

2018-20 Biennial Review
Alcohol, Tobacco, and Other Drug (ATOD) Program
Student Health and Counseling Services
Sacramento State



Compiled in Compliance with the Drug-Free Schools and Campuses Regulation
(34 CFR EDGAR, Part 86)

by

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Published February 2021

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I. Introduction and Overview

Sacramento State is located in California's capitol city, and is strategically situated to be at the forefront of issues paramount to the region, such as environmental research, politics, business, arts, healthcare, entrepreneurship and more. Sacramento State averages over 30,000 registered students, and in 2019 was ranked the fourth most diverse university in the western United States (U.S. News and World Report).

As required by the Drug-Free Schools and Campus Regulations (34 CRF EDGAR, Part 86), all institutes of higher education who receive Federal funding must meet the following requirements:

- Adopt and implement programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities” (EDGAR Part 86 Subpart A 86.3);
- Distribute an annual notification to every student and staff member each year, highlighting standards of conduct, applicable legal sanctions, potential health risks, available programs, and disciplinary sanctions if students or employees are found in violation; and
- Conduct a biennial review of their AOD programs and policies to determine program effectiveness and consistency of policy enforcement, and to identify and implement any changes needed to either.

As an institution that receives federal funding, and that cares for the holistic health and well-being of the entire campus community, Sacramento State is committed to integrity of this review.

This Biennial Review highlights ATOD programming at Sacramento State between September 1, 2018 and August 31, 2020. The review process was conducted by Student Health and Counseling Services (SHCS) staff, including the Health Educator for ATOD and the Associate Director of Campus Wellness. SHCS is an entity of the Division of Student Affairs. This Biennial Review will be used to identify current program strengths and weaknesses, as well as develop goals for the next two-year cycle (September 2020 – August 22).

The most current version of the Biennial Review is available online, on the SHCS home webpage (www.csus.edu/student-life/health-counseling). Electronic copies of current and past biennial reviews are maintained indefinitely by SHCS's Administrative Services, and are available in electronic or print format, upon request.

II. Relevant Data

To best understand and evaluate ATOD programming at Sacramento State, it is important to review data on substance use that is relevant to our unique population. Sacramento State's most recent data collection occurred during the Spring 2018 semester.

National College Health Assessment

The ACHA-National College Health Assessment II (ACHA-NCHA II) is a national research survey organized by the American College Health Association (ACHA). The NCHA is regarded as one of the most comprehensive health and wellness tools available, covering a variety of health and wellness topics including substance use, sex and relationships, mental health, and nutrition. In Spring 2018, Sacramento State participated in NCHA data collection. A total of 1,213 students replied, equating to a 12% response rate. Sacramento State data highlights from the Spring 2018 NCHA are included below. Copies of the full executive report can be requested from SHCS's Administrative Services, and are available in electronic or print format.

NCHA Highlights

Alcohol

Table 1 shows the 30-day prevalence of alcohol use among Sacramento State students, including actual and perceived use. As is typical among college students, actual use differs greatly from perceived use in every category. Alcohol use prevalence was similar among male- and female-identified participants. Alcohol use affected some student's academics, with 2.7% reporting that alcohol use had affected their academic performance within the last 12 months (academic impact defined as: received a lower grade on an exam, or an important project; received a lower grade in the course; received an incomplete or dropped the course; or experienced a significant disruption in thesis, dissertation, research, or practicum work).

Table 2 shows the percent of Sacramento State students reporting an adverse experience during the past 12 months when drinking alcohol. Common adverse experiences included doing something they later regretted, forgetting where they were or what they did, and having unprotected sex. Sex without consent was similar among male- and female-identified participants (2.2% and 2.9%, respectively).

On the positive note, 97.9% of Sacramento State students reported using at least one harm reduction practice "most of the time" or "always" when they partied or socialized during the last 12 months (Table 3). The two most common harm reduction practice was to stay with the same group of friends the entire time drinking (91.7%) and using a designated driver (91.3%). Female-identifying students reported higher use of each harm reduction technique.

Table 1.

Percent (%)	Alcohol					
	Use			Perceived Use		
	Male	Female	Total	Male	Female	Total
Never used	27.6	28.0	27.6	6.5	5.1	5.5
Used, but not in the last 30 days	20.5	21.1	21.2	4.5	3.1	3.6
Used 1-9 days	40.1	42.7	41.7	40.9	42.4	41.9
Used 10-29 days	10.8	8.8	8.9	34.4	34.7	34.5
Used all 30 days	1.1	0.4	0.6	13.6	14.7	14.4
Any use within the last 30 days	52.0	51.0	51.2	88.9	91.8	90.8

Table 2.*

Percent (%)	Male	Female	Total
Did something you later regretted	26.3	25.3	25.2
Forgot where you were or what you did	20.7	23.1	22.3
Got in trouble with the police	3.0	0.7	1.6
Someone had sex with me without my consent	2.2	2.9	2.6
Had sex with someone without their consent	0.4	0.4	0.5
Had unprotected sex	24.6	21.3	22.1
Physically injured yourself	11.7	10.0	10.3
Physically injured another person	3.0	0.9	1.5
Seriously considered suicide	2.6	3.5	3.6
Reported one or more of the above	45.3	43.1	43.6

Table 3.*

Percent (%)	Male	Female	Total
Alternate non-alcoholic with alcoholic beverages	31.0	45.2	40.9
Avoid drinking games	39.8	48.5	46.0
Choose not to drink alcohol	29.6	34.7	32.9
Determine in advance not to exceed a set number of drinks	49.4	57.9	54.8
Eat before and/or during drinking	79.9	83.2	82.3
Have a friend let you know when you have had enough	38.3	54.4	48.9
Keep track of how many drinks being consumed	67.5	78.6	75.3
Pace drinks to one or fewer an hour	38.3	48.9	45.9
Stay with the same group of friends the entire time drinking	85.4	94.7	91.7
Stick with only one kind of alcohol when drinking	49.6	69.0	63.2
Use a designated driver	85.5	93.8	91.3
Reported one or more of the above	96.7	98.3	97.9

*Students responding "N/A don't drink" were excluded from this analysis.

Tobacco

With stricter laws, increases in taxes, and social norm changes, tobacco use was on the decline for several years. However, the introduction of E-Cigarettes onto the market resulted in a resurgence of tobacco use, especially among youth. Tables 4, 5, and 6 show the prevalence of use over 30 days among different tobacco types, Cigarettes, E-Cigarettes, and Hookah (tobacco from a water pipe).

Table 4.

Percent (%)	Cigarettes					
	Use			Perceived Use		
	Male	Female	Total	Male	Female	Total
Never used	80.3	87.1	85.1	16.8	10.5	12.4
Used, but not in the last 30 days	13.4	9.8	10.7	13.4	10.9	11.8
Used 1-9 days	3.7	2.3	2.7	43.5	43.1	43.1
Used 10-29 days	0.3	0.1	0.2	14.5	16.5	15.8
Used all 30 days	2.3	0.7	1.2	11.9	19.0	16.8
Any use within the last 30 days	6.3	3.1	4.2	69.9	78.6	75.8

Table 5.

Percent (%)	E-Cigarettes					
	Use			Perceived Use		
	Male	Female	Total	Male	Female	Total
Never used	86.1	92.0	90.0	13.6	12.2	12.7
Used, but not in the last 30 days	9.4	5.8	6.8	12.5	6.8	8.8
Used 1-9 days	2.0	1.1	1.5	41.5	42.1	41.9
Used 10-29 days	0.3	0.7	0.7	17.9	20.5	19.5
Used all 30 days	2.3	0.4	1.0	14.5	18.3	17.1
Any use within the last 30 days	4.5	2.2	3.2	73.9	81.0	78.5

Table 6.

Percent (%)	Hookah					
	Use			Perceived Use		
	Male	Female	Total	Male	Female	Total
Never used	84.7	83.7	84.0	18.3	13.6	15.1
Used, but not in the last 30 days	12.5	14.3	13.7	14.0	12.4	13.1
Used 1-9 days	2.0	1.9	2.0	52.7	49.3	49.9
Used 10-29 days	0.9	0.0	0.3	10.3	16.1	14.3
Used all 30 days	0.0	0.0	0.0	4.6	8.6	7.5
Any use within the last 30 days	2.8	1.9	2.3	67.6	74.1	71.7

Cannabis

Table 7 shows prevalence of Cannabis use over the last 30 days, and perceptions of use by peers. Cannabis, also known as Marijuana, was approved for recreational use in California on November 8, 2016 (Proposition 64), but it is still considered federally illicit and is therefore not allowed on campus. Significantly fewer students are reporting cannabis use (17.5%) in comparison to alcohol use (51.2%) over the last 30 days, potentially as a result of campus policies (alcohol is allowed, for those who are 21 years of age and older). However, as social norms change with legality across other states, increased use is expected. Male- and female-identified students reported a similar rate of use within the last 30 days (17.9% and 17.1%, respectively), but a greater amount of male-identified students reported daily use than females (3.7% and 2.4%, respectively).

Table 7.

Percent (%)	Cannabis					
	Use			Perceived Use		
	Male	Female	Total	Male	Female	Total
Never used	31.6	62.1	61.9	9.4	6.8	7.6
Used, but not in the last 30 days	20.5	20.7	20.6	5.1	3.5	4.1
Used 1-9 days	8.5	10.1	9.6	41.8	36.6	38.3
Used 10-29 days	5.7	4.6	5.0	30.1	31.3	30.7
Used all 30 days	3.7	2.4	3.0	13.6	21.8	19.9
Any use within the last 30 days	17.9	17.1	17.5	85.5	89.7	88.2

Other Drugs

Table 8 displays the breakdown of students who reported using prescription drugs that were not prescribed to them (9.5%) within the last 12 months. Pain killers were the most common among both male and female-identifying students (5.4% and 6.3%, respectively). Female-identified students reported a higher incident of use (9.7%) of one or more prescriptions drugs not prescribed to them within the last 12 months than male-identified students (8.0%).

Table 8.

Percent (%)	Other Drugs		
	Male	Female	Total
Antidepressants	2.6	3.4	3.1
Erectile dysfunction drugs	1.1	0.8	1.1
Pain killers	5.4	6.3	6.0
Sedatives	1.1	2.3	1.9
Stimulants	2.3	2.3	2.4
Used 1 or more of the above	8.0	9.7	9.5

College Prescription Drug Study (CPDS)

The College Prescription Drug Study (CPDS) is a multi-institutional survey of undergraduate, graduate and professional students that examines the non-medical use of prescription drugs, including the reasons for and consequences of use, access to prescription drugs and perceptions of use among students. The purpose of the CPDS is to gain a more thorough understanding of the non-medical use of prescription drugs among college students. The CPDS was developed through a partnership of the Ohio State University's (OSU) Center for the Study of Student Life, Student Life Student Wellness Center, and the College of Pharmacy. It is administered by The OSU's Center for the Study of Student Life.

In Spring 2018, Sacramento State participated in the CPDS. A total of 803 students replied, equating to a 16.1% response rate. Sacramento State data highlights from the Spring 2018 CPDS are included below. Copies of the full executive report can be requested from SHCS's Administrative Services, and are available in electronic or print format.

CPDS Key Findings

Pain Medications, Stimulants, and Sedatives

The CPDS focused primarily on three classes of drugs: Pain Medications, Stimulants, and Sedatives. Pain medications, also known as opioids, are a class of drugs used to reduce pain by blocking pain signals to the brain. Stimulants, which are also referred to as "uppers," are a group of drugs that result in increased activity in the body. Sedatives are a class of drugs which are characterized by their tendency to induce relaxation and sleep.

Study results showed that 10.1%, 9.7%, and 12% of Sacramento State participants indicated that they had ever used pain medications, sedatives, and stimulants for non-medical reasons, respectively. A majority of students who have misused one or more of these drugs obtained the medication from a friend (57%, 63%, and 59%, respectively). Additionally, of the students who indicated misusing one or more of the three prescription types, dual use with alcohol was reported (16%, 10%, and 10%, respectively). The real and perceived consequences, as well as the primary reasons for use, are highlighted in tables 9 and 10.

Table 9.	Consequences of Use		
Pain Medications	Been Depressed (29%)	Experienced Withdrawals (25%)	Emotional Problems ² (23%)
Sedatives	Been Depressed (26%)	Memory Loss (21%)	Done something I wish I hadn't (19%)
Stimulants	Positive effects on grades ¹ (57%)	Emotional problems ² (16%)	Been depressed (12%)

¹ Response option: "Experienced a positive impact on your academics as a result of your use."

² Response option: "Experienced emotional or psychological problems."

Table 10.	Reasons for Non-Medical Use				
Pain Medications	Relieve Pain (54%)	Get High (41%)	Sleep (37%)	Relieve Anxiety (37%)	Feel Better (33%)
Sedatives	Sleep (58%)	Relieve Anxiety (46%)	Feel better (28%)	Get high (26%)	See what it was like (22%)
Stimulants	Help study or improve grades (83%)	Enhance social interactions or situations (30%)	See what it was like (27%)	Get high (20%)	Like the way they feel (20%)

Illicit Drugs

The CPDS also asked a few questions related to illicit drug use. Illicit drugs refer to highly addictive and illegal substances such as heroin, cannabis (referred to as marijuana in the study), and meth. Thirty-six percent of Sacramento State student participants reported using illicit drugs in place of misusing prescription drugs, with the three most used illicit drugs used being marijuana (92%), hallucinogens (40%), and MDMA (38%).

III. Annual Policy Notification

Each fall semester, at minimum, the Division of Student Affairs electronically distributes Sacramento State's "Alcoholic Beverage and Drug Policy" to all current students and employees, via email (Appendices A and C). This message highlights information about disciplinary actions for those who are found out of compliance with any Federal, State, local, and institute laws and/or rules. Additionally, a "Health Advisory" highlighting common substances, potential negative health effects, and resources is attached (Appendices B and D).

Efforts to reach members of the campus community who may have missed or not been included on the original message are also made. New employees of the University are provided with a copy of the Alcoholic Beverage and Drug Policy and Health Advisory during orientation. The policy is also included with all student contracts in Campus Housing, and as an attachment in our

Alcohol Abuse Prevention tutorial that all incoming undergraduate students are required to complete (“Not Anymore for Alcohol & Other Drugs” by Vector Solutions).

The most current version of the Annual Notification email and Health Advisory attachments are available for viewing and download on the Student Affairs webpage (www.csus.edu/student-affairs/annual-notifications.html). Additionally, a print copy of this Health Advisory can be obtained in the Health and Wellness Promotion Department of SHCS, along with additional educational resources.

IV. Policies, Enforcement, and Incidence

Relevant Policies and Procedures

Sacramento State has a number of policies and procedures in place to help guide the community in making safe substance use choices for themselves and others.

The following Sacramento State policies are available to all members of the campus community on the University Policy Manual webpage (www.csus.edu/umanual) and/or on departmental webpages. Print copies can be requested at the Health and Wellness Promotion Department of SHCS.

- Alcoholic Beverage and Drug Policy (Appendix E)
- Alcohol Advisory Council Policy (Appendix F)
 - Alcohol Advisory Council Procedures (Appendix G)
- Drug Free Workplace (Appendix H)
- Policy on Systemwide Smoke and Tobacco Free Environment (Appendix I)
- Residence Halls Policies and Procedures (Appendix J)
 - Alcohol (Page 5)
 - Drugs and Drug Paraphernalia Policies (Page 13)
 - Smoke and Tobacco Products (Page 33)
- Sale of Alcohol at Intercollegiate Athletic Events Policy (Appendix K)
 - Procedures Governing the Sale of Alcoholic Beverages at Intercollegiate Athletic Events (Appendix L)
- Student Conduct Policy and Procedures (Appendix M)
 - Student Conduct Procedures (Appendix N)

Enforcement Methods and Incidence

Enforcement severity is dependent upon the substance and situation. Campus departments follow all Federal, State, Local, and University policies as well as any policies and procedures written for their specific department.

Law Enforcement

The Sacramento State Police Department (SSPD) provides general enforcement of all alcohol and substance policies, and actively collaborates with local law enforcement. SSPD is also included in policy updates, and provides critical insight into campus trends related to substances.

During the biennium timeframe, the SSPD filed reports for the following substance-related incidents:

- Confiscation of a controlled substance or drug paraphernalia.
 - Confiscated marijuana: 6
 - Confiscated meth pipe: 1
- Drunk driving: 15
- Public drunkenness: 4
- Minors in possession of alcohol: 1
- Possession of marijuana with intent to sell: 2
- Marijuana possession: 9
- Drug possession (non-marijuana): 4
- Substance-related medical transports: 27

Student Conduct

Sacramento State's Office of Student Conduct (OSC) is responsible for administering the CSU student disciplinary process at Sacramento State. The SSPD sends a Student Incident Report to the Conduct Office for all incidents that (1) involve a student, and (2) that result in a crime or incident report including Casualty Reports (e.g., a person is transported to the hospital for intoxication). The OSC reviews reports that allege student misconduct before determining if the University will pursue disciplinary action. University discipline can be concurrent with civil or criminal actions and is a separate process from the residence hall disciplinary system. If the student is using a substance on campus property in a way that does not comply with campus policy, then they may be sanctioned to a health education consult if the infraction is not high-risk, and is for alcohol and/or cannabis.

Campus Housing

Sacramento State's Campus Housing department maintain records of incidents involving alcohol, cannabis, and other drugs that occur in campus residential buildings.

During the biennium timeframe, Campus Housing has a total of 333 ATOD incidents.

- Alcohol Violations: 177
- Alcohol & Cannabis Violations: 15
- Alcohol & Tobacco Violations: 3
- Cannabis Violations: 126
- Cannabis & Tobacco Violations: 3

- Tobacco Violations: 8
- Other Drug Violations: 1

V. Program Overview

Program Structure

Sacramento State's ATOD program objectives, activities, policy development and review, and reporting are overseen by professional staff within the Health and Wellness Promotion (HWP) Department of SHCS.

The ATOD program is staffed by a full-time Health Educator. Two health educators held this position during this Biennial Review's timeframe: Rachel M. Alvarez, MPH (Feb 2019-Current) and Lara Falkenstein, CHES (Sept 2018-Jan 2019). The Health Educator position for the ATOD program completes a variety of tasks including, but not limited to:

- Ensuring Sacramento State meets minimum mandated ATOD program objectives (ie – Annual Notification, Biennial Review, Alcohol Advisory Council, etc.);
- Working collaboratively with campus and community partners, providing training and support for ATOD-related programming;
- Providing direct services to students;
- Managing the ATOD cohort of the Peer Health Educator (PHE) Internship program, and assisting with implementing any related activities and programs.

The HWP Department is managed by Reva Wittenberg, MPA, Associate Director of Campus Wellness. The Associate Director is responsible for overseeing and providing strategic direction to the ATOD program, as well as health promotion programs in three other topic areas (Healthy Relationships, Active Minds, and Nutrition).

Strategic Planning

Sacramento State is a health-promoting University that supports lifelong wellbeing and success for students, faculty, and staff. The HWP Department empowers students to actively cultivate their health and wellbeing, and we do this through education, collaboration, and incorporation of the 7 Dimensions of Wellness into the campus culture, environment, and policies.

