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CHAPTER I: INTRODUCTION

A. Preamble

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who compose the University community. These campus regulations address the rights and responsibilities of members of the University community and provide campus-wide standards for implementing regulations as a means of sustaining this community. Each member of this campus shares the responsibility of maintaining this unique community so that the University's mission of teaching, research, and public service can be achieved.

B. Purpose

The primary purposes of these regulations are:

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

C. Authority

The Regents of the University of California is a corporation that derives its authority from the California Constitution, Article IX, Section 9, which prescribes its powers of organization and governance. The *Campus Regulations Applying to Campus Activities, Organizations, and Students* are issued under this authority.

D. University-wide Policies

This document represents a revision of a former campus regulations and policy statement, which was last published in November 2001. These campus regulations comply with the policies established by The Regents of the University of California. Copies of the original University-wide policies titled *University of California Policies Applying to the Campus Activities, Organizations and Students* are available for review at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>.

E. Distribution of Campus Regulations

These policies shall be made available to students, faculty and staff on the Web at <http://www.sa.ucsb.edu/Regulations/>. A hard copy shall be made available at: Associated Students, Graduate Student Association, Residence Halls Association, Office of Judicial Affairs, Office of Student Life, Vice Chancellor for Student Affairs, Apartment Living, and Residential Life.

F. Revision of Campus Regulations

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

Chair:

Vice Chancellor for Student Affairs (or designees, see 2.b(2))

Members:

Office of Student Life Representative

Office of Judicial Affairs Representative

Director, Housing and Residential Services

Associated Students Four Representatives

Staff Two Representatives

Residence Halls Association Two Representatives

Faculty Two Representatives

Graduate Students Association Two Representatives

Executive Director, Associated Students

Members shall be chosen by their respective nominating agencies.

Ex-officio member

Ombudsman

2. Procedures for Reviewing Campus Regulations

a) The Chancellor of each campus of the University of California is entrusted with publishing campus regulations in compliance with policies established by The Regents of the University of California. University-wide policies are contained in *Policies Applying to Campus Activities, Organizations, and Students* (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>).

b) The established procedures for the Regulations Review Committee are as follows:

(1) Approximately every four years the Vice Chancellor for Student Affairs shall call the committee to review the contents of the Campus Regulations for possible revision; or, the committee may be called to meet if the Vice Chancellor believes there are particular areas in need of immediate attention.

(2) The committee is co-chaired by the Associate Deans of Students, as appropriate for the chapters of the regulations (see chapter 1.G).

(3) The committee will propose areas for revision and consider any revisions suggested by campus community agents. Majority vote is required to accept a proposed revision for discussion. (A quorum is 50% students and 50% faculty/staff).

(4) The committee shall call forth whatever evidence, testimony or other information is necessary for

them to make an informed judgment on the proposed revision.

- (5) The committee shall take as long as it deems necessary to thoroughly discuss and analyze any proposed revisions to the *Campus Regulations*.
- (6) Any recent University-wide regulations enacted since the last revision of the *Campus Regulations* will be included in the revised *Campus Regulations*. The committee may choose to amend the wording of a University-wide regulation for campus application. The committee may also propose a campus regulation that is not included in the University-wide regulations. However, a particular campus regulation may not contradict the intent of a University-wide regulation.
- (7) The process for draft review:
 - (a) The committee shall conduct public campus hearings on the first draft of the proposed revisions to ensure campus constituencies have an opportunity to express their opinions.
 - (b) The first draft will be circulated to interested and affected campus agencies that include but are not limited to:
 - The Academic Senate or its appropriate agent
 - The Associated Students
 - The Graduate Students Association
 - The Deans and Provosts of the Colleges
 - The Residence Halls Association
 - The Chancellor's Staff
 - Advisory Committee
 - Staff Assembly
 - (c) The committee shall give the above agencies sufficient time to comment on the proposed revisions based on the academic calendar and a time limit established by the committee. The committee shall reconvene to review comments, deliberate their merits and make amendments to the first draft if agreed upon by majority vote.
 - (d) The second draft shall be sent to the agencies in item (7)(b) for further comment and review if there are significant changes to the first draft. The committee shall reconvene to review the merits of those comments.
- (8) The penultimate draft shall be sent to the Vice Chancellor for Student Affairs who will forward it to the Regents counsel, the Chancellor, and the Executive Officers of the campus for review and comment.
- (9) The committee shall reconvene to review comments from counsel and the Executive Officers and prepare

a final draft accordingly.

- (10) The final draft shall be sent to the Vice Chancellor for Student Affairs for review and approval and forwarded to the Chancellor for approval.
- (11) The Chancellor's approved draft is sent to the Office of the President.
- (12) Once approved by the Chancellor and the Office of the President, the regulations shall be published in accordance with the procedures for public notification of the revised *Campus Regulations*.

G. Responsibility for Administration of These Regulations

1. The Office of Student Life shall administer all regulations in Chapters I - V of this document;
2. The Office of Judicial Affairs shall administer all regulations in Chapters VI - VII.
3. The Chancellor (or his/her designee) shall administer all policies contained in Chapter VIII.

H. General Definitions

1. Registered Campus Organization: Any group composed of University of California, Santa Barbara students, faculty, and/or staff who register with the Office of Student Life in order to have access to University facilities and/or resources.
2. University Departments: Campus academic and administrative units that have as their purpose instruction, research, or the provision of services by the University.
3. Recognized Units: University of California, Santa Barbara organized research units and affiliated units as specified in the *University of California, Santa Barbara General Catalog*.
4. Campus-Affiliated Organizations: Organizations that occupy space on University property at the invitation of the Chancellor and by agreement with The Regents.
5. University-Sanctioned Event: Any activity of a campus organization, University department, recognized research unit, or campus-affiliated organization that involves the use of University facilities, resources, services or equipment. University-sanctioned events are subject to the provisions of these regulations, wherever applicable.
6. Compulsory Campus-Based Student Fees: Fees normally voted on by students through the Associated Students, Graduate Students Association, or Campus Election Commission process and levied at individual campuses which must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as

student centers and recreation facilities; and (3) student governments, registered campus organizations, and student government- and registered campus organization-related programs and activities.

7. Non-University Persons/Groups: Persons/groups that have no affiliation with the University. Such groups may be non-profit or commercial, private or public.
8. Fund-Raising: The collection of monies on University properties by means of sales, contributions, donations, solicitation, membership fees, tithing, and/or admission charges to events or meetings on a regular or occasional basis.
9. Commercial Activity: The sale of goods or services or the sponsorship of any program conducted primarily to generate personal or corporate profit.
10. Personal Gain: The sale of goods or services or the sponsorship of any fund-raising activity on University property by any individual or group that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the program. Fundamental to this definition is the premise that funds raised on University properties are to be used to expand the educational and recreational opportunities for registered campus organizations that raise funds on the campus, and not to financially subsidize individual persons' interests, appetites, needs, or living expenses. If approved in advance by the Office of Student Life, exceptions may be granted.
11. Political Organization: For the purpose of these regulations, a political organization is defined as a group engaged in or sponsoring one or more of the following activities:

Either supporting or opposing (financially or by providing organizational volunteer support) a candidate or group of candidates formally running in primary or general elections for national, state, county, local or city office.

Either supporting or opposing (financially or by providing organizational volunteer support) a ballot measure or a drive to put an issue on the ballot.

Raising funds or sponsoring programs to provide ongoing support for a federally or state registered political party.

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

If the organization views its activities as "religious."

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

If the organization is affiliated with a religious sect.

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

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

13. Academic Programs: All regularly scheduled classes, make-up or extra sessions for regularly scheduled classes, mid-terms, final exams, and UCSB Extension courses offered for credit.
14. Academically Related Programs: Study, tutoring or review sessions; special faculty lectures that are not part of the quarter's regularly scheduled academic offerings; Orientation programs and Student Affirmative Action programs; non-credit Extension courses; departmental seminars and meetings; public events and ceremonies.
15. Co-Curricular Programs: All programs sponsored by registered campus organizations; all Graduate Students Association-, Associated Students-, and Residence Hall Association-sponsored educational and social programs; all programs sponsored by all other non-academic University departments (e.g., Arts and Lectures, Alumni Association); all programs sponsored by campus-affiliated organizations.
16. Extra-Curricular Programs: Programs sponsored by off-campus persons or organizations.
17. University Property: Any University-owned, -operated, or -maintained building and grounds.
18. Student: A person for whom the University maintains student records and who: (a) is enrolled in or registered with an academic program of the University (including summer session and concurrent enrollment through Extension); (b) has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; or (c) is on an approved educational leave or other approved leave status, or is on filing-fee status.
19. Campus Policy: Policy number indicates where a specific policy or procedure is located within the UCSB Policies and Procedures located on the Web at <http://www.policy.ucsb.edu/>.
20. Non-affiliate: Any person who is not any of the following: a student, officer, official volunteer, employee, Regent, or emeritus of the University of California or a member of a household authorized to reside in University Property. (See APPENDIX D).

