions of these *Policies*, the University's purposes for student governments are:

61.11 To provide students with the educational benefits of participation in student government;

61.12 To provide a forum for the discussion of issues and ideas of interest, importance, and/or of concern to students;

61.13 To provide financial and other tangible support for student activities and organizations on a viewpoint-neutral basis, consistent with the provisions of Section 86.00 of these *Policies*, in order to foster a sense of community and to further discussion among students of the broadest range of ideas;

61.14 To communicate student views to audiences, including external governmental offices and agencies, consistent with the provisions of Sections 63.00 and 64.00 of these *Policies*; and

61.15 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 the other provisions of these *Policies*.

## **62.00 Support**

Student governments may be supported by compulsory campus-based student fees as specified in Section 81.00 of these *Policies* and/or by voluntary student contributions as specified in Section 90.10 of these *Policies*.

## **63.00 Right to Take Positions on Public Issues**

Student governments shall have the right to address and take positions on public issues as consideration of such matters serves the University's purposes for such governments as set forth in Sections 61.10-15 of these *Policies*. Positions on issues taken by student governments shall not be represented as or deemed to be positions of any entity of the University other than the student government.

## **64.00 Lobbying and Other Public Policy-Oriented Activities**

Consistent with the University's purposes for student governments as set forth in Section 61.10-15 of these *Policies*, student governments may undertake lobbying and other public policy-oriented activities on student-related matters, as defined in Section 64.01 and 64.02 of these *Policies*, 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.

### **64.01 Definition of Lobbying Activities**

The term "lobbying activities" as used in these *Policies* 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.

### **64.02 Definition of Public Policy-Oriented Activities Other Than Lobbying**

The term “other public policy-oriented activities” as used in these *Policies* means the funding or sponsorship by student governments of any program or activity of such governments (other than “lobbying activities” as defined in Section 64.01 of these *Policies*) 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.

#### **64.10 Systemwide Pro Rata Refund Requirement for Lobbying Activities**

Any student objecting to a particular lobbying activity of student government (as defined in Section 64.01 of these *Policies*) supported by compulsory campus-based student fees is entitled to a pro rata refund of that portion of their 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 *Policies* 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. (See also Sections 70.83 and 86.13 of these *Policies*.)

#### **64.20 Pro Rata Refunds for Public Policy-Oriented Activities of Student Governments Other than Lobbying**

In consultation with its student government or governments, a campus may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of their compulsory campus-based student fees that has been allocated to support a particular public policy-oriented activity of student government other than lobbying (as defined in Section 64.02 of these *Policies*). Campuses are encouraged but not required to consult with the Office of the President and with the Office of General Counsel in the development of criteria and procedures for any such refund mechanism. Such criteria and procedures should provide that the availability of pro rata refunds are widely and frequently publicized among students, and that all requests for such refunds by objecting students are processed equitably and expeditiously. Establishment of such a refund mechanism for the public policy-oriented activities of student governments other than lobbying is not required either as a matter of University policy or the law. (See also Section 86.13 of these *Policies*.)

#### **65.00 Sponsorship of Speakers**

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 policy-oriented activities consistent with Sections 63.00 and 64.00 of these *Policies*. 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 66.00 and 86.34 of these Policies.)

## **66.00 Participation in Non-University Political Campaigns**

Consistent with Section 41.10 of these *Policies* and with the *University's Legal Guidelines for UC Participating 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 Sections 65.00 and 86.34 of these *Policies*.)

## **67.00 Fiscal Soundness and Fiscal Accountability**

Chancellors are responsible for the fiscal soundness of student governments, and are responsible in addition 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, Chancellors may conduct audits of the finances of student governments, exercise control over expenditures of their funds when and to the extent necessary to maintain the 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.

### **67.10 Transfer of Compulsory Campus-Based Student Fees to Non-University Entities**

Compulsory campus-based student fees may be expended by a student government 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 student 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 over 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 Section 82.00 of these *Policies* 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 Sections 70.90 and 87.00 of these *Policies*.)

## **70.00 POLICY ON REGISTERED CAMPUS ORGANIZATIONS**

### **70.10 Definition; Registration and Membership Requirements**

A Registered Campus Organization is 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 campus implementing regulations. Such regulations shall require that the organization furnish a written statement of its name and its purposes, signed by its officers or other authorized representatives, and that includes as well such other pertinent information as the campus may specify. Membership in a Registered Campus Organization shall be open to any student, consistent with the [\*Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters\*](#), with the exception that membership in an officially recognized sorority or fraternity may be limited by gender. Membership in a Registered Campus Organization may be extended to individuals other than students, faculty, and staff, under conditions specified in campus implementing regulations. **Membership in a Registered Student Organization is limited to UCSC students (See Section 42.05).** An authorized student government of a campus shall not be eligible for registration also as a Registered Campus Organization of that campus.

**70.11 Registered Student Organizations: A campus-wide organization, with membership composed entirely of UC Santa Cruz students that has at least four members, and is**

currently registered with Student Organization Advising and Resources/Student Media/Cultural Arts and Diversity (SOMeCA), or Office of Physical Education, Recreation and Sports (OPERS) for sports and recreation organizations. (*See Section 60.00*)

**College Organization:** An approved organization specific to a college or using the name of a college. Each college has its own approval process. Contact the Senior Director, Student Life at the specific college to get information about the college's approval process.

A student organization may become a Registered Campus Organization by submitting an application to Student Organization Advising and Resources/Student Media/Cultural Arts and Diversity (SOMeCA). Sports and Recreation Clubs may become a registered campus organization by submitting an application to Office of Physical Education, Recreation and Sports (OPERS). College organizations may become a registered campus organization by submitting an application to their college. Applications are available in the offices of SOMeCA, colleges, or OPERS, which shall be referred to as the office of registration.

**70.12** A student organization seeking recognition as a registered campus organization, including Sports and Recreation Clubs, and college clubs, shall furnish a document that includes:

- a. **Its name;**
- b. **Its purpose;**
- c. **A statement of any affiliation with an international, national, regional, or local non-University organization;**
- d. **Its requirements for membership, including fees;**
- e. **An affirmation that its policies and practices are not legally impermissible, arbitrary, or unreasonably discriminatory (see Section 20.00), and that it will abide by the provisions of the anti-hazing statutes in the California Education Code or Penal Code (*as amended by SB 1454, effective January 1, 2007*)**
- f. **An affirmation that it is open to any student in accordance with the *Nondiscrimination Policy*, with the exception of incorporated sororities and fraternities which may be limited by gender;**
- g. **An affirmation that its membership is limited to students of the UC Santa Cruz campus (*see Section 14.30*);**

- h. **Qualification for holding office or becoming authorized representatives and method of selecting and replacing officers or authorized representatives;**
- i. **The name of the faculty or staff adviser, if applicable;**
- j. **Acceptance of responsibility for compliance with University policies and campus regulations;**
- k. **A statement that the organization's authorized representatives accept individual and collective responsibility for all debts and obligations to the University incurred by the organization; and**
- l. **An agreement to update and correct any of the above information during the period of registration should changes occur. Corrections shall be submitted to the office of registration.**

**70.13 New and continuing student organizations may register with the appropriate office of registration at any time after the first day of orientation in Fall Quarter until the last day of Fall Quarter.**

**70.14 All registered campus organizations must follow all campus time, place, and manner regulations, as well as requirements regarding use of property. An officer or authorized representative whose name appears on the application for registration of a student organization must file an Event Approval form or equivalent form with the office of registration. Events may be denied or canceled by the office of registration if they do not conform with campus time, place, manner, use of property regulations, and/or health & safety concerns (*See Section 42.12 regarding the reconsideration process*).**

**70.15 Registered campus organizations must adhere to financial guidelines and accounting procedures as set forth in University policy and campus regulations (*See Section 42.34*). Chancellors may establish procedures to allow any registered student to seek a refund of that portion of their compulsory fees which the student believes has been used to support political or religious organizations or activities.**

#### **70.20 Requirements for Funding from Compulsory Campus-Based Student Fees**

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. 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. In addition, 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. (See also Section 86.11 of these *Policies*.)

### **70.30 Conduct and Community Agreements**

A Registered Campus Organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions (**student conduct outcomes**). In denying or revoking registration or applying sanctions (**student conduct outcomes**), campus regulations shall provide an opportunity for **an administrative hearing (incident review meeting)** with basic standards of procedural due process **as detailed in section 107.00**.

**Registered Campus Organizations are subject to disciplinary action as stated in the Policy on Student Conduct and Community Agreements of this handbook.**

**70.31 Registered campus organizations are responsible for the conduct of members and guests at sponsored activities. The Registered Campus Organization's officers or authorized representatives are responsible for planning and event implementation in accordance with all University policies and campus regulations.**

### **70.40 Use of University Name**

A Registered Campus Organization shall not use the name of the University of California or abbreviations thereof as a part of its own name except in accordance with applicable law and University policy (including, but not limited to, State of California Education Code, Section 92000, and the Presidential Policy to Permit Use of the University's Name) as well as campus implementing regulations.

**70.41 Permission to use the name of the University of California, Santa Cruz or any abbreviation thereof as part of a registered campus organization's name may be granted only by the Chancellor or designee. Requests to use the name of the University of California, Santa Cruz must be submitted to University Relations.**

<https://urelations.ucsc.edu/about/units/communications/uc-name.html>

**Registered campus organizations may not use the name of a college without approval by the Senior Director, Student Life.**

**70.42 The geographical designation "at UC Santa Cruz" may be used by any registered campus organization as part of its name without obtaining special approval. In the same way, the designation "at (name) college" may be used by any Registered College Organization.**

**70.43 Except as provided in Section 70.42, permission to use the name of a college or any abbreviation thereof as part of a Registered College Organization's name may be granted only by the Senior Director, Student Life. Registered College Organizations may not use**

**the name of the University of California, Santa Cruz or any abbreviation thereof, as part of their name.**

**70.44 The name, insignia, seal, or address of the University, the campus, or a college may not be used in any manner, political or otherwise, which implies that the University, campus, or college supports or endorses the activities, positions, purposes, or goals of campus organizations.**

**70.45 Permission to use the name of the University, the campus, or a college, when granted, does not imply endorsement or sponsorship, and may be withdrawn at any time.**

#### **70.50 Use of University Properties**

Any use of University properties and services by a Registered Campus Organization must conform to Section 40.00 of these *Policies* and applicable campus time, place, and manner regulations.

#### **70.60 Fiscal Accountability**

Chancellors may investigate, through audits or other means, and take action to ensure that the fiscal activities of a Registered Campus Organization comply with legal requirements and university policies and procedures.

#### **70.70 University Sponsorship**

As provided in Section 41.00 of these *Policies*, a Registered Campus Organization that uses University property, services, or other resources must avoid any unauthorized implication that it is sponsored, endorsed, or favored by the University.

#### **70.80 Support**

A Registered Campus Organization or Registered Campus Organization-related program or activity may be supported from compulsory campus-based student fees and/or from voluntary contributions under conditions set forth in Sections 86.00 and 90.00 respectively of these *Policies*.

70.81 The referendum process set forth in Section 82.00 of these *Policies* 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 student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other

student group.

All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 70.82, 86.20, and 86.30 of these *Policies*. (See also Section 86.12 of these *Policies*.)

70.82 Any process adopted by a student government or other campus entity to provide support to a Registered Campus Organization or Registered Campus Organization-related program or activity from compulsory campus-based student fees must employ solely viewpoint-neutral criteria as set forth in Section 86.30 of these *Policies*.

70.83 A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of their compulsory campus-based fees that has been allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a matter of University policy or the law. (See also Section 86.13 of these *Policies*.)

#### **70.90 Transfer of Compulsory Campus-Based Student Fees to Non-University Entities**

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-University-sponsored educational program or activity. Such fees may also be expended for the payment of applicable dues necessary to sustain membership by a Registered Campus Organization 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 student fees by a Registered Campus Organization 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 over Registered Campus Organizations) 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 Registered Campus Organization 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 the Registered Campus Organization, its programs or activities.

The referendum process set forth in Section 82.00 of these *Policies* 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-University organization, program, or activity. (See also Sections 67.10 and 87.00 of these *Policies*.)