Our guiding frameworks include the Okanagan Charter, the Prevention Institute's Spectrum of Prevention, the 9 Principles of Effective Prevention Programs (Nation et al., 2003), and the ACHA's Standards of Practice for Health Promotion in Higher Education.

The HWP Department's Strategic Plan includes goals spanning a three-year timeframe (2018-2021). The following goals relate to ATOD, and helped guide programming for the time included in this Biennial Review:

- Goal 6: Reduce the proportion of students who report engaging in high-risk drinking of alcoholic beverages within the last two weeks (Healthy Campus 2020 Objective SA-14)
- Goal 7: Reduce the proportion of students who report nonmedical use of prescription drugs within the last 12 months (Healthy Campus 2020 Objective SA-19)
- Goal 8: Reduce the proportion of students who report tobacco use (cigarette, e-cigarettes, smokeless tobacco, and hookah) in the last 30 days (Healthy Campus 2020 Objectives TU-1a, TU-1b, HC TU-e)

In addition to the goals listed in the strategic plan, it is the goal of the ATOD program to reduce all harm attributed to substance misuse, including alcohol, tobacco, cannabis, prescription medications, and street drugs.

VI. Program Components and Outcomes

Sacramento State has over 30,000 enrolled students, and has been named the fourth most diverse University in the western United States (US News and World Report, 2019). With an extremely diverse student population, Sacramento State's ATOD program has had to employ a variety of educational opportunities and activities to reach as many students as possible.

Our program utilizes a harm reduction lens, regularly researching and employing peer-reviewed approaches and best practices. All ATOD programming falls within one of these three areas: Prevention, Early Intervention, and Treatment. Prevention uses public education and awareness, school- and community-based programming, and effective regulations that reduce the availability, accessibility and appeal of addictive substances. Intervention employs routine screening, and educational and/or therapeutic interventions. Treatment provides continued and specialty support for those with a diagnosed substance use disorder.

Prevention & Educational Programs

Peer Health Educator (PHE) Internship Program

The PHE Internship Program is a year-long academic internship for students who are wanting to promote health and wellness for the campus community. There are four cohorts of PHEs (ATOD, Active Minds, Healthy Relationships, and Nutrition), each of which is overseen by a leadership team consisting of a Health Educator and student staff, whose titles are Student Manager (SM) or PHE Mentor (PM).

The ATOD PHEs primary functions are to complete 90 hours of outreach education by organizing activities at campus events, conducting health education sanctioning consults for their peers, and facilitating classroom workshops. Additionally, the PHEs are trained and educated on a variety of broader health topics, such as health equity, intersectionality, and core determinants of health.

The SMs and PMs are students who have completed one full PHE Internship year, and who were selected to continue with the program in a leadership role. The SMs are responsible for completing administrative duties that allow the ATOD programming to run smoothly, while the PMs are responsible for more of the hands-on training and guidance of the PHEs. A program may or may not have a PM, and in those cases the SMs function in both roles.

In the 2018-19 academic year, the ATOD program had 9 PHEs and 2 SMs. In the 2019-20 academic year, the ATOD program had 5 PHEs, 1 PM, and 2 SMs.

Classroom Workshops

As health leaders for our campus community, the ATOD PHEs are educated in related content and trained to facilitate cohort-specific classroom workshops. Workshops can be requested by Professors, to be facilitated during their regularly scheduled class times. The classroom workshops are a great alternative to a traditional lecture-style lesson, and are very popular as a supplemental learning tool available to our campus community.

In the 2018-19 academic year, the ATOD cohort had two workshops, titled “Party Safer” (alcohol and consent education) and “Let’s Be Blunt” (cannabis education). A total of 301 students participated in a Party Safer workshop, and 43 students participated in a Let’s Be Blunt workshop.

In the 2019-20 academic year, the ATOD cohort expanded its offerings to include a third workshop, titled “Holy Smokes!” (vaping and tobacco education), and changed Party Safer to a trivia version. Electronic pre- and post-surveys checking for knowledge acquisition (pre- and post-surveys, qualitative data) and inquiring about workshop satisfaction (post-survey only, qualitative and quantitative data) were implemented for each workshop. A total of 321, 80, and 102 students participated in a Party Safer Trivia, Let’s Be Blunt, and Holy Smokes! workshop, respectively.* Outcomes reports for each workshop are included as attachments (Appendices O, P, and Q).

Events and Outreach

* Due to the onset of the COVID-19 pandemic, classroom workshops were only offered between the months of September 2019 and February 2020. As a result of the swiftness of the transition, virtual versions were not feasible.

Interactive campus events are popular among the Sacramento State community, and are hosted by a variety of campus departments and organizations. All PHEs, regardless of designated cohort, provide education on all four topic areas at a variety of events such as the WELLcome Back, ASI Block Party, and Spring Break Fest. During this Biennial Report timeframe, over 20,000 impressions occurred at events where ATOD educational materials and/or activities were present.

Social Media

The SHCS social media account (@shcssacstate) on Instagram became an area of increased focus and effort for the HWP Department during this biennium. The ATOD cohort's leadership team worked together to create relevant and interesting content that touches on a variety of substances, including alcohol, cannabis, vaping, and prescription medications. In total, ATOD-specific posts received 1,061 Likes, and reached 18,655 unique individuals. "Reach" refers to the total number of people who see the content, whether or not they choose to engage with it.

New Athlete Life Skills workshops

In the Fall 2019 semester, intercollegiate athletics organized three Life Skills Orientation sessions for all new athletes (football, fall sports, and winter/spring sports). The ATOD Health Educator facilitated all three sessions, providing education on popular substances (alcohol, cannabis, and tobacco), as well as prescription medications that are commonly misused by athletes (e.g., opioids and sedatives). The workshop also highlighted consent while using substances and resources. A total of 120 athletes were reached.

Alcohol Abuse Prevention Online Training

Since 2010, SHCS has required all incoming transfer and first-year undergraduate students to complete a mandatory online alcohol abuse prevention course. "Not Anymore for Alcohol & Other Drugs" is a 30-minute, reality-driven suite of interactive, online videos and tests designed to educate students on the risks of the abuse of alcohol and other drugs, and to teach successful strategies for handling dangerous situations related to these substances. Student testimonials throughout the program foster viewer empathy on these issues to help reduce the abuse of alcohol and other drugs. Students must complete the program and pass the post-test with a minimum score of 75% to avoid having a registration hold placed on their student account.

Greek New Member Education

Greek New Member Education is provided by the Sacramento State's Student Organizations & Leadership office. The standardized educational program uses a bystander intervention framework to empower newly affiliated students to promote, create, and maintain a healthy and thriving Greek community. The program provides students with information regarding the values and expectations of a community, decision making and barriers to taking action, ways to intervene, and resources available to students. The program includes alcohol poisoning

education, relationship and sexual violence, consent, hazing, cultural appropriations, physical violence, transgender inclusion in gender based organizations, and prescription drug abuse.

Alcohol Advisory Council

The Alcohol Advisory Council (AAC) utilizes the guiding principles and recommendations contained in the “Alcohol Policies and Prevention Programs Committee Report,” issued by the Chancellor’s Office. This report serves as the foundation for examining and recommending action in areas pertaining to alcohol and other drugs. The AAC meets a minimum of once per quarter, and all meeting minutes and outcomes are managed by the ATOD Health Educator.

ASI SafeRides

The goal of Safe Rides is to prevent incidents related to drinking and driving that lead to accidents, DUI/DWI arrests, and death. Sac State students will be reimbursed up to a total of \$20 each semester (while funds last) for rides they take home during Safe Rides operational hours fall and spring semesters 9pm – 2am. Reimbursement receipts can be submitted online at www.asi.csus.edu/programs/safe-rides. In the 2018-19 academic year, a total of 40 rides (\$1,322.43) were reimbursed, and in the 2019-20 academic year 79 rides (\$2,626.28) were reimbursed.[†]

Substance Misuse Prevention Summit

In October 2019, the ATOD program planned and implemented a day-long Summit that covered a variety of topics, including alcohol, cannabis, tobacco, and Adderall. A total of 69 people participated.

Clinical Staff Trainings

During the summer months in 2019, the ATOD program provided educational workshops to clinical staff within SHCS. The workshops included recent information about each substance type, current language, and tips on how to have productive conversations with students. The workshops were voluntary for staff.

- Cannabis (June 2019): 6 participants
- Alcohol (July 2019): 6 participants
- Vaping (August 2019): 11 participants

[†] The ASI SafeRides reimbursement program became unavailable in April 2020, as a result of limitations on rideshares issued by the Health Department of California’s COVID-19 response plan. It has since been reinstated (October 2020).

Intervention Programs

Health Education Sanctioning

For minor substance infractions, specifically within Campus Housing, students were sanctioned to a health education workshop (2018-19 academic year) or consult (2019-20 academic year) with the HWP Department. The HWP Department is equipped to provide workshops and consults for alcohol and/or cannabis. ATOD Peer Health Educators, under the supervision and guidance of the ATOD leadership team, conducted these workshops and consults.

In the 2018-19 academic year, the ATOD PHEs conducted the sanctioning education in a workshop format, allowing for multiple sanctioned students to complete their sanction together. A total of 29 alcohol-focused workshops (“CHOICES”) were facilitated, reaching 45 students. Additionally, 10 cannabis-focused workshops (“Weed It Out”) were completed, reaching 38 students.

In the 2019-20 academic year, it was decided that the health education sanctioning would change to a consult style, allowing for more individualized and private education. Electronic pre- and post-surveys checking for knowledge acquisition (pre- and post-surveys, qualitative data) and inquiring about workshop satisfaction (post-survey only, qualitative and quantitative data) were implemented for each consult type. Additionally, due to an increase in students using both alcohol and cannabis together, a third consult titled “Booze & Budz” was added. A total of 82, 30, and 8 students experienced CHOICES, Weed It Out, and Booze & Budz, respectively.[‡] Outcomes reports for each consult type are included as attachments (Appendices R, S, and T).

ScreenU

ScreenU is an anonymous web-based platform, designed by the Higher Education Center for Alcohol and Drug Misuse Prevention and Recovery (a program of the Ohio State University), that administers screening, brief intervention, and referral to treatment (SBIRT) to college students. ScreenU identifies the risk level for students who are using substances, and provides feedback and strategies to reduce their risk for experiencing negative consequences from their use.

A pre-requisite to scheduling the individual sanctioning consult for the 2019-20 academic year was the completion of ScreenU Alcohol and/or ScreenU Marijuana, depending on which substance(s) the student was sanctioned for. ScreenU replaced eCHUG and eTOKE, after a critical review of the content, functions, and accessibility of each program was made.

[‡] Due to the onset of the COVID-19 pandemic, in-person consults were only offered between September 2019 and March 2020. Virtual consults were conducted by the Health Educator between April-May 2020, to ensure confidentiality.

A total of 89 students completed ScreenU Alcohol, with 91% of those participants being first year undergraduate students. The risk outcomes, from lesser to greater, are as follows:

- In Recovery: 3
- No Use: 11
- Low Risk: 67
- Risky, Hazardous: 7
- High Risk, Harmful: 0
- High Risk, Likely Dependent: 1

A total of 42 students completed ScreenU Marijuana, with 78.6% of those participants being first year undergraduate students. The risk outcomes, from lesser to greater, are as follows:

- In Recovery: 2
- No Use: 0
- Low: 8
- Moderate: 22
- High: 6

Alcohol Use Disorders Identification Test (AUDIT & AUDIT-C)

SHCS utilizes the AUDIT and AUDIT-C screenings, which are alcohol screening tools that can help identify patients who are hazardous drinkers or who may have an alcohol use disorder.

Students scoring in the high or severe risk categories (a score of 6+ points) are flagged in the electronic health record system. Medical Providers and associated staff engage in education, and initiate referrals to on- and off-campus services if the student opts to accept the referral.

Outcomes for the biennium period are listed below.

- Number of unique students seen at SHCS: 13,896
- Number of AUDIT-C Surveys completed: 9,645
- Number of AUDIT Surveys completed: 1,096
- Referrals:
 - Internal Referrals: 1
 - External Referrals: 5
 - Declined Referrals: 155

Treatment Programs

Counseling and Psychological Services (CAPS)

The CAPS Department of SHCS employs a variety of mental health professionals, including Licensed Clinical Social Workers (LCSW), Licensed Marriage and Family Therapists (LMFT), Doctors of Psychology (PsyD) and Doctors of Philosophy in Psychology (PhD). Assessment for substance use disorders, and other related conditions, can be provided by CAPS staff members. Additionally, CAPS staff can initiate referrals to off-campus services, such as detox and

rehabilitation facilities, for repeat substance policy violators and higher-risk substance behaviors and policy violations (e.g., medical transports for alcohol and drug poisoning). Students are also able to self-refer for alcohol and drug assessment with CAPS.

Campus Pharmacy

The Campus Pharmacy, which is located within SHCS, offers a variety of services to our students. Aside from providing guidance and counseling on prescription medications, the Campus Pharmacy also distributes free nicotine Quit Kits, sells low-cost Nicotine Replacement Therapies, and has a free, confidential, and secure medication disposal bin. During the 2018-19 and 2019-20 academic years, 29 and 18 Tobacco Quit Kits were distributed, respectively.[§]

VII. Program Achievements

In the previous Biennial Review (2016-18) four program goals were identified. Based on the program components and outcomes listed in section VI, Sacramento State's ATOD program has either completed the goal or it is an ongoing program goal.

Goal 1: Integrate ATOD issues into additional health outreach events and Peer Health Educator programming to reach a broader audience.

- Status: Completed, ongoing
- Status justification: In an effort to make a more collective, integrated program, each PHE in the 2018-19 and 2019-20 academic years received training on ATOD topics, including alcohol, cannabis, and vaping education. The training occurred both during the internship's in-service class and at campus outreach events. The ATOD PHE program also reached several groups at Sacramento State, including campus housing residents, athletes, and clubs or departments focused on diversity and inclusion (e.g., PRIDE Center and Women's Resource Center).

Goal 2: Implement the strategic plan for the ATOD program, to include evaluation of key measures.

- Status: Ongoing
- Status justification: The ATOD strategic plan goals continue through the 2020-21 academic year, and outcomes will be included in the next Biennial Review (2020-22).

Goal 3: Improve protocols and procedures with the SHCS providers.

- Status: Ongoing

[§] The Campus Pharmacy remained open in the midst of the other COVID-19 closures, but no Quit Kits were picked up between February and August 2020 due to significantly fewer students being on campus.

- Status justification: Protocols and procedures are continuously being monitored by staff in their respective departments of SHCS (Medical, Counseling, and Pharmacy), and the ATOD Health Educator and/or Alcohol Advisory Council is employed as needed.

Goal 4: Improve and review screening assessment tools.

- Status: Completed, ongoing
- Status justification: The ScreenU Alcohol and Marijuana SBIRT tools replaced eCHUG and eTOKE, as a prerequisite of being scheduled for a health education sanctioning consult. The functions, content, and accessibility of ScreenU is much better than the previous programs, and this upgrade has significantly improved the effectiveness of the sanctioning workflow. Additionally, the AUDIT-C screening tool was reviewed in 2019 by the ATOD Health Educator, the Director of Health Services, and the Medical Director. It was determined that AUDIT-C continues to be the best screening tool for our clinical operations and population of focus.

VIII. Program Analysis

SWOT Analyses (Strengths, Weaknesses, Opportunities, Threats/Challenges) for the ATOD program were conducted by Alcohol Advisory Council members in October 2020. All participants were provided with an overview of the three levels of influence (Prevention & Education, Intervention, and Treatment), as well as program components and activities that fell within the influence level. The following themes were noted:

Prevention & Education

Strengths

- Diverse options for students to receive education and prevention messaging, which increases accessibility;
- Many programs are student-led, allowing for peer-to-peer interaction; and
- Messaging and programming available to faculty and staff, so they are aware of resources as well.

Weaknesses

- There could be stigma about engaging with ATOD-related education, which could result in fewer attendees; and
- Some gaps in important partnerships, namely Greek Life and Club & Intramural Athletics.

Opportunities

- Substance use disorder is a recognized mental health condition. While other mental health conditions (e.g., anxiety, depression, etc.) are receiving a lot of attention and support from campus leadership, more support for ATOD initiatives would be in line with current priorities.

Threats/Challenges

- COVID: With the virtual learning environment, it could be more challenging to reach students with important messaging; and
- Substance use trends can change rapidly as new products become available, which can make it difficult to respond quickly enough or with accurate information.

Intervention

Strengths

- Harm reduction approach is well-established and utilized by most campus departments and programs; and
- Peer intervention for sanctioned students is a well-known and trusted campus program.

Weaknesses

- Limited variety and methods of intervention; and
- Intervention methods are not voluntary so students may not be as receptive to the content.

Opportunities

- Hiring a clinical health educator would allow for much better point-of-care in the clinical setting, and enhance the intervention workflow.

Threats/Challenges

- Sacramento State community members may not realize that they are in need of an intervention or feel like they cannot reach out for services due to stigma about substance use; and
- Hiring will be limited due to COVID for the foreseeable future, limiting options to add staff who would assist with ATOD interventions.

Treatment

Strengths

- Comprehensive treatment options on campus for tobacco use, including Quit Kits, Nicotine Replacement Therapies, and over-the-counter medications;
- Walk-in services available (e.g., Urgent Care for medical and counseling); and
- SHCS Care Coordinator who connects students with external treatment options and follows up with student to confirm their care.

Weaknesses

- Not a lot of direct on-campus treatment options; and
- Low student awareness that some of these treatment and case management services are available to them.

Opportunities

- Sacramento Police Department is interested in referring students to on-campus care if they identify as a Sacramento State student;
- Develop innovative ways to share Pharmacy resources and capabilities with the campus; and

- Marketing campaign to break down stigmas against seeking treatment services for substance use.

Threats/Challenges

- COVID
 - Lower utilization of and access to treatment options;
 - Increased use due to boredom or using as a coping mechanism; and
 - Less people around to notice substance misuse and assist that person in getting help.
- The college population does not necessarily realize that they are at risk for addiction, and have the mentality that using substances at this stage is “normal” and expected.

IX. Program Goals

Based on the SWOT analysis, the Sacramento State ATOD program has established the following 4 goals, to be completed over the next Biennium (2020-22):

1. Explore partnerships and design and implement programming that explores the intersectionality of ATOD topics with other health areas, especially mental health and well-being and sexual health and healthy relationships;
2. Expand upon pre-existing partnerships (e.g., Campus Housing Department, Athletics Department, Pharmacy services, etc.) to build knowledge and training capacity in these areas;
3. Build new and/or improved partnerships with campus entities, including Greek Life and the Office of Student Conduct; and
4. Prioritize student-led prevention and intervention programming and methods, specifically within the PHE program.