CHAPTER II: CAMPUS ORGANIZATIONS

A. Formation, Privileges and Responsibilities of Registered Campus Organizations

1. A registered campus organization is any group composed of University of California, Santa Barbara students, faculty, and/or staff who register with the Office of Student Life in order to have access to University facilities and/or resources.
2. Membership in a registered campus organization shall be open to any student, consistent with the *Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters* (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/ucappc.html>), with the exception that membership in an officially recognized sorority or fraternity may be limited by gender. An authorized student government of a campus and its official entities shall not be eligible for registration also as a registered campus organization.
3. All officers/representatives and voting members must be UCSB students, faculty, and staff.
4. Initial Registration Procedures

Any group of University of California, Santa Barbara students, faculty, and/or staff may obtain campus organization status by filing the following information with the Office of Student Life:

- a) A copy of an organizational constitution or an equivalent document which shall include:
 - (1) Name of organization.
 - (a) The geographical designation “at UCSB” may be used by any campus organization as part of its name without obtaining special approval.
 - (b) A campus organization cannot use the same name as another campus organization, department, or academic affiliated group.
 - (c) The above applies to all forms of printed and electronic communication.
 - (2) A clearly defined statement of purpose.
 - (3) All requirements for membership including dues or fees.
 - (4) Qualifications for holding office, if applicable.
 - (5) Methods of selecting and replacing officers, if applicable.
 - (6) Documents explaining the nature of any formal affiliations the campus organization has with external organizations/agencies.
- b) The names of at least three responsible officers/representatives, with their current addresses, e-mail addresses and phone numbers.

- c) The name of an organizational advisor.
 - (1) All registered organizations are required to have an advisor who is a member of the faculty or non-student staff, a resident assistant, or a graduate teaching or research assistant/associate and whose employment may be verified by the Office of Student Life through the campus’s employment database.
 - (2) Groups that are unable to locate an advisor may have a member of the Office of Student Life staff serve as their “temporary” advisor.
- d) Payment of a registration fee.
- e) A signed statement verifying that the organization agrees to comply with the following:
 - (1) Local, state and federal laws and University and campus policies and regulations applicable to such organizations.
 - (2) A nondiscrimination statement. (See Appendix A.)
 - (3) Limitation of voting and office-holding privileges to University of California, Santa Barbara students, faculty, and staff.

5. Continuing Registration Procedures

In order to maintain its registered status, every organization must re-register with the Office of Student Life each fall quarter. Groups must fulfill the following obligations to be considered a registered campus organization:

- a) Complete the “Campus Organization Registration Form” by delineating an advisor and at least three responsible officers/representatives who sign the statements of compliance with campus regulations/policies, including non-hazing and nondiscrimination, and state and federal laws.
 - b) Review, update, and approve the constitution on file with the Office of Student Life.
 - c) Pay the annual registration fee.
- #### 6. Privileges and Responsibilities
- a) Registered campus organizations have access to the following resources:
 - (1) An on-campus accounting service;
 - (2) Consultation services: program planning, publicity, fund-raising, leadership training, campus regulations, advisement, facilities scheduling, and film contracting;
 - (3) Option to reserve campus facilities, the use of which must conform to applicable time, place and manner regulations;

- (4) Use of designated posting areas and the posting service;
- (5) Use of tables by the University Center and wooden picnic tables in the Arbor area to promote organizational activities/purposes; and
- (6) Use of campus services/resources to support organizational activities on a direct-cost basis.
- (7) On-campus funding, including funding from compulsory campus-based student fees. (See Chapter V, Section D, and Chapter VI, Section A.)

Conditions for support from compulsory campus-based fees are:

- (a) A registered campus organization that is preponderantly or exclusively funded by a student government or other campus entity from compulsory campus-based student fees shall primarily have University of California students as its members. (SW, 86.11*)
- (b) Particular programs and activities of a registered campus organization funded from compulsory campus-based student fees shall be open to participation by the entire campus community. (SW, 86.11)
- (c) All expenditures relating to particular programs and activities of a Registered campus organization (whether the program or activity takes place on- or off-campus) that are funded from such fees must be under the direct control of University of California students. (SW, 86.11)

B. Compulsory Campus-Based Student Fees

Compulsory campus-based student fees may be expended by a registered campus organization to cover the expenses of direct participation by University students in a particular non-University-sponsored educational program or activity. Such fees may also be expended in payment of applicable dues necessary to sustain membership by a registered campus organization in national and other regional non-University associations at the basic level established by such associations, so long as the level of any such assessment is in line with what is assessed similar student organizations at other institutions comparable in size and nature to the University as a requirement of basic membership. Except as provided immediately below, memberships at a preferential level that require the payment of higher periodic dues than what is required to sustain basic membership, or the assessment by such non-University associations of supplemental contributions from their members as an expectation but not a requirement of continued membership, may not be supported from compulsory campus-based student fees. (SW, 87.00)

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Other than for considerations of basic membership as set forth above, additional transfers of funds from compulsory campus-based fees by a registered campus organization to such non-University associations may be made only when they can be justified, in advance of the transfer, to the Chancellor (or other campus official designated by the Chancellor with administrative oversight over the registered campus organization) as providing a direct educational benefit to University of California students commensurate with the proposed expenditure. (SW, 87.00)

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

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

C. Responsibilities

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

1. A campus organization lending its name, membership, property or support to a function shall be held responsible for the conduct of its members or guests attending that function.
 - a) The organization's officers/representatives are responsible for the planning and organization of all group events.
 - b) At least one officer/representative and one other responsible member must be in attendance at all functions sponsored or co-sponsored by the organization.
2. Organizational officers/representatives are responsible for making certain that members comply with all applicable local, state and federal laws, University of California and University of California, Santa Barbara policies and regulations while participating in University-sanctioned events. Failure to do so could lead to revocation of registration, loss of privileges, or other sanctions for violations of such policies or regulations. If registration is denied or revoked or sanctions are applied, campus organizations shall have an opportunity for a hearing with the basic standards of procedural due process. (See Chapter VII.)
3. Organizational officers/representatives are responsible for ensuring that the name, insignia, seal or address of the University of California, Santa Barbara is not used in any manner that implies UCSB support or agreement with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within

these regulations. Campus organizations are encouraged to design their own letterhead for use in correspondence.

4. Organizational officers/representatives are responsible for meeting with the Office of Student Life activities advisor when planning an event or activity that requires an expenditure of funds.
5. Organizational officers/representatives are responsible for attending the Minor Events committee and gaining its approval when planning events in University facilities, including areas generally open to the public.
6. Organizational officers/representatives are responsible for the financial obligations to the University incurred by their organization, and may be responsible for such obligations to others.
7. The Chancellor or designee may investigate through audits or other means and take action to ensure that fiscal activities of campus organizations occurring on University properties comply with legal requirements and University policies and procedures.
8. Organizational officers/representatives are responsible for any damage that occurs to University facilities as a result of use by their organizations.
9. Organizational officers/representatives who sign contracts with off-campus vendors or University agencies in return for services or goods are responsible for fulfilling the terms of those contracts. The University is in no way responsible for “making good” on such agreements. Organizational officers/representatives may not commit the University in any contractual arrangements or make any representations that might be construed in any way as a commitment without written approval of the University.
10. Organizational officers/representatives are responsible for updating and submitting organizational registration information.
11. Organizational officers/representatives are financially responsible for providing reasonable disability accommodations.

D. Conduct and Discipline

A registered campus organization is required to comply with University policies and campus regulations as well as applicable laws or it will be subject to revocation of registration, loss of privileges, or other sanctions. In denying or revoking registration or applying sanctions, campus regulations shall provide an opportunity for a hearing with basic standards of procedural due process. Such hearings may be conducted by the Office of Student Life, Student Faculty Committee on Student Conduct, or an individual hearing officer.

E. Additional Requirements Applying to Political and Religious Organizations and Activities

As a state instrumentality, the University must remain neutral on religious and political matters. Religious and political organizations are eligible to apply for compulsory student

fees as part of the University’s support of a “public forum.” However, students may request a pro-rata refund of such fees used to fund political, religious, or ideological activities and organizations.

1. Religious and political organizations shall have access to University properties on the same basis as all other campus organizations, according to the guidelines that follow. Special arrangements may be necessary to ensure that such activities/programs are produced at no cost to the campus.
2. The name or seal of the University or any of its officers or units shall not be used for or in connection with religious or political purposes or activities. In correspondence, statements, or other material relating to political or religious activities or issues, the individuals must clearly indicate that the disclosure of any title or affiliation with a group is used for identification purposes only and not as representation of the University or any of its offices or units.
3. Any member of the campus community or public who has concerns about the neutrality of the University in relation to political or religious activities is encouraged to bring his/her concerns to the attention of the Office of Student Life, which may initiate further investigation and request review and recommendation from the Student/Faculty Committee on Student Conduct and/or the Office of General Counsel, as appropriate.

