



San José State
UNIVERSITY

Office of the President

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President:
Don W. Kassing

August 21, 2007

PD 2007-04

MEMO TO: Vice Presidents, Deans, Directors, Chairs, and
Administrative Heads

FROM: Don W. Kassing
President

SUBJECT: Presidential Directive 2007-04
Executive Order No. 1006
Student Organization Code of Conduct

In accordance with California State University (CSU) Executive Order No. 1006, the campus president has the responsibility for implementing campus policies, procedures, and/or guidelines for student organizations and activities. This presidential directive is in compliance with EO-1006 and provides a Code of Conduct for San José State Student Organizations¹.

Presidential Directive 2007-04 is designed to place SJSU in compliance with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4 *Nondiscrimination in Student Organizations*, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*); the CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-01-03); the California State University Student Conduct Code as revised in Title 5, California Code of Regulations, Article 2, Section 41301, the California Code of Regulations, Title 5, Article 2, *Standards for Student Conduct*, Section 41301(b)(8) addressing hazing or conspiracy to haze; and related requirements described in EO-1006.

As president, I have delegated authority and responsibility for administering the Student Organization Code of Conduct as delineated in PD 2007-04, CSU Executive Order No. 1006 and statutes cited therein to the Vice President for Student Affairs. This Presidential Directive can be found online at www.sjsu.edu/president/directives.

The California State University:

Chancellor's Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, East Bay, Fresno, Fullerton,
Humboldt, Long Beach, Los Angeles,
Maritime Academy, Monterey Bay,
Northridge, Pomona, Sacramento, San
Bernardino, San Diego, San Francisco, San
Jose, San Louis Obispo, San Marcos,
Sonoma, Stanislaus

¹The code of conduct for individual students can be found in Presidential Directive 2007-01 and is associated with CSU Executive Order 970.



San José State
UNIVERSITY

STUDENT ORGANIZATION CODE OF CONDUCT
Office of Student Conduct and Ethical Development

Administration Building 218
One Washington Square
San Jose, CA 95192-0031
(408) 924-5985

www.sa.sjsu.edu/student_conduct/index.html

Standards for Student Organization Conduct

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Student Organization Code of Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Student Organization Member Responsibilities

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

San José State University has established the following Student Organization Code of Conduct to ensure that all student organization officers and members understand and accept responsibility for the actions of themselves, their members and guests.

Application of This Code

The Office of Student Conduct and Ethical Development will exercise jurisdiction over the conduct of all recognized student organizations, including fraternities, sororities and sports clubs. Action by the Office of Student Conduct and Ethical Development does not preclude action by one of the four Greek Councils, the Club Sports Council, or other governing bodies.

Sanctions for the conduct listed below may be imposed on student organizations found responsible for violating the Student Organization Code of Conduct. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused. Misconduct by members of student organizations may also subject the members, in their role as a student, to discipline under the Student Code of Conduct. Student discipline is addressed elsewhere; this Code focuses on discipline against the organization itself.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University, is within the jurisdiction of this Code, regardless of

whether it occurs on or off campus. Nothing in this code is intended to conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

The Office of Student Conduct and Ethical Development has responsibility for adjudicating cases based on allegations of misconduct. Ordinarily the University will proceed with written complaints but reserves the right to proceed without a written complaint. When the Office of Student Conduct and Ethical Development receives a report of a student organization's alleged misconduct, an investigation will occur, and if warranted, the office will send the president of the student organization a letter to schedule an informal conference as well as to notify the president of the alleged charges. The Student Conduct Administrator will meet with the president of the organization to discuss the allegations. If the organization is found responsible for the alleged misconduct, the Student Conduct Administrator will issue a sanction against the organization to the president. The president will accept or refuse the sanction on behalf of the organization following any consultation required by the organization. The president may reject the sanction on behalf of the organization by submitting a written appeal within five days of the notice of sanction to the Associate Vice President for Campus Life (AVP/CL), whose decision is final. The written appeal must be based on a claim that due process rights have been violated or that the sanction was excessive and must include reasons for making any such claims, The AVP/CL will provide written notice of the University's final decision to the president of the organization within 10 working days.

Governance

All student organizations are required to be recognized by the University through the process administered by Student Involvement. Recognized student organizations are subject to University governance and are responsible for the conduct of their members. Governance pertains to University policies and procedures, including local, state, and federal laws, to which student organizations, including fraternities and sororities and club sports (hereinafter referred to as groups in this section), are held responsible. Policies and procedures developed by the four Greek Councils and Club Sports Council are managed as outlined in the respective constitutions and do not preclude action by the Office of Student Conduct and Ethical Development.