X. Appendices

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From: [Office of the Vice President for Student Affairs](#)
To: [Falkenstein, Lara Leanne](#)
Subject: [SACSEND] DFSCA Annual Notification
Date: Friday, September 28, 2018 3:41:07 PM



Friday, September 28, 2018

MEMORANDUM

Date: September 28, 2018
To: Sacramento State Campus Community
From: Ed Mills, Vice President for Student Affairs
Subject: Alcohol and Drug Use Policy

Federal Law and Drug-Free Schools and Campuses Regulations require that institutions of higher education annually notify all students, faculty, and staff of information regarding alcohol and other drug use and how it relates to standards of conduct; possible legal sanctions or penalties; health risks; campus prevention programs available to students, staff, and faculty; and possible disciplinary sanctions for violations of the standards of conduct.

In accordance, then, with Federal Law and CSU system-wide policy, I am writing to inform you that:

- A. Except as expressly permitted by law or University regulations, the use, possession, manufacture or distribution of alcoholic beverages is prohibited while on campus or at any Sacramento State related activity.
- B. Public intoxication while on campus or at any University related activity is prohibited. Intoxication includes being under the influence of alcohol or other drugs.
- C. The use, possession, manufacture, and distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs is prohibited.
- D. Marijuana remains a Schedule I drug under Federal law. As a public university receiving federal funds, Sacramento State prohibits use or

possession of marijuana on campus, regardless of state laws.

The complete Alcoholic Beverage and Drug Policy and more information can be found by clicking on the following link: <http://www.csus.edu/umannual/student/STU-0103.html>.

Additional information is available on the attachment to this email. Please take time to read the entire attached document and share it with others who may benefit. If you have questions about this message, or if you want to know more about alcohol and other drug programs/policies, please contact Lara Falkenstein, Health Educator, atodprogram@csus.edu or 916-278-6026.

Attachment: [A Health Advisory](#)



This message was sent by an automated distribution system. Direct replies will not reach the sender.

Alcohol and drug abuse affects everyone.

At Sac State we are concerned about the health and welfare of our students, staff, faculty and community. We believe that the dissemination of accurate information is vital to preventing alcohol and other drug-related challenges. The intention of this document is to inform you about some of the health and legal consequences relative to the use and abuse of alcohol and other drugs.

Please take time to review this document, share it with others and use our campus resources listed on the back page for further information and services.

Under 21?

- . A person under the age of 21 who has a blood alcohol content of .01 may have their driver license's suspended or revoked.
- . Anyone under the age of 21 years who buys or attempts to buy alcohol is committing a misdemeanor.
- . It is a misdemeanor crime to sell, give or furnish alcohol to anyone under 21.

Sac State Breathe Easy Smoke & Tobacco Free

In September 2017, CSU Chancellor issued Executive Order 1108 to all 23 campuses to become smoke and tobacco free. This includes traditional cigarettes, electronic cigarettes, JUUL, hookah, snuff, vapes and chewing tobacco. The policy includes all of Sac State's indoor and outdoor areas and creates a healthier environment for our campus. Learn more about the policy and quitting resources at www.csus.edu/tobaccofree.

Cannabis

Cannabis, also known as Marijuana, is a mind-altering substance which changes the levels of consciousness due to the ingredient THC.

The average marijuana blunt cigarette contains more than 400 chemicals and four times as much tar as an unfiltered cigarette.

- . Inhaling and holding smoke in the lungs results in irritation and damage to the lungs, as well as prolonged exposure to the carcinogens found in marijuana smoke.
- . Marijuana use increases heart rate. Higher potency causes a more adverse reaction.
- . Long-term, regular marijuana use can result in short-term memory impairment and slow, inattentive reaction time.
- . Marijuana use can result in injuries or illness requiring emergency services.
- . Marijuana use can impair a person's immune system, reducing the body's ability to fight off infection.

Prescription & Illicit Drugs

- . Potential consequences of non-medical use of prescription drugs (e.g. OxyContin, Vicodin, Adderall) include death due to overdose, dependence, addiction, tolerance, psychotic episodes, risk of heart attack or stroke, and respiratory complications. Reasons for non-medical use of prescription drugs include to increase ability to focus and/or stay up late.
- . The actual contents of club drugs may vary. Pills described as Ecstasy may contain speed, cocaine, ephedra and other ingredients. It is illegal to possess or sell almost all illicit drugs.
- . Risks multiply when taken with alcohol. Use can interfere with short-term memory, and impair judgement and motor performance.
- . Possession of drugs without a valid prescription is a felony and is punishable by up to one year in jail, a \$1000 fine, or both.

Confidential, cost-free, short-term intervention, consultation, and referral services are available to all Sac State faculty, staff and family members. Whether it involves work, personal, career or relationship, the EAP can assist you.

Contact Information: 1-800-367-7474 for 24/7 telephone assessment/counseling. For more information: <http://www.csus.edu/hr/departments/benefits/eap.html>

California DUI Penalties

It is illegal to drive after consuming excessive amounts of alcohol in any form (including medications, i.e. cough syrup), taking any drug (including prescription medications, cannabis,) or using any combination of alcohol and/or drugs that impairs your ability to drive. If you are convicted of Driving under the Influence (DUI) of alcohol and/or drugs and have an excessive Blood Alcohol Concentration (BAC) level, you may be sentenced to:

- Pay a fine between —
- Up to six or more months in jail.
- Your driving privilege suspended for six to ten months.
- File a California Insurance Proof Certificate (SR 22).
- Install an ignition interlock device (IID) which prevents starting your vehicle if you have any alcohol on your breath.
- Complete a DUI program; the court may order to complete a nine-month or

In cases involving serious injury or death, you may face civil lawsuits. All DUI convictions remain on DMV's records for 10 years. Courts and/or DMV may impose more stringent penalties for subsequent violations during that period. A BAC below legal limits does not mean that you are safe to drive. Almost all drivers show impairment by alcohol at levels lower than the legal limit. Signs of impairment may be enough for DUI conviction even without BAC measurement.

Resources

Student Health & Counseling Services	916-278-6461	ASI Safe Rides	916-278-TAXI
Student Affairs	916-278-6060	Alcohol, Tobacco & Other Drugs Program	916-278-6461
Alcohol Advisory Council	916-278-6026	Police Department	916-278-6000

Alcoholics Anonymous	www.aasacramento.org	Al-Anon	www.northerncaliforniaal-anon.org
National Council on Alcoholism & Drug Dependence	www.ncadd.org	Narcotics Anonymous	www.sacramentona.org
		Marijuana Anonymous	www.sacramentoma.org



From the Vice President of Student Affairs, Dr. Ed Mills

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ftkpmu"hqt" c" o cng-dqfkgf"
rgtuqp."cpf"6"qt" o qtg"ftkpmu"
hqt" c"hg o cng-dqfkgf"rgtuqp0



O c t k l w c p c



O c t k l w c p c " * c n u q " m p q y p " c u " e c p p c d k u + " j c u " i t q y p " k p " r q r w n c t k v { " f w g " v q " t g e g p v " n g i c n k | c v k q p " k p " u g x g t c n " u v c v g u 0

F k f " { q w " m p q y í

- < O c t k l w c p c " k u " c f f k e v k x g # " C d q w v " 3 " k p " 3 2 " w u g t u " y k n n " d g e q o g " c f f k e v g f 0
- < O c t k l w c p c " j c u " v y q " e j g o k e c n u < " V g y t c j { f t q e c p p c d k p q n " * V J E + " c p f " E c p p c d k f k q n " * E D F + 0 " V J E " k u " v j g " e j g o k e c n " v j c v " i k x g u " w u g t u " c " ö j k i j 0 ö
- < O c t k l w c p c " t g o c k p u " c " U e j g f w n g " 3 " f t w i " c v " v j g " H g f g t c n " n g x g n . " y j k e j " e c p " c h h g e v " { q w t " h k p c p e k c n " c k f " k h " { q w " c t g " e c w i j v " y k v j " o c t k l w c p c " k p " { q w t " r q u u g u u k q p 0
- < P q " o c t k l w c p c " r t q f w e v u " c t g " r g t o k v v g f " q p " W p k x g t u k v { " r t q r g t v { . " t g i c t f n g u u " q h " u v c v g " n g i c n k v { #

V j g " h q n n q y k p i " t w n g u " c t g " c r r n k e c d n g " d q v j " q p " c p f " q h h " e c o r w u <

W p f g t " 4 3 " { g c t u " q n f A A A

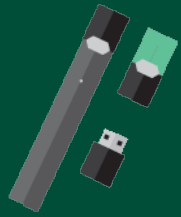
- < E q p u w o k p i . " d w { k p i . " q t " c v v g o r v k p i " v q " d w { " o c t k l w c p c " k u " e q p u k f g t g f " c p " k p h t c e v k q p . " n g c f k p i " v q " c " p w o d g t " q h " r g p c n v k g u 0

Q x g t " 4 3 " { g c t u " q n f A A A

- < K v " k u " k n n g i c n " v q " i k x g " q t " u g n n " o c t k l w c p c " v q " r g t u q p u " w p f g t " 4 3 " { g c t u " q h " c i g 0
- < [q w " e c p p q v " e q p u w o g . " u o q m g . " g c v . " q t " x c r g " o c t k l w c p c " r t q f w e v u " k p " r w d n k e 0
- < K v " k u " k n n g i c n " v q " f t k x g " w p f g t " v j g " k p h n w g p e g " q h " o c t k l w c p c 0

R q v g p v k c n " P g i c v k x g " J g c n v j " Q w v e q o g u

O c t k l w c p c " w u g " f k t g e v n { " c h h g e v u " v j g " d t c k p " ô " u r g e k h k e c m n { " v j g " r c t v u " t g u r q p u k d n g " h q t " o g o q t { . " n g c t p k p i . " c v v g p v k q p . " f g e k u k q p " o c m k p i . " e q q t f k p c v k q p . " g o q v k q p u . " c p f " t g c e v k q p " v k o g 0 " N q p i - v g t o " w u g " o c { " t g u w n v " k p " e q p v k p w g f " k o r c k t o g p v " q h " v j g u g " h w p e v k q p u 0 " C f f k v k q p c m n { . " g z v g p f g f " w u g " e c p " n g c f " v q " v j g " h q n n q y k p i " e q p f k v k q p u < " J g c t v " f k u g c u g . " u v t q m g . " r u { e j q u k u . " u e j k | q r j t g p k c . " c p z k g v { . " c p f " f g r t g u u k q p 0



Vqdceeq

Vqdceeq"wug" y cu"qp"v j g" f genkpg"hqt"ugxgtcn" { gctu."dww"v j g"tgegpv"
G-eki ctgvg"grkfg o ke" j cu"tgkpxki qtcvgf"vqdceeq"wug" r t gxcngpeg0"

Fkf" { qw"mpqy í

- < Xcrg" g-lwkegu"eqpvckp"pkeqv kpg."v j g" c f fkev kxg" e j g o kecn" hqwpf"kp"v j g"vqdceeq" rncpv0" Pkeqv kpg"ku" j k i j n { " c f fkev kxg." c p f" e c p" j c t o " d t c k p" f g x g n q r o g p v" * y j k e j " d g i k p u" f w t k p i " h g v c n" f g x g n q r o g p v" c p f" e q p v k p w g u" w p v k n" 47" { g c t u" q h" c i g # + 0
- < Qpg" LWWN" r q f" o c { " e q p v c k p" c u" o w e j " p k e q v k p g" c u" c" r c e m" q h" 42" e k i c t g v g u #
- < G-eki ctgvg" cgtquqn" ku" p q v" j c t o n g u u # " K v" e c p" e q p v c k p" k p i t g f k g p v u" u w e j " c u" j g c x { " o g v c n u" * p k e m g n. " v k p. " c p f" n g c f +. " f k c e g v { n. " c p f" q v j g t" e c p e g t- e c w u k p i " e j g o k e c n u 0
- < [q w" o w u v" d g" c v" n g c u v" 43" { g c t u" q h" c i g" v q" e q p u w o g" q t" r w t e j c u g" v q d c e e q" r t q f w e v u" k p" v j g" u v c v g" q h" E c n k h q t p k c
- < F g h g e v k x g" g- e k i c t g v g" d c v g t k g u" j c x g" e c w u g f" h k t g u" c p f" g z r n q u k q p u. " u q o g" q h" y j k e j " j c x g" t g u w n v g f" k p" u g t k q w u" k p l w t k g u 0" O q u v" g z r n q u k q p u" j c r r g p g f" y j g p" v j g" g- e k i c t g v g" d c v g t k g u" y g t g" d g k p i " e j c t i g f 0"

Uce"Uvcvg"ku" eq o r n g v g n { "U o q m g" ("Vqdceeq" Htgg#

Kp"Ugrvg o dgt"4239."v j g" EUW" E j c p e g n n q t" k u u w g f" G z g e w v k x g" Q t f g t" 332 : " v q" c m n" 45" e c o r w u g u. " o c m k p i " v j g o " e q o r n g v g n { " u o q m g" c p f" v q d c e e q" h t g g 0" V q d c e e q" r t q f w e v u" k p e n w f g" E k i c t g v g u. " G n g e v t q p k e" E k i c t g v g u. " E k i c t u. " R k r g u. " c p f" c m n" q v j g t" h q t o u" q h" u o q m g n g u u" v q d c e e q 0

Rqnke { " g p h q t e g o g p v" c t g c" k p e n w f g u" c m n" q h" U c e" U v c v g 0 u" k p f q q t" c p f" q w v f q q t" c t g c u. " u w e j " c u" k p" W p k x g t u k v { " d w k n f k p i u" c p f" q p" e c o r w u" i t q w p f u. " k p" W p k x g t u k v { " x g j k e n g u" t g i c t f n g u u" q h" y j g t g" v j g { " c t g" d g k p i" q r g t c v g f. " c p f" k p" p q p- W p k x g t u k v { " x g j k e n g u" y j k n g" q p" U c e" U v c v g" i t q w p f u 0

[q w" e c p" n g c t p" o q t g" c v" y y y 0 e u w u 0 g f w l v q d c e e q h t g g"

Rtguetkrvkqp" ("Knnkekv" Ftw i u

6:07" o knnkqp"C o gtkecpu" j cxg" wug f" knnkekv" ftw i u" qt" o kuwug f"
rtguetkrvkqp" o gfkecvkqpu0

Fkf" {qw"mpqy í

- < Rtguetkrvkqp" **uvk o wncpvu**" kpetgcug" cngtvpguu. "cvvgpvkqp. "cpf" gpgti {0" Vjku" o c { "cnnqy" vjg" wugt" vq" vgo rqtctkn { " o qfkh { " vjgkt" dtckp" cevxxkv { . "dwv" vjg { " yknn" pqv" tgvckp" cnn" qh" vjg" kphqt o cvkqp" vjcv" vjg { "tgxkgy g f0" Rtguetkrvkqp" uvk o wncpvu" fq" pqv" ð o cmg { "qw" u o ctvgt#ö
- < Rtguetkrvkqp" **qrkqkf**fu" vgo rqtctkn { " tgnkgxg" rckp0" Wug. "gxgp" ujqtv-vgt o . "ecp" ngcf" vq" c f fkevkqp0" Cu" o cp { "cu" 3" kp" 6" nqp i -vgt o "qrkqkf" wugtu" ctg" uvtw i inkp i " ykvj" cp" qrkqkf" c f fkevkqp#

Rqvgpvkc n" Pgi cvkxg" J gcnv j" Qwveq o gu

Okuwug" qh" rtguetkrvkqp" **uvk o wncpvu**" ecp" ngcf" vq" ru { ejquku. "cp i gt. "qt" rctcpqkc0"
Okuwug" qh" rtguetkrvkqp" **qrkqkf**fu" kpetgcugu" tkum" qh" c f fkevkqp. "cdwug. "cpf" qxgtfqug. "
cpf" c" pw o dgt" qh" qvjgt" ukfg" ghggev0" Vjgug" o c { "kpenwfg" kpetgcugf" ugpuvkxxkv { "vq"
rckp. "unggrkpguu. "fg rtguukqp. "cpf" nqygt" ugz" ftkxg. "gpgti { . "cpf" uvtgpi vj0" Kh" cp { "
ftw i u" ctg" kplgevfg. "kv" ku" k o rqtvcpv" vq" pqvg" vjcv" u jctkpi " kplgev kqp" gswkr o gpv" cpf"
jcxkpi " k o rctgtf" lwfi o gpv" htq o "ftw i " wug" ecp" kpetgcug" vjg" tkum" qh" eqpvtcevkpi "
kphgev kqu" fkugcugu" uwe j "cu" J KX" cpf" jgrcvkvku0

Jqy" vq" cxqkf" Okuwug" cpf" C f fkevkqp

- < Pgxgt" i kxg" uq o gqpg" { qwt" rtguetkrvkqp" o gfkecvkqpu. "qt" wug" uq o gqpg" gnugøu"
o gfkecvkqp0" Rquuguukqp" qh" ftw i u" ykvj qwv" c" xcnkf" rtguetkrvkqp" ku" c" hgnqp { . "cpf"
ku" rwpku jcdng" d { "wr" vq" qpg" { gct" kp" lckn. "c" & 3222" hkpg. "qt" dqvj0"
- < Rww" { qwt" rtguetkrvkqpu" kp" c" o gfkecvkqp" nqem" dqz0
- < Fq" pqv" okz" rtguetkrvkqpu" ykvj" cneqjqn ô Tkumu" kpenwfg" kpvgthgtgpeg" ykvj"
ujqtv-vgt o " o g o qt { . "cpf" k o rctgtf" lwfi g o gpv" cpf" o qvqt" rgthqt o cpeg0"
- < Pgxgt" rwtejcu g" ftw i u" htq o "c" pqp- o gfkecn" rtqxfgt ô Vjgug" ftw i u" o c { "dg"
ncegf" ykvj" qvjgt" ftw i u. "cpf" eqwnf" dg" gzvtg o gn { " fcp i gtqwu" qt" gxgp" hcvcn0

Tguqwtegu

Op-Ec o r w u

Uvwfgpv"Jgcnvj"cpf"Eqwpugnkp i "Ugtxkegu<" ;38-49:-8683

< y y y0euwu0gfwluvwfgpv-nkhgljgcnvj-eqwpugnkp i l

Ec o r w u"Rjct o ce{<" ;38-49:-8262

< y y y0euwu0gfwluvwfgpv-nkhgljgcnvj-eqwpugnkp i l r j c t o c e { l "

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< y y y0euwu0gfwlec o r w u-uchgv{ l r q n k e g - f g r c t v o g p v l "

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Qhh-Ec o r w u"cpf"Kphqt o cvkqpcn

< Cneqj qnkeu" Cpqp{ o q w u . " U c e t c o g p v q < " y y y 0 c c u c e t c o g p v q 0 q t i

< O c t k l w e p c " C p q p { o q w u < " y y y 0 u c e t c o g p v q o c 0 q t i

< E c n k h q t p k c " U o q m g t ø u " J g n r n k p g < " 3 - : 2 2 - P Q - D W V V U " * 3 - : 2 2 - 8 8 4 - : : : 9 +

< Y G C X G " * C u u c w n v " c p f " K R X " U w r r q t v " U g t x k e g u + < " y y y 0 y g c x g k p e 0 q t i

< E g p v g t u " h q t " F k u g c u g " E q p v t q n " c p f " R t g x g p v k q p < " y y y 0 e f e 0 i q x

< P c v k q p c n " K p u v k v w v g " q p " F t w i " C d w u g < " y y y 0 f t w i c d w u g 0 i q x

