

**FOR HOUSING CALIFORNIA STATE UNIVERSITY, LOS ANGELES
HOUSING SERVICES 2016-2017 STUDENT GUIDE**

(Subject to change without notice)

The Student Guide provides detailed information about the services and amenities for residents in Housing Services. Licensing policies are covered in the 2016-2017 Student License Agreement. Policies contained in this document are part of the terms and conditions of the student's license agreement.

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1. *WELCOME FROM THE DIRECTOR*

On behalf of our entire Housing Services team, I would like to welcome you and tell you how excited we are that you will call Cal State LA Housing “home.” Living on campus has been proven to help students achieve higher grades, increase their leadership skills and feel much more connected to the University as a whole. Our team of student and professional staff are here to help make your transition a little smoother. We offer social events, academic support workshops and one on one support when needed. Our diverse community provides an amazing environment to learn about others, and more importantly, to learn about you. California State University, Los Angeles has more to offer than you can imagine. I challenge you to get involved, study hard, make new friends and reach for the sky. Once again, we welcome you to your new home.

Sincerely,

Rebecca F. Palmer
Director, Housing Services

Our Mission

As a community of scholars in support of the University, we endeavor to build residents’ capacity for academic achievement, leadership and global citizenship.

2. HOUSING SERVICES STAFF

Administration

- **Rebecca F. Palmer**, Director, is responsible for the planning and administration of all housing operations and resident services, supervision of all full-time and part-time staff/Deputy Title IX Coordinator for the University.
- **Betty Kennedy**, Associate Director for Operations and Facilities, is responsible for the oversight of Marketing, Contracting, Assignments, Facilities and Conference Services.
- **Donyet King**, Interim Associate Director for Residence Life. The Associate Director is responsible for the development of Residence Life program model, student conduct system and emergency response systems and oversees the Residence Life professional staff.
- **Mark Facio**, Assistant Director for Facilities, is responsible for the Housing Facilities area, including repairs and maintenance, renovation and construction, safety and energy conservation programs.

Business Services

- **Monica Corona-Michel**, Resource Coordinator: oversight of student accounting, including resident charges, payments, refunds and adjustments, purchase orders.
- **Gabriela Contreras**, Assignments Coordinator: contracting, room assignments, housemate/roommate selection and mailroom.
- **Tiffany Thomas**, Assistant Assignments Coordinator, Summer Conference: coordinates Guest Housing and Summer Conferences, oversight of Mail Room and key system.
- **Anne Gonzalez-Vazquez**, Assistant to the Resource Coordinator: residential student accounts, student accounts receivables, purchasing, financial aid resource.
- **Maria Ruiz**, Student Relations and Outreach Coordinator: coordinates outreach, Housing channel with movies and tours.
- **Kimberly Taylor**, Assistant Assignments Coordinator, Resident Operations: Mail Room, check-in and check-out activities, work orders.
- **Vacant**, Office Assistant: residential student accounts, requests for exceptions (cancellation), financial aid resource.
- **Vacant**, Communications and Technical Support Coordinator: oversees all aspects of marketing, publicity and promotion.

Facilities

- **Angel Birrueta**, Maintenance Mechanic: maintenance and repair for housing, responds to daily work orders for resident apartments.
- **Bruce D. Erickson**, Maintenance Mechanic: maintenance and repair for housing, responds to daily work orders for resident apartments.
- **Fausto Esquivel**, Maintenance Mechanic: maintenance and repair for housing, responds to daily work orders for resident apartments.
- **Johnathan Sanchez**, Maintenance Mechanic: maintenance and repair for housing, responds to daily work orders for resident apartments.
- **Miguel Mota**, Maintenance Mechanic: assists in coordinating maintenance and repair work for complex, responds to daily work orders for resident apartments.
- **David Vazquez**, Facilities Worker: provides custodial support; assists the Maintenance Mechanics in responding to work requests

Residence Life

- **Heather Albertson**, Resident Director oversees Golden Eagles Apartments, Scholars in Residence.
- **Maria Cerce**, Resident Director oversees First Year Experience, Alcohol and Drug Education and Outreach.
- **Donyet King**, Resident Director oversees student staff development, Residence Life administrative processes and special projects, and advises RHA
- **S. Taylor Mechlinski**, Resident Director oversees upper division Student Housing and Emergency Preparedness.

DEPARTMENT OVERVIEW

The Housing Services staff work together to provide a welcoming living environment that is supportive of our residents' academic needs. The department is divided into three units: Business Services, Facilities Management and Residence Life.

The Business Services staff supports the residential population with a variety of business processes, such as contracting, check-in, check-out, keys, payments and accounts. The Facilities staff maintains the property, including resident apartments and public spaces, and is the response team for routine and emergency repairs. The Residence Life staff provides live-in support to the resident population assisting with community development, student conduct and programming.

Housing Services Office, located in Phase II Community Center

Phone: **(323) 343-4800**

Office Hours: Monday – Friday, 9:00 am - 5:30 pm

RA On-Duty: (323) 343-4807 Monday-Friday, 5:00 pm-9:00 am and Saturday-Sunday, 9:00 am-9:00 am.

RESIDENCE LIFE STAFF

RESIDENT DIRECTOR (RD)

The RDs are full-time, live-in professionals responsible for the supervision of the RA & RLC staff, programming, student conduct, First Year Residential Program, Scholars in Residence Program, Graduate Housing Program, and Residential Hall Association (RHA) advising. The RD is available for crisis/emergency response and assists the Emergency Duty staff member with higher level concerns or community issues.

RESIDENCE LIFE COORDINATOR (RLC)

The RLC is a student position responsible for programming, peer staff training, and community program coordination. Emergency Duty Personnel (ED): These Housing Services professional staff members respond to policy violations, emergency incidents and customer service issues and assist the RAs in emergencies.

RESIDENT ASSISTANT (RA)

The RA is an ally to the students living in the community and acts as a live-in peer advisor/counselor responsible for group facilitation, policy enforcement, program planning. They are the day-to-day contact with residents and assists in resolving issues such as housemate disputes and they are key to the success of the housing program. As a resident, feel free to contact your RA for assistance. For the RA list, visit www.calstatela.edu/univ/housing/contact.php.

The RA On-Duty is responsible for after-hours monitoring of noise levels and any potentially hazardous or dangerous condition. To reach the RA On-Duty call (323) 343-4807. Monday-Friday, 5:00 pm-9:00 am and Saturday-Sunday, 9:00 am-9:00 am.

The RA provides programs, resources and services within the community that support the academic mission of the University and augment the intellectual, cultural, social and personal development of our residents. They also provide emergency duty coverage and assist with the Community Information Center operations.

RESIDENCE HALL ASSOCIATION (RHA)

The Residence Hall Association, referred to as RHA, provides residents an opportunity to take an active role in shaping their residential community. The RHA is the voice of the resident community. This student board gets residents involved in the vision and planning of activities in the Housing community. All residents are members of RHA and are encouraged to participate in meetings. Meetings will serve as a platform to proactively communicate concerns and recommendations. To find out how to get involved in RHA, or run for an elected position, see your Resident Assistant.

3. SAFETY

The safety and security of our residents is of prime concern to the Housing Services staff. Our efforts in staffing, programming, and service contribute to creating and maintaining a safe living environment. In addition to the roles of the Housing staff described above, the following resources are also part of the measures that we take to build a safe community.

DEPARTMENT OF CAMPUS SAFETY:

Dedicated Safety Officer: Thursday through Saturday, and every other Wednesday, a uniformed officer of the Department of Public Safety patrols the Housing Services complex from 6:00 pm to 6:00 am. This officer assists the RA On-Duty and Emergency Duty personnel responding to police violations and emergency incidents.

Eagle Patrol (a part of the Department of Public Safety): These students serve as escorts. This service provides a walking escort to and from buildings and to your personal vehicle. You are encouraged to use this service, particularly in the evening hours. For more information, call (323) 343-3700 or visit www.calstatela.edu/univ/police/escort.php.

Health and Safety Programs: These programs are in collaboration with the University Health Center and Department of Public Safety to provide information to residents about health and safety concerns.

MISSING STUDENT NOTIFICATION POLICIES AND PROCEDURES

As part of your License Agreement, you will be asked for a missing person contact and telephone number in the event you are considered missing. This contact may be different from your other emergency contacts.

Students are advised that their contact information will be registered confidentially. This information will be accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

If a student is under eighteen (18) and not emancipated, the California State University must notify a custodial parent or guardian within twenty-four (24) hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the individual.

We encourage students to also use this notification system if they are concerned about the whereabouts of another student by contacting the Department of Public Safety at (323) 343-3700. Other avenues of reporting include Student Affairs (323) 343-3100 and Housing Services (323) 343-4800 (after-hours response (323) 343-4807). Any missing student reports received by these offices are referred immediately to Department of Public Safety.

EARTHQUAKE PREPAREDNESS PROCEDURES

In the event of an earthquake, please remain in your apartment and find a secure and sheltered space away from windows and glass. The proper procedure is to drop, cover and hold until the major event has subsided. Only then should you leave your building.

Based on the type of emergency, it may be necessary to evacuate buildings. Please follow instructions from Cal State LA or Housing Services staff. The campus uses a public address system that also provides information and instructions. This will provide you additional direction based on the type of emergency.

Students must comply with the evacuation alarm and/or the directions of Housing Services staff. The Evacuation Site for Phase I & II is **in the far Northeast corner of Lot 7. The evacuation location for GEA is on the grassy median on Mariondale, just South of GEA.** A Cal State LA staff member or Housing Services staff will give you instructions after your arrival in this area. Remain in these designated areas until you are accounted for and/or given permission to leave the area and re-enter your apartment. A map of the evacuation site is included in this document. (See also Section “**GENERAL BEHAVIORAL RESPONSIBILITIES,**” **Item 13).**

1. Be Prepared! A significant emergency will require the campus and community population to be self-sufficient for several days. The University strongly recommends that students assemble emergency kits for three to five (3-5) days with the following:
 - Water
 - Food (peanut butter, granola bars, ready to eat fruits and vegetables)
 - Flashlight with batteries
 - Necessary medication
 - Jacket
 - Shoes
 - Paper products (toilet paper, feminine supplies)
 - First-aid kit
 - Trash bags
 - Personal hygiene products
2. You should designate an emergency contact person with your family and/or friends.
3. Understand that communication and travel to and from campus may be dramatically affected.

4. In case of an emergency, the University has implemented a text notification system to send official emergency information directly to subscriber's cell phones.
5. For other emergencies, such as health, pandemic or environmental hazards, a Cal State LA staff will provide instructions on protocols.

We hope this information will help you prepare for a large-scale emergency. If you have specific training that would be helpful to staff during an emergency (fire fighting, EMT, rescue, etc.) please identify yourself to the Housing Services staff.

4. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

1. Accommodations

Reasonable accommodations for students with disabilities may be made on a space available basis. Students with documented disabilities must register with the Office for Students with Disabilities (OSD). If you require accommodations you may reach their office at (323) 343-3140 or find additional information on their website at www.calstatela.edu/univ/osd.

2. Service and Assistance Animals

- a. An accommodation for a service or assistance animal must be registered and authorized by the Office for Students with Disabilities at www.calstatela.edu/univ/osd/. Please allow a minimum of two weeks for review of documentation. Prior to approval, Housing Services will provide additional information and guidelines.
 - b. The American Disabilities Act (ADA) defines a “service animal” as “any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.” A “service animal” is a working animal and not a pet. Submission of proof of training and/or certification that the animal is trained as a “service animal” as defined by the ADA is required.
 - c. An Assistance Animal is an animal that works, provides assistance or performs tasks for the benefit of the person with a disability or an animal that provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Training or certification is not required.
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5. RESIDENT SERVICES

THE COMMUNITY INFORMATION CENTER (CIC)

The Community Information Center provides a number of services for Housing Services residents. If you need information or assistance, a Resident Assistant (RA) is On-Duty at the CIC to help you. The RA On-Duty also responds to emergencies, assists with lock-outs, after-hour check-ins, and provides general information about Housing Services and Cal State LA. Housing residents may borrow vacuums, plungers or carts from the CIC by leaving their Cal State LA student ID.