F. Additional Requirements for Recognized Greek Letter Fraternal Organizations

The invitation and recognition of Greek letter fraternal organizations on the University of California, Santa Barbara campus is governed by the statement entitled “Statement of Relationship Between the University of California, Santa Barbara and Its Greek Letter Fraternities and Sororities.” Copies of this document are available in the Office of Student Life.

1. Any organization or group of students wishing to establish a Greek letter fraternal organization must first meet with the Office of Student Life fraternity and sorority advisor.
2. Although recognized Greek letter fraternal organizations are obliged to fulfill additional requirements with regard to becoming established at the University of California, Santa Barbara, they are nonetheless bound by all regulations that apply to other registered campus organizations.
3. Recognized Greek letter fraternal organizations and their activities are monitored by the Greek Conduct Board and the Greek Review Committee. Any member of the University or the community may report concerns or complaints about these organizations by submitting the appropriate form available in the Office of Student Life.

CHAPTER III: CAMPUS ACTIVITIES

A. Speech and Advocacy

1. General Provisions

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

2. Time, Place, and Manner Regulations

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

a) Grounds Open to the Public Generally

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

- (1) In the event that the architecture of a building includes entrances with stairs or landings, no distribution may take place on the stairs or landings. (This restriction applies to both landings in front of the main entrance to the Library.)
- (2) All activity in these areas must be conducted in such a way that traffic is not impeded and the normal activities in classrooms and offices are not disrupted.
- (3) Tables or moveable stands may not be placed in areas where passages to any entrance or walkways are blocked, where the free flow of pedestrian traffic is restricted, or where emergency fire lanes are blocked.
- (4) In order to facilitate ingress and egress, all activity must be conducted 25 feet or more from any entrance/exit, parking lot, staircase, landing or roadway.
- (5) Fixed tables in the area in front of the University Center are accessed on a first-come, first-served basis.
- (6) Groups using moveable tables or stands at any location on the campus must have the prior approval of the Office of Student Life and comply with number 3 above.
- (7) No flyers, announcements or literature of any kind may be placed on automobiles (e.g., under the windshield wipers) on University property.
- (8) Organizations/persons are prohibited from leaving flyers, announcements or literature of any kind unattended on campus grounds or in classrooms. That is, literature may be handed to interested persons or posted appropriately in designated areas for their information, but it may not simply be left for others to pick up. (See Appendix D for non-affiliate rules.)
 - (a) Any person or organization wishing to regularly distribute publications must notify the Office of Student Life regarding distribution and litter control plans.
 - (b) All publications distributed within or in front of the on-campus residence halls and dining commons must be approved by the Residence Hall Association or its designee.
- (9) Flyers, announcements or literature of registered

campus organizations may be distributed through departmental mail boxes as long as the method of distribution is in keeping with departmental policy or applicable University policies. All inquiries regarding the appropriateness of distribution will be referred to the department chairperson or manager for resolution.

b) Involuntary Audiences

Persons on University property have the right to be protected from becoming part of an audience for an event or activity against their will.

c) Established Free Speech Areas and Outdoor Gatherings

Sound amplification equipment may not be used at any outdoor location without the written approval of the Office of Student Life except in those areas listed below. These areas are generally open to the public, however, and as such may be used for speech and advocacy without amplification.

Use of these areas by non-University persons may not involve the use of amplified sound, and scheduled events by registered groups and University departments will have priority.

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

Music regulated by these policies includes amplified music, whether live or recorded, and certain non-amplified musical instruments including, but not limited to, brass, drums, and other percussion instruments. Reference to amplified music includes all of these kinds of music and musical instruments.

To schedule areas 1-7, see Chapter IV, A.4.

Area 1: University Center Lawn/Friendship Court. The lawn area between the University Center and the lagoon and the Friendship Court area adjacent to the Corwin Pavilion. The amplification of music shall be restricted to the hours between noon and 1 p.m. (M-F), while voice amplification may occur between 9 a.m. and 9:30 p.m. (M-F).

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four days in advance to the Office of Student Life. The sound volume will be regulated by the sponsoring organization to avoid disturbing those

in the surrounding area.

Area 2: Faculty Club Green. The lawn area between the Faculty Club and the lagoon. Voice amplification will be allowed between the hours of 11 a.m. and 3 p.m. (M-F). If amplification of music is to be provided in conjunction with a program, the musical portion of the program will be limited to the hour of noon to 1 p.m. (M-F).

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least ten days in advance to the Office of Student Life. The sound volume will be regulated by the sponsoring organization to avoid disturbing those in the surrounding area.

Area 3: Storke Plaza. The use of sound amplification in Storke Plaza will be permitted within the following guidelines:

Mid-Day Speakers: Voice amplification for events having speakers will be allowed only between the hours of 11 a.m. and 3 p.m. (M-F).

Mid-Day Music: If amplification of music is to be provided in conjunction with a program, the musical portion of the program will be limited to the hour of noon to 1 p.m. (M-F). There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis by the Campus Scheduling Office in the Office of Student Life.

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four days in advance to the Office of Student Life. The sound volume will be regulated by the sponsoring organization to avoid disturbing those in the surrounding area. Sound levels may not exceed ninety decibels at any time during the performance. Violation of the ninety decibels level can result in loss of Storke Plaza scheduling privileges for up to one academic year. Monitoring of the sound levels will be conducted by the Office of Student Life.

Area 4: Student Affairs /Administrative Services Building Courtyard. All voice amplification of speakers is restricted to the hours between 11 a.m. and 2 p.m. (M-F); music amplification is allowed no more than two times per week from noon to 1 p.m. These dates will be scheduled on a first-come, first-served basis with the Campus Scheduling Office in the Office of Student Life.

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four days in advance to the Office of Student Life.

The sound volume will be regulated by the sponsoring organization to avoid disturbing those in the surrounding area. Sound levels may not exceed 90 decibels at any time during the performance. Violation of the 90 decibels level can result in loss of Student Affairs/Administrative Service building Courtyard scheduling privileges for up to one academic year. Monitoring of the sound levels will be conducted by the Office of Student Life.

- Area 5: Campbell Hall Plaza. The area between Campbell Hall and Cheadle Hall. All voice amplification of speakers is restricted to the hours between 11 a.m. and 2 p.m. (M-F); music amplification is allowed no more than two times per week from noon to 1 p.m. These dates will be scheduled on a first-come, first-served basis with the Campus Scheduling Office in the Office of Student Life.

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least four days in advance to the Office of Student Life.

The sound volume will be regulated by the sponsoring organization to avoid disturbing those in the surrounding area. Sound levels may not exceed 90 decibels at any time during the performance. Violation of the 90 decibels level can result in loss of Student Affairs/Campbell Hall Plaza scheduling privileges for up to one academic year. Monitoring of the sound levels will be conducted by the Office of Student Life.

- Area 6: Arbor Mall. The area between the Arbor and the Girvetz Hall breezeway. This area is available for speech and advocacy activities with one restriction: there is to be NO sound amplification in this area at any time.

- Area 7: Campus Green. The area between the Physical Sciences and Broida Hall. The use of sound amplification in the Campus Green will be permitted within the following guidelines:

Mid-Day Speakers: Voice amplification for events having speakers will be allowed only between the hours of 11 a.m. and 3 p.m. (M-F).

Mid-Day Music: If amplification of music is to be provided in conjunction with a program, the musical portion of the program will be limited to the hour of noon to 1 p.m. (M-F). There shall be no more than two days per week scheduled for amplified music events. These events shall be scheduled on a first-come, first-served basis by the Campus Scheduling Office in the Office of Student Life

Requests for extension of hours (as well as approval for weekend use) must be submitted in writing at least 4 days in advance to the Office of Student

Life. The sound volume will be regulated by the sponsoring organization to avoid disturbing those in the surrounding area. Sound levels may not exceed ninety decibels at any time during the performance. Violation of the ninety decibels level can result in loss of Campus Green scheduling privileges for up to one academic year. Monitoring of the sound levels will be conducted by the Office of Student Life.

B. Posting Regulations

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

These regulations apply to individual members of the campus community as well as registered campus organizations. Fines are also applicable to violations occurring during election campaigns.

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

1. Acceptable Materials

- a) Announcements of campus activities, special events and fund-raising activities sponsored by campus organizations, departments, recognized campus units, and affiliated organizations.
- b) Notices regarding the occasional/incidental sale of personal property belonging to students and employees of the University and those offering educationally-related services or information of interest to UCSB students, faculty and staff.
- c) Associated Students and Graduate Students Association campaign literature. All posting of these materials must comply with these regulations. Additional regulations governing election posting may be found in the Associated Students by-laws.