G o r n q { g g " C u u k u v c p e g " R t q i t c o " * G C R +

Vjg" g o r n q { g g " c u u k u v c p e g " r t q i t c o " * G C R + " k u " f g u k i p g f " v q " r t q x k f g " r t q h g u u k q p c n " c u u k u v c p e g " v q " U c e t c o g p v q " U v c v g " g o r n q { g g u " c p f " v j g k t " h c o k n k g u " * f g r g p f g p v u " c p f " r g t o c p g p v " j q w u g j q n f " o g o d g t u + " k p " c u u g u u k p i " c p f " t g u q n x k p i " r g t u q p c n " r t q d n g o u " v j c v " o c { " d g " c h h g e v k p i " y g m n - d g k p i " q t " l q d " r g t h q t o c p e g 0

Hqt" o q t g " k p h q t o c v k q p . " x k u k v " j v v r u < l l y y y 0 e u w u 0 g f w l c f o k p k u v t c v k q p - d w u k p g u u - c h h c k t u l k p v g t p c n l { q w t - j t l d g p g h k v u l g o r n q { g g - c u u k u v c p e g - r t q i t c o 0 j v o n " q t " e q p v c e v " v j g " J w o c p " T g u q w t e g u " F g r c t v o g p v " c v " ; 3 8 - 4 9 : - 8 2 9 : 0

- [illegible]

- H\Y'i b]j Yfg]mrfj bUa Y'cf'XYdUfha Ybhcf'UbmFY'UHYX'b]WbUa Y'a UmbchVY'i h]nYX'j]b'U'k Umh\Uh'a d']Yg'U'dfcXi W\ YbXcfgYa YbhVmih\Y'i b]j Yfg]mrfj"Y'z'L M\ '6YfY'! 'VYj YfU['Y'cZWXc]W'Zcf'7GI žSSSSS'ZJbgk"
- 5'Ve\c']WVYj YfU[Yg'g\ci 'X' bchVY'dfcj]XYX'Ug'ZFY'Uk UfXg'hc']bX]j]Xi U'ghi XYbhgž'WUa di g'cf[Ub]nUh]cbg'cf'ch\Yf'a Ya VYfg cZ h\Y'UWUXYa]WVæa a i b]hmf
- I b]j Yfg]hmXYdUfha Ybhg'UbX'cf[Ub]nUh]cbg'a UmbchX]ghf]Vi hY'Wch\]b[ž dchgYfgž'cf'ch\Yf'dfca ch]cbU'']hYa g'h\Uhi h]nY'h\Y i b]j Yfg]hmga Vc'']b'Vea V]bUh]cb'k]h\ 'Ub'U'Ve\c']WVYj YfU[Y'hfUXYa Uf'cf'c'c"
- 5bmiU'Ve\c'dfca ch]cbU'a UhYf]U'VebbYWYX'k]h\ 'Ubm i b]j Yfg]hmUh\ 'Yh]WYj Ybhfj"Y'z'a YX]U' [i]XY [Ua Y'dfc[fUa gk'a i gh fYW]j Y'df]cf'k f]hYb'Uddfcj U'Vm h\Y'Uh\ 'Yh]WX]fYWæf'UbX' h\Y'dfYg]XYbh'
- Dfca ch]cbU'a UhYf]U'g'UggcWUHYX'k]h\ 'Ubmch\Yf'i b]j Yfg]hmdfc[fUa 'fch\Yf'h\Ub'Uh\ 'Yh]Vgk'a i ghVY'Uddfcj YX'Vm h\Y'J]W' DfYg]XYbhZcf'Gh' XYbh5ZU]fg"
- H\]g'dc']WnXcYg'bchfYghf]W'h\Y'Ua 'ci bh'cf'VebhYbh'cZ'U'Ve\c'UXj Yfh]g]b[ž'di fW\UgYX'j]bXYdYbXYbh'm'h\fc i [\ 'Ve'a a YfW]U' fUX]c'cf'HJ 'Ve'a dUb]Ygž'Xi f]b['VfcUXWUghg'cZ'Uh\ 'Yh]WYj Ybhg'<ck Yj Yfž'VfcUXWUghYfg'i bXYf'VebhfUW'hk]h\ 'U'7GI 'j]bgh]hi h]cb g\ci 'X'ghfcb['mVY'i f[YX'hc'Zc'ck 'h\Y'UVc] Y'dfcj]g]cbg'k \Yb'UWVWdh]b['Ve'a a YfW]U'g'h\Uhdfca ch'U'Ve\c']WVYj YfU[Yg"
- Gh'XYbh'bYk gdUdYf'di V']WU]cbg'g\ci 'X'U'gc'VY'YbWæi fU[YX'hc'Zc'ck 'h\Y'UVc] Y'dfcj]g]cbg'Zcf'UbmUXj Yfh]g]b['a YggU[Yg'Zcf U'Ve\c']WVYj YfU[Y'Ve'a dUb]Yg#X]ghf]Vi hcfg

• Gh'XYbh'Cf[Ub]nUh]cb'FYWfi]ha Ybh'UbX'5'Ve\c'

- 5'Ve'a Ya VYfg\]d'fYWfi]ha Ybh'UW]j]h]Yg'fY"["ž'ZfUHfYb]h]Yg'UbX'gcfcf]h]Ygž'XYdUfha YbhU'Wi Vgž'UbX'gdYW]U'']bh'fYgh[fci dgk'g\U'VY U'Ve\c'ZFY"
- FYWfi]ha Ybh]g'XYZ]bYX'Ug'UbmUW]j]hm]bhYbXXY'hc'[U]b'byk 'a Ya VYfg' H\]g'j]bWi XYgž'Vi h]g'bch'ja]hYX'hcž'h\Y'h]a Y'VYh'YYb'h\Y cbYb]b['cZ h\Y'fYg]XYbW'U'g'UbX'h\Y'UWVWdhUbwW'cZ'Ub'j]b]hUh]cb'hc'a Ya VYfg\]d"

• 8YgW]dh]cb'cZ<YU'h'F]g_g

=bZcfa Uh]cb'cb'f]g_g'UggcWUHYX'k]h\ 'U'Ve\c'#Xfi [g]g'Uj U]UV'Y'h\fc i [\ 'h\Y'Gh'XYbh<YU'h'7YbhYf'<YU'h'9Xi WU]cb'8YdUfha Ybh' H\Y'cZ]W'WU'b'VY'VebhUWYX'j]b'Fcca '%&&'cZ h\Y'<YU'h'7YbhYf'cf'Vmd\cbY'Uh'&+, !) (&&'5'gYfj]W'g'UfY'Ve'bZ]XYbh]U'5XX]h]cbU']bZcfa Uh]cb'cb'\YU'h'f]g_g'a UmVY'Zci bX'cb'h\Y'GUWUa Ybhc'GHUHY'k YV'dU[Y'Uh'[k k k "Wji g"YXI #U'Ve\c"](#)

- 5a_d\YHJa]bYg'"9I W]hUh]cbž']bWYUgYX'di 'gy'fUHY'UbX'V'ccX'dfYggi fYž'dUfUbc]Už']bgca b]Už'XYWYUgYX'a YbhU'UV']hmf gYi i U']a dchrbWž'\U'i W]bUh]cbgž'Vebj i 'g]cbgž'ghfc_Y'cf'XYUh"
- 7cWU]bY'"HfYa cfgž'a i gWY'hk]hWXYgž'dUfUbc]Už'gY]ni fYgž'bUgU'V'YXX]b['UbX'j]bZUa a Uh]cbž'XUa U[Y'hc'bUgU'gYdhi a 'UbX'V'ccX j YggY'gž'ghfc_Yž'cf'XYUh\ 'Ug'U'fYgi 'h'cZ'WUfX]UWcf'fYgd]fUhcfmUffYgh'
- B]Wæh]bY'"<[\ 'V'ccX'dfYggi fYž'bYfj ci gbYggž'XY\mXfUh]cbž'Ya d\mgYa Už'VfcbW\]h]gž'\YUfhZU]'i fYž'\YUfhUbX'i b['WUbwWfž'XYUh"
- 7UZY]bY'"BYfj ci gbYggž']bgca b]Už'XY\mXfUh]cbž'ghca UW\]ff]hUh]cbž'ZUh[i Y'_"
- 5'Ve\c'"8YWYUgYX'Y X[a Ybhž'ja dU]fYX'a chcf'Zi bW]h]cbž'XY\mXfUh]cbž'\Ub[cj Yfž'XYdfYgg]cbž'cVYg]hmf]ja dchrbWž'a U'bi hf]h]cbž'j] Yf UbX'VfU]b'XUa U[Yž'X]UVYhYgž'XY'f]i a 'hfYa Ybgž'cj YfXcgYž'fYgd]fUhcfmZU]'i fYž'cf'XYUh"
- 8YdfYggUbha'"G'i fFYX'gdYVW\ž'X]gcf]YbhUh]cbž'\Ub[cj Yfž'bUi gYUž'XYdfYgg]cbž'Vebj i 'g]cbgž'g\U'ck'fYgd]fUh]cbž'k YU'_'UbX'fUd]X di 'gYž'WU'b'VY'ZUHu'j]Za]i YX'k]h\ 'U'Ve\c'_"
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UNIVERSITY POLICY MANUAL

California State University, Sacramento

Policy Title: Alcohol Advisory Council

<p>Policy Administrator: Vice President for Student Affairs</p>
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<p>Authority: PM01-04</p>

<p>Effective Date: September 26, 2001</p>
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<p>Updated:</p>

<p>Index Cross References: Alcohol Advisory Council Procedures</p>

<p>Policy File Number: STU-0102</p>
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ALCOHOL ADVISORY COUNCIL

- **Policy Statement**

The Alcohol Advisory Council utilizes the guiding principles and recommendations contained in the Alcohol Policies and Prevention Programs Committee Report issued by the Chancellor's Office as the foundation for examining and recommending action in the following areas as they pertain to alcohol and other drugs:

- Policies Enforcement and Legal Issues Education and Prevention Programs Training, Intervention and Treatment Assessment
- Resources

While alcohol shall be its primary focus, the Alcohol Advisory Council shall also examine issues related to other drug abuse in these same areas.

- [Alcohol Advisory Council Procedures](#)

Approved by Alexander Gonzalez, President

October 2, 2008

Alcohol Advisory Council Procedures

Guiding Principles:

- € Provide a safe and secure environment for all students
- € Encourage student health and wellness in an environment supportive of learning
- € Promote healthy choices for students
- € Enforce laws and policies consistently concerning the use of alcohol
- € Support safe, legal, responsible, moderate consumption of alcohol for those who choose to drink; do not punish responsible, legal behavior
- € Encourage students to take responsibility for each other; Good Samaritan behavior should be supported and recognized, and students should be supplied with the tools to help others practice safe and responsible behavior
- € Provide assistance, if appropriate, to those students who need support, treatment, and services
- € Involve students in all steps of process and program development
- € Focus alcohol abuse prevention efforts on campus and community environments since the university is part of the surrounding community that influences students' behavior
- € Utilize evidence-based strategies as core components of an education and prevention program

Council Structure:

The President shall make appointments to the Alcohol Advisory Council. Membership shall be for a period of one year. The President shall have the option of reappointing members to additional terms. The Alcohol Advisory Council structure will include subcommittees as needed. Each Council member will serve on at least one subcommittee.

1. Council Membership

- € One representative from the Student Health Center
- € Two faculty members recommended by the Faculty Senate
- € One representative from Public Safety
- € One representative from Student Activities
- € ASI President or designee
- € One student at large recommended by ASI
- € One student athlete
- € One student member of the Greek system
- € One representative from University Staff Assembly
- € One representative from the Athletic Department
- € One representative from Housing and residential Life
- € One representative from Psychological Counseling Services
- € One representative from University Enterprises, Inc.
- € One representative from Violence and Sexual Assault Support Services

- € Sacramento Community representative
- 2. Chair
 - € The University Alcohol Education Coordinator will serve as Chair, upon the concurrence of the committee members. The Chair will convene and preside at Council meetings and report to the Vice President for Student Affairs all activities of the Council and its subcommittees
 - € Will prepare bi-annual report to be submitted to the Chancellor's Office

Council Meeting Schedule:

The Advisory Council will meet as needed, with a minimum of one meeting per semester during the academic year.

Drug-Free Workplace
Policy Administrator: Vice President for Human Resources Authority: Effective Date: April 10, 1989 Updated: Index Cross-References: Policy File Number: UMD03350.htm

DRUG-FREE WORKPLACE

In November 1988, the Federal Drug-Free Workplace Act of 1988 was enacted. This Act imposes new requirements, effective March 18, 1989, on all recipients of any Federal agency grant or contract. One of the primary requirements is that the University certify that it will provide a drug-free workplace.

To this end, notice is hereby given that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace. Violation of this prohibition may result in disciplinary action, including but not limited to suspension and/or termination or a requirement to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

As a condition of employment under a contract or grant, each faculty and staff must (a) abide by the terms of this statement; and (b) notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University must notify the Federal agency involved of the conviction within 10 days of receiving such a notice. Within 30 days, the University will initiate the appropriate personnel action or require satisfactory participation in an approved drug abuse assistance or rehabilitation program.

In addition, a drug-free awareness program will be established by Fall 1989. Details of the program will be discussed this spring by a University work group composed of faculty, staff, and administrators with recommendations given to the President.



Origination: 4/7/2017
Last Revised: 4/7/2017
Owner: *Andy Alvarez: Sr Mgr HR Policy Admin*
Area: *Human Resources*
Codes: *EO 1108*

Policy on Systemwide Smoke and Tobacco Free Environment

I. AUTHORITY AND PURPOSE

This executive order (EO 1108) is issued pursuant to Title 5, California Code of Regulations, Sections 42356, Government Code 7597.1, and the Standing Orders of the Board of Trustees.

A cornerstone of the California State University and higher education is the principle of one's individual freedom to learn, teach, work, think, and take part in their intellectual and career endeavors in a fulfilling, rewarding, safe, and healthy environment.

For decades, the health hazards of tobacco and second-hand smoke to individuals have been well studied and chronicled.

Further, studies have clearly demonstrated the acute health benefits, medical costs savings, and organizational costs savings when individuals quit smoking.

Thus, in order to provide the California State University's faculty, staff, students, guests and the public with campuses that support the principle of one's individual freedom to learn, teach, work, think and take part in their intellectual endeavors in a fulfilling, rewarding, safe and healthy environment, the creation and implementation of a "smoke and tobacco free" policy systemwide is necessary and welcome.

Campus Presidents or their designees shall have the responsibility for implementing the policy on their campuses with an implementation date of September 1, 2017.

II. DEFINITIONS

Members of the CSU Community: This includes all students, faculty, staff, alumni, university volunteers, contractors or vendors and visitors to any California State University campus or properties.

University Properties: These include the interior and exterior campus areas of any California State University campus. This definition includes buildings (including residence halls), structures (including parking structures), parking lots, and outdoor areas owned, leased or rented by the university or one of its auxiliaries. Also included are vehicles owned, leased or rented by the university or one of the university's auxiliaries. Private vehicles on university-owned, leased, or rented land or in university-owned, leased, or rented parking structures will also be subject to compliance with Executive Order 1108.

Smoke Free: "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products

including e-cigarettes, vapor devices and other like products are prohibited on all University properties.

Smoke or Smoking: "Smoke" or "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cigarillo, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoke" or "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco Product:

- i. A product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, and snuff.
- ii. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
- iii. Any component, part, accessory of a tobacco product, whether or not sold separately.
- iv. "Tobacco product" does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

Tobacco Free: "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

III. POLICY TEXT

Campus Presidents or their designees shall have the responsibility of implementing this Executive Order on their campuses with an anticipated implementation date no later than September 1, 2017.

Scope of this Executive Order:

Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited on all California State University properties. Members of the CSU community are expected to fully comply with the policy.

Any sponsorship and/or advertising in respect to any university activity or event by a tobacco product manufacturer is prohibited unless explicitly authorized by the University President or designee.

Exceptions:

- i. Smoking in university-sponsored theater and dance productions, student-authored or sponsored scenes, showcases or workshops produced as part of the department of theatre as well as ceremonial campus events may be authorized by the President or designee only when a required part of a specific performance. This includes smoking and/or tobacco use for traditional ceremonial activities of recognized cultural and/or religious groups.
- ii. The use of nicotine cessation products regulated by the United States Food and Drug Administration for treating nicotine or tobacco dependencies is permitted under the terms of this executive order.
- iii. Institutional Review Board approved research on tobacco or tobacco-related products.

Collective Bargaining:

Nothing in this executive order shall extend the existing grounds for employee discipline and, to the extent that any of these provisions are in conflict with a Collective Bargaining Agreement, the terms of the Collective Bargaining Agreement shall be controlling.

IV. COMPLIANCE, RESPONSIBILITIES AND ENFORCEMENT

Compliance is grounded in an informed and educated campus community. The success of this policy depends on the thoughtfulness, civility and cooperation of all members of the campus community, including visitors.

Members of the CSU community are individually responsible to comply with the creation of a systemwide smoke and tobacco free environment. While compliance with this executive order is an individual responsibility, members of the CSU community should be aware that enforcement of this policy may occur in the following instances:

- i. University Police shall reserve all enforcement authority with regards to any violation of existing state and federal law.
- ii. Individual agreements that prohibit smoking and proscribe penalties for breaches that are not impacted by this executive order (e.g. University Housing license agreements, other residential licenses, or existing leases).

Educational campaigns, outreach, communication and the promotion of tobacco cessation treatment options will be the primary means to promote compliance. A comprehensive education and outreach campaign, including resources and referrals for cessation will be made available as part of campus implementation programs.

The progress this policy represents in promoting the ability of students, faculty, staff and visitors to have a healthier and pleasant campus experience aligns well with the CSU's mission. Individual campus support and diligence in moving forward with the implementation and amendment of current policies is sincerely appreciated.

Hostile and/or violent interpersonal conduct directed against members of the CSU community requesting that an individual(s) comply regarding compliance with the terms of this executive order will not be tolerated, and will be enforced under systemwide or campus policies, including but not limited to workplace violence policies.

V. IMPLEMENTATION

The Vice Chancellor for Human Resources has overall responsibility for implementing this policy. This policy shall supersede all existing campus policies related to smoking and tobacco. Campus task forces will be responsible for developing an implementation plan, and ensuring all activities associated with implementation are carried out. Campus task forces shall include a student representative. A member of each campus task force will serve on the systemwide Smoke and Tobacco Free Policy Task Force to ensure all campuses are adequately moving forward with implementation of this policy. Exclusive Representatives may nominate an individual to serve on the Systemwide Task Force. To provide adequate time to create awareness, outreach, and educational programs, including smoking cessation and counseling programs, this policy is effective September 1, 2017.

Supersedes

Executive Order 599

Issued by

Timothy P. White, Chancellor

All revision dates:

4/7/2017

Attachments

[Transmittal Letter](#)

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Abandoned Items

After a resident has moved out of the hall, apartment or suite, an item is considered abandoned if it is left behind. Abandoned property will be inventoried, packed and stored by University Housing Services staff. Residents will have up to 30 days to claim their belongings (after notifying University Housing Services staff in writing) after having officially checked out. After 30 days, staff will dispose of abandoned items pursuant to California Civil Code. University Housing Services staff members are not responsible for abandoned items. The resident may be charged for packing and handling based on labor charges.