Located in the Phase I Community Information Center

RA On-Duty	(323) 343-4807	
	Monday-Friday	5:00 pm - 9:00 am
	Saturday-Sunday	9:00 pm - 9:00 am
Community Information Center	(323) 343-4807	
	Monday-Friday	9:00 am - 10:00 pm
	Saturday and Sunday	1:00 pm - 10:00 pm

If you are at the CIC during the above hours and there is no one there, please be patient! The RA may be assisting another resident, and will return shortly.

COMPUTER LAB

The Housing Services Computer Lab offers residents free use of computers and a pre-paid laser printer. You will need a Cal State LA student ID card to use the lab. If you need a Network Information Services (NIS) Account, you can request it from the ITS Help Desk located in the Library Palmer Wing (LIB PW) Lobby or call (323) 343- 6170.

There is a two (2) hour limit for computer use when other students are waiting to use the computers. Other policies and instructions for using the Computer Lab are posted in the lab. The Housing Staff is not trained to provide computer advice or assistance.

Computer Lab Hours of Operation – Closed on campus observed holidays and campus closures

Monday-Friday 9:00 am – 10:00 pm

Saturday and Sunday 1:00 pm – 10:00 pm

EVENTS AND PROGRAMS

The Residence Life Staff provide events and programs within the community to support the academic, cultural, social and personal development of our residents.

GAME ROOM

The Game Room is located across from the Community Information Desk. It is a place where residents can play pool and ping-pong. During hours of operation, residents may borrow the equipment for the game they wish to play from the RA On-Duty. You will need to present your Cal State LA student ID card to borrow the equipment, which can be borrowed for an hour at a time. The Game Room is only available to Housing residents.

Hours of operation: Monday -Friday 9:00 am – 10:00 pm
Saturday and Sunday 1:00 pm – 10:00 pm
Other hours available – see space reservation requests

COURTESY KEYS

- A. As a courtesy, the Housing Services Office provides access to residents locked out of their apartment or bedroom. This courtesy, however, should be requested infrequently and not to be used instead of reporting lost keys in order to avoid charges, or because residents have loaned out their keys. More than three (3+) lockouts in an academic year may result in disciplinary action and charges (see full policy regarding key under “Facilities/Recreation/Grounds Use” Section #3). Please note that this courtesy shall not be provided to individuals trying to gain access to an apartment/bedroom to which they are not assigned.

More than 3 lockouts in an academic year may result in disciplinary action and the following charges:

Up to 3 lockouts = No charge

4th lockouts = \$ 10 (includes disciplinary meeting)

5th lockouts = \$ 20

6th lockouts = \$ 30

- B. If you are locked out of your apartment or bedroom during business hours, you may go to the Housing Services Office to request a courtesy key that must be returned within fifteen (15) minutes. Failure to return a key, or loss of a key, will result in a lock change fee being added to your student account.
- C. If you are locked out of your apartment after normal business hours, please go directly to the CIC in Phase I and ask the RA On-Duty for assistance. For lockouts after 10:00 pm, call (323) 343-4807 for assistance.
- D. Be prepared to provide valid photo identification when requesting assistance with a lockout.
- E. Please attempt to check to see if a roommate or housemate is home and able to let you in before requesting staff assistance.
- F. Under no circumstances are keys to be duplicated or given or loaned to another individual. Violations will result in disciplinary action.

MAIL, MAILBOXES AND COMBINATIONS

- A. Residents will be assigned a mailbox for use and will be given the mailbox combination upon check in. Mailboxes are shared among residents in the same bedroom.
- B. The U.S. Postal Service (USPS) will provide mail delivery service once (1) per day, except on Sundays and holidays observed by the USPS or the University. Based on this schedule, Housing Services makes every effort to distribute mail to resident mailboxes everyday by 5:00 pm.
- C. Only current residents are eligible to receive mail through Housing Services. Mail will be returned to sender starting the day after a student moves out of housing, unless a Mail Forwarding is submitted to Housing Services.
- D. Residents will receive a notification slip in your mailbox if a package has arrived for them..
- E. All mail/packages must be picked up within 10 business days, with proper identification. At the end of 10 business days, unclaimed packages will be returned to sender. There is limited ability to store perishable items for more than one day. Residents are notified immediately and are requested to pick up these items same day.
- F. Valid picture identification is required to claim packages, registered letters, and other items that must be picked up from the mailroom or the Housing Services Office.
- G. Residents are strongly encouraged to check their mailboxes frequently, not only to receive personal mail in a timely way but also for important Housing Services information.
- H. All mail/packages must have a current resident’s full name as it would appear on their Cal State LA ID card or driver license or passport. If the package is addressed to someone other than the resident, it must indicate, c/o or “Attention (resident’s name).” Mail that does not bear the full name of a current resident will be returned to the sender. Please see below for the proper way of addressing mail.
- I. For outgoing mail, a USPS mailbox is located outside the Phase II Community Center.
- J. Please use one of the following mailing addresses for **all** your postal needs:

If your mailbox is located in Phase I , your address is: (Your Name) 5600 Paseo Rancho Castilla Mail Box # 1-_____ Los Angeles, CA 90032	If your mailbox is located in Phase II , your address is: (Your Name) 5300 Paseo Rancho Castilla Mail Box # 2-_____ Los Angeles, CA 90032
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MAILROOM EMAIL

The Housing Mail Room notifies residents by email of mailbox updates including completed work orders, closure days and new combinations. You will also be able to email the Mail Room if you have questions, however, please do not use this email to verify if you received a package. Do not forget to bookmark our email address: housingmailroom@cslanet.calstatela.edu

MAIL FORWARDING

- A. The Post Office only recognizes the main street addresses for Housing Services. Housing Services receives all mail for residents and is responsible for sorting and delivering mail to mailboxes. Prior to moving out, residents should submit a change of address/mail forwarding request to the Housing Office and NOT to U.S. Postal Service.
- B. After residents move out, Housing Services will forward first class mail (letters only) to a forwarding address for four (4) weeks.
After the four (4) weeks, mail will be returned to sender.
- C. Residents are responsible for updating their mailing address directly with all institutions sending them mail prior to moving out or before the end of the four week period.
- D. If a forwarding address is not provided, all first class mail will be returned to the sender.
- E. Presorted mail and packages cannot be forwarded and will be returned to sender.

MEAL PLANS

- A. All meals are served in the Dining Commons.
- B. The Dining Commons offers breakfast, lunch and dinner, Monday through Friday and brunch on the weekends. Details on the types of meal plans and hours of operation are on the Housing website.

- C. The Meal Plan contract follows the same policies and procedures as the Housing License Agreement. Meal Plan contracts are for an entire academic year.
- D. Requests to cancel the meal plan are accepted during the eighth (8th) week of each semester and must be supported with documentation, following the criteria as outlined in the License Agreement. Please visit our website for more details: http://web.calstatela.edu/univ/housing/License_Agreement.php
- E. Residents may submit a request to decrease their meal plan during the thirteenth (13th) week of each semester at the Housing Services Office. Residents may request an increase in their meal plan at any time.

PARKING

The parking lot for Housing Services residents is adjacent to the housing complex. Signs are posted indicating Resident Parking in Lot 7A and along the exterior of the fence in Lot 7. If you park in these areas, a residential parking permit is required. You may be required to provide the license plate number of the vehicle in order to receive the residential parking permit.

There are a limited number of parking spaces located inside the gated community of Golden Eagles Apartments (GEA). These spaces are assigned through a voluntary lottery system each semester. Residents must park only in the space number assigned to them and display the GEA resident decal on their Cal State LA parking permit. Decals and gate remotes are issued to GEA Parking Lottery winners during 1st week of semester and collected from residents during finals week of each semester.

Parking Enforcement will issue citations to all vehicles that do not display the appropriate permit. Residential parking permits can be purchased from the Parking and Transportation Service Center located south of Parking Lot 3. The Service Center hours are Monday-Thursday 8:00 am to 7:00 pm and Friday, 8:00 am to 5:00 pm.

- A. Parking behind Building 2 is limited to Faculty/Staff permit holders. Parking enforcement will cite violators at all times.
- B. Temporary/Guest Parking Permits are available in the yellow dispenser located in Lot 7; these permits are valid only in Lot 7, and street parking located on Mariondale and Paseo Rancho Castilla. You may not park inside the fenced lots located in Phase I and II or at GEA with a temporary/guest permit.
- C. Additional parking for GEA residents and guests displaying proper permits is available in the marked parking stalls on both Paseo Rancho Castilla and Mariondale Avenue.
- D. The loop around the Phase I complex is a designated fire lane and is enforced as a NO PARKING area twenty-four (24) hours a day. Parking Enforcement will cite cars parked in this area.
- E. For the safety of pedestrians, the loop is posted at ten (10) MPH. Please observe this speed limit.
- F. The residential parking lot is cleaned on Fridays from 7:30 am - 9:30 am. All residents must remove their vehicles from Lot 7A prior to 7:30 am on Fridays. Parking in Lot 7 is permitted. Failure to remove vehicles will result in a parking citation.
- G. Residents that terminated their Housing License Agreement and are in possession of an Annual Residential Parking Permit must exchange their permit for an Annual Student Parking Permit at the Parking and Transportation Service Center within 7 business days of moving out. Failure to do so may result on a registration hold.

TELEPHONE

Connecting a Landline Telephone Service

Housing Services does not install telephone service. Residents may choose to establish landline service by calling AT&T at (800) 310-2355. You will need to provide AT&T a SERVICE LOCATION (where the phone line is hooked up) and your MAILING ADDRESS.

PLEASE NOTE: Housing Services provides internet and cable services. Residents may not request these services through AT&T. Installing telephone service is a business agreement between you and the telephone company, and not Housing Services. It is very important that you give the correct SERVICE LOCATION and BILLING ADDRESS or your service will be delayed. It is not necessary to sign up for the AT&T "Wire Plan" or additional "Technician Service." Housing Services maintains the wiring within each apartment.

Service Location

Your service location is your apartment and room A, B, C or D. For Phase I (Apartments 101-246) it is 5600 Paseo Rancho Castilla. If you live in Phase II (Apts. 1101-5306), it is 5300 Paseo Rancho Castilla. If you live at GEA, your service location is 5425 Dobbs Street. All addresses are located in Los Angeles, CA 90032.

Billing Address

Your billing address is the same as your mailing address. See the previous section titled "Mailing Address" to review the proper mailing address information.

DO NOT FORGET to contact the telephone company to cancel your telephone service **prior** to moving out. Remember you will continue to be billed by the phone company until you terminate the service. Failure to pay can affect your credit rating.

Telephone Problems after Installation If you have problems with your telephone service, submit a work order and the Housing Services Maintenance staff will investigate the possible cause. With the exception of Move-in or transfer periods, the average length of time needed to address your phone service is 2 to 5 business days after AT&T has turned on your service.

INTERNET SERVICE**Wireless Internet**

Wireless access is available to residents in the apartments and in designated hot spots within the Housing Services complex. Apartments have wireless access points in their living room. Please do not unplug or tamper with these access points or attempt to plug in your personal devices. The Campus ITS department will detect these issues and this may result in disciplinary action. Hot spots are located in the Phase I Game Room and the Phase II Lounge.

To access the internet you will need a campus network account to login to the wireless network. For additional information, please go to www.calstatela.edu/its/wireless. If your wireless internet is not working, please complete a work order form. For additional information, please see [Internet Use](#) under the Facility/Recreation/Grounds Use Responsibilities section.

Personal routers and connection of DSL through phone or cable companies are prohibited as they interfere with campus internet.

READERSHIP PROGRAM

Housing Services participates in the Collegiate Readership Program that provides copies of USA Today and Los Angeles Times on weekdays throughout the academic year. This program is offered to residents as part of Housing's mission to provide resources for developing community and global awareness. Take advantage of this free service and pick up a newspaper for casual reading or to use as part of course assignments. Newspaper stands are located in the Phase I and II hallways.