## **80.00 POLICY ON COMPULSORY CAMPUS-BASED STUDENT FEES**

The Regents have authority to impose fees for any University purpose. All campus-based student fees at a campus must be approved by the Chancellor of that campus, except that no compulsory campus-based fees shall be effective until also approved either by The Regents or by the President under the President's delegated authority, as appropriate. **Please refer to the UC Santa Cruz Campus Elections Policy for current local implementing procedures.**

### **81.00 Compulsory Campus-Based Student Fees: Definitions and Exclusions; Provision for Return-to-Aid**

#### 81.10 Definition and Exclusions

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 buildings and other facilities such as student centers and recreation facilities; and (3) authorized student governments (as defined in Section 61.00 of the Policy on Student Governments), Registered Campus Organizations, and student government- and Registered Campus Organization-related programs, events and other activities.

This *Policy* does not apply to Universitywide fees, to non-referendum-based 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.

#### 81.20 Provision for Return-to-Aid

Effective from the date of final issuance of this *Policy* 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 appropriate. 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.

Campuses also are strongly encouraged to seek future student approval, through the referendum process, of either separate new fees or increases to existing fees that would provide financial aid to cover the need associated with all existing compulsory campus-based student fees that do not already include return-to-aid, as of the date of final issuance of this Policy as revised on April 14, 2006, and that are thus exempt from the new return-to-aid requirement.

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.

### **82.00 Referendum Requirement for Establishing, Increasing, or Renewing Compulsory Campus-Based Student Fees**

Compulsory campus-based student fees may only be established, increased or renewed following a referendum in which students vote in favor of the compulsory fees, except as provided in Section 83.00 of these *Policies*.

### **83.00 Exceptions to the Referendum Requirement**

83.10 A new compulsory campus-based student fee, or an increase to or renewal of an existing such fee, may be approved either 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:

83.11 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;

83.12 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

83.13 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.

#### **84.00 Procedures and Required Approvals for Establishing, Increasing, or Renewing a Compulsory Campus-Based Student Fee**

84.10 Except as provided in Section 83.00 of these *Policies*, to establish, increase, or renew a compulsory campus-based student fee Chancellors shall establish in campus implementing regulations, prior to any student referendum, procedures that meet at least the following minimum system-wide standards for such referenda:

84.11 Procedures for student consultation including consultation with student governments and campus student fee committees and, in the case of compulsory campus-based-student-fee funded buildings or other facilities, procedures for continuing student consultation once the building or other facility is constructed;

84.12 A requirement for a minimum voting pool of at least 20% of all students eligible to vote in a particular student election, subject to the following:

- a. Chancellor may, in exceptional circumstances and on a case-by-case basis, petition the President in advance of a particular student election for approval of a lower minimum voting pool requirement for that election;
- b. for any ballot measure in support of a non-capital-project-related campus program, where voter eligibility is limited to graduate and/or professional students, a Chancellor may set the minimum voting pool, for that ballot measure only, at a lower level (based on

historical graduate and professional student voter turnout rates for the campus), without petitioning the President in advance for approval;

84.13 A requirement for at least a majority-voter approval by students voting on a particular ballot measure, for that ballot measure to be successful;

84.14 A requirement that each proposed new compulsory campus-based fee, or proposed increase to or renewal of any existing such fee, (except as specified in Section 83.00 of this *Policy* above), be voted on by students as a separate ballot measure in a student election, except that multiple proposed new such fees or fee increases or renewals may be aggregated into a single ballot measure where the proposed fees or fee increases or renewals strongly and clearly support a common student life, student services, or other programmatically related goal;

84.15 A requirement that the actual language of any ballot measure in a student election that is intended to fund either construction of a new building or other facility, or major renovation of an existing building or other facility, explicitly state:

1. whether the fee will be continued following retirement of the original debt on the new construction or major renovation, and
2. if the fee is to be continued, the purpose or purposes for which the fee will be used, as well as the mechanism that will be used to determine the level at which the fee will be set, following retirement of the original debt (please note that, as a general principle, campuses are encouraged to continue such fees at an appropriately adjusted level following retirement of the original debt, to provide for the actual costs associated with long-term building or other facility maintenance needs); and

84.16 A requirement that payment by students of compulsory campus-based student fees to support student-referendum-funded construction of new buildings or other facilities, or major renovation of existing buildings or other facilities, be initiated only from the time that the students can actually benefit from and use the new or renovated building or other facility, except as specified immediately below.

Notwithstanding this requirement, a campus may assess students a pro rata percentage of any such fee in advance of completion of the new or renovated building or other facility for the purpose of supporting the design and planning costs, project mitigations, and financing costs associated with construction or renovation of the building or other facility, provided that both the purpose and level of this assessment are approved by students as part of the original ballot measure for the new or renovated building or other facility.

84.20 All student referendum results are advisory to the Chancellor and, conditional on the Chancellor's recommendation, are subject to final approval by the President under the authority delegated to the President by The Regents.

## **85.00 Requirements for Reducing or Eliminating a Compulsory Campus-Based Student Fee**

Chancellors shall establish in campus regulations procedures for reducing or eliminating a compulsory campus-based student fee.

## **86.00 Support for Registered Campus Organizations and Related Programs and Activities from Compulsory Campus-Based Student Fees [replaces the University of California Guidelines for Funding Registered Campus Organizations and Related Programmatic Activities by Compulsory Student Fees, as revised October 26, 1999]**

**86.10 Conditions for Support** 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, as set forth in Section 86.20 or these *Policies*. The process for making such reallocations must be based solely on viewpoint-neutral criteria, as set forth in Section 86.30 of these *Policies*.

**86.11** 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. 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. In addition, 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 (See also Section 70.20 of these *Policies*).

**86.12** The referendum process set forth in Section 82.00 of these *Policies* 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 student fees must be in the form of a reallocation from student government or other appropriate campus entity to the Registered Campus Organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Sections 86.20 and 86.30 of these *Policies*. (See also Section 70.81 of these *Policies*.)

**86.13** A student government in consultation with the campus, or a campus with the concurrence of the student government, may at its discretion establish and administer a mechanism providing for a pro rata refund to any student of that portion of their student government fees that are allocated by a student government or other campus entity to support a particular Registered Campus Organization or Registered Campus Organization-related program or activity. Establishment of such a refund mechanism is not required either as a

matter of University policy or the law. (See also Section 70.83 of these *Policies*.)

### **86.20 The University's Educational Purposes**

The University's educational purposes are served when reallocations by a student government or other campus entity of compulsory campus-based student fees to support Registered Campus Organizations and Registered Campus Organization-related programs and activities are made: (1) to provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular programs and activities; and (2) 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 only be made to support either the general organizational expenses of Registered Campus Organizations and Registered Campus Organization-related programs and activities or their associated communicative purposes.

In addition, allocation decisions to provide such support must be made without regard to the viewpoint of a particular Registered Campus Organization or Registered Campus Organization-related program or activity, and must be balanced in relation to the support provided to other Registered Campus Organizations or Registered Campus Organization-related programs and activities in similar circumstances.

### **86.30 Campus Procedures and Criteria to Assure Viewpoint Neutrality**

In fulfilling these purposes consistent with applicable law and Section 86.20 of these Policies, campuses shall have responsibility for ensuring that student governments and, as applicable, other campus reallocation entities, maintain procedures and criteria for making specific re-allocation 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 which do not include approval or disapproval of the viewpoint of the Registered Campus Organization or any of its related programs or activities.

**86.31** Criteria appropriate to be given balanced consideration in the making of viewpoint-neutral reallocation decisions might 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 (see Section 30.20 of the *Policy on Speech and Advocacy*) campuses have a responsibility to assure an ongoing opportunity for the expansion of a variety of viewpoints.

**86.32** Campus procedures and criteria shall provide: (a) that 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 (b) that 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.

**86.33** Campus criteria and procedures shall also provide for: (a) 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, consistent with Section 86.32 of these *Policies*; (b) 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 (c) 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.

**86.34** 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.

#### **86.40 Legal Review of Campus Procedures and Criteria**

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 General Counsel to ensure that the procedures and criteria are consistent with the law and these *Policies*. In addition, campuses are advised to consult with the Office of General Counsel should a question arise about whether a particular reallocation is viewpoint-neutral in nature and meets the University's educational purposes as specified in Section 86.20 of these *Policies*.

#### **87.00 Transfer of Compulsory Campus-Based Student Fees to Non-University Entities**

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

membership by a student government or Registered Campus Organization 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, Registered Campus Organization, or other campus entity 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 over the student government, Registered Campus Organization, or other campus entity) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure.

Compulsory campus-based student fees may not otherwise be expended by a student government, Registered Campus Organization, or other campus entity 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, Registered Campus Organization, or other campus entity, its programs or activities.

The referendum process set forth in Section 82.00 of these *Policies* 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-University organization, program, or activity. (See also Sections 67.10 and 70.90 of these *Policies*.)

## **90.00 POLICY ON THE CAMPUS ASSESSMENT OF VOLUNTARY STUDENT CONTRIBUTIONS TO STUDENT GOVERNMENTS AND REGISTERED CAMPUS ORGANIZATIONS**

### **90.10 Campus Procedures**

In furtherance of the University's stated goal of actively encouraging voluntary student support for the programs and activities of student governments and Registered Campus Organizations, and consistent with the *University of California Guidelines for Implementing a Voluntary Student Fee Pledge System*, Chancellors may establish procedures permitting the use of the student registration process or other formal campus assessment process to collect voluntary contributions from students in support of student governments and their related programs and activities, as well as Registered Campus Organizations and their related programs and activities when they serve the interests of students enrolled at the University. No program or activity of a

student government or a Registered Campus Organization may be supported by voluntary contributions collected through a formal campus assessment process unless that program or activity is also in compliance with all other applicable University policies and the law.

Campuses shall consult broadly with representatives of student government in the development of such assessment and collection procedures. Such procedures:

**90.11** Shall require that any voluntary contribution assessed through the student registration process or other formal campus assessment process be collected only from those students who have affirmatively elected by means of a positive check-off mechanism to authorize such an assessment;

**90.12** Shall require either a student referendum (conducted under the same criteria as for compulsory campus-based student fees as set forth in Section 84.00 of these *Policies*) or, subject to the concurrence of the Chancellor or Chancellor's designee, a duly adopted resolution of student government, to authorize use (consistent with the *University of California Guidelines for Implementing a Voluntary Student Fee Pledge System*) of the student registration process or other formal campus assessment process for the collection of voluntary contributions;

**90.13** Shall require that the actual costs (as defined in Section 8 of the *University of California Guidelines for Implementing a Voluntary Student Fee Pledge System*) of the collection of voluntary contributions to benefit a Registered Campus Organization be borne by the Registered Campus Organization (at the discretion of the Chancellor or Chancellor's designee, all or a part of the actual costs of collection of voluntary contributions to benefit a student government may or may not be required to be borne by the student government); and

**90.14** Shall require that a written disclaimer be incorporated into the ballot measure language (or the duly adopted resolution of student government) at the time of authorization, and into the student registration or other formal campus assessment process at the time of collection. This disclaimer shall state that the collection of such voluntary contributions through the University's agency for support of the programs and activities of student governments or Registered Campus Organizations does not constitute sponsorship or endorsement by the University (or, in the case of the programs and activities of student governments, does not constitute sponsorship or endorsement by any entity of the University other than the student government).

## **90.20**

These *Policies* 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.