Alcohol Policies

Students under 21 are prohibited from transporting, possessing, or consuming alcoholic beverages in the residence halls. Students under the age of 21 in the presence of alcohol will be found in violation of the alcohol policy, unless it is in the presence of a roommate or suitemate that is of legal drinking age and the student under 21 is not drinking.

Students age 21 and over can consume alcohol in their room/suite with the door closed so long as they are not in the presence of anyone under 21 years of age, unless it is a roommate or suitemate that is not consuming alcohol.

The following rules apply for possession and consumption of alcoholic beverages:

- ◁ A student over 21 is prohibited to host and serve alcohol to a person under 21 years of age. It is a violation of state law to furnish alcoholic beverages to anyone under the age of 21.
- ◁ Alcohol cannot be consumed as part of a large group or party where the main purpose appears to be drinking alcohol.
- ◁ Transport of alcoholic beverages by persons over 21 to and from their room is permitted only under the following restrictions: alcoholic beverages must be in the original containers, remain sealed by the manufacturer and in an opaque container such as a paper bag.
- ◁ Kegs, pony kegs, multiple cases of alcohol, and other bulk quantities of alcohol beverages that are excessive under the circumstances for personal use are prohibited.
- ◁ Drinking games or simulated drinking games are prohibited. This includes beer pong, water pong (or another beverage), flip cups, quarters, and other variants. Items used for drinking games or other

activities that encourage the excessive or rapid consumption of alcohol are not allowed (beer pong tables, beer bongs, funnels, etc.)

- ◁ The manufacture of any type of alcoholic beverages by any method is prohibited.
- ◁ The sale of alcoholic beverages in the residence halls is prohibited.
- ◁ Public intoxication is prohibited.
- ◁ Inability to care for oneself while under the influence is a violation of the alcohol policy.
- ◁ Possession/use of alcohol in any public area in or around the residence halls or any public area of the University is prohibited.
- ◁ Alcohol (opened or unopened) found in connection with residence hall policy violations will be disposed of.
- ◁ Collection or display of alcohol containers is not permitted in student rooms, suites or apartments.
- ◁ Any damage occurring as a result of alcohol use (including that due to vomit) will be the responsibility of the resident.
- ◁ At the time of the incident, individuals responsible are expected to clean up any mess. If they are incapacitated or otherwise unable to do so, residents will be billed for the cost of custodial cleanup.

Sanctions for Alcohol Violations

1st offense:

- ◀ Written Warning
- ◀ 1:1 CHOICES meeting and online assessment
- ◀ Potential Educational Sanction

2nd offense:

- ◀ Housing Probation
- ◀ Alcohol Assessment 1:1 with CAPS
- ◀ Potential Educational Sanction

3rd offense:

- ◀ Housing Probation extended
- ◀ Alcohol Assessment 1:1 with CAPS
- ◀ Potential Educational Sanction
- ◀ Possible relocation and considered persona non grata (PNG) in the hall(s) the resident was removed from (unwelcome and not allowed to be present) OR
- ◀ Possible removal from housing and considered PNG in all residence halls (unwelcome and not allowed to be present)

4th offense:

- ◀ Referral to the Senior Area Coordinator of Residence Hall Conduct for conduct meeting
- ◀ Removal from Housing and considered persona non grata (PNG) in all residence halls (unwelcome and not allowed to be present)
- ◀ Alcohol/Drug Assessment 1:1 with CAPS

Minimum Disciplinary Sanctions for Alcohol Violations

Sanctions for all alcohol violations may include Parental/Guardian Notification. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Educational sanctions are at the discretion of the hearing officer. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

Amplified Sound

Any outside sound which interferes with others right to study or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited. Heavy bass from subwoofers is disruptive to the community and therefore is prohibited.

Bicycles

Bicycles may not be operated in the residence halls or in any of the public areas of the halls at any time. Bicycles may not be chained to trees, railings, and light poles, left in lounges or public areas, or stored anywhere that would hamper the exit of residents during an emergency. Housing staff will remove any bicycles found in the aforementioned areas, including removal of any lock or repair, at the resident's expense. Bicycles are subject to the same driving laws as motor vehicles and Sacramento State Police Department may issue citations for improper and unsafe riding.

University Housing Services will consider bicycles left in the housing area abandoned after 30 days past the end of the spring semester. Bicycles will be inventoried by a University Housing Services staff member, any chain or locking mechanism will be removed, and then residents will have up to 30 days to claim their

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Business Enterprises

Residents may not carry on any organized business for remunerative purposes from their room.

Cameras

Cameras with recording devices are located throughout the buildings. Tampering with, removal of, or misuse of any part of the camera system is prohibited.

Candles and Incense

Candles, wick lamps, incense, or any decorations with potential open flames (whether lit or unlit) are prohibited in residence hall rooms and common areas. Candle warmers, oil burners, etc. are also prohibited in the residence halls. Candles without wicks can only be used for decoration.

Chalking

Chalking is prohibited on the housing complex grounds and on all buildings. Chalking that meets the campus chalking policy is allowed ONLY on the mini esplanade/sidewalk leading to and from the residence halls. See your hall staff with questions.

Cleanliness for Rooms, Suite and Common Areas

All residents are responsible for the cleanliness of their individual bedrooms. American River Courtyard residents, Riverview residents sharing cluster bathrooms, and traditional hall residents with deluxe doubles are collectively responsible for the cleanliness of their common area and bathrooms as applicable depending on room type. Failure to maintain cleanliness may result in the assessment of a cleaning fee. In the case of an insect or rodent infestation due to resident neglect, resident(s) may be charged for pest

control services. For more information, contact the Housing Office at 278-6000.

Computer Labs

Computer labs are provided in each residence hall. The labs are intended for the sole use of students who reside in the housing complex. Removal of lab furniture, or disconnecting, tampering, or misuse of the computer lab or equipment is prohibited.

Cruelty to Animals

Under California Penal Code §§ 286.5; 596 - 600.5, cruelty to animals in any form is an offense punishable by imprisonment, fine, or both. Cruelty directed toward animals if witnessed, should be immediately reported to a Residence Life staff member or Sacramento State Police Department at 278-6000.

Damages

Any damage to rooms or personal property caused by a resident or their guest(s) is the responsibility of the resident. This includes damage made by room modifications. If the damage cannot be directed to a specific resident, the damage expenses will be prorated among the residents of the room or suite/apartment and may be prorated to the floor/wing/building.

University Housing Services staff recommend that residents purchase renters insurance to protect personal items if they are not covered by family insurance. The University is not responsible for personal property that is lost, stolen, or damaged in the housing complex.

Dart Boards

Hard-tip darts and dart boards are not allowed in residence halls because of the potential for bodily harm and physical damage to rooms.

Decorations Policy

Residents must adhere to the following decorating guidelines at all times, for both their own rooms and common areas:

- ◁ Utilize 3M command adhesive brand products, at your own risk, when hanging any items (such products are removable and may not damage walls). Please follow instructions when using these products.
- ◁ Before checking out, residents should contact their RA for instructions on how to safely remove 3M command adhesive brand products. Damage charges may apply.
- ◁ Do not add attachments of any type to residence hall light fixtures, including paint, tissue paper, crepe paper, tinfoil, or any other material.
- ◁ Do not suspend, attach, or drape any materials from the ceiling, whether flammable or nonflammable.
- ◁ Do not hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment when placing any form of decorations.
- ◁ Do not draw, paint, write, or otherwise mark on any residence hall wall.

- ◀ Do not hang any form of decoration on the outside of suite and room doors. Only RAs may hang door decorations (name tags)
- ◀ 8

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request temporary exemption from their Residence Life Coordinator.

Decorations - Seasonal, Holiday, Religious

Christmas Trees. Only ARTIFICIAL holiday trees are approved for residence hall use. The use of electric

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Candles: Kwanzaa, Hanukkah, Christmas, etc. Candles are not permitted in residence halls due to fire
@ k bserve the traditions associated with these celebrations
by using electric candles, or by making arrangements with their Residence Life Coordinator to use candles
in a designated location, at an approved time, as part of an appropriate holiday observance.

Other Holidays and/or religious ceremonies. Residents are encouraged to observe holidays that are meaningful to them provided the associated practices or ceremonies do not violate established policies or create a safety concern for other residents and property.

Discrimination, Harassment, and Retaliation

University Housing Services (UHS) recognizes the negative impact discrimination, harassment, or retaliation described in Executive Order 1097 has on an individual or the residential community. More information in [Office of Human Resource](https://www.csus.edu/administration-business-affairs/human-resources) <https://www.csus.edu/administration-business-affairs/human-resources>. Once notified of an alleged violation of this policy UHS will immediately refer the incident to the Office of Equal Opportunity for further investigation. Interim measures may be handed down including removal from housing while the incident is being investigated. Executive Order 1097 defines Discrimination, Harassment, and Retaliation as the following:

- ◀ Discrimination means Adverse Action taken against a Student by the CSU, a CSU employee, or another Student because of a Protected Status. Adverse Action means an action that has a substantial and material adverse effect on the Complainant's ability to participate in a University program or activity

free from Discrimination, Harassment or Retaliation. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.

sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting her/his ability to participate in or benefit from the services, activities or opportunities offered by the University.

Retaliation means Adverse Action taken against a Student because the Student has or is believed to have:

1. Exercised rights under this Executive Order;
2. Reported or opposed conduct which was reasonable and in good faith believed to be in violation of this Executive Order;
3. Assisted or participated in a policy-related investigation/proceeding regardless of whether the Complaint was substantiated; or,
4. Assisted someone in reporting or opposing a violation of this Executive Order, or assisted someone in reporting or opposing Retaliation under this Executive Order.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Violating Executive Order 1097 can have implications relating to enrollment at the University as well as violating the terms of the University Housing Services license agreement.

Drugs and Drug Paraphernalia

Except as lawfully prescribed, drugs are prohibited. Medical marijuana cards are not recognized in the residence halls or in the housing complex. The following are prohibited in the residence halls, on University property and at University sponsored events:

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Furthermore, University Housing Services staff may investigate for a possible drug policy violation based on reasonable evidence. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, residue, presence of odor, fans, towels near or under doors, open windows, attempts to mask scents, residue, bongs, pipes, clips, plant cultivation, etc.

Drug Violation Sanctions (possession/use)

1st offense:

- < Housing Probation
- < Weed it Out Class (marijuana related violations)
- < Potential Educational Sanction

2nd offense:

- ◁ Housing Probation extended
- ◁ 1:1 Drug Assessment with CAPS
- ◁ Potential Educational Sanction
- ◁ Possible relocation and considered persona non grata (PNG) in the hall(s) the resident was removed from (unwelcome and not allowed to be present) OR
- ◁ Possible removal from housing and considered PNG in all residence halls (unwelcome and not allowed to be present)

3rd offense:

- ◁ Referral to the Senior Area Coordinator of Residence Hall Conduct
- ◁ Removal from Housing and considered persona non grata (PNG) in all residence halls (unwelcome and not allowed to be present)
- ◁ 1:1 Drug Assessment with CAPS
- ◁ Potential Educational Sanction

Drug Violations (sales, distribution, or covert use on another)

- ◁ Referral to University Student Conduct Officer
- ◁ Removal from Housing and considered persona non grata (PNG) in all residence halls (unwelcome and not allowed to be present)

Minimum Disciplinary Sanctions for Drug violations

Sanctions for all Drug violations may include Parental/Guardian Notification. Depending on the severity of the violation, sanctioning levels and guidelines can be more aggressive. Educational sanctions are at the discretion of the hearing officer. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

Electrical Appliances

Any appliance with an exposed heating element or which gives off intense heat is prohibited. If residents have questions regarding whether an appliance is acceptable or not, he or she should ask hall staff. The following specific restrictions to appliance use in the residence halls apply:

É All appliances with open heating coils are prohibited in all residence halls.

ó This includes, but is not limited to: hot plates, hot oil fryers, rice cookers, popcorn makers, personal space heaters, sun lamps, or other appliances with open heating coils.

Halogen lamps are prohibited in the residence halls.

Black lights are prohibited in University fixtures.

É Only compact fluorescent bulbs may be used in residence hall lighting fixtures.

6 8 7 feature, rice cookers and air poppers
ut off

6 Fully enclosed coffee makers, electric kettles and blenders

Refrigerators are permitted (one per room), provided they do not exceed 4.5 cubic feet or draw more than 1.5 running amps.

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\ yO° -protected power strips with built-in fuses may be used to extend appliance cords to electrical outlets, or to plug in multiple devices to one outlet. Extension Cords are prohibited.

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be one power strip maximum per outlet.

u ng with or changing any University lighting, electrical, or wall fixtures in any manner is prohibited.

Evacuation Drills

Evacuation drills will be held periodically in the residence halls. Whenever an alarm sounds, all residence hall occupants are required @ familiarize him or herself with evacuation routes and protocols. Emergency procedure protocols are k or alarm will be subject to disciplinary action.

Exterior Doors

As per University policy, the exterior doors to residence halls must be securely closed at all times. Under no circumstances should exterior doors be propped open; doing so poses a large threat to community security. Residents should never admit persons into their building unless they know for certain that they are a resident or member of the University staff.

Failure to Comply

Failing to comply with a reasonable request by a University official, including University Housing Services Staff, is a violation of University policy. This type of violation also includes failure to comply with the sanctions imposed under a student conduct proceeding.

Fire Alarm and Emergency Systems and Equipment

Residents are strictly prohibited from tampering with any equipment related to emergency systems and the fire alarm system (pull stations, extinguishers, hoses, smoke detectors, sprinklers, emergency exit door alarms, exit signs). Tampering with, removal of, covering, or misuse of fire extinguishers, fire alarms, smoke detectors (including the removal of batteries), emergency evacuation instructions, or unauthorized use of any fire equipment, or door, is a violation of Penal Code 148.4, University, and Housing regulations.

Sprinklers associated with residence hall fire safety systems may not be tampered with, including hanging decorations or other objects from them. If a sprinkler is set off accidentally or intentionally, the individual(s) involved will be responsible for all costs associated with clean up and damage and will be subject to disciplinary action.

Penal Code 148.4 makes it a misdemeanor to trigger a false fire alarm, make a false report of a fire, or tamper with/destroy fire equipment. Residents found in violation of this regulation will be subject to disciplinary action and may be issued a Notice to Appear citation by Sac State Police Department. Notice to Appear may require a court appearance and could result in a fine or up to one year in jail.

Firearms and Weapons Policy

At no time are firearms, explosives, or other dangerous weapons permitted on the California State University, Sacramento campus, including such weaponry stored in a vehicle on University property. Prohibited weapons include but are not limited to: firearms (pistols and rifles), BB guns, pellet/pump guns, guns, archery equipment, martial arts devices, knives (foldable blades 3 inches or less in length and standard kitchen knives are allowed), swords and explosives. Such weapons are subject to confiscation and will be turned over to the Sacramento State Police Department. Violators of this policy are subject to disciplinary action, including revocation of License Agreement or more severe penalties.

Toy Weapons: Toy weapons can be mistaken for the real thing by law enforcement and situations involving the use of toy weapons can look like serious threats to the safety of those involved as well as bystanders.

In consideration of the welfare of the entire residence hall community, all such realistic toy weapons are strictly prohibited.

Fireworks

Fireworks are not permitted in the residence halls or in the complex at any time. Storing or discharging firecrackers, rockets, cherry bombs, or any other incendiary device in or around the residence hall complex is prohibited. Any resident involved in the use or possession of fireworks is subject to the University conduct process and potentially revocation of his or her License Agreement.

Flammable Materials

Highly flammable materials such as hookah coals, chemicals, automobile fluids, gasoline, camping stove fuel and starter fluids are not permitted in the residence halls. In addition, residents must keep their rooms clear of clutter that poses a fire danger such as large quantities of paper, rags, or trash.

Furnishings

All resident rooms and common areas in University Housing facilities are furnished. All University furnishings, including beds, must remain assembled and in their designated room at all times. Residents may not lend or swap furniture with other residents or remove furnishings from the property. Common area furniture and equipment may not be removed from the common space (i.e. lounges, lobbies, conference rooms, study lounges, etc.).

All University-owned furniture must remain indoors. Removal of any University furniture outside of the halls will be considered theft.

Any unauthorized modifications to room furnishings must be removed within 24 hours of discovery.

Waterbeds and other water-filled furniture are prohibited in all residence halls.

Gambling

Gambling for money is prohibited in the residence halls and at the University. Under California Penal Code Section 330, any percentage game played with cards, dice, or any device, for money or other representative of value, is a misdemeanor.

Guest Policy

Definitions:

- ◁ A "resident" is defined as a student enrolled in residence at the University.
- ◁ A "resident host" is a resident who has invited a guest to his or her room or building.
- ◁ A "guest" is defined as an individual who has been personally invited by a resident host to enter the resident host's room or hall and who remains there, subject to the provisions of this procedure, for an indeterminate time at the resident host's discretion. General solicitation of members of the public through an advertisement, posting or any other format in any medium is not considered a "personal invitation" under this procedure.

Residents may access other residence halls from 9 a.m. to 10 p.m. Sunday – Thursday and 9 a.m. to 10 p.m. Friday and Saturday. University Housing Services' guest policies apply.

Guests (student and non-student) are expected to act appropriately in accordance with residence hall and University Policy. Failure to abide by the following guidelines may lead to loss of visitation rights.

Student residents may have guests in their residence hall rooms beginning on move-in day of each semester and thereafter, with the exception that no overnight guests are allowed during Thanksgiving weekend, spring break, winter, and break and finals week.

Circumstances in the halls or on campus, such as construction, maintenance, health-related concerns, or emergency situations, may require University Housing Services to suspend or cancel this policy, or to put special or temporary rules in place that impact the privileges granted under this procedure.

Resident Host/Guest Policies:

- < All guests must be accompanied by their resident host at all times.
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- < Resident hosts are responsible for the behavior of their guest(s) at all times.
- < It is a privilege, not a right, to be a guest and to have guests in the residence halls
- < Damage and/or policy violations resulting from the behavior of guests is the responsibility of the guest as well as the host/hostess.
- < Guests unaccompanied by their resident host who are found in violation of policy or are creating a disturbance in the residence hall community will be asked to leave the hall/area.
- < Guests who are found in violation of policy or are creating a disturbance in the residence hall community will be asked to leave the hall/area.
- < Guests are subject to the same laws, rules and policies as the student resident that is hosting them.
- < Roommate Consent: all roommates must consent to having guests in the room.
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- concerns should be worked out between roommates/suitemates.
- < Guests can stay a maximum of three consecutive nights and no more than a total of 12 nights in any given semester, with the consent of roommate(s); all guests staying beyond a set time must be registered according to the Guest Registration Policy (see below).
- < Guests not registered may be asked to leave the building.
- < Residents who do not check-in overnight guests may lose the right to host guests for the remainder of the semester/year.