SATELLITE / HOUSING CHANNEL / CABLE

Pre-selected satellite channels are complementary in bedrooms and living rooms of each apartment. The Housing Channel (found on channel 8) provides the community with relevant University and Housing Services information. During the academic year, residents can enjoy complementary movies on the Housing Channel. A wide range of movies is selected to reflect current events, holidays, special programming, and newly released films. Residents are encouraged to submit movie requests to the Housing Services Office.

SOCIAL NETWORKS (Facebook and Twitter)

Now you can follow us on [Twitter](#) and become a fan on [Facebook](#) to get up-to-date information and see what is happening in Housing.

VENDING MACHINES

Beverage and snack machines are located next to the Game Room in Phase I and in the Phase II Community Center. A water machine is located near the Phase I Laundry Room and is accessible twenty-four (24) hours per day. Please be advised that Housing Services is not responsible for any money lost in the vending machines. If you lose your money, please call (323) 268-7632 for refund information.

6. LICENSING POLICIES

Please refer to the online [Housing License Agreement](#) for full details.

1. ROOM CHANGE REQUESTS

Requests to change to another bedroom or apartment are accepted online during the third (3rd) and thirteenth (13th) week of the Fall Semester. Room Changes will be accommodated based on the number of spaces that are available.

Process

- Complete a Room Change Request form which is available during the room change request period.
- Residents will be contacted based on space availability. Every attempt will be made to accommodate the request.
- Resident must complete the move during the designated period. Residents will be instructed on the check-out and check-in procedures.

2. COMMUNICATION WITH STUDENTS

Email will serve as one of the primary and official forms of communication to students. Any email communication to a student will be sent to the student's university email account. A monthly newsletter and weekly email with important messages and reminders for residents are sent to their Cal State LA email address and are posted on the Housing website. If residents choose to use personal email accounts, please be aware that forwarding emails may result in filtering messages as SPAM. It is still the responsibility of the resident to check their Cal State LA emails for important messages.

3. INSPECTIONS/ACCESS

Students can expect reasonable privacy of rooms and personal property. The University shall have the right to enter the premises (Civil Code 1954) for the purposes of emergency, health, safety, maintenance, enforcement of applicable rules and regulations, or for any other lawful purpose to the extent permissible by law. The University shall exercise this right reasonably and with respect for Licensee's privacy and study needs. Health and Safety inspections are scheduled each semester.

4. OCCUPANCY CHECKS

Occupancy checks are conducted to confirm that residents are assigned to the correct space and for safety checks.

- A. Residents are required to sign the occupancy rosters from the Resident Assistant each semester to confirm residency.
- B. The University retains the right to transfer its interest and/or obligations under this Agreement. Licensee may not assign or transfer his/her rights or obligations under this Agreement without the written permission of the University. Licensee may not sub-license or sublet the Premises to, or permit the occupancy of the Premises by, any other person without the written permission of the University.

- C. **OCCUPYING ROOMMATE SPACE** - Apartments are designed to accommodate several residents, entitling each to a reasonable amount of space to store their personal belongings. Residents in double (2) or triple (3) occupancy rooms are required to share a proportional section of the bedroom and a portion of the common area. If there is an empty space in a double (2) or triple (3) occupancy bedroom, this area must be kept clear and clean so that a new roommate can be assigned and moved in at any time. Residents assigned to double (2) occupancy will be assessed the single (1) occupancy rate each day that they are in violation of this policy. Residents in triple (3) occupancy rooms will be assessed a double (2) rate each day that they are in violation of this policy. In addition, these residents will be subject to disciplinary action up to, and including, termination of their license agreement. If necessary, Housing Services staff may move resident belongings in order to clear the space for newly assigned residents and may be charged for cleaning and labor charges.
- D. In bedrooms, residents may only utilize one (1) desk, one (1) bed, one (1) closet, one (1) set of drawers, one (1) telephone jack, and a proportional section of the available shelving space. This policy remains in effect even if there is no current roommate occupying the space. Ample wall and floor space must be left for all individuals in the bedroom to personalize his/her space. No furniture may be removed or disassembled without the written consent of the Director of Housing Services. Since there is only one cable jack for television per bedroom, residents are expected to negotiate a reasonable arrangement with their roommate(s).
- E. In common areas, residents may utilize space in equal proportion to the number of bed spaces in the apartment, with special exceptions regarding the living room and dining room. For example, residents are to equally divide kitchen cabinet space, storage room space, hall closets, and bathroom space.
- F. Residents should not store personal items such as clothing, computer equipment, exercise machines, etc. in the living/dining room space. Residents are to limit their personal belongings in these spaces to decorative items such as lamps, pictures, small figurines, etc.
- G. As with any communal living environment, individuals must work together to develop reasonable arrangements to ensure all rights are respected.

5. ROOMMATES/HOUSEMATES

A Licensee's roommate preferences will be given consideration; however, the University does not guarantee the assignment of specific roommate(s) or of specific space, and reserves the right to make or change roommate assignments.

6. RESIDENTS' RESPONSIBILITIES FOR VACATING (MOVING OUT OF) THE HOUSING FACILITY

- A. Residents may move out only at the end of their Housing Services License Agreement (end of contract) or by approval. Moving out without approval does not release the resident of their financial obligations for the license period. Please refer to the Housing License Agreement, Section III for details on expiration, revocation and cancellation of the Housing agreement.
- B. At the end of the license period or if approved to move out, please follow the procedures provided by the Housing Office. The process will include:
 1. Making arrangements with the Housing Services Office to have the unit inspected on the day of departure during University working hours or using the Express Check-out Envelope system (see your RA, RD or Housing Office for information).
 2. Returning the exterior (front) door and bedroom keys to the Housing Services Office or by using the Express Check-out Envelope. Place envelope in the key drop box, located under the Housing Office front counter.
- C. The apartment will be inspected after check-out. Residents must leave the premises in good, clean condition (normal wear and tear will be considered). All personal property must be removed, including food and other items from the kitchen and refrigerator. Any property remaining on the premises after check-out may be removed and placed in storage (California Civil Code 2080.9) or disposed of after fifteen (15) days. See Section K of the Housing Services License Agreement.
- D. Improper Checkout Charges - Failure to follow appropriate procedures may result in an improper checkout charge of \$50 plus any damage or replacement fees. The charges will be levied against your security deposit. Amounts in excess of the security deposit will be applied to the student's account.

7. COMMUNITY STANDARDS/POLICIES

California State University, Los Angeles operates a student residential community. In any living situation, there is a need to strike a balance between the rights of the individual and the responsibilities to the community. The Cal State LA Housing Services Office strives to create an atmosphere conducive to the development of responsible citizens in a community. Residents are expected to respect and maintain the facilities and equipment rented to them, conduct themselves within acceptable and reasonable standards of good behavior, and take individual responsibility for their actions. Consideration for others is the basic principle that needs to be followed by all residents. As valued members of the community, each resident possesses individual rights that roommates and other residents must respect. These rights carry a reciprocal responsibility to ensure that these same rights also exist for roommate(s) and other residents.

In addition, violations of University policy as outlined in CSU Standards for Student Conduct [Section 41301 of Title five (5) of the California Code of Regulations] will be forwarded to the University Judicial Affairs Officer for additional disciplinary investigation. If violations are substantiated possible sanctions may include, but are not limited to Disciplinary Probation, Suspension or Expulsion from the University. Copies of the Standards of Student Conduct and CSU Student Conduct Procedures (Executive Order 1043) are available in Student Affairs, Building 8, Room 117 or on the Judicial Affairs Office webpage: <http://www.calstatela.edu/univ/stuaffrs/jao/>

All residents, guests and visitors are expected to abide by the explicit and implicit intent of the following guidelines. Violation of any policy outlined in this section will result in disciplinary action as detailed in the section titled Student Conduct Process.

ALCOHOL AND DRUG RESPONSIBILITIES

1. Alcohol

The intent of this policy is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages in the Housing Services complex. The University is committed to maintaining an environment for its students that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws. Students, employees, or visitors who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions.

- A. Alcohol may not be possessed, stored, or consumed by any person under the age of 21.
- B. Consuming alcoholic beverages in Cal State LA apartments is prohibited, unless a person is 21 years or older and a resident of that apartment, which must be a designated 21-or-over apartment. Guests, regardless of their age, may not consume alcohol inside residents' apartments or the surrounding areas.
- C. Providing alcohol to anyone under 21 is prohibited.
- D. Under no circumstances are alcoholic beverages to be consumed in public areas or Cal State LA apartments that have been designated as under-21 spaces. This includes balconies, landings, the Community Center, recreation areas, sidewalks, etc., except when approved as outlined in the California State University, Los Angeles, Administrative Procedures regarding Alcoholic Beverages (# 019). Please visit the following website for more information: www.calstatela.edu/univ/admfin/procedures/019.pdf.
- E. Detectable intoxication of Licensees or guests, and/or the inability to exercise care for one's own safety and/or the safety of others is prohibited.
- F. Games of chance, drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. This includes, but is not limited to, Quarters, Flip Cup or King's Cup. Simulating drinking games using water, soda, or other soft drinks is also prohibited.
- G. Kegs, bulk containers, beer bong and devices designed for rapid consumption of alcohol are prohibited.
- H. Possession of visible containers on which alcoholic beverage insignias appear, whether opened or closed, (e.g. cups, cans, bottles, cases/boxes) is prohibited anywhere within or on grounds immediately adjacent to the Housing Services facilities except in an assigned over-21 apartment when the door is closed and the alcoholic beverage cannot be detected from outside the apartment. If alcohol possession or consumption can be detected from outside the apartment, it is considered public, visible and in violation of this policy.
- I. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of Housing Services' regulations.

- J. Providing, selling, or causing to be sold any alcoholic beverage to any other person is prohibited.
- K. Hosting a gathering with multiple apartments primarily for the consumption of alcoholic beverages where people move from one apartment to another is prohibited. This regulation applies even if all apartments involved are over-21 and within allowable guest limits.
- L. Residents found in violation of the aforementioned policies regarding alcohol use will be asked to dispose of any alcohol present.

1. Drugs and Drug Paraphernalia

- A. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law or regulations is prohibited.
- B. Possession or use of drug-related paraphernalia, including Hookahs, is prohibited, which includes medical marijuana.
- C. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of Housing Services Regulations.
- D. The possession or use of illicit drugs and related materials is expressly prohibited. Water pipes, bong, hookahs, and other paraphernalia commonly associated with drug use are also prohibited in the residence halls. Further, the possession or use of a legal substance for any purpose other than the legally intended use is prohibited.

Drugs are defined as:

- any stimulant;
 - intoxicant (including alcohol);
 - nervous system depressant;
 - hallucinogen;
 - other chemical substance, compound, or combination when used to induce an altered state; and
 - any otherwise lawfully available product or substance (such as over the counter or prescription drugs, glue, paint, etc.) used for any purpose other than its intended use.
- E. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of Housing Services Regulations.

COMMUNITY RESPONSIBILITIES

1. Cleanliness of Apartment

Licensee agrees to take reasonable care of their unit and its furnishings by keeping the premises in a clean and sanitary condition as determined by the Director of Housing Services, or designee. The apartments will be inspected each semester through the Mid-Term Inspections (MTI) process. The licensee is responsible for any additional cleaning costs not covered by licensee's security deposit that have been caused by poor housekeeping or other actions of the licensees or their guests. In the event that your apartment fails the Mid-Term Inspection for cleanliness, a Housing Services staff member will conduct a series of future inspections until the next scheduled MTI. The apartment should have a cleaning schedule on file with the RA.

- A. Inspected areas for apartments include living room, kitchen, appliances, dining room, bathrooms, bedrooms, patio, all furniture, fire extinguisher, thermostat, and smoke detector
- B. Strongly suggested items for each apartment include broom, dustpan, mop, sponges for kitchen and bathroom, dish soap, cleaning products and toilet bowl brush.
- C. Accumulation of trash/debris in the interior of the apartment/premises or the exterior of the apartment premises is not allowed. The depositing of wastepaper, cans, bottles, or other trash except in receptacles is prohibited. Accumulation of trash/debris will result in removal and a cleaning charge being assessed to all current residents. Failure to comply with cleaning standards will result in cleaning charges to residents' accounts.

