

Student Handbook

2023–2024



The University reserves the right to amend the Student Handbook without notice.

Failure to read this publication does not excuse a Student from the requirements, regulations, and consequences described herein.

DELIVERY OF INSTRUCTION

California Baptist University expects to deliver instruction to its Students through its traditional in-person and online formats. By attending the University, Students acknowledge this expectation and understand that the University may be compelled to modify course instruction formats due to circumstances or events beyond the University's reasonable control such as acts of God, acts of government, war, disease, social unrest, and accidents. As such, Students attending the University assume the risk that circumstances may arise that mandate the closure of the campus or place restrictions upon the University's delivery of instruction.

By attending the University, Students understand and agree they will not be entitled to a refund or price adjustment for the cost of course instruction if any courses are required to be provided in a modified format which the University deems appropriate under such circumstances.

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PERSONNEL DIRECTORY

ADMINISTRATION

President	Dr. Ronald L. Ellis
Provost and Senior Vice President for Academic Affairs	Dr. Charles Sands
Senior Vice President for Enrollment and Student Services	Mr. Kent Dacus
Senior Vice President for Finance and Administration	Mr. Mark Howe
Vice President and General Counsel	Mr. Adam Burton
Vice President for Athletics	Dr. Micah Parker
Vice President for Marketing and Communication	Ms. Angela Meluski
Vice President for University Advancement	Mr. Paul Eldridge
Vice President of CBU Health and Dean of College of Nursing	Dr. Karen Bradley
Vice President of Diversity and Dean of School of Business	Dr. Timothy Gramling
Associate Vice President for Human Resources	Mr. Joe Opris
Associate Vice President for Student Services	Mr. Anthony Lammons
Associate Vice President for Student Services	Dr. John Montgomery
Associate Vice President for Technology	Dr. Tran Hong
Associate Provost for Academic Services	Dr. Wayne Fletcher
Associate Provost for Administration	Dr. Tracy Ward
Associate Provost for Educational Effectiveness	Dr. Elisabeth Morris
Associate Provost for Online Education	Dr. Elisa Shepard
Assistant Vice President for Admissions	Mr. Taylor Neece
Dean of College of Architecture, Visual Arts & Design	Mr. Mark A. Roberson
Dean of College of Arts and Sciences	Dr. Lisa Hernandez
Dean of College of Behavioral and Social Sciences	Dr. Jacqueline Gustafson
Dean of College of Engineering	Dr. Phillip Van Haaster
Dean of College of Health Science	Dr. David Pearson
Dean of School of Christian Ministries	Dr. Christopher Morgan
Dean of School of Education	Dr. Robin Duncan
Dean of School of Performing Arts	Dr. Joseph Bolin
Dean of Students	Mr. Chris Hofschroer

ACADEMIC SERVICES

Dean of Academic Persistence and Support	Dr. Steve Nielsen
Dean of Student Success	Dr. Tae Sung
Director of Disability Services	Ms. Julianna Carrera
Director of Library Services	Dr. Steve Emerson
Director of University Tutoring Center	Mr. Michael Osadchuk
Director of Veteran's Resource Center	Mr. Jay Villasenor

ADMISSIONS

Assistant Vice President for Admissions	Mr. Taylor Neece
Director of Communications for Admissions	Ms. Rachel Singer
Director of Graduate Admissions	Ms. Alma Salazar
Director of International Admissions	Mr. Joseph Gemignani
Director of Undergraduate Admissions	Ms. Greta Anderson
Director of Undergraduate Online Admissions	Ms. Jenelle Vine
Senior Director of Operations and Technology for Enrollment	Mr. Nik Brownell
Associate Director of Graduate Admissions	Mr. David Little
Assistant Director of Graduate Admissions	Ms. Megan Sais
Assistant Director of Communications for Admissions	Ms. Hannah Mousaw

CAMPUS RECREATION

Senior Director of Campus Recreation	Mr. Tyler Cox
Assistant Director of Intramurals and E-Sports	Ms. Marnie Kavern
Assistant Director of Recreation Facilities	Mr. Garrett Barker

CAMPUS SUPPORT SERVICES

Director of Campus Store Operations	Mr. Greg Reardon
Director of Conferences and Events	Mr. Corey Polk
Director of Human Resources	TBA
Director of Print and Mail Services (the "Post")	Mr. Matthew Lawson
Provider Contract Food Service - Vice President of Culinary and Operation Excellence	Ms. Kipp Dougherty
Provider Contract Food Service - Director of Food Service	Mr. Eric DaCosta

CAREER CENTER

Director of Career Center	Ms. Lisa Blair
Assistant Director for Industry Partnerships	Pablo Hidalgo
Assistant Director for Operations	Lindsay Davis

COMMUNITY LIFE

Director of Campus Activities	Ms. Jamie Eriksen
Director of New Student Programs	Mr. Gavin Andrew
Assistant Director of Campus Activities	Ms. Emilee Thomas
Assistant Director of New Student Programs	Ms. Taylor Rilling
Administrative Assistant to the Dean of Students	Ms. Mida Melendez

COUNSELING CENTER

Director of Counseling Center	Dr. Jeff Biddle
Assistant Director of Counseling Center	Ms. Lisa Peredia

FINANCIAL AID & STUDENT ACCOUNTS

Senior Director of Financial Aid	Mr. Joshua Morey
Director of Student Accounts	Ms. Heidi Pendleton
Associate Director of Financial Aid	Mr. George Jenkins
Associate Director of Financial Aid – Traditional Students	Mr. Andrew Musser
Associate Director of Student Accounts	Ms. Lauren Whitlock
Assistant Director of Financial Aid – Systems Operations	Mr. Joel Brown
Assistant Director of Financial Aid – Loan Services	Ms. Sonya Lopez
Assistant Director of Student Accounts	Ms. Sarah Sanchez

INTERCOLLEGIATE ATHLETICS

Vice President for Athletics	Dr. Micah Parker
Deputy Athletics Director.....	Mr. Joey Logan
Associate Director of Athletics for Academic Services, Senior Women’s Administrator	Ms. Rachel Keys
Associate Director of Athletics for Compliance	Mr. Michael Scarano
Associate Director of Athletics for External Relations	Joe Giansante
Assistant Director of Athletics for Sports Medicine/Athletic Training	Mr. Tim Clark
Assistant Director of Athletics for Ticketing	Mr. Malaki Roy
Chief Athletics Medical Officer	Dr. Brandon Henry
Faculty Athletics Representative	Dr. David Pearson

INTERNATIONAL CENTER

Dean of International Programs	Mr. Bryan Davis
Director of Intensive English Program	Ms. Heather Snavely
Director of International Student Services	Ms. Courtney Watson

RESIDENCE LIFE AND HOUSING SERVICES

Director of Residence Life	Dr. Daron Hubbert
Associate Director of Housing Services	Mr. Jacob Medeiros
Associate Director of Residence Life	Ms. McKenna Liardon
Assistant Director of Residence Life	Mr. Christian Hassler
College Park Apartments Residence Director	Mr. Christian Hassler
Lancer Arms Residence Director	Ms. Ciera Sao
Magnolia Crossing Residence Director - Men.....	Mr. Jeremy Duket
Magnolia Crossing Residence Director - Women	Ms. Hadyn Jolly
Simmons Hall Residence Director	Ms. Alea Baker
Smith Hall Residence Director	Mr. Jacob Hartt
The Colony @ CBU Residence Director – North	Ms. Allivia Dodd
The Colony @ CBU Residence Director - East	Mr. Austin Iannuzzi
The Colony @ CBU Residence Director - West	Ms. Jessica Perez
The Cottages	Mr. Eli Chew
The Point Residence Director	Ms. Whitney Moon
The Village @ CBU Residence Director	Mr. Riley Pitts
Tower Hall Residence Director	Ms. Robin Young
University Houses Residence Director	Ms. McKenna Liardon
University Place Apartments Residence Director – Men	Mr. Stephen Jussenhoven
University Place Apartments Residence Director – Women	Ms. Rebecca Bernard

SAFETY SERVICES

Director of Safety Services Mr. John Freese
Assistant Director of Safety Services for Operations Mr. Chris Thomas
Assistant Director of Safety Services for Support Services..... Mr. Christian Dinco
Safety Services Supervisor Mr. John Furness
Safety Services Supervisor Mr. John James
Safety Services Supervisor Mr. Daniel Vera
Safety Services Supervisor Mr. Michael Wagner

SPIRITUAL LIFE

Dean of Spiritual Life Mr. Jacob Ravenscraft
Director of Chapel Mr. Brett Vowell
Director of Compassion Ministries..... Ms. Morgan Caver
Director of Digital Ministry Mr. Nic Moore
Director of Discipleship Mr. Brian Zunigha
Director of Mobilization Mr. Lee Stevens
Assistant Director of Mobilization Ms. Kris Smith

STUDENT CARE

Associate Dean of Students for Student Care Dr. Heather Hubbert
Assistant Director of Student Care Ms. Micaela Arias

STUDENT MENTAL HEALTH

Director of Student Mental Health Ms. Taylor Higgins

STUDENT SERVICES

Associate Dean of Students for Administrative Support Mr. Joe Adcock
Director of Student Conduct Mr. Casey Tilton
Director of University Commencements Ms. Amber Segal
Student Services Administrative Assistant Ms. Kelly Palmer
Student Services Secretary Ms. Donna Aprahamian

STUDENT SUCCESS COACHING

Director of Student Success Coaching Ms. Grace Brown
Director of Student Success Coaching Mr. Jeff Tennis
Associate Director of Student Success Coaching Ms. Zakiya Glasco
Assistant Director of Student Success Coaching Ms. Kristina Gibeault
Assistant Director of Student Success Coaching Ms. Michelle Murray
Assistant Director of Student Success Coaching Ms. Samantha Naple

TITLE IX

Title IX Coordinator Ms. Celeste Wilcox

UNIVERSITY REGISTRAR

University Registrar Dr. Richard Simpson
Associate University Registrar Ms. Lorene Armstrong
Associate Registrar for Online Ms. Rhonda Moll
Assistant Registrar for Course and Records Ms. Christine Dahlgren
Assistant Registrar of Program Registration for Online Mr. Adam Martinez

Assistant Registrar for Support Services Mr. Joel Mead
Assistant Registrar of Transcripts and Records Mr. Kevin Pawley
Assistant Registrar or Transcripts and Records Online Ms. Amber Andrade

THE UNIVERSITY

STATEMENT OF COMPLIANCE

California Baptist University, an educational institution controlled by the California Southern Baptist Convention, takes seriously anti-discrimination provisions under the state law and is committed to providing a learning and living environment that promotes Student safety, transparency, personal integrity, civility, and mutual respect. California Baptist University is exempted by the state from California Education Code 66270 to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets. California Baptist University retains all rights afforded it under federal law and the laws of the State of California.

MISSION STATEMENT

The primary purpose of this corporation is to conduct regular four-year college courses in education, music, sciences, and the liberal arts, and to grant certificates, diplomas, and any and all degrees evidencing completion of any course of training, together with any and all honorary degrees and to provide training for Baptist youth and others desiring to be affiliated with Baptist theology and theological instruction and such other instruction as may be needful and advantageous in preparing and qualifying ministers and others for Christian work. (Articles of Incorporation of California Baptist College, 1954).

PHILOSOPHY AND GOALS

California Baptist University (also referred to herein as the "University") is a Christian college founded by Southern Baptists to serve the world. As such, the University community provides an accepting, caring Christian atmosphere in which the growth of individuals is enhanced by spiritual formation, personal development, vocational preparation, and a sound, academic, liberating education. In the midst of the pursuit of truth, individuals are encouraged to investigate, practice, and refine their aesthetic, moral, social, and spiritual values in order to prepare themselves to make substantial contributions to the cause of Christ as skilled professionals, thinking citizens, and educated people.

To implement its philosophy, the University strives:

1. To reflect, in life and thought, historic Southern Baptist principles, such as:
 - a. The Lordship of Jesus Christ.
 - b. The competency of the individual soul before God.
 - c. The Scriptures as the authoritative guide for doctrine and practice.
 - d. The separation of Church and State.
 - e. The autonomy of the local church;
2. To help Students observe and interact with a community which effectively models Christian characteristics and values;
3. To offer a selection of programs which attract a wide range of qualified Students;
4. To encourage a free exchange of ideas by providing a wide variety of spiritual, intellectual, cultural, and social learning experiences both within and outside the classroom;
5. To encourage high standards of scholarship;
6. To provide support for Students experiencing academic and personal difficulties;
7. To encourage each Member of the campus community to be involved in a lifelong, personal Christian pilgrimage;
8. To enable its educators to engage in continuing professional development;
9. To develop mature individuals of genuine Christian character who can contribute to churches and effect change in society for its betterment;
10. To develop specific leadership for the churches and general work of the Southern Baptist Convention.

UNIVERSITY STUDENT OUTCOMES

California Baptist University desires that each Student (as defined in section 1.1.) acquire certain knowledge, skills, and aspirations during their collegiate experience. The University seeks to provide academic programs that prepare Students for professional careers, as well as co-curricular programs that foster an environment supporting the intellectual, physical, social, and spiritual development of each Student. Within these arenas of the Student experience, the University, through its Faculty and administration, has identified Student outcomes as desirable and reflective of the impact it seeks to have in the lives of its Students.

Upon completion of a degree program, each Student at California Baptist University shall be:



ACADEMICALLY PREPARED

- Use critical thinking skills to demonstrate literacy: listening, speaking, writing, reading, viewing, and visual representing
- Demonstrate competence in mathematics, scientific, and technological skills



BIBLICALLY ROOTED

- Demonstrate spiritual literacy, including Biblical Christian faith and practice, Baptist perspectives, and the Christian's role in fulfilling the Great Commission



GLOBALLY MINDED

- Respect diverse religious, cultural, philosophical, and aesthetic experiences and perspectives



EQUIPPED TO SERVE

- Transfer academic studies to a profession and the workplace
- Implement a personal and social ethic that results in informed participation in multiple levels of community

These outcomes and associated symbols are referred to as the "Core 4".

NONDISCRIMINATION STATEMENT

In compliance with both state and federal law, California Baptist University does not unlawfully discriminate on the basis of any protected category, except to the extent it is necessary to fulfill its religious purposes, so as to be in compliance with *The Baptist Faith and Message*.

STUDENT LIFE POLICY

1. STANDARD OF STUDENT CONDUCT

In order to achieve its mission, California Baptist University expects Members of the campus community (as defined in section 1.1.) to accept responsibility for their personal conduct and to encourage others within the community to do the same.

All Students at California Baptist University are expected to conduct themselves in accordance with the Standard of Student Conduct, regardless of age, classification, or the number of hours being taken. The Standard of Student Conduct is established for the purpose of outlining expected behavior of Students in the campus community. The Standard of Student Conduct shall be defined as any and all Policy, procedure, and/or behavioral expectation contained within this publication and the *University Catalog*.

If the conduct of any Member of the campus community is found to be detrimental to the academic, social, and spiritual development of others within the community, the University (through its various offices and personnel) provides guidance, direction, and, if necessary, Judicial Action.

This Standard of Student Conduct shall apply to any and all lands owned or leased by the University as well as to any location where a Student is engaged in a University activity. Examples of such coverage include, but are not limited to, athletic teams and performing arts groups traveling to and participating in off-campus events, Student teaching and observation/participation, Student government, recognized Student clubs and organizations engaging in a club event or activity, off-campus internships, community service, study abroad, International Service Projects, and United States Service Projects.

Students should understand the commitment to the spirit of the University and realize that their enrollment is viewed as a willingness to abide by and accept the responsibilities of the environment.

These criteria are based on the historical tenets of the institution and Southern Baptist traditions.

It is the University's intention to resolve violations of established Policy and the Standard of Student Conduct in a redemptive manner which maintains respect for the individual.

1.1. **Glossary of Terms.** To provide clarity for all involved, the following glossary of terms is provided.

Accused Student – a Student named in an incident report alleging a violation of the Standard of Student Conduct or any Policy or procedure of the University.

Assistance Animals – an overarching term that refers to both service animals as well as support animals. An assistance animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability.

Behavioral Intervention Team (BIT) – a committee comprised of representatives from Student Services, Residence Life and Housing Services, Safety Services, Academics, and other appropriate University Official(s) as deemed necessary for purpose of reviewing and taking action related to Judicial Administrative Discretion cases (as defined in section 10.1 of this publication). In addition to determining mechanisms for University support, intervention, warning/notification, and response, members of BIT deploy appropriate University resources and coordinate follow-up.

CARE Team – a committee comprised of representatives from various divisions and departments of the University that collaborates to assess, resource, and/or educate (CARE) individual Students in crisis or potential crisis.

CBU Card – a card issued by California Baptist University to Students, Faculty Members, and University Officials that is used for identification and access to University services.

Co-curricular Programs – University-sponsored and/or supervised activities that take place outside of the traditional classroom setting. Such programs include, but are not limited to, intercollegiate athletics, fine arts performance groups, and intramural sports.

Evidence – everything that is used to determine or demonstrate the truth of an assertion.

Faculty – academic employees of the University.

Faculty Member – any person hired by the University to conduct classroom activity.

Graduate Student – any Student who is enrolled in post-graduate courses of the University.

Hearing – a scheduled meeting held between a Student and a University Official or a panel of University Officials at the request of the University for the purpose of presenting, reviewing, and evaluating Evidence related to any current or potential Judicial Action. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. Except as otherwise permitted through the Title IX Process, Hearings are closed to parents, attorneys, and general public.

International Student – any Student who is a "non-immigrant" visitor who came to the United States temporarily to take classes or take online courses virtually from anywhere in the world. A non-immigrant is someone who meets one (1) or more of the following criteria; (i) intends to stay in the US temporarily; (ii) does not have US citizenship or legal permanent resident status (a valid "green card"); (iii) currently is in the US on a non-immigrant visa status (without a valid green card); (iii) applies for a visa to be allowed entry into the US.

Investigation – any inquiry, review of facts and circumstances, or related follow up conducted by authorized University Officials to gain information regarding a possible violation of the Standard of Student Conduct.

Judicial Action – the process of Investigation and determination as to whether imposition of any Sanction is warranted in connection with an alleged violation of the Standard of Student Conduct.

Judicial Review Board – a non-standing committee comprised of Faculty and/or Staff for the purpose of reviewing alleged violations of the Standard of Student Conduct.

Member of the Campus Community – any Student, Faculty, Staff, University Official, or other person employed by the University.

Misconduct – an action or actions that violate published behavioral standards.

Non-Traditional Student – any Student who is any of the following: (i) is married; (ii) has a dependent(s); (iii) or is over 25 years of age.

Offensive – actions that cause unreasonable harm or distress to another individual or group of people.

Policy – the written regulations of the University found in, but not limited to, the *Student Handbook* and the *University Catalog*.

Preponderance of the Evidence – the standard of Evidence used for all determinations made under all University policies. Preponderance of the Evidence means that there is a greater than 50% chance that a claim is true, based on all the admitted Evidence.

Provost's Council – a committee of the University consisting of the Provost, academic deans, Director of the Library, and President of the Faculty Senate.

Sanction – a restriction placed upon a Student as a direct result of behavior in conflict with the Standard of Student Conduct.

Standard of Student Conduct – any and all Policies, procedures, and/or behavioral expectations contained within the *Student Handbook* and the *University Catalog*.

Staff – non-academic employees (excluding Student workers) of the University.

Student Academic Appeals Committee – a committee comprised of Faculty for the purpose of reviewing academic matters including, but not limited to, grade appeals.

Student or Students – all persons accepted for admission and enrolled for courses at the University, either full- or part-time. For the purposes of University Policy, a Student is one who is enrolled in a degree or non-degree program at the University or is representing the University between regular academic semesters.

Student Leader – all Students who have been selected and/or elected to represent the University through leadership by participation in, title, or membership in any of the following programs: Community Life Interns, First-Year Experience Leaders and Interns, International Center Interns, Spiritual Life Interns, Resident Advisors, Student Senate, and other leadership positions approved by the Student Services Office.

Student Representative – all Students who represent the University through membership, participation, and/or title or position in University-sponsored programs. Such programs shall include, but are not limited to, Admissions Hosts and Interns, Angelos staff, Banner staff, Chapel Worship Teams, Forensics Teams, performing arts groups, intercollegiate athletics, International Service Projects, Safety Services Department, Study Abroad, and United States Service Projects.

Student Senate Judicial Board – a panel of Students appointed by the Student Senate for the purpose of considering issues relating to the functions of the Student Senate and reviewing Non-Judicial Action Appeals. Upon the request of the Student Senate Advisor, this panel may also participate in Hearings involving issues that pertain to Student clubs and organizations.

Student Services Committee – a committee comprised of an Associate Vice President for Student Services, Faculty, Senior Vice President for Enrollment and Student Services, and/or Staff members for the purpose of reviewing alleged violations of the Standard of Student Conduct and addressing other Student services-related issues.

Threat Assessment Committee – a committee comprised of representatives from Student Services, Residence Life and Housing Services, Safety Services, Academics, and other appropriate University Official(s) as deemed necessary for purpose of reviewing and taking action related to Non-judicial Administrative Discretion cases (as defined in section 10.2 of this publication).

Traditional Student – any undergraduate Student who is enrolled in courses intended to be delivered in a traditional in-person format and is eligible to reside in designated University-owned housing because the Student is: (i) not married; (ii) has no dependent(s); and (iii) is under 25 years of age.

University – California Baptist University or CBU.

University Officer – members of the Executive Council of California Baptist University (President, Provost, Senior Vice Presidents, and Vice Presidents).

University Official – any person (excluding Student workers) employed by the University.

University Premises – all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University (including adjacent streets or sidewalks).

Violation – any behavior that is unacceptable as described in the Standard of Student Conduct.

Witness – an individual who can provide information about an allegation(s).

1.2. **General Community Social Expectations.** Students enrolled in California Baptist University shall . . .