Unacceptable Student Organization/Member Behaviors

The following behavior is unacceptable and may subject the student organization to disciplinary sanctions:

(1) Aiding and Abetting

- (A) A student organization that assists a group that has lost University recognition, or facilitates the existence of a group that does not have University recognition,
- (B) A student organization aiding and abetting another person or group in violation of a University policy or procedure or local, state, or federal law,
- (C) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(2) Alcohol

A copy of the University's Alcohol Policy shall be provided to each student organization president and must be followed. The University's Alcohol Policy is in compliance with California Law, which prohibits the sale or giving of any alcoholic beverage to any person under the age of 21. Student organizations are in violation of University policy if any individuals under the age of 21 are in possession of alcoholic beverages at an activity sponsored/hosted by the student organization and/or if intoxicated individuals consume alcohol. All student organization presidents must sign an agreement to abide by and uphold the University's Alcohol Policy as well as present an alcohol awareness program to their organizations (should be pre-approved by the Prevention Education Program Center) or arrange for an alcohol awareness program approved by the Prevention Education Program Center. Student organizations sponsoring events are responsible for following the appropriate procedures to prevent underage drinking, including providing alternatives to alcohol.

(3) Damage to Property

Willful or careless destruction, defacement of, or tampering with University property, or the property of others.

(4) Discrimination

Discrimination is prohibited on the basis of race, religion, color, ancestry, ethnicity, gender, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities or to other university living groups.

(5) Disorderly Conduct

- (A) Any offensive or disorderly act or display which interferes with the rights of others,
- (B) Harassment, threats, physical abuse, intimidation or the threat of physical abuse, including bias-related incidents.
- (C) Excessive noise which is disruptive to the campus or surrounding community

(6) Drugs

- (A) Use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs,
- (B) Sponsoring/hosting an activity at which substances noted above are used.

(7) Endangerment

Reckless or intentional acts which endanger the welfare of group members or others as well as compromising the security measures of the campus.

(8) Failure to Comply

- (A) Failure to comply with the directions of University officials acting in the performance of their official duties,

- (B) Resisting or obstructing University officials acting in the performance of their official duties,
- (C) Failure to follow all policies and procedures established by the University pertaining to student organizations, including fraternities and sororities, as outlined in the *Student Organizations Handbook*,
- (D) Failure to follow all policies and procedures established by the University pertaining to club sports, as outlined in the *Club Sports Handbook*.

(9) False Alarms and Fire Safety

Initiating false fire alarms or tampering with fire alarm devices or fire equipment.

(10) Falsification of Information

- (A) Willful falsification of information on University records, to University officials, or to local government officials,
- (B) Willfully providing false information for the purpose of obtaining services,
- (C) Unauthorized presentation of oneself and one's organization as a representative of the University for the purpose of gaining or attempting to gain privilege, convenience, goods or services,
- (D) Possession, manufacture or distribution of false or altered instruments of identification,
- (E) Initiating or causing to be initiated any false report, warning or threat.

(11) Firearms, Fireworks, Weapons and Explosives

- (A) It is prohibited to carry or contain firearms, ammunition, gun powder, air rifles, air pistols, paintball guns, guns of any kind, knives, replicas or other weapons, dangerous chemicals, or explosive materials, except as authorized in supervised academic programs, on campus or at group sponsored events off-campus,
- (B) Possession or use of fireworks on campus or at group sponsored events off-campus.

(12) Guests

Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

(13) Harassment and Abusive Behavior

Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct is prohibited.

(14) Hazing

Hazing in every form, or conspiracy to haze is prohibited. San José State University takes a zero tolerance approach to hazing. Commission of hazing can be considered either a misdemeanor or a felony, punishable by up to one year in jail and up to a \$5000 fine. Participation in a hazing practice may result in both individual and organizational disciplinary action. Hazing is defined in Section 41301 of Title 5 of the California Code of Regulations as “any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily danger to any former, current,

or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6) and in addition, any act likely to cause physical or mental harm to any former, current, or prospective student of any school, community college, college, university, or other educational institution; the term ‘hazing’ does not include customary athletic events or school sanction events. Neither the express or complied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.”