2. Noise

- A. Noise (including, but not limited to, stereos, televisions and conversations) not associated with daily living should not interfere with the communal nature (including, but not limited to, sleeping or studying) of others at any time.
- B. During Quiet Hours, any noise emanating from an apartment or public area is prohibited. Designated quiet hours for all other areas are:
Sunday - Thursday 10:00 pm - 9:00 am
Friday and Saturday 12:00 am - 9:00 am
- C. Although there are set quiet hours, residents are expected to be courteous of their noise level at all times.
- D. During Finals Week, a twenty-four (24) hour quiet policy is in effect beginning on the Friday before Finals Week through the end of the last day of finals.

3. Fire Safety

- A. Licensees shall take due care to prevent fires. Flammable materials shall not be used or stored on the premises. These items include, but are not limited to candles, incense, fireworks, lighter fluid, propane or other gas cylinders, etc.
- B. Residents shall not leave cooking appliances unattended (i.e. stove, rice cooker, and crock-pots).
- C. All Bar-B-Q grills in Phase I, II and GEA are prohibited in student apartments/patios.
- D. Tampering with any fire safety systems/equipment including the fire alarm system and firefighting equipment is strictly prohibited. Violators of this policy may be subject to fines.
- E. False reports of fire or other dangerous conditions (except those resulting from reasonable error/accident), failure to properly report fires, or interference with the response of University or city officials to such emergency calls is prohibited. Violators will be prosecuted and subjected to a fine and criminal prosecution.
- F. Fire extinguishers should remain on the provided hook when not in use.
- G. Decorations that are flammable or fire hazards are prohibited.
- H. "Live cut" trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities.
- I. Any permissible holiday decorations in the apartments must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.

4. Guests and Visitors

- A. For Housing Phase I and II, there shall be no more than eight (8) people, including licensees, allowed in a two-bedroom apartment/patio at any given time. No more than sixteen (16) people, including licensees, are allowed in a four (4) bedroom apartment/patio at any given time. For GEA apartments there shall be no more than four (4) people including the licensees in the one and two-bedroom apartments and no more than six (6) people including the licensees in the suite-style apartments.
- B. Guests must abide by all Housing Services and University policies. Licensees are responsible for their guests' behavior and for any damage caused by their guests (Article 5, Section 42007 of Title 5, California Code of Regulations).
- C. The host resident must accompany guests at all times. Unescorted guests will be asked to leave the premises. Guest who disrupt the communal and educational nature by congregating in public areas including, but not limited to, the Community Center, Basketball court, and parking lot will be asked to leave the premises immediately. In the event that non-residents do not comply with Housing Services officials, University Police will be called for assistance.
- D. Residents have the basic right to privacy in their assigned room. It is the responsibility of the Licensee who plans to have a guest/visitor to inform his/her roommates of the guest prior to the guest arrival, and to gain approval from his/her roommate and the Housing Services Office for a guest. Guests are not allowed in apartments between the hours of 12 am - 9 am unless they are registered and approved in advance.
- E. Guest Registration Information – Licensees shall secure approval from the Housing Services office one week prior to permitting any guests to make overnight use of any housing facilities such as but not limited to, sleeping or shower facilities, or other facilities generally made available only to licensees (Article 5, Section 42005 of Title 5, California Code of Regulations).

- F. Failure by Licensee to secure approval for overnight guests shall be grounds for disciplinary action [Article 5, Section 42014 of Title five (5), California Code of Regulations] including being charged the daily rate for each day that a non-approved guest resides in Licensee's apartment. A Licensee may have no more than two approved guests. The length of stay for any guest cannot exceed three (3) consecutive nights in a month and no more than nine (9) nights total per semester.
- G. Guest/Visitors who have their pets with them are restricted from entering apartments.

FACILITY/RECREATION/GROUNDS USE RESPONSIBILITIES

1. Internet Use

- A. Users must ensure that user's activity does not improperly restrict, inhibit, or degrade any other user's use of a Wireless Network Connection, nor represent (in the sole judgment of University Housing) an unusually large burden on the network itself. In addition, users must ensure that the user's activity does not improperly restrict, inhibit, disrupt, degrade, or impede the University's ability to deliver and monitor the network services. This includes the setup and use of unauthorized access points also known as "rogue" access points. ***Specifically the installation by and/or use of an outside internet provider is restricted by University Housing.***
- B. You may not modify or tamper with the wireless routers located in your apartment. Doing so, will disrupt wireless internet for other apartments in your area. You may not connect hubs, routers, print servers, terminal servers, or other networked devices that have not been approved by University Housing.

2. Facilities Use

- A. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited. The Director of Housing Services should approve additional window treatments.
- B. Window painting is not allowed. Decorating windows with the following items including but not limited to: tape, paint, soap, shaving cream is prohibited. Affixing or adhering any object to the window or window fixture is prohibited.
- C. Limited personalization of solid exterior doors is allowed above the door handle attached with painters tape. At no time should the peep hole or apartment number be covered or obstructed Exterior apartment door decorations using improper adhesives, nails, or attachments such as stickers, graffiti, message boards, signs and tape are prohibited.
- D. Students are not permitted to climb in or out of apartment windows.
- E. Unauthorized presence on rooftops, outside ledges, other residents' rooms or apartments, or areas marked as restricted within the Housing Services community is prohibited and grounds for eviction. Unauthorized entrance into and presence in construction sites in the vicinity of the Housing Services community is prohibited and grounds for eviction.
- F. Throwing objects or liquids to/from windows, balconies, stairwells or roofs is prohibited. This includes, but is not limited to, Frisbees, balls, water balloons, food, and garbage.
- G. Using one's balcony as a means of entry or exit, or using it to store unsightly articles, garbage, or University property is not permitted. Sitting on, perching on, or jumping over balcony railings is also prohibited.
- H. Shaking, cleaning, hanging or placing any articles from or out of the window, window ledges, balconies, landings, or on roofs is prohibited.

3. Keys

- A. Each licensee is issued a key to his/her assigned apartment and bedroom. Each resident is responsible for his/her set of keys.
- B. It is a misdemeanor for any person to knowingly duplicate, make, cause to be duplicated, use or have in his/her possession a key to a building or room controlled by the State without proper authorization (Section 496 of the California Penal Code).
- C. Under no circumstances are keys to be lent to another individual, including roommates/housemates.
- D. There is a non-refundable replacement charge for any key lost, stolen or irreparably damaged.
- E. For security of the community, residents should report lost, stolen, or damaged keys to the Housing Services Office immediately. Failure to report lost keys within one business day may result in a conduct meeting.
- F. In case of a lockset change, residents must exchange and/or re-encode their bedroom/apartment key within 24 hours of the lockset change being performed.

4. Maintenance of Premises

- A. Licensee shall not bring or maintain any of the following on premises: clothes washer or dryer, refrigerators or freezers, stoves, air conditioners, space heaters, outdoor clotheslines or drying equipment (no drying clothes on balcony), boats or trailers, or waterbeds. In addition, no other furniture or equipment is allowed in the unit.
- B. Licensees shall not install or place any equipment or construction on the grounds or in the buildings. No outside gardens may be constructed or maintained in any area of the Housing portfolio without the express written consent of the Director of Housing Services.
- C. No engine or automobile work may be performed on the premises, including the parking lots.
- D. Students are responsible for reporting safety, maintenance, or cleanliness issues to the Housing Office. For a non-emergency request, Licensee must submit an online work order. For urgent issues that may result in damage to the premises or jeopardize safety and health, Licensee must report the issue directly to the Housing Office. After office hours, Licensee must contact the RA On-Duty.
- E. Maintenance of the premises includes reporting pest infestations. Routine infestations may be reported using the online work order system. If students are experiencing any insect bites, report these issues using the online work order system and these requests will be expedited.
- F. GEA residents are prohibited from storing items outside. GEA does not have personal patios thus the outside space should remain clear of chairs, grills, bikes, excessive plant stands and/or plants [limit two (2) per apartment], and other personal belongings.

5. Trash Removal

Trash containers are located on the outside perimeter of the access road and surrounding the Phase II complex and in the northwest corner of the GEA parking lot. The containers are for resident use only. Furniture, TV's, computers, electrical items (e-waste) and hazardous materials are not to be disposed of in the trash bins located in the Housing portfolio. Residents should make off-site arrangements for removal of these types of items. Failure to comply will result in associated trash removal costs. At the end of the spring semester, labeled bins are provided for e-waste collection.

6. Furnishings

- A. Removal of Cal State LA Housing provided furniture from the room or unit, or storage in outdoor storage closet is prohibited. Licensee is responsible for the care of, and is liable for any damage to, Housing Services furniture or equipment. Licensee understands that his/her student account will be charged for any damage, loss, or necessary cleaning caused by licensees or guests.
- B. Housing Services furniture and equipment are not allowed to be taken onto the balcony at any time.
- C. Furniture may not block windows, doors, or other pathways within the apartment.
- D. Closet doors or other furniture are not to be removed from the apartment and/or placed on the patio.
- E. Furniture may not be stacked, assembled atop bricks, bookcases, or other structures not originally designed to support it.
- F. No additional furniture or equipment is allowed in the unit or on the balcony/patio. Additional furnishings (including, but not limited to: couches, loungers, loveseats, sofas, beds, tables, desks, papasan mattresses, chairs, game tables, dart boards, exercise equipment, large bookshelves, large entertainment centers, kitchen carts, etc.) are prohibited. If requesting a bed for medical purposes, please submit a copy of your accommodation request from the Office for Students with Disabilities (OSD).
- G. Upon check-out, it is the student's responsibility to remove his/her belongings. Resident may be charged for cleaning and labor to remove items left behind.
- H. Residents or their guests/visitors are prohibited from placing furniture, equipment, appliances, or fixtures into the trash receptacles or bins located throughout the housing portfolio. Residents are responsible for the appropriate removal and disposal of all personal items. A charge will be assessed to a resident's account for any item found in the trash receptacles or bins that was not properly disposed of and can be traced back to a specific resident.
- I. Refrigerator/freezer smaller than four (4.0) cubic feet are only allowed upon request and with advanced written approval. In-line water purification systems, lofts, electrical appliances used for heating or preparation of food (portable stoves, hot plates, etc.), portable dishwashers, halogen lamps, and washer or dryers are prohibited.

7. Access

- A. It is a violation of University policy to gain unauthorized entry, make unauthorized use of, or misuse any University property. Entering an apartment or bedroom to which you have not been assigned, and without permission, constitutes trespassing.
- B. Windows and sliding glass doors are to remain clear of any items that may restrict emergency access.
- C. It is the responsibility of each resident of the apartment to ensure that his/her bedroom door and windows are locked and secured when you are not present or when you are sleeping. Furthermore, it is the responsibility of all residents to ensure that the sliding glass doors, front door and windows in the common area spaces are locked and secured prior to leaving the apartment or while sleeping. Apartment doors are NOT to be left unlocked to accommodate residents who lose keys, do not carry keys, or to allow access to individuals who are not residents thereof.
- D. Public areas located in all community centers or common areas within the apartment are for the use of the licensees and their guests only. No one may sleep overnight in public areas. The Housing Services Office must approve organized functions in public areas in advance.
- E. Public passageways are for entering and leaving the premises and are not to be obstructed or used for any other purpose.
- F. For reasons of security, no public area exit door is to be propped open at any time or left unlocked after scheduled building operating hours.
- G. Access to, or storage of, anything in attics/crawl spaces, is prohibited.

8. Soliciting/Posting

- A. No person, group, or business entity has the right to solicit for personal gain within, on, or around the Housing Services community.
- B. No one is permitted to distribute or post materials without specific permission from the Housing Services Office. Materials not approved by the Housing Services Office will be removed.
- C. Advertising or selling of products or services is prohibited in or around public areas of Housing Services facilities unless it is part of a Housing Services sponsored event. Advertising and promotion of non-university goods, services or organizations is allowed in Housing Services facilities only with approval from Residence Life or as part of a Housing Services sponsored event.