2. Restricted Materials

- a) Commercial advertisements, posters and literature, political campaign literature, flyers and posters not sponsored by registered campus organizations, and publicity for services that are not conducive to the educational purposes of the University (e.g., term paper services) are not acceptable for posting.
- b) Advertisements, posters, and literature related to events/services/goods of off-campus persons or organizations must be approved by the Office of Student Life prior to posting.

- (1) The only area approved for the posting of non-sponsored literature is the bus loop kiosk by North Hall. Because of space limitations, only one poster per event is permitted.
- (2) Any groups wishing to have the privilege of posting elsewhere on campus may contact the Office of Student Life for a list of potential campus organization sponsors; those sponsors must be clearly delineated on any posted material.

3. Posting Areas: Posters and Announcements

a) Kiosks

- (1) The kiosks in front of Campbell Hall, Snidecor Hall, and the Music Building are maintained and managed by Arts & Lectures, Dramatic Arts Department, and Music Department, respectively.
- (2) All other kiosks are maintained by the Office of Student Life posting service. Since space is limited, only one poster per event on each kiosk is permitted. Flyers should be limited to 8 1/2 X 11 inches; space permitting, posters will be accepted up to 11 X 17 inches.
- (3) Temporary kiosks may be placed on campus for a maximum of one quarter. A written proposal outlining purpose, location (maximum of two per organization), and construction material must be presented to the Office of Student Life prior to placement of the kiosk. Kiosks may not be attached to any campus tree, light post, or other structure. They must be removed at the end of each quarter and approval for the following quarter requested from the Office of Student Life. Failure to remove may result in loss of privilege.

b) University Bulletin Boards

All bulletin boards (including those in classrooms) designated as “general purpose” are for use by campus organizations, students, faculty and staff. Notices may be posted on boards outside of the classrooms and in the Graduate Tower area of South Hall. The following Fire Marshal restrictions apply: only a single layer of paper, and only one notice per event/item is permitted on each board, and no posting within one foot in any direction from another notice. No commercial flyer, literature, or advertisement may be posted.

c) Departmental Bulletin Boards

Departmental offices control the use of bulletin boards located within departmental areas. Permission must be obtained from the department before any non-departmental-sponsored material is posted.

d) Residence Halls

All distribution and posting in the residence halls and dining commons are controlled by the Residence Halls

Association; posting in these areas must be approved by the Residence Halls Association or its designated agent(s).

e) Classroom Chalkboard Posting and Announcements

Written announcements of upcoming events on chalkboards in the Buchanan Complex (because of the rear projection screens), or any other instructional facility that has limited chalkboard space, is prohibited. Academic uses of chalkboards will always take precedence over other uses.

4. Posting Areas: Banners

- a) Banners (no more than eight feet in length and four feet in width) may be posted on Storke Plaza railings and the bike tunnels on Pardall Road and near Student Health Service and Rob Gym.
- b) Banners are prohibited from all other areas, especially bike path rails and fences.
- c) Only one banner per event per area is allowed.
- d) Staked banners/signs may be placed in ground cover (preferably) or lawn areas for a maximum of two weeks. The signs cannot be closer than five feet on either side of bike paths and may not be placed in roundabouts.

5. Removal of Poster Material

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

6. Posting Violations

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

7. Disposition of Reported Posting Violations

- a) Reporting Violations

Any member of the campus community may register a written complaint or concern with the Office of Student Life regarding alleged posting violations and potential clean-up costs.

b) Investigating Charges and Recommending Sanctions

- (1) Once a written complaint is filed, the Office of Student Life will contact the alleged violators, inform them of the charges, and ask them for their explanation of the situation.
- (2) After reviewing all circumstances surrounding the allegation, the Office of Student Life will have the authority to impose sanctions.

c) Sanctions for Posting Violations

(1) Fund-Raising Events

(a) First Offenses

- Forfeiture of the \$50.00 publicity bond or the actual cost of clean-up, whichever is greater as stated on the Office of Student Life event planning guide.

(b) Repeat Offenses*

- Forfeiture of the publicity bond encumbered for the event or the actual cost of clean-up, whichever is greater.
- Imposition of a fine of up to 40% of the gross receipts of the fund-raiser in question.
- Loss of any or all of the organizational privileges.

(2) Non-Fund-Raising Events

(a) First Offenses

- Written warning.
- Imposition of a fine of up to \$20.00.

(b) Repeat Offenses*

- A minimum fine of \$50.00 or the actual cost of clean-up, whichever is greater
- Loss of any or all organizational privileges.
- For posting violations committed by commercial organizations or groups, a \$10.00 fine per flyer/advertisement will be imposed.

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

C. Fund-Raising, Benefits and Donations

1. General Provisions

- a)* University facilities are not to be used for commercial activities or for personal gain. (See General Definitions, Number 9 and Number 10.)
- b)* The following University services and programs are exempt from the commercial activity restriction: University Center Bookstore; Campus Food Services; Recreation Department and University Extension programs and classes; University Residence Hall/Dining facilities; Associated Students/Graduate Students Association programs and services; University Parking Services; Early Childhood Care and Education Services, and others as enumerated in the Policy on Fund Raising, which can be found at http://ucsbuxa.ucsb.edu/policies/inst-advncmt/3005_fundraising.html.

- (1) “Vendor Row”: Control over the vendor spaces adjacent to Storke Plaza shall be under the jurisdiction of the University Center Governance Board. After covering administrative overhead costs directly related to vendor row operations, monies generated shall be available for cultural and educational programming by campus organizations on the UCSB campus. More specific guidelines are available from the University Center Governance Board.
- (2) Credit card vendors are limited to the vendor spaces noted in (1) above and are required to abide by UCOP and UCSB guidelines regulating the on-campus marketing of credit cards to students. Refer to the University of California Policy and Supplemental Guidelines on the On-campus Marketing of Credit Cards to Students, which is available on the Web at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/ucappd.html>.

University Center guidelines are available at the University Center Administration Office, UCen.

2. Fund-Raising

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

- a)* All fund-raising events must be approved by the Office of Student Life (in the case of the Graduate Students Association and registered campus organizations) or by the Executive Director, Associated Students (in the case of Associated Students programs). Residence Halls Association events held in housing facilities require only Director of Housing or designee approval.
- b)* The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the

stated purposes of the sponsoring organizations.

- c) When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber beforehand all pre-established program costs (e.g., facility use, production costs, equipment rental fees).
- d) All sales activities must obtain a permit from the Office of Student Life.
- e) Organizations using University facilities to raise funds must be financially accountable and operate within the following guidelines:
 - (1) All funds raised must be deposited in an on-campus Office of Student Life, Associated Students or Residence Halls Association trustee account and may be withdrawn in accordance with the original fund-raising purpose only after all the bills incurred during the event have been paid.
 - (2) All contracts entered into with off-campus entertainment groups or agencies must be reviewed by an Office of Student Life advisor to assure that the facility is adequate and that the University is in no way obligated under the contract. Once reviewed, the contracts will be signed by one or more official representatives of the organization. Contracts for the Associated Students need only to be signed by the Executive Director, Associated Students. Contracts for Residence Halls Association events held in Housing facilities need only be signed by the Director of Housing or designee.
 - (3) All ticket sales must be coordinated through the Office of Student Life, or for Associated Students sponsored events, through the Associated Students Ticket Office.
 - (4) The University reserves the right to investigate financial records of a campus organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
 - (5) In the event that a fund-raiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.

f) Food Sales:

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

- (1) No food sales may be conducted in front of the Library or set up adjacent to any building entrance in such a way as to impede free access into the building.
- (2) No commercial food vendor sales are permitted.
- (3) Low-risk foods are defined as non-perishable, low-

water-activity foods not requiring refrigeration. Items must be individually wrapped or pre-packaged; ice may be used to store drinks but no ice may be dispensed to customers. A selling permit is required from the Office of Student Life and must be displayed on the seller's table at all times. Groups operating without an approved selling permit will be closed down by a representative of the Office of Student Life or Environmental Health & Safety. See the Office of Student Life for further details on approved food items. Only low-risk foods may be given away as part of a promotional event.

- (4) Non-low-risk food sales are allowed to take place only at the MultiCultural Center and the Student Resource Building on a limited basis. Campus organizations may not sell non-low-risk foods more than three times within a ninety-day period. Campus organizations must submit a detailed description of foods, food preparation and service to the Office of Student Life for approval at least two weeks in advance of the event. A Student Life staff member will supervise the preparation and serving of food.

All food preparation must occur in either the MultiCultural Center or Student Resource Center kitchen (no home preparation allowed) and be served in the MultiCultural Center (though food is not required to be consumed inside the Center) or the Student Resource Building (though food is not required to be consumed inside the building).