## **100.00 POLICY ON STUDENT CONDUCT AND COMMUNITY AGREEMENTS**

**The UC Santa Cruz community includes students, staff, faculty, and others who have a vested interest in the University. The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness. The [Principles of Community](#) further describe our campus values.**

**This Policy on Student Conduct and Community Agreements sets forth the applicable standards of our community and authorizes the administration of the student conduct process at UC Santa Cruz. All participants involved with the student conduct process are encouraged to reflect upon their role in the community and seek out opportunities for personal growth and development. The aspiration of the University is that students involved in this process will strengthen their competencies in communication, relationships, leadership, critical thinking, and active citizenship. UC Santa Cruz is committed to providing students appropriate avenues for resolving student conduct cases. Accordingly, in addition to formal resolution processes, UC Santa Cruz also provides informal resolution options including but not limited to restorative justice and the Responsible Action Plan described in Appendix Z.**

Except for Sections 101.00 (Student Conduct), 104.00 (Administration of Student **Conduct**), 105.00 (Types of Student **Conduct Outcomes**), and 106.00 (Posting Suspension or Dismissal on Academic Transcripts) the Policy on Student Conduct and **Community Agreements** does not apply to student conduct violations involving sexual violence and sexual harassment (including sexual assault, domestic violence, dating violence, and stalking of a sexual nature, etc.). All such violations and the applicable Student **Conduct** 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. Campuses under local procedures may also apply PACAOS Appendix E to adjudicate student conduct violations that occur in connection with violations of sexual violence and sexual harassment. **The UCSC Local Policy and Procedure for the Adjudication of Violations of the UC Policy on Sexual Violence and Sexual Harassment is located in Appendix E and Appendix W of the University of California, Santa Cruz Student Policies and Regulations Handbook.**

### **101.00 Student Conduct**

Students are members of both society and the University community, with attendant rights and responsibilities. Students are expected to comply with all laws and with University policies and campus regulations.

The standards of conduct apply to students as the term 'student' is defined in Section 14.40 of these *Policies*. They also apply to:



- a. applicants who become students, for offenses (**policy violations**) committed as part of the application process;
- b. applicants who become students, for offenses (**policy violations**) committed on campus and/or while participating in University-related events or activities that take place following a student's submittal of the application through their official enrollment; and
- c. former students for offenses (**policy violations**) committed while a student.

If specified in implementing campus regulations, these standards of conduct may apply to conduct that occurs off campus and that would violate student conduct and **Community Agreement** policies or regulations if the conduct occurred on campus.

**Although this section contains the policy and sanctions connected with issues of academic misconduct, academic misconduct is the purview of the Division of Undergraduate Education and the Division of Graduate Studies (See Section 104.23 and Section 104.24). More information about the adjudication processes for academic dishonesty and misconduct processes can be found in Appendix H and Appendix P.**

#### **101.10 Jurisdiction**

**The UC Santa Cruz campus has jurisdiction over the conduct of students and Registered Campus Organizations on University property or in connection with official University functions.**

**In addition, the campus may exercise jurisdiction over conduct which occurs off-campus and which would violate student conduct and Community Agreement policies or regulations if the conduct occurred on campus. This includes but is not limited to Study Abroad Programs, intercampus exchange programs and students enrolled at the University Extension. For example, the campus may choose to exercise jurisdiction over off-campus incidents where the alleged misconduct includes, but is not limited to:**

- a) **Violation of the UC Policy on Sexual Violence and Sexual Harassment;**
- b) **Physical assault, threats of violence, or conduct that threatens the health or safety of any person;**
- c) **Possession or use of weapons, explosives, or destructive devices;**
- d) **Manufacture, sale, or distribution of controlled substances (as defined by the Drug Enforcement Administration);**
- e) **Hate crimes (as defined by local, state or federal law);**
- f) **Hazing;**
- g) **Conduct which would constitute a felony, including burglary, robbery, theft, etc. and;**

- h) **Conduct which egregiously and/or repeatedly has negatively impacted or constitutes a nuisance to members of the surrounding off-campus community, which violates federal, state or local laws/ordinances or;**
- i) **Conduct which severely impacts or strains emergency response abilities in the surrounding community.**

**In determining whether or not to exercise off-campus jurisdiction in such cases, the campus may consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community, and/or whether the off-campus conduct is part of a series of actions which occurred both on and off-campus.**

## **102.00 University of California Community Agreements**

Chancellors may impose **Student Conduct Outcomes** for the commission or attempted commission (including aiding or abetting in the commission or attempted commission) of the following types of violations by students, as well as such other violations as may be specified in campus regulations:

102.01 All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

### **102.011 Cheating**

**Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. This includes, but is not limited to:**

- a. **Providing answers to or receiving answers from others for any academic assignment. In "group assignments" and "cooperative learning" situations, it is the responsibility of the student to ascertain from the instructor to what degree the work must be done exclusively by the student or may be done in collaboration with others;**
- b. **Using notes, information, calculators, cell phones, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited;**
- c. **Improperly obtaining or using improperly obtained information about an exam or assignment in advance of its availability to other students, or assisting others in doing so;**
- d. **Putting one's name on another person's exam or assignment; or**

- e. **Altering previously graded work for purposes of seeking a grade appeal.**

### **102.012 Plagiarism**

**Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. This includes, but is not limited to:**

- a. **Copying from the writings or works of others into one's academic assignment without attribution, or submitting such work as if it were their own;**
- b. **Using the views, opinions, or insights of another without acknowledgment; or**
- c. **Paraphrasing the characteristic or original phraseology, metaphor, or other literary device of another without proper attribution.**

**102.013 Furnishing false information in the context of an academic assignment. This includes, but is not limited to:**

- a. **Writing an exam or term paper for another person;**
- b. **Soliciting another person to take an exam or write a paper for one's own class;**
- c. **Submitting the same piece of work as partial fulfillment of the requirements in more than one course without permission of the instructor;**
- d. **Representing oneself as another person, or failing to identify oneself forthrightly and honestly in the context of an academic obligation; or**
- e. **Representing, explicitly or implicitly, that work obtained from another source was produced by oneself.**

**102.014 Creating an improper academic disadvantage to another student or an improper academic advantage to oneself. This includes, but is not limited to:**

- a. **Removing, defacing, hiding or deliberately withholding library books or other materials, particularly those with short-term loan periods or on reserve for courses;**
- b. **Contaminating a laboratory sample (e.g., a "mystery substance" in qualitative chemistry); or**

- c. **Altering the indicators of a practical exam (e.g., moving the pin in a dissection specimen in anatomy).**

**102.015 Interference with courses of instruction. This includes, but is not limited to:**

- a. **Failure to comply with the instructions or directives of the course instructor; or**
- b. **Disruption of classes or other academic activities.**

**102.016 Theft or damage of intellectual property. This includes, but is not limited to:**

- a. **Sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; or**
- b. **Improperly accessing or electronically interfering via computer or other means with the property of another person or the University.**

102.02 Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the University.

102.03 Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification, **or state or government-issued identification.**

102.04 (a) 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.

**102.04 (b) Damage to, or destruction of, any property of the University, or any property of others on University premises.**

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 violates other University policies or campus regulations.

Please refer to the UC Electronic Communications Policy (<https://security.ucop.edu/policies/it-policies.html>) and Digital Copyright Protection at UC (<https://www.ucop.edu/information-technology-services/initiatives>) for the University's position

on digital copyright. **Violations of these policies may result in disciplinary action.**

**102.05 (a) Any violation of any other policies, regulations, or rules governing use of University computer/network resources.**

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 Violation of policies, regulations, or rules governing University–owned, -operated, or -leased housing facilities or other housing facilities located on University property;

102.08 **Conduct which constitutes**, physical abuse including but not limited to **(a)** physical assault; **(b)** threats of violence; or **(c)** other conduct that threatens the health or safety of any person.

Sexual Violence (including Sexual Assault – Penetration, Sexual Assault – Contact and Relationship Violence) is defined by the [University of California Policy on Sexual Violence and Sexual Harassment](#). Please refer to 102.26.

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, gender expression**, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, **genetic information**, or perceived membership in any of these classifications. Pursuant to section 104.90, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

Sexual Harassment is defined by the [University of California Policy on Sexual Violence and Sexual Harassment](#). Please refer to 102.26.

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 their safety, or the safety of their 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.

Stalking of a sexual or romantic nature is defined by the [University of California Policy on Sexual Violence and Sexual Harassment](#). Please refer to 102.26.

**102.11 Other Harassment: Physical, verbal, written, face-to-face, telephonic, electronic or other direct means of contact that a student knows or should know is unwelcome, is communicated directly to one or more specific students, faculty, or staff, and constitutes severe, pervasive, or objectively offensive conduct. Speech protected by the First Amendment of the United States Constitution does not constitute harassment.**

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 (*See also Appendix F*);

102.13 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities.

102.14 Disorderly or lewd conduct.

102.15 Participation in a disturbance of the peace or unlawful assembly.

102.16 Failure to identify oneself to, 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. **For the purposes of this policy, “University official” also includes student employees when performing in the course of their assigned duties.**

102.17 Unlawful manufacture, distribution, dispensing, possession, use, **transport, transfer**, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state laws or regulations **which includes, but is not limited to:**

- a. **All Drug Enforcement Administration (DEA) classified narcotics under schedules 1 through 5, except cannabis, such as: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana (medicinal marijuana is not allowed, nor is it a defense in response to enforcement of a violated University policy); synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine); or all illegally obtained prescription drugs. For the purpose of this policy, this includes being under the influence of any of the aforementioned substances.**
- b. **Drug Paraphernalia: Delivering, furnishing, transferring, manufacturing, or possessing drug paraphernalia is prohibited. Drug paraphernalia is defined as all equipment, material and products intended for use or designed for use in growing, processing, harvesting, storing, concealing, injecting, ingesting, inhaling, or otherwise introducing a prohibited or an illegal controlled substance into the**

**human body. Examples of drug paraphernalia include, but are not limited to: pipes, water pipes, bongs, vaporizing devices and hookahs.**

102.18 Manufacture, distribution, dispensing, possession, use, **transport, transfer**, 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 regulations.

**a. The illegal purchase of alcohol regardless of age, possession or use of alcohol by persons under 21 years of age, and other violations of federal or State law mentioned above.**

**b. Being drunk and disorderly, illegally intoxicated regardless of age, or driving under the influence.**

102.19 Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.

102.20 Possession, use, or manufacture of a firearm or other weapon as prohibited by campus regulations.

**a. Possession or use on or in University properties or at official University functions of a firearm or other gun or weapon or explosive device, as defined within California Penal Code 626.9.**

**b. Possession of a knife as defined in the California Penal Code, Section 626.10. This section prohibits anyone from bringing or possessing a dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches including a folding knife with a blade that locks into place on or in University properties or at official University functions, except as expressly permitted by law.**

**c. Possession on University properties or at official University functions of a “less than lethal weapon”, including but not limited to those defined in California Penal Code 626.10, stun guns, Tasers, bow or crossbows designed to shoot arrows, BB or pellet gun, slingshot, blow-guns, paint-ball guns, pepper spray in canisters larger than 2.5 or tear gas weapons are prohibited. Weapons allowed by the California Penal Code for training purposes, such as swords, nun-chucks or sais for a martial arts class are not allowed in University -owned or -leased housing under any conditions. Martial arts weapons are not to be openly displayed on campus outside of OPERS martial arts classes and, if not stored in a locker at OPERS, these weapons must be locked in a container while traveling to and from class and locked in the trunk of a car while not in use.**

**d. Possession or use of a facsimile or replica weapon is prohibited.**

**e. The use of an object as a weapon to inflict injury on another person or to threaten to inflict injury on another person.**

102.21 Violation of the conditions contained in the terms of a disciplinary action imposed under these *Policies* or campus regulations.

102.22 Violation of the conditions contained in a written Notice of Emergency Suspension issued pursuant to Section 53.00 of these *Policies* or violation of orders issued pursuant to Section 52.00 of these *Policies*, during a declared state of emergency.

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 **Terrorizing Conduct:** 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 his/her own 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 **Privacy:** 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.

- (a) 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.
- (b) 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 discussions, or 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.

## Definitions

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

“Private locations” are settings where the person reasonably 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 reasonably 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 reasonably expect that the communication may be overheard or recorded.

Invasions of Sexual Privacy are defined by the [University of California Policy on Sexual Violence and Sexual Harassment](#). Please refer to 102.26.