1.2.1. Uphold the laws of the United States, the State of California, and the County and City of Riverside;

1.2.2. Abide by the rules and regulations of California Baptist University;

1.2.3. Respect the mission, religious tradition, values, and ethics of the University;

1.2.4. Strive honestly to attain all academic expectations as set forth by Faculty;

1.2.5. Respect members of the campus community from diverse ethnic, cultural, or religious traditions and refrain from any act of discrimination or racism;

1.2.6. Be honest and truthful in relationships with Students, Faculty, Staff, and administration;

1.2.7. Respect University property and the personal property of every Member of the campus community;

- 1.2.8. Respect the personal integrity of every Member of the campus community and other individuals associated with University-sponsored or supervised activities by refraining from:
- Profanity;
 - Physical or verbal abuse;
 - The threat or use of physical violence (for the purpose of this policy, "violence" is behavior involving physical force with the intent to injure, abuse, damage, or destroy);
 - Coercion (for the purpose of this policy, "coercion" is the act, process, or power of compelling a person to take an action, make a choice, or allow an act to happen that they would otherwise not choose or give Consent to); and/or
 - Intimidation;
- 1.2.9. Respect the personal integrity of every Member of the campus community and other individuals associated with University-sponsored or supervised activities by refraining from sexual conduct outside of marriage as defined in *The Baptist Faith and Message*, Article XVIII: "The Family: Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race";
- 1.2.10. Cooperate with University Officials as they perform their duties which includes, but is not limited to, Investigation of violations of the Standard of Student Conduct;
- 1.2.11. Keep displays of affection in good taste, regardless of location.
- 1.3. **Community Social Misconduct.** *The Baptist Faith and Message* is the doctrinal statement of California Baptist University and serves as a primary set of guiding principles for the University. Students are expected to be familiar and not in conflict with *The Baptist Faith and Message*. Any act(s) which threatens the well-being of the community, its integrity and Christian values, or the well-being of any member of the community or, by its nature is in conflict with *The Baptist Faith and Message*, is subject to Judicial Action as an instance of Community Social Misconduct.
- The following types of Community Social Misconduct are not permitted:
- 1.3.1. Possessing, consuming, or being under the influence of alcoholic beverages on University Premises or at University-sponsored or supervised activities. Due to the potential appearance of alcohol use, Students are prohibited from collecting or storing empty alcohol containers on University Premises for recycling or other purposes;
- 1.3.2. Furnishing alcohol to an underaged individual;
- 1.3.3. Underage consumption of alcohol;
- 1.3.4. Possessing or using tobacco products (including, but not limited, to cigarettes, cigars, snuff, smokeless tobacco, and chew) or other substances that are smoked/inhaled to produce any effect (including, but not limited to cloves, hemp, herbs, hookah, sage, and synthetic tobacco) on University Premises or at University-sponsored or supervised activities. This prohibition also includes, but is not limited to, the use or possession of paraphernalia (as defined by California Health and Safety Code § 11364), electronic cigarettes, vaping devices, supplies, accessories, and e-liquids, as well as other similar devices and associated supplies;
- 1.3.5. Possessing, using, or being under the influence of illegal narcotics, hallucinogenic drugs, or drug paraphernalia (as defined by California Health and Safety Code - HSC § 11364) on University Premises or at University-sponsored or supervised activities is prohibited. This prohibition includes, without limitation, the following:
- Possessing, using, or being under the influence of a controlled substance or medication without a doctor's prescription.
 - Distributing and/or providing access to a controlled substance or medication.
 - Possessing, using, or being under the influence of marijuana and/or marijuana-related paraphernalia.
 - Possessing, using, or being under the influence of "medical marijuana".
 - Possessing, using, or being under the influence of tetrahydrocannabinol (THC). The possession of THC in any form on University Premises or at University-sponsored or supervised activities is explicitly prohibited under this policy.
 - Marijuana-related paraphernalia and devices may be confiscated and/or destroyed at the discretion of the University.
- 1.3.5.1. Students engaging in such behavior will be subject to probable Suspension or Expulsion (as defined in the Sections 6.3.11 and 6.3.12 of this publication) from the University;
- 1.3.6. Hosting or in any way assisting or promoting a gathering (on or off University Premises) that includes behavior that is in violation of the Standard of Student Conduct. For the purpose of this policy, a "Host" is one who hosts, sponsors, co-sponsors, arranges, organizes, or otherwise facilitates a gathering, activity, function, party, or event on or off University Premises.
- Students engaging in such behavior will be subject to probable Suspension or Expulsion from the University.
 - Students residing at the gathering, activity, function, party, or event location may be held responsible as Hosts regardless of who engages in the violation(s) of the Standard of Student Conduct;
- 1.3.7. Improperly using and/or abusing over-the-counter medications;
- 1.3.8. Gambling on University Premises or at University-sponsored or supervised activities;

- 1.3.9. Committing or attempting to engage in fraud, concealing identity, or using or attempting to use a false identity;
- 1.3.10. Possessing, storing, selling, or using any illegal weapons, tools intended for criminal use, dangerous chemicals, or potentially dangerous weapons including, but not limited to, objects used in a threatening manner, firearms, ammunition, fireworks, clubs, sling shots, air guns (including, but not limited to, air soft), laser tag guns, paint guns, blow guns, explosives, weapon replicas, spring-type weapons, and knives (with the exception of non-locking, folding pocket knives with a maximum blade length of three [3]-inches) on University Premises or at University-sponsored or supervised activities. Generally, all items confiscated under this policy are secured by the Safety Services Department and destroyed at the discretion of the University;
- 1.3.11. Organizing or participating in nightclub-style dancing on University Premises or at University-sponsored or supervised activities. For the purpose of this policy, "Nightclub-style Dancing" is defined as solo or freestyle dancing;
- 1.3.12. Willful disruption of the educational process;
- 1.3.13. Lewd, indecent, or obscene behavior or language. This includes possession or display of sexually-oriented, pornographic, or profane items, devices, and/or material in any form, including material generated, accessed, transmitted, stored, or displayed electronically;
- 1.3.14. Harassment and/or abuse directed toward individuals or groups which includes, but is not limited to, the following forms: coercion, intimidation, and verbal harassment or abuse. Harassment and abuse may be discriminatory or may be nondiscriminatory. Although forms of harassment and abuse—both discriminatory and nondiscriminatory—are equally prohibited, University commitment to nondiscrimination means that discriminatory harassment may be punished more severely than nondiscriminatory forms of harassment;
- 1.3.15. Engaging in the threat or use of physical violence toward another person. For the purposes of this policy "Physical Violence" means unwelcomed physical intentional touching of another causing harm (physical, emotional, psychological, etc.) even if the injury is slight;
- 1.3.16. Engaging in Voyeurism. "Voyeurism" means peeking in a door or window of another person's home or housing area for no legitimate reason, or intentionally invading a person's privacy through the use of a telescope, binoculars, a mobile phone, or any other device to view the person in a place where privacy is expected. Using a camera or recording device to observe or record another person's intimate body parts (clothed or unclothed) without consent, in a place where privacy is expected, for the purpose of the viewer's gratification or invading the other person's privacy is explicitly prohibited under this policy;
- 1.3.17. Engaging in Stalking. "Stalking," which includes the use of technology (cyberstalking) to annoy or harass an individual, means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for personal safety, or the safety of others, or suffer substantial emotional distress. For purposes of this policy, "reasonable person" means a comparative standard on one person's assessment of an action, actions, or situation compared with how most persons might act or react based on similar circumstances. This standard considers the identities of an individual as well as the context of the actions being evaluated. Stalking includes, but is not limited to, the following:
 - a. Unwanted or obsessive attention.
 - b. Repeated unwanted contact, calls, and/or electronic communication.
 - c. Unwanted monitoring and/or tracking.
- 1.3.18. Bullying of another person or group. "Bullying" is the repeated and/or severe verbal, written, or physical abuse of another person which is likely to cause:
 - a. fear of physical harm;
 - b. humiliation;
 - c. psychological harm; or
 - d. interference with the Student's ability to participate in or benefit from the University's service, activities, or privileges.
- 1.3.19. Engaging in occult practices;
- 1.3.20. Failing to comply with the verbal and/or written directions or directives of a University Official and/or failing to provide a University Official with adequate identification upon request;
- 1.3.21. Forgery, alteration, or the unauthorized possession or use of University documents, records, instruments, or identification which shall include, without limitation, falsification of course sign-in sheets;
- 1.3.22. Submission of false documents including financial aid and admissions-related documents;
- 1.3.23. Engaging in unauthorized entry of a University-related living unit, disrupting the peace and quiet enjoyment of occupants;
- 1.3.24. Tampering with locks (mechanical and/or electronic) in University buildings. This includes, but is not limited to:
 - a. Unauthorized possession or use of University keys, CBU Card, access card, or electronic access device;
 - b. Unauthorized possession or use of University-issued electronic access codes, alteration or duplication of University keys;
- 1.3.25. Gaining access to the roof of any University building;
- 1.3.26. Using LancerNet or LancerMail to violate California Baptist University Policy or the Standard of Student Conduct, or for any other fraudulent libelous, illegal, or improper purposes;
- 1.3.27. Unauthorized use, abuse, destruction, or theft of property (including intellectual property such as copyrights, patents, trademarks, and trade secrets) of the University or any of its members, guests, or neighbors. This regulation covers the unauthorized appropriation or "borrowing" of common property for personal use. It also covers unauthorized use, abuse, or destruction of property in University care or custody, such as materials covered by copyright, trademark, patent, or by specific agreements between the owner and University;

- 1.3.28. Placing a false fire alarm, interfering with a fire alarm system, tampering with smoke or heat detectors, or fire-fighting equipment. The aforementioned are violations of appropriate federal, state, and local law;
- 1.3.29. Creating a fire, safety, or health hazard which includes, but is not limited to, making a false report concerning a fire, bomb, or other emergency, or activating a fire alarm or pre-alarm cover without the existence of a fire or a similar emergency situation;
- 1.3.30. Unauthorized use, entry, access, and/or occupation of University buildings, facilities, University-controlled housing, or property. This includes, but is not limited to:
- Gaining access to restricted areas (e.g., basements, roofs, and catacombs) which are locked, closed to Students, or otherwise restricted as to use;
 - Unauthorized climbing upon or over, or gaining entry through any wall, fence, railing or other surface erected to create a perimeter boundary or which by its design is clearly not intended to be an entry/access point;
 - Unauthorized use of University equipment located within administrative offices and other areas designated for University business for personal use (typing papers, personal calls, etc.);
 - Unauthorized attachment of objects to a University structure which includes, but is not limited to, light poles, balconies, fencing, and railing. Sling-style devices (i.e., hammocks) may be attached to posts specified for such use and to trees. However, sling-style devices may not be attached more than five feet (5') from ground level.
 - Unauthorized occupation of University-controlled housing.
- 1.3.31. Tampering with hardware and/or software related to any alarm system, surveillance system, and/or electronic access system;
- 1.3.32. Failure to promptly meet financial responsibilities to the University, including, but not limited to, knowingly passing a worthless check or money order in payment to the University or to a Member of the campus community acting in an official capacity;
- 1.3.33. Abusing and/or impeding the California Baptist University judicial system by intention and/or action. This includes but is not limited to:
- Failure to obey the summons of a University Official;
 - Falsification, concealing, distortion, or misrepresentation of information relevant to or requested in connection with judicial processes;
 - Disruption or interference with the orderly conduct of Judicial Action;
 - Attempting to disrupt or disrupting an individual's proper participation in Judicial Action or attempting to influence or influencing another person to abuse a Judicial Action;
 - Harassment or intimidation of a Member of the Campus Community involved in Judicial Action;
 - Failure to comply with a Sanction imposed under the Standard of Student Conduct as a result of a Judicial Action;
- 1.3.34. Using a recording device which includes, but is not limited to, the use of a camera, cell phone, unmanned aerial vehicle (commonly known as a drone), and/or hidden camera or similar device, to make or attempt to make an audio or video recording of any person(s) in bathrooms, showers, locker rooms, bedrooms, or other locations where there is a reasonable expectation of privacy with respect to nudity and/or sexual activity.
- 1.3.35. Unauthorized operation of an unmanned aerial system (UAS), commonly known as a drone, on University Premises without prior written approval from the Safety Services Department.
- 1.3.35.1. The use of drones on University Premises is limited to: (a) University-related educational programs; (b) University-related research; or (c) Events sponsored by a University department, school, or agency. The use of drones on University Premises for hobby or recreational use is not permitted.
- 1.3.35.2. In order to request permission to operate a drone, Students must complete and submit an Unmanned Aerial System Request Form. Request Forms may be accessed online through InsideCBU in the Documents section of the Life @ CBU tab.
- 1.3.36. Engaging in any act or causing any circumstance which is intended to be divisive and/or incite others to engage in behavior that is in violation of the Standard of Student Conduct and/or contrary to the University's mission. For purposes of this policy, the term "Divisive" means any conduct, upon consideration of the relevant facts and circumstances, was intended by the individual or group to create disunity or dissension.
- 1.3.37. Knowingly engaging in any conduct that violates the laws of the United States, the State of California, and/or the County or City of Riverside.
- 1.3.38. Engaging in any conduct that is dishonest or untruthful.
- 1.3.39. Engaging in profanity or verbal abuse.
- 1.3.40. Engaging in sexual conduct outside of marriage as defined in *The [Baptist Faith and Message](#)*.
- 1.3.41. Refusing to cooperate with University Officials as they perform their duties.
- 1.3.42. Engaging in hazing. Hazing at California Baptist University is defined as voluntarily or involuntarily engaging in any act or causing any situation which recklessly or intentionally subjects an individual to the risk of bodily injury and/or humiliation for the purpose of initiation into a program, living area, club, or any other type of organization.

The University reserves the right to deal with behavior, regardless of the location, that is detrimental to the Student, community, University, and others. Detrimental behavior includes, without limitation, participating in any party, gathering, or event (on or off University Premises) which disturbs or impacts the peace of another (e.g., excessive noise; violent, offensive, disorderly behavior, or quarrelsome conduct; traffic obstruction of public or private streets by crowds or vehicles; littering; etc.). Detrimental behavior also includes knowingly engaging in any act or causing any circumstance which is in conflict with *The Baptist Faith and Message*, the [Mission and Purpose of the University](#), and/or the historical tenets of the University.

The University reserves the right to impose intermediate Sanctions against Accused Students who represent the University and/or serve as a Student Leader while University Judicial Action is pending. Intermediate Sanctions may include, but are not limited to, loss of the privilege to travel with and/or participate as a member of a group, team, and/or program that represents the University.

The violation of a local, state, or federal criminal statute shall be a violation of the Standard of Student Conduct, whether or not public officials prosecute such a violation. The University may refer such violations to appropriate law enforcement agents. The University reserves the right to impose intermediate Sanctions, including, but not limited to, Suspension, against a Student while criminal proceedings are pending.

There are times when Judicial Action is necessary in response to behavior not specifically listed in this publication. The response in such cases is to be determined by the Director of Student Conduct, Dean of Students, an Associate Vice President for Student Services, or Vice President for Enrollment and Student Services in keeping with the spirit of this publication and the University's traditions.

Generally, through appropriate procedures, institutional judicial measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

Responsibility for enforcement of Student conduct Policy lies with an Associate Vice President for Student Services, Dean of Students, Director of Student Conduct, and other Student Services Staff. These University Officials define behavioral expectations and take appropriate action in support of University Policy.

2. PHILOSOPHY OF STUDENT DEVELOPMENT

As a Christian institution, California Baptist University has dual responsibilities to its constituency. As an academic institution, it seeks to promote high scholastic standards, stimulate mental alertness, impart a general knowledge of the natural world and of the history and institutions of human society, and assist Students in choosing and learning an area of specialization for their life's work.

As a Christian institution, the University seeks to promote and follow the spiritual principles set forth in Scripture and exemplified by the life, death, and resurrection of Jesus Christ. In acknowledging these principles, the University places special emphasis on leading Students in an active pursuit of the spiritual values of life and developing leaders for the Southern Baptist churches of California and beyond.

Consequently, Students at California Baptist University are individuals involved in academic pursuits who are also active members of a Christian community nurturing one another in spiritual growth. The University expects Students to take seriously this twofold responsibility.

To further the success of every Student, the Student Services Division is committed to the intellectual, spiritual, social, aesthetic, and physical development of California Baptist University Students so that they are assisted in becoming autonomous, competent, responsible, and interdependent individuals who use their intellects and skills with wisdom and integrity.

3. FREEDOM AND RESPONSIBILITY

California Baptist University Students are entitled to the same freedom as any other citizen of our country. It is the Policy of the University to ensure these rights, consistent with the provisions of law, acceptable tastes, and purposes and goals of the institution. When matriculation in the University requires that conditions be placed upon Student freedoms, these conditions and their rationale are clearly delineated.

At California Baptist University, the concepts of freedom and personal responsibility are inextricably bound together. The University community, like any other, functions upon the principle that all members respect and protect the rights of their fellow citizens. Students are encouraged to develop these values which represent mature, self-disciplined people who appreciate the privilege of education and are willing to accept its responsibilities.

When people choose a college, they commit themselves to its philosophy of education, policies, and regulations. Students are to demonstrate proper respect of University personnel which includes, but is not limited to, compliance with directives of University Officials in the performance of their duties.

Even though Students may not completely agree with all rules established by the University, it is nonetheless expected that they comply with the totality of policies and behavioral codes in a manner conducive to the highest moral standards and in keeping with the discipline of the academic community.

4. PHILOSOPHY OF DISCIPLINE

The purpose of discipline at California Baptist University is to assist in maintaining individual and community growth. Personal growth and maturity are encouraged most when each Member of the University community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should enable inappropriate behavior to be corrected on a personal level.

Unfortunately, situations may arise which warrant a formalized judicial process. Judicial procedures are designed to provide a just and equitable process of educational discipline. While every effort is made to protect the rights of Students, the University does not attempt to duplicate or to emulate court proceedings, and Judicial Actions and related processes of the University should not be viewed as such.

5. RIGHT TO PROCESS

Students whose behavior violates the Standard of Student Conduct will be treated justly and fairly. This means adjudication of the case will be in a timely and reasonable manner. The process involves three (3) components:

- 5.1. **Notification.** A Student has the right to proper notice of the Policy allegedly violated and when the case will be heard.
- 5.2. **Right to Be Heard.** A Student has the right to present their viewpoint and position and provide supporting Evidence and/or information at a Hearing for consideration by an appropriate University Official.
- 5.3. **Evidence.** Decisions in a Student conduct case are based on reasonable and available supporting factual information.

6. JUDICIAL ACTION

Students who behave in a manner which violates University Policy are subject to Judicial Action. With the exception of some appeals, all violations of the Standard of Student Conduct are adjudicated by Hearing. The Director of Student Conduct reserves the right to meet with Students personally, appoint a designee(s) to meet with Students, and/or convene a Judicial Review Board in order to conduct Hearings.

Judicial Action involves three (3) components: Investigation, Hearing, and the imposing of Sanctions, if appropriate. Depending on the severity and location of the offense, the Judicial Action will be administered by an Associate Vice President for Student Services, the Dean of Students, Director of Student Conduct, or designee.

- 6.1. **Investigation.** An Investigation involves a factual inquiry into an incident or matter by authorized University Officials, and may involve interviewing community members involved in the case or other reasonable means of verifying the facts regarding an alleged violation.
- 6.2. **Hearing.** In furtherance of a Judicial Action, a Hearing may be scheduled to allow an Accused Student an opportunity to hear and present Evidence and other factual information related to an alleged violation.
 - 6.2.1. Students will receive written notification a minimum of forty-eight hours (48 hrs.) prior to the time and date of a scheduled Hearing.
 - 6.2.2. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. Except as otherwise permitted through the Title IX Process, Hearings are closed to parents, attorneys, and general public.
 - 6.2.3. If an Accused Student fails to appear at a scheduled Hearing, the Student will be deemed to have waived their Hearing and the Director of Student Conduct, appointed designee(s), or panel may render a decision upon the matter in the Student's absence.
 - 6.2.4. In cases involving alleged sexual offenses, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), the accuser and the accused have the opportunity to have someone present during a Hearing. If a Student chooses to be accompanied to a Hearing associated with alleged sexual offenses, the individual who accompanies the Student will not be permitted to speak on behalf of the Student and/or take an active role in the Hearing.
- 6.3. **Imposing of Sanctions.** This act concludes the Judicial Action. Sanctions are imposed upon a determination by a University Official or a panel of University Officials responsible for the administration of the Judicial Action upon a finding of a Preponderance of the Evidence indicating that the Accused Student violated the Standard of Student Conduct.
 - 6.3.1. In some cases, Sanctions may encumber a Student's good standing with the University for a stated period of time, and such Student may only be permitted to remain enrolled if that Student enters into a Behavioral Contract, in which such Student promises to make a serious commitment to refrain from future violations.
 - 6.3.2. The following Sanctions may be imposed by a designated University Official or a panel of University Officials upon any Student for violating the Standard of Student Conduct (not listed in a prescribed order):
 - 6.3.3. Warning – Some Students may be issued a written or verbal Warning for unacceptable behavior and advised to change the behavior.
 - 6.3.4. Restitution/Reimbursement or Fine – Some Students may be required to make restitution and pay a monetary fine for damage or misuse of property, misuse of services, or failure to follow University Policy or procedure.
 - 6.3.5. Discretionary Sanctions – Some Students may be required to participate in prescribed educational programs, complete community service, read a book, write a paper, coordinate a living-area program, attend campus programs, or any other activity deemed appropriate for the violation of the Standard of Student Conduct.
 - 6.3.6. Loss of privileges – Some Students may lose privileges such as visitation, leadership opportunities, campus employment, etc., appropriate to the violation of the Standard of Student Conduct.
 - 6.3.7. Residence Life Probation – Residential Students may be placed on probation for a specified period of time. During this time, any further violations of University Policy may result in a Residence Life Suspension or Expulsion.

- 6.3.8. Student Conduct Probation – A Student may be placed on Student Conduct Probation for a specified period of time. During this time, further violations of University Policy may result in Suspension or Expulsion from the University. Students who have been placed on Student Conduct Probation are not considered to be ‘in good standing’ with the University until the conclusion of the specified period of time.
- 6.3.9. Residence Life Suspension – Separation of the Student from University housing for a specified period of time (conditions for readmission may be required).
- 6.3.10. Residence Life Expulsion – Permanent separation of the Student from University housing.
- 6.3.11. University Suspension – For a fixed period of time, the Student may not reside in University-owned housing, visit or remain on University Premises, or participate in any academic program(s) and/or other activities of the University. A Student who is suspended for disciplinary reasons may petition for readmission at the conclusion of the period of Suspension.
- 6.3.12. Expulsion – Permanent separation of the Student from the University. The Student is denied the privilege to reside in University-owned housing, visit or remain on University Premises, or participate in any academic program(s) and/or other activities of the University. Only under the most unusual circumstances will an expelled Student be readmitted to the University.
- 6.3.13. Deactivation – A recognized University club or organization can lose its privileges, including University recognition, permanently or for a specified period of time.

Any Student upon whom Sanctions are imposed and/or placed on probation may become immediately ineligible for service as an athlete, Student Leader, and/or Student Representative. Students who fail to comply with the terms and conditions of a Sanction are subject to additional Judicial Action.

The guidelines for behavior outlined in this *Student Handbook* and in the *University Catalog*, as well as regulations and policies maintained by the University, form bases for Judicial Action. The Student Services Office is responsible for conducting appropriate Investigations of all allegations and complaints.

7. JUDICIAL ACTION APPEALS

A Student has the right to appeal Sanctions imposed as the result of Judicial Action, unless a Student is notified otherwise in writing by the Director of Student Conduct, an Associate Vice President for Student Services, or the Dean of Students. Sanctions imposed as the result of Judicial Action shall go into effect immediately and are not stayed while an appeal is pending.

- 7.1. A decision rendered by a Student Services Staff member may be appealed to the Director of Student Conduct, who may assign the case to a Judicial Review Board, or designee.
 - a. Decisions rendered by the Director of Student Conduct, designee, or a Judicial Review Board are final, except in the following cases:
 - i. The Student has been suspended or expelled from the University.
 - ii. The Director of Student Conduct served as the primary Hearing officer (was the sole individual to hear the case), rendered a decision, and imposed a Sanction(s).
- 7.2. In cases where the Director of Student Conduct served as the primary Hearing officer, the decision rendered may be appealed to a Judicial Review Board.
- 7.3. Appeals submitted by Students who have been placed on Residence Life Suspension are heard by an Associate Vice President for Student Services, or designee. Decisions rendered by an Associate Vice President for Student Services, or designee, regarding Residence Life Suspension are final.
- 7.4. Appeals associated with Title IX cases, as well as those submitted by Students who have been suspended or expelled from the University, are heard by the Student Services Committee. Other than providing information directly related to a judicial decision, the Director of Student Conduct is not involved in the decision-making process of the Student Services Committee. Decisions rendered by the Student Services Committee are final.
- 7.5. Appeals must be submitted in writing to the Student Services Office (studentservices@calbaptist.edu) within five (5) business days after a Sanction has been imposed. Appeals must expressly indicate at least one (1) of the following exclusive grounds for appeal:
 - a. There is new and significant Evidence which has not yet been considered.
 - b. A contention the Sanctions imposed are not appropriate to the violation(s) of the Standard of Student Conduct or may be excessive.
 - c. A contention the Student did not have the opportunity to hear or present relevant information.
- 7.6. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. Except as otherwise permitted through the Title IX Process, Hearings are closed to parents, attorneys, and general public.
- 7.7. If an Accused Student fails to appear at a scheduled Hearing, the designated University Official or panel of University Officials may render a decision upon the matter in the Student’s absence.

A Student who appeals a decision will be sent written notification of the progress of the appeal from the Director of Student Conduct, Dean of Students, or an Associate Vice President for Student Services within ten (10) business days.

8. NON-JUDICIAL ACTION APPEALS

A Judicial Board, which is comprised of members of the Student Senate, renders decisions regarding non-judicial appeals related to monetary fines.

Judicial Board decisions rendered as a result of a Hearing are presented, along with recommended Sanctions, if any, to the Associate Dean of Students for Administrative Support, or designee. When addressing alleged violations of the Student Senate, the individual(s) involved will receive written notice of the alleged violation(s) and when the case will be heard.

- 8.1. A minimum of three (3) members of the Judicial Board must be present in order to review and render a decision related to an appeal and/or participate in a Hearing.
- 8.2. Typically, reviews of appeals are scheduled bi-weekly, or as needed.
- 8.3. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. Except as otherwise permitted through the Title IX Process, Hearings are closed to parents, attorneys, and general public.
- 8.4. If a Student fails to appear at a scheduled Hearing, the Student will be deemed to have waived their Hearing and the Judicial Board may render a decision upon the matter in the Student's absence.
- 8.5. Students will receive written notification of the Judicial Board's decision within five (5) business days following the Hearing.
- 8.6. Decisions made by the Judicial Board may be appealed to the Associate Dean of Students for Administrative Support, or designee. Such appeals must be submitted in writing within five (5) business days after a decision has been rendered and should present new Evidence, Witnesses, facts, and/or mitigating circumstances. Such appeals must be submitted via email to University Card Services (cardservices@calbaptist.edu).
- 8.7. With the exception of appeals related to judicial matters, decisions rendered by the Associate Dean of Students for Administrative Support, or designee, are final.

9. ACADEMIC PROBATION

With the exception of second-semester freshmen, Students placed on academic probation are immediately ineligible for service as a Student Leader for the duration of the period of probation.

10. ADMINISTRATIVE DISCRETION

California Baptist University is concerned about the well-being of all Students. The University reserves the right to disqualify, discontinue, exclude, or involuntarily withdraw any Student from the University at the discretion of the Senior Vice President for Enrollment and Student Services, Associate Vice President for Student Services, or designee. Typically, Administrative Discretion falls within two (2) categories (Judicial and Non-Judicial):

- 10.1. **Judicial.** There is sufficient Evidence that a Student has engaged, or is likely to engage, in behavior that presents a real danger of harm to others or behavior that substantially disrupts the learning environment and activities of the campus community. Allegations that may warrant Judicial Administrative Discretion include, but are not limited to, those listed below.
 - a. Sexual Misconduct;
 - b. Hosting or in any way assisting or promoting a gathering that includes underage consumption of alcohol, illegal drugs, controlled substances, or any indication of being under the influence of alcohol;
 - c. Sale, distribution, use, or possession of illegal drugs;
 - d. Use or possession of dangerous weapons;
 - e. Theft of or damage to property;
 - f. Abusing and/or impeding the CBU judicial system;
 - g. Physical abuse of any person or action that threatens or endangers the emotional well-being, health, or safety of any person, including oneself;
 - h. Written, verbal, or nonverbal threats of harm to members of the University community or the community as a whole, including oneself;
- 10.1.1 **Loss of Privileges.** Students placed on Judicial Administrative Discretion may not reside on campus and may not participate in academic programs and/or co-curricular programs during the Judicial Action process.
- 10.1.2 **Restoration of Privileges.** Students placed on Judicial Administrative Discretion must complete the Judicial Action process. A determination regarding the restoration of campus privileges and Sanctions, if applicable, are determined at the conclusion of Judicial Action, in consultation with the Threat Assessment Committee.
- 10.2. **Non-Judicial.** In circumstances where there is sufficient Evidence that demonstrates that a Student's well-being may be in jeopardy, interfere with the educational efforts of other Students, put fellow Students of the University at risk, or conflict with California Baptist University's mission to educate all students, the University may elect to pursue Non-Judicial Administrative Discretion.