9. Bicycles and Motor Vehicles

- A. Bicycles are not to obstruct or be parked in public passageways, walkways or in the Community Center. Bicycles are not to be locked to or attached to any gate, pole, tree, or other Housing Services equipment.
- B. Riding of bicycles on all campus walkways shall be prohibited pursuant to Section 21113(f) of the California Vehicle Code.
- C. Mopeds, motorcycles, motor scooters, hover boards, or similar motor-driven vehicles cannot be taken into apartment units or the Community Centers for any reason, or operated on sidewalks, patios, or lawns in and around on-campus residential areas. Because of the fire hazards associated with gasoline, Public Safety officers or authorized staff will remove motor-driven vehicles from buildings without notice. Mopeds, as defined in the California Vehicle Code, shall be regarded as motor vehicles. Electric scooters used for the purpose of a disability-related need are allowed.
- D. All motor vehicles shall be operated with due regard for the safety of all members of the community. All motor vehicles parked in the residential parking lot must have a valid Residential parking permit. Student and Residential parking permits for motor vehicles may be purchased from the Parking and Transportation Center. Badly damaged or inoperable vehicles, as determined by University Police or Parking Enforcement officers, will not be allowed in the residential parking lot more than two weeks irrespective of permits or registration.
- E. All vehicles shall conform to and abide with University rules and regulations relating to vehicles.

10. In-Line Skating, Roller-Skating, Scooters And Skateboarding

- In-line skating, roller-skating, skateboarding, or using a scooter is prohibited on all campus property.

11. **Animals**

No animals other than fish, are allowed in apartments or on balconies at any time. One (1) ten (10) gallon tank is allowed per resident. Please be advised that guests and visitors may not bring animals as listed above, into the apartment. Violators are subject to disciplinary action and a fine to cover the cost of pest extermination and cleaning. If the owner of the animal cannot be determined, this fine will be divided equally among all residents of the apartment.

- A. Residents may not feed stray animals or otherwise encourage animals to stay in or around the complex at any time.
- B. For students with disabilities seeking approval for service or assistance animals, please see 'Accommodations for Students with Disabilities' for more information.

12. **Damage**

Damage to University, public, or private property is prohibited. Residents will be charged against their security deposit for any damage to or loss of University property in their apartments. If the total monetary amount of damage exceeds the amount of the security deposit, then the difference will be applied to the student account. If the resident(s) responsible for the resulting damages cannot be determined, the charges will be divided among all residents assigned to the apartment at the time the damage occurred. Misuse, abuse, or destruction of University property or property belonging to a member of the University community is prohibited.

- A. Vandalism to public or private property is prohibited. Residents will be charged for any damage to or loss of University property in their apartments. If the resident(s) responsible for the damages cannot be determined, the charges will be divided among all students assigned to the apartment.
- B. Intentional or malicious destruction of University, public or private property is prohibited. Residents will be charged for any damage to or loss of University property in their apartments. If the resident(s) responsible for the resulting damages cannot be determined, the charges will be divided among all students assigned to the apartment.

13. **Extension Cords**

Electrical extension cords, multi-plug adapters such as cube adapter, and un-fused strips are not allowed. Plugging a power strip of any type into another one ("piggy-backing") is **not** permitted. Only multi-plug power strips that include the following are allowed:

- Equipped with a surge protector
- Approved by the Underwriters Laboratory (UL)
- Grounded, three-prong
- 12 or 14-gauge wire (typically indicated on cord) Lower gauge number indicates thicker wire (e.g. "12/3" is thicker than "14/3").

GENERAL BEHAVIORAL RESPONSIBILITIES

1. Violence, Harassment and Assault

- A. Behavior which is abusive or threatening to any member of the community is prohibited. This includes, but is not limited to, physical or sexual assault, verbal threats and/or harassment, and all types of communication via phone, email, and internet forums.
- B. Hate Motivated Crime: Any act of intimidation, harassment, physical force, or threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation is prohibited.
- C. Individuals found in violation can be subject to action up to, and including, termination and eviction.

2. Weapons

- A. Possession of any firearm (including bb-guns, soft and hard pellet guns and starter pistols) is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code).
- B. The use and possession of Tasers, mace and pepper spray is also prohibited...
- C. The University prohibits deadly weapons, ammunition, knives, fireworks, explosives, and dangerous chemicals. Plastic guns or weapons that could be interpreted as actual weapons are not allowed. Individuals found in violation can be subject to action up to, and including, termination and eviction.

3. **Complicity**

- A. An individual is **complicit** in a policy violation if he/she is aware of its occurrence and has the ability to report the violation, but fails to do so.
- B. It is a violation of University policy to solicit or assist another person in any act that would subject a student to disciplinary action.
- C. Students are responsible for reporting any/all observed policy violations and/or breaches of state law.
- D. Students should not passively remain in the presence of such violations.

4. **Disorderly Conduct**

Any behavior that disrupts the administrative, educational, or communal nature of the Housing Services complex is prohibited. This includes irresponsible, disruptive, or dangerous behavior towards persons or property that creates a health or safety problem. This also includes encouraging or provoking others to engage in abusive or irresponsible behavior.

5. **Failure to Comply**

- A. Residents and their guests are required to comply with University staff requests when such an official is working within the performance of their duties.
- B. Interfering with staff in the performance of their duties is also prohibited.
- C. Failing to provide required information, documents, records or identification to university staff is prohibited.

6. **Falsification**

- A. Falsifying, forging, altering, or misusing University documents records or identification is prohibited.
- B. Providing false information to a University official is prohibited.

7. **Smoking**

- A. Consistent with state law and university policy, smoking of tobacco products or e-cigarettes in or within twenty-five (25) feet of any residential community building is prohibited.
- B. Smoking and proper disposal of cigarette butts should occur in designated smoking areas only. There are several designated smoking areas in the Housing portfolio. In Phase I/II the first (1st) is located in Phase II near the metal benches behind the basketball court, the second (2nd) is located in the alcove adjacent to the access road by the stairs leading to Lot 5, a third (3rd) is located next the trashcan on the stairs leading to lot 7A on the Phase II side of the lot, the fourth (4th) is located on the loop exiting to lot 7 behind apartments 101-105 (there is an umbrella table located in the grass next to the loop). There isn't a location inside of the GEA gates that is 25 feet from the building. So no designated space exists there.
- C. As outlined in the California State University Los Angeles Administrative Procedures Manual University Smoking Policy #006 which references a concern for the health of all members of the University community, smoking is not permitted in all enclosed indoor areas on campus or in any building on campus, with the exception of specially posted smoking areas approved by the Risk Management and Environmental Health and Safety Director. This includes all inside environments and exterior areas that are encompassed by the building footprint. This includes open balconies, foyers, stairway landings, rooftops and pedestrian bridges between buildings that begin and end at the building entrance/exit. Smoking is prohibited within twenty-five (25) feet of an outside entrance to a building, building opening (window, door, etc.) or mechanical ventilation system air-intake.
- D. HOOKAHS ARE PROHIBITED

8. **Gambling**

Gambling is prohibited. Games ending in profit, monetary or otherwise, are not allowed.

9. **Identification**

Upon the request of University staff, residents and their guest/visitor if present shall identify themselves and present valid identification. Failure to provide identification may require that a person leave the area and the premises.

10. **Obscene Matter**

Display of "obscene matter" as defined in the California Penal Code (section 311), or items which may be disruptive to the community, is prohibited anywhere on campus.

11. Theft

Theft of University property or property belonging to a member of the University community is prohibited. Thefts should be immediately reported to University Police at (323) 343-3700 and Housing Services staff. Unauthorized use of food, internet services, phone services, or personal property will be considered theft and a violation of policy. For safety and theft prevention, students are required to lock the doors and windows in the bedroom and the common area space when they are not home (see "Access"). Windows and patio doors should also be locked when residents are not present or other times as necessary. Individuals found in violation can be subject to action up to, and including, termination and eviction.

12. Piracy

- A. It is considered a felony and a violation of University policy to tamper with and/or gain unauthorized use of the satellite TV system provided by Housing Services.
- B. As a master antenna hook-up is provided, television and radio antennas are not to be affixed to the roof of the premises or placed outside windows. No exterior wire, aerials, signs or similar objects are to be erected.

13. Evacuation

All residents must evacuate their apartment and building area immediately during the sounding of a fire alarm or upon the direction of a University staff member. The Housing Services Phase I and II Evacuation Assembly Point is in Parking Lot 7 in the far Northeast corner. The evacuation location for GEA is on the grassy median on Mariondale just South of GEA. Attempting to re-enter an apartment, community center, or mailroom area without permission of University or Housing Services staff is prohibited. Referral to University Police for criminal/legal action may also be a consequence for failing to comply with the evacuation policy.

14. Sexual Assault and Harassment – Zero Tolerance Policy

- A. Sexual harassment towards any person is prohibited. Sexual harassment includes such behavior as unwanted sexual advances, sexual gestures, unwanted request for sexual favors, creating a hostile or offensive environment, and other unwanted verbal or physical conduct of a sexual nature directed towards another person.
- B. Sexual assault, sexual battery, or rape of any person is prohibited. This behavior includes any sexual activity that is carried out without the express consent of the parties involved, including, but not limited to: attempted non-consensual penetration, non-consensual anal intercourse, fellatio, cunnilingus, or the insertion of a foreign object into the vagina, urethra, penis or rectum of another person.
- C. Anyone under the influence of alcohol or drugs is incapable of giving consent to sexual activity.

15. Stalking, Physical/Written/Verbal Abuse And Harassment – Zero Tolerance Policy

- A. Threats, assaults, or physical, psychological, verbal, or written (including electronic) abuse is prohibited.
- B. Harassment in any form towards any person and/or group, through any medium (including electronic) is prohibited.
- C. Stalking, repeatedly following, committing acts that alarm or annoy, communicating by mechanic or electronic means that serve no legitimate purpose, in a manner likely to harass, intimidate, annoy or alarm is prohibited.

8. STUDENT CONDUCT PROCESS

Housing Services strives to take an educational approach to student discipline. This includes providing information that residents need in order to function effectively as responsible members of the community. In the event that a resident chooses to violate housing policies, the Housing Services staff will take quick action to hold them accountable for their behavior. This is done both to assist the student in their personal development and to maintain the integrity of community living.

The following information describes the rights, responsibilities and procedures of the resident and the Housing Services staff in addressing inappropriate behavior and/or violations of housing policies.

DUE PROCESS

Due process insures that all residents are given an opportunity to address conduct alleged to be in violation of University and/or Housing Policies. Due process means a student will have the opportunity to know what allegations/violations are being brought against him/her, and have the opportunity to share his/her recollection of the incident.

RESIDENTS' RESPONSIBILITIES

Housing Services and the University expect residents to assume responsibility in the student conduct process. Residents are expected to appear for disciplinary meetings with Housing Services staff. If the resident fails to appear, the conduct process will proceed without the benefit of his/her input and a decision/sanction will be issued based on the available information.

Throughout the student conduct process, the resident has the responsibility to present truthful information. Any resident found to have willfully presented false or misleading information will be subject to additional disciplinary action. Residents are expected to comply with sanctions issued at any level in the student conduct process. Residents are responsible for following the disciplinary process and meeting the deadlines in a timely manner. Refusing to follow, or ignoring the process/sanction, will result in further disciplinary action in addition to the sanctions from the original violations. Please note: at the discretion of Housing Services, a copy of an incident report may be released to a student whose names appear on the report.

RESIDENTS' RIGHTS

Residents may expect the following:

1. To have knowledge of all alleged violations and have the alleged violations explained clearly and fully at every level of the student conduct process. The alleged violation will be noted via a Notice to Appear letter
2. To be informed of all submitted written statements concerning the allegations. This information is conveyed at the disciplinary meeting.
3. To have an opportunity to give their side of the story and refute statements made by witnesses. This opportunity is provided at the disciplinary meeting. This information can be shared either before or after the disciplinary meeting.
4. To submit names of pertinent witnesses and other relevant supporting documents for review.
5. To have a fair and prompt disciplinary meeting. This notification will be in the form of a Notice to Appear letter
6. To be notified promptly of the results of the disciplinary meeting. This will be in the form of a Decision letter.
7. To be advised of the appropriate appeal process, outlined in the Decision letter
8. To potentially receive a copy of the Incident Report. Requests for Incident Reports should be made to the Associate Director for Residence Life. Housing Services has sole discretion as to the releasing of Incident Reports.