102.26 Violation of the University of California Policy on Sexual Violence and Sexual Harassment.

**102.27 All open fires on University property and in the backcountry (wild land areas) are strictly prohibited.**

**Campfires, portable stoves, open fires and other use of fires on developed areas on University properties are prohibited without written permission from the campus Fire Marshall. Campfire is defined as a fire which is used for cooking, personal warmth, lighting, ceremonial, or aesthetic purposes, including fires contained within outdoor fireplaces and enclosed stoves with flues or chimneys, stoves using jellied, liquid, solid, or gaseous fuels, portable barbecue pits and braziers, or space heating devices which are used outside any structure, mobile home, or living accommodation mounted on a motor vehicle. Open fire means any fire, controlled or uncontrolled, including a campfire, burning outside of any structure, mobile home, or living accommodation mounted on a motor vehicle.**

**102.28 Camping is prohibited on University owned, controlled or leased property. Camping is defined as any of the following:**

- **The establishment of temporary or permanent living quarters in other than residence halls, apartments, or other University-managed housing;**

- **Sleeping outdoors with or without bedding, tents, hammocks, or similar protection or equipment;**
- **Sleeping in or under any parked vehicle; or**
- **Establishing or maintaining outdoors, or in or under any structure not intended for human occupancy, at any time during the day or night, a temporary or permanent place for cooking or sleeping by setting up any bedding, sleeping bags, blankets, mattresses, tents, hammocks or other sleeping equipment, or by setting up any cooking equipment.**

**Any exceptions to 102.28 must be approved, in writing, by the Associate Vice Chancellor & Dean of Students.**

**102.29 Blocking or impeding ingress to or egress from the campus, buildings, or official University functions, including activities on non-University property.**

**102.30 The use of skateboards, rollerblades, or roller skates anywhere on-campus is strictly prohibited to protect the safety of UCSC community members and to comply with noise policies.**

**102.31 Violation of any other University policy or campus regulation.**

**102.32 Commission of a public offense under any federal, state, or local law or ordinance on or in University properties or at official University functions may subject students to campus disciplinary procedures.**

**102.33 Commission of a public offense under any federal, state, or local laws or ordinances occurring off campus may subject violators to campus disciplinary procedures as well as any civil or criminal action that may be taken.**

**102.34 Guest Responsibility. Students are responsible for policy violations committed by their student and non-student guests while on University -owned, -leased or -controlled property, at official University functions, or at Organizational events on or off campus.**

**102.35 Any person who willfully tampers with, covers, restricts, or breaks any public or private fire alarm apparatus or firefighting equipment, or gives, transmits, or sounds any false alarm of fire.**

**102.36 Smoking Policy. Smoking and all other tobacco use is not permitted at UC Santa Cruz and on any UCSC controlled property. All smoking, use of smokeless tobacco**

products, and the use of unregulated nicotine products is prohibited. The use of marijuana is prohibited under federal regulations. The sale, advertising, promotion, or distribution of tobacco products is also prohibited.

This policy applies to all members of the UC Santa Cruz and anyone on University controlled properties. The Smoke & Tobacco-Free Policy also covers all University parking lots and residential spaces. The policy is also applicable to all vehicles when on University property and to University controlled vehicles wherever in use. *Tobacco Product* means any form of tobacco including, but not limited to, cigarettes, cigars, pipes, water pipes (hookahs, bong), and all forms of smokeless tobacco products including, but not limited, to chew, snus, snuff, sticks, strips, orbs and unregulated nicotine products (e.g., “e-cigarettes”). For further information on the Tobacco Free initiative please see the full [UC Santa Cruz Smoke & Tobacco-Free Policy](#).

102.37 Violation of the [UC Santa Cruz Non-research Animal Policy and Procedures](#), the [UC Santa Cruz Service/Support Animal Policy](#), and/or any other campus regulations relating to animals.

## 103.00 STUDENT CONDUCT PROCEDURES

### 103.10 Procedural Due Process

Procedural due process is basic to the proper enforcement of University policies and campus regulations. Chancellors shall establish and publish campus regulations providing for the handling of student conduct cases in accordance with basic standards of procedural due process. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential **Outcomes**. **These procedures apply to both students and Registered Student Organizations that are charged with violating the Policies on Student Conduct and Community Agreements. These procedures do not apply to academic and SVSH misconduct .**

Wherever these policies and regulations require that notice be given, the primary means of communication will be via the student’s University email account or in person to the student. It may also be sent via mail to the address appearing on the student's most recently filed registration materials, or, if undeliverable at that address, to the permanent address of record.

For the purpose of the Code of Student Conduct, the term “working day” shall be defined as a normal business day and shall not include Saturdays, Sundays, or campus administrative holidays.

103.11 When a formal hearing is deemed to be appropriate, 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; 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.

103.12

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.

#### **104.00 Administration of Student Conduct**

104.10 Chancellors may impose **Student Conduct Outcomes** for violation of University policies or campus regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

104.20 Each Chancellor may appoint faculty, student, or other advisory committees, or hearing officers, as specified in campus regulations, but the final authority for administration of student **conduct** rests with the Chancellor.

**104.21 The Chancellor has delegated the responsibility for the administration of the student conduct process to certain University officials described below (hereafter referred to as "responsible officials"). A complaint alleging student misconduct may be filed by a member of the faculty or staff, a student, or other aggrieved person to the appropriate responsible official.**

**104.22 The responsibility to address alleged non-academic violations of the Code of Student Conduct belongs to the Associate Vice Chancellor & Dean of Students and the Associate Vice Chancellor, Colleges, Housing and Educational Services.**

**104.23 Allegations of academic dishonesty involving undergraduates are the initial**

responsibility of the Provost of the college with which the student is affiliated. For more information refer to the [Academic Misconduct Policy for Undergraduates](#).

**104.24 Allegations of academic misconduct involving graduate students are the initial responsibility of the Dean of Graduate Studies. For more information refer to [Academic Integrity for Graduate Students](#). Allegations of non-academic misconduct involving graduate students are the initial responsibility of the Conduct and Community Standards Office.**

104.30 A student, as defined in Section 14.40 of these *Policies*, at one campus of the University, who is accused of violation of University policies or campus regulations on another campus of the University or at an official function of that campus, shall be subject to the disciplinary procedures of either the former or the latter campus as an outcome of conferral between designees of both campuses. The imposition of any recommendations for disciplinary sanctions arising from these procedures must be reviewed and approved by both campuses before the sanctions are imposed.

104.31 If an alleged violation of University policies occurs in connection with an official Universitywide function not on a campus, the student accused of the violation shall be subject to the disciplinary procedures of the campus at which the individual is a student, except in those cases in which the President directs otherwise.

**104.32 In the interest of fair administration of these regulations and procedures, and consistent with law and University policy, the Chancellor or designees may interpret and make reasonable adjustments to jurisdictional and other provisions.**

**104.33 In pending student conduct actions that may result in a Respondent's suspension or dismissal, a temporary hold will normally be placed on the Respondent's student account by the relevant Conduct Specialist . In addition, if a Respondent becomes eligible for a degree before the completion of the student conduct process the Associate Vice Chancellor & Dean of Students or the Associate Vice Chancellor, Colleges, Housing and Educational Services or their designees may direct that the degree not be awarded until the process is completed.**

104.40 The loss of University employment shall not be a form of a **Student Conduct Outcome** under these *Policies*. However, when student status is a condition of employment, the loss of student status will result in termination of the student's employment. This section is not intended to preclude the disclosure to other appropriate University officials of information relating to any student's judicial records if that information may be reasonably construed to have bearing on the student's suitability for a specific employment situation. This section is also not intended to preclude an employer from terminating a student's employment outside the disciplinary process.

104.50 In imposing **Student Conduct Outcomes** other than Suspension or Dismissal, access to

housing and health services shall not be restricted unless the act that occasioned the **Outcome** is appropriately related to the restriction.

104.60 If as a result of an official campus appeal it is determined that the student was improperly **subjected to Student Conduct Outcomes**, the Chancellor **or Chancellor's Designee** shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings. The Chancellor also may take other reasonable actions to ensure that the status of the student's relationship to the University shall not be adversely affected.

104.70 [Rescinded - January 1, 2015]

104.71 [Rescinded October 13, 2005]

104.80 **Reminder of Campus Community Agreement:** Whether or not a hearing (**information gathering process and incident review meeting**) is conducted, campuses 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 in the written notice may be introduced in a subsequent disciplinary action in order to enhance the penalty.

104.81 Campuses may set forth in campus implementing regulations, policies for placing holds on requests for transcripts, diplomas, or other student records. Such holds may be placed when a student fails to respond to a campuses' written notice of charges (**alleged policy violations**) or to prevent a student from transferring or having their degree conferred until all allegations against a student or any assigned sanctions (**student conduct outcomes**) and student disciplinary conditions have been fully resolved. Such campus implementing regulations will include processes for notifying the student of the hold, the conditions in which a hold will be removed, and the process for allowing the student to request the removal of the hold.

**104.82 No Contact Directives include any and all means of contact or communication within a specified distance and may include an individual's residence, automobile, or other property (including use of cellular technology or social media platforms). Any student, faculty or staff member or other person with a reasonable justification may request a no contact directive. No Contact Directives are not considered a sanction, but rather a lawful directive when issued by a University official. Such directives may be issued to students verbally or in writing by a University official, acting in the performance of their official duties. A No Contact Directive is appropriate when there is reason to believe that future contact will result in property damage, disruption, harassment, intimidation or threatening conduct, or physical abuse.**

104.90 **Enhanced Sanctions:** Outcomes[for any violations of Section 102.00, **Student Conduct and Community Agreements**] 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, gender expression**, gender identity pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, **genetic information**, or perceived membership in any of these classifications.

### **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.

**Any timeline established in this section may be extended or modified in the interests of fairness and upon good cause in the discretion of the Associate Vice Chancellor & Dean of Students or and the Associate Vice Chancellor, Colleges, Housing and Educational Services or designee. If a deadline is so extended, all reasonable efforts shall be made to complete the action required as soon as is practicable after the original timeline or deadline.**

105.01 Warning/Censure: Written notice or reprimand to the student that a violation of specified University policies or campus regulations has occurred and that continued or repeated violations of University policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

105.03 Disciplinary Probation: A status imposed for a specific 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 activities for a specified period of time. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

105.05 Suspension: Termination of student status for a specified period of time with reinstatement thereafter 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. Violation 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. **When a**

student is suspended as a result of violations of the student conduct code, the fact that the Suspension was imposed must be posted on the academic transcript for the duration of the Suspension, including completion of all conditions imposed as part of the Suspension (*See Section 106.00*). Suspension may be imposed only with the written affirmation of the Associate Vice Chancellor & Dean of Students, the Associate Vice Chancellor, Colleges, Housing and Educational Services, or designee for non-academic cases involving graduate and undergraduate students. Suspensions in cases involving Academic Integrity may be imposed only with the written affirmation of the Dean of Graduates Studies for cases involving graduate students and the Vice Provost/Dean of Undergraduate Education for cases involving undergraduate students.

**105.05(a) Stayed (Deferred) Suspension:** The imposition of Suspension (see Section 105.05) is deferred pending adherence to, or fulfillment of, specified conditions. Failure to comply fully with all conditions of Stayed Suspension may result in the imposition of Suspension.

105.06 Dismissal: Termination of student status for an indefinite period. Readmission to the University 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. **When, as a result of violations of the student conduct code, a student is dismissed, the fact that the Dismissal was imposed must be posted on the academic transcript for the duration of the Dismissal (See Section 106.00).**

Dismissal may be imposed only with the written affirmation of the Associate Vice Chancellor & Dean of Students, the Associate Vice Chancellor, Colleges, Housing and Educational Services, or designee for non-academic cases involving graduate and undergraduate students. Dismissals in cases involving Academic Integrity may be imposed only with the written affirmation of the Dean of Graduates Studies for cases involving graduate students and the Vice Provost/Dean of Undergraduate Education for cases involving undergraduate students.

**105.061 Stayed (Deferred) Dismissal:** The imposition of Dismissal (See Section 105.06) is deferred pending adherence to, or fulfillment of, specified conditions. Failure to comply fully with all conditions of Stayed Dismissal may result in the imposition of Dismissal.

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 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.



**105.071 Restriction from designated areas of the campus for a specific academic term or terms: Violation of any condition set forth in a written Notice of Restriction or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action.**

105.08 Interim Suspension (Interim Action): 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 **of affirmation by the Associate Vice Chancellor & Dean of Students, the Associate Vice Chancellor, Colleges, Housing and Educational Services, or designee, and if no further action is taken, the interim suspension shall be deemed to be upheld.** If a student is found to have been unjustifiably placed on Interim Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged with respect to employment or academic status.