The Non-Judicial Administrative Discretion process allows for the University to work with a Student who is willing to seek appropriate resources and undergo any treatment to address their emotional and behavioral challenges and may be applied when a Student is engaging in, or is likely to engage in:

- a. Inappropriate behavior resulting from emotional or psychological distress.
- b. Any behavior, including non-privileged verbal statements, that tends to demonstrate an intent or desire of a Student to inflict self-harm.
- c. Any behavior, including non-privileged verbal statements, that tends to demonstrate an intent or desire of a Student to harm others.

10.2.1. Conditions of Non-Judicial Administrative Discretion:

- a. The Student may not reside on campus and may not participate in academic programs and/or participate in co-curricular programs until cleared to do so by the Behavioral Intervention Team;
- b. The prohibition against the Student residing on campus, participating in academic programs, and/or co-curricular programs is not judicial in nature, and will not be documented as such; and
- c. Students who violate the conditions of Non-Judicial Administrative Discretion may be subject to Judicial Action.

10.2.2. Restoration of Privileges.

10.2.2.1. The University may require Students placed on Non-Judicial Administrative Discretion to be evaluated by a qualified mental health professional and submit a completed Treatment and Follow-up Plan to an Associate Vice President for Student Services, or designee.

10.2.2.2. Treatment and Follow-up Plans are reviewed by the Behavioral Intervention Team.

10.2.2.3. In addition to rendering a decision regarding a Student's readiness to reside on campus and resume participation in academic programs and/or co-curricular programs, the Behavioral Intervention Team determines conditions, if any, the University will impose on the Student's enrollment and/or on-campus housing.

- a. Behavioral Intervention Team may require a Student to undergo additional evaluation by qualified mental health professionals prior to rendering a decision.
- b. Students are responsible for costs, if any, for evaluation and treatment.

10.2.2.4. Upon completion of the required assessment(s), Students will receive written notification regarding the Behavioral Intervention Team's decision.

10.2.3. Appeals.

A Student placed on Administrative Discretion has the right to appeal the decision, unless a Student is notified otherwise in writing by an Associate Vice President for Student Services, or designee. The loss of University privileges associated with being placed on Administrative Discretion remain in place while an appeal is pending.

10.2.3.1. Appeals must be submitted in writing to the Student Services Office (studentservices@calbaptist.edu) within five (5) business days after Administrative Discretion has been imposed. Appeals must expressly indicate at least one (1) of the following exclusive grounds for appeal:

- a. There is new and significant Evidence which has not yet been considered.
- b. A contention the action taken by the University is not appropriate or may be excessive.

10.2.3.2. A Student who appeals a decision associated with Administrative Discretion will be sent written notification of the progress of the appeal from an Associate Vice President for Student Services, or designee within ten (10) business days.

10.2.3.3. Appeals associated with Administrative Discretion cases are heard by the Student Services Committee.

10.2.3.4. All Hearings are closed and the proceedings may be kept confidential at the discretion of the University. Except as otherwise permitted through the Title IX Process, Hearings are closed to parents, attorneys, and general public.

10.2.3.5. Decisions rendered by the Student Services Committee are final.

10.2.3.6. If a Student fails to appear at a scheduled Hearing, the Student will be deemed to have waived their Hearing and the Student Services Committee may render a decision upon the matter in the Student's absence.

11. ADVERTISEMENTS, ANNOUNCEMENTS, AND POSTERS

The advertisement, announcement, and poster policy is designed to eliminate litter, clutter, and unnecessary duplication, while communicating information of importance to the University community.

11.1. General Information.

11.1.1. Postings for events sponsored by Student clubs and organizations must be approved and individually date-stamped by the Community Life Office, prior to posting.

11.1.2. Posting for events sponsored by or involving the participation of off-campus individuals and/or organizations must be approved and date-stamped by the Community Life Office, prior to posting.

11.1.3. General solicitation, including, but not limited to, general distribution of promotional material(s) in any form is not permitted.

- 11.1.4. Postings must be placed in properly designated locations (i.e., bulletin boards).
- 11.1.5. The respective department must approve postings placed on departmental bulletin boards.
- 11.1.6. Placement of postings in University housing areas must be approved by the Community Life Office and the respective Residence Director.
- 11.1.7. Postings are not permitted on ceilings or painted, wooden, or glass surfaces. Affixing posters to floors and sidewalks is not permitted. Postings may not be taped to walls, windows, doors, or any other area.
- 11.1.8. Postings must be removed within twenty-four (24) hours after an advertised event has taken place or upon the expiration date indicated on the Community Life Office stamp.
- 11.1.9. Postings 8.5" x 14" (legal size paper) or smaller are defined as fliers.
- 11.1.10. Postings larger than 8.5" x 14" are defined as posters. Generally, the maximum size limitation for posters permitted on University Premises is 24" x 36". Banners (postings larger than 24" x 36") are considered for approval by the Campus Life Office on a case-by-case basis.
- 11.1.11. Upon approval, postings placed within academic areas are limited per event to one (1) of the following:
 - a. twenty (20) fliers;
 - b. ten (10) fliers and two (2) posters;
 - c. four (4) posters;
 - d. one (1) banner and the equivalent of two (2) posters;
- 11.1.12. Posted materials that do not bear an appropriate date stamp and/or violate the Advertisement, Announcements, and Posters Policy are subject to immediate removal.
- 11.1.13. Upon approval from the Community Life Office and the Director of Food Services, table tents may be placed on tables in campus dining facilities. Table tents may not exceed 8 ½" x 4". Table tents may be posted for a maximum of forty-eight (48) hours per event.
- 11.1.14. Upon approval from the Community Life Office posted materials may be displayed on easels (A-frames) in order to advertise events. Easels may be checked out from the Conferences and Events Office. Easels must be removed from display immediately following advertised events.
- 11.1.15. The use of sidewalk chalk is not permitted without prior approval from the Community Life Office.
- 11.1.16. Failure to adhere to the advertisement, announcement, and poster Policy may result in loss of posting privileges for a fixed period of time.
- 11.2. **Banners.**
- 11.2.1. Prior to hanging or affixing a banner to University property, departments must submit a written request to the Community Life Office (communitylife@calbaptist.edu) that includes the following:
 - a. A copy of the proposed artwork.
 - b. Proposed dates of display.
 - c. The finished size of the proposed banner.
- 11.2.2. Upon receipt of approval, banners may be displayed for a maximum of fourteen (14) consecutive days or until the conclusion of the event, whichever occurs first.
- 11.2.3. Banners must be hung and removed by the approved department.
 - a. Banners may only be secured with zip ties.
 - b. Zip ties must be discarded appropriately.
- 11.2.4. The following locations are approved for banner display:
 - a. The School of Business wrought iron railing on the 2nd floor pedestrian balcony (east facing sections).
 - b. The Alumni Dining Commons wrought iron fence (north facing section).
 - c. West-facing side of the Wallace Theater.

12. ALCOHOL POLICY

As a Christian college founded by Southern Baptists, California Baptist University actively encourages abstinence from the use of alcoholic beverages. Consequently, possession of alcoholic beverages, use of alcoholic beverages, and/or being under the influence of alcohol is not permitted on University Premises or at University-sponsored or supervised activities, regardless of a Student's age. In addition to being considered a violation of the Standard of Student Conduct, California state law prohibits any person under twenty-one (21) years of age to possess and/or use alcoholic beverages.

Alcohol and other drugs can cause serious harm. Absorbed into the blood stream and transmitted to virtually all parts of the body, even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports or driving dangerous. Larger doses of alcohol can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness. In addition, binge or long-term heavy drinking as well as drug abuse may result in respiratory arrest and death and increase one's risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

- 12.1. The consequences for a first violation of the Alcohol Policy may include, but are not limited to, required participation in an alcohol education program, Student Conduct Probation, written assignment(s), parental notification, assignment of a mentor, program director notification (for Student Representatives), and loss of the privilege to serve as a Student Leader for a fixed period of time.
- 12.2. The consequences for a second violation of the Alcohol Policy may include, but are not limited to, required participation in an alcohol prevention/intervention program, Student Conduct Probation, assignment of community service, written assignment(s), parental notification, assignment of a mentor, loss of the privilege to reside in or reassignment of campus housing, loss of the privilege to participate as Student Representative for a fixed period of time, program director notification (for Student Representatives), and loss of the privilege to serve as a Student Leader for a fixed period of time.
- 12.3. The consequences for a third violation of the Alcohol Policy may include, but are not limited to, any of the consequences indicated above and/or Suspension from the University.
- 12.4. Students who fail to comply with Sanctions may be suspended for the duration of the semester. In the event of Suspension, Sanctions must be completed prior to future enrollment.
- 12.5. Generally, all items confiscated under this policy are secured by and destroyed at the discretion of the University.

13. CHILDCARE (BABY-SITTING)

- 13.1. The University does not provide childcare for the dependents of Students, Faculty, or Staff.
- 13.2. Students are not permitted to be accompanied by children/dependents during class sessions.
- 13.3. Minors under the age of twelve (12) must be supervised by an adult while on University Premises.
- 13.4. Parents/Students are responsible for the actions of children including, but not limited to, damage of property, vandalism, and disruption of the educational process.
- 13.5. Baby-sitting is prohibited on campus. Operating a childcare service in University housing is not permitted.

14. CLASS ATTENDANCE AND CLASSROOM BEHAVIOR

14.1. Class Attendance.

- 14.1.1. Students are expected to attend all class meetings and adhere to the attendance policy of the Faculty member of record for the course.
- 14.1.2. Students who miss class due to a University-sponsored event will not be penalized by means of lost points or any other punitive academic measure. Students are responsible for notifying professors prior to departure from campus and making up any work missed during their absence, and professors who assess class participation may require a reasonable assignment to make up for lost class time.

14.2. Classroom Behavior.

- 14.2.1. Students are expected to demonstrate civility and model maturity by abstaining from engaging in activity that distracts from or disrupts the educational pursuits of others.
- 14.2.2. Students are expected to exhibit professional behavior during class that includes, but is not limited to, the following:
 - a. Taking initiative to learn.
 - b. Being fully dressed and wearing appropriate attire.
 - c. Abstaining from engaging in behavior that violates the Standard of Student Conduct, regardless of the mode of instruction (i.e., in-person or online).
- 14.2.3. Students are expected to immediately comply with a Faculty Member's request to cease behavior that is distracting and/or disruptive. If a Faculty Member is unable to obtain the cooperation of the Student, the Faculty Member may impose the Student's immediate removal from the classroom and refer the Student to the Student Services Office.
- 14.2.4. Only Students who are officially enrolled may attend classes.
- 14.2.5. Student use of laptop computers in the classroom setting is based on the discretion of each Faculty Member.

- 14.2.6. Using a recording device which includes, but not limited to, the use of a camera, cell phone, and/or hidden camera or similar device to copy course material or create an audio and/or video recording of a class lecture (in whole or in part) provided by a University Official without obtaining express written consent from the respective University Official is a violation of the Standard of Student Conduct.
- 14.2.7. In the event express written consent to record a lecture is granted:
- The recorded lecture(s) may be used for individual private study only;
 - The recorded lecture(s) may not be used in any way against the respective University Official, other University Officials, or Students whose classroom comments are taped as a part of the class activity;
 - The recorded lecture(s) may not be used for any other use, whether by duplication, transcription, publication, sale, or transfer of recordings.
- 14.2.8. Information contained in a recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the respective University Official and without giving proper identity and credit to the University Official. Any use of recordings other than those stipulated above shall constitute a violation of the Standard of Student Conduct and may result in Suspension or Expulsion.

15. *INTENTIONALLY LEFT BLANK*

16. **DRESS CODE**

California Baptist University affirms that the appearance of members of the campus community should be consistent with its mission and values of a Christian university. The University recognizes that individuals have a freedom of personal choice; however, members of the CBU community are expected to reflect modesty and appropriateness.

16.1. **General Attire.**

Regardless of the intent, display of the following is inappropriate on campus:

- Clothing that is lewd, derogatory, and/or sexually suggestive
- Clothing that displays drugs, alcohol, tobacco products, satanic symbols, inappropriate language/symbols, and/or portrayal of a violation(s) of the CBU Standard of Student Conduct.
- Shoes must be worn at all times in academic areas, offices, and dining facilities

16.2. **Recreation Wear.**

In respect to the University's mission and purpose, as well as to support patron safety and hygiene and prevent equipment damage, Recreation Center patrons are required to adhere to the Recreation Center Attire Policy (see section 34.3. of this publication).

16.3. **Recreational Swimwear.**

- For females, swimwear must be a one-piece or tankini-style suit that covers the cleavage, bust, and midriff areas. Swimwear that consists of a rash guard and a tankini-style bottom is also acceptable. Thong, g-string, and high French-cut styles are not acceptable.
- For males, swimwear must be "boxer" style suits with at least a five (5) inch inseam and a nylon or mesh liner.
- T-shirts worn over any style of swimwear are permitted only in the shallow end of the pool.
- As necessary, University personnel and/or lifeguards will make decisions regarding compliance with the Swimwear Policy.

17. **EMERGENCY/HEALTH NOTIFICATION**

The Office of the University Registrar maintains Student emergency notification/contact information. Students are encouraged to visit the Office of the University Registrar in person or via InsideCBU at the beginning of each academic year (or as necessary, if needed) to verify and/or update emergency notification/contact information.

Students who are unable to attend class for multiple class sessions (typically, one [1] week or more), as the result of a family-, emergency-, or health-related issue, are encouraged to contact the Student Care Office. Upon receipt of notification and necessary documentation, if applicable, the Student Care Office will contact appropriate University Official(s) and/or department(s).

Students who miss coursework as a result of absence are responsible for contacting (as soon as circumstances permit) Faculty and making arrangements to complete outstanding coursework.

18. *INTENTIONALLY LEFT BLANK*

19. FUNDRAISING

Only officially recognized Student clubs and organizations are permitted to participate in fundraising activities on University Premises. All fundraising activities must be designed to support the University community or aid in the achievement of the University's goals and objectives. Student clubs and organizations desiring to engage in fundraising activities must submit a completed Student Fundraiser Request to the Community Life Office. Upon review by the Community Life Office, proposals are forwarded to the University Advancement Division. Student clubs and organizations may not engage in fundraising activities without prior written approval from the University Advancement Division.

Requests to engage in any fundraising activities must be submitted a minimum of four (4) weeks prior to the date of the proposed fundraising event.

- 19.1. General solicitation including, but not limited to, the distribution of promotional material(s) in any form is not permitted.
- 19.2. Off-campus solicitors are not permitted, without prior written approval University Advancement.
- 19.3. Failure to abide by the Fundraising Policy may result in Judicial Action which includes, but is not limited to, loss of privileges to engage in fundraising activities on University Premises.

20. GRIEVANCES

When possible, Students are encouraged to personally address the individual with whom an issue exists.

20.1. Academic.

- 20.1.1. Students who wish to dispute academic matters involving coursework or interactions with instructors should first discuss the matter with the instructor.
- 20.1.2. If the issue cannot be fully resolved with an instructor, Students may contact the Department Chair or Dean of the respective School or College.
- 20.1.3. If the issue cannot be fully resolved with the Department Chair or Dean, Students may submit the issue to the Dean of Academic Persistence and Support.
- 20.1.4. Additional information regarding academic-related disputes is available in the *University Catalog*.

20.2. Other.

- 20.2.1. Title-IX related matters should be reported directly to the Title IX Coordinator.
- 20.2.2. Students who wish to dispute other (non-academic) University-related matters should first discuss the matter with the respective Staff member.
- 20.2.3. For grievances involving Student Accounts or Financial Aid, Students may submit in writing to the Finance and Administration Office the nature of the grievance, and the Evidence upon which it is based.
- 20.2.4. For all other non-academic disputes, Students are encouraged to contact the Student Services Office.

21. HONOR CODE

Members of the California Baptist University campus community are expected to act in academic matters with the utmost honesty and integrity. Academic matters shall be defined as any activity that may affect a grade or in any way contribute toward the satisfaction of the requirements for graduation without reference to the focus of such activity.

Academic work is evaluated on the assumption that the work presented is the Student's own, unless designated otherwise. Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University.

21.1. Violations of the Honor Code include, but are not limited to, the following:

- 21.1.1. Using any unauthorized assistance in taking quizzes, test, or examinations;
- 21.1.2. Looking at or copying another Student's test or quiz answers;
- 21.1.3. Taking a test or quiz in part or in whole to use or to give to others;
- 21.1.4. Providing any unauthorized assistance or aid to others in writing papers, completing assignments, taking quizzes, tests, and/or examinations;
- 21.1.5. Using electronic communication equipment and/or any other unauthorized electronic device in completing assignments, taking quizzes, test, and/or examinations;
- 21.1.6. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- 21.1.7. Working with others on projects that are meant to be done individually;
- 21.1.8. Acquiring or attempting to acquire, without permission, tests or other academic material before such material is revealed or distributed by the instructor;
- 21.1.9. Invading or attempting to invade the administrative security maintained for the preparation and storage of quizzes, tests, and/or examinations;

- 21.1.10. The misrepresentation of papers, reports, assignments, or other materials as the product of a Student's sole independent effort, for the purpose of affecting the Student's grade, credit, or status in the University;
- 21.1.11. Copying information from a source without proper attribution;
- 21.1.12. Taking papers from other Students, publications, or the Internet, or the creation of papers or assignments in part or in full using artificial intelligence (AI) without proper citation. If use of AI is approved by the instructor, then the Student must include an acknowledgement statement noting which AI tools were used and stating that certain portion of the work the AI created. For example, "The title of this paper was generated using suggestions from ChatGPT.";
- 21.1.13. Failing to abide by the instructions of the proctor concerning test-taking procedures and/or engaging in behavior one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage including, but not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- 21.1.14. Offering for course credit one's own work that has previously been offered for course credit in another course (different course name and number), unless permission to do so has been secured from the instructor in whose course the work is being offered, prior to submission;
- 21.1.15. Committing or attempting to engage in fraud in the submission and/or presentation of coursework;
- 21.1.16. Influencing, or attempting to influence, any University Official, Faculty Member, Graduate Student, or employee responsible for processing grades, evaluating Students, or maintaining academic records, through the use of bribery, threats, forgery of authorization, or any other means of coercion in order to affect a Student's grade or evaluation;
- 21.1.17. Any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to course sign-in sheets and academic records including, but not limited to, late or retroactive change of course application forms (otherwise known as "add/drop forms") and late or retroactive withdrawal application forms. Alteration includes, but is not limited to, misuse of University documents pertaining to academic records by means of computer resources or other equipment;
- 21.2. **Reporting.** All violations of the Honor Code must be reported to the Student Services Office.
- 21.3. **Sanctions.**
 - 21.3.1. The Sanction(s) imposed upon a Student for violation of the Honor Code is handled at the discretion of the Faculty Member, in consultation with the respective dean, or designee.
 - 21.3.2. The minimum Sanction a Faculty Member may impose for violation of the Honor Code is loss of credit for the respective assignment/examination understanding that based on the seriousness of the violation, loss of a letter grade in the course or failure of the course in which the violation occurred may be appropriate.
 - 21.3.3. Cases involving a Student engaging in more than one (1) violation of the Honor Code while enrolled at CBU are referred to a Judicial Review Board. Sanctions imposed upon a Student who is determined to be responsible for more than one (1) violation of the Honor Code may include, but are not limited to, University Suspension or Expulsion. In such cases, Sanctions are handled on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.
- 21.4. **Appeals.**
 - 21.4.1. A Student has the right to appeal Sanctions imposed in cases related to violation of the Honor Code. Appeals of Honor Code violations must be submitted in writing to the Student Services Office within five (5) business days after a Sanction has been imposed.
 - 21.4.2. In respect to Honor Code appeals, Students must expressly indicate at least one (1) of the following exclusive grounds for appeal:
 - a. There is new and significant Evidence which has not yet been considered.
 - b. A contention the Sanctions imposed are not appropriate to the violation(s) of the Honor Code or may be excessive.
 - 21.4.3. Appeals based on the grounds that there is new and significant evidence that has not been considered are heard by a Judicial Review Board.
 - 21.4.4. Appeals based on the grounds that the Sanctions imposed are not appropriate to the violation(s) of the Honor Code or may be excessive are heard by a Student Academic Appeals Committee.
 - 21.4.5. With the exception of cases that involve University Suspension or Expulsion, decisions rendered by a Judicial Review Board are final.
 - 21.4.6. A Student who appeals a decision will be sent written notification of the progress of the appeal within ten (10) business days following the Hearing. The Student and Faculty Member will be sent written notification of final outcome of appeals. Sanction-related adjustments, if any, are determined by the respective department chair and/or dean.

22. PARENTAL NOTIFICATION

This Policy is in compliance with and supported by the 1998 amendment to the Family Educational Right to Privacy Act of 1974 (FERPA), which allows colleges and universities who receive federal Title IV funding to notify parents/guardians of dependent Students when a Student has been found responsible for violating university alcohol, drug, or weapons policies. This change was made because of the significant health and safety risks and consequences associated with underage alcohol consumption, drug use, and weapons possession. California Baptist University supports the concept that the Student, respective parents, and the University are engaged in a partnership in which each partner has the responsibility to promote a healthy and productive educational experience for the Student.

23. PETS

Pets (dogs, cats, etc.), whether or not the animal is on a leash, are not permitted on University property. This prohibition does not apply to Assistance Animals.

24. SALES

Third-party individuals and/or entities (e.g., bank and/or credit card companies) may not solicit services and/or engage Students in the solicitation of services and/or sales on University Premises without prior written approval from the Community Life Office.

Only officially recognized campus-based organizations are permitted to sell goods on University Premises. Sales must be directly linked to activities designed to support the University community or aid in the achievement of the University's goals and objectives.

Only officially recognized clubs and organizations desiring to offer product sales and/or services on University Premises must submit a written proposal to the Community Life Office. Student clubs and organizations may not engage in any sales and/or service-related activity without prior written approval from the Community Life Office.

Upon approval of a proposal from the Community Life Office, Student clubs and organizations must adhere to the following:

- 24.1. **Fundraising Requests.** A Fundraising Request Form must be submitted to and approved by the Community Life Office and University Advancement prior to engaging in any fund-raising ventures.
- 24.2. **On-Campus Sales.** On-campus sales must be limited to customers who are members of the campus community.
- 24.3. **General Solicitation.** General solicitation, including, but not limited to, general distribution of promotional material(s) in any form, is not permitted.
- 24.4. **Off-Campus Solicitors.** Solicitors from off-campus resources are not permitted.
- 24.5. **Non-Compliance.** Failure to abide by these guidelines may result in loss of privileges to offer product sales and/or services on University Premises.

25. SELF-DISCLOSURES/SAFE HARBOR

University services will be made available to any Student who, at any point in enrollment, contacts an authorized University Official to disclose a gambling, pornography, alcohol abuse, substance use, or substance abuse problem, if the self-disclosure is made:

- 25.1. Prior to Investigation of a suspected policy violation;
- 25.2. Prior to discovery of possession or use; or
- 25.3. In the case of Student athletes, prior to receipt of notification of their first-ever drug test, if applicable.

In response to such a disclosure, the University will prescribe an accountability/restoration process that may include, but is not limited to, assessment, required participation in an educational or substance/alcohol use/abuse program, counseling, drug testing, and/or assignment of a mentor.

Self-disclosure is not judicial in nature and will not be documented as such if the Student adheres to the prescribed accountability/restoration process. In the event the Student is a Student Leader or Student Representative, continuation of service or eligibility will be determined upon evaluation of the circumstances. Failure to comply with a prescribed accountability/restoration process may result in Judicial Action.

The Self-Disclosures/Safe Harbor policy does not apply to the possession of child pornography, which must be reported to law enforcement pursuant to California law.

TITLE IX

26. TITLE IX POLICY

University Commitment. California Baptist University ("CBU" and "University") is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in a setting that is free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex Discrimination (as defined in section 26.5.43.) violates an individual's fundamental rights and personal dignity. CBU considers Sex discrimination in all its forms to be a serious offense.

26.1. Title IX of the Education Amendments of 1972.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (20 U.S.C. § 1681). The Office of Civil Rights of the U.S. Department of Education defines Sexual Harassment under Title IX as consisting of "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services, or treatment protected under Title IX." To ensure compliance with Title IX, CBU has developed policies and procedures that prohibit Sex Discrimination in all of its forms.

26.2. **Title IX Statement on Non-Discrimination.**

CBU does not unlawfully discriminate on the basis of sex in its educational programs and activities. This Policy extends to employment with and admission to the University, as well as access to facilities, financial aid, and courses.

26.3. **Purpose of Policy.**

This Policy governs receipt and processing of reports, Complaints, Formal Complaints, Investigations, adjudication, appeals, and use of informal resolution in cases involving allegations of discrimination, harassment and/or related Retaliation based on a protected class (discrimination), including complaints made by University Officials, Students and/or third parties.

All Complaints, appeals, or reports of discrimination received by the University will be appropriately reviewed and addressed in accordance with this Policy. The University will respond to reports or Formal Complaints (as defined herein) of conduct prohibited under this Policy with measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in University-related programs or activities.

26.4. **Title IX Coordinator.**

The University's Title IX Coordinator oversees all reports, Complaints, and Formal Complaints of violations of this Policy, and coordinates the University's centralized response to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act (VAWA). The Title IX Coordinator's responsibilities include, but are not limited to:

- a. Overseeing and providing prompt, fair, and equitable resolution to all Title IX and VAWA Complaints and Investigations.
- b. Identifying and addressing patterns or systemic problems related to Title IX and VAWA.
- c. Meeting with members of the campus community regarding issues related to Title IX and VAWA, providing support, and serving as a resource.
- d. Coordinating training, education, and communication pertaining to Title IX and VAWA.
- e. Ensuring the University carries out Title IX and VAWA responsibilities.