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

- (5) Prior to the event, barbecues sponsored by registered campus organizations require permitting by the Office of Student Life and the UCSB Fire Marshal or his/her designee. Departments wishing to sponsor a barbecue are required to contact the UCSB Fire Marshal and his/her designee.
- (6) A campus-wide food sales event is defined as one at which ten or more campus organizations prepare and serve non-low-risk foods. Two such events are allowed each year. Exceptions may be granted under special circumstances. Pre-approval for the event must be obtained from Environmental Health & Safety six weeks in advance with individual campus organizations' food plans submitted at least two weeks in advance. Training on food preparation and service is required and will be provided by Environmental Health & Safety or

University Center Dining Services.

- (7) Food that is served free of charge at potlucks, parties or meetings where the event is not open to the general public does not need a selling permit or prior approval. A potluck is a gathering of people for a meal where the participants are expected to bring food ready to be shared among everyone at the gathering.
- (8) Campus organizations may request to sell food on campus that is prepared by a non-campus vendor. There are eight steps for obtaining approval for use of a non-campus vendor. These are:
 - (a) Select a licensed caterer. The caterer must have an appropriate county food license.
 - (b) The campus organization must obtain approval from the Director of the University Center's Dining Services to make use of a proposed licensed caterer.
 - (c) The campus organization must ensure that the licensed caterer has adequate insurance. Guidelines for the required insurance types and amounts are listed on UCSB Risk Management's website located at: <http://www.riskmanagement.ucsb.edu>.
 - (d) The campus organization must ensure that Risk Management's "Request for Proof of Insurance From A Caterer" is filed with the Risk Management Office in Business Services. This form can be located at: <http://www.riskmanagement.ucsb.edu>. The campus organization must return the completed "Request for Proof of Insurance From A Caterer" to the Risk Management Office in Business Services at least two days in advance of the event.
 - (e) The campus organization must complete a food application permit form located at the Office of Student Life at least ten days prior to the event
 - (f) The campus organization must obtain approval from the Office of Student Life's Activities Advisor at least seven days prior to the event.
 - (g) The campus organization must display the permit when selling food.
 - (h) The campus organization shall have monies in their Office of Student Life trustee account sufficient to cover all catering expenses. All expenses for the caterer must be paid from this account.

Additional campus food guidelines may be found on the Web at <http://www.policy.ucsb.edu/policies/policy-docs/food.pdf>

3. Benefits and Donations

Registered campus organizations may sponsor non-commercial activities, sales, and performances for the benefit of persons or off-campus organizations as long as the personal gain restriction (see General Definition Number 10) is not violated and the campus organization agrees to comply with the following stipulations:

- a) The registered campus organization must vote to sponsor the benefit at a publicized organizational meeting.
- b) Any contract between the on- and off-campus person or organization must specify the financial terms agreed to by both parties, and the contract must be reviewed by an Office of Student Life advisor or signed by the Executive Director, Associated Students (for Associated Students-sponsored programs only). Contracts for Residence Halls Associations events held in Housing facilities must be signed by the Director of Housing or designee only.
 - (1) All Internal Revenue Service guidelines regarding benefits and donations must be followed.
- c) The publicity for the event must include the following information:
 - (1) The name of the sponsoring campus organization(s).
 - (2) The name of the benefiting off-campus organization(s) or individual.
 - (3) The intended specific uses of funds collected at the event.
 - (4) A specific disclaimer of University sponsorship or endorsement.
 - (5) The amount of donation or percentage of net profit going to benefiting organizations.
- d) All funds collected must be deposited in the organization's on-campus Office of Student Life trustee account. Benefit income may be disbursed only from the account after all bills for the event expenses have been paid. All disbursements must be consistent with the original stated purpose of the event and in compliance with contractual agreements, including the amount of donation or percentage of net profit.
- e) Facility use fees related to benefit activities will be assessed as follows:
 - (1) Events sponsored by registered campus organizations that are intended to benefit bona fide charitable organizations shall bear those facility use fees normally assessed for campus organization events (i.e., direct costs).
 - (2) Facility use costs assessed to campus organizations sponsoring benefits for persons or groups not identified as bona fide charitable organizations

will be determined in the following manner:

- (a) If the registered campus organization retains 50% or more of the net profit from the event, it will be charged only those facility use fees normally assessed for campus organization events (i.e., direct costs).
- (b) If the registered campus organization retains less than 50% of the net profit from the event, it will be charged the same facility use rate assessed off-campus users.

information on serving and advertising alcohol may be found at the above site on pages 7 through 14. (See Appendix B for these guidelines.)

1. Campus organizations shall not use funds raised through University-sanctioned events for the purchase or distribution of alcohol.
2. The University cannot expend state funds on alcohol.

D. Serving Alcohol at a Campus Event

The use of alcohol on University property and at University-sanctioned events must be in compliance with California law. More specific campus guidelines related to the use of alcohol and other drugs may be found in the UCSB campus policy entitled Substance Abuse Policy and Implementing Guidelines on the Web at <http://www.policy.ucsb.edu/policies/policy-docs/substance-abuse.pdf>. Specific implementing guidelines with

CHAPTER IV: USE OF UNIVERSITY FACILITIES

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

1. General Provisions

- a) All use of University facilities must be in accordance with federal and state laws, and with University policies and regulations. (See Appendix C, "Camping Policy.")
- b) All persons on University property are required to abide by University policy and campus regulations and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies or campus regulations may subject a person to possible legal penalties; if the person is a student, faculty member, or staff member of the University, that person may also be subject to University discipline.
- c) Those using University properties and services must avoid any unauthorized implication that they are sponsored, endorsed or favored by the University.
- d) University facilities may be used to hold closed meetings or events.
- e) Access to the exterior, roof, and sides of campus buildings is prohibited, except by authorized personnel only. Rappelling off, climbing on, and the dropping of objects from campus buildings are expressly prohibited.
- f) Scheduling campus facilities for events to be held in classrooms, assembly rooms and areas, and Storke Plaza

is done through the Campus Scheduling Office, located in the Office of Student Life. The University Center schedules its meeting rooms; the Events Center, and the Exercise and Sport Studies & Recreation Department schedule athletic facilities. Approval/non-approval of an event will be based on the following criteria:

- (1) The relationship between the nature of the request (type of event) and the policies governing the use of campus facilities.
 - (2) Whether or not there are any known scheduling conflicts.
 - (3) Whether or not the proposed activity poses a clear and present danger of injury to persons, or damage to property and/or to the orderly operation of the University.
- g) In the event that the Office of Student Life denies a request for use of campus facilities based on any of the criteria listed in "f," the sponsoring organization may appeal the denial to the Vice Chancellor for Student Affairs.
 - h) Once an event in University facilities has been scheduled by the Campus Scheduling Office, the event may be cancelled only by the organization requesting the facility or if the event poses a danger to people or property. The sponsoring organization may appeal to the Vice Chancellor for Student Affairs.

2. Scheduling Facilities

a) Facility Requests:

- (1) All facility use requests for non-course-related purposes should be submitted to the Campus

Scheduling Office.

All facility use requests by academic departments for classes should be submitted to the Office of the Registrar. See Campus Policy on Facilities Scheduling, Policy 5548, for additional information on priorities.

- (2) Assembly/lecture halls, i.e., fixed seating facilities with a seating capacity of over 75, shall not be scheduled by any campus organization more than four times in one week in any one quarter and two weekends per quarter. All additional requests may be scheduled no more than three weeks prior to the event if space permits. Requests for exception to these limitations must be submitted in writing to the Office of Student Life.
- (3) Request for space should not be considered a firm reservation until the computer-generated scheduling confirmation is sent to the originating group.
- (4) Banks with a contract with the University Center may set up a table next to their respective campus ATM locations one week each quarter. Scheduling for tabling shall be done with the University Center Administration office in consultation with the Office of Student Life.

b) Reservation Cancellation:

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

3. Special/Major Events Approval

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

Any group wishing to sponsor campus events that are of a size and scope defined as a major event (see following definition) should gain approval from the Major Events Committee and the Vice Chancellor for Student Affairs.

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

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

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

4. Free Speech Areas

For any additional information on Speech and Advocacy rights and responsibilities, see Chapter III.

- a) University Center Lawn: All requests will be submitted to the University Center Scheduling Office.
- b) Faculty Club Green, Student Affairs/Administrative Services Building Courtyard, and the Campbell Hall Plaza: All requests will be submitted to the Campus Scheduling Office. All space assignments will be processed on a first-come, first-served basis.
- c) Storke Plaza: All requests will be submitted to the Campus Scheduling Office. All space assignments will be processed on a first-come, first-served basis. Each campus organization/department may request the plaza for three special events (i.e., speaker, cultural week, one-day rally, performing artist) each quarter as far in advance as desired. A series (related events throughout the quarter) is not defined as a special event. Thereafter, all additional requests may be scheduled no more than three weeks prior to the event.
- d) Arbor Mall: Two types of activities can occur in the Arbor Mall.