Guest Registration:

- < All residence hall guests staying beyond 10:00 p.m. every night must be registered online and checked in at the front desk. This includes overnight guests and those not staying overnight.
- < All guests 18 years of age or older must provide a valid state or federal photo identification card or
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 Student ID is not an acceptable form of identification.
- < Guests must provide their full names, permanent and current addresses, and telephone numbers.
- <
 must provide their identification and be present during the registration process.
- < A resident host may not register another resident from the same hall as a guest.

- ◀ A resident host may not have more than two guests registered at one time; requests for exceptions to this policy must be in writing addressed to the Residence Life Coordinator at least two business days in advance.
- ◀ A resident host may not loan their room key or University identification card for any reason.

Guests Under 18 Years of Age

Guests who are under 18 years of age must have a recognized relationship with the hosting student in order to be an overnight guest. A student resident wishing to host a guest who is under 18 years of age must submit a letter along with a photo of the guest from the parent/guardian of the minor individual at least two business days in advance of the visitation to the University Housing Services Office. The letter must contain the following information for the parent/guardian and authorize University officials to communicate with the parent/guardian on the matter of the minor in question. Failure to satisfy this provision, or if University Housing Services is unable to confirm the authorization for the visit, prohibits any student resident from having an overnight guest who is under 18 years of age.

Health and Safety Inspections

Housing staff will conduct bedroom, bathroom and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced ahead of time and will occur between the hours of 10:00 a.m. and 10:00 p.m. on the scheduled days. It is not necessary for residents to be present during the inspection. After the inspection, residents will have 48 hours to clean the space. Failure to clean the space may result in cleaning charges. If a Code of Conduct or University Housing Services policy violation is found during the inspection, it may result in a conduct referral.

Hover boards and Other Wheeled Devices

The use, possession, and storage of hover boards are prohibited in the housing complex (all residence halls, Dining Commons, and housing complex grounds). This includes similar motorized devices that use lithium ion battery packs.

Furthermore, the following wheeled devices are prohibited from being used in the residence halls and Dining Commons: bikes, roller skates, scooters, skateboards, in-line skates and other wheeled devices and equivalent products. Note: Roller skates, in-line skates, skateboards or similar wheeled devices shall not

be used on pedestrian ramps, patios, stairs, benches, patio furniture, landings or similar structures not intended for such use.

Illegal Room Entry

Without the express permission and presence of the resident who resides in that room is prohibited. Inappropriate room entry includes but is not limited to borrowing another resident's room or bathroom.

Improper Check Out

In the event a resident does not properly check out of their room as requested, residence hall staff will follow the [Abandoned Items policy](#). Residents who abandon their room or suite will incur charges if there is damage to the premises beyond normal wear and tear. Residents may also be charged for not properly returning room/suite keys or access fobs. If items are left behind, the resident may be charged for abandoned items; please refer to our [Abandoned Items policy](#).

Keys, Fobs, Cards

Upon checking into the halls, each resident is issued keys (includes access fobs) for their building, suite or room. These keys remain the property of the University. Keys should not be duplicated, modified, or loaned to another person. For security purposes, residential life staff must be notified immediately about lost or stolen keys. Unauthorized use or possession of keys is prohibited. Residents failing to return keys during checkout will be charged for their replacement including a core charge if applicable. Residents should be in possession of their keys and Student ID at all times.

Laundry

Residents should use the laundry facility in their hall only. Laundry facilities are provided for the use of residence hall students only.

Littering

Littering in or around the residence halls is prohibited. Littering includes throwing, dumping, or depositing trash or refuse in places other than provided trash containers.

Residents found in violation of the littering policy may be assigned a disciplinary fine.

Noxious Odor

A noxious odor is ANY aroma of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; incense; perfume; air freshening spray; large amounts of dirty laundry and marijuana smell (See Drug Policy). Furthermore, because incense is a fire hazard as well as a source of potentially noxious odor, it is prohibited.

Painting

Painting is strictly prohibited. Residents may not apply paint to residence hall rooms or public space.

Parental and Guardian Notification

The Family Educational Rights and Privacy Act (FERPA) allows public colleges and universities to inform parents/guardians of alcohol and drug offenses committed by students who are under 21 years of age. In line with FERPA, University Housing Services will make parental/guardian notifications for second offense alcohol and drug violations or one time egregious violations.

When students under the age of 21 (at the time of the violation) are found in violation of the University Housing Services alcohol or drug policies as noted above, the Senior Associate Director will notify the

the University Housing Services alcohol and/or drug policy. The notice will not include specific details about the incident or the circumstances of the violation.

University Housing Services conduct record are encouraged to discuss the incident with their student. Parents/guardians are encouraged to look here for information concerning the Housing Conduct Process and Housing Policies. If questions remain, parents/guardians may contact University Housing Services. Specific details concerning the violation cannot be shared without a FERPA waiver on file.

Personal Property

University Housing Services will not be responsible for any loss or damage to personal or property damage of resident. Therefore, the University strongly recommends that the resident

Residents should take the following precautions concerning the protection of their property in the residence halls:

- ◁ When leaving a room, always lock the door and take the room key. If a room key is lost, residents should contact staff immediately regarding steps to take for obtaining a replacement.
- ◁ Report lost electronic access cards/fobs immediately.
- ◁ Report any broken or faulty locks to staff immediately.
- ◁ Never prop doors open.
- ◁ Do not leave laundry unattended in washing machines and dryers.
- ◁ Avoid bringing large amounts of cash or valuables to campus.
- ◁ Keep cash and valuables secure.
- ◁ Close and lock windows when rooms are unoccupied, especially first-floor rooms.
- ◁ Keep an inventory of property and when appropriate, keep a list of serial numbers and manufacturers. Residents should consider engraving their name or Sac State ID number onto the equipment or contacting Sacramento State Police Department to engrave personal property

- ◀ Report any unfamiliar persons or individuals immediately to staff. Residents should never admit anyone into the buildings who they do not know for certain is a resident or a member of the University staff.
- ◀ If residents feel they are a victim of a crime, report immediately to the Sacramento State Police Department at (916) 278-6000. Also inform residence hall staff.

Pest

A student whose property introduces bed bug, roach or pest infestation may be financially liable for all or part of the cost of mitigating measures. The infested property will need to be removed. (See

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Pets

The only type of pet or animal permitted in the residence halls are small, non-carnivorous fish. Fish must be kept in a clean, odor free and well-maintained aquarium. Aquariums are limited to a maximum of 10 gallons. Each resident is allowed one aquarium. Residents should be mindful of break periods and planned and unforeseen electrical outages which will shut down aquarium pumps and equipment.

Guests and visitors may not bring pet animals into the residence halls.

Pets found in violation of this policy will be removed immediately.

Additional cleaning and/or pest control resulting from unauthorized pets or unkempt aquariums will be charged to the resident.

For information on service and support animals, please contact University Housing Services at housing@csus.edu.

University Housing Services Policy Changes

University Housing Services reserves the right to change any of the policies at any time and will notify residents of any such changes via communications through their campus mailbox, campus email, and/or building postings.

Political Canvassing

During Associated Students, Inc. (ASI) or Residence Halls Association (RHA) student election time only, door-to-door canvassing by Sacramento State student candidates running for the office of President or Vice President of ASI or RHA may be permitted by making a formal request. Candidates can pick up an application at any residence hall front desk, can pick up an application at University Housing Services, or can download the [Political Canvassing Application](https://www.csus.edu/student-life/housing/_internal/_documents/political-canvassing-application.pdf). https://www.csus.edu/student-life/housing/_internal/_documents/political-canvassing-application.pdf

Political canvassing does not include the option to solicit money for any purpose (campaigns, charity or commercial).

If approved to canvass, all candidates must abide by the following conditions:

- ◁ Canvassing is only permitted on designated days and times: 2-5 p.m. on Tuesday and Thursday and 5-8 p.m. on Wednesday and Friday. Canvassing is prohibited on Monday and weekends.
- ◁ All applications must be completed and received at least 14 calendar days prior to the desired canvassing date.
- ◁ University Housing Services staff will notify applicant if canvassing request has been approved within 10 days of the submittal date and will provide procedures on gaining access to residential areas.
- ◁ No more than two (2) approved candidates may canvass in the residential complex on any designated night.
- ◁ All canvassing candidates will be monitored and/or escorted by University Housing Services staff or designated members of the residential community.
- ◁ Any materials distributed by candidates must adhere to the Community Expectations listed in the Guide to Residential Life Handbook and must contain the name of the sponsoring individual and organization.
- ◁ Canvassers must be aware that to intimidate, harass, abuse, or threaten another by means of use or threatened use of physical or nonphysical force is a violation of campus and housing code of conduct. Candidates must take care that behavior and residents must behave respectfully likewise toward canvassers. Individuals who believe that they have been intimidated, harassed, abused, or threatened may file a complaint with their Resident Assistant, Residence Life Coordinator or the Sac State Police Department.
- ◁ Canvassers may not use sound amplifying devices or other techniques that might disturb the peace on the floor, hall or surrounding communities.

- ◀ Canvassers must respect any form of contact refusal by a member(s) of the residential areas within which they are canvassing. Residential students may place a sign on their room, suite or apartment door indicating NO CANVASSING permitted. Canvassers must respect residents' privacy and not be disruptive or disturb residents.
- ◀ Canvassers are required to wear an identification badge at all times while in the halls.

Posting, Advertising, and Distribution of Materials

All materials for posting, advertising, or distribution within the housing complex must comply with University Housing Services guidelines.

Materials for posting by outside entities must be verified, stamped and disseminated by University Housing Services and posted on designated spaces. Materials not meeting these guidelines or materials that are considered obscene or encourage drug or alcohol use will not be posted and will be removed.

Materials should be single-sided and not exceed 11 inches by 17 inches in size. Exceptions may be approved by University Housing Services. Priority of posting materials will be based on the following order: University Housing Services, Residence hall Association (RHA), Student and Academic Departments, officially recognized organizations and clubs within Student Organization and Leadership (SO&L) and off-campus agencies.

All postings must clearly identify the sponsoring organization, Sac State affiliation and contact email or phone number. All flyers pertaining to Greek letter organizations must have prior stamped approval from SO&L.

Postings will be removed two weeks from the date of posting with the exception of long-term programs sponsored by or through University Housing Services. All posted materials will be removed within 24 hours of the conclusion of the event.

Distribution of materials through mailboxes is restricted unless it meets the post office requirements for mailing or an exception is made by University Housing Services staff.

Pranks

Pranking or playing a practical joke on another person can lead to injury, inappropriate behavior, or acts of retaliation that can be detrimental to the residence hall community.

3D Printers

3D printers are only allowed if approved by University Housing Services. This approval will be done on a case-by-case basis. All students wishing to have a 3D printer in their residence hall room must submit a request to University Housing Services via email (housing@csus.edu). In the request, the student must provide the following information about their 3D printer:

- < Manufacturer
- < Model
- < Filament type
- < Any other relevant information

Quiet and Courtesy Hours

Quiet Hours

Quiet hours are in effect nightly from 10 p.m. to 9 a.m. inside and outside all residence halls. During these hours, no loud or disruptive activities, loud talking, or other disturbing noise that may be heard outside the room or in the areas surrounding the buildings are permitted. On Friday and Saturday evenings, quiet hours are in effect from 12 midnight to 9 a.m.

Courtesy Hours

Courtesy hours are always in effect everywhere in the residence hall complex seven (7) days a week, twenty-four (24) hours a day, inside and outside buildings. Residents are expected to acknowledge and respect the rights and needs of others. Community members have the right and are encouraged to appropriately confront noise at any time.

University Housing Services Office reserves the right to relocate or remove students after continued violation of the Quiet and Courtesy Hours Policy.

Beginning one week prior to final exams (Sunday through Saturday), all halls will observe extended quiet hours beginning at 7 p.m. During finals week (Sunday through closing) all halls will observe 24-hour quiet

hours with courtesy hours scheduled between 4 p.m. and 7 p.m. This extends to the areas outside the residence halls including the pool/quad areas and basketball/tennis courts.

Recreational Facilities

Recreational facilities are located on the North end of the housing complex and intended for the sole use of students who reside in the housing complex. Recreational facilities include - tennis court, basketball court, pool, and quad areas. No one is allowed to drink or throw anything into the pool.

No one under the age of 16 is permitted at the pool and, residents are responsible for their guests. Pool, Basketball and Tennis courts hours are from 9 a.m. - 10 p.m. daily. Additionally, the pool and pool area is closed during the winter months. The pool may not be reserved for private events.

Recycling In the Residence Halls

The California State University System (CSU) and Sacramento State are committed to integrating sustainability into teaching, service, research and facilities management. The University Housing Services staff encourages residents to make environmentally-conscious decisions while in living in the residence halls, and to reduce, reuse, and recycle whenever they can.

What can residents recycle at the Residence Halls?

Ink Cartridges

To recycle empty toner and ink cartridges, residents simply need to bring them to the front desk of their Residence hall.

Paper and Cardboard

All *clean, dry* paper and cardboard (no pizza boxes) may be recycled, including:

- < White paper, colored paper and newsprint
- < Window and clasp envelopes
- < Glossy magazines and catalog
- < Phonebooks and paperback books
- < Gift wrap and carbonless forms
- < Cardboard

Why Recycle Paper?

Paper recycling is the process of remanufacturing old paper products and turning them into new, reusable paper products. Recycling old paper products uses 60% less energy than manufacturing new materials. Most paper can be recycled up to 8 times to create new products.

Americans throw away enough writing and office paper annually to build a 12-foot high wall that stretches from New York City to Los Angeles. One ton of paper from recycled pulp saves 17 trees, 3 cubic yards of landfill space, 7,999 gallons of water, 4.2 kilowatt hours of energy (enough to heat your home for half a year), 390 gallons of oil, and prevents 60 pounds of air pollutants. It takes 75,000 trees to print a Sunday edition of the New York Times.

Paper makes up over 40% of our waste streams, making it the material that people throw away most. That means for every 100 pounds of trash we throw away, about 40 pounds of it is paper. If every individual recycled one newspaper every day, 41,000 trees could be saved.

Bottles and Cans

Please empty and rinse bottles and containers before recycling. The following types of bottles, cans, and containers may be recycled:

- < Aluminum cans
- < Aluminum foil
- < Steel cans (from soup, tuna, etc)
- < Glass bottles and jars of all colors (please remove the caps/lids)
- < #1 PETE plastic bottles (from water, sodas, etc.)
- < #2 HDPE plastic bottles (from shampoo, detergent, etc.)

Why Recycle Bottles and Cans?

Producing a soda can from aluminum uses 95% less energy than manufacturing a can from its raw material (bauxite) and produces 95% less air pollution and 97% less water pollution.

Recycled soda bottles (plastics #1) can be made into carpeting, fleece clothing, tote bags, picnic tables and traffic cones.

At current steel recycling rates, the U.S. saves enough energy to provide 18 million homes with electricity. Aluminum and steel have high scrap metal recycling value, so the more that individuals recycle, the more energy and money are saved.

Glass can be recycled repeatedly and never loses its quality or quantity. Americans use more than 100 million steel cans and more than 200 million aluminum beverage cans every day, enough to rebuild the entire U.S. commercial airliner fleet every three months.

Reduce your use of Bottles and Cans

Many local coffee shops offer a discount for bringing your own coffee mug. Get a reusable water bottle most

How to Recycle Bottles, Cans, Plastic Bags, Paper and Cardboard in the Residence Halls

The residence halls participate in the campus co-mingling recycling program. Each resident room is provided with one blue plastic recycling container. Residents should collect all food-free paper products and cardboard and place those items in the blue recycling container along with all of their aluminum, glass, and plastic containers. Once the blue recycling container is full, residents should bring it outside and dump it into the large white recycling bin in the back of their hall next to the garbage dumpster. In the American River Courtyard, recyclable trash should be dumped in the appropriate garbage chute (with the exception of non-broken down cardboard). In the American River Courtyard, clean cardboard that is not broken down should be taken to the 1st floor trash chute area for recycling. Cardboard that is not broken down
 O
 until the plug can be removed.

It is important that all paper and cardboard products have no food debris on them. Containers must also be rinsed to remove any food or beverages left in or on the containers, otherwise all the items in the recycling dumpster and will be thrown into our local landfill.

E-WASTE

What is e-waste (or e-scrap)?

E-waste is a commonly used term for electronic products at the end of their useful life. Electronic products such as computers, printers, TVs, VCRs and stereos make up one of the fastest growing

Why Should e-waste be eRecycled?

Many Californians are unaware that it is illegal to throw most unwanted electronics in the trash. The hazardous materials contained in these items, such as lead, can be harmful to the environment and human health if improperly disposed. E-waste also contains valuable resources that should be recovered – in other words, eRecycled.

What can be eRecycled in Residence Halls?

Items that can be eRecycled in the residence halls include: computers, monitors, printers, mice, keyboards, speakers, TVs, VCRs, DVD players, stereos, microwaves, lamps, blow dryers, chargers, power cords, cell phones, CDs, DVDs.

How to Recycle e-waste in the Residence Halls

Residents can turn in e-waste material into a designated location for proper recycling anytime of the academic year. Please see your hall staff for more information.

During the end of the fall and spring semesters, e-waste bins are provided in each hall for student use.

Batteries

As of February 8, 2006, all Californians are required by law (California Code of Regulations, title 22, division 4.5, chapter 23) to recycle batteries through an authorized agent or recycling facility. As a regulated waste, businesses and households can be held liable for not maintaining compliance with the requirements of the law. Batteries are considered universal waste because they are generated by a wide range of the public and so the state has authorized less stringent regulations on their handling and management. Included in this category of universal waste are batteries, fluorescent lamps, mercury-containing devices and electronic waste (e-waste).

Why Recycle Batteries?

Besides the regulatory mandate, batteries contain metals or other toxic or corrosive materials. Individual batteries pose a minimal risk to people or the environment, but an accumulation of them in a landfill could lead to soil and groundwater contamination. Metals reclaimed from recycled batteries can be used to make new products. The best option is to use rechargeable batteries such as nickel cadmium, lithium, or nickel metal hydride that can help reduce the amount of battery waste generated, thus promoting a more sustainable environment.

What Batteries can be Recycled in the Residence Halls?

Any battery of any type or size that exhibits a hazardous characteristic or contains metals must be recycled. This includes the following:

- ◀ One-time use batteries (including alkaline, silver button, zinc-carbon)
- ◀ Rechargeable batteries (including nickel cadmium, lithium, nickel metal hydride)
- ◀ Small lead acid batteries (including burglar alarm, emergency light, power backup)

How to Recycle Batteries in the Residence Halls

Each hall front desk has a collection container for residents to turn in batteries for recycling.

Room Capacity Policy

For fire safety, the following room capacity guidelines have been set for your room:

Jenkins, Draper, Desmond, Riverview, Sierra, and Sutter

- ◁ Double/Triple Occupancy Rooms: 8 Maximum
- ◁ Single Occupancy Rooms: 4 Maximum

American River Courtyard

- ◁ Total in suite: 15 Maximum
- ◁ Studios: 4 Maximum

Requests to temporarily waive this policy for special occasions (e.g. birthdays, celebrations, etc.) must be made with the Residence Life Coordinator at least 7 calendar days prior to the event.