Title IX Coordinator Contact Information

Celeste Wilcox
Title IX Coordinator
Eugene and Billie Yeager Center, Room D115
Email: TitleIXCoordinator@calbaptist.edu
Phone: 951.343.4948

26.5. **Key Definitions.** To provide clarity for all involved, the following definitions are provided for the purpose of this Policy:

- 26.5.1. **Actual Knowledge** – means notice of Sexual Harassment or allegations of Sexual Harassment to the University's Title IX Coordinator or any University Official who has the authority to institute corrective measures on behalf of the University.
- 26.5.2. **Advisor** – an individual selected by each Complainant and Respondent to provide guidance during the Investigation and resolution process and to conduct cross-examination when a Complaint is referred to a formal Hearing. An Advisor may be an attorney. The University may appoint an Advisor of its choice for a Complainant or Respondent for a Hearing if either party does not have an Advisor present. Advisors may not otherwise represent or speak for the party they are advising. Each party is allowed one Advisor.
- 26.5.3. **Appellate Authority** – an individual or panel responsible for rendering appeal decisions (e.g., Student Services Committee). The role of the Appellate Authority is to review the process by which an original decision was reached and render an appellate decision, consistent with the grounds for appeal. The Title IX Coordinator may not serve as an Appellate Authority in any case involving an allegation of discrimination or harassment based on sex.
- 26.5.4. **Coercion** – the act, process, or power of compelling a person to take an action, make a choice, or allow an act to happen that they would otherwise not choose or give Consent to.
- 26.5.5. **Complainant** – the individual(s) who is alleged to have been subjected to discrimination.
- 26.5.6. **Complaint** – an oral or written report of an alleged violation of this Policy. A Complaint may be filed by a Complainant, University Official or Student, or a third party. The Complaint does not have to meet the definition of a "Formal Complaint" (see below).
- 26.5.7. **Confidential** – communication that cannot legally be disclosed to another person without the Consent of the individual who originally provided the information, except under very limited circumstances such as allegations of elderly, disabled, or child abuse; an imminent threat of self-harm or harm to another person; or as required by law.
- 26.5.8. **Confidential Resource** – a University Official designated or permitted by the University to receive Complaints of discrimination and maintain confidentiality. Exceptions to confidentiality/privacy include reports of child abuse, abuse or neglect of disabled or elderly persons, or imminent threat of self-harm or harm to another person.

- 26.5.9. Consent – affirmative Consent is the basis of the analysis applied to unwelcome sexual contact. Lack of affirmative Consent is the critical factor in any incident of Sexual Misconduct. For purposes of this Policy, Consent must be “affirmative Consent” which is defined as conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure affirmative Consent is obtained from the other individual(s) engaging in the sexual activity. Lack of protest or resistance does not mean Consent, nor does silence mean Consent. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of Consent.
- Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
 - Consent is active, not passive. Consent must be mutually understandable. Silence cannot be interpreted as Consent.
 - Individuals who initiate sexual contact are responsible for fully understanding what the other individual(s) involved in the sexual contact want and do not want sexually.
 - Consent to one form of sexual activity does not imply Consent to other forms of sexual activity.
 - Previous relationships or Consent does not imply Consent to future sexual acts.
 - Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or Coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get Consent from another.
 - Effective Consent cannot be given by minors, mentally disabled individuals, or persons Incapacitated as a result of drugs or alcohol.
 - Individuals who engage in sexual activity with someone they know to be—or should know to be—mentally or physically Incapacitated (as defined in section 26.5.19. of this publication) are in violation of this Policy.
 - This Policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use, and/or distribution of any of these substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another Student for the purpose of inducing incapacity is a violation of this Policy. More information on these drugs can be found online at 911rape.org.
 - Use of alcohol or drugs will never function to excuse behavior that violates this Policy.
- 26.5.10. Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim (Complainant). The existence of such a relationship will be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition:
- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating Violence does not include acts covered under the definition of Domestic Violence. [34 U.S.C. 12291(a)(10)].
- Dating Violence is explicitly prohibited under this Policy. Aiding another in the commission of Dating Violence is also prohibited under this Policy. Dating Violence is a form of Sexual Harassment or Sex-Based Misconduct.
- 26.5.11. Designated Administrator – may be a University Official, an individual designated by the University, or a Hearing officer/panel but may not include a person with a clear conflict of interest (e.g., supervisor, subordinate, and/or family member of either party) or personal bias. The Designated Administrator cannot have served as an Investigator nor may they later serve as an Appellate Authority in the same case. Designated Administrators may consist of a single decision-maker (Hearing officer for formal Hearings) or a group of decision makers (Hearing panel for formal Hearings).
- 26.5.12. Domestic Violence – a felony or misdemeanor crime of violence committed by:
- a current or former spouse or intimate partner of the victim (Complainant);
 - a person with whom the victim (Complainant) shares a child in common;
 - a person who is cohabitating with, or has cohabitated with, the victim (Complainant) as a spouse or intimate partner;
 - a person similarly situated to a spouse of the victim (Complainant) under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - any other person against an adult or youth victim (Complainant) who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. [34 U.S.C. 12291(a)(8)].
- Domestic Violence is explicitly prohibited under this Policy. Aiding another in the commission of Domestic Violence is also prohibited under this Policy. Domestic Violence is a form of Sexual Harassment or Sex-Based Misconduct.
- 26.5.13. Educational Program or Activity – an “Educational Program or Activity” includes all of the University’s operations, including locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the alleged discriminatory behavior occurred, including any building owned or controlled by a student organization that is officially recognized by the University. Per Federal Regulations, this Policy applies to Educational Programs or Activities that occur within the United States; however, the University reserves the right to address Student behavior that is contrary to the Standard of Student Conduct, regardless of location.

- 26.5.14. Evidence – means everything that is used to determine or demonstrate the truth of an assertion.
- 26.5.15. Exculpatory Evidence – Evidence that would tend to support a finding that a Respondent did not commit the alleged Misconduct.
- 26.5.16. Formal Complaint – a document or electronic submission (such as by electronic mail or through an on-line portal provided for this purpose) filed by a Complainant, or signed by the Title IX Coordinator, alleging sex-based discrimination against a Respondent and requesting that the University investigate the allegation(s). The Formal Complaint must contain the Complainant’s physical or digital signature, or otherwise indicate that the Complainant is the person filing the Complaint. Alternatively, a Title IX Coordinator may sign a Formal Complaint but is not a Complainant or otherwise a party to the Complaint.
- 26.5.17. Hearing – a scheduled meeting held between a Student and a University Official, or panel of University Officials at the request of the University for the purpose of presenting, reviewing, and evaluating Evidence related to any current or potential Judicial Action.
- 26.5.18. Hostile Environment – a situation in which there is unwelcome, harassing conduct based on a legally protected class that is Severe, Pervasive, and Objectively Offensive (as defined below) enough to create a hostile (adverse, intimidating, and/or offensive) work, educational, or campus living environment as determined by a Reasonable Person (as defined below). The determination of whether an environment is “hostile” must be based on all of the circumstances, which may include the frequency of the conduct, the nature and severity of the conduct, whether the conduct was physically threatening or humiliating, and/or the mental or emotional effect of the conduct on the individual(s) subjected to the alleged discrimination.
- 26.5.19. Incapacitated – a state in which a person, due to a disability, the use of alcohol or drugs, being asleep, or for any other reason, is not capable of making rational decisions about Consent to sexual activity and recognizing the consequences of their decision.
- 26.5.20. Inculpatory Evidence – Evidence that would tend to support a finding that a Respondent is responsible for alleged Misconduct.
- 26.5.21. Informal Resolution – resolution of a civil rights complaint without the use of a formal Hearing. Informal Resolutions may or may not involve the establishment of findings of fact and the application of Sanctions.
- 26.5.22. Investigator – an individual appointed to conduct a formal Investigation to discover and examine the facts of an allegation and conclude if, based on the Preponderance of the Evidence, the allegation is substantiated, unsubstantiated, or if there is insufficient information. In Complaints involving allegations of sex-based behaviors, the Investigator will be limited to only reporting the Evidence collected during the Investigation, as well as issuing appropriate determinations surrounding credibility of Witnesses and Evidence.
- 26.5.23. Misconduct – an action or actions that violate published behavioral standards.
- 26.5.24. Objectively Offensive – Behavior that a reasonably prudent person would consider Offensive.
- 26.5.25. Offensive – actions that cause unreasonable harm or distress to another individual or group of people.
- 26.5.26. Persistent – conduct occurring frequently over an unspecified period of time.
- 26.5.27. Pervasive – conduct existing in or spreading over a large area of an activity or program over a period of time.
- 26.5.28. Preponderance of the Evidence – the standard of Evidence used for all determinations made under all University policies. Preponderance of the Evidence means that there is a greater than 50% chance that a claim is true, based on all the admitted evidence.
- 26.5.29. Private – that which affects, characterizes, or belongs to an individual person, as opposed to the general public. With respect to this Policy, Private means restricting information to those with a reasonable need to know.
- 26.5.30. Private Body Parts – a person’s breast, posterior (butt), groin, and/or genitals.
- 26.5.31. Quid Pro Quo Sexual Harassment – “this” for “that”; i.e., a University Official engaging in unwelcome sexual advances, requests by a University employee for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, the submission to or rejection of which may result in respectively favorable or adverse educational or employment action. Quid Pro Quo Sexual Harassment is explicitly prohibited under this Policy. Aiding another in the commission of Quid Pro Quo Sexual Harassment is also prohibited under this Policy.
- 26.5.32. Reasonable Person – a comparative standard based on one person’s assessment of an action, actions, or situation compared with how most persons might act or react based on similar circumstances. This standard considers the identities of an individual as well as the context of the actions being evaluated.
- 26.5.33. Remedies – actions taken to restore or preserve equal access to the University’s Education Program or Activity. Remedies may be disciplinary in nature and may burden the Respondent.
- 26.5.34. Reporter – an individual who observed or was made aware of an alleged violation and who provides an initial oral or written account of an alleged violation of this Policy.
- 26.5.35. Respondent – an individual who has been alleged to have engaged in discriminatory conduct as defined in this Policy.
- 26.5.36. Retaliation – intimidation, threats, Coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured under civil rights laws and regulations, because the individual has made a report or Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or Hearing. The exercise of rights protected under the First Amendment does not constitute prohibited Retaliation, nor does the filing of a mandatory report as required by applicable law. In addition, a University Official who files a mandatory report or charges an individual with making a materially false statement in the course of an investigation has not engaged in prohibited Retaliation. Retaliation is explicitly prohibited under this Policy. Aiding another in the commission of Retaliation is also prohibited under this Policy.
- 26.5.37. Sanction - restriction placed upon a Student as a direct result of behavior in conflict with the Standard of Student Conduct.

- 26.5.38. Severe – of sufficient seriousness to interfere with the rights, privileges, and legal activities of an individual, as well as actions that would be deemed by a Reasonable Person to be extreme or life- threatening.
- 26.5.39. Sexual Assault – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting system. A sex offense is any sexual act directed against another person without the Consent of the victim (Complainant), including instances in which the victim (Complainant) is incapable of giving Consent. These offenses are defined as:
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim (Complainant).
 - Fondling: The touching of the Private Body Parts of another person for the purpose of sexual gratification without the Consent of the victim (Complainant), including instances where the victim (Complainant) is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape: Sexual intercourse with a person who is under the statutory age of Consent.
- Sexual Assault is explicitly prohibited under this Policy. Aiding another in the commission of Sexual Assault is also prohibited under this Policy. Sexual Assault is a form of Sexual Harassment or Sex-Based Misconduct.
- 26.5.40. Sex-Based Misconduct – unwelcome conduct on the basis of sex that is Severe, Pervasive, and Objectively Offensive enough to create a work, educational, or campus living environment that a Reasonable Person would consider intimidating, abusive, or Offensive. Sex-Based Misconduct is explicitly prohibited under this Policy. Aiding another in the commission of Sex-Based Misconduct is also prohibited under this Policy. Sex-Based Misconduct includes, but is not limited to, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking Based on Sex.
- 26.5.41. Sex Discrimination – behaviors and actions that deny or limit a person’s ability to benefit from and/or fully participate in educational programs, activities, or employment opportunities because of a person’s sex. Examples of Sex Discrimination under Title IX include, but are not limited to, Sexual Harassment, Sexual Assault, Stalking Based on Sex, Dating Violence, Domestic Violence, failure to provide equal opportunity in education programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.
- 26.5.42. Sexual Exploitation – a situation in which an individual(s) takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, Sexual Exploitation could include such actions as secretly videotaping sexual activity, voyeurism, Stalking Based on Sex, invasion of sexual privacy, exposing one’s genitals or causing another to expose one’s genitals, and knowingly exposing another person to a sexually transmitted infection or disease. Sexual Exploitation is a form of Sex-Based Misconduct.
- Sexual Exploitation is explicitly prohibited under this Policy. Aiding another in the commission of Sexual Exploitation is also prohibited under this Policy.
- 26.5.43. Sexual Harassment – a form of Sex Discrimination. Unwelcome conduct on the basis of sex (of a sexual nature or otherwise): (1) by a University Official who conditions the provision of an aid, benefit, or service of the University on an individual’s participation in that unwelcome sexual conduct; or (2) determined by a Reasonable Person to be so Severe and Pervasive and Objectively Offensive that it effectively denies a person equal access to the University’s Education Program or Activity. Sexual Harassment also includes Sexual Assault, Dating Violence, Domestic Violence, or Stalking Based on Sex.
- 26.5.44. Stalking Based on Sex – engaging in a course of conduct directed at a specific person that would cause a Reasonable Person to:
- fear for the person’s own safety or the safety of others; or
 - suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. [34 CFR 668.46(a)]
- Stalking Based on Sex is explicitly prohibited under this Policy. Aiding another in the commission of Stalking Based on Sex is also prohibited under this Policy. Stalking Based on Sex is a form of Sexual Harassment or Sex-Based Misconduct.
- 26.5.45. Standard of Student Conduct – refers to the University’s Standard of Student Conduct set forth in the *Student Handbook*.

- 26.5.46. **Supportive Measures** – non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational or work environment, or deter Sexual Harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus or workplace, and other similar measures.
- 26.5.47. **Title IX Coordinator** – an employee designated and authorized to coordinate the University’s efforts to comply with its responsibilities under Title IX of the Education Amendments of 1972 Act (see section 26.4. of this publication).
- 26.6. **Grievance Process.**
- 26.6.1. **Complaints.** Anyone who experiences, observes, or becomes aware of alleged discrimination must promptly report the incident(s) to a University Official. If any individual reasonably believes that an incident constitutes Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking Based on Sex and that the incident is alleged to have been committed by or against a person who was a Student enrolled at the University, an Employee of the University, or an contractor of the University, at the time of the incident, the individual must promptly report the incident to the University’s Title IX Coordinator, or University-appointed designee. Students and third parties (including, but not limited to, anyone receiving services from the University, vendors, and Private business associates) are strongly encouraged to report the incident(s) promptly to the University’s Title IX office. When applicable, an alleged victim (Complainant) of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking Based on Sex is encouraged to go to a hospital for treatment and/or preservation of Evidence as practicable following an incident.
- 26.6.1.1. Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim (Complainant) of conduct that could constitute Sex Discrimination), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).
- 26.6.1.2. A University Official or Student is not required to report discrimination to a direct supervisor or to the alleged offender. The alleged offense may instead be reported to another University Official.
- 26.6.1.3. The report shall include all information concerning the incident known to the reporting person including whether a Complainant has expressed a desire for confidentiality in reporting the incident.
- 26.7. **Investigations and Adjudications.** Complaints of Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking Based on Sex will be processed under Title IX if all of the following apply:
- The University has Actual Knowledge of a notice of Sexual Harassment or a Complaint involving allegations of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking Based on Sex to the University’s Title IX Coordinator or any University Official who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge;
 - A Formal Complaint is filed by the Complainant or signed by the Title IX Coordinator;
 - The alleged behavior/conduct must have occurred against a person while in the United States;
 - At the time the Formal Complaint was filed, the Complainant was participating or attempting to participate in the University’s Education Program or Activity. This includes enrolled Students, Employees, and applicants for admission or employment at the University, and;
 - The alleged conduct meets the definition of Sexual Harassment as set forth in this Policy.
- 26.7.1. The burden of proof and the burden of gathering Evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties, provided that the University cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party’s voluntary, written Consent to do so for the grievance process.
- 26.7.2. In all investigations and in any Hearing, a presumption will exist that a Respondent is not responsible for the allegations until a determination is made at the conclusion of an adjudicatory process.
- 26.7.3. **Mandatory Dismissals** – If the conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined even if proved, did not occur in the University’s Education Program or Activity, or did not occur against a person in the United States, then the University must dismiss the Formal Complaint with regard to that conduct for purposes of Sexual Harassment under Title IX. Such dismissal does not preclude action under another provision of the University’s conduct standards.
- 26.7.4. **Discretionary Dismissals** – The University may also dismiss a Formal Complaint if the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw it, if the Respondent is no longer enrolled or employed by the University, or if specific circumstances prevent the University from collecting Evidence sufficient to reach a determination (for example, when the Complainant has ceased participating in the process; in certain fact-specific cases when the passage of time precludes the collection of sufficient Evidence; when Complainant’s identity is not known; or when the exact same allegations have already been investigated and adjudicated). Such dismissal does not preclude action under another provision of the University’s conduct standards.

- 26.7.5. Upon a dismissal required or permitted pursuant to this section, the University must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties. A party may appeal the dismissal as described in Appeals.
- 26.7.6. The University may consolidate Formal Complaints as to allegations of sex-based violations against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, when the allegations of Sexual Harassment arise out of the same facts or circumstances.
- 26.7.7. The University must provide a notice of allegations in cases involving sex-based violations, which include sufficient details known at the time, and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an Advisor of their choice who may be, but is not required to be, an attorney, and that they may inspect and review Evidence. The written notice must also inform the parties that they are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process. If in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that were not included in the original notice, the University must provide notice of the additional allegations to the parties whose identities are known.
- 26.7.8. The University must provide to each party names of persons whose participation in the investigation is invited or expected, written notice of the date, time, location, participants, and purpose of all Hearings, and documentation of investigative interviews and other meetings with sufficient time for the party to prepare for participation in a scheduled Hearing.
- 26.7.9. The University must provide an equal opportunity for the parties to present Witnesses, including fact and expert Witnesses, and other Inculpatory and Exculpatory Evidence; not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant Evidence; provide the parties with the same opportunities to have others with them during the grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the Advisor of their choice; and not limit the choice or presence of the Advisor in any meeting or grievance proceeding; however, the University may establish restrictions regarding the extent to which the Advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. Advisors who fail to adhere to established rules may be dismissed from the process at the discretion of the University.
- 26.7.10. After the final draft investigation report is prepared, the University must provide parties an equal opportunity to inspect and review any Evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the Evidence upon which the University does not intend to rely in reaching a determination regarding responsibility as well as Inculpatory or Exculpatory Evidence whether obtained from a party or other source, so that each party can meaningfully respond to the Evidence prior to the conclusion of the investigation. This includes sending to each party and each party's Advisor, if any, the final draft investigation report (with exhibits) subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) days to submit a written response, which the Investigative Authority will consider prior to final completion of the investigative report. Both the report and the collected Evidence will be unredacted to the extent allowed by law. Investigation reports should include a statement of the allegation(s), a listing of individuals interviewed including the dates of the interviews, all Inculpatory and Exculpatory Evidence collected in the investigation, credibility assessments (which may not be based on an individual's status as a Complainant, Respondent, or Witness), and a listing of relevant documents attached to the report as exhibits. Reports should not contain speculation, opinions, findings, decisions, or recommendations for Sanctions.
- 26.7.11. The Title IX Coordinator, or designee, will provide the final investigative report and exhibits to the parties. The parties will be provided a pre-Hearing conference to review the Hearing process as well as to explore any available options for Informal Resolution. The parties will be provided at least ten (10) business days to review the final investigative report and to respond in writing to the Title IX Coordinator, or designee, prior to the Hearing.
- 26.7.12. At any time prior to the adjudication of a Formal Complaint, the parties may seek Informal Resolution to resolve the Complaint (see Informal Resolution).
- 26.7.13. Administrative Conferences. If the Complainant, Respondent, and the University all agree on both the findings associated with the allegations and the Sanctions to be imposed, the Title IX Coordinator or Designated Administrator may reach a written resolution of the Complaint without a Hearing. The pre-Hearing conference may serve as the administrative conference. Administrative conferences are considered a form of Informal Resolution (see Informal Resolution).
- 26.7.14. If a Formal Complaint cannot be resolved through an informal process or if either the Complainant or the Respondent requests a Hearing, a formal live Hearing will be conducted by the Designated Administrator (a Hearing officer or Hearing panel). Under this option, the following rules apply:
- a. Unless waived by the parties, following the pre-Hearing conference the parties will be given a minimum of ten (10) business days' notice of any formal Hearing. The notice must include the date, time, and location of the Hearing, as well as instructions for those participating in Hearings through online means.
 - b. Within five (5) business days of the Hearing, parties will be required to identify Witnesses to be called at the Hearing, as well as to provide a brief written explanation of the information each Witness would be asked to provide, such that the presiding Hearing officer can determine their relevance. The presiding Hearing officer has the discretion to exclude from the Hearing Evidence/Witnesses/questions deemed irrelevant.

- c. Hearings will be closed to the public. The University shall create an audio or audiovisual recording, or transcript, of any live Hearing and make it available to the parties for inspection and review. Physical access to the recording or transcript must be provided upon request for the purpose of preparing an appeal following the Hearing.
- d. A Complainant and a Respondent at a Hearing must have an Advisor with them. In cases in which a party does not have an Advisor, the University will provide an Advisor to assist them in the Hearing process.
- e. Cross-examination of the Complainant, Respondent, and any Witnesses may not be conducted by the opposing party but must be conducted by their Advisor. Questions are to be directed to the presiding Hearing officer or Hearing panel chair, who will determine whether or not each question will be admitted into the Hearing. If a question is deemed repetitious or not relevant, the decision-maker(s) must explain the decision to exclude it. When parties are under cross-examination, Advisors may not answer on behalf of their respective party. Doing so could result in removal from the proceeding.
- f. Questions and Evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and Evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct, or if the questions and Evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent. The presiding Hearing officer makes final determinations on the relevance of questions and Evidence.
- g. The Office of General Counsel may also make available a legal advisor for the proceeding. The legal advisor may be present for the proceeding and the presiding Hearing officer may recess the proceeding and consult with the legal advisor as necessary.
- h. Attendance at a Hearing may be in person or may be conducted through remote means, provided that all parties and the presiding Hearing officer or Hearing panel can see and hear one another in real time during the course of the Hearing.
- i. If a Complainant, Respondent, or Witness is not in attendance at a live Hearing, the Hearing officer or Hearing panel may rely on the previously submitted statements of the absent party in reaching a determination, and may utilize all other Evidence, including Witnesses who interacted with the absent party. A Complainant, Respondent, or Witness statement may be utilized in a determination if that person refuses to submit to cross-examination at a live Hearing (updated per August 2021 Title IX Guidance).
- j. Hearing officers/Hearing panels cannot draw an inference regarding responsibility based solely on the absence of a party or Witness from the live Hearing or on the refusal to answer cross-examination or other questions.
- k. No Hearing officer or Hearing panel member can also serve as an investigative authority or Appellate Authority in the same Complaint.
- l. When a Hearing panel is being utilized to resolve a Complaint, either a voting chairperson or non-voting administrative advisor who does not serve on the panel shall oversee the live Hearing and deliberations and assist in the development of a finding of fact, decision rationale, and, when appropriate, a Sanction rationale in consultation with the panel members.
- m. Following the Hearing, the Hearing officer or Hearing panel will have three (3) business days to issue a decision letter. The decision letter must be sent simultaneously to both/all parties.
- n. Decision letters must include:
 - The identification of the allegations;
 - A description of the procedural steps taken from the receipt of a Formal Complaint through determination, including any notifications to the parties, interviews with parties and Witnesses, site visits, methods used to gather other Evidence, and Hearings held if any;
 - Findings of fact supporting the determination;
 - Conclusion regarding the application of the University's Standard of Student Conduct to the facts;
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary Sanctions the University imposes on the Respondent, and whether Remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided by the University to the Complainant, and;
 - The University's procedures and permissible bases for the Complainant and Respondent to appeal.
- o. If for any reason there is reasonable cause for the University to delay the issuance of the decision letter, the Designated Administrator, or designee, will communicate such information to all parties. .
- p. If a Student Respondent withdraws or graduates from the University pending the resolution of a Complaint, the process will continue, and the University will not issue a transcript on behalf of the Student until the conclusion of the process.

26.8. Sanctions

- 26.8.1. Judicial Sanctions or other actions that are not Supportive Measures may not be imposed on Respondents prior to a determination of responsibility except in cases meeting the requirements for removal on an emergency basis.
- 26.8.2. Remedies, which may be disciplinary or punitive in nature and may burden the Respondent, must be designed to restore or preserve the Complainant's equal access to the University's Education Program or Activity. The University shall describe or list the range of possible disciplinary Sanctions and Remedies that the University may implement following any determination of responsibility for any discrimination finding.