Individual students, faculty, and staff and recognized campus organizations may use the tables in the Arbor Mall on a first-come, first-served basis for display and distribution of information and informal gatherings. The displays must fit on the table(s) provided. Free-standing displays must be approved by the Office of Student Life. Such approval will be based on safety issues, such as size of the sign, ability of the stand to withstand wind, location in relation to the fire lane,

etc. Non-campus-affiliated individuals and groups may also exercise the constitutionally protected rights of free expression, speech, assembly, worship and distribution of literature incidental to the exercise of these freedoms. Use by campus-affiliated individuals and groups will be given priority. Additionally, any non-campus-affiliated individual or group wishing to place a free-standing display must have that display approved in advance by the Office of Student Life and will be judged on the same criteria as stated above.

The second type of activity allowed in this area is scheduled events. These events will be limited to information fairs that can include booths, tables, or large displays. All requests for such events will be submitted to the Campus Scheduling Office. All space assignments will be processed on a first-come, first-served basis. These events may NOT include any form of sound amplification or drumming.

- e) Campus Green: All requests will be submitted to the Campus Scheduling Office. All space assignments will be processed on a first-come, first-served basis.

5. Dead Week and Finals Week

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

A request from a registered campus organization for an exception to this regulation for an activity must be submitted in writing to the Office of Student Life.

6. Commencement Weekend

Because of the scope, nature and timing of commencement activities, the non-academic scheduling of University facilities during commencement weekend requires the additional approval of the chair of the Commencement Committee. Requests for activities during this period of time should be submitted to the Campus Scheduling Office, but reservations will not be confirmed until they are approved by the Commencement Committee chair based upon his/her determination that the proposed activity will not interfere with commencement activities.

7. Fund-Raising Events

- a) Campus Organizations sponsoring fund-raising events must meet additional requirements. Please refer to Chapter III, C. of these regulations.
- b) Fund-raising by University administrative/academic units outside their normal responsibilities is not permitted without the approval of the appropriate Vice Chancellor. See Campus Policy 3005 for additional information and clarification at the Office of Student Life.

B. Use of University Facilities for Events and Activities Sponsored by Non-University Persons/Groups

1. Scheduling

- a) All use of campus facilities by off-campus persons/groups shall be coordinated and approved by the Business Services office or the Office of Residential Services (only when use of the residence halls is requested).
- b) Individual University faculty, staff and students will be considered to be “non-University users” when requesting facilities for events not related to or approved by a department, unit or campus organization, or when they wish to use facilities for commercial purposes.
- c) Non-University persons and organizations may also be eligible to use University facilities upon invitation of the student governments, other University departments and units, or registered campus organizations. These requests shall have lower priority in securing facilities than those events that are solely associated with the sponsoring organization.

2. Speech and Advocacy

- a) Non-University speakers may not schedule facilities or collect funds therein unless sponsored by a University department, official unit, or registered campus organization.

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

- b) The only facilities exempt from this sponsorship provision are the outdoor areas of the campus open to the public generally (see especially those open discussion areas listed in Chapter III, A.2.c., where non-University persons are welcome to present their views without sponsorship). Use of these areas by non-University persons, however, may not involve the use of amplified sound; and, scheduled events by registered groups and University departments will have priority.

3. Fund-Raising

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

CHAPTER V: STUDENT GOVERNMENT

A. Chancellor's Authorization

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

B. Authority, Responsibility, and Purposes

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

The University's purposes for student governments are:

To provide students with the educational benefits of participation in student government; (SW, 61.11)

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

To provide financial and other tangible support for student activities and organizations on a viewpoint-neutral basis, consistent with the provisions of Chapter V, Section E, in order to foster a sense of community and to further discussion among students of the broadest range of ideas; (SW, 61.13)

To communicate student views to audiences, including external governmental offices and agencies, consistent with the provisions of Chapter V, Sections G, H, I, J, K; (SW, 61.14) and

To provide such additional services to students as may be determined by the Chancellor or Chancellor's designee to be consistent with the status of student governments as official units of the University and with the other provisions of these regulations. (SW, 61.15)

C. Support by Campus-Based Student Fees

Student governments may be supported by compulsory campus-based student fees as specified in Chapter V, Section Q of these regulations and/or by voluntary student contributions as specified in Chapter V, Section Q, of these regulations. (SW, 81.00)

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

Compulsory campus-based student fees allocated to student government may be reallocated to support registered campus organizations and registered campus organization-related programs and activities consistent with the University's educational purposes in providing such support. (SW, 86.10)

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

1. To provide opportunities for the educational benefits and personal and social enrichment that derive from participation in extracurricular programs and activities; and
2. To stimulate on-campus discussion and debate on a wide range of issues from a variety of viewpoints. (SW, 86.20)

Consistent with the above purposes, such reallocations shall be made only to support either the general organizational expenses of registered campus organizations and registered campus organization-related programs and activities or their associated communicative purposes. (SW, 86.20)

In addition, allocation decisions to provide such support must be made without regard to the viewpoint of a particular registered campus organization or registered campus organization-related program or activity, and must be balanced in relation to the support provided to other registered campus organizations or registered campus organization-related programs and activities in similar circumstances. (SW, 86.20)

E. Campus Procedures and Criteria to Assure Viewpoint Neutrality (SW, 86.30)

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

Criteria appropriate to be given balanced consideration in the making of viewpoint-neutral reallocation decisions include, but are not limited to: the objectively documented organizational needs of the registered campus organization based on membership size; its office or equipment requirements; the extent of financial support the registered campus organization receives from other sources; or the production costs associated with a particular event or series of events the registered campus organization typically sponsors. Such sponsored events supported in whole or in part by compulsory campus-based student fees need not avoid controversial political, religious, or ideological content, subject to the understanding that under current University policy, campuses have a responsibility to assure an ongoing opportunity for the expression of a variety of viewpoints (see Policy on Speech and Advocacy at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc30.html>). (SW, 86.31)

Campus procedures and criteria shall provide:

1. That student governments or other campus entities responsible for reallocating compulsory campus-based student fees must publicize widely and regularly to registered campus organizations the availability of such funds to support registered campus organizations on a viewpoint-neutral basis, as well as the viewpoint-neutral criteria on the basis of which such funds will be reallocated; and
2. That communications to registered campus organizations on the availability of such funds must be made in a timely fashion, and be reiterated periodically during the year as long as such funds remain available, to ensure sufficient time for the preparation of funding proposals in advance of funding decisions. (SW, 86.32)

Campus criteria and procedures shall also provide for:

1. Documentation of all funding processes available to registered campus organizations, including notice of the opportunity to apply for funding and the criteria upon which funding requests will be judged;
2. Documentation of all funding requests by registered campus organizations and actions taken by the student government or other campus entity with reference to the published funding criteria in response to such requests; and
3. A formal process that allows registered campus organizations or individual students to appeal, in a reasonable and timely manner, funding decisions regarding particular registered campus organizations or registered campus organization-related programs and activities made by the student government or other campus reallocating entity. (SW, 86.33)

Compulsory campus-based student fees may be reallocated to pay for speakers sponsored by registered campus organizations. Over time, such events should stimulate on-campus discussion and debate from a wide range of viewpoints on a variety of issues. (SW, 86.34)

F. Legal Review of Campus Procedures and Criteria (SW, 86.40)

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

G. Right to Take Positions on Public Issues (SW, 63.00)

Student governments shall have the right to address and take positions on public issues. Positions on issues taken by student governments shall not be represented as or deemed to be official positions of the University. Compulsory student fees shall not be expended in support of such positions except for University-related purposes. Any expenditure in support of such positions must avoid any implication that the positions taken are sponsored, endorsed or favored by the University. This does not affect the right of any student, as an individual, to petition governmental officials or bodies.

H. Lobbying and Other Public Policy-Oriented Activities (SW, 64.00)

Consistent with the University's purposes for student governments as set forth in Chapter V, Section B, of these regulations, Associated Students and Graduate Students Association may undertake lobbying and other public policy-oriented activities on student-related matters, as defined in Chapter V, Section I and J, of these regulations, supported by compulsory campus-based student fees and/or by voluntary student contributions.

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

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

I. Definition of Lobbying Activities (SW, 64.01)

The term "lobbying activities" as used in these regulations means the funding or sponsorship by student governments of any program or

activity of such governments that involves direct contact (whether face-to-face, by telephone, or in writing) with non-University legislative or other governmental officials in order to communicate a student government position (including the supporting rationale for that position) on a student-related matter.

J. Definition of Public Policy-Oriented Activities Other Than Lobbying (SW, 64.02)

The term “other public policy-oriented activities” as used in these regulations means the funding or sponsorship by student governments of any program or activity of such governments (other than “lobbying activities” as defined in Chapter V, Section I, of these regulations) that involves the communication to a University audience of a student government position (including the supporting rationale for that position) on a student-related matter.