Roommate Mediation

Roommates that are threatening, hostile, or who refuse to engage in the mediation process will be moved () # () O () k () U

Smoke and Tobacco Products

Sacramento State is considered a Smoke and Tobacco Free campus. Smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited on all California State University properties.

Smoking is prohibited inside all buildings within the housing complex. Smoking is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe, or other smoking apparatus. Electronic cigarette use or vaping is also prohibited on campus. Hookahs, either fully or partially assembled, are prohibited in student rooms. Heating of hookah coals is prohibited within residence halls.

Social Media and Electronic Communication

Any conduct taken via social media, online communities, or through electronic communications (text, pictures, and videos) that violates any University Housing Services policy or University policy will be considered a violation of policy. In addition, residents should be aware that materials sent electronically or posted on social media may be used as evidence during the student conduct process for policy violations occurring in the residence halls.

When sharing personal information on social networking sites and online communities. Personal information includes hall and room number, cell phone number, date of birth and photographs.

Solicitation

Door to door solicitation both commercial and noncommercial is strictly prohibited. Sliding ads/fliers under doors or using door hangers is strictly prohibited.

Sports or Related Activities In Residence Halls

Sports or sport-like activities are prohibited in the residence halls (including, but not limited to: baseball, football, basketball, hockey, soccer, bicycle riding, skateboarding, rollerblading, running, Frisbee-tossing, etc.). Sports equipment, such as bats, balls, and other items, are not permitted inside the residence halls. Continued violations or non-compliance with requests to cease the aforementioned activities may result in the confiscation of sports or related equipment, or other disciplinary action.

The Student Conduct Process

University Housing Services Student Conduct Process

Residents are encouraged to contact the University Student Conduct Officer or their designee and follow the procedures outlined in [Executive Order 1098](https://www.csus.edu/student-life/housing/_internal/_documents/eo_1098.pdf).

University Student Conduct Officer or their designee and follow the procedures outlined in [Executive Order 1098](https://www.csus.edu/student-life/housing/_internal/_documents/eo_1098.pdf) https://www.csus.edu/student-life/housing/_internal/_documents/eo_1098.pdf.

There is a Senior Area Coordinator overseeing the University Housing Services conduct process. However, there are additional staff members that serve as University Housing Services (UHS) Conduct Officers for the University Housing Services informal conduct meeting process. These individuals include:

- ◀ Executive Director of University Housing Services
- ◀ Director of Housing Operations and Conference Services
- ◀ Senior Associate Director of Residential Life
- ◀ Senior Area Coordinators
- ◀ Residence Life Coordinators (RLCs)
- ◀ Graduate Student Assistants (GSAs)

All violations of University Policy and/or University Housing Services Policy will generally be handled by the Office of University Housing Services. Incidents involving repeated violations or potential dismissal or expulsion from the University are forwarded to the University Student Conduct Officer.

Below is a description of the University Housing Services Student Conduct process for students living in the residence halls.

1. If a student allegedly violates University or University Housing Services policy, an Incident Report is written based on information gathered during the incident and submitted within 24 hours of the incident occurring. A Residence Life Coordinator will then be assigned to the incident. Based on the information in the incident report, the RLC will decide either to take no further action, or to require the student(s) involved to meet with an HRL Conduct Officer for an informal conduct meeting.
2. If an informal conduct meeting is necessary, the student will be notified about the date, time, and location of the meeting. The student will be notified via email and by a letter posted to their door. The student will be required to check their campus email and be present at the meeting.
3. Failure to attend a scheduled conduct meeting or to reschedule in advance, as outlined in the University Housing Services Student Conduct Policy, will result in a suspension from residence halls.
4. At the meeting with the HRL Conduct Officer, the student will have the opportunity to examine a summary of the incident and the alleged violations, as well as discuss their behavior in regard to the incident.

5. After all information has been presented, the University Housing Services Conduct Officer will assess whether there is a preponderance of evidence to determine if a student did or did not violate University Housing Services Policy. Preponderance means majority. This standard is met if the alleged violation is more likely to be true than not true. The standard is satisfied if there is greater than fifty percent chance that the alleged violation is true. If the student is found responsible for violating University Housing Services Policy, appropriate sanction(s) will be assigned.
6. The sanctioning process typically involves two forms of sanctions. The first are inactive sanctions that include warnings, probations, etc. These sanctions are listed below. Other potential sanctions include educational sanctions. The UHS Conduct Officer will describe these sanctions and the expectations for these sanctions in person and in the outcome letter.
7. The student may appeal the decision (see Appeals Process below).
8. All conduct cases are confidential, and case files are kept on record for seven years.

University Housing Services Sanctions

When an UHS Conduct Officer assigns a sanction, it indicates the student has been found responsible for violating University Housing Services policy. Such sanctions are designed to help the student understand how their behavior impacted others in the residence halls. Besides the sanctions listed below, other sanctions could be assigned including, but not limited to, the following: loss of privilege, fines, student holds, completion of an educational module and/or project, along with other educational sanctions. Failure to complete required sanctions may result in additional sanctioning including a hold being placed

◀ Housing Written Warning

A written notice that resident was found responsible for violating University Housing Services policy.

◀ Housing Probation

Resident is no longer in good standing. Further violations may result in relocation or removal or other loss of privileges.

◀ Housing Relocation

Relocation of resident to another room or residence hall.

◀ Housing Removal

Removal from housing for a specific period of time or permanently.

Appeals Process

The student may appeal the decision of their informal hearing by submitting an appeal from their campus email account to the Senior Area Coordinator within five (5) working days of receiving their hearing outcome letter. Specific information about the Senior Area Coordinator and their contact information will be provided. Decisions and sanctions handed down by the Senior Area Coordinator are final except drugs, alcohol, relocation, and removal.

The student may appeal the decision and sanctions from their meeting with the Senior Area Coordinator. The student must submit an appeal from their campus email account to the Senior Associate Director for University Housing Services within five (5) working days of receiving their outcome letter. All decisions by the Senior Associate Director for University Housing Services concerning alcohol, drugs, and relocation are final.

The student may further appeal the decision of removal from housing. The student must submit an appeal from their campus email account to the Executive Director of University Housing Services within five (5) working days of receiving their appeal hearing outcome letter from the Senior Associate Director. The removal from housing is final.

Threatening Behavior

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

Title IX Notice of Non-Discrimination

The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence [1].

- ◀ Sexual Misconduct: All sexual activity between members of the CSU community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law.
- ◀ Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When it is based on gender, domestic violence and stalking also constitute sexual misconduct. Sexual misconduct may include physical force, violence, threat, or intimidation, ignoring the objections of the

Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

1. Sexual Assault is a form of sexual misconduct and is an attempt, coupled with the ability, to commit
2. Sexual Battery is a form of sexual misconduct and is any willful and unlawful use of force or gratification, or abuse.

3. Rape is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders a person incapable of giving consent. Whether the victim is known to the perpetrator (e.g., a friend, acquaintance or stranger) is irrelevant. (See complete definition of affirmative consent below.)
 4. Acquaintance Rape is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)
- ◁ Sexual Discrimination means an adverse action taken against an individual because of gender or sex (including sexual harassment, sexual violence, domestic violence, dating violence, and stalking, and sexual misconduct) as prohibited by Title IX; Title IV; VAWA/Campus Save Act; California Education Code § 66250 et seq.; and/or California Government Code § 11135. See also Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Cal. Govt. Code § 12940 et seq.), and other applicable laws. Both men and women can be victims of Sex Discrimination.

- ◁ Sexual Harassment is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:
 1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or
 2. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as intimidating, hostile or offensive, or as a basis for any decision affecting a term or condition of employment, or an employment decision or action; or
 3. Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or
 4. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, and is in fact considered by the University employee or third party, as intimidating, hostile or offensive.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

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

This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

The University is required to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance.

- ◀ Our campus Title IX Coordinator is available to explain and discuss:
- ◀ University policies and procedures for discrimination or harassment complaints, including how confidentiality is handled;
- ◀ Your right to file a criminal complaint (sexual violence, dating/domestic violence, or stalking);
- ◀ Available support resources, both on and off campus; and other related matters.

Campus Title IX Coordinator and Deputy Title IX Coordinator Contact Information:

- ◀ Director of Equal Opportunity/Title IX Coordinator
 - William Bishop bishop@csus.edu
- ◀ Equal Opportunity Investigator /Deputy Title IX Coordinator
 - Alison Morgan morgan@csus.edu
 - Stephanie Cruz cruz@csus.edu
- ◀ Deputy Title IX Coordinator in Athletics
 - Lois Mattice lmattice@csus.edu
- ◀ Deputy Title IX Coordinator in Housing
 - Aja Holmes holmes@csus.edu
- ◀ Deputy Title IX Coordinator in Student Organizations & Leadership
 - Tom Carroll tcarroll@csus.edu
- ◀ Phone number for Title IX Coordinator Office- (916) 278-5770
- ◀ Campus Address for Title IX Coordinator Office - 1009 Hornet Bookstore

Other Campus Resources

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Hailey Vincent hailey.vincent@csus.edu

916-217-5271

University Police

Public Service Building

Dispatch- (916) 278-6000

Emergency- (916) 278-6900 or dial 911 from any campus phone

Additional information about the [u @#](https://www.csus.edu/title-ix) <https://www.csus.edu/title-ix>.

Members of the campus community must be familiar with the following documents:

CSU Executive Order 1095- provides information about campus updates on sexual harassment and violence. Includes three important attachments:

1. Full notice on Non Discrimination including additional definitions;
2. Educational Statement containing Myths and Facts about sexual violence; and
3. Statement of Rights and Options for Victims of Sexual Violence, Dating Violence, Domestic Violence, and Stalking.

CSU Executive Order 1096- policy for allegations by employees or third parties of discrimination, harassment or retaliation [2]

CSU Executive Order 1097- policy for allegations by students of discrimination, harassment or retaliation [3] [EO-1097](https://www.csus.edu/student-life/housing/_internal/_documents/EO-1097-rev-10-5-16.pdf) https://www.csus.edu/student-life/housing/_internal/_documents/EO-1097-rev-10-5-16.pdf

CSU Executive Order 1098- policy for student conduct and disciplinary action:

[1] The following definitions may be found in CSU [Executive Order 1095](https://www.csus.edu/student-life/housing/_internal/_documents/EO-1095-rev-6-23-15.pdf) https://www.csus.edu/student-life/housing/_internal/_documents/EO-1095-rev-6-23-15.pdf

[2] This includes discrimination or harassment based on any protected category, including sex.

[3] This includes discrimination or harassment based on any protected category, including sex.

Trash

Residents are responsible for the regular and proper disposal of personal trash. Dumpsters are located in the back of each hall. Plastic liners are available for room trash cans at the hall front desk. Personal garbage should not be placed in bathroom or laundry room trash receptacles, inside or outside any public areas, on roofs, or in parking lots. Residents will be charged if trash is left in an inappropriate location (see

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Vandalism

Vandalism to any Residence Life or University building, machinery, property, or signage (including bulletin boards, fliers, posters and signs) is prohibited. Violations of this policy will result in individual or shared billing and/or disciplinary action.

Windows and Window Screens

Climbing in or out of windows is prohibited.

In order to protect individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of and/or allowed to fall from any residence hall window.

Residents may not remove window screens and will be billed for any damage. Labor charges to reinstall window screens will be applied.

Due to fire safety considerations and the possibility of significant damage to residence hall room or suite windows, residents are prohibited from posting or hanging material on either side of residence hall windows. Only University-provided blinds, curtains or draperies may be used in resident rooms. Drawing, painting, or writing on windows is prohibited except during University celebrations such as Homecoming. Residents must consult Residence Life Coordinators with questions on permissible activity.

Removal of window magnets from AMC windows is prohibited.

Wired and Wireless Computer Access

Wired and wireless access to the Sacramento State network must be authenticated with a valid SacLink network account.

Residents are not permitted to operate a personal wired or wireless router or any device that interferes with the campus wired or wireless infrastructure. Such signals compete and conflict with Sacramento

Wireless access points are located throughout the residence halls and suites in common areas as well as rooms. Tampering or removal of any wireless access point is prohibited.

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PROCEDURES GOVERNING THE SALE OF ALCOHOLIC BEVERAGES AT INTERCOLLEGIATE ATHLETIC EVENTS AT SACRAMENTO STATE

I. Authorization Procedure:

A. Only Sacramento State's Athletics Department may sell alcoholic beverages at intercollegiate athletics events through the catering arm of the University's auxiliary organization University Enterprises, Inc. (Epicure Catering), which holds the liquor license for the University.

B. University Enterprises, Inc. (UEI), possesses and maintains the Alcohol Beverage Control (ABC) licenses and permits for alcohol service on the Sacramento State campus. Requests to sell beer at Sacramento State Intercollegiate Athletics (NCAA) home events should be initiated, through electronic form, by Intercollegiate Athletics directly to the UEI Executive Director. If the request is approved by UEI, the request form will be sent to the Vice President of Student Affairs for final approval.

C. If the Request Form is approved, the Vice President for Student Affairs will then notify the UEI Executive Director, the Director of Athletics, and University Police.

II. Procedures Relating to Sales of Alcohol at Intercollegiate Athletics Events

A. The sale and service of alcoholic beverages must be conducted in accordance with all local and state laws, including the California Alcoholic Beverage Control Act and any regulations under the auspices of the California Department of Alcoholic Beverage Control (collectively referred to as ABC).

B. Sales and service of alcoholic beverages at intercollegiate athletics events shall be limited to beer, except in one circumstance. Beverages including distilled spirits (hard liquor) and wine may be served complimentary or sold, provided the provision and consumption of such beverages is limited to VIP suites, skyboxes, or similar premium seating areas that are distinctly separate and secure from general admission seating and not predominately used by students or minors.

C. A maximum of two alcoholic beverages can be purchased per each transaction by individuals who are 21 years or older whose age has been verified per ABC requirements and this procedure. Sales may commence one hour prior to the start of the athletics event and will end after the midpoint of the athletic event (e.g. start of the third quarter for football).

D. Individuals serving alcoholic beverages at intercollegiate athletics events must receive Responsible Beverage Service Training (R.B.S.) and comply with any other requirements of the ABC. Epicure Catering will provide trained servers for this purpose who will be the only individuals authorized to check identification to verify the age of the individual. If an individual is verified to be over 21 years of age, a wrist band may be issued to the individual and that individual's identification does not need to be checked again. Only trained Epicure Catering servers will be authorized to provide a wristband to any individual.

E. Attendees are not permitted to bring alcoholic beverages into the facility (or designated grounds) and are not permitted to leave the facility with alcohol.

F. The sale and service of alcohol to persons who are thought to be intoxicated is prohibited.

G. It is within the University's discretion to deny the sale and/or service of alcohol to persons believed to be providing alcohol to other individuals who have not been verified as being over 21 years of age or who otherwise refuse to comply with any request made by University personnel with regards to the handling of such alcohol.

H. University Police and the Director of Athletics are jointly responsible for evaluating and providing the appropriate level of security to be present at intercollegiate athletics events at which alcohol is being sold or served.

I. A non-alcoholic beverage, including water, must be served at all events.

III. Procedure for Distribution of Net Surplus Revenue Generated from Sale of Alcoholic Beverages

Net surplus revenue generated from the sale of alcoholic beverages must be managed and utilized per University guidelines. A portion of net surplus, to be determined by the President, must be utilized to support appropriate levels of security required at athletics events where the sale and service of alcoholic beverages is allowed. An additional portion of the net surplus, as determined by the President, may be provided to support alcohol education and sexual assault education programming through Student Affairs.

IV. Procedure for Annual Evaluation

This policy and approved events will be evaluated annually by University's Alcohol Advisory Committee in consultation with University Police and the Director of Athletics. An evaluation summary and any recommendations for future changes will be forwarded to the Vice President for Student Affairs by June 30th of each academic year. The Vice President for Student Affairs will discuss recommendations with the President and President's Cabinet to determine if changes or updates will be made to the policy.

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Student Conduct Procedures

Article I: Authority and Purpose

These procedures are established pursuant to Section 41301 of Title 5 of the California Code of Regulations, and govern all student disciplinary matters system wide.

Article II: Definitions

1. "Campus" and "university" are used interchangeably and both mean the California State University.
2. "Member of the university community" means California State University trustees, employees, students, and university guests who are on university property or at a university related activity.
3. "Sexual misconduct" means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure or attempt to commit any of these acts.
4. "Student Conduct Code" means Section 41301 of Title 5 of the California Code of Regulations.
5. "University official" means any person employed by a campus, performing administrative or professional duties.
6. "University property" means:
 - a. real or personal property in the possession, or under the control, of the Board of Trustees of the California State University, and
 - b. all campus facilities whether utilized by the university or a campus auxiliary organization.
7. "University related activity" means any event sponsored by, coordinated with, or directly affecting the university's regular functions.
8. "Working day" means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

Article III: General Provisions

1. **Student Conduct Administrator.** Each campus president assigns a campus official or officials to be the Student Conduct Administrator, whose responsibilities are to determine whether to initiate disciplinary action under the Student Conduct Code and to perform duties as prescribed in these procedures. Student Conduct Administrators serve at the pleasure of the president.
2. **Hearing Officers.** Each campus president appoints one or more persons to serve as Hearing Officers. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the Student Conduct Administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as Hearing Officers. The Hearing Officer conducts the hearing, determines whether a student has violated the Student Conduct Code and if so, recommends sanction(s).
3. **Attorneys.** Student Conduct proceedings are not meant to be formal court-like trials. Although university related sanctions may be imposed, the process is intended to provide an opportunity for learning. Each campus president determines whether it is appropriate for attorneys to be present in all or some proceedings. The president's determination regarding the presence of attorneys applies to both the student charged and the campus. Both the student and the campus can consult attorneys outside of the actual proceedings irrespective of the president's determination. Any person licensed to practice law is considered an attorney for this purpose. Sacramento State's Policy on Use of Attorneys.
4. **Interpretation of the Code or Process.** All issues regarding the hearing described in Article IV, Section 4, except those specifically noted, are within the purview of the Hearing Officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the Hearing Officer and are determined by the campus Vice President for Student Affairs or his or her designee.
5. **Delegation of Duties.** The duties of the president in these proceedings may be delegated to another campus official.
6. **Parallel Judicial Proceedings.** Student Conduct Code proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Student Conduct Code. The university may proceed before, simultaneously with, or after any other judicial proceedings.
7. **Time Lines.** All times set in this executive order may be extended by the university when necessary. Extensions shall be determined by the Vice President for Student Affairs.

Article IV: Proceedings

Investigation

- a. Whenever it appears that the Student Conduct Code has been violated, a complaint should be directed to the Student Conduct Administrator as soon as possible after the event takes place. The complaint can be oral or in writing.
- b. The Student Conduct Administrator investigates each complaint submitted and determines whether it is appropriate to charge a student with violation of the Student Conduct Code.

Conference

- a. The Student Conduct Administrator holds a conference with the student charged, and obtains his or her response to the alleged misconduct, except in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him/her to advise him/her during the conference with the Student Conduct Administrator. The student's advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the student conduct administrator.
- b. If the student admits a violation of the Student Conduct Code but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.