- a. **A student placed on Interim Suspension which is affirmed by the Associate Vice Chancellor & Dean of Students, the Associate Vice Chancellor, Colleges, Housing and Educational Services, or designee shall be given prompt written notice of the Interim Suspension, of the conduct which gave rise to the Interim Suspension, and of the opportunity for a prompt special hearing on the Interim Suspension. The special hearing shall take place within five (5) working days of the student's request for a special hearing.**
- b. **While under an Interim Suspension, a student may request a special hearing to review the status of the Interim Suspension when and if there is new and compelling information. An ongoing interim suspension must be reaffirmed, with or without a hearing, at least once every 30 calendar days by a special hearing officer.**

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 who alone, or through group or concerted activities, 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:** Other disciplinary actions, such as monetary fines, community service, **classes or workshops, counseling, letters of apology, educational projects (including but not limited to reflective papers, collaborative activities, restorative practices, etc.),** or holds on requests for transcripts, diplomas, or other student records to be sent to third parties, as set forth in campus regulations. **In addition to the sanctions noted in this section, other sanctions may be imposed when reasonably concluded to be in the best interests of the student, the University and/or University community.**

**105.12 Administrative Holds:** Disciplinary holds may be placed on student's registration, transcript, diploma or graduation to ensure that a student responds to a disciplinary matter and to enforce certain disciplinary sanctions. These holds may prevent a student from registering, or graduating, or receiving copies of their diploma or transcripts pending the resolution of a disciplinary matter or completion of disciplinary action(s).

**105.13 Transcript Notation:** A transcript notation of "withdrawal with pending disciplinary proceeding" may be entered on a student's transcript when a student respondent withdraws while a misconduct investigation or disciplinary proceeding, which may lead to suspension or dismissal, is pending.

**105.14 Monetary Fines:** Fines assessed as part of a resolution are not to exceed \$100.00. This limit does not apply to fines assessed for parking violations, library fines, Office of Physical Education, Recreation and Sports (OPERS) fines, student organization fines, or any other services provided by the campus where fines may be assessed. Monetary fines are not considered restitution (see Section 105.09).

**105.15 Stay of Disciplinary Actions:** The imposition of any sanction may be held in abeyance (deferred) when reviews of conduct violations or non-compliance with disciplinary sanctions/conditions are pending.

**105.16 Academic Sanctions:** One or more of the following sanctions may be imposed by the instructor of record for violations involving academic dishonesty within the context of a course. Disciplinary sanctions may also be applied by the College Provost or Vice Provost & Dean of Graduate Studies:

- a. Additional work
- b. No credit or reduced credit for academic work in question;
- c. Reexamination or resubmission of assignment;
- d. Modified or non-passing grade;
- e. Other academic sanctions deemed appropriate to the misconduct.

**105.17 Student Organization Sanctions:** A Registered Student Organizations may be sanctioned when a member or members of the organization violates University rules or

campus regulations with the knowledge and consent of the organization's officers or acts in concert with other members of the organization. In addition to the above (except for Section 105.15), one or more of the following sanctions may be imposed for student organization violations:

- a. Revocation of the organization's registration or removal of the organization's officers;
- b. Interim Suspension of University and/or organizational activities, as deemed appropriate by the Officer of Conduct and Community Standards Office pending the review of alleged misconduct on the part of the organization and/or its members. A student organization may be placed on Interim Suspension and shall be given prompt notice of the charges, duration of the Interim Suspension, and the opportunity for a prompt hearing on the Interim Suspension. An Interim Suspension shall be affirmed by the Associate Vice Chancellor or designee prior to being issued to the organization. This action may also be taken to enforce compliance with sanctions.

#### **106.00 Posting Suspension or Dismissal on Academic Transcripts**

When, as a result of violations of the Policy of Student Conduct and **Community Agreements**, a student is suspended or dismissed, a notation that the **Outcomes** was imposed must be posted on the academic transcript for the duration of the suspension or dismissal. Thereafter, notations of Suspension or Dismissal reflected on a student's transcript may be removed as set forth in campus regulations.

#### **107.00 Incident Review Meeting: Investigation and Recommended Sanctions for Non-Academic Cases, Non-SVSH Cases, and Registered Student Organization**

**107.10 Resolving an alleged violation of the Code of Student Conduct through the administrative hearing process is the preferred method of resolution at UC Santa Cruz. This process concludes with a Conduct Resolution by the responsible official or designee outlined in Section 104. Normally within ten (10) working days of receiving a report of an alleged violation, the responsible official shall contact the student or responsible student organization officers (as noted in section 70.00) involved to discuss the allegations and allow the responding student or organization the opportunity to provide their side of the story. The responsible official will investigate the allegations further, if necessary, and work toward a prompt resolution. There are three possible outcomes to an Administrative Hearing. The responsible official may (1) assign student conduct outcomes to the responding student or organization based upon the incident; (2) issue a Reminder of Campus Community Agreement (see Section 104.80) or (3) determine no further action is warranted and drop the matter.**

**107.20 Administrative hearings shall not be recorded by audio or video by the University or any other party except as provided in these regulations.**

**107.30 A written or electronic record of the information gathering process and the assigned student conduct outcomes of the Incident Review Outcome, if any, shall be prepared by the responsible official within five (5) working days of the conclusion of the information gathering process. A copy of this record shall be given to the responding student and a copy maintained in the student's confidential file (see Section 109.00, "Maintenance of Disciplinary Records"). This record shall include the following:**

- a. The specific conduct in question including a brief statement of the factual basis of the alleged policy violations; the date, time, and place of the alleged incident; and the specific University policies or campus regulations allegedly violated;**
- b. A statement that the student has five (5) working days from the date of receipt of the letter to request an appeal to the appeal specialist. In cases of suspension or dismissal, the student may also request a formal hearing.**

**107.40 Failure by the responding student to timely file an appeal or request a hearing (if applicable) will constitute acceptance of the sanctions in the Conduct Resolution, and the matter is resolved. Criteria for appeals are delineated in Section 107.60.**

#### **107.50 Appeals Process for Non-Academic Conduct and Non-SVSH Cases**

**Students wishing to appeal findings or student conduct outcomes related to a student conduct case can access the electronic appeals process via the web link provided in their Incident Review Outcome letter. Students are limited to one level of review (electronic appeal (see Section 107.30 (b)) or in certain instances a formal hearing, (see Section 108.00)**

**Appeal specialists will be designated based on a number of guiding factors including, supervisory lines, severity of the incident and resulting sanctions. Appeal Specialists will not supervise the Conduct Specialist who made the initial decision on responsibility. Appeals involving a Suspension or Dismissal shall be assigned to either the Executive Director, College Student Life or the Dean of Students or their designee.**

**107.60 Criteria for non-academic appeals shall be limited to the following:**

- a. The determination regarding policy violation was unreasonable based on the evidence before the Conduct Specialist;**
- b. Whether there is new evidence that was not available at the time of the administrative hearing and would be likely to change the finding(s). New evidence does not include information that was available through the exercise of reasonable diligence at the time of the administrative hearing. If the student did not**

participate in the administrative hearing, offering to participate on appeal does not qualify as new evidence.

c. There was a procedural error in the Administrative Hearing process that materially affected the outcome;

d. The sanctions were disproportionate to the Conduct Specialist's findings.

**107.70** Upon completion of the review, the appellate authority may affirm, modify, or reverse the recommended finding(s) and/or sanction(s). No sanctions shall take effect while the case is under review, except as otherwise specified in these policies.

#### **108.00 Formal Hearing for Non-Academic Cases and Non-SVSH Cases**

In certain instances, described below, a student is entitled to a formal hearing upon request.

Requests for formal hearings shall be granted in those cases where the sanctions issued by the responsible official include Suspension, Stayed Dismissal or Dismissal from the University. Students who fail to participate in an Incident Review Meeting with the Conduct Specialist waive their right to a formal hearing, in which case their right of review is limited to a written appeal to the designated appeal specialist.

Registered Student Organizations are limited to one level of administrative review and a written appeal as provided in Section 70.30.

#### **108.10 Campus Conduct Board: Jurisdiction and Composition**

a. The formal hearing of student conduct cases has been delegated by the Chancellor to the Associate Vice Chancellor & Dean of Students.

b. The Campus Conduct Board is appointed by the Associate Vice Chancellor & Dean of Students to serve a minimum term of twelve (12) months, commencing the first day of Fall Quarter. The board shall consist of a chairperson, (1) staff member, (2) undergraduate students and (1) graduate student who may be selected from a pool of trained board members. The chair shall be designated by the Associate Vice Chancellor & Dean of Students and the students shall be nominated by Student Union Assembly (SUA) and the Graduate Student Association. A minimum of three (3) board members may constitute a hearing panel to hear a case. The panel shall include at least one student member.

c. All members of the Campus Conduct Board will be trained on applicable University policies and procedures.

### **108.20 Scheduling a Formal Hearing**

**A student requesting a formal hearing must submit a request as outlined in the Conduct Resolution letter within five (5) working days of the date that the letter was sent by the responsible official.**

**A staff member will be designated as the “hearing coordinator” to facilitate the administrative aspects of the hearing.**

**Typically, the formal hearings are conducted within twenty (20) working days, and the respondent and the responsible official will be notified of the date, time, and place. The student shall be provided with information regarding the hearing procedure and assistance with the process, though the responding student shall be responsible for securing evidence and testimony of supporting witnesses in their defense.**

**108.21 The student and the responsible official may resolve a case through the terms of a Conduct Resolution at any time up to the start of the formal hearing.**

**108.22 In the interest of fairness and for good cause shown, extensions of time limits described above may be granted by the Associate Vice Chancellor & Dean of Students or designee. All parties involved shall be notified as soon as an extension has been granted.**

### **108.30 Rights and Responsibilities**

**Due Process: The formal hearing shall be conducted in a manner consistent with the requirements of Procedural Due Process (*see Section 103.10*): Procedural Due Process is essential to the proper enforcement of University policies and campus regulations. Consistent with this requirement, procedures specified in such regulations shall be appropriate to the nature of the case and the severity of the potential Outcome.**

**Campus regulations shall provide the following procedural standards to assure a fair hearing:**

**a. written notice to the responding student, 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, upon the request of the responding student, at which the University shall bear the burden of proof. At the time of the hearing, the student shall have an opportunity to present documents and witnesses and/or to respond to written statements or witness testimony, and**

**the respondent student shall bear responsibility for securing evidence and testimony of witnesses, if applicable, in their defense; and the board will not draw any adverse inferences from a student's decision not to participate or to remain silent during the entire process; the board may draw adverse inferences when a student selectively participates in the process, such as choosing to answer some but not all questions posed;**

**c. access to the hearing record;**

**d. a prompt written decision based upon the findings of fact; and**

**e. opportunity for the responding student to appeal.**

**108.31 Rights and Responsibilities at all Formal Hearings: The rights and responsibilities of the responding student, the witnesses, Conduct Specialist, the responsible official, Campus Conduct Board Members, and the Associate Vice Chancellor regarding a formal hearing are delineated below.**

**108.32 The Responding Student:**

**a. shall be served with notice of the specific charges and the time and place of the hearing;**

**b. shall speak on their own behalf. The student may choose to be accompanied by a support person. The role of the support person is limited to providing assistance and support to the student in making their own case. The support person may not be a witness participating in the hearing (as defined in Sect. 108.33) and may not speak on behalf of the responding student;**

**c. is entitled to be present throughout the hearing while evidence is being presented and may remain until the board begins deliberations. If the student does not attend the hearing or voluntarily leaves during the hearing, the case may be heard in their absence;**

**d. shall have the right to produce witnesses and evidence pertaining to the alleged violations. The student is responsible for securing such witnesses to appear at the hearing;**

**e. shall have the right to respond to written statements or witness testimony;**

**f. however, the board may draw adverse inferences when a student selectively participates in the process. The student's decision not to respond shall not be used to draw an inference of responsibility. If the responding student participates in the hearing, the University has the right to ask the responding student questions;**

**g. shall not be present during the deliberations.**

**108.33 A Witness:**

**a. may choose not to give self-incriminating evidence;**

**b. shall restrict testimony to that relevant to the charges specified in the written notice;**

**c. shall be present at the hearing only while giving testimony and while responding to questions.**

**108.34 The Conduct Specialist:**

**a. shall coordinate the appearance of University witnesses and present evidence relevant to the charges;**

**b. shall not be present during the deliberations;**

**c. may approve a Conduct Resolution plan, prior to the initiation of the formal hearing, which differs from the initial offer of Conduct Resolution; the Office of Conduct and Community Standards shall explain in writing the rationale for this action to the Campus Conduct Board.**