INCIDENT REPORT

The disciplinary procedures begin when an incident occurs which may be in violation of University and/or Housing Services policies. Housing Services staff will address the inappropriate behavior. Housing Services staff will subsequently report the violation to the Resident Director or designee via the Incident Report. This detailed report includes names and statements from witnesses and police report numbers, if applicable. Residents should check their email and can expect communication from Housing Services after an Incident Report has been completed by Housing Services Staff.

NOTICE TO APPEAR

In the case of most policy violations, the Resident Director, or designee will handle the disciplinary procedures. The resident will receive a Notice to Appear for a disciplinary hearing via email. The letter will include specific information as to the alleged policy violation; date of the incident; and appointment time or a deadline date to schedule the appointment. The resident is responsible for making an appointment and meeting with the Resident Director or designee by the stated deadline. If the resident fails to meet with the Resident Director or designee by the stated deadline, a decision/sanction regarding the resident's involvement may be made based on the available information without the benefit of his/her input as stated in the Student Guide.

CONDUCT MEETING

During the disciplinary meeting, the resident will have an opportunity to hear and respond to the allegations. If the resident admits to the policy violation, the Resident Director or designee will issue a sanction. If a resident denies responsibility for an alleged policy violation, the Resident Director or designee must make a decision based on the information currently available. If the resident is found to be responsible, the Resident Director or designee will issue a sanction. The sanction issued by the Resident Director or designee may not include license termination or revocation, eviction, student suspension, and/or student dismissal; those sanctions will require referral of the matter to the Cal State LA Judicial Affairs Officer and/or the California State University Office of General Counsel for further investigation and handling before issuance to the Licensee.

APPEAL PROCESS

If you wish to appeal this decision you must submit a written letter requesting an appeal within three (3) working days of receipt of your letter. Requests for an appeal must be sent to the Associate Director of Residence Life at the Housing Services office. Please include your contact information in the letter. Approval for an appeal meeting will be determined by the Associate Director of Residence Life and will be based on one or more of the following and to be described fully in the written appeal request letter:

1. Presentation of new or relevant information that was unavailable at the time of the original Conduct Meeting;
2. The decision of responsibility regarding the alleged violation(s) of Housing policy is unsupported by the preponderance of the evidence;
3. The Conduct Officer overseeing the Conduct Meeting was influenced by personal bias;
4. The sanction was not appropriate to the offense;
5. The Conduct Officer overseeing the Conduct Meeting did not follow written procedures as outlined in the Housing Services Student Guide

REFERRAL TO JUDICIAL AFFAIRS OFFICER AND/OR UNIVERSITY POLICE

Residents should be aware that concurrent judicial proceedings might occur for policy violations. Cases of a serious nature are referred to the Judicial Affairs Officer who has the authority to hear the case involving any student violation that occurs on campus. This process can result in the suspension or permanent dismissal of the student from the University.

Violations of city, county, state or federal laws may also result in civil proceedings or criminal charges. Please be aware that if something is illegal off-campus, it is illegal on campus. University property does not insulate residents from being accountable for their actions.

SANCTIONS

The following is a range of sanctions that may be issued for violations. Sanctions may be issued individually or in combination with each other. Sanctions will be issued based on the severity of the violation and individual disciplinary history.

FORMAL WARNING

Notice in writing that a given behavior is in violation of Housing Services or University policy.

RESTITUTION

A requirement to pay for costs incurred in cleaning, repairing, replacing, or refinishing damaged or missing.

MANDATORY ROOM CHANGE

The University reserves the right to change a student's assignment to consolidate residents that are alone in a room and/or apartment to meet housing demand or to address repairs or maintenance.

This sanction is used when it is believed that a change of environment (relocation) will benefit the resident and the Housing Services community. This sanction will be considered for students involved in repeated violations of Housing Services policies; individuals involved in serious infractions of policy; or for individuals who consistently disrupt the communal nature of the apartment or the community. Residents who are required to change rooms need to complete their change within forty-eight (48) hours of picking up the keys to their new apartment in order to avoid charges for a lock change and served a written notice that they will not be permitted to enter into a new License Agreement with the university.

DENIAL OF FUTURE UNIVERSITY HOUSING (NON-RENEWAL OF LICENSE AGREEMENT)

Students with outstanding balances, have been involved in repeated violations of Housing Services policies, have demonstrated behavior that negatively impacts the community living environment, or students that expect a level of service that is not provided, may be denied future on-campus University Housing.

9. RESIDENT LIVING AGREEMENT

The Office of Housing Services provides the resident living agreement to ensure the quality of living within a residence coincides with the expectations of the residents who live there. This document is designed to provide its users the opportunity to establish some guidelines related to the details of their living arrangements.

Here are some basic guidelines for developing your agreement:

1. Schedule a time to talk and be sensitive to each other schedule
2. When discussing the agreement use “I statements” such as “I feel frustrated when you leave your dirty dishes in the sink”. Be very specific about the actions you dislike and how they affect you. Avoid accusations.
3. This agreement should be a group effort with everyone’s input being considered.
4. If additional writing space is necessary, there is an additional items and concerns section.
5. If you have any questions or difficulties in making compromises, please contact your RA.
6. Your RA will make a copy of the original.
7. Review the agreement regularly, especially with new roommates.
8. Post a copy on your trash closet cabinet door and provide the original to your RA.

HOUSING POLICY

Many of the discussions you will be having are in regards to topics for which Housing Services already has policies. We encourage you to review the Student Housing License Agreement and this Student Guide and confirm that your agreements comply with the housing policies already in place.

CLEANING SCHEDULE

Residents are expected to support a healthy and safe community environment and will be held responsible for maintaining a clean apartment. In addition to the Resident Living Agreement is the requirement to create and follow a cleaning schedule. One of the most common roommate conflicts is cleanliness and maintenance of the apartment. Following this schedule will help reduce this issue. If you and your roommates do not set up a cleaning schedule, your RA will complete one for you.

You may obtain a cleaning schedule form your RA or at the Housing Services Office.

WHAT IS CLEANING?

The following list is an example of expectations apartments may use in establishing their cleaning schedule. For health and safety reasons, most items should be done weekly, some daily. Anything that has food residue should be cleaned or removed on a daily basis to avoid any pests.

Living Room

Furniture arranged properly	Empty Trash
Limited amount of personal items (clothes, books, etc.)	Clean Tables
Vacuum	

Dining Room

Furniture arranged properly	Clean Table
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	Limited amount of personal items (clothes, books, dishes etc.) Vacuum	
Patio	No accumulated trash outside Sweep outside	No Housing furniture
Kitchen	Dishes washed daily Microwave clean Trash emptied Counters wiped down and free from food items	Oven clean Dishwasher clean Sweep/No trash on floors Mop
Storage Room	Personal items labeled Sweep / Mop	Neatly organized
Bathroom	Clean tub/shower Sweep / mop floor Clean mirrors	Clean toilet bowl Clean counters Empty trash
Bedroom	Clean up Vacuum	Empty trash

Variations

Residents in apartment jointly purchase cleaning supplies (sponges, cleaners, broom)

Residents purchase own cleaning items

Trash from kitchen and bathroom should be emptied a few times a week.

*Are residents responsible for washing their own dishes? How long can they sit on the counter before it is expected dishes will be washed?

10. APARTMENT MAINTENANCE DO'S AND DON'TS

DISHWASHER

- Do use only soap designed for dishwashers, not any other kind of soap in your dishwasher. Using other soap will cause flooding in your apartment.
- Do rinse the food off your dirty dishes before you put them in the dishwasher. Large amounts of food can damage the machine and will lower the quality of the finished dishes.
- Do put only "Dishwasher Safe" items in the dishwasher. If you are not sure, do not risk damage to the item or the dishwasher unit. Wash those items by hand.

GARBAGE DISPOSAL AND KITCHEN SINK

- Do not put any oil or oil compounds down the drain. Oil will damage your plumbing and may cause flooding. Place used cooking oil in an old jar or plastic container. Dispose of it in a trash dumpster.
- Do not put large amounts of vegetable or fruit peelings in the garbage disposal. It will damage the plumbing and cause flooding in your apartment.
- Do not place large amounts of starchy items such as rice and pasta into the garbage disposal as it will clog. Dispose of rice or pasta in the trash.
- Do run your garbage disposal only when the water is on. It keeps waste moving out of your apartment.
- Do not put anything hard like bones or metal objects in the garbage disposal.
- You can put liquid dish soap down the drain before you go to sleep at night or small, thin slices of lemon that have been peeled.
- Do not try to repair a clog yourself. Complete a Work Order instead.

MICROWAVE OVEN

- Do not ever put anything metal or metallic in the microwave, like foil, teabags with staples attached, ceramics, paper goods and pots.
- Do not run the microwave when there is nothing inside. This will damage the unit.
- Do clean your microwave often.

TOILET

- Do borrow a plunger to use on the toilet if it is clogged.
- Do not flush anything that is not supposed to be flushed. Everything else should go in the trash.
- If your toilet overflows, either it is blocked or the water is coming from upstairs. If it is blocked, then only the water from your toilet will overflow, and nothing more. Borrow a plunger from the CIC, and see if you can get it unblocked. If you do not know how to use a plunger, or plunging does not seem to unblock it, report it to the Community Information Center or the RA On-Duty.
- If the toilet overflows and water continues to come out of the toilet, even after the amount of water that should have been in your toilet has already overflowed, or if water is coming out when no one flushed the toilet, you may have a blockage at the main line for your building. This means that water is coming out of your toilet from upstairs. Tell your immediate upstairs neighbors (both floors that are above you if you are in a three (3) story building) not to use their sinks, showers, or toilets, until they hear that it is okay, then get help from the Community Information Desk or the RA On-Duty.

HEATING AND AIR CONDITIONING

- Cooling your apartment is best achieved when all the doors (except bedroom) and windows are closed while you are in your apartment. If you leave the machine in the "ON" position, its output of cold air will gradually decrease until it is just a fan. Set your air conditioner on "AUTO" and talk with your housemates about how cold you like your apartment. Compromise! You can save energy by leaving your air conditioner off when no one is home, and closing your shades during the day.
 - Your heater is designed to work with the doors and windows all closed. You can save energy by leaving your heater off when no one is home. Talk with your housemates about how warm you like your apartment. Compromise!
-

11. COMMON HOUSING ACRONYMS

- **ASI** - Associated Students Incorporated: Cal State LA student government
 - **ACR** - Apartment Condition Report: This report is provided when you move into your apartment so that you will have a sense of what your apartment looked like prior to your arrival. You should check the ACR for any discrepancies. Note those discrepancies on the ACR, if applicable. Return the ACR to the Housing Service Office (only if you noted discrepancies within forty-eight (48) hours).
 - **CIC** - Community Information Center
 - **RA** - Resident Assistant: Student staff member who provides peer counseling and advice, mediates roommate conflicts, programming, and enforces Housing Services policies.
 - **RD** - Resident Director: Full time professional staff who supervises the RAs, provides counseling and advice, mediates roommate conflicts, coordinates programs, and hears conduct cases for residents.
 - **RHA** - Residence Hall Association: the student government for Housing. They meet to discuss important issues in Housing, plan events, activities and represent residents. You are welcome to attend meetings, and encouraged to represent your building or area.
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12. OFF-CAMPUS LOCAL SERVICES (NOT AFFILIATED WITH THE UNIVERSITY)

- Emergency 911 *your call will be routed to Public Safety/Campus Police
- ACT-Alhambra Community Transit 626-289-1220
- Alhambra Hospital Medical Center 626-570-1606
- AT&T Telephone Service 800-288-2020
- Citibank 626-289-4402
- Fiesta Taxi 877-722-2122

- LA Fire Department 213-978-3800
 - LAC + USC Medical Center (ER) 323-226-2622
 - LAX (Los Angeles Airport) 855-463-5252
 - Prime Time Shuttle 800-733-8267
 - SuperShuttle (General Information) 800-258-3826
 - US Post Office 323-226-0094
 - White Memorial Hospital 323-268-5000
-

13. SEXUAL VIOLENCE

The Office for Equity, Diversity and Inclusion website at:
http://web.calstatela.edu/univ/hrm/equity_diversity.php

The Office for Equity, Diversity and Inclusion (OEDI) is committed to creating and maintaining a study and work environment for individuals that is free from unlawful discrimination, harassment and retaliation, and promoting equality of opportunity and respect for all by:

- Removing barriers to employment and education;
- Developing policies and procedures that promote equality, inclusion and respect;
- Educating the campus community on subjects of unlawful harassment, discrimination, retaliation, Title IX and diversity;
- Providing students, faculty and staff with information of their rights to file a complaint and providing an avenue to promptly address complaints of unlawful discrimination or harassment.
- Collaborating with Student Affairs, Athletics, Academic Affairs and Public Safety (Sexual Assault Prevention & Services) to promote gender equity and Title IX compliance
- Broadening pathways for access and success to our diverse community; and
- Promoting acceptance, understanding and advocacy for the issues and needs of the underrepresented members of the university.