The following non-exhaustive list of activities meets this criterion; accordingly, they are considered forms of hazing:

- (A) Physical activities such as calisthenics, jogging, sit-ups, push-ups, or carrying of objects such as bricks, stones, blocks, or any other item(s) which serve to create physical hardships, discomfort, and/or distress,
- (B) Abduction or involuntary transportation of individuals or leaving individuals at off-campus locations and requiring them to find their way home,
- (C) Physical exposure or abuse such as nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person; submerging or dunking in water or other substances; marking, branding or tattooing; or any activity which has the potential for the exchange of blood or other bodily fluids,
- (D) Forced or required consumption of any substance, including food, drugs, alcohol, water, or any beverage; or any items individually or in combination that may or could induce vomiting, psychological abuse and/ or humiliation,
- (E) Requiring individuals to walk, march, or run in single file against their will,
- (F) Dress in revealing, embarrassing, or uncomfortable clothing or any type of uniform,
- (G) Exposing individuals to extremely uncomfortable or dangerous environments (e.g., too loud, dark, small, hot, or cold); blindfolding where there is a potential for danger,
- (H) Intense interrogation of pledges; name calling or screaming at individuals and/or prolonged periods of enforced silence or use of gags,
- (I) Requiring individuals to perform any act(s) which are construed to be humiliating or degrading in nature,
- (J) Inability to talk to members of the opposite gender,
- (K) Peer pressure to engage in activities against the individual’s will,
- (L) Carrying or wearing any item(s) setting pledges/new members apart from the members. It is acceptable for new members to wear a pledge pin; however, it should be noted that members also have membership badges/pins that should be worn simultaneously,
- (M) Forced servitude such as shining shoes or boots; cleaning rooms, apartments, houses, cars, etc.; washing clothes or dishes; running personal errands; or other services or duties not normally shared by initiated members; requiring individuals to purchase items or services for other members,
- (N) Requiring activities that are prohibited by law or University policy or procedure, such as trespassing, stealing of any item(s), including personal effects or organizational property (banners, composites, food, paddles, etc.); stealing of any item(s) for scavenger hunts; kidnapping; lewd, obscene, threatening, intimidating, or harassing behavior,
- (O) Requiring activities that interfere with academic studies, assignments, or classes such as awakening individuals in the night for organizational activities, interfering with normal

sleep or study schedules, food or sleep deprivation; requiring “take home” assignments that interfere with academic work; serenading or addressing houses/apartments. At no time may a group violate the City noise ordinance.

(15) Misuse of Computer Facilities or Resources

The following behaviors pertaining to misuse of computer facilities or resources are prohibited.

- (A) Unauthorized entry into a file, for any purpose,
- (B) Unauthorized transfer of a file,
- (C) Use of another’s identification or password,
- (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community,
- (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages,
- (F) Use of computing facilities and resources to interfere with normal University operations,
- (G) Use of computing facilities and resources in violation of copyright laws. Downloading of any copyright protected material, including literary works, musical works, dramatic works, graphic art works, sound recordings, motion pictures, pictorials, and software is prohibited,
- (H) Violation of a campus computer use policy.

(16) Obstruction of University Activities

Behavior which disrupts or interferes with normal University or University sponsored activities, including, but not limited to, study, teaching, research, officially invited speakers, University administration, public safety, fire, police or emergency services, or other authorized activity. Such behavior includes abridgment of rights to freedom of speech and expression.

(17) Pledging and New Member Intake

Student organizations that are not in compliance with pledging/new-member education requirements as outlined in their *local and national constitutions and/or by-laws*.

(18) Risk Management of Events

- (A) Failure to adhere to event start and end times,
- (B) Failure to adhere to guest lists,
- (C) Failure to check identifications,
- (D) Failure to provide adequate Security Officer coverage,
- (E) Failure to complete disclosure of all marketing materials, along with how and where distributed.

(19) Sexual Misconduct

Sexual misconduct includes but is not limited to, sexual activity forced on another person against his or her will, either by physical or psychological force. Sexual misconduct also includes sexual harassment, obscene phone calls, and indecent exposure.

(20) Theft

- (A) Theft of property or services on the University campus or at sponsored events,
- (B) Removal of University property from common use areas,
- (C) Removal of books or other items from University facilities without following prescribed procedures,
- (D) Possession of property illegally procured is prohibited.

(21) Trespass

Entering any University facility, except in accordance with established policies and procedures.

(22) Use of the University Name

Use of the name or marks (logo, seal, graphics, etc.) of the University is prohibited, unless specifically authorized in writing by the President of the University, or designated representative.

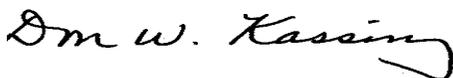
(23) Violation of Student Organization Conduct Procedures and Sanctions

including:

- (A) Falsification, distortion, or misrepresentation of information related to a discipline matter,
- (B) Disruption or interference with the orderly progress of a student organization discipline proceeding,
- (C) Initiation of a student organization discipline proceeding in bad faith,
- (D) Attempting to discourage another from participating in the student organization discipline matter,
- (E) Attempting to influence the impartiality of any participant in a student organization discipline matter,
- (F) Verbal or physical harassment or intimidation of any participant in a student organization discipline matter,
- (G) Failure to comply with the sanction(s) imposed under a student organization discipline proceeding which may result in further disciplinary action and/or additional sanction(s).