**108.35 The Campus Conduct Board Members:**

**a. shall disqualify themselves if they have prior knowledge of or involvement in the case which might bias their judgment;**

**b. shall ensure, through the Chair, that discussion is restricted to the issue defined in the written notice of the charges of alleged misconduct. Shall monitor the process, through the Chair, to ensure compliance with these procedures;**

**c. may produce witnesses and evidence at the hearing. May question any witnesses produced by the respondent or by the University;**

**d. shall accept and review relevant evidence, and may exclude irrelevant or unduly repetitious evidence;**

**e. shall make findings based upon the preponderance of evidence. Preponderance of evidence is that evidence which, when fairly considered, is more convincing than the opposing evidence;**



**f. shall make all decisions of findings and recommendations by majority vote of those members present and casting a vote (abstentions are not counted as votes);**

**g. shall submit a report of their findings and recommendations to the Associate Vice Chancellor or designee within ten (10) working days after the conclusion of the hearing or such longer time as may be permitted by the Chair. The report shall include the findings about the alleged misconduct and, when a policy violation has occurred, a recommendation regarding a sanction or sanctions to be imposed;**

**h. shall make an audio record of the hearing to assist review of testimony. By request, the responding student shall be provided a copy of the recording at their own expense.**

#### **108.36 The Associate Vice Chancellor (or designee):**

**a. shall review the report of findings and recommendations of the Campus Conduct Board;**

**b. shall notify the respondent, the responsible official, and the Office of Conduct and Community Standards in writing of the sanction(s) imposed, if any, within ten (10) working days of receipt of the report of findings and recommendations of the Campus Conduct Board, which may be extended for good cause or in the interests of fairness at the discretion of the Associate Vice Chancellor or designee;**

**c. may modify the recommended findings or sanctions received from the Campus Conduct Board;**

**d. the sanction(s) imposed by the Associate Vice Chancellor or designee shall become effective if the appeal period ends without an appeal being filed.**

#### **108.40 Conduct of Hearing**

**a. The purpose of the hearing is to establish findings of fact. Therefore, issues of constitutionality or legality of University or campus policies will not be considered.**

**b. Opening Statements - After the Chair opens the hearing and explains the manner in which the hearing will be conducted, including any time limitations, opening statements may be presented by the responsible official and the responding student.**

**c. Witnesses - Both sides may present and question witnesses. The Chair may limit the questioning of witnesses when the questions become excessive or out-of-context. Members of the Campus Conduct Board may ask questions when needed for clarification purposes. At the discretion of the Chair, questioning may be suspended and both parties may be required to ask their questions through, and provide responses to, the Chair directly. If witnesses are not present, a written statement from a witness may be submitted and shall be considered as evidence.**

**d. Evidence - Evidence at the hearing is not subject to the same restrictions as in a court of law. The Chair may exclude evidence that is marginally relevant, or repetitive, or unreliable. Both sides have the right to review all relevant documents and other evidence presented to the Campus Conduct Board. Therefore, when submitting evidence, three sets shall be provided: one for each party and one for the committee.**

**e. Closing Statements - The parties are entitled to brief closing summary statements, or at the discretion of the Chair, written closing briefs.**

**f. The University conduct process is not a legal proceeding, and therefore, formal court procedures and evidentiary rules do not apply.**

**g. The Chair has the right to limit the number of attendees or exclude attendees from the hearing room at any time if deemed necessary for safety reasons or the quiet or secure conduct of the hearing or to protect the privacy of the witnesses.**

#### **108.50 Appeal of Non-Academic and Non-SVSH Hearing Decision**

**Within five (5) working days of delivery of the notice of hearing decision from the Associate Vice Chancellor or designee, the responding student may appeal to the Chancellor or their designee. An appeal filed after five (5) working days may be granted by the designated appeal specialist upon a showing of good cause for the delay and a showing that the appeal was made as soon as possible under the circumstances.**

**The following appeal guidelines shall apply to appeals of the hearing decision:**

**a. The determination regarding policy violation was unreasonable based on the evidence before the hearing board;**

**b. There was procedural error in the hearing process that materially affected the outcome;**

**c. The sanctions were disproportionate to the hearing officer's findings.**

**108.51** The designated appeal specialist may refer an appeal to another designated individual for review and recommendation in cases of conflict of interest as defined by University policy. The report of any such designated official shall be made available to the respondent and Student Conduct and Community Standards.

**108.52** Upon completion of the review the designated appeal specialist may affirm, modify, or reverse the recommended outcome, or return the case to the Associate Vice Chancellor, their designee, or the Campus Conduct Board for further proceedings. No sanctions shall take effect while the case is under review except as otherwise specified in these procedures.

**108.53** If as a result of an appeal of disciplinary sanctions, it is determined that the student was improperly subjected to Student Conduct Outcomes, the Associate Vice Chancellor shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such instances, the record of the hearing will remain confidential to the extent permitted by law. The Associate Vice Chancellor also may take other reasonable actions to ensure that the status of the student's relationship to the University shall not be adversely affected by such disciplinary action.

**Definitions:**

**Evidence:** Any facts or information that can be offered to prove or disprove an issue in the case.

**Preponderance of Evidence:** A standard of proof that requires that a fact be found when its occurrence, based on evidence, is more likely than not.

**Respondent:** A person alleged, in a report to the Student Conduct Office, to have engaged in a violation of University Policies including the Code of Student Conduct.

**109.00 Maintenance of Disciplinary Records**

**109.10 Privacy.** The record of a disciplinary case and all supporting documentation shall be maintained according to University policies and applicable state and federal laws concerning maintenance and disclosure of student records, protection of a student's right of privacy, and the disclosure of personal student information. Non-academic and SVSH disciplinary files of undergraduate and graduate students will be maintained by the Office of Conduct and Community Standards. Academic disciplinary files of undergraduate student are maintained by the college Provost. Academic disciplinary files of graduate students will be maintained by the Dean of Graduate Studies. Disciplinary files for students enrolled in University Extension courses who are not otherwise registered as students at the University of California, Santa Cruz will be maintained by the Office of

## Conduct and Community Standards.

**Disciplinary files for students enrolled in Summer Session courses or the Education Abroad Program who are not otherwise registered as students at the University of California, Santa Cruz may be maintained by the Office of Conduct and Community Standards. Responsible officials will provide copies of all letters of recommended sanctions to the Office of Conduct and Community Standards, where these documents and notices of sanctions will be maintained.**

**109.20 Duration. The disciplinary file of a student found responsible for violating campus regulations (including transcripts or recordings of the hearing) will be maintained as a disciplinary record by the responsible officials designated above for a minimum of seven (7) years from the last effective date of sanctions imposed, unless otherwise determined by the Associate Vice Chancellor and Dean of Students or Designee, the Vice Provost and Dean of Undergraduate Education, or the Dean of Graduate Studies as appropriate. Cases that result in dismissals or degree revocation will be retained for fifty (50) years after the end of the academic year in which the student no longer attends the University.**

## **110.00 POLICY ON STUDENT GRIEVANCE PROCEDURES**

111.00 Chancellors shall develop and submit for approval by Student Academic Services in the Office of the President, and in consultation with the Office of General Counsel, procedures to resolve grievances claiming to have been the subject of any of the following types of University action:

111.10 Violation 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* (see Section 130.00);

111.20 Discriminatory practices based upon sex, under Title IX of the Education Amendments of 1972 or applicable federal or state laws, or under the *Student-Related Policy Applying to Nondiscrimination on the Basis of Sex* (see Section 150.00) and the *Policy on Sexual Harassment and Complaint Resolution Procedures* (see Section 160.00);

111.30 Discriminatory practices based upon disability, 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* (see Section 140.00);

111.40 Discriminatory practices based upon race, color, or national origin, under Title VI of the Civil Rights Act of 1964; and

111.50 Other types of actions that may be grieved, such as discrimination on the basis of sexual orientation, age, or marital status, as specified in campus regulations.

112.00 Campus student grievance procedures shall be developed with student consultation, and shall at a minimum meet the requirements of applicable federal anti-discrimination and privacy laws. Once adopted, they shall serve as the sole remedy within the University for non-academic student grievances brought pursuant to any such law.

113.00 As provided in state law, civil or criminal law remedies including injunctions, restraining or other court orders, and monetary damages also may be available to complainants.

114.00 Assignment of grades to students enrolled in University classes is the exclusive prerogative of University faculty. Grade-related and other academic grievances are covered under separate policies established in consultation with the Academic Senate.

### **115.00 UCSC STUDENT GRIEVANCE PROCEDURES**

115.01 Students may file a grievance based on alleged violations of university policy or campus regulations regarding student privacy rights; or discrimination based on race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services, or other discrimination as specified in campus regulations. The complained of actions must have resulted in injury to the student.

**Complaints of sexual harassment or assault should be filed under the *UC Policy on Sexual Violence and Sexual Harassment*. (see Appendix G).**

**115.05 Student grievances may be based on the conduct of the University, its employees, or third parties. Allegations of student misconduct in alleged violation of the Student Code of Conduct and SVSH cases fall outside the scope of this grievance process. Allegations of student misconduct, including discrimination by another student, should be brought to the attention of the Office of Student Conduct and Community Standards.**

### **115.11 DEFINITIONS**

**Complaint Resolution Officer (CRO):** The person designated to receive, investigate, mediate, and resolve complaints brought under this procedure.

**Americans with Disabilities Act (ADA) Compliance Officer:** The person designated with the ultimate responsibility and authority to resolve any student allegation of discrimination based on disability.

**Title IX Officer:** The person designated with the ultimate responsibility and authority to investigate any student allegation of discrimination based on sex, gender, gender identity or gender expression.

**Student (for alleged violations of a student's privacy rights):** Any individual who has been admitted to and is enrolled in, or registered with, any academic program of the University.

**Student (for alleged violations of university policy and campus regulation):** An individual for whom the University maintains student records and who:

(a) is enrolled in or registered with an academic program of the University;

(b) has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or

(c) is on an approved educational leave or other approved leave status, or is on filing-fee status. Suspension or Barred Enrollment are considered approved leaves for the purpose of this definition.

**Respondent:** The person designated to answer or respond to the grievance. Generally the respondent will be the head of the unit or department in which the violation allegedly occurred.

**Notification:** Notification is considered to have taken place two days after the date of (1) posting of any document in the United States mail (properly addressed) or (2) sending via properly addressed email [barao@ucsc.edu](mailto:barao@ucsc.edu). Written communications from the university to a student are properly addressed when sent to the U.S. postal or email address given in the grievance or the last address given since the filing of the grievance.

**Days:** All time periods referred to in this procedure refer to working days, excluding summer term, campus closure and inter-quarter recesses. If the designated time period ends on a Saturday, Sunday or campus holiday, the time period will be extended to the following working day.

**115.13 OFFICE OF RECORD:** The Office of Conduct and Community Standards shall serve as the office of record. All written submissions for student grievances related to this procedure shall be mailed, emailed, or delivered to the Associate Dean of Students.

#### **115.14 RESOURCES AND INFORMAL RESOLUTION**

If a student believes that the Santa Cruz campus, any campus subdivision or employee thereof, or a third party has violated university policy or campus regulations, the student may initiate the formal grievance process, including an information gathering process at any time during the grievance process. However, the student may also attempt to resolve the matter informally. Attempts at informal resolution are not required and students alleging discrimination need not participate directly in informal resolution with the person alleged to have taken the discriminatory action, the head of the person's unit, or the person's supervisor.

a. For assistance with general complaints or concerns related to alleged discrimination, students may contact any of the following individuals: the Associate Dean of Students, Conflict Resolution Program, Senior Director, Student Life, the Vice Provost and Dean of Undergraduate Education, or the Vice Provost and Dean of Graduate Studies (*for contact information, see Appendix Q*).

b. ***For complaints alleging sex or gender discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or stalking***, students are strongly encouraged to consult the Title IX Director for advice and/or recommendations on engaging an informal resolution process; in certain types of cases, an informal resolution process may be inappropriate and may be prohibited. The Title IX reporting and response procedures are described in the *UC Policy on Sexual Violence and Sexual Harassment* (see Appendix G).

c. ***For disability-related complaints or concerns about accommodations***, students are strongly encouraged to consult with the campus ADA Access Coordinators. If the student has sought informal resolution with the assistance of the ADA Access Coordinators and the matter remains unresolved, the student is strongly encouraged to contact the ADA Compliance Officer. The ADA Compliance Officer has ultimate responsibility and authority to resolve the concerns and offer a reasonable accommodation.