Diversity at Cal State LA is more than a demographic study with positive results. The OEDI attempts to transcend coexistence and celebrates the rich dimensions of diversity within each unique individual in our campus.

Cal State LA adopts California State University's (CSU) policies and procedures as specified, whenever applicable.

Title IX Notice of Non-Discrimination

The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs and activities operated by the University (both on and off campus), and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. Executive Order 1095 Cal State LA adopts this CSU policy and procedure.

Who to Contact If You Have Complaints, Questions or Concerns

Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm or threat of harm.

The University has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. The campus Title IX Coordinator is available to explain and discuss: Your right to file a criminal complaint (in cases of Sexual Violence); the University's relevant complaint

process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you have experienced Sexual Violence you are encouraged to ***seek immediate assistance from police and healthcare providers*** for your physical safety, emotional support and medical care. The campus Title IX Coordinator is available to assist you in notifying University police, if you wish. University police can escort you to a safe place and transport you to a hospital or a sexual assault response center for a medical examination, if needed. University police can also provide access to a confidential sexual assault advocate. If you would prefer not to notify University or local police, you are strongly encouraged to seek assistance from the campus Title IX Coordinator who can provide you with information on your options, rights and remedies.

Marisel Mulet

Director, Equity, Diversity and Inclusion/ Title IX Coordinator
mmulet@calstatela.edu
323-343-3041

Leticia Gomez

Judicial Affairs Officer/ Deputy Title IX Coordinator
ltgomez@cslanet.calstatela.edu
323-343-3103

Rebecca Palmer

Associate Director for Residence Life in Housing Services/Deputy Title IX Coordinator
rpalmer@cslanet.calstatela.edu
323-343-4812

Sheila Hudson

Associate Athletics Director/ Deputy Title IX Coordinator
shudson@calstatela.edu
323-34-3080

University Police

Department of Public Safety
California State University, Los Angeles
North End of Lot 1
5151 State University Drive
Los Angeles, CA 90032
(323) 343-3700

Local Police

The Los Angeles Police Department
Hollenbeck Community Police Station
2111 E. 1st Street
Los Angeles, California 90033
(323) 342-4100 Voice
(323) 224-0125 TDD/TTY

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

(800) 421-3481 or ocr@ed.gov
If you wish to fill out a complaint form online with the OCR, you may do so at:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The White House Task Force to Protect Students from Sexual Assault

<https://www.notalone.gov/>

Medical and Counseling Services

Campus Services

Student Health Center

(323) 343-3300

Medical Appointments

(323) 343-3302

Counseling and Psychological Services

(323) 343-3314

Domestic and Sexual Violence

Campus Domestic and Sexual Violence Resources

Gender and Sexuality Resource Center

University Union Room 206, U-SU

(323) 343-5001

Off-Campus Services

Sex Assault Center

VIP Urgent Care Center (24 hour-care)

LAC+USC Medical Center

2010 Zonal Avenue

Los Angeles, CA

(323) 226-3961

East Los Angeles Women's Center

1255 South Atlantic Blvd

Los Angeles, CA 90022

(800) 585-6231

Peace Over Violence

892 North Fair Oaks Avenue, Suite D

Pasadena, CA 91103

(626) 793-3385

Rape Treatment Center

1250 16th Street

Santa Monica, CA 90404

(424) 259-6000

Employee Assistance Program

Definitions:

Sex Discrimination means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking) as prohibited by Title IX; Title IV; VAWA/Campus SaVE Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Both men and women can be victims of Sex Discrimination.

Sexual Harassment, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; *or*
- Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student's ability to participate in or benefit from the services, activities or opportunities offered by the University; *or*
- Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; *or*
- Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, and is in fact considered by the University employee or third party, as intimidating, hostile or offensive.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Violence is a form of Sexual Harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence, and stalking (when based on gender or sex), perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, status as a minor, or disability. Sexual Violence may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication). Men as well as women can be victims of these forms of Sexual Violence. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

Sexual Assault is a form of Sexual Violence and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.

Sexual Battery is a form of Sexual Violence and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex.

Rape is a form of Sexual Violence, and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The accused's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of Consent below.)

Acquaintance Rape is a form of Sexual Violence committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

Consent means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be **voluntary**, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The

fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must **always** be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.

- Consent cannot be given by a person who is **incapacitated**. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is **incapacitated** if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an **intoxicated** person (as a result of using alcohol or other drugs) is **incapacitated** depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.
- Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

Domestic Violence is a form of Sexual Violence and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Dating Violence is a form of Sexual Violence, and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others' safety, or to suffer substantial emotional distress.

Your Reporting Options

The University's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for Sexual Violence. Moreover, victims should not be deterred from reporting incidents of Sexual Violence out of a concern that they might be disciplined for related violations of drug, alcohol or other University policies. Except in extreme circumstances, victims of Sexual Violence shall not be subject to discipline for related violations of University policy.

Criminal: Reporting to University police and/or local police is an option at any time following a Sexual Violence incident. If you choose not to report to the police immediately, you can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on your behalf.

Administrative: You may report to the campus Title IX Coordinator any incident of Sex Discrimination, Sexual Harassment, or Sexual Violence (e.g., Rape, Acquaintance Rape, Dating Violence, Domestic Violence or Stalking). Contact information for the Title IX Coordinator is listed above. The Title IX Coordinator will provide you with written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident.

The campus Title IX Coordinator will also discuss with you any reasonable interim remedies the University may offer prior to conclusion of an investigation or potential disciplinary action to reduce or eliminate negative impact on you and provide you with available assistance. Examples include: Adjustment to University work assignments, course schedules or supervisory reporting relationship; requiring the accused to move from University-owned or affiliated housing; immediately prohibiting the accused from coming to the University; or prohibiting the accused from contacting you. These options may be available to you whether or not you choose to report the Sexual Violence to campus police or law enforcement. The Title IX Coordinator remains available to assist you and provide you with reasonable remedies requested by you throughout the reporting, investigative, and disciplinary processes, and thereafter.

If it is determined that University policy prohibiting Sexual Violence was violated, the perpetrator will be subject to discipline, up to and including dismissal from University employment or expulsion from the University. You are entitled to be accompanied to any related meeting or proceeding by an advisor of your choice. However, if you do not wish to participate in an investigation or hearing process, you have the right to decline to do so.

Health/Counseling/Clergy: You may choose to seek advice and assistance from physicians, psychotherapists, professional counselors, clergy, sexual assault and domestic violence counselors and advocates, including individuals who work or volunteer for them.

Civil Lawsuit: You may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides you the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering and emotional distress.

You may also choose to obtain a protective or restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of Sexual Violence, including Domestic Violence, Dating Violence and Stalking. Your campus Title IX Coordinator can offer assistance with obtaining a protective or restraining order.

Non-reporting: You are strongly encouraged to report any incident of Sexual Violence to the police and/or campus Title IX Coordinator so that steps may be taken to protect you and the rest of the campus community. However, non-reporting is also an option.

How to File a Complaint under University Complaint Procedures

Federal and state laws require that the CSU adopt and publish complaint procedures that provide for prompt and equitable resolution of Sex Discrimination complaints, including Sexual Harassment and Sexual Violence.

CSU Executive Order 1096 sets forth the university's systemwide policy and complaint procedure for Discrimination, Harassment and Retaliation complaints ***made by third parties and employees*** not eligible to file a complaint or grievance under a collective bargaining agreement or whose collective bargaining agreement incorporates the CSU systemwide complaint procedure.

CSU Executive Order 1097 is the systemwide policy and complaint procedure for all complaints of Discrimination, Harassment or Retaliation ***made by students*** against the CSU, a CSU employee, other CSU students or a third party.

The campus Title IX Coordinator is available to provide you with written and verbal information regarding the applicable University complaint procedure for investigating and addressing your reported incident. Contact information for the Title IX Coordinator is listed above.

Sexual Violence and Confidentiality—Know Your Options

We encourage victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking (collectively Sexual Violence) to talk to someone about what happened – so you can get the support you need, and so the University can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee’s position and responsibilities at the University. This information is intended to make you aware of the various reporting and confidential disclosure options available to you – so you can make informed choices about where to turn for help. The University encourages victims to talk to someone identified in one or more of these groups.

As explained below, some employees are required by law to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Finally, some employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees constitutes a report to the University, and generally creates a legal obligation for the University to investigate the incident and take appropriate steps to address the situation.

Privileged and Confidential Communications

Physicians, Psychotherapists, Professional Counselors and Clergy – Physicians, psychotherapists, professional, licensed counselors, and clergy who work or volunteer on or off campus, and who provide medical or mental health treatment or counseling (including those who act in that role under their supervision) may not report any information about an incident of Sexual Violence to anyone else at the University, including the Title IX Coordinator, without your consent. You can seek assistance and support from physicians, psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal your identity or the fact of your disclosure. However, see limited exceptions below regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to, if applicable. Following is the contact information for relevant professional counselors and physicians on campus:

Hai Ho, MD, Physician – (323) 343-3314
Paul Kim, MD, Physician - (323) 343-3314
Rolando Tringale, MD, Physician - (323) 343-3314
Hiawatha Harris, MD, Psychiatrist - (323) 343-3314
Joseph Ortego, MD, Psychiatrist - (323) 343-3314
Sandra Escamilla, LCSW, Counselor - (323) 343-3314
Jonna Fries, Psy.D., Counselor - (323) 343-3314
Jackie Meltz, Psy.D., LCSW, Counselor - (323) 343-3314
Maritza Nigro, LCSW, Counselor - (323) 343-3314
Paris Silva, LCSW, Counselor - (323) 343-3314

Sexual Assault and Domestic Violence Counselors and Advocates – Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers (including all individuals who work or volunteer in these centers and offices, as well as non-professional counselors or advocates, and those who act in that role under their supervision) may talk to you without revealing any information about you or the incident of sexual violence to anyone else at the University, including the Title IX Coordinator, without your consent. You can seek assistance and support from these counselors and advocates without triggering a University investigation that could reveal your identity or that you disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to you, if applicable. Following is contact information for some of the sexual assault and domestic violence counselors and advocates on campus:

Joanna Gaspar, MS, MPH, Senior Health Educator – (323) 343-3341

If you speak only to a physician, professional counselor, clergy member, sexual assault counselor, domestic violence counselor or advocate, you must understand that the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the perpetrator, if you choose to maintain confidentiality.

Even so, these individuals will still assist you in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services. They may not, however, be able to assist you with University academic support or accommodations, or changes to University-based living or working schedules, or assist with adjustments to course schedules. Only the University and the Title IX Coordinator can assist with those matters (see below). A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide you with that assistance if you wish. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the University will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

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

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

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

Reporting to University or Local Police

If you report to local or University Police about Sexual Violence, the police are required to notify you that your name will become a matter of public record *unless confidentiality is requested*. If you request that your identity be kept confidential, your name will not become a matter of public record and the police will not report your identity to anyone else at the University, including the Title IX Coordinator. University Police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator your name/identity, or compromise their own criminal investigation.

The University is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the *type* of incident in the annual crime statistics report known as the Annual Security Report, your name/identity will not be revealed.