- 26.8.3. The Designated Administrator may decide Sanctions, if any, or may delegate the sanctioning decision to another authority within the University. Sanctioning decisions involving University Officials must be determined in consultation with the appropriate University Officials. The sanctioning authority may review an unredacted copy of the investigation report and exhibits.
- 26.8.4. Sanctions may have educational, restorative, and/or rehabilitative components for University Officials and/or Students. In addition, University Official Sanctions may have punitive components. Examples of Sanctions may include, but are not limited to, written Warning or reprimand, required training and/or counseling, “no contact” order, Student Conduct Probation, University Suspension, and employment dismissal and/or Expulsion.
- 26.8.5. Students found responsible for committing acts of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking Based on Sex, and/or any other Sex-Based Misconduct who are allowed to return to the University after a suspension of one year or more may be ineligible to: (i) serve as a Student Leader; and/or (ii) represent the University in any way (including intercollegiate athletics or other competitions, both on- and off-campus) in the absence of significant mitigating factors.
- 26.8.6. A University Official found to have Sexually Harassed or engaged in Sex-Based Misconduct (as defined by this Policy) of another member of the University will be subject to discipline up to and including termination of employment.
- 26.8.7. A Student or University Official will not be subject to discipline for reporting to the University, in good faith, an incident of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking Based on Sex at or near the time of the incident regardless of where the incident occurred or the outcome of the University’s disciplinary process regarding the incident, if any. This does not apply to a Student or University Official who reports their own commission or assistance in the commission of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking Based on Sex.
- 26.8.8. For Sex Discrimination Complaints, both the Complainant(s) and the Respondent(s) will be informed in writing of any and all Sanctions, except when to do so would violate state or federal law (e.g., Family Educational Rights and Privacy Act).
- 26.9. **Appeals.**
- 26.9.1. Appeal of Decision and/or Sanctions – Allegations of Sex Discrimination. With respect to allegations of Sex Discrimination, including Sexual Harassment and Sex-Based Misconduct, the Designated Administrator’s decision and the Sanction(s) imposed by the sanctioning authority can be appealed by the Complainant(s) and/or the Respondent(s) to the Student Services Committee, but only on the following bases, as applicable:
- a. Procedural irregularity that affected the outcome;
 - b. New Evidence, not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome. The new Evidence must be provided at the time of filing of appeal;
 - c. The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.
- 26.9.2. One appeal is permitted. The Student Services Committee’s decision on appeal is final.
- 26.9.3. The appeal will be confined to a review of the documentation and record of the investigation and Hearing as well as pertinent documentation regarding the grounds for appeal.
- a. The appeal does not create an entitlement to a new investigation or a full re-Hearing of the Complaint.
 - b. The appeal process for both the Complainant(s) and the Respondent(s) must be equitable, but not necessarily identical. The appeal must be filed within five (5) business days of notification of the original decision.
 - c. The appeals process carries a presumption that the original decision was correct unless a Preponderance of the Evidence demonstrates that one (1) or more of the conditions of the appeal are met, and that either or both parties was deprived of a fair process.
- 26.9.4. The University will notify the other party in writing when an appeal is filed and implement appeal procedures equitably for both parties. Parties will be given five (5) business days to review the appeal and submit any written response in support of or challenging the outcome to the Student Services Committee.
- 26.9.5. The Student Services Committee has ten (10) business days to reach a decision and provide it to the Complainant(s), the Respondent(s), and the Title IX Coordinator simultaneously to the extent possible.
- 26.10. **Informal Resolution**
- 26.10.1. At any time prior to the determination of a final decision, the parties may seek Informal Resolution to resolve the Complaint. The following conditions apply to Informal Resolution.
- a. Informal Resolution is a voluntary process. No party may be compelled to participate in Informal Resolution. Informal Resolution shall be initiated upon the written Consent of the parties.
 - b. Prior to an Informal Resolution, the parties will be provided with (a) written notice of the allegations; (b) the requirements of the Informal Resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and (c) the consequences of withdrawing from the informal process and resuming the formal process, including the records that will be maintained or could be shared.
 - c. Once a party agrees to participate in Informal Resolution, they may withdraw from the process at any time prior to a final agreement and resume the formal grievance process. Information shared in the Informal Resolution process may not be introduced into the formal process without independent Evidence.

- d. Once a final agreement is established through Informal Resolution, the Complaint may not return to the Formal Complaint process unless one or both parties fails to abide by any conditions established in the agreement. Informal Resolution format options include mediation and restorative conferences as well as other forms of facilitated dialogue.

26.11. **Training**

- 26.11.1. The University will provide appropriate training to University Officials with responsibilities under this Policy, including the Title IX Coordinator, Investigators, Hearing panel members, appeal panel members, and any individual who facilitates the Informal Resolution process.
- 26.11.2. Such training will cover the definition of Title IX Sexual Harassment, the scope of the University's Education Program or Activity, how to conduct an investigation and grievance process including Hearings, appeals, and Informal Resolution processes under this policy, as applicable, and how to serve impartially, including how to avoid prejudgment of the facts at issue, conflicts of interest, and bias.
- 26.11.3. The University will ensure that Hearing panel members receive training on any technology to be used at a Hearing and on issues of relevance of questions and Evidence, including questions and Evidence about the irrelevancy of Complainant's sexual predisposition or prior sexual behavior.
- 26.11.4. The University will ensure that Investigators receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant Evidence. These training materials are publicly available on the University's Title IX website and will be made available for in-person review upon request.

26.12. **Record Retention**

- 26.12.1. The University will maintain for a period of seven (7) years records of the following:
 - a. Each Title IX Sexual Harassment grievance process conducted under this Policy, including any determination regarding responsibility, any audio or audiovisual recording or transcript from a Hearing, any Sanction imposed on the Respondent, and any Remedies provided to the Complainant designed to restore or preserve access to the University's Education Program or Activity;
 - b. Any appeal and the result therefrom;
 - c. Any Informal Resolution and the result therefrom; and
 - d. All materials used to train University's Title IX Coordinators, Investigators, Hearing panel members, appeal panel members, and any individual who facilitates the Informal Resolution process with regard to Title IX Sexual Harassment.
 - e. Records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment.

In each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's Education Program or Activity. If the University does not provide a Complainant with Supportive Measures, then the University will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

26.13. **Special Provisions.**

- 26.13.1. **Attempted Violations.** In most circumstances, the University will treat attempts to commit any of the violations listed in this policy or in the Standard of Student Conduct as if those attempts had been completed.
- 26.13.2. **Immunity for Reporting Party(ies) and Witnesses.** The University community encourages the reporting of Sex Discrimination and Standard of Student Conduct violations. Sometimes, Reporting Parties are hesitant to report to University Officials because they fear that they themselves may be charged with policy violations (e.g., underage drinking at the time of the incident). It is in the best interest of this community that as many Reporting Parties as possible choose to report to University Officials. To encourage reporting, the University pursues a policy of offering Reporting Parties of Sex Discrimination and Sex-Based Misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the University will provide educational options rather than punishment in such cases.

An individual who participates as a Reporting Party or is a Witness in an Investigation of Sexual Harassment, Sexual Assault, Dating Violence, or Stalking Based on Sex will not be subject to disciplinary Sanctions for a violation of the Standard of Student Conduct and/or employee conduct policy at or near the time of the incident, unless the University determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

- 26.13.3. **Bystander Intervention.** The welfare of members of the CBU community is of paramount importance. At times, Students on- and off-campus may need assistance. The University encourages Students to offer help and assistance to others in need. Sometimes, Students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (e.g., a Student who has been drinking underage might hesitate to report Sex-Based Misconduct). The University pursues a policy of limited immunity for Students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.
- 26.13.4. **Parental Notification.** The University reserves the right to notify parents/guardians of dependent Students regarding any health or safety emergency or change in Student status or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent Students who are under age 21 of alcohol and/or drug policy violations. When a Student is not a dependent, the University will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The University also reserves the right to designate which University Officials have a need to know about individual conduct complaints.

26.14. **Time Limitations.**

In order to pursue action through CBU's grievance process, an aggrieved Student or employee should meet with the Title IX Coordinator as soon as possible after the alleged act of Sex Discrimination, harassment, violence, or Retaliation occurs to discuss the Complaint. In any case, there is no time limit for a Student to make a report. Employees who have experienced or witnessed conduct they believe is contrary to this policy have an obligation to make a report. An employee's failure to fulfill this obligation may affect personal rights in pursuing legal action. Timely reporting is necessary for employees.

26.15. **Cooperation with Law Enforcement.**

26.15.1. The University will comply with law enforcement requests for cooperation and such cooperation may require the University to temporarily suspend the fact-finding aspect of a Title IX Investigation while the law enforcement agency is in the process of gathering Evidence. The University will promptly resume its Title IX Investigation as soon as notified by the law enforcement agency that it has completed the Evidence-gathering process, which typically takes three (3) to ten (10) calendar days, although the delay in the University's Investigation may be longer in certain instances.

26.16. **Modification.**

California Baptist University reserves the right to modify this Policy to take into account applicable legal requirements or extraordinary circumstances. The University will review this Policy periodically to determine whether modifications should be made.

27. **TITLE IX EDUCATIONAL PROGRAMMING**

Because CBU recognizes Sex Discrimination as an important issue, the University offers educational programming to Students, Faculty, and Staff. Educational programming includes online training programs that help Students, Faculty, and Staff create a safe and healthy campus community where they take care of themselves, look out for one another, and make choices for the greater good.

In addition to distributing information regarding Sexual Harassment, Sexual Assault, Dating Violence, or Stalking Based on Sex, the Title IX Coordinator regularly meets with members of the campus community and conducts trainings that address a variety of topics including the definition of what constitutes Sex Discrimination; the causes of Sex Discrimination; myths involved with Sex Discrimination; the relationship between Sex Discrimination and alcohol use; what to do if assaulted; an explanation of the University Sex Discrimination policy; how to file charges within the University and/or with the local police department; men's issues and Sexual Assault; and campus community resources to assist Reporting Parties, Complainants, and Respondents.

28. **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. Education records are directly related to the Student and maintained by the institution. Student education records include, but are not limited to, academic records, financial records, conduct/judicial records, employment records, and medical records (including mental health records).

FERPA affords Students certain rights with respect to their education records. They are:

28.1. **Inspection and Review.** The right to inspect and review the Student's education records.

Students should submit to the University Registrar, a dean, head of the academic department, or other appropriate University Official, written requests that identify the record(s) they wish to inspect. Access will be provided within forty-five (45) days of the written request.

The University Official will make arrangements for access and notify the Student of the time and place where the records may be inspected. If the records are not maintained by the University Official to whom the request was submitted, the Official shall advise the Student of the correct official to whom the request should be addressed.

28.2. **Amendment Requests.** The right to request the amendment of the Student's education records the Student believes is inaccurate or misleading.

28.2.1. Students may ask the University to amend the record that they believe is inaccurate or misleading by writing the University Official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

28.2.2. If the University decides not to amend a record as requested by the Student, the University will notify the Student of the decision and advise the Student of the right to a Hearing regarding the request for amendment. Additional information regarding the Hearing procedures will be provided to the Student when notified of the right to a hearing.

28.3. **Disclosure Consent.** The right to consent to disclosures of personally identifiable information contained in the Student's education records, except to the extent that FERPA authorizes disclosure without consent.

28.4. **Disclosure Without Consent.** The University may disclose personally identifiable information contained in the Student's education records in certain circumstances. Most common examples include:

a. For school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of University-related duties. A school official has a legitimate educational interest if the office needs to review an education record in order to fulfill their professional responsibility; and

b. Upon request from another school. The University may disclose education records without consent to an official of another school in which a Student seeks or intends to enroll.

c. Directory Information. Another exception is where FERPA permits the University to disclose certain information (“Directory Information”) without the Student’s consent. Student “Directory Information” is information which is publicly available and includes the following:

- Name;
- Address;
- Email address;
- Telephone listing;
- Photograph;
- Date and place of birth;
- Major field of study;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees and awards received;
- Most recent previous educational agency or institution attended;
- Class level (such as freshman or junior);
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time);
- Eligibility for membership in registered University honoraria, degrees, honors, and certificates received or anticipated; and
- For Students appointed as fellows, assistants, graduate or undergraduate hourly employees, the title, appointing department, appointment dates, duties, and percentage time of the appointment.

All other information, including grades, class schedules, tuition charges/fees, grade point average, identification number, etc. is confidential and the access is restricted to those persons or agencies defined in FERPA.

28.5. **Complaints.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

28.5.1. The name and address of the office that administers FERPA are:

Student Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

28.6. To minimize risk of improper disclosure, judicial records are kept separate from academic records. Information from judicial files shall not be given to any unauthorized person.

28.7. In order to request release of information and/or records, Students must submit a completed Student Information Release Form. Release forms are available in the Office of the University Registrar.

28.8. If a Student does not wish to authorize the release of Directory Information, the Student must inform the Office of the University Registrar in writing. Restricting the release of Directory Information has other consequences. For instance, a FERPA restriction makes it difficult or impossible for potential employers to verify the Student’s enrollment, or to verify the fact that the Student has earned a degree from California Baptist University, and California Baptist University cannot notify the Student’s home town paper about awards and honors the Student received (e.g., Dean’s list).

NOTE: The above procedure shall not be available to challenge the validity of a grade given by a professor or any other decision of a University professor or official but only whether the recording of such grade or decision is accurate and complete.

29. TOBACCO POLICY

Possessing, using, or being under the influence of tobacco products (including, but not limited to, cigarettes, cigars, snuff, smokeless tobacco, and chew) or other substances that are smoked/inhaled to produce any effect (including, but not limited to, hemp, hookah, cloves, and synthetic tobacco) is not permitted on University Premises or at University-sponsored or supervised activities. This prohibition also includes, but is not limited to, the use of paraphernalia, electronic cigarettes, vapor devices, and other similar devices.

29.1. Violators are subject to Judicial Action.

29.2. Tobacco-related paraphernalia and devices may be confiscated and/or destroyed at the discretion of the University.

29.3. Students who serve as Student Representatives and/or Student Leaders are expected to abstain from the use of tobacco products (regardless as to whether classes are in session).

30. UNIVERSITY NAME, LETTERHEAD, AND LOGO

- 30.1. Use of the University Seal, letterhead, mascot, or any other University symbol (except for internal, on-campus use) requires prior written approval of the Vice President for Marketing and Communication or another duly authorized University Officer. Use of the University Seal requires authorization by the CBU Board of Trustees or designated University Officers.
- 30.2. Students may not under any circumstances use the name "California Baptist University" in any form or use any trademark, symbol, logo or graphic in any form by or associated with California Baptist University alone or together with the name "California Baptist University," which in the University's sole and absolute discretion is likely to cause confusion with any of the University's name, trademarks, symbols, graphics, and logos, without first obtaining the prior written consent of the Vice President for Marketing and Communication or another duly authorized University Officer.
- 30.3. Unauthorized use of the name "California Baptist University" or any other trademark, symbol, logo, or graphic used in any form by or associated with the University is a violation of University Policy and violators are subject to Judicial Action in addition to possible legal action.

31. VEHICLE CODE, BICYCLE OPERATION, AND PEDESTRIAN REGULATIONS

The right of California Baptist University to control traffic and parking on campus is conferred by the California Vehicle Code (CVC). The University Vehicle Code (CBUVC) is designed to ensure campus safety, aid the flow of traffic, and provide maximum parking availability. The Department of Safety Services (Department) has been given the responsibility and authority to administer the CBUVC.

31.1. Statement of Policy.

- 31.1.1. The operation of a motor vehicle, bicycle, skateboard, roller blades, or other mode of transportation on campus is a privilege granted by the University and not a right of any employee, Student, or visitor. Individuals who operate such conveyances on University property are required and agree to:
- Obey applicable portions of the CVC;
 - Obey University policy, rules, and regulations;
 - Obtain, read, and abide by the CBUVC;
 - Pay all fees and fines assessed for violations of the CBUVC;
 - Resolve all related CBUVC appeals and disputes via the CBUVC Appeals Process as stated in "Section 31.9. – Appeals" of this code;
 - Protect and hold harmless the University and its Students, officers, and employees from all claims arising from injuries to any persons or damage to property by reason of personal operation of any vehicle on University property;
 - Maintain applicable license, registration, and liability and property damage insurance for their vehicle as required by the CVC, and produce supporting documents upon request by Department employees or other University personnel;
 - Maintain vehicle in an operational condition while on campus (see section 31.5.5. – Prohibited Acts, letter I.).
- 31.1.2. All expenses incurred by the University pertaining to vehicles on campus are the responsibility of the permit holder, registered owner, or violator.
- 31.1.3. California Baptist University neither warrants the safety of vehicles nor assumes any responsibility for loss due to theft, vandalism, accident, damage, or any other cause whatsoever while the vehicle is on University property.
- 31.1.4. Citations for parking, moving, and/or policy violations may be issued at the time of the occurrence, posted on the vehicle, or mailed to the violator.
- 31.1.5. The CBUVC shall apply to any and all lands owned or leased by the University, as well as any location where a Student is engaged in a University activity.
- 31.1.6. Certain violations of the CVC may be cited by police officers employed by non-campus law enforcement agencies. Appeal of such citations must be made in accordance with the law and/or policy under which the agency employing the issuing officer operates.

31.2. Vehicles and/or Persons Subject to This Code.

- 31.2.1. Motor vehicles designed and licensed for operation upon the roadways of the State of California or other states of the United States of America may be operated on the campus of California Baptist University. The operation of motorized minibikes, pocket motorcycles, gas powered scooters, and/or other off-highway vehicles are not permitted on campus at any time.
- 31.2.2. Electric bikes, scooters, and skateboards may be operated on campus for transportation-related purposes only, except where expressly prohibited.
- 31.2.3. Human-powered conveyances including, but not limited to, bicycles, tricycles, unicycles, skateboards, scooters, roller skates, and roller blades may be operated on campus for transportation-related purposes only.
- 31.2.4. Persons walking upon or across any University-owned or operated sidewalk, roadway, or parking lot.

31.3. **Vehicle Registration.**

- 31.3.1. Vehicles operated on University roadways or other property must be registered with the Department within forty-eight (48) hours of first appearance on campus.
- The University does not charge a separate parking fee.
 - Commuter Students are not permitted to register (obtain a parking permit) for more than two (2) vehicles at any given time; however, only one (1) registered vehicle may be present on University Premises at any given time.
 - Residential Students are not permitted to register (obtain a parking permit) for more than one (1) vehicle at any given time.
 - Permit types are issued based on a student's status (See 31.3.5) at the time of registration and are issued for the duration of the academic year.
- 31.3.2. Parking permits are digital and will be assigned to the vehicle's license plate number.
- 31.3.3. Permits will not be issued without a valid CBU Card and/or confirmation of enrollment.
- 31.3.4. Parking permits are non-transferable; permits may not be transferred from one vehicle to another.
- 31.3.5. Permits are of seven (7) general types:
- Commuter Freshman – issued to incoming freshman commuter Students who have completed 29 or less units at the time of parking permit application submission. Commuter Freshman permits may require the permitted vehicle(s) to be parked in a specified parking area(s);
 - Commuter Sophomore+ – issued to returning freshmen and commuter Students who have completed 30 units or more (sophomore, junior, senior, or Graduate Student status) at the time of parking permit application submission. Commuter Sophomore+ permits may require the permitted vehicle(s) to be parked in a specified parking area(s);
 - Residential – issued to Students or other authorized persons permitted to park in a designated residential parking area(s). Resident permits may require that the permitted vehicle(s) be parked in a specified parking area(s);
 - Faculty – issued to members of the University Faculty to permit parking in specified parking areas;
 - Staff – issued to members of the University Staff to permit parking in specified parking areas;
 - Vendor – issued to authorized contract vendors to the University and the vendors' employees to permit parking in specified parking areas;
 - Special – issued to any member of the University community having an unusual or exigent need to park a vehicle in a general use parking area for a specific period of time, park a vehicle when the requester might not otherwise be entitled to park on University property, and/or to park a vehicle of unusual size or in need of repair. Special permits are valid for specific dates and only in the area for which they are issued.
- 31.3.6. Issuance of a parking permit does not guarantee availability of a parking space.
- 31.3.7. Bicycles must be licensed within forty-eight (48) hours of first appearance on campus.
- 31.3.8. Skateboards and human-powered scooters may request licensing but such license is not required. If licensing is requested, the license issued to bicycles will be utilized with the applicable information entered onto the licensing document.
- 31.4. **Rules of Operation.**
- Any person who operates any vehicle of any type whatsoever upon the property of California Baptist University shall comply with the regulations listed below.
- Obey all applicable laws of the State of California, City of Riverside, and the regulations of the CBUVC at all times.
 - Maintain and display current registration for the vehicle's state of residence at all times.
 - Obtain the applicable permit for the vehicle from the Department for the current year.
 - Obey all posted signs and painted markings regulating movement and/or parking of vehicles at all times.
 - Operate the vehicle only on roadways designated for vehicular travel.
 - Abstain from operating a gas or electric powered motor vehicle, including a bicycle, skateboard, scooter, or other conveyance, upon any sidewalk, pedestrian walkway or path, in any landscaped area, or within any building. This prohibition does not apply to a motorized wheelchair or mobility device manufactured by a commercial maker and intended solely to assist handicapped/disabled persons.
 - Abstain from operating any bicycle, skateboard, scooter, or other human-powered, gas-, or electric-powered conveyance within or upon any parking structure. This prohibition does not apply to a motorized wheelchair or mobility device manufactured by a commercial maker and intended solely to assist handicapped/disabled persons.
 - Travel at a speed safe for conditions but never faster than fifteen (15) miles per hour on any vehicle roadway or at a lower speed as posted within any University-owned parking area.
 - Yield the right of way to pedestrians at all campus locations, including, but not limited to, marked crosswalks, unmarked crosswalks at intersections, and within parking lots.
 - Enter or exit parking lots only at designated entry/exit roadways.

- 31.4.11. Obey the verbal or visual signal direction of any member of the Department or other University Official relating to movement or parking of vehicles upon University-owned property.
- 31.4.12. Obey any temporary traffic-control device, including, but not limited to, cones, delineators, barricades, or other approved device, placed by the Department (or as directed by a University Official) for the specific purpose of routing vehicular traffic away from established traffic flow patterns.
- 31.4.13. Abstain from any and all forms of vehicle or transport exhibition, demonstration, and/or acrobatics of any type whatsoever unless approved in advance by the Department in a process to be determined by the University.
- 31.4.14. Operate bicycles, tricycles, and/or unicycles only on roadways designed for vehicular travel or pedestrian walkways where the operation of such conveyances has not been previously prohibited by sign or marking. All other human-powered conveyances may be operated only upon pedestrian walkways, or while crossing roadways, unless the operation of such conveyances has been previously prohibited by sign or marking. Such conveyances shall not be operated inside of any University building, classroom, laboratory, library, or other structure whatsoever unless approved in advance by the Department. These conveyances may not be parked or stored within any structure unless such parking/storage has been previously approved by the University in the form of policy, announcements, signs, or markings.
- 31.5. **Stopping, Standing, and Parking.**
- 31.5.1. To provide clarity for all involved, the following definitions are provided for the purpose of this Policy:
- Stopping is the act of halting an occupied motor vehicle, with the engine running, in a specific place for any period of time.
 - Standing is the act of stopping an occupied motor vehicle, whether the engine is running or not, in a specific place for any period of time.
 - Parking is the act of leaving an unoccupied motor vehicle in a specific place for any period of time.
- 31.5.2. **Authorized Markings.** Parking spaces are designated by the University through a combination of signs and/or painted markings.
- Red curbs designate areas where stopping, standing, or parking is prohibited.
 - Red curbs with accompanying print on curb or sign stating "Fire Lane" designate areas where stopping, standing, or parking is prohibited.
 - Yellow curbs designate areas where stopping, standing, and/or parking are permitted for no more than twenty (20) minutes for the specific purpose of loading or unloading of freight or passengers from the vehicle.
 - White curbs designate areas where stopping, standing, and/or parking are permitted for the period of time reasonably necessary to load or unload passengers.
 - Green curbs designate areas where stopping, standing, and/or parking are permitted for the period of time specified on the curb marking or adjacent signage for any otherwise legitimate purpose.
 - Any combination of signage and/or painted markings including the display of the word "Reserved," whether in conjunction with any other words or numbers, may be used to designate a specific parking space to a specific individual or use.
 - Blue curbs or parking spaces with adjacent signage designate areas where vehicles displaying handicapped/disabled placards, license plate(s), and/or stickers issued by any state, province, or other recognized political jurisdiction may park.
- 31.5.3. **University Discretion:**
- The University, at its sole discretion, may designate by markings and/or signage, the use or non-use of any area for parking of motor vehicles or other conveyances.
 - The University may, at any time and solely at its discretion, install markings or signage changing the established use of any curb, marked parking space, or other area to a new usage for any period of time whatsoever.
- 31.5.4. Motor vehicles may be parked within any University-marked parking space, designated for that type of vehicle.
- Marked parking spaces may be utilized by any non-prohibited motor vehicle that fits completely within the outline of the space.
 - Each vehicle shall be parked completely within the space provided; no part of the vehicle shall protrude over any of the lines establishing the space into any adjacent space or area.
 - A vehicle that does not fit completely within a marked parking space may be issued a "Special Parking Permit" and, upon issuance, shall be entitled to occupy as many parking spaces as reasonably necessary to accommodate that vehicle.
 - Only two- (2) or three- (3) wheeled motorcycles may park in spaces designated for "motorcycle parking."
 - Vehicles displaying handicapped/disabled person license plates, placards, and/or stickers issued by any state, province, or other recognized political jurisdiction may stop, stand, or park in any space designated for handicap/disabled, general, or time-limited space (green curb) without regard to the time limit applicable thereto.
- 31.5.5. **Prohibited Acts.**
- No vehicle shall park anywhere on any property owned by the University except in a marked parking space or in a space otherwise authorized by the Department.
 - No vehicle shall park in any area designated by sign or red curb as "No Parking."
 - No vehicle shall stop, stand, or park in any area designated by sign or red curb as "Fire Lane No Parking."