If the matter remains unresolved to the student's satisfaction, the ADA Compliance Officer will provide the student with information on (1) filing a formal grievance (including the campus Policy on Student Grievance Procedures) and (2) filing a complaint with the U.S. Department of Education, Office for Civil Rights.

For contact information for ADA Compliance Officer and ADA Access Coordinators, [see Appendix Q](#).

d. All resource persons listed in [Appendices G and Q](#) shall provide a student with the campus Policy on Student Grievance Procedures and University policy/campus regulation applicable to the alleged violation.

***Attempts to resolve a matter informally must be completed within sixty (60) working days ("60 working day timeframe") from the time at which the student knew or could reasonably be expected to have known of the alleged violation. If a student wishes to file a formal grievance, he or she must do so within the 60 working day timeframe, regardless of the progress of the informal resolution process.***

A formal grievance may be requested at any time during the grievance process. Requesting an informal resolution **will not** extend the 60 working day timeframe for the filing of a formal grievance. The filing of a formal grievance ends the informal resolution process.

#### 115.16 FILING A FORMAL GRIEVANCE

If an informal resolution is unsuccessful or, if at any time during the informal process, the student does not want to pursue an informal resolution, the student may file a formal grievance with the Associate Dean of Students at (831) 459-3793 (voice), (831) 459-3188 (fax), [barao@ucsc.edu](mailto:barao@ucsc.edu) 245 Hahn.

When a formal grievance is filed, the Associate Dean of Students will assign a Complaint Resolution Officer (CRO), which may include University faculty members, administrators, or other staff. The Associate Dean of Students will ensure that individuals acting as CRO's have training in

appropriate investigative methods, University policy and regulations, and legal standards for determining whether discrimination occurred.

The formal grievance must be filed within sixty (60) working days from the point at which the student knew or should be reasonably expected to have known of the alleged violation.

Student grievances must be in writing and signed by the student (or sent from the student's official UC Santa Cruz email address). Grievances must contain the student's postal address, email address, and telephone number (to the extent available), a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, a description of the facts supporting the grievance, whether informal resolution was attempted and completed, and the remedy or relief requested. It is the responsibility of the student grievant to update the CRO as to the appropriate address to use throughout the grievance process.

Students who have filed a grievance regarding discrimination in campus activities or programs may also have civil law remedies available to them, including but not limited to, injunctions, restraining orders, complaints with federal or state agencies, or civil litigation.

#### **115.17 INITIAL REVIEW OF A FORMAL GRIEVANCE**

The Complaint Resolution Officer (CRO) will review the grievance and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Policy on Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of University policy or campus regulation. The CRO shall complete the initial review of the grievance and notify the student in writing as to whether an investigation will begin, whether the grievance is incomplete, or whether the grievance will be dismissed within fifteen (15) working days of the receipt of the grievance in the Dean of Students Office.

If the CRO determines that the grievance is incomplete, the student grievant will have ten (10) working days from the date of the written notice to make the grievance complete. If the student grievant fails to make the grievance complete, the grievance will be dismissed. If the CRO determines that the grievance is untimely, outside the jurisdiction, or does not allege facts describing a violation of University policy or regulation, the grievance will be dismissed. If the grievance raises multiple issues, the CRO will make a determination described above with regard to each issue. The CRO may investigate some issues and dismiss others pursuant to this initial review.

If a grievance is dismissed, the CRO will provide the student grievant with a written explanation of the basis for the dismissal. The student grievant will have ten (10) working days from the date of the written notice to request an appeal of the dismissal of the grievance from the Vice Provost for Student Success or designee. The request for appeal must be in writing and explain why the student believes the dismissal was in error. The Vice Provost for Student Success will respond in writing within twenty (20) working days of the notice of appeal. If the dismissal is upheld, the decision is final. If the decision to dismiss is overturned on appeal, the grievance will be returned to the CRO for investigation per the procedures outlined below.

#### **115.18 INVESTIGATION & RESOLUTION**



**The CRO will inform the respondent of the nature of the allegations and those factual details necessary to respond to the grievance. The CRO will protect the confidentiality of the student grievant and others to the maximum extent possible consistent with the law and University policy, while according due process to any person alleged to have behaved in violation of University policy or campus regulation.**

**The respondent must file a written response within fifteen (15) working days of the receipt of the formal grievance. The response to the allegations shall (1) confirm or deny each fact alleged in the grievance; (2) indicate the extent to which the grievance has merit; and (3) indicate acceptance or rejection of any remedy requested by the grievant or outline an alternative remedial proposal. The response to allegations shall be filed with the CRO, who will notify the student grievant in writing of the response.**

**The CRO will interview the grievant, the respondent, and any other individuals with knowledge or information relevant to the grievance. The CRO will also examine relevant documents, correspondence, and other evidence deemed necessary to investigate the complaint fully. Disclosure of facts to the student grievant, the respondent, and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.**

**If the student grievant or respondent will be assisted in the review by an advisor or support person, he or she must (1) provide the advisor's or support person's name and (2) sign a release authorizing the advisor or support person to view relevant materials and to accompany the grievance or respondent to pertinent meetings**

**At any time during the investigation, if necessary, the CRO will provide the student grievant with interim protections or remedies adequate to eliminate, prevent the occurrence of, and address the effects of discrimination. Failure to comply with the terms of interim protections may be considered a separate violation of the *Policy on Student Grievances*.**

#### **115.20 FINDINGS**

**The CRO's findings from the investigation shall be reported in writing to the Vice Provost for Student Success no later than thirty (35) working days from the receipt by the CRO of the original formal grievance. The report shall contain findings of fact based on a preponderance of the evidence and shall include whether a University policy or campus regulation was violated, the factual basis for the determination, a recommended outcome of the grievance, a proposed make-whole remedy for the student grievant (if any), and/or final remedies to eliminate, prevent the recurrence of, and address the effects of discrimination (if any) or privacy violations for consideration by the Vice Provost for Student Success, and proposed sanctions for the respondent (if any).**

**The Vice Provost for Student Success or designee shall be responsible for making a determination on the outcome of the grievance and taking corrective action. Within ten (10) working days of receipt of the findings, the Campus Vice Provost for Student Success or designee will notify the**

student grievant and the respondent in writing with a synopsis of the report of findings. The synopsis shall contain a summary of the issues presented by the grievance, a statement of the applicable University policy or campus regulation, a summary of the factual findings reached in the investigation, a determination based on a preponderance of the evidence for each allegation of whether any University policy or campus regulation was violated, including whether discrimination or a privacy violation occurred, the remedies that will be provided to the student grievant (if any), other final remedies to eliminate, prevent the recurrence of, and address the effects of discrimination (if any), including recommendation for referral to any disciplinary action or other steps concerning the respondent.

Both the student grievant and the respondent may request an appointment with the Associate Dean of Students or designee, to review the entire report of findings. The report of findings shall be redacted as appropriate to comply with University policy, campus regulation, and state and federal laws.

For disciplinary action against any University employee or student, the matter shall be referred to the appropriate University procedure.

#### **115.21 ADMINISTRATIVE REVIEW OF FINDINGS**

A student grievant may seek an Administrative Review of the findings and/or remedies by the Campus Conduct Board by filing a written request for review with the Vice Provost for Student Success or designee within five (5) working days from receipt of the report of the findings.

#### **115.22 ADMINISTRATIVE REVIEW OF FINDINGS: SCOPE AND AUTHORITY**

The Administrative Review shall be based on written submissions only. The scope of the Administrative Review is limited to:

- a. matters raised in the original written formal grievance and;
- b. a review of the process (fact finding, resolution and remedy) of the CRO.

#### **115.23 NOTICE OF ADMINISTRATIVE REVIEW**

Vice Provost for Student Success or designee shall arrange for an Administrative Review by the Campus Conduct Board within thirty (30) working days of the student grievant request. Administrative Reviews are convened only during the fall, winter, and spring quarters.

#### **115.24 AVAILABILITY OF INFORMAL RESOLUTION DURING ADMINISTRATIVE REVIEW**

The student grievant may request that the Associate Dean of Students arrange a an informal settlement of the formal grievance at any stage in the Administrative Review process. Requesting an informal resolution will not change the time frame for the pending Administrative Review.

#### **115.25 CAMPUS JUDICIAL BOARD**

The Associate Vice Chancellor & Dean of Students shall appoint a Campus Conduct Board (*see Section 108.10 of the Student Policies and Regulations Handbook* for the membership of this Board). Any Conduct Board hearing a matter involving discrimination, including sexual harassment or assault, will have training regarding applicable University policy and regulations, legal standards and standards of proof for determining whether discrimination occurred.

#### **115.26 RETENTION OF RECORDS**

The University shall retain all records pertaining to the investigation, findings, and any Administrative Review for a period of seven (7) years. Student records may be kept longer at the discretion of the Associate Vice Chancellor & Dean of Students or designee.

Explanations placed in the student records by an individual seeking to correct a record shall be retained as long as the contested portion of the record is retained.

#### **115.27 THE BOARD'S REPORT OF FINDINGS & RECOMMENDATION**

The Administrative Review conducted by the Campus Conduct Board shall be based on written submissions and may include written inquiries and requests for additional information. Within five (5) working days of the completion of the review, the Chair of the Campus Conduct Board shall report the written findings of the Administrative Review to the Vice Provost for Student Success. The Administrative Review will determine whether the grievant has provided information showing that the findings were based upon incomplete factual information, an incorrect analysis of the facts, misapplication of University policies or regulations, or procedural error. The errors must be significant in a way that would change the determination in the case.

#### **115.28 VICE PROVOST FOR STUDENT SUCCESS DETERMINATION**

The Vice Provost for Student Success shall make a final determination on the report of finding(s) and recommendation within ten (10) working days of the receipt of the report from the Chair of the Campus Conduct Board. The Vice Provost for Student Success will notify in writing the student grievant, advisor or support person to the student grievant (if any), the respondent, and the Associate Dean of Students of the determination within five (5) working days of making a decision. The written notice shall explain the basis for adopting, modifying, or overturning the findings and recommendation of the Campus Conduct Boarding, including, as applicable, whether a University policy or campus regulation was violated, the factual basis for the determination, a proposed make-whole remedy for the student grievant (if any), final remedies to eliminate, prevent the recurrence of, and address the effects of discrimination (if any), and notification of the right to file an appeal with the Chancellor.

For action against any University employee or student, the matter shall be referred to the appropriate University procedure.

#### **115.29 APPEAL TO CHANCELLOR OR DESIGNEE**

Within five (5) working days of notification of the determination, the student grievant may file an appeal of the determination with the Chancellor or designee. The appeal must be based on at least one of the following grounds:

- a. new evidence has been brought to light which was not available at the time of the Administrative Review and is not cumulative with other evidence considered; or
- b. established procedures, as described above, were not followed and the failure to follow procedures resulted in a decision adverse to the student grievant.

The Chancellor or designee shall respond within fifteen (15) working days of receipt of an appeal, and this decision is final and binding.

#### **115.30 TIME LIMIT EXTENSION**

The Chancellor, Vice Provost for Student Success, or designee may extend any of the time limits described in the above grievance procedures in the interest of fairness and for good cause. All parties involved shall be notified in writing as soon as an extension of time is granted.