Notice of Hearing

- a. If the alleged violation of the Student Conduct Code is not resolved at the conference with the Student Conduct Administrator and the Student Conduct Administrator has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the Student Conduct Administrator issues a Notice of Hearing.
 - i. The Notice is sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e., "xxx.edu.").
 - ii. Until June 30, 2010 the Notice is also served on the student charged in person, or by traceable mail (e.g., certified mail) to the last address that student has on record with the university.

- b. The Notice of Hearing must include:
- i. The section(s) of the Student Conduct Code that the student is charged with violating.
 - ii. A factual description of the student's conduct that forms the basis for the charge(s).
 - iii. The proposed sanction.
 - iv. Notification that neither the Hearing Officer nor the president is bound by the proposed sanction, and either, or both, may set a more severe sanction.
 - v. The date, time and place of the hearing.
 - vi. The location on the campus where the student can view his or her discipline file, including the location (or copies) of the campus policies that were violated.
 - vii. Notification that the student may be accompanied at the hearing by an advisor and the campus policy regarding use of attorneys, if they are prohibited. If attorneys are allowed, notification shall be given that, if the student intends to bring his/her attorney, the student must inform the Student Conduct Administrator of the attorney's name, address and phone number at least five working days before the hearing.
 - viii. Notification that the student can waive his/her right to a hearing by accepting the proposed sanction.
 - ix. Notification of any immediate suspension and/or withdrawal of consent to remain on campus. (See Article VI below.)
 - x. A copy of this executive order or notice of where the student may obtain a copy. If consent to remain on campus has already been withdrawn by the time the Notice of Hearing is sent, a copy of this executive order must be enclosed along with any other campus policy referenced in the Notice of Hearing.
- c. The Notice of Hearing is sent to the student at least 10 working days before the hearing.
- d. The charges stated in the Notice of Hearing may be amended at any time. If an amendment would require the student to prepare a different response, the student may request a postponement of the hearing for a reasonable period of time. If the charges are amended after a hearing is underway, the Hearing Officer may postpone the hearing for a reasonable period of time.

Hearing

- a. The hearing is closed to all persons except the Hearing Officer, the student charged, the Student Conduct Administrator, one advisor for the student charged, one advisor for the Student Conduct Administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault, see section h below), and one person to assist the Hearing Officer in recording the hearing. A police or security officer may also be present if deemed appropriate by the Vice President for Student Affairs. The university will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.
- b. The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. If the president has elected to exclude attorneys from the proceedings, the advisor may not be an attorney. Hearing dates will not be changed because of the schedule of the advisor for the student charged.
- c. The student conduct administrator may be accompanied by one advisor. If the campus policy excludes attorneys from the hearing, neither the Student Conduct Administrator nor the Administrator's advisor may be an attorney.
- d. Hearings are intended to be educational rather than adversarial. The Hearing Officer runs the hearing. The student charged and the Student Conduct Administrator each present the evidence in their case in whatever manner the Hearing Officer deems appropriate and may each ask questions of the witnesses. The Hearing Officer may also ask questions of any witness, the student charged or the Student Conduct Administrator.
- e. Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g. California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The Hearing Officer bases his or her decision only on the information received at the hearing.
- f. The Hearing Officer makes an official audio recording of the hearing. S/he can have someone present to operate any equipment necessary to make the recording. The recording is the property of the university. No other recording of the hearing is permitted.

- g. If the student charged fails to appear at the hearing, the hearing proceeds without him/her. The decision, like every other hearing decision, must be based on the information presented. The student charged may not be found to have violated the Student Conduct Code solely because he/she failed to appear at the hearing.
- h. In cases involving a charge of sexual or physical misconduct, the alleged victim may be accompanied at the hearing by another person. This person is for support only, and is not permitted to participate in the hearing. Questions of the alleged victim are limited to the incident upon which the charge is based and the events surrounding that charge, and may not delve into past sexual behaviors of the alleged victim.
- i. The Hearing Officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The Hearing Officer may eject or exclude anyone who refuses to be orderly, including the student charged.
- j. The Hearing Officer's decisions regarding procedural issues are final.
- k. Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the Student Conduct Administrator and the students charged may agree to a single hearing for all of the students. A charged student may request consolidation of his/her case with others. The Student Conduct Administrator makes consolidation decisions, which are subject to review by the Hearing Officer and thereafter are final. The separation of one or more cases from a case previously set for a consolidated hearing shall not be considered to affect the other cases.
 - i. At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

Standard of Proof and Recommendation of the Hearing Officer

- a. The Hearing Officer makes decisions only on information presented at the hearing. After the hearing the Hearing Officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Conduct Code. The standard for the Hearing Officer's decision is whether the university's charge is sustained by a preponderance of the evidence. It is the university's burden to show that it is "more likely than not" that the student violated the Student Conduct Code.
- b. The Hearing Officer submits a written report of his/her findings and conclusions to the president, along with any appropriate recommended sanction. This report is submitted within ten working days after the hearing.

The Final Decision

- a. The president reviews the Hearing Officer's report and issues a final decision. The president may impose the sanction recommended, adopt a different sanction, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a more severe sanction than what is recommended by the Hearing Officer, the president must set forth the reasons in the final decision letter. The president's final decision letter is issued within five working days after receipt of the Hearing Officer's report.
- b. The president sends notice of his/her decision electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e., "xxx.edu. ").
- c. Until June 30, 2010 the notice of decision is also sent by personal delivery or through traceable mail (e.g., certified mail) to the last address that student had on record with the university. After the decision has been sent the Hearing Officer's report is available for review by the student charged within a reasonable time upon request.

Notice to Victims of Crimes of Violence and Sex Offenses

In cases involving a "crime of violence" the university may notify the alleged victim(s) of the final results of a hearing whether or not the charges are sustained. (34 C.F.R. § 99.31 et seq.)** If the alleged victim of a "crime of violence" makes a written request for the results of the proceeding the university must provide the outcome of the proceeding related to that charge. Similarly, where the charge relates to a sexual assault the university must notify the alleged victim of the outcome of the proceeding (20 U.S.C. § 1092). This information

is only given to the victim(s) and includes only the name of the accused student, any violation alleged committed, and any sanction(s) imposed on that student (20 U.S.C. § 1232g).

Article V: Sanctions

1. The following sanctions may be imposed for violation of the Student Conduct Code:
 - a. **Restitution** - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.
 - b. **Loss of Financial Aid** - Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.
 - c. **Educational and Remedial Sanctions** - Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.
 - d. **Denial of Access to Campus** - A designated period of time during which the student is not permitted on university property or specified areas of campus. (See California Penal Code § 626.2.)
 - e. **Disciplinary Probation** - A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any university rule during the probationary period.
 - f. **Suspension** - Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the university. Conditions for readmission may be specified.
 - g. **Expulsion** - Permanent separation of the student from CSU student status from the California State University system.
2. **Admission or Readmission** - Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.
3. **Multiple Sanctions**. More than one sanction may be imposed for a single violation.

4. **Good Standing.** A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or re-admission has been qualified (Section 40601 (g) of Title 5 of the California Code of Regulations).
5. **Administrative Hold and Withholding a Degree.** The university may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a Notice of Hearing and may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Conduct Code, including the completion of all sanctions imposed.
6. **Record of Discipline.** Disciplinary probation is entered on a student's transcript, with beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student's transcript permanently along with the date it takes effect.

Article VI: Interim Suspension

1. **Grounds.** A president may impose an interim suspension where there is reasonable cause to believe that separation of a student is necessary to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).
2. **Notice and Opportunity for Hearing.** A student placed on interim suspension is given prompt notice of the charges pending against him or her as enumerated in Section 41301 of Title 5 of the California Code of Regulations and a factual description of the conduct alleged to form their basis. The opportunity for a hearing within ten working days of the imposition of the suspension is also required. (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Article IV, Section 4 of these procedures. If the university proves that there is reasonable cause for the interim suspension to continue it shall remain in effect until the university closes the disciplinary matter, whether by settlement, final decision or dropped charges, but in no case longer than the president has determined is required to protect the personal safety of persons within the university community, property of the university or to ensure the maintenance of order.

3. **Denial of Presence on Campus.** During the period of an interim suspension, the student charged may not, without prior written permission from his/her campus president, enter any campus of the California State University other than to attend the hearing regarding the merits of his/her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).

Article VII: Conduct by Applicants for Admission

Admission or readmission may be qualified, revoked or denied to any person who commits acts that would be the basis for disciplinary proceedings pursuant to these procedures. Qualified admission or denial of admission in such case shall be determined by a hearing held pursuant to Article IV of these procedures.

Revised October 15, 2010

** A "crime of violence" includes: arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible and non-forcible sex offenses. 99 C.F.R. § 99.39.

Appendix O: Party Safer Trivia Outcomes Report
Fall 2019 – Spring 2020

Questions 1-5: Learning Objectives focused

	Q1: How many ounces does each standard drink contain?	Q2: How long does 1 standard drink typically take for it to be eliminated from the body?	Q3: It is legal in California to recreationally use marijuana, therefore it is legal to use marijuana at Sacramento State if you are 21+ years of age.	Q4: In California, a person has to be ____ years of age or older in order to legally consent to having any sexual activity.	Q5: A person being more tolerant to alcohol means they need to consume more to feel the same effect as someone else. Tolerance makes blood alcohol concentration ____.
Correct Answer	Liquor: 1.5oz, Wine: 5oz, Beer: 12oz	1-1.5 hours	False	18	Has no effect
Pre data correct (n=274)	109 (39.8%)	78 (28.5%)	194 (93.7%)	245 (89.4%)	62 (22.6%)
Post data correct (n=207)	184 (88.9%)	135 (65.2%)	184 (88.9%)	203 (98.1%)	119 (57.5%)

Questions 6-9: Workshop and Facilitator evaluation focused (n=165)*

	Q6: The speaker(s) presented the material effectively.	Q7: Overall, I am satisfied with this program.	Q8: I would recommend this program to a friend.**	Q9: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	119 (72.1%)	117 (70.9%)	108 (65.5%)	97 (58.8%)
Agree	43 (26.1%)	45 (27.3%)	46 (27.9%)	46 (27.9%)
Neither agree nor disagree	2 (1.2%)	0	7 (4.2%)	22 (13.3%)
Disagree	1 (0.6%)	2 (1.2%)	3 (1.8%)	0
Strongly Disagree	0	1 (0.6%)	0	0

Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.

*Evaluation questions were added after the Fall 2019 semester was underway, so 42 post-survey respondents did not have the opportunity to provide speaker and workshop feedback.

**One post-survey participant did not answer Q8.

Appendix P: Let's Be Blunt Outcomes Report
Fall 2019 – Spring 2020

Questions 1-5: Learning Objectives focused

	Q1: What chemical in marijuana is responsible for the psycho-active ("high") effects?	Q2: Marijuana is a Schedule ____ drug on the Federal level.	Q3: Employers in California are allowed to test employees for marijuana, even though it is legal for recreational use.	Q4: Which form of marijuana has the most unpredictable effects?	Q5: How does marijuana affect the body? (Check all that apply)
Correct Answer	THC	1	True	Edible	Increase heart rate; Relaxation; Respiratory problems; Decreased reaction time
Pre data correct (n=50)	41 (82%)	26 (52%)	48 (96%)	34 (68%)	6 (12%)
Post data correct (n=52)	49 (94.2%)	45 (86.5%)	51 (98.1%)	52 (100%)	21 (40.4%)

Questions 6-9: Workshop and Facilitator evaluation focused (n=52)

	Q6: The speaker(s) presented the material effectively.	Q7: Overall, I am satisfied with this program.	Q8: I would recommend this program to a friend.	Q9: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	30 (57.7%)	24 (46.2%)	24 (46.2%)	17 (32.7%)
Agree	21 (40.4%)	23 (44.2%)	18 (34.6%)	17 (32.7%)
Neither agree nor disagree	1 (1.9%)	5 (9.6%)	9 (17.3%)	16 (30.8%)
Disagree	0	0	1 (1.9%)	1 (1.9%)
Strongly Disagree	0	0	0	1 (1.9%)

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Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.

*Evaluation questions were added after the Fall 2019 semester was underway, so 42 post-survey respondents did not have the opportunity to provide speaker and workshop feedback.

Appendix Q: Holy Smokes! Outcomes Report
Fall 2019 – Spring 2020

Questions 1-5: Learning Objectives focused

	Q1: E-Cigarette byproduct is _____.	Q2: Where can students smoke or use vaping products on campus?	Q3: True or False: E-cigarettes contain nicotine.	Q4: Advertising techniques E-Cigarette companies use include: (Check all that apply)	Q5: 1 Juul pod is equivalent to approximately _____ cigarettes.
Correct Answer	Aerosol	Nowhere	True	Celebrities/Social Media influencers; Fun flavor names for their e-juices; Scholarships; Positive health claims	41*
Pre data correct (n=121)	22 (18.2%)	91 (75.2%)	115 (95.0%)	0 (0%)	27 (22.3%)
Post data correct (n=99)	59 (59.6%)	94 (94.9%)	99 (100%)	32 (32.3%)	75 (75.8%)

Questions 6-9: Workshop and Facilitator evaluation focused (n=99)

	Q6: The speaker(s) presented the material effectively.	Q7: Overall, I am satisfied with this program.	Q8: I would recommend this program to a friend.	Q9: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	66 (66.7%)	62 (62.6%)	60 (60.6%)	55 (55.5%)
Agree	31 (31.3%)	31 (31.3%)	32 (32.3%)	25 (25.3%)
Neither agree nor disagree	2 (2.0%)	5 (5.1%)	4 (4.05%)	17 (17.2%)
Disagree	0	1 (1.0%)	3 (3.05%)	2 (2.0%)
Strongly Disagree	0	0	0	0

Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.

*Correct answer attained from the “Tobacco Prevention Toolkit” from Stanford. More current publications about Juul products indicate that one pod is now the equivalent of 20 cigarettes worth of nicotine.

Appendix R: CHOICES Outcomes Report
Fall 2019 – Spring 2020

Questions 1-5: Learning Objectives focused

	Q1: How many ounces does each standard drink contain?	Q2: How long does 1 standard drink typically take for it to be eliminated from the body?	Q3: What should a person do if they see someone experiencing alcohol poisoning?	Q4: In California, a person has to be ____ years of age or older in order to legally consent to having any sexual activity.	Q5: Biologically, male-bodied persons process alcohol at the same rate as female-bodied persons.
Correct Answer	Liquor: 1.5oz; Wine: 5oz; Beer: 12oz.	1-1.5 hours	Call 911	18	False
Pre data correct (n=70)	45 (64.3%)	18 (25.7%)	67 (95.7%)	63 (90%)	63 (90%)
Post data correct (n=70)	58 (82.9%)	62 (88.6%)	70 (100%)	70 (100%)	63 (90%)

Questions 6-9: Workshop and Facilitator evaluation focused (n=67)*

	Q6: The speaker(s) presented the material effectively.	Q7: Overall, I am satisfied with this program.	Q8: I would recommend this program to a friend.	Q9: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	57 (85.1%)	55 (82.1%)	47 (70.1%)	44 (65.7%)
Agree	10 (14.9%)	9 (13.4%)	13 (19.4%)	15 (22.4%)
Neither agree nor disagree	0	2 (3.0%)	5 (7.5%)	8 (11.9%)
Disagree	0	0	1 (1.5%)	0
Strongly Disagree	0	1 (1.5%)	1 (1.5%)	0

Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.

*Workshop and facilitator evaluation questions were added after the Fall 2019 semester was already underway, accounting for the smaller sample size (n).

Appendix S: Weed It Out Outcomes Report
Fall 2019 – Spring 2020

Questions 1-5: Learning Objectives focused

	Q1: What chemical in marijuana is responsible for the psycho-active (“high”) effects?	Q2: Marijuana can have both ‘positive’ and ‘negative’ side effects.	Q3: If you have a medical marijuana card, you are legally allowed to use marijuana on the Sac State campus.	Q4: How does marijuana affect the body? (Check all that apply)	Q5: Someone can be addicted to marijuana.
Correct Answer	THC	True	False	Increase heart rate; Relaxation; Respiratory problems; Decreased reaction time	True
Pre data correct (n=34)	30 (88.2%)	31 (91.2%)	34 (100%)	13 (38.2%)	27 (79.4%)
Post data correct (n=30)	29 (96.7%)	28 (93.3%)	30 (100%)	16 (53.3%)	29 (96.7%)

Questions 6-9: Workshop and Facilitator evaluation focused (n=30)

	Q6: The speaker(s) presented the material effectively.	Q7: Overall, I am satisfied with this program.	Q8: I would recommend this program to a friend.	Q9: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	26 (86.7%)	21 (70%)	17 (56.7%)	19 (63.3%)
Agree	4 (13.3%)	8 (26.7%)	8 (26.7%)	8 (26.7%)
Neither agree nor disagree	0	1 (3.3%)	4 (13.3%)	2 (6.7%)
Disagree	0	0	0	1 (3.3%)
Strongly Disagree	0	0	1 (3.3%)	0

Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.

Appendix T: Booze & Budz Outcomes Report
Fall 2019 – Spring 2020

Questions 1-10: Learning Objectives focused (n=8)

	Q1: How many ounces does each standard drink contain?	Q2: How long does 1 standard drink typically take for it to be eliminated from the body?	Q3: What should a person do if they see someone experiencing alcohol poisoning?	Q4: In California, a person has to be ____ years of age or older in order to legally consent to having any sexual activity.	Q5: Biologically, male-bodied persons process alcohol at the same rate as female-bodied persons.
Correct Answer	Liquor: 1.5oz; Wine: 5oz; Beer: 12oz.	1-1.5 hours	Call 911	18	False
Pre data Correct	6 (75%)	4 (50%)	8 (100%)	8 (100%)	8 (100%)
Post data correct	8 (100%)	5 (62.5%)	8 (100%)	8 (100%)	4 (50%)

	Q6: What chemical in marijuana is responsible for the psycho-active (“high”) effects?	Q7: Marijuana can have both ‘positive’ and ‘negative’ side effects.	Q8: If you have a medical marijuana card, you are legally allowed to use marijuana on the Sac State campus.	Q9: How does marijuana affect the body? (Check all that apply)	Q10: Someone can be addicted to marijuana.
Correct Answer	THC	True	False	Increase heart rate; Relaxation; Respiratory problems; Decreased reaction time	True
Pre data Correct	6 (75%)	8 (100%)	8 (100%)	1 (12.5%)	6 (75%)
Post data correct	8 (100%)	8 (100%)	8 (100%)	2 (25%)	7 (87.5%)

Questions 11-14: Workshop and Facilitator evaluation focused (n=8)

	Q11: The speaker(s) presented the material effectively.	Q12: Overall, I am satisfied with this program.	Q13: I would recommend this program to a friend.	Q14: I will apply what I learned to make positive change(s) to my lifestyle.
Strongly Agree	6 (75%)	6 (75%)	5 (62.5%)	5 (62.5%)
Agree	2 (25%)	2 (25%)	2 (25%)	2 (25%)
Neither agree nor disagree	0	0	0	1 (12.5%)
Disagree	0	0	1 (12.5%)	0
Strongly Disagree	0	0	0	0

Note: Participants are encouraged to complete the pre- and post-surveys, but can opt out if they choose.