- d. No vehicle shall stop, stand, or park in any area designated by sign or yellow curb as a "Freight Zone" except to load or unload freight or passengers and in no event for more than twenty (20) minutes.
- e. No vehicle shall stop, stand, or park in any area designated by sign or white curb as a "Passenger Zone" except for the period of time reasonably necessary to load or unload passengers.
- f. No vehicle shall park in any area designated by sign or green curb as a "Time Limited Zone" for longer than the period established for that space or area.
- g. No vehicle shall stop, stand, or park in any space designated as "Reserved" unless assigned to that specific space by the Department or a University Official.
- h. No vehicle shall stop, stand, or park in any space designated for "Visitor Parking" unless the person operating and/or in control of that vehicle is conducting business with the University and is not a Student, Faculty member, Staff member, or contract employee.
- i. No vehicle shall stop, stand, or park in any space designated by signs and/or markings for the use of handicapped/disabled persons unless that vehicle displays a valid handicapped/disabled placard, license plate(s), and/or stickers issued by any state, province, or other recognized political jurisdiction authorizing the parking of such vehicle.
- j. No vehicle shall park in any parking lot where the parking of that vehicle or class of vehicles is excluded from that lot by type of permit or signage.
- k. No vehicle shall stop, stand, or park in any manner whatsoever as to obstruct the entry/exit to any University-owned parking area, parking space, facility, and/or building, or the opening or closing of any gate.
- l. Neither repairs nor routine maintenance procedures may be performed on a vehicle parked on campus. Vehicles requiring repair shall be removed and repaired off-campus.

31.5.6. **Bicycles.**

- 31.5.6.1. Use and Storage. Bicycles must be registered with the Safety Services Department and stored in racks or approved bicycle storage areas. Bicycles may not be stored in rooms, apartments, hallways, walkways, stairwells, residence hall bathrooms, or on balconies.
- 31.5.6.2. Bicycles must be removed from racks and approved storage areas at the conclusion of each academic year.
- 31.5.6.3. Bicycles that remain in racks and/or storage areas at the conclusion of each academic year will be removed.
- 31.5.6.4. The University may dispose of bicycles not claimed within thirty (30) days from the date of removal, at its discretion.
- 31.5.6.5. Parking. No bicycle shall be left parked on any property owned by the University:
 - a. In any area where signs prohibit the parking of bicycles;
 - b. In any area or attached to any rack designated for parking of other types of vehicles or conveyances;
 - c. Within or attached to any stairwell;
 - d. During the summer recess, unless the owner is currently enrolled in summer classes or authorized to reside in University-owned housing; or
 - e. In a condition where parts necessary for operation are missing. For the purposes of this section, such parts include but are not limited to handlebars, seat, pedal(s), wheel(s), tire(s), chain, or any combination thereof.
 - f. No bicycle shall be left in a bike rack or left unattended in the same location in excess of 30 days. Bicycles left in the same location in excess of thirty (30) days will be considered abandoned.
- 31.5.6.6. Any bicycle found in violation of these "Additional Rules for Bicycle Parking" is subject to immediate removal and storage at the bicycle owner's expense. To facilitate this removal, locks securing the bicycle will be cut without reimbursement to the owner. Any bicycle removed under this section will be available to be reclaimed by the owner for a period of not less than ten (10) nor more than thirty (30) calendar days.

31.6. **Other Offenses.**

- 31.6.1. Any vehicle equipped with an anti-theft/burglar alarm must utilize an automatic reset feature capable of silencing the alarm without human intervention/action within five (5) minutes of activation unless an actual, visible, or demonstrable intrusion has occurred.
 - a. A vehicle anti-theft/burglar alarm sounding for more than five (5) minutes without resetting, except in case of actual, visible, or demonstrable intrusion, is deemed to be a nuisance and is subject to citation and/or towing at the vehicle owner's expense.
 - b. Within residential parking areas of the University or parking areas adjacent to any primarily residential area, a vehicle sounding three (3) or more alarm activations, regardless of duration of the individual activations, during any continuous twenty-four (24) hour period is deemed to be a nuisance and is subject to citation and/or towing at the vehicle owner's expense.
- 31.6.2. Any vehicle not displaying evidence of current registration for the state, province, or political jurisdiction of residence, appearing to be abandoned, inoperable, undergoing repair, left in an unsafe condition (i.e., supported by jacks, blocks, etc.), or undergoing repair beyond the time limit established by any issued Special Permit is subject to citation and/or towing at the vehicle owner's expense.
- 31.6.3. Any vehicle emitting amplified sounds that can be discerned in any manner whatsoever at a distance of twenty (20) feet or more from the point of origin (e.g., exhaust systems, music, bass sounds, and/or verbiage) is subject to citation.

- 31.6.4. Any vehicle stopped, standing, or parked in such a manner as to obstruct entrance to or exit from, or the free flow of other vehicles within or upon, any parking area, aisle way, or roadway is deemed a traffic hazard and is subject to citation and/or towing at the vehicle owner's expense.
- 31.6.5. No person shall place, deposit, dump, or spill any refuse, garbage, debris, or hazardous or other material upon the grounds of the University, except in designated receptacles.
- 31.6.6. No person shall place or cause to be placed any dumpster, storage container, or any similar object/device upon any University-owned property without first obtaining a permit from the Department of Safety Services. Containers placed in violation of this section will be removed and the costs of removal billed to the person responsible for the placement.
- 31.6.7. No person shall walk upon or across any roadway or parking lot where sign(s) and/or pavement marking(s) prohibit such act(s).
- 31.6.8. No person shall walk on or across any roadway, whether or not pedestrian traffic is permitted in such area, unless it is safe to do so. As used in this subsection, "safe to do so" means there are no vehicles approaching within such close proximity to the pedestrian that emergency stopping measures or other evasive actions are necessary to avoid striking the pedestrian.
- 31.6.9. No person shall possess or ride upon any device commonly referred to as a hoverboard or a device of similar use/function on any University sidewalk, roadway, or common area or within any University-owned or managed building or facility. Hoverboards include, but are not limited to, any internal battery-powered transportation device consisting of a board with wheels affixed at both ends and controlled by the rider while standing upon the board by shifting their body weight in the desired direction of travel.
- 31.6.10. No person shall possess or ride upon any rideshare or app-based scooter, regardless as to whether the device is owned by an individual or shared-use mobility company, on any University sidewalk, roadway, or common area or within any University-owned or managed building or facility.
- 31.7. **Issuance of Citations.**
- 31.7.1. Citations may be issued to any vehicle or person who violates a rule, regulation, or policy of the CBUVC.
- 31.8. **Fines, Fees, & Penalties.**
- 31.8.1. Fees, fines, and penalties are established by the University and are not governed in any way by the Department.
- 31.8.2. The University may, at its sole discretion, increase by fifty percent (50%) the fine assessed against any Student who receives, or whose vehicle is the subject of, three (3) or more citations, whether repeat offenses or not, issued pursuant to the CBUVC within any period of six (6) consecutive months. Additionally, the University may, at its sole discretion, suspend the driving and/or parking privileges of such persons.
- 31.9. **Appeals.**
- 31.9.1. Any person issued a citation under the authority of the CBUVC may contest the violation(s) alleged thereon by completing and submitting an appeal, within five (5) business days of issuance of the citation.
- 31.9.2. Appeal Forms must be submitted online through InsideCBU by clicking on the Safety Services tab and then clicking on "Citation Appeal" (located under the "Department Information" heading). Appeal Forms may be accessed online through InsideCBU, using the citation appeal portal found in the Safety Services tab.
- 31.9.3. The Safety Service Officers will not after issuance withdraw, cancel, adjust, or otherwise interfere with the procedures established for processing of citations; however, Officers may, in the interest of justice, recommend dismissal of a citation upon determining sufficient facts exist to warrant such action.
- 31.9.4. Citations issued by Safety Service Officers may be appealed to the Safety Services Department Leadership. For the purpose of this policy "Safety Services Department Leadership" shall be defined as the Director of Safety Services and/or Assistant Director(s) of Safety Service).
- 31.9.5. Appeals decisions rendered by Safety Services Department leadership may be appealed to an Associate Vice President for Student Services.
- 31.10. **Plug-in Electric Vehicles.**
- 31.10.1. California Baptist University provides ChargePoint® charging stations for plug-in-electric vehicles (PEV) in the following areas:
- College Park Apartments
 - Facilities and Planning Services, Bldg. 37 (located at the corner of Magnolia Avenue and Wayne Court)
 - Health Science Campus
 - Lancer Arms Apartments
 - Magnolia Crossing Apartments
 - Parking Lot 4 (located adjacent to The Cottages, The Village @ CBU, and University Place Apartments)
 - The Colony @ CBU Apartments
- 31.10.2. In order to use a ChargePoint® station, users must download the ChargePoint® app, which is available at the [Apple App Store](#) and on [Google Play](#), and create an account.
- 31.10.3. An interactive map of charging station locations, as well as information regarding charging rates and the forms of payment accepted by ChargePoint®, are available on the ChargePoint® app.

- 31.10.4. The use of ChargePoint® charging stations is limited to four (4) hours per day, per PEV.
- Spaces designated for PEV charging may only be occupied while a vehicle is being charged.
 - Vehicles that remain in spaces designated for PEV charging for more than four (4) hours will be cited.
- 31.10.5. Charging stations are available on a first-come, first-served basis for all users.

CAMPUS RECREATION

32. INTRAMURAL SPORTS

California Baptist University is committed to the overall educational experience. Recreational sports play an integral part in this experience in the following ways:

- Encourage Students to work together in pursuit of individual and team goals;
- Provide Students an enjoyable way to interact with others;
- Offer Students avenues to relieve stress or anxiety; and
- Help Students begin an attitude of lifelong physical fitness.

The University's intramural sports program maintains a full schedule of athletic and recreational activities throughout the academic year. Activities include a variety of seasonal competitions between organized teams, tournaments, individual competitions, and non-athletic events.

32.1. **Programs.** Examples of intramural sports programs are listed below. Programs may vary from year to year and are subject to change without notice.

3-on-3 Basketball	Ping Pong
Basketball	Sand Volleyball
Cornhole	Soccer
Dodgeball	Softball
Flag Football	Spikeball
Frisbee Golf	Volleyball
Pickleball	Wiffleball

32.2. **Rules and Regulations** are strictly enforced to ensure a fair, consistent, and enjoyable recreational sports program. Participants are responsible for abiding by the following rules and regulations:

- 32.2.1. Only Students may participate in the intramural sports program. University Officials are ineligible to participate in the intramural sports program.
- 32.2.2. Students may not participate in the Championship league and the Non-Competitive league for the same sport.
- 32.2.3. Students who participate on an athletic team at the collegiate level are ineligible to participate in intramural sports, with the exception of Esports.
- Requests for exceptions to this policy must be submitted in writing to the Sr. Director of Campus Recreation, who will review the request with the respective athlete's head coach and the Vice President for Athletics. Students will receive a written response regarding the decision rendered.
 - Students who participate on an athletic team at the collegiate level may serve as a coach for an intramural team.
- 32.2.4. Students who formerly participated on an athletic team at the collegiate level are ineligible to participate in any variation of the same sport at the intramural level for a period of twenty-four (24) months after said participation has ended but are encouraged to participate in other recreational sports activities. Students who have undergone the NCAA eligibility process through the CBU Athletics Department and/or been named on a roster at another institution are considered a member of a collegiate team.
- 32.2.5. No more than one-third (1/3) of any given team may be comprised of Students who formerly participated on an athletic team at the collegiate level.
- 32.2.6. No more than one-third (1/3) of team members participating on a playing field/court/surface at one time may be comprised of Students who formerly participated on an athletic team at the collegiate level.
- 32.2.7. If special circumstances arise, the Sr. Director of Campus Recreation determines eligibility. Appeals must be submitted in writing.
- 32.2.8. Teams are traditionally selected by one (1) of the following methods:
- Individual Sign-Up – Students who desire to participate must sign up online at intramurals.calbaptist.edu. Team rosters are then created from the sign-up list.
 - Team Sign-Up – Students who wish to compete together sign up as a team, regardless as to where they reside.
- 32.2.9. Any team playing with an ineligible player will forfeit all games in which the ineligible player has participated.

- 32.2.10. Profanity in any form is not permitted.
 - a. First offense – personal foul.
 - b. Second offense – immediate loss of the privilege to participate in the respected event.
 - c. Third offense – immediate loss of the privilege to participate in any intramural sport as well as Judicial Action as deemed appropriate by the Sr. Director of Campus Recreation or designee.
- 32.2.11. Degrading statements directed toward the opposition or officials are prohibited.
- 32.2.12. Equipment rules including, but not limited to, the following must be observed.
 - a. Metal cleats may not be worn during any activity; molded rubber cleats are permissible.
 - b. Only non-marking basketball or tennis shoes may be worn on the gym floor.
 - c. Mouth pieces must be worn while playing flag football.
 - d. Shin guards must be worn while playing soccer.
 Additional rules may apply to specific sports.
- 32.2.13. Fighting will result in immediate expulsion for the season. Students who engage in fighting are also subject to Judicial Action, as deemed appropriate by the Sr. Director of Campus Recreation or designee.
- 32.2.14. Players and spectators who are expelled from an event must leave the vicinity immediately. Failure to do so may result in game forfeiture and/or suspension from all recreational activity for a stated period of time.
- 32.2.15. Grievances must be submitted in writing to the Sr. Director of Campus Recreation within three (3) days of occurrence of the stated grievance.
- 32.2.16. A five- (5) minute grace period is given from the scheduled beginning time of all games. Teams that are unable to field the minimum number of required players within the five- (5) minute grace period will forfeit, and the game will be recorded as a loss.
- 32.2.17. Teams that forfeit more than three (3) scheduled games during any given sport will lose the privilege to participate in the respective sport.
- 32.2.18. Recreation Staff and officials/referees will not officiate forfeited events.
- 32.2.19. Teams are responsible for the conduct of players and respective spectators.
- 32.2.20. Decisions made by officials/referees and Recreation Staff are final.
- 32.2.21. Teams are responsible for abiding by the rules of events; captains are given a set of rules at the beginning of each season.
- 32.2.22. Grievances related to ineligible player participation are permitted. Grievances must be submitted in writing to the Recreation Office.
- 32.2.23. Teams are ranked according to win-loss records. Typically, the top four (4) or eight (8) teams compete in play-offs with the winners competing for the championship.

33. OUTDOOR ADVENTURE

Campus Recreation offers Traditional Students a wide range of opportunities through the Outdoor Adventure program, which include single-day experiences, overnight trips, and week-long excursions. In addition, Campus Recreation provides various resources to Students and University Officials, such as Rec Rentals and trip planning resources.

- 33.1. **Programs.** Examples of Outdoor Adventures are listed below. Activities may vary from year to year and are subject to change without notice.

Backpacking	Kayaking
Camping	Mountain Biking
Canoeing	Rock Climbing
Fishing	Snowboarding
Hiking	Surfing
- 33.2. **Eligibility.** Outdoor Adventure trips are available to Traditional Students.
- 33.2. **Sign-Ups.** Due to the nature of the programs offered, group size is typically limited and advanced sign-up is required.
- 33.2.1 Sign-ups, which occur at the Rec Rentals Office, are based on a first-come, first-served basis (times and dates are advertised in advance).
- 33.2.2 A valid CBU card, payment, and completed trip-specific liability form are required at the time of sign-up.

34. RECREATION CENTER

The Recreation Center is a state-of-the-art fitness and recreation facility. The Recreation Center offers members of the campus community a wide range of personal fitness and group exercise opportunities. This facility is equipped with a number of recreation features including a cardio and weight room, fitness suite, racquetball courts, a gymnasium with basketball and volleyball courts, group exercise rooms, a rooftop track and soccer field, men's and women's locker rooms, and lounge spaces located throughout the facility.

34.1. **Eligibility.** Members of the campus community who desire to use the Recreation Center must complete a Recreation Center Liability Waiver. Waivers are available at the front desk of the Recreation Center. Students who have not yet reached the age of 18 must have a parent or legal guardian sign the waiver. In addition to having a current Recreation Center Liability Waiver on file, one (1) of the following eligibility requirements must be met in order to use the Recreation Center:

34.1.1. Current Student, Faculty member, or Staff member; or

34.1.2. Spouse of a current Student, Faculty, or Staff member who has obtained a valid dependent ID card.

34.2. **General Information.**

34.2.1. A valid CBU Card must be presented upon entering the Recreation Center.

34.2.2. Equipment is available for single-day use and is checked out on a first-come, first-served basis. If equipment is damaged, lost, or stolen, the person who checked out the equipment will be assessed either a repair or replacement fee. A full list of available equipment as well as repair and replacement fees are available at the Recreation Center front desk.

34.2.3. Food, beverage, gum, and glass containers are not permitted in any Recreation Center activity area. Re-sealable, plastic, personal water bottles are permitted.

34.2.4. Photography and video recording including, but not limited to, the use of a camera, cell phone, and/or Google Glass™ or similar device is not permitted in the Recreation Center. Exceptions must be approved by the Sr. Director of Campus Recreation.

34.3. **Attire.** In respect to the University's mission and purpose as well as to support patron safety and hygiene and prevent equipment damage, Recreation Center patrons are required to adhere to the following dress code:

- a. Tops must fully cover the chest, back, and torso and must reach past the wearer's waist.
- b. Bottoms must be long enough to fully cover the wearer's buttocks and upper thigh.

WHAT TO WEAR



WHAT NOT TO WEAR



- c. Apparel may not display drugs, alcohol, tobacco products, satanic symbols, or inappropriate language and/or symbols.
- d. Jeans, cut-offs, clothes with rivets, or other clothing items that may potentially damage equipment are not permitted.
- e. Closed-toed and closed-heeled athletic-style shoes with non-marking soles, must be worn at all times. Crocs, flip flops, boots, metal cleats, and bare feet are not permitted.

34.3.1. The Recreation Center Staff has authority in all decisions related to particular safety practices, potential facility or equipment damage, or noncompliance with facility guidelines or Staff requests. This includes the authority to immediately modify, limit, or discontinue any activity. The Recreation Staff reserves the right to refuse service to any participant who violates any Policy or engages in verbal or physical abuse. Failure to abide by Recreation Center policies or directions of Recreation Staff may result in suspension of Recreation Center privileges and may result in Sanctions for violation of the Standard of Student Conduct as set forth in CBU's *Student Handbook* and/or constitute grounds for discipline under the CBU Employee Manual, as the case may be.

35. REC RENTALS

The Campus Recreation Department offers Students, Faculty, and Staff access to top-quality outdoor equipment on a rental basis.

35.1. **Rental Policies.**

35.1.1. **Eligibility.** Equipment items (as listed below) are available for rental only to CBU Students, Faculty, and Staff with a valid CBU Card. A Renter is only permitted to rent one (1) of each item at a time. Rental equipment is not permitted for departmental use.

35.1.2. **Rental Payment.** The rent ("Rent") and applicable deposit shall be due in its entirety upon equipment reservation to the Rec Rentals Office during normal business hours (see hours below).

- 35.1.3. Deposits. All Renters will be required to place a credit card security deposit for each item rented. The deposit will not be applied unless the Renter refuses to pay applicable late, damage, repair, or replacement fees.
- 35.1.4. Late Fees. A late fee of twice the daily rate will be charged for each day an item is overdue. Late fees will not be waived. Items more than one (1) week overdue will be considered lost and the Renter will be charged for the replacement cost of such item.
- 35.1.5. Responsibility. The Renter is responsible for the equipment checked out and for its return in proper condition. Renters must return their own equipment and shall not trade equipment with others. Equipment must be returned clean, dry, and in good rental condition or a cleaning/damage fee will be assessed.
- 35.1.6. Rates. One (1) day shall be defined as a twenty-four (24) hour period. For example, day-rate items picked up at 2 pm are due back no later than close of business the next day. Rental payment is due in its entirety at time of pick-up. Rent is not charged for holidays that fall during or immediately at the end of a rental period.
- 35.1.7. Reservations. Equipment reservations can be made in the Rec Rentals Office during normal business hours. Business hours are available online at calbaptist.edu/campus-recreation/outdoor-adventure.
- 35.1.8. Equipment Not Picked Up. Equipment must be picked up from the Rec Rental Office during operating hours on the date specified on the reservation. Equipment not picked up will be re-stocked with no refund.
- 35.1.9. Cancellations. Cancellations or changes less than twenty-four (24) hours before pick-up are not eligible for a refund or credit. Reservations changed or canceled more than twenty-four (24) hours before the pick-up day will not receive a refund but will receive a full credit to be used toward a future rental or trip.
- 35.1.10. Refunds. No refunds will be made due to weather or road conditions. Equipment not picked up, unused, or returned early will not receive a refund or credit. Only cancellations made by the Rec Rentals Office will result in a full refund.
- 35.1.11. Damage/Replacement. A full replacement fee will be due for any lost, stolen, or un-repairable equipment (see fees below). The Rec Rentals Staff will determine the amount of damage and appropriate charges. The maximum fee is the full retail value of such equipment.
- 35.1.12. Subject to Change. Rates and policies are subject to change without notice.
- 35.1.13. Rec Rental Equipment. Examples of equipment available for rental are listed below. Equipment availability may vary from year to year and are subject to change without notice.

Backpacks	Sleeping Bag Pads
Backpacking Stoves	Snowboards
Body Boards	Stand-up Paddle Boards
Camping Stoves	Surfboards
Hammocks	Surfboard Roof Racks
Lanterns	Swim Fins
Pots & Pans	Tents
Sleeping Bags & Liners	Water Filters

A complete list of rental equipment is available at the Rec Rental Office located on the west-facing side of the Recreation Center and online at calbaptist.edu/campus-recreation/outdoor-adventure.

COMMUNITY LIFE

In addition to serving as an activity-planning resource and assisting with the oversight of Student clubs and organizations, the Community Life Office plans and implements campus activities, recreational programs, educational programs, cultural programs, and seminars that reflect the Christian values of the institution. Community Life also plans and implements New Student Orientation and Welcome Weekend. New Student Orientation introduces Students to campus culture, provides an overview of campus resources, and conveys University expectations. Welcome Weekend, which takes place prior to the beginning of each semester, includes social, spiritual, and informational sessions.

The Community Life Office is supervised by the Dean of Students, who is assisted by various full-time professional Staff and undergraduate Students who serve as interns.

Events sponsored by the Community Life Office are underwritten by fees paid by Traditional Students. Participation in activities sponsored by the Community Life Office is open to all members of the campus community. A majority of the events and activities are offered at no cost.

For events with an associated fee, ticket prices and availability may vary by event. Generally, Students may purchase one (1) discounted ticket per event. Tickets may be purchased in the Community Life Office. Other Students (those who do not pay Traditional Undergraduate Student Fees) who desire to purchase discounted tickets may opt to pay a \$60 student activities fee during the respective semester.

36. CAMPUS TRADITIONS

- 36.1. **Campus Christmas Party** is the campus community's recognition of the onset of the Christmas season, and features the Lighting of the Christmas Tree on the University's front lawn. This annual event is scheduled after Thanksgiving and is sponsored by the Community

Life Office.