(24) Violations of Civil or Criminal Law

Student organizations in violation of local, state or federal law are in violation of the University Student Organization Code of Conduct. University sanctions for such violations may be imposed independent of and prior to the disposition of any legal proceeding in a civil or criminal justice case.



Don W. Kassing, President

8/21/2007

Date

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

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NORTHRIDGE
POMONA
SACRAMENTO
SAN BERNARDINO
SAN DIEGO
SAN FRANCISCO
SAN JOSE
SAN LUIS OBISPO
SAN MARCOS
SONOMA
STANISLAUS

May 18, 2007

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
Chancellor



SUBJECT: Student Activities – Executive Order No. 1006

Attached is a copy of Executive Order No. 1006, Student Activities, which supersedes Executive Order No. 969.

The technical change in this executive order includes the following:

- Hazing definition reference in accordance with the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301 (b)(8).

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

Questions regarding the executive order may be addressed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at (562) 951-4744 or ajones@calstate.edu or Mr. Ray Murillo, Associate Director, Student Programs, Academic Affairs, Student Academic Support, at (562) 951-4707 or rmurillo@calstate.edu.

CBR:jd

Attachment

cc: CSU Provosts/Vice Presidents for Academic Affairs
CSU Vice Presidents for Student Affairs
CSU Vice President for Administration
Executive Staff, Office of the Chancellor

THE CALIFORNIA STATE UNIVERSITY

Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4707

Executive Order: 1006

Title: Student Activities

Effective Date: May 18, 2007

Supersedes: Executive Order No. 969

This executive order develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

Overall Program Evaluations

Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The first report for the period of 2005-06 was submitted to the Office of the Chancellor, Student Academic Support, on August 15, 2006. The biennial reports shall be submitted to the Office of the Chancellor commencing with August 15, 2008 and every even-numbered year thereafter.

Student Organizations

Campuses shall establish and publish procedures for formal chartering and recognition of student organizations in compliance with the following policies:

Formal chartering and recognition policies

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4 *Nondiscrimination in Student Organizations*, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other documents relating to its policies. Documents shall be refiled within 90 days after any substantive change or amendment.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age,

gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-01-03) requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the vice president of student affairs or designee. In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code as revised in Title 5, California Code of Regulations, Article 2, Section 41301.

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

Withholding and withdrawing official recognition

Official recognition of any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups.

In addition, official recognition of a student organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Article 2, *Standards for Student Conduct*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301 (b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Minimum number of students

Official recognition of a student organization requires a minimum of five (5) CSU students who are currently enrolled in at least one class. Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at

other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The vice president of student affairs or designee may waive the 20 percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee. These are minimum requirements, and campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

Club advisors

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time. The California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations. Campuses should develop a training and orientation program for university advisors to student organizations.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting requires campuses to provide orientation programs for student organization

advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse.

Role of auxiliary organizations in recognizing student organizations

Campuses may not delegate the process of approving or managing student organizations or their activities. California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 lists the functions that have been determined appropriate for auxiliary organizations to perform. This section does not specifically state that auxiliary organizations may engage in managing student organizations and approving student activities.

Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

Minor Representative Student Officers

The CSU Minimum Academic Qualifications for Student Office Holders Policy permits campuses to define minor student representative officers. As a result of the University Auditor recommendation that the Chancellor's Office update and clarify existing systemwide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

Off-Campus Student Activities

Campuses shall comply with Section 41301, *Standards for Student Conduct*, of Title 5 of the California Code of Regulations. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

Club Sports Insurance

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. The insurance coverage will depend upon the level of risk. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use state appropriations to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Executive Order No. 1006

Insurance documents should include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the state of California, the Trustees of the California State University, the (*campus*) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

Student Judiciary

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus judicial affairs office. The completed form should be sent by the faculty member either to the provost or to the vice president for student affairs whenever academic dishonesty cases are handled by the faculty member.

This process provides an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments but never be known because there is no central location to gather the information. By having a central location for all academic dishonesty cases, there is a better understanding of the trends in academic dishonesty and the opportunity for academic affairs and student affairs to address any problem trends in a formal way, e.g., Honor Code, more academic dishonesty education/information.

Consistent with California State University student conduct procedures, campuses shall record probation on the student's academic record during the term of the probation. Suspension is entered on the student's transcript with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. This requirement cannot be waived in a written agreement with a student or by any other means.



Charles B. Reed, Chancellor

Dated: May 18, 2007