## **APPENDIX Q**

### **RESOURCES FOR DISABILITY-RELATED CONCERNS AND INFORMAL RESOLUTION**

#### **OF COMPLAINTS OR GRIEVANCES**

(Updated August 15, 2018)

For consultations regarding unresolved requests for student disability accommodations and access issues, referral to internal and external disability-related grievance and complaint processes and informal resolutions:

ADA Compliance Officer, Ashish Sahni, 459-4380 (voice), 459- 2098 (fax), [ashish@ucsc.edu](mailto:ashish@ucsc.edu)

For consultation and informal resolution of student disability-related grievances:

Associate Dean of Students and Chief of Staff, Brian Arao, 459-3793 (voice), [barao@ucsc.edu](mailto:barao@ucsc.edu)

For consultations and informal resolution of student employment-related disability discrimination issues and complaints:

Assistant Director for EEO, Office for Diversity, Equity, and Inclusion, Ciel Benedetto, 459-3676 (voice), 459-2670 (fax), [cbene@ucsc.edu](mailto:cbene@ucsc.edu)

Career Center Director, Barbara Silverthorne, 459-4590 (voice), [bsilver@ucsc.edu](mailto:bsilver@ucsc.edu)

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## **UCSC Disability Access Coordinators**

**For student classroom, educational and program disability accommodations and access-related consultations and informal resolutions:**

**Disability Resource Center Director/ADA Program Access Coordinator, Rick Gubash, 459-2089 (voice), 459-5064 (fax), [rgubash@ucsc.edu](mailto:rgubash@ucsc.edu)**

**For student disability-related computer access and IT-related reasonable accommodations and concerns:**

**Director of Learning Technologies/ADA IT Accessibility Coordinator, Jim Phillips, 459-2410 (voice), [jphilli1@ucsc.edu](mailto:jphilli1@ucsc.edu)**

**For facility disability-access matters and concerns:**

**ADA Facilities Access Coordinator, Felix Ang, 459-3085, [felix@ucsc.edu](mailto:felix@ucsc.edu)**

**For student employment-related reasonable accommodations:**

**Disability Management Coordinator, Kelly Roberts, 459-4602 (voice), 459-3683 (fax), [roberts@ucsc.edu](mailto:roberts@ucsc.edu)**

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**For confidential conflict resolution assistance and directory of campus problem and complaint resolution resources:**

**Director of Conflict Resolution Services, Nancy Heischman, 459-2290 (voice), [nheischm@ucsc.edu](mailto:nheischm@ucsc.edu) <https://ombuds.ucsc.edu/>**

## **120.00 POLICY ON STUDENT PARTICIPATION IN GOVERNANCE**

As members of the campus community, students have a substantial interest in the governance of the University. Their participation has increased significantly in the last decades, and the university has benefited from it. It is the intent of this *Policy* to reaffirm the university's commitment to the principle of student involvement in governance in both administrative and academic areas and to state the primary purposes and goals of that involvement.

This commitment is based on the premise that student participation is vital to a vigorous intellectual exchange and the furtherance of the objectives of the University education and research. Appropriate, effective, and productive student involvement, consistent with the development of policies that reflect the total needs of the University, is the goal.

The governance of the University involves more than the process of making decisions. The process of governance provides a forum for group interaction, expression of concerns, exploration of feasible solutions, and reconciliation of diverse viewpoints. Within this context, student participation serves several functions.

First, it is important to the sound development of policy. Student views and advice, often from special perspectives, provide for more informed University decision making. Participation should be encouraged and strengthened through the involvement of all levels of student representation.

Second, there is a recognition that students have a vital interest in decisions directly related to policies and programs affecting their academic and non-academic experience at the University.

Clear procedures are required to ensure that students are afforded access to needed information, an opportunity to share ideas, and encouragement to express concerns, both formally and informally.

Finally, student participation is crucial to ensure that student viewpoints are considered on issues of importance to the University community. This communication provides opportunities for testing assumptions, for understanding the attitudes of others, for sharing information, and for developing understanding and mutual trust among constituencies. The special nature of the University requires a sense of community. While every decision may not be wholly satisfactory to all parties, the governance process should provide a forum for candid discussion.

Efforts should continue to be directed toward improving not only the extent but also the quality and effectiveness of student involvement. To these ends, the University must work to achieve several goals.

First, the processes central to student involvement, including the selection, training, and continuity of student participants, need to be clearly understood by all members of the campus community and periodically reexamined. Care should be taken, in particular, that the process of reaching decisions in campus governance is openly communicated and well understood. Second, building on existing mechanisms, means for student participation in administrative and academic areas should be developed and implemented on the campuses and in the Office of the President; it is important that a variety of ways be provided to ensure that the University gains full benefit from student participation in those areas. Third, areas where students are not now participating need to be examined. In this regard, ways should be sought to enhance student involvement in academic departments, where important decisions that affect students are made.

In order to achieve these goals, each campus has developed a plan for student participation. Essential to the success of such plans is a periodic review of the procedures used by campus academic and administrative departments, student governments and other student organizations, and an evaluation of progress toward implementation of the plan. This review process should involve broad consultation with the campus community, including formal consultation with student governments and the Academic Senate. Campus plans for student participation in institutional governance should be made readily available for review. Matters which have been delegated by The Regents to the Academic Senate are beyond the scope of these campus plans, but direct discussions between students and the Academic Senate on student participation in the deliberations of the senate should continue.

### **130.00 POLICIES APPLYING TO THE DISCLOSURE OF INFORMATION FROM STUDENT RECORDS**

*Please refer to Section 130.00 of the Policies Applying to Campus Activities, Organizations and Students (PACAOS): <http://policy.ucop.edu/doc/2710533/PACAOS-130>*

### **140.00 GUIDELINES APPLYING TO NONDISCRIMINATION ON THE BASIS OF**

## **DISABILITY**

*Please refer to Section 140.00 of the Policies Applying to Campus Activities, Organizations and Students (PACAOS):*

<http://policy.ucop.edu/doc/2710534/PACAOS-140>

## **150.00 TYPES OF SANCTIONS**

*Please refer to Section 150.00 of the Policies Applying to Campus Activities, Organizations and Students (PACAOS):*

<http://policy.ucop.edu/doc/2710535/PACAOS-150>

## **160.00 POSTING SUSPENSION OR DISMISSAL ON ACADEMIC TRANSCRIPTS**

*Please refer to Section 160.00 of the Policies Applying to Campus Activities, Organizations and Students (PACAOS):*

<http://policy.ucop.edu/doc/2710536/PACAOS-160>

## **170.00 POLICY ON UNIVERSITY OBLIGATIONS AND STUDENT RIGHTS**

*Please refer to Section 170.00 of the Policies Applying to Campus Activities, Organizations and Students (PACAOS):*

<http://policy.ucop.edu/doc/2710537/PACAOS-170>



## Student Policies and Regulations Handbook Appendix

Appendix A University of California Authorized Student Governments

Office of Origin: University of California Office of the President (UCOP)

Website: <http://policy.ucop.edu/doc/2710538/PACAOS-Appendix-A>

Appendix B University of California: Use of the University's Name, State of California

Education Code, Section 92000

Office of Origin: University of California Office of the President (UCOP)

Website: <http://policy.ucop.edu/doc/2710539/PACAOS-Appendix-B>

Appendix C Nondiscrimination Policy, Statement for University of California

Publications Regarding Student-Related Matters

Office of Origin: UC Office of the President UCOP-Student Affairs

Website: <http://policy.ucop.edu/doc/2710540/PACAOS-Appendix-C>

Appendix D University of California Policy and Supplemental Guidelines on the

Marketing of Credit Cards to Students

Office of Origin: UC Office of the president UCOP-Student Affairs

Website: <http://policy.ucop.edu/doc/2710541/PACAOS-Appendix-D>

Appendix E University of California Office of the President issued Sexual Violence and Sexual

Harassment Adjudication Framework

Office of Origin: University of California Office of the President (UCOP)

Website: <http://policy.ucop.edu/doc/2710641/PACAOS-Appendix-E>

Appendix F University of California, Santa Cruz Anti-Hazing Policy

Office of Origin: Conduct and Community Standards

Website: <http://deanofstudents.ucsc.edu/pdf/appendix-F-Anti-Hazing-Policy.pdf>

Appendix G UC Policy on Sexual Violence and Sexual Harassment

Office of Origin: Title IX/Sexual Harassment

Website: <http://policy.ucop.edu/doc/4000385/SVSH>

Appendix H UCSC Academic Dishonesty Policy: Procedures for Dealing with

Undergraduate Academic Dishonesty

Office of Origin: Vice Provost and Dean of Undergraduate Education (VPDUE)

Website: [https://www.ue.ucsc.edu/academic\\_misconduct](https://www.ue.ucsc.edu/academic_misconduct)

Appendix I UCSC Policy on Sexual Orientation Harassment/Discrimination

Office of Origin: Conduct and Community Standards

Website:

<http://deanofstudents.ucsc.edu/pdf/Appendix-I-Sexual-Orientation-Harrassment-Discrimination.pdf>

Appendix J UCSC Guidelines for Speakers and Public Events: For Students and Campus Organizations

Office of Origin: Conduct and Community Standards

Website: <http://deanofstudents.ucsc.edu/pdf/Appendix-J-Speakers-Public-Events.pdf>

Appendix K Policy for Acceptable Use of UCSC Electronic Information Resources (Acceptable Use Policy)

Office of Origin: Vice Chancellor, Information Technology

Website: <http://policy.ucsc.edu/policies/its/it0003.html>

Appendix L UC Santa Cruz Smoke & Tobacco-Free Policy

Office of Origin: Environmental Health and Safety

Website: <http://policy.ucsc.edu/policies/health-and-safety/ehs0016.html>

Appendix M Public Nudity and Sexually Offensive Conduct Policy

Office of Origin: Title IX Sexual Harassment Office

Website: <http://deanofstudents.ucsc.edu/pdf/Appendix-M-Nudity-Policy.pdf>

Appendix N UCSC Bias Incidents/Hate Policy & Procedures

Office of Origin: Associate Vice Chancellor for Campus Life and Dean of Students

Website: <http://reporhate.ucsc.edu/policies/report-hate-policy.pdf>

Appendix O UCSC Procedures for Ensuring Adequate Protection from Retaliation or Intimidation for Complainant(s), Witness(es), and other Individuals

Office of Origin: Community Standards and Conduct

Website: <http://deanofstudents.ucsc.edu/pdf/Appendix-O-Retaliation-Policy.pdf>

Appendix P Official University Policy on Academic Integrity for Graduate Students

Office of Origin: Vice Provost and Dean of Graduate Studies

Website: <http://www.ucsc.edu/academics/academic-integrity/graduate-students/index.html>

Appendix Q Resources for Informal Resolution of Complaints or Grievances

Office of Origin: Community Standards and Conduct

Website: <http://deanofstudents.ucsc.edu/pdf/Appendix-Q-Complaints-Grievances.pdf>

Appendix R Regulations Governing Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California

Office of Origin: University of California Office of the President (UCOP)

Website: <http://policy.ucop.edu/doc/3000127/NonAffiliateRegs>

Appendix S Missing Persons

Office of Origin: UC Police Department (UCPD)

Website: [http://police.ucsc.edu/images/MISSING\\_PERSONS.pdf](http://police.ucsc.edu/images/MISSING_PERSONS.pdf)

Appendix T Sex Offender Registry

Office of Origin: UC Police Department (UCPD)

Website: <http://police.ucsc.edu/images/Sex%20Offender%20Registry.pdf>

Appendix U Hate Crimes

Office of Origin: UC Police Department (UCPD)

Website: <http://reporthate.ucsc.edu/policies/laws.html>

Appendix V Emergency Response and Evacuation Procedures

Office of Origin: UC Police Department (UCPD)

Website: <http://emergency.ucsc.edu/emergency-management/preparedness/procedures/>

Appendix W Local Procedures for Adjudication of Sexual Violence and Sexual Harassment

Office of Origin: Conduct and Community Standards

Website: <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/appendix-w.pdf>

Appendix X UCSC Campus Alcoholic Beverage Policy for UCSC Sponsored Events

Office of Origin: Office of the Campus Provost and Executive Vice Chancellor

Website: <http://policy.ucsc.edu/policies/purchasing-and-material-management/evc001.html>

Appendix Y University of California Hoverboard Policy

Office of Origin: University of California Office of the President (UCOP)

Website: <https://policy.ucop.edu/doc/3500643/Hoverboard>

Appendix Z UCSC Responsible Action Plan

Office of Origin: Conduct and Community Standards

Website: <https://deanofstudents.ucsc.edu/student-conduct/responsible-action.html>

Appendix AA Interim UCSC Guidance Concerning Disruption of University Activities

Office of Origin: Conduct and Community Standards

Website: <https://deanofstudents.ucsc.edu/get-involved/express-yourself/exercising-free-speech/index.html>