- 36.2. **CBU Crazies** is comprised of CBU Students committed to supporting Lancer athletics events. In addition to wearing matching t-shirts that display the Crazies logo on game days, members support teams by attending athletic competitions and participating in cheers and chants.
- 36.3. **Hooding Ceremonies.** Graduate Student commencement regalia includes a hood with a lining that reflects the official school colors of California Baptist University, blue and gold. In addition, the field of learning in which the Student's degree is awarded is shown by the color of the edging of the hood. Hooding Ceremonies are sponsored by Schools and Colleges prior to Commencement Exercises.
- 36.4. **Fortuna Bowl** is the men's and women's intramural sports flag football championships. Typically, both evening games are played during each fall semester on a lighted field.
- 36.5. **Homecoming** at California Baptist University takes place during each spring semester and features intercollegiate athletic contests, class reunions, and a variety of alumni-related events.
- 36.6. **Kugel Walk.** The Kugel is a floating granite globe sculpture located in the Ronald L. and Jane Dowden Ellis Great Commission Plaza at the main entrance to the Eugene and Billie Yeager Center. For CBU, it is a symbol of the Great Commission of Jesus in Matthew 28:19-20 to "go and make disciples of all the nations." The name of the globe comes from the German word, "kugel" (pronounced KOO-gol), and means "ball."
During Welcome Weekend, Traditional Students touch the Kugel as part of a Kugel Walk that signifies the beginning of their educational experience at CBU and their official recognition as Lancers.
The Kugel plays a similar role for participants in other CBU activities such as University Commencement Ceremonies and International Service Project prayer/departure gatherings.
- 36.7. **Midnight Madness** is an event that introduces the varsity men's and women's basketball teams to the campus community. This event typically occurs during the week prior to the first regularly-scheduled home games for the basketball teams.
- 36.8. **Preview Days** provide an opportunity for prospective Students to visit campus. In addition to meeting Faculty, Staff, and current Students, visitors may audition for music groups, try out for Intercollegiate athletic teams, and attend special events.
- 36.9. **Senior Class Gifts.** Prior to CBU Undergraduate Students transitioning their representation model from a Student Government, which consisted of an Executive Council, Senate (Class, Residential, and Commuter Representatives) and a Judicial Board, each Senior Class, as an expression of gratitude, presented a Senior Class Gift to the University. Senior Class Gifts included the following:
- 1955 Oak display cabinet – W.E. James Building
 - 1958 Display case – Annie Gabriel Library
 - 1961 Tennis Courts – formerly located adjacent to Harden Square
 - 1962 D.E. Wallace Memorial Book Collection
 - 1970 Refurbished Fortuna Fountain
 - 1981 Gazebo – Harden Square
 - 1983 Picnic Area – located in front of Mission Hall
 - 1984 Sound System – Van Dyne Gym
 - 1985 Barbecue/Fire Pit – Harden Square
 - 1986 Scoreboard – Van Dyne Gym
 - 1987 Refurbished A.J. Staples Room
 - 1988 Book Endowment – Annie Gabriel Library
 - 1991 Playground Equipment – Lancer Arms
 - 1992 Portable P.A. System
 - 1993 Picnic Benches, Flagpole – Baseball Field
 - 1994 Unity Fountain
 - 1995 Unity Fountain
 - 1996 Lancer Mosaic – Van Dyne Gym
 - 1997 Lancer Mosaic – Van Dyne Gym
 - 1998 Classroom Clocks
 - 1999 Scoreboard – Lancer Aquatics Center
 - 2000 Sound System – Wallace Theatre
 - 2001 Air Conditioning – Van Dyne Gym
 - 2002 Lighting – R. Bates Ivey Plaza
 - 2003 Granite University Seal – Eugene and Billie Yeager University Center Courtyard
 - 2004 North Wing Archway – Eugene and Billie Yeager University Center

- 2005 Digital Carillon System – W.E. James Building Bell Tower
 - 2006 Smith Family Courtyard – W.E. James Building
 - 2007 Class Ring Sculpture – Stamps Courtyard
 - 2008 Lighting and Ceiling Upgrade – Wallace Theatre
 - 2009 Bible Sculpture – Stamps Courtyard
 - 2010 Outdoor Volleyball Court – located in front of Mission Hall
 - 2011 University Place/The Village @ CBU Pedestrian Walkway
 - 2012 Commuter Lounge – Located in The Cottages living area
 - 2013 Rock Fountain – Recreation Center
 - 2014 Stamps Courtyard Walkway & Seating Area
 - 2015 Dining Venue – Health Science Campus
 - 2016 Bronze Lancer Statue – Events Center
 - 2017 Bronze Lancer Statue – Events Center
 - 2018 Bronze Lancer Statue – Events Center
 - 2019 Bronze Lancer Statue – Events Center
- 36.10. **Senior Preview Days** provides an opportunity for graduating high school seniors to visit California Baptist University and experience campus life from an academic, social, and spiritual perspective. Opportunities for Students include attending classes, meeting Faculty and Staff members, and auditioning for performance groups. Together with their parents or guardians, Students are also able attend information sessions, tour the campus, and participate in other planned special events.
- 36.11. **Yule Festival** provides an opportunity for the Student body to celebrate the Christmas season. This annual event is scheduled during the holiday season and is sponsored by the Community Life Office.

37. CLUBS AND ORGANIZATIONS

The operation of and participation in Student clubs and organizations at California Baptist University is a privilege. Thus, all Student clubs and organizations must receive official recognition from the University prior to operating on University Premises.

- 37.1. Because Student clubs and organizations represent the University, the activities in which they engage, through their collective membership, must:
- 37.1.1. Demonstrate support of the University Student Outcomes, referred to as the “Core 4” (see University Student Outcomes section of this publication).
 - 37.1.2. Abstain from engaging in any act or causing any circumstance which is in conflict with *The Baptist Faith and Message*, the mission and purpose of the University, and/or the historical tenets of the University.
 - 37.1.3. Abstain from engaging in any act or causing any circumstance which is intended to be Divisive and/or incite others to engage in violation of the Standard of Student Conduct (see section 1.3.36. of this publication).
 - 37.1.4. California Baptist University reserves the right to revoke Student club and organization privileges at any time.
- 37.2. **Types of Student Clubs and Organizations.** CBU recognizes two (2) types of Student clubs and organizations:
- 37.2.1. **Academic.** Academic Student clubs and organizations must be associated with a CBU college or school. Membership in academic Student clubs and organizations that are based on a Student’s major, classification, and/or academic standing may be restricted, upon approval of the University.
 - 37.2.2. **Co-curricular.** Co-curricular Student clubs and organizations are designed to address specific interests, are social in nature, and membership and eligibility requirements are governed by the University.
 - a. Membership in co-curricular Student clubs and organizations must be available to all Students.
 - b. Guidance of co-curricular Student clubs and organizations is provided by the Community Life Office.
- 37.3. **Application Process.** In order to be considered for official University recognition, Student clubs and organizations must complete the Student club and organization application process. The Community Life Office oversees the Student club and organizations application process, which includes the following:
- 37.3.1. Demonstration of Student interest.
 - a. Academic Student clubs and organizations must demonstrate that a minimum of twenty-five (25) CBU Students or 25% of the declared majors and/or minors in the respective academic program (whichever is less) have a participatory-level of interest in the proposed club or organization.
 - b. Co-curricular Student clubs and organizations must demonstrate a minimum of twenty-five (25) CBU Students have a participatory-level of interest in the proposed club or organization.
 - c. For the purpose of this policy, “participatory-level of interest” is defined as an active commitment to and support of the Student club or organization’s purpose as well as attendance of associated meetings and events.

- 37.3.2. Select an advisor (see section 37.5. of this publication).
- 37.3.3. Submit a Student club and organization application.
- 37.3.4. In the event a Student club or organization is associated with an external organization, the organization must not be in conflict with *The Baptist Faith and Message*, the mission of the University, and/or the historical tenets of the University.
- 37.3.5. Upon completion of the application process, the Student Services Office will render a determination regarding official University recognition.
- 37.4. **Operating Requirements.** In order to maintain official University recognition, Student clubs and organizations, through their collective membership, must:
 - 37.4.1. Abide by the rules and regulations of California Baptist University.
 - 37.4.2. Abstain from engaging in and/or promoting partisan political activity.
 - 37.4.3. Demonstrate a minimum of 65% of the members attend meetings and events.
 - 37.4.4. Ensure members are enrolled at California Baptist University.
 - 37.4.5. Participate in and meet all CBU Student Club and Organization Review Process requirements (see section 37.12. of this publication).
 - 37.4.6. Maintain accurate records (i.e., advisor, leadership, financial, membership, etc.).
 - 37.4.7. Conduct regular meetings during the fall and spring semesters. Additionally, Student Clubs and organizations are required to promote a minimum of two (2) events per semester (fall and spring) that relate to the Student club or organization's purpose.
 - 37.4.8. Adhere to Event and Meeting Planning requirements (see section 37.6. of this publication) and host events that meet the following criteria:
 - a. open to all members of the campus community;
 - b. promoted as a University-wide event;
 - c. directly related to the Student club or organization's purpose.
 - 37.4.9. Support and participate in Club Fairs sponsored by the Community Life Office.
 - 37.4.10. Maintain responsibility and liability, through the collective membership, for all on- and off-campus behavior and activities.
 - 37.4.11. Notify the Community Life Office immediately of any change in and/or absence of an advisor.
 - 37.4.12. Abstain from engaging in any activity without an approved advisor.
 - 37.4.13. Provide representation (President and Advisor) at required information meetings conducted by the Community Life Office each semester. Student clubs and organizations that fail to have their President and Advisor attend such meetings may be subject to revocation of privileges .
 - 37.4.14. Failure to comply with Operating Requirements may result in revocation of a Student club or organization's privilege to operate at CBU.
- 37.5. **Advisors.** The University requires Student clubs and organizations to retain an approved advisor during operation.
 - 37.5.1. Advisors for academic Student clubs and organizations must be current, full-time Faculty members at California Baptist University who serve in the respective School or College and be approved by the respective dean.
 - 37.5.2. Advisors for co-curricular Student clubs and organizations must be current, full-time Faculty or Staff members at California Baptist University.
 - 37.5.3. Advisors must obtain written approval from their respective department chair or supervisor prior to service.
 - 37.5.4. Advisors must be employed at California Baptist University for a minimum of one (1) academic year prior to service.
 - 37.5.5. Concurrent service as an advisor for multiple Student clubs and organizations is not permitted.
 - 37.5.6. Advisor responsibilities include the following:
 - a. Attend Student club and organization advisors meetings at the beginning of each semester;
 - b. Assist the Student club or organization in identifying its goals;
 - c. Assist the Student club and organization members and officers in clarifying areas of responsibility and related duties;
 - d. Know and understand University Policy in this publication;
 - e. Ensure guest speakers are supportive of the mission, religious tradition, values, and ethics of California Baptist University;
 - f. Attend scheduled Student club or organization meetings regularly and/or maintain regular communication with the respective Student club or organization's officers;
 - g. Participate in the Student club or organization's major planning sessions (e.g., fundraising, organization direction, etc.), sponsored events, and activities (if cost is involved, the club will pay associated expenses for the Advisor);
 - h. Review and endorse Student club or organization club-related documentation, reports, etc., submitted to the University;
 - i. Serve as a source of input and problem-solving, and ensure the Student club or organization adheres to CBU Policies.
- 37.6. **Event and Meeting Planning.** In order to avoid scheduling conflicts, Student clubs and organizations that desire to sponsor a meeting or an event (on- or off-campus) must complete and submit an Activity Request Form to the Community Life Office.
 - 37.6.1. Events must be directly related to the Student club or organization's purpose.

- 37.6.2. Activity Requests Forms are available online at InsideCBU. Activity Requests Forms require the approval of the Advisor and must be submitted by the Student club or organization President.
- 37.6.3. Activity Request Forms, including those for recurring meetings and events, must be approved by the Community Life Office a minimum of fifteen (15) business days prior to advertising or conducting a meeting or event.
- 37.6.4. Use of University facilities must be coordinated through the Office of Conference and Events. A CBU Facility/Equipment Request form must be submitted and approved in order to secure facilities, after the event has been approved by the Community Life Office.
- 37.6.5. Student Clubs and organizations will receive written notification from the Community Life Office regarding event approval and/or denial.
- 37.7. **Off-Campus Events.** Student clubs and organizations are required to submit to the Student Services Office (ear@calbaptist.edu) an External Activities Report (EAR) prior to departure from campus. External Activities Reports as well as reporting instructions and requirements can be accessed online through InsideCBU, under the Life @ CBU tab.
- 37.8. **High-Risk Events.** Students participating in high-risk events sponsored by a campus organization (e.g., skiing, horseback riding, etc.) are required to complete a Liability Waiver prior to participation. Liability Waiver forms are available in the Community Life Office. The University does not provide liability insurance for on- or off-campus events sponsored by Student clubs and organizations. Students are expected to carry liability coverage.
- 37.8.1. High-risk events which are not permitted include, but are not limited to, axe throwing, bungee jumping, sky diving, fire walking, and the use of firearms and/or live ammunition.
- 37.8.2. The University reserves the right to deny Student requests to participate in high-risk events as deemed appropriate.
- 37.9. **Guest Speakers.** Student clubs and organizations must submit an Activity Request Form that includes guest speaker(s) information and receive written approval from the Community Life Office prior to extending any type of invitation (formal or informal) to a guest speaker(s).
- a. Student clubs and organizations are responsible for ensuring messages and materials presented by and events associated with guest speakers support the goals and purposes of the respective Student club or organization and California Baptist University.
 - b. Failure to obtain approval from the Community Life Office prior to extending an invitation to a guest speaker may result in Sanctions including, but not limited to, revocation of the Student club or organization's deactivation.
- 37.10. **Marketing.**
- 37.10.1. The use of any University logo, trademark, or any other University graphic design that would lead any reasonable person to believe a Student or organization club member(s) is representing the University at any event is strictly prohibited without the prior express written approval of the CBU Division of Marketing and Communication.
- 37.10.2. Student club and organization artwork and logos must be submitted to the Community Life Office and approved by the CBU Marketing Department, prior to use.
- 37.10.3. Student club and organization posters and fliers must be approved, stamped by the Community Life Office, and posted in accordance with the University Advertisements, Announcements, and Posters Policy (see section 11 of this publication).
- 37.10.4. Digital resources and media (i.e., Instagram, special apps, etc.) must communicate the following disclaimer: "Created by (insert Student club or organization name) for informational purposes only and should not be construed as an endorsement by CBU of the content. CBU is not responsible for the content, quality, accuracy, or completeness of any materials posted by this site/account. CBU is not responsible for any materials stored on other social networking sites or websites, nor is it liable for any inaccurate, defamatory, offensive, or illegal materials found on other social networking sites or websites. This site/account does not represent an official CBU communication. The views and opinions of the authors of documents published on or linked to this site/account do not necessarily reflect the opinion, policy, or position of CBU. CBU specifically disavows any legal responsibility for what a user may find on the site/account."
- 37.11. **Finances.** Student Club and organization funds are monitored by the Community Life Office and must be deposited in an account maintained by the CBU Cashier's Office; off-campus accounts are not permitted. In order to access funds from an account, an Activity Request must be submitted to the Community Life Office.
- 37.11.1. Student Clubs and organizations that are academic in nature are encouraged to seek funding primarily from the school or college and/or a local, state, or national body with which they are associated. Additional funding may be requested from the Community Life Office.
- 37.11.2. Student Clubs and organizations that are Co-curricular in nature, and meet all operational requirements defined by the University, may be eligible to receive limited funding through the Community Life Office.
- 37.11.3. All expenditures of personal funds must be pre-approved by the Community Life Office. Requests for reimbursement of personal funds spent prior to receipt of approval from the Community Life Office will not be processed.
- 37.12. **Fundraising.** Student Clubs and organizations are required to abide by the University's Fundraising Policy (see section 24.1 of this publication).
- 37.12. **Review Process.**
- 37.12.1 Student Clubs and organizations are required to complete and submit a Student Club and Organization Activity Report at the conclusion of every semester that the club is active. Reports must include the following information:

- a. Purpose(s) of meeting(s) and/or event(s)
 - b. Date(s) and location(s)
 - c. Leadership updates, if applicable
 - d. Meeting minutes
 - e. Names of meeting attendees
 - f. The respective Student club or organization's advisor's name and signature
- 37.12.2. The Community Life Office investigates suspected cases of non-compliance with Student club and organization Operating Requirements and/or the Student club and organization Review Process. Student clubs and organizations will receive written notification, if any, of such findings.
- 37.12.3. In addition to monitoring Student Club and organization compliance with University policy, the Community Life Office reviews Student Club and organization adherence to respective organizational standards, as indicated on the Student club and organization Application.
- 37.13. **Sanctions.** The following Sanctions (not listed in a prescribed order) may be imposed by the Community Life Office for violating University Policy including, but not limited to, Student club and organization Operating Requirements:
- 37.13.1. Warning – issuance of written notification of violation(s).
 - 37.13.2. Probation – placement on probationary status and formal review of governing body.
 - 37.13.3. Revocation of Student club or organization privileges.
- 37.14. **Appeals.**
- 37.14.1. Appeals associated with the Sanctions of Warning and Probation are heard by the Dean of Students, or designee. Decisions rendered by the Dean of Students, or designee, are final.
 - 37.14.2. Appeals associated with the Sanction of Revocation of Student club or organization privileges are heard by an Associate Vice President for Student Services. Decisions rendered by an Associate Vice President for Student Services are final.

38. COMMUNITY LIFE LOUNGE

The Community Life Lounge, which is located adjacent to the Community Life Office area, provides an assortment of recreational options including billiards, ping-pong, table games, and a television viewing area. A variety of events and programs are scheduled in the Community Life Lounge throughout the academic year.

- 38.1. **Eligibility.** One (1) of the following eligibility requirements must be met in order to use the Community Life Lounge:
 - 38.1.1. A current Student, Faculty member, Staff member, or alumnus.
 - 38.1.2. An immediate family member (dependent, parent, sibling, or spouse) of a current Student, Faculty member, Staff member, or alumnus. A Student, Faculty, Staff, or alumnus must accompany guests. An adult must accompany individuals under twelve (12) years of age.
- 38.2. **General Information.**
 - 38.2.1. A valid CBU Card must be presented in order to check out equipment.
 - 38.2.2. Equipment is checked out on a first-come, first-served basis. If others are waiting to play, players must check in game equipment at the end of the respective game, unless otherwise agreed upon by those waiting to play.
 - 38.2.3. Individuals will be held responsible for costs associated with the repair and/or replacement of lost or damaged equipment.
 - 38.2.4. The Community Life Lounge personnel will determine television channel selection. Television program rating is limited to PG, approved TV-14, TV-G, and TV-Y.
 - 38.2.5. Community Life personnel must approve all media (music, movies, etc.) played in the Community Life Lounge.
 - 38.2.6. Placing food, drink, and/or personal items (e.g., backpacks, jackets, etc.) on Community Life Lounge equipment is not permitted.
 - 38.2.7. Failure to abide by Community Life Lounge Policy will result in judicial Sanctions which include, but are not limited to, loss of Community Life Lounge privileges.
- 38.3. **Ticket Sales.** The Community Life Office sells two (2) types of tickets:
 - a. Consignment – discounted movie theater tickets which are available to members of the campus community;
 - b. Special Event – discounted tickets to various events that are planned and/or promoted by the Community Life Office. Special Event tickets are only available to Traditional Students (those who have paid the undergraduate Student activities fee).

39. COMMUTER STUDENT PROGRAMS

Commuter Students are an important part of the California Baptist University community. Students who commute to campus are encouraged to become fully engaged in the life of the University. Participation opportunities include, but are not limited to, the following: extracurricular activities, traditional and other campus events, discipleship groups, fine arts performances, service projects, ministry opportunities, and recreational sports.

Commuter Students are encouraged to join Student clubs and organizations. Students who desire to explore campus involvement opportunities are encouraged to visit the Community Life Office.

A Commuter Lounge is located in The Cottages living area. In addition to providing a study room, study lounge, social lounge, restrooms, and vending machines, the Commuter Lounge has a kitchen that is equipped with a refrigerator and microwave ovens.

40. EVENT PROGRAMMING

In order to prevent interference with classroom instruction, events and activities scheduled to take place in the vicinity of buildings where academic instruction and/or University-related business is conducted must be approved by the Office of Conferences and Events.

41. NEW STUDENT PROGRAMS

- 41.1. **First-Year Experience.** First-Year Experience is designed to help new Students build community and deepen relationships, sharpen life skills, and learn about resources needed to successfully navigate university life at CBU. The FYE program consists of two components: interaction with FYE Staff and Students Leaders and a University Success course. This course is required of all unmarried, full-time undergraduate Students who are first-semester freshmen and under twenty (20) years of age. Students who have completed a similar course and/or completed a full semester of transferable coursework at another institution are not required to enroll in the FYE course. See the University Catalog for additional information.
- 41.2. **New Student Orientation.** New Student Orientation is a single day event that is programmed to give new Students the opportunity to learn the ins and outs of CBU from Staff, Faculty, and current Students. Because the transition into college can sometimes be overwhelming, New Student Orientation is designed to ensure that new Lancers are set up for success as they begin their time at CBU.
- 41.3. **Transfer Students.** Understanding that transferring from another institution may present unique challenges and experiences, California Baptist University intentionally recognizes, welcomes, and serves transfer Students. Thus, CBU offers resources and programs designed to engage, equip, and connect transfer Students to the CBU community. Details regarding the Transfer Student Program is available from the Community Life Office.
- 41.4. **Welcome Weekend.** Welcome Weekend is a CBU tradition designed to connect new Students to each other, to the CBU campus, and ultimately to Christ through purposeful programming.

42. STUDENT LEADERSHIP PROGRAM

Serving as a Student Leader at California Baptist University offers unique opportunities to become involved within the campus community. Students who participate in the following programs are actively involved in Student Leadership training:

Community Life Interns	Spiritual Life Interns
FYE Leaders	Student Senators
Resident Advisors	

Directors and/or advisors of these programs collaboratively plan and implement Student Leader training and other leadership development opportunities.

- 42.1. **Eligibility Requirements.** Student Leaders must be enrolled at California Baptist University throughout the respective term of service. At the time of application, Student Leaders must meet the following criteria:
 - 42.1.1. Possess a cumulative GPA of 2.5 or above.
 - 42.1.2. Be enrolled at CBU as a full-time (minimum of 12 units per semester) Traditional Student.
 - 42.1.3. Be in good standing with the University.
 - 42.1.4. Completed a minimum of twenty-four (24) semester units prior to the first day of the first respective semester of service (understanding Student Leader Eligibility requirements for some leadership positions may require the completion of a greater number of units).
 - 42.1.5. Student Leaders must maintain a semester and cumulative GPA of 2.5 or above throughout the term of service. Failure to maintain GPA requirements may result in loss of the privilege to serve as a Student Leader. Individual leadership programs may specify additional eligibility requirements.
 - 42.1.6. Students placed on Academic Probation and/or Student Conduct Probation are not eligible to serve as a Student Leader.
 - 42.1.7. Student Leaders must abstain from engaging in any act or causing any circumstance which is in conflict with *The Baptist Faith and Message*, the mission and purpose of the University, and/or the historical tenets of the University.
 - 42.1.8. Student Leaders are required to sign and abide by the terms and conditions of the Student Leader Expectations Agreement. Students who fail to abide by the terms and conditions of the Student Leader Expectations Agreement are not eligible to serve as a Student Leader. A Student Leadership Review Board comprised of Staff appointed by the Dean of Students reviews appeals regarding the Student Leader Expectations Agreement. Decisions rendered by the Student Leadership Review Board are final.
- 42.2. **Application Process.** Students who are interested in serving as a Student Leader and meet eligibility requirements are encouraged to participate in the Student Leader selection process, which is typically conducted during the spring semester. A description of each leadership program and specific information regarding eligibility requirements are available through the Community Life Office.

43. STUDENT SENATE

The California Baptist University Student Senate serves as a formal conduit through which Student-related concerns, views, and interests can be communicated to the University. In support of the purpose of the Student Senate, the University provides meaningful opportunities for the Student Senate to meet with, receive information from, and engage in dialogue with University Administration, faculty, and staff. The Student Senate is comprised of Undergraduate Students who represent each of the University's Schools and Colleges as well as the areas of Student Services, Athletics, Spiritual Life, and International Student Services.

The selection of Student Senators includes submission of nominations by each of the aforementioned University areas, completion of applications by nominees, and a committee-driven process which includes review of Faculty and Staff nominations, review of qualifications, as well as recommendation of Student Senate candidates to University leadership for selection.

In order to function most effectively, members of the Student Senate must be knowledgeable and not in conflict with *The Baptist Faith and Message*, the mission and purpose of the University, and/or the historical tenets of the University; have a general understanding of the functions of the California Baptist University Senate; exhibit leadership potential; and demonstrate the desire and ability to understand and communicate the views and interests of Students.

43.1. **Leadership.** The Student Senate Leadership consists of a Chairperson, Vice Chairperson, and Secretary. The duties of the Student Senate Leadership, which is selected from its members, include, but are not limited to:

- a. Presiding over meetings and recording meeting minutes.
- b. Ensuring the Student Senate adheres to operational guidelines.
- c. Scheduling guest speakers.
- d. Submitting recommendations to University Administration.

In further support of the purpose of the Student Senate, a designated University Official serves as the Student Senate Advisor. In addition to attending Student Senate meetings, the Advisor serves as a campus resource.

INTERCOLLEGIATE ATHLETICS

California Baptist University seeks to provide Students with the opportunity to be biblically rooted, academically prepared, globally minded, and equipped to serve. The mission of the University and Athletics Department are consistent with developing Student athletes who demonstrate the CBU motto to "live their purpose."

In July 2018, California Baptist University became an active member of the National Collegiate Athletic Association (NCAA) Division I. Within the NCAA, the Lancers compete in the Western Athletic Conference (WAC), which is comprised of eleven (11) colleges and universities. For additional intercollegiate athletic information, visit the California Baptist University Athletics website (cbulancers.com) or contact the Athletics Office at 951.343.4318.

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RESOURCES AND FACILITIES

The resources and facilities listed below are provided for members of the campus community.

48. ACADEMIC ADVISING AND STUDENT SUCCESS COACHING

Student Success Coaches within the Office of Academic Advising provide Students with comprehensive, academic planning and enrollment support as well as coordinated assistance with Financial Aid, Student Accounts, and the Office of Student Success. Services are provided to Students regardless of program level (undergraduate or graduate) or educational modality (in person or remote).

CBU Student Success Coaches help students with the following:

- Assist with course sequencing and scheduling
- Advise on effective academic study habits and time management skills
- Monitor course attendance and reach out to Students if there are concerns
- Assist with academic recovery in the event adverse academic outcomes arise
- Serve as a primary point of contact for:
 - Student-related questions and grievances
 - Registration

- Degree planning
- Program changes
- Graduation checks
- Academic appeals
- Coordinate with the campus partners listed below when other Student needs arise:
 - University Tutoring Center
 - University Writing Center
 - Disability Services
 - Career Services
 - Community Life
 - Spiritual Life
 - Counseling Services
 - Student Accounts
 - Financial Aid
 - Study abroad opportunities

49. ACADEMIC COMPUTING

The University provides various computer labs to facilitate Student learning, a general use computer lab and computer classrooms. Regardless of the location, no files are to be saved on University-owned computers. The University is not responsible for missing files/data. Food and/or drink is not permitted in computer labs and computer classrooms.

49.1 The general use computer lab is located in the Annie Gabriel Library. The following apply to lab use:

49.1.1. A valid CBU Card must be presented upon entrance.

49.1.2. Noise must be kept to a minimum and phone calls must be taken outside.

49.2. Computer classrooms are intended for instructional purposes only. The following apply to classroom use:

49.2.1. Students are not permitted in computer classrooms without the supervision of CBU Information Technology Services (ITS) personnel.