K. Pro Rata Refund Requirement for Lobbying Activities (SW, 64.10)

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

L. Sponsorship of Speakers (SW, 65.00)

Compulsory campus-based student fees allocated to student governments and/or voluntary contributions made to student governments may be expended to support speakers sponsored by those governments. The purpose of such support must be to stimulate on-campus discussion and debate on a wide range of issues. Student governments may bring in speakers as part of their public policy-oriented activities consistent with Chapter 5, Sections D and E. In the event that an allocation is made by a student government to sponsor a forum with speakers advocating for or against a candidate for a non-student-government office, or for or against an off-campus ballot proposition, the student government must make a good faith effort to invite a representative of the opposing campaign or campaigns to appear at the same time or, if this opportunity is declined, to appear at another time. (See also Sections Chapter V, Section E, of these regulations.)

M. Participation in Non-University Political Campaigns (SW, 66.00)

Consistent with the *University’s Policy on Use of University Properties* (on the Web at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc40>) and with the *University’s Legal*

Guidelines for UC Participating in Ballot Campaigns (on the Web at <http://www.ucop.edu/state/advocacy/ballotguidelines.html>), student governments may not use University resources to support or oppose a particular candidate or ballot proposition in a non-University political campaign. This is not intended to preclude the use of such resources by student governments for legitimate educational purposes related to such non-University campaigns, in which information about competing candidates for government office and/or information about competing viewpoints with respect to particular ballot propositions is provided in a fair and balanced way. (See also Chapter V, Section E and L, of these regulations.)

N. Transfer of Compulsory Campus-Based Student Fees to Non-University Entities (SW, 87.00)

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

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

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

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

regulations.)

O. Right to Use University Name and Unofficial Seal

The Associated Students and Graduate Students Association are official units of the University, and while they may not use the official seal of the University, they may use their designations (A.S.U.C.S.B. and G.S.A.U.C.S.B.), the unofficial seal, and their on-campus addresses in connection with official correspondence and programs.

P. Chancellor's Fiscal Oversight

The Chancellor is responsible for the fiscal soundness of student governments. The Chancellor may make audits of the finances of student governments, exercise control over expenditures of their funds when and to the extent necessary to maintain financial solvency of student governments, and ensure they are in accordance with sound business practices consonant with University policies and procedures applicable to such practices. (SW, 76.00)

Q. Funding for Student Governments

Student governments may be supported by either compulsory or voluntary fees. Fees established to support a student government

must be approved by the Chancellor, except that no compulsory fee shall be effective until approved by The Regents.

Compulsory student government fees may be used for educational purposes germane to the University's mission, including support for registered campus organizations and student activities. A student may request a refund of that portion of her or his fee that supports a particular lobbying activity of student government. (See Chapter V, Section J, of these regulations.)

Student elections may be conducted by the Associated Students, Graduate Students Association, or Campus Elections Commission. For campus-based voluntary and compulsory student fee elections in which the voting pool is all registered students, the Campus Elections Commission will conduct the election, and the Chancellor will review and approve the ballot wording and election parameters.

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

CHAPTER VI: STUDENT ELECTIONS

A. Campus-Based Compulsory Student Fees

Compulsory campus-based student fees are fees levied at individual campuses that must be paid by all registered students to whom the fee applies. Such fees may be used to fund: (1) student-related services and programs, including, but not limited to, referenda-based student health insurance programs; (2) construction and renovation of student facilities such as student centers and recreation facilities; and (3) student governments, registered campus organizations, and student government- and registered campus organization-related programs and activities. These regulations do not apply to University-wide fees, to campus-based health insurance fees except those that have been approved by The Regents, to fees related to instruction, or to campus-based miscellaneous fees that require either the Chancellor's or the President's approval. (SW, 81.00 and 81.10)

1. Compulsory fees may be established, adjusted, or eliminated upon approval by an election in which:
 - a) Procedures are delineated for student consultation before the election, and in the case of student fee-funded facilities, procedures are delineated for continuing student consultation once the facility is constructed.
 - b) A minimum of 20% of the voting pool, as specified prior to the election, cast ballots, and
 - c) The criteria for level of fee approval and the election parameters are met.

2. Any reduction or elimination of a compulsory fee must consider any contractual agreements. The sponsoring organization may negotiate with the University to use the registration process (or other University means) to collect the compulsory fee.
3. If authorized by students as part of the original referendum, a portion of the revenue from these fees may be set aside for financial aid purposes. (SW, 82.00)
4. The referendum process set forth in this section shall not be accessible to a registered campus organization or any student group other than a student government. The foregoing is not intended to preclude access to the referendum process by any administrative unit of the University, subject to appropriate student consultation. Support for a registered campus organization or any student group other than a student government from compulsory campus-based student fees must be in the form of a reallocation from student government or other appropriate campus entity to the registered campus organization or other student group. All such reallocations must be made consistent with the requirements for viewpoint-neutral funding set forth in Chapter V, Section E.

B. Voluntary Fees

1. Students may initiate, adjust, or eliminate the collection of a voluntary fee by an election in which:
 - a) 20% of the students composing the designated voting pool cast ballots, and

- b) 50% plus one of those voting vote in favor of the fee being collected.
2. A voluntary fee can be collected only using procedures that ensure the students are not assessed the fee unless they indicate via a positive check-off method to pay the fee. (SW, 90.11)
 3. The sponsoring organization may negotiate with the University to use the registration process (or other University means) to collect the voluntary fee. To ensure that the University will be able to collect and process voluntary fees within the campus registration and collection systems, the Chancellor retains the right to approve the ballot wording and implementation plans for voluntary fees prior to their being put before the voters.
 4. The costs of collection of the fee shall be borne by the sponsoring organization. (SW, 90.13)
 5. Any election publicity or fee-collection procedure shall not imply University sponsorship or endorsement of the organization sponsoring a voluntary fee. (SW, 90.14)
 6. These regulations shall apply only to voluntary contributions collected from students as part of the student registration process or other formal campus assessment process and shall not apply to voluntary contributions solicited from students as part of the more general fund-raising activities of any University or University-affiliated entity. Student governments and registered campus organizations engaged in more general fund-raising activities are subject to all other applicable University policies relating to the fund-raising activities of University and University-affiliated entities. (See Chapter III, Section C.) (SW, 90.20)

C. Exceptions to the Referendum Requirement (SW, 83.00)

An increase in compulsory campus-based student fees may be approved either by The Regents or by the President under the President's delegated authority as appropriate, subject to the Chancellor's recommendation, and does not require a student

referendum, under any of the following circumstances: (SW, 83.10)

1. When a student referendum was not specifically required for increases in a compulsory campus-based student fee, as established in the original ballot measure language approved by students in a student election. (SW, 83.11)
2. When the Chancellor determines that an increase is necessary for the health and safety of students, such as for the maintenance of the safety of a building or facility that is funded wholly or in part by compulsory campus-based student fees. Safety issues are those that are potentially dangerous such as risk of fire, asbestos, earthquakes, or structural deficits. (See the University Policy on Seismic Safety and the University Policy on Environmental Health and Safety.)

For buildings or facilities with multiple uses, whenever possible the costs to students for funding safety-related or health-related maintenance should be based on the proportion of current non-academic student use of the facility. A portion of the revenue from these fees may be set aside for financial aid purposes. (SW, 83.12)

3. When the fee increase is necessary to meet legal requirements (such as new code requirements) or contractual obligations (such as income projections) specified in the funding covenants of a building or facility that is funded wholly or in part by student fees. For buildings or facilities with multiple uses, whenever possible the costs to students for such increases should be based on the proportion of current non-academic student use of the facility. (SW, 83.13)

D. Student Government

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

CHAPTER VII: STUDENT ORGANIZATION CONDUCT AND DISCIPLINE

The Student Conduct Code is published by the Office of Judicial Affairs (OJA).

View the current Student Conduct Code, which serves as chapters VII (Student Organization Conduct and Discipline) and VIII (Student Conduct and Discipline) of the University of California, Santa Barbara Campus Regulations Applying to Campus Activities, Organizations, and Students online at : <http://www.sa.ucsb.edu/regulations/student-conduct-code>

CHAPTER VIII: STUDENT CONDUCT AND DISCIPLINE (*SW, 100.00)

The Student Conduct Code is published by the Office of Judicial Affairs (OJA).