Reporting to the Title IX Coordinator and Other University Employees

Most University employees have a duty to report incidents of Sexual Violence when they are on notice of it. When you tell the Title IX Coordinator or another University employee about a Sexual Violence incident, you have the right to expect the University to take immediate and appropriate steps to investigate what happened

and to resolve the matter promptly and equitably. ***In all cases, the University strongly encourages victims to report Sexual Violence directly to the Title IX Coordinator.***

As detailed above in the Privileged and Confidential Communications section, all University employees *except* physicians, licensed counselors, and sexual assault counselors and advocates, must report to the Title IX Coordinator all relevant details about any Sexual Violence incidents of which they become aware. The University will need to determine what happened – and will need to know the names of the victim(s) and the perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employees will be shared only with individuals responsible for handling the University's response to the incident. The University will protect the privacy of individuals involved in a Sexual Violence incident except as otherwise required by law or University policy. A Sexual Violence report may result in the gathering of extremely sensitive information about individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of Sexual Violence. In such cases, efforts will be made to redact the records, as appropriate, in order to protect the victim's identity and privacy and the privacy of other involved individuals.

The Title IX Coordinator can be reached at:

Marisel S. Mulet

5151 State University Drive
Administration Building, Room 606
Los Angeles, California 90032
(323) 343-3040
Office hours Monday through Friday 8 a.m. to 5 p.m.

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

The Title IX Coordinator will inform you prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The Title IX Coordinator will remain mindful of your well-being, and will take ongoing steps to protect you from retaliation or harm, and work with you to create a safety plan. Retaliation against you, whether by students, or employees, will not be tolerated. The University and Title IX Coordinator will also:

- Provide interim remedies requested by you, if they are reasonably available, regardless of whether you choose to report Sexual Violence to campus or local police;
- Assist you in accessing other available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules (including for the perpetrator pending the outcome of the investigation) or adjustments for assignments, tests, or work duties; and
- Inform you of your right to report a crime to University or local police – and provide you with assistance if you wish to do so.

The University will not require you to participate in any investigation or disciplinary proceeding if you do not wish to participate.

The University will not generally notify parents or legal guardians of your report of Sexual Violence unless you are under the age of 18 or you provide the University with written permission to do so.

Under California law, and pursuant to University policy, all University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the Sexual Violence incident to the police. However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies.

Because the University is under a continuing legal obligation to address the issue of Sexual Violence campus-wide, reports of Sexual Violence (including non-identifying reports) may also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident occurred; increased education, training and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revision of policies and practices.

The Office of the Ombuds, if available on your specific campus, provides confidential, neutral and informal dispute resolution services, provides information about University policies and procedures, and makes referrals. However, in Sexual Violence cases, California law mandates that the Ombuds as well as all other University employees (except for physicians, licensed counselors, sexual assault counselors and advocates as discussed in the Privileged and Confidential Communications section of this policy above) report Sexual Violence incidents to the Title IX Coordinator.

NOTE: If the University determines that the perpetrator poses a serious and immediate threat to the campus community, a designated Campus Security Authority under the Clery Act may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

Campus, Civil, and Criminal Consequences of Committing Acts of Sex Discrimination, Sexual Harassment, and Sexual Violence

Individuals alleged to have committed Sexual Violence may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face discipline/sanctions at the University. Employees may face sanctions up to and including dismissal from employment, per established CSU policies and provisions of applicable collective bargaining agreements.

Students and employees charged with Sex Discrimination, Sexual Harassment or Sexual Violence will also be subject to discipline, pursuant to University policies, and will be subject to appropriate sanctions.

In addition, during any investigation, the University may implement interim measures in order to maintain a safe and non-discriminatory educational and working environment. Such measures may include immediate interim suspension of the accused from the University, a required move from University-owned or affiliated housing, an adjustment to work or course schedule, or prohibition from contact with parties involved in the alleged incident.

Myths and Facts about Sexual Violence

What You Can Do To Help Stop Sexual Violence

- Sexual contact requires mutual consent. An incapacitated person (for example, a person who is intoxicated by drugs or alcohol) may be incapable of giving consent. Whether an *intoxicated* person (as a result of using alcohol or other drugs) is *incapacitated* depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

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

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

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

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

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

Common Myths and Facts about the Causes of Sexual Violence

1. **Myth:** Victims provoke sexual assaults when they dress provocatively or act in a promiscuous manner.
Fact: Rape and sexual assault are crimes of violence and control that stem from a person's determination to exercise power over another. Neither provocative dress nor promiscuous behaviors are invitations for unwanted sexual activity. Forcing someone to engage in non-consensual sexual activity is sexual assault, regardless of the way that person dresses or acts.
2. **Myth:** If a person goes to someone's room or house or goes to a bar, s/he assumes the risk of sexual assault. If something happens later, s/he can't claim that s/he was raped or sexually assaulted because s/he should have known not to go to those places.
Fact: This "assumption of risk" wrongfully places the responsibility of the offender's action with the victim. Even if a person went voluntarily to someone's home or room and consented to engage in some sexual activity, it does not serve as blanket consent for **all** sexual activity. When in doubt if the person is comfortable with an elevated level of sexual activity, stop and ask. When someone says "no" or "stop," that means "STOP!" Sexual activity forced upon another without valid consent is sexual assault.
3. **Myth:** It is not sexual assault if it happens after drinking or taking drugs.
Fact: Being under the influence of alcohol or drugs is not an invitation for sexual activity. A person under the influence does not cause others to assault her/him; others choose to take advantage of the

situation and sexually assault her/him because s/he is in a vulnerable position. **A person who is incapacitated due to the influence of alcohol or drugs is not able to consent to sexual activity.**

4. **Myth:** Most sexual assaults are committed by strangers. It's not rape if the people involved know each other.
Fact: Most sexual assaults and rape are committed by someone the victim knows. A study of sexual victimization of college women showed that about 90% of victims knew the person who sexually victimized them. Most often, a boyfriend, ex-boyfriend, classmate, friend, acquaintance or co-worker sexually victimized the person. It is important to remember that sexual assault can occur in both heterosexual and same-gender relationships.
5. **Myth:** Rape can be avoided if women avoid dark alleys or other "dangerous" places where strangers might be hiding or lurking.
Fact: Rape and sexual assault can occur at any time, in many places, to anyone.
6. **Myth:** A person who has really been sexually assaulted will be hysterical.
Fact: Victims of sexual violence exhibit a spectrum of responses to the assault which can include: calm, hysteria, withdrawal, anxiety, anger, apathy, denial and shock. Being sexually assaulted is a very traumatic experience. Reaction to the assault and the length of time needed to process through the experience vary with each person. There is no "right way" to react to being sexually assaulted. Assumptions about the way a victim "should act" may be detrimental to the victim because each victim copes in different ways.
7. **Myth:** All sexual assault victims will report the crime immediately to the police. If they do not report it or delay in reporting it, then they must have changed their minds after it happened, wanted revenge or didn't want to look like they were sexually active.
Fact: There are many reasons why a sexual assault victim may not report the assault to the police or campus officials. It is not easy to talk about being sexually assaulted and can feel very shameful. The experience of retelling what happened may cause the person to relive the trauma. Another reason for delaying a report or not making a report is the fear of retaliation by the offender. There is also the fear of being blamed, not being believed and being required to go through judicial proceedings. Just because a person does not report the sexual assault does not mean it did not happen.
8. **Myth:** Only young, pretty women are assaulted.
Fact: The belief that only young, pretty women are sexually assaulted stems from the myth that sexual assault is based on sex and physical attraction. Sexual assault is a crime of power and control. Offenders often choose people whom they perceive as most vulnerable to attack or over whom they believe they can assert power. Men and boys are also sexually assaulted, as well as persons with disabilities. Assumptions about the "typical" victim might lead others not to report the assault because they do not fit the stereotypical victim.
9. **Myth:** It's only rape if the victim puts up a fight and resists.
Fact: Many states do not require the victim to resist in order to charge the offender with rape or sexual assault. Those who do not resist may feel if they do so, they will anger their attacker, resulting in more severe injury. Many assault experts say that victims should trust their instincts and intuition and do what they believe will most likely keep them alive. Not fighting or resisting an attack does not equal consent.
10. **Myth:** Someone can only be sexually assaulted if a weapon was involved.
Fact: In many cases of sexual assault, a weapon is not involved. The offender often uses physical strength, physical violence, intimidation, threats or a combination of these tactics to overpower the victim. Although the presence of a weapon while committing the assault may result in a higher penalty or criminal charge, the absence of a weapon does not mean that the offender cannot be held criminally responsible for a sexual assault.

Sexual Violence - Risk Reduction Tips

Sexual Violence is a form of Sexual Harassment and means physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, domestic violence, dating violence and stalking (when based on gender or sex), perpetrated against an individual against his or her will and without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, status as a minor, or disability. Sexual Violence may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

Men as well as women can be victims of these forms of Sexual Violence. Unlawful sexual intercourse with a minor (statutory rape) occurs even if the intercourse is consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

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

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame and with recognition that only those who commit Sexual Violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- *In an emergency, call 9-1-1*

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

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

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

Rape, Acquaintance Rape, Sexual Assault, Sexual Battery and Consent

Rape is a form of Sexual Violence, and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The accused's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of Consent below.)

Acquaintance Rape is a form of Sexual Violence committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. See above for definition of Rape.

Sexual Assault is a form of Sexual Violence and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.

Sexual Battery is a form of Sexual Violence and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex.

Consent means an informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- Consent must be **voluntary**, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be **withdrawn or revoked**. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must **always** be mutual and affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Consent cannot be given by a person who is **incapacitated**. For example, a person cannot give consent if s/he is unconscious or coming in and out of consciousness. A person is **incapacitated** if s/he lacks the physical and/or mental ability to make informed, rational judgments. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an intoxicated person (as a result of using alcohol or other drugs) is **incapacitated** depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered include whether the person knew, or whether a reasonable person in the accused's position should have known, that the victim did not give, or revoked, consent; was incapacitated; or was otherwise incapable of giving consent.
- Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

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

Crimes of a sexual nature may be reported to campus or local law enforcement in addition to being reported administratively on campus to the Title IX Coordinator. **Both men and women can be victims of rape or sexual assault.**

What is Dating Violence or Domestic Violence?

Domestic Violence is a form of Sexual Violence, and is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the abuser has a child, someone with whom the abuser has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

Dating Violence is a form of Sexual Violence, and is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website.

Types of Dating/Domestic Violence That Includes Sexual Misconduct

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

General Pattern of Behavior

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

What Dating/Domestic Violence Looks Like

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

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

Warnings or Signs of Potential Dating/Domestic Violence

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

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

Stalking

Stalking means a repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others' safety, or to suffer substantial emotional distress.

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

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

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

Sometimes people stalk their boyfriends or girlfriends while they're dating. They check up on them, text or call them all the time, expect instant responses, follow them, use GPS to secretly monitor them and generally keep

track of them, even when they haven't made plans to be together. These stalking behaviors can be part of an abusive relationship. If this is happening to you or someone you know, you should talk to a trusted person. Stalking is a crime and can be dangerous. California Penal Code section 646.9, in part, states, "Any person who willfully, maliciously and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking....."

How You Can Help Yourself

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

- Where can you go for help?
- Who can you call?
- Who will help you?
- How will you escape a violent situation?

Other Things You Can Do

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

How You Can Help Someone Else

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

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

Additional Resources

Off Campus

- U.S. Department of Education, Regional Office
Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
TDD (877) 521-2172
- U.S. Department of Education, National Office
Office for Civil Rights
(800) 872-5327
- Know Your Rights about Title IX
- California Coalition Against Sexual Assault
1215 K. Street, Suite 1850

Sacramento, CA 95814
(916) 446-2520

- [Domestic and Family Violence](#)
- [National Institute of Justice: Intimate Partner Violence](#)
- [National Domestic Violence Hotline: 1-800-799-SAFE \(7233\)](#)
- [Office of Violence against Women](#)
- [Center for Disease Control and Prevention: Intimate Partner Violence Defending Childhood](#)

Housing Evacuation Sites

The Evacuation Site for Phase I & II is in the far Northeast corner of Lot 7. The evacuation location for GEA is on the grassy median on Mariondale, just South of GEA.