49.2.2. Computer equipment and/or furniture may not be moved without prior authorization by the ITS HelpDesk.

49.2.3. Classroom and conference room technologies may only be used for academic and University-related purposes.

49.2.4. Only authorized Faculty and ITS personnel may make adjustments to University-owned technologies.

For assistance with technologies, contact the ITS Helpdesk at 951.343.4444.

50. ANNIE GABRIEL LIBRARY

The Staff, resources, and services of the Annie Gabriel Library enhance the quality of the academic experience available at California Baptist University by meeting the research and information needs of its Students. In addition to the more than 500,000 books in its collection, the library currently subscribes to more than 150 print journals and 107 online databases that together provide access to several million journal records. Students can access books, journals, reference resources, DVDs, videos, and music through the OneSearch discovery tool, which is available along with many other resources and services through the library web page (calbaptist.edu/library). The Annie Gabriel Library provides access to the campus wireless network and houses computer workstations, a video viewing room, and two (2) reservable group study rooms. In addition to participating in local, regional, and national information networks that increase resource-offerings to the CBU community through its interlibrary loan programs, the Annie Gabriel Library houses special collections and archives devoted to Southern Baptist History, Holocaust Studies, Hymnology, and CBU History.

50.1. **Research Assistance.** Reference librarians are available to assist Students who need to find information resources for class assignments and research projects. Librarian contact information is available on the library web page, or Students can ask for research help at the library front desk.

50.2. **Interlibrary Loan.** Interlibrary loan (ILL) is a free service by which Students can obtain resources from other libraries when a particular book or journal article is not available in the Annie Gabriel Library collection. Students can submit interlibrary loan requests online (via the library website).

50.3. Information regarding library-related services may be obtained as indicated below.

- Reference, journals, and interlibrary loans for journal articles - Reference and Serials Librarian
- General research assistance – Instructional Services Librarian
- Help with electronic resources and related research – Electronic Resources Librarian
- Overdue, lost, or missing material and fines - Access Services Manager
- Reserves, renewing borrowed materials, and interlibrary loan for books – Library Services Assistant

- General questions and concerns – Director of the Library

51. ASSISTANCE ANIMALS

California Baptist University is committed to making reasonable accommodations, as required by law, to afford people with documented disabilities an equal opportunity to access its programs, services, and activities. The University recognizes that Assistance Animals may be an effective accommodation for qualified individuals. The presence of such animals may, however, present health, safety, security, and other programmatic issues for all members of the University community. To preserve the mission of the University, to recognize the rights and obligations of all members of California Baptist University's community, and to ensure the health, safety, security, and educational needs of these members, the following criteria and requirements are adopted.

51.1. Definitions.

- 51.1.1. **Pets.** A "pet" is any animal kept for ordinary use and companionship. Assistance Animals (including "Service Animals" and "Support Animals") as defined below are not considered pets. Pets are prohibited on California Baptist University's campus.
- 51.1.2. **Assistance Animals.** The term "Assistance Animal" is the overarching term that refers to both Service Animals as well as Support Animals as defined below. Therefore, an Assistance Animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one (1) or more identified symptoms or effects of a person's disability.
- 51.1.3. **Requestor.** A "Requestor" is a Student or University employee who requests an Assistance Animal.
- 51.1.4. **Service Animals.** A "Service Animal" means a dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Typically, species other than dogs are not considered Service Animals for the purpose of this definition of a Service Animal.
- 51.1.4.1. A Service Animal will be permitted to accompany people with disabilities in all areas of California Baptist University's facilities, including Residence Life, where Students, members of the public, and other participants in services, programs, or activities are permitted to go. California Baptist University does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Individuals accompanied by a Service Animal on campus but who do not need any disability-related accommodations are not required to register with the Office of Disability Services, nor is such individual required to submit a request for a reasonable accommodation to receive access when accompanied by the respective Service Animal.
- 51.1.4.2. California Baptist University cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a Service Animal. However, when it is not readily apparent that a dog is a Service Animal, California Baptist University Staff may make two inquiries to determine whether the dog qualifies as a Service Animal, which are: (a) Is the dog required because of a disability?, (b) What work or task has the dog been trained to perform?
- 51.1.4.3. A Service Animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under full control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the Service Animal's performance of work or tasks. In such instances, the Service Animal must be kept under control by voice, signals, or other effective means.
- Generally, dogs must be at least twelve (12) months of age and have a current rabies immunization prior to being permitted to live in University Housing.
 - Responsible Service Animal ownership suggests that the animal be spayed or neutered.
- 51.1.4.4. California Baptist University will assess requests for the use of miniature horses by people with disabilities on a case-by-case basis. Requests should be submitted to the Office of Disability Services and, consistent with applicable laws, California Baptist University may make modifications in its policies to permit their use if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.
- 51.1.5. **Support Animals.** A "Support Animal" is an animal that provides therapeutic emotional support that ameliorates one (1) or more identified symptoms or effects of a person with a diagnosed mental health disability. Their therapeutic support is a function of their presence and interaction with the person with a disability. Unlike Service Animals, a Support Animal is not required to be trained to perform work or tasks.
- Support Animals must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident).
 - The University has determined that University-Housing (as defined in section 51.1.6), in most cases, is not an appropriate environment in which to raise a young puppy or kitten.
 - Generally, dogs must be at least twelve (12) months of age and cats must be (6) months of age and have a current rabies immunization prior to being permitted to live in University Housing.
 - Responsible Support Animal ownership suggests that the animal be spayed or neutered.
- 51.1.5.1. Support Animals are generally not allowed to accompany persons with disabilities in all public areas of California Baptist University as a Service Animal is allowed to do, but a Support Animal may reside in University Housing to afford the individual with a mental health disability an equal opportunity to use and enjoy University Housing. California Baptist University will consider requests for Support Animals in University Housing at any time.

- 51.1.5.2. The Support Animal must remain within the individual's residence unit except when taking the Support Animal out for natural relief.
- 51.1.5.3. Before a Support Animal can move into University Housing with a person with a disability, a request must be submitted to the Office of Disability Services for approval (preferably at least 30 days prior to move-in).
- 51.1.5.4. While Support Animals are generally not allowed indoors on California Baptist University's campus other than in University Housing, Students with disabilities may request approval from the Office of Disability Services (employees shall obtain approval from Human Resources) to have the Support Animal accompany them to other campus areas. Such requests will be considered on a case-by-case basis consistent with applicable laws.
- 51.1.6. University Housing. For the purposes of this policy, the term "University Housing" means residential property owned by, or under the control of, the University and managed by the Office of Residence Life for the purpose of housing Students, Faculty, and staff.
- 51.2. Health Care Practitioner Documentation.**
- 51.2.1 If an individual's disability is not obvious, the Office of Disability Services for Students (or Human Resources for employees) may require documentation from a Health Care Practitioner, defined below, to provide sufficient information for California Baptist University to determine:
- that the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one (1) or more major life activities); and
 - that the Support Animal is necessary to afford the person with a disability an equal opportunity to use and enjoy University Housing (i.e., the Support Animal would provide therapeutic emotional support that would ameliorate one or more symptoms or effects of the diagnosed mental health disability).
- 51.2.2. For purposes of this policy, "Health Care Practitioner", as defined in California Health and Safety Code 122318(b), means a person who is licensed and regulated pursuant to Division 2 (commencing with Section 500) of the Business and Professions Code, who is acting within the scope of the person's license or certificate.
- 51.3. **Guide and Hearing Trainees.**
- California State law allows animals that are being trained to be dog guides for the blind, hearing assistance dogs, or Assistance Animals for persons with physical impairments to access California Baptist University facilities. However, Assistance Animals in training are not permitted to reside in University Housing.
- 51.4. **Requestor Responsibilities.**
- California Baptist University is not responsible for the care or supervision of Assistance Animals (Service Animals and/or Support Animals). Each Requestor is responsible for the cost, care, supervision, and overall health and wellbeing of the animal including, but not limited to, each of the following:
- 51.4.1. Maintaining compliance with any laws and local requirements pertaining to animal licensing and owner identification (including microchip identification).
 - The Requestor is responsible for knowing and understanding these ordinances, laws, and regulations.
 - The University reserves the right to request documentation showing that an Assistance Animal has been licensed.
 - 51.4.2. In accordance with local ordinances and regulations, ensuring the animal is immunized against diseases common to that type of animal.
 - Dogs must have current vaccination against rabies and wear a rabies vaccination tag.
 - Cats must have the normal vaccinations required for a healthy animal.
 - 51.4.3. Ensuring the Assistance Animal to be housed in University Housing has an annual clean bill of health from a licensed veterinarian.
 - Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health.
 - The University has authority to direct that the animal receives veterinary attention.
 - 51.4.4. Keeping the Assistance Animal under full control and taking effective action when it is out of control.
 - 51.4.5. Feeding and walking the Assistance Animal, and sanitary disposal of the animal's waste.
 - 51.4.6. Ensuring the cleanliness, safety, health, behavior, and actions of the Assistance Animal at all times.
 - 51.4.7. Not allowing the Assistance Animal to cause any harm caused to other individuals (i.e., Students, Faculty, staff, or campus visitors).
 - 51.4.8. Not allowing the Assistance Animal to cause any property damage. California Baptist University does not require any surcharges or fees for Assistance Animals. A Requestor, however, may be charged for damages caused by an Assistance Animal to the same extent the University would normally charge a person for the damage they cause.
 - 51.4.9. In accordance with City of Riverside leash laws (Riverside Municipal Code Section 8.04.050), ensuring the Assistance Animal is on a leash anytime it is outside of the Student's residence hall or room.
 - 51.4.10. Ensuring the Assistance Animal relieves itself in appropriate areas, specified by the Office of Residence Life, and that the waste is properly discarded of in garbage receptacles (using bags).
 - 51.4.11. Ensuring the Support Animal is not taken in any buildings other than their specific assigned University Housing unit and commons space.
 - 51.4.12. Not allowing the Support Animal to obstruct or disturb any space or activity of the academic program including but not limited to: residence halls, recreational areas, roads, walkways, and passages on any part of campus, legitimate campus activities, and any other

University programs, spaces, or activities.

- 51.4.13. Not allowing the Support Animal to disrupt the educational environment by engaging in behaviors or making noises that are disruptive to others including but not limited to: excessive barking, whining, growling, grooming, sniffing people, or intrusion into the personal belonging of others.
- 51.4.14. Ensuring that the Support Animal is contained, as appropriate, when the Requestor is not present during the day while attending classes or other activities. The Support Animal must remain in a crate, cage, or residence room when the Requestor is not present and/or when University personnel are present in the room to complete work orders.
 - a. The Support Animal may not be left alone in a room or apartment overnight and/or in the care of another individual on campus. If the Requestor is to be absent from their room or apartment overnight or longer, the animal must accompany the Requestor.
 - b. A Requestor who will be absent from campus due to participation in a University activity (e.g., athletic away game, fine arts performance, etc.) must submit to the Office of Residence Life and Housing Services a written care plan specifying where the animal will be housed during the Requestor's absence. Such plans must be approved by the Office of Residence Life and Housing Services prior to the Requestor's departure from campus.
 - c. If an Assistance Animal is left alone in a room or apartment overnight and/or there is evidence of neglect, the Office of Residence Life will attempt to contact the Requestor or the emergency contact to remove the animal. If contact is unsuccessful, the Office of Residence Life may notify the appropriate authority and seek to have the animal removed. The Requestor shall be responsible for all costs associated with removing the animal and the Requestor is still expected to fulfill their duties and obligations assigned to them under the terms of their Housing Agreement.
- 51.5. **Housing Inspections**
- 51.5.1. The Requestor's University Housing unit may be inspected for fleas, ticks, or other pests as needed. The Office of Residence Life will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. The Requestor will be billed for the expense of any pest treatment above and beyond standard pest management for the University Housing unit.
- 51.6. **Toileting Areas**
- 51.6.1. For specific campus areas designated by California Baptist University for toileting Service Animals, contact the Office of Disability Services or the Office of Residence Life. Waste disposal via University plumbing is prohibited, but the Office of Disability Services or Office of Residence Life can provide guidance on where to appropriately dispose of animal waste.
- 51.7. **Replacing a Support Animal.**
- 51.7.1. A replacement Support Animal must be necessary because of the Requestor's disability and the Requestor must follow the procedures in this policy.
- 51.7.2. A new request must be submitted to the appropriate office (Disability Services for Students; Human Resources for employees) and approval must be granted when requesting a replacement animal.
- 51.7.3. If a Requestor no longer requires their Support Animal, the Requestor is expected to promptly notify the Office of Disability Services and the Office of Residence Life and permanently remove the animal from University Housing.
- 51.7.4. People with disabilities who are accompanied by Assistance Animals must comply with the same University rules regarding noise, safety, disruption, and cleanliness as people without disabilities.
- 51.8. **Exceptions and Exclusions.**
- 51.8.1. California Baptist University may pose some restrictions on, and may even exclude, an Assistance Animal in certain instances. Anyone who wishes to bring or use an Assistance Animal on California Baptist University property must meet all requirements of this policy. This obligation is on-going and a later failure to meet all requirements may result in removal or exclusion of the animal. As noted above, Support Animals are generally not allowed indoors on California Baptist University's campus other than in University Housing. Persons with disabilities may request approval from the Office of Disability Services to have the emotional Support Animal accompany them to other campus areas as a reasonable accommodation.

Such requests will be considered on a case-by-case basis consistent with applicable laws. Any Assistance Animal may be excluded from an area in which it was previously authorized if University personnel determine the animal:

 - a. Is out of control and effective action is not taken to control it;
 - b. Is not housebroken (or in the case of a Support Animal that deposits waste in a designated cage or litter box, the Requestor fails to clean such cage or box such that the cleanliness of the room is not maintained);
 - c. Poses a direct threat to the health or safety of others that cannot be mitigated by reasonable modifications of policies, practices, or procedures, or the provision of auxiliary aids or services; or
 - d. The animal or its presence creates an unmanageable disturbance or interference with the University Community.
- 51.8.2. In considering whether an Assistance Animal poses a direct threat to the health or safety of others, California Baptist University will make an individualized assessment, based on reasonable judgment, current medical knowledge, or the best available objective Evidence to determine:
 - a. the nature, duration, and severity of the risk;

- b. the probability that the potential injury will actually occur; and
 - c. whether reasonable modifications of policies, practices, procedures, or the provision of auxiliary aids or services will mitigate the risk.
- 51.8.3. The Office of Disability Services (or Human Resources in cases of employees), in conjunction with the Office of Residence Life and Housing Services and other appropriate University offices, shall provide a written statement of explanation to any Requestor if a determination is made that the presence of that person's Assistance Animal would fundamentally alter the nature of a program, service, or activity.
- 51.8.4. If restriction or removal of an Assistance Animal is determined to be necessary, the Requestor will still be given the opportunity to participate in the service, program, or activity without having the Assistance Animal present. The above provisions on restrictions and exclusions are not intended to cover modifications to reasonable accommodations. The reasonable accommodation process and modifications to reasonable accommodations are covered under California Baptist University's Policy on reasonable accommodations.
- 51.9. **Other.**
- 51.9.1. Those who have questions or concerns regarding the Assistance Animal Policy are encouraged to contact the Office of Disability Services or the Student Services Office.
- 51.9.2. Individuals with a disability that may be affected by the presence of animals may contact the Office of Disability Services. California Baptist University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.
- Office of Disability Services, 951.552.8814
 - Student Services Office, 951.343.4217

52. LANCER AQUATICS CENTER

The Lancer Aquatics Center provides a recreational swimming area, diving area, and thirteen (13) lanes for competitive swimming. The Lancer Aquatics Center is equipped with separate men's and women's locker rooms and showers that are accessible during non-practice times. Swimming hours are posted at the Lancer Aquatics Center at the beginning of each month and are available online at cbulancers.com/aquatics.

53. CAMPUS DINING

California Baptist University is proud that Provider Contract Food Service ("Provider"), a local homegrown company with global appeal, provides the campus community with quality food service options. Provider manages the on-campus food service program, campus catering services, and on-campus vending. The Student Services Office and Provider work closely together to create dining options that meet the needs of the CBU community.

- 53.1. **General Information.** Meals may be obtained at all campus dining locations using cash, Dining Dollars, LancerBucks, personal checks, American Express, Visa, MasterCard, Discover Card, and bank debit card. Information regarding meal plans is provided in Section 54. of this publication.
- 53.2. **Dining Options.** Multiple meal plan options are available to residential and commuter Students. Nine (9) on-campus dining locations provide a variety of food options ranging from cafeteria-style and cook-to-order to a just-in-time format. The hours of operation and menus for each dining location are available online at calbaptist.edu/dining. Individual meals may be purchased at all campus dining locations.
- 53.2.1. The Alumni Dining Commons (ADC) is the largest dining facility on campus and provides a variety of daily cuisines from which to choose. The highly trained culinary team artfully prepares "made-from-scratch" handcrafted authentic foods available at multiple stations. Choices range from a variety of themes and styles, from Comfort Classics to authentic Latin, Italian, American, Pan Asian, Mediterranean, and many other global cuisines. Vegetarian, no gluten added, and a dedicated grain bar are also offered. Other foods provided include a variety of wood-fired pizzas, fresh sushi, grilled fish and chicken as well as "grilled just for you" items like Cheddar Applewood Bacon Burgers. Daily offerings always include gourmet soups, fresh fruits, crisp salads, make-your-own waffles, delectable homemade baked-goods, and desserts with plenty of sugar-free selections, and an assortment of beverages. Menus in the ADC change daily.
- Dining in the ADC provides the campus community an opportunity to fellowship and socialize in either the dining room or adjacent patio. In addition to serving foods from around the globe, the ADC sponsors various "special event meals" (i.e., thematic dinners and events) throughout the course of each academic year.
- All food and beverage must be consumed in the ADC and are not offered to go; however, Students may choose to finish one (1) of the following as departing from the ADC: an ice cream cone, a whole piece of fruit, or a cookie. Removal of other food items and/or service items (plates, cups, bowls, silverware, etc.) from the ADC is not permitted.
- 53.2.2. Airport Café (only accessible to students enrolled in Aviation/Flight courses) Dining not available on site.
- 53.2.3. Brisco's Café is located in The Village @ CBU living area and provides casual dining with a grab-and-go format. Brisco's is a great location to get a quick takeout meal, enjoy catching up with friends, or gather around the outdoor fire pit during the late-night hours. Brisco's Café includes two primary concepts.
- The Habit offers fresh, made-to-order chargrilled burgers and sandwiches featuring USDA choice tri-tip steak, grilled chicken, and

- sushi-grade albacore tuna cooked over an open flame. The Habit also features fresh made-to-order salads and an appealing selection of sides, shakes, and malts.
- Gourmet Sandwich Shoppe offers built-to-order sandwiches prepared with a variety of flatbreads with an assortment of side choices (chips, fruit, yogurt, etc.), snacks, and hot and cold beverages.
- 53.2.4. Campus Xpress (CX) is a campus convenience store located in the Evelyn Johnson Student Services Wing of the Eugene and Billie Yeager Center with an external entrance that faces the Stamps Courtyard. Items available in the CX include a wide range of items including hot and cold grab-and-go meals, healthy snacks, cold beverages, energy bars, ice cream, and essential toiletries.
- 53.2.5. Chick-fil-A is located in the Evelyn Johnson Student Services Wing of the Eugene and Billie Yeager Center. Chick-fil-A features a menu of sandwiches, salads, shakes, and sides along with modern indoor seating to hang out with your friends and plenty of patio dining for that outdoor experience.
- 53.2.6. Couch's Corner is located in Lancer Plaza and offers two (2) food concepts based on a to-go format:
- Lancers Landing featuring a wide variety of hot and cold coffee drinks.
 - Shake Smart offers a variety of healthy on-the-go options that range from freshly blended protein shakes and organic acai bowls to all-natural sandwiches and cold brew coffee.
- 53.2.7. El Monte Grill is located in Lancer Plaza and is a nod to CBU's roots in El Monte, California. Mexican fare deeply rooted in the history of California incorporates truly authentic ingredients blended with modern flavors. Dine on handcrafted, built-to-order burritos, tacos, salads, and bowls. Plan to hang out with your friends in the ultra-cool dining room or take your food to go.
- 53.2.8. Foodology is located on the Health Science Campus and takes a modern approach to dining with farm fresh ingredients that are simply prepared so that flavors stand on their own. The fresh, fast, and flavorful menu items offered include a breakfast grill, Starbucks drinks, fresh salads, hot sandwiches, burgers and fries, and grab-n-go items.
- 53.2.9. The Market at Magnolia Crossing, which is located within CBU's newest student housing area, offers hot and cold grab-and-go meals, snacks, a variety of hot and cold beverages as well as an assortment of grocery items and essential toiletries.
- 53.2.10. Wanda's is located in the Evelyn Johnson Student Services Wing of the Eugene and Billie Yeager Center and is a great place to grab a quick bite to eat and study or share a snack with friends. Wanda's offers a variety of specialty coffee drinks, smoothies, fresh salads, gourmet burgers, daily specials, sandwich toasties, fresh pastries, and snacks.
- 53.3. **Catering.** Food and/or beverage service (coffee breaks, catered meals, etc.) for special events can be arranged by contacting the Provider Catering Office at 951.343.5026.

54. CAMPUS DINING – MEAL PLANS

Meal plan participation is required of all Students residing in University housing designated for Traditional Students and Students who are members of programs that require meal plan participation. Meal plan requirements (minimums) for Students residing in University housing areas designated for Traditional Students are specified below.

Meal plans are purchased per semester and tracked electronically. Questions and concerns regarding the meal plan tracking program and requests for meal plan changes should be directed to the University Card Services Office.

54.1. General Information.

- 54.1.1. Meal plans consist of two (2) parts: Meal Swipes and Dining Dollars. Meal Swipes may be used to obtain a full meal. Dining Dollars may be used to obtain a full meal or individual menu items. Prior to obtaining food items, meal plan participants must designate the form of payment (Meal Swipe or Dining Dollars) to be used.
- 54.1.2. In order to obtain a meal, meal plan participants must present a valid CBU Card.
- The person whose name and photo appear on the card must be present in order for the card to be used to obtain a meal(s).
 - Members of the campus community may not loan, borrow, or engage in any form of unauthorized use of CBU Cards.
- 54.1.3. Failure to present a valid CBU Card may result in denial of service.
- 54.1.4. Meals served at campus dining facilities are intended for Student and approved guest consumption only.
- 54.1.5. Students who remove service items, food, and/or conduct themselves in a disrespectful manner are subject to Judicial Action.
- 54.1.6. Health Department regulations prohibit bare feet and shirtless patrons in all campus dining areas.
- 54.1.7. Meal Swipes may be used to obtain all meals offered at the following campus dining locations:
- Alumni Dining Commons
 - Couch's Corner (featuring Lancers Landing & Shake Smart)
 - Brisco's Café (Gourmet Sandwich Shoppe and The Habit)
 - El Monte Grill

- Campus Xpress
- Chick-fil-A
- Wanda's (during specified hours)
- Foodology
- The Market at Magnolia Crossing

Students may also use meal swipes to obtain meals during athletic events held in the Events Center.

- 54.1.8. Meal Swipes may be used at Wanda's on weekdays after 3 PM, Saturdays, and during specified vacation periods (i.e., Thanksgiving Break, Spring Break). Specific meal-service dates are posted at dining locations, on the Provider Dining app (which is available at the [Apple App Store](#) and on [Google Play](#)), and at calbaptist.edu/dining.
- 54.1.9. Meal Swipes may not be used for guests.
- 54.1.10. Meal plan participants may not exceed the number of Meal Swipes and/or Dining Dollars associated with their respective meal plan.
- 54.2. **Availability.** Meal plan participants may obtain meals when classes offered to Traditional Students are in session. Meal service is closed or has reduced hours during vacation periods. Specific dates of food service availability are indicated on the University Calendar and posted on InsideCBU (Life @ CBU tab, University Card Services page).
- 54.3. **Commuter Students.** Meal plan participation is not required for Commuter Students and Students who do not reside in University housing; however, such Students may choose to participate in any of the meal plans offered.
- 54.4. **Dining Dollars** is a convenient system that works on a similar principle as an ATM or debit card. Dining Dollars allow meal plan participants to use a valid CBU Card to purchase food and beverage items at all campus dining locations.
- 54.4.1. In order to use Dining Dollars, a valid CBU Card must be presented and the person whose name and photo appear on the CBU Card must be present.
- 54.4.2. Dining Dollars balances do not "carry over" to the next semester or summer session and are not refundable.
- 54.4.3. Dining Dollars are not transferable.
- 54.4.4. Cash withdrawals from Dining Dollars accounts are not permitted.
- 54.4.5. Dining Dollars may be used to purchase food and beverage items for guests.
- 54.5. **Dining Etiquette.** Students are expected to self-monitor noise. Students are expected to conduct themselves in an appropriate manner while dining and comply with requests made by food service personnel.
- 54.6. **Mobile Ordering.** The Transact Mobile Ordering app (CBU To-Go), which is available at the Apple App Store and on Google Play, allows members of the campus community to order food and beverages from select on-campus dining options. In addition to offering the flexibility of making payments through the use of meal plans and/or credit cards, Transact Mobile Ordering electronically tracks the status of orders and payments for purchases.
- 54.7. **Modification and Exemption Requests.** Students seeking a meal plan modification or exemption may complete and submit to the University Card Services Office a Meal Plan Modification and/or Exemption Request.
- 54.7.1. Because meal plan participation is mandatory for Students who reside in University housing designated for Traditional Students, modification or exemptions for circumstances other