View the current Student Conduct Code, which serves as chapters VII (Student Organization Conduct and Discipline) and VIII (Student Conduct and Discipline) of the University of California, Santa Barbara Campus Regulations Applying to Campus Activities, Organizations, and Students online at : <http://www.sa.ucsb.edu/regulations/student-conduct-code>

CHAPTER IX: ADDITIONAL CAMPUS AND SYSTEMWIDE POLICIES

A. Student Grievance Procedures (SW, 110.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc110.html>)

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

Associated Students
University Center 1523
893-2566

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

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

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

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

Educational Opportunity Program
Student Resource Building 2110
893-4758

Graduate Division
Cheadle Hall 3117
893-2277

Assistant Dean
Graduate School of Education
Phelps Hall 2218
893-2185

Education Department Chair
Graduate School of Education
Phelps Hall 2313
893-7543

Graduate Students Association
University Center 2502
893-3824

Office of Equal Opportunity and Sexual Harassment/
Title IX Compliance
Phelps Hall, Room 3217A
893-2701

Office of Student Life
Student Resource Building 2260
893-4569

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

Ombuds Office
Girvetz Hall 1205K
893-3285

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

Women's Center
Student Resource Building 1220
893-3778

1. Procedures for resolving course-related grievances are covered under regulation A25 (contested grades) or A10 (course participation) of the *Academic Senate Manual* (<http://www.ucop.edu/acadadv/acadpers/apm/>). The provisions of these regulations are included in the *UCSB General Catalog* (<http://www.catalog.ucsb.edu/>.) Contact the Provost or Dean of the appropriate College for more information.
2. For grievances involving professional misconduct on the part of Academic Senate faculty (tenured professors, associate professors and assistant professors), complaints may be filed under the *University Policy on Faculty Conduct and the Administration of Discipline* (APM-015 at <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>). Copies of this policy are available in the Academic Senate Office, Girvetz Hall, Room 1230.
3. The following grievances for specific types of issues may be resolved through procedures outlined in the *Student Grievance Procedure* (P-4110 at <http://www.policy.ucsb.edu/policies/policy-docs/student-grievance-proced.pdf>) or through other stated policies and procedures. Copies of the *Student Grievance Procedure* are available from any of the offices listed above, including the Office of the Vice Chancellor for Student Affairs, Cheadle Hall 5203.
 - a) Privacy Rights. Violations of the privacy rights accorded by the Federal Family Educational Rights and Privacy Act of 1974, portions of the State of California Education

Code, and the *Policies Applying to the Disclosure of Information from Student Records*, may be grieved under the *Student Grievance Procedure* (SW 111.00 and 130.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc110.html>). Contact the Office of Public Affairs for more information (<http://www.ia.ucsb.edu/pa/index.shtml>).

- b) Sex Discrimination. Discriminatory practices based upon sex are prohibited under Title IX of the Education Amendments of 1972 or applicable federal or state laws, or under the *Policy on Sexual Harassment and Complaint Resolution Procedures* (SW, 160.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc160.html>) and the *Student-Related Policy Applying to Nondiscrimination on the Basis of Sex* (SW, 150.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc150.html>). For UCSB procedures pursuant to these policies, contact the Office of Equal Opportunity and Sexual Harassment/Title IX Compliance.
- c) Disability Discrimination. Discriminatory practices based upon disability are prohibited under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 or under the *Guidelines Applying to Nondiscrimination on the Basis of Disability* (SW, 140.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc140.html>). Contact the Disabled Students Program for more information.
- d) Racial or Ethnic Discrimination. Discriminatory practices based on race, color or national origin are prohibited under Title VI of the Civil Rights Act of 1964 (SW, 111.40 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc110.html>). Contact the Office of Equal Opportunity for more information.
- e) Age, Religion, Marital Status, or Sexual Orientation Discrimination. Discriminatory practices based on age, religion, marital status, or sexual orientation as defined in the *Nondiscrimination Policy Statement* (Appendix A) are prohibited under the *Student Grievance Procedure*. Contact the Office of the Vice Chancellor for Student Affairs for more information.

4. Students may also pursue civil law remedies. (SW, 113.00).

B. Student Reciprocity Privileges (SW, 170.13 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc170.html>)

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

C. Policy on Campus Emergencies (SW, 50.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc50.html>)

1. State of Emergency (SW, 51.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc50.html>)
 - a) A Chancellor may, after consultation with the University President, and where possible with student and faculty representatives, declare a state of emergency to exist on the campus when:
 - (1) Extreme conditions exist on or within the vicinity of campus, resulting from natural disasters, civil disorders that pose a threat of serious injury to persons or damage to property, or other such seriously disruptive events; and
 - (2) Extraordinary measures are required to immediately avert, alleviate, or repair damage to University property, to protect the health or safety of persons on University property, or to maintain the orderly operations of the campus.
 - b) Chancellors shall adopt campus emergency regulations and procedures consistent with the provisions of Section 13.30 (SW at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc13.html>) and, upon the declaration of a state of emergency, shall place into effect orders appropriate to the emergency. (SW, 52.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc50.html>)
2. Emergency Suspension (SW, 53.00 at <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc50.html>)
 - a) (SW, 53.10) During a state of emergency, Chancellors or their designated representatives are empowered to impose Emergency Suspension on any student, faculty member, or employee, where there is reasonable cause to believe:
 - (1) The individual has participated in a disturbance of the peace or unlawful assembly, or has acted in violation of the campus emergency orders, has committed an act of physical violence or has threatened to commit such an act, or has committed a theft or has damaged property.
 - (2) The individual's presence on campus will lead to violation of campus emergency orders, violence, intimidation, damage to property, or other disruptive activity incompatible with the orderly operation of the campus.
 - b) (SW, 53.11) If Emergency Suspension is imposed by a designated representative of the Chancellor, such representative shall immediately inform the Chancellor and shall submit a written report on the action to the Chancellor as soon as is reasonably possible. The report shall contain a description of the person suspended,

including the person's name and, if available, address and phone number, and a statement of the facts giving rise to the suspension. If the Chancellor does not affirm the action of the designated representative within 24 hours after being informed that the suspension has been imposed, the suspension shall be deemed void and a reasonable effort shall be made to inform the person who was suspended that the suspension is void.

- c) (SW, 53.12) Any individual placed on Emergency Suspension shall be given written confirmation of the suspension, either by delivery to the individual personally or by postal service to the individual's last known address. The confirmation shall inform the individual of the procedures by which the validity of the Emergency Suspension can be appealed, including the opportunity to obtain a special hearing on the Emergency Suspension in accordance with applicable campus procedures. If an individual is found to have been unjustifiably placed on Emergency Suspension, the University is committed to a policy whereby reasonable efforts are taken to assist an individual who has been disadvantaged in employment or academic status.

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

- d) (SW, 53.13) Any individual placed under Emergency Suspension shall not, during the period of suspension, enter upon specified areas of the campus or engage in specified activities, as set forth in the written Notice of Emergency Suspension. The exclusion or restriction shall be limited to the minimum extent necessary to protect the health and safety of persons or property, or to maintain the orderly operation of the campus.
- e) (SW, 53.14) Violation of any condition set forth in the Notice of Emergency Suspension shall subject the individual to disciplinary proceedings based upon such violation.

A complete statement of the UCSB campus implementation of the above Systemwide policies pertaining to Campus Emergencies may be found in the current Campus Emergency Operations Plan at <http://www.ehs.ucsb.edu/units/emplan/eppdf/EOPcampus1102.pdf>. Copies of this plan may be reviewed at the campus Police Department, Office of Student Life, and the Office of Environmental Health & Safety.

APPENDIX A

University of California Nondiscrimination Policy Statement

The University is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices, including discrimination on the basis of race, color, national origin,

religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers admission, access, and treatment in University programs and activities, and application for treatment in University employment. All groups operating under the authority of The Regents, including administration, faculty, student governments, University-owned residence halls and apartments, and programs sponsored by the University or any campus, are governed by the policy. The intent of the University's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this policy, the University also shall be sensitive to the existence of past and continuing societal discrimination. (See also: Policy 4105-*Student Grievance Procedures* at <http://www.policy.ucsb.edu/policies/policy-docs/student-grievance-proced.pdf>; and Policy 1035-*Sexual Harassment Policy and Procedures* which are available at the Office of Student Life.) APPENDIX B

APPENDIX B

UCSB Substance Abuse Policy and Implementing Guidelines (at <http://www.policy.ucsb.edu/policies/policy-docs/substance-abuse.pdf>)

Summary

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

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

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

grant/contract activity, or while on university business.

Please see <http://www.policy.ucsb.edu/policies/policy-docs/substance-abuse.pdf> for full text.

APPENDIX C

Camping (at <http://www.policy.ucsb.edu/policies/policy-docs/camping.pdf>)

Introduction

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

Please see <http://www.policy.ucsb.edu/policies/policy-docs/camping.pdf> for complete text.

APPENDIX D

Regulations Governing the Conduct of Non-Affiliates in the Buildings and on the Grounds of the University of California (at <http://www.ucop.edu/regs/naffil/documents/naffilreg.pdf>)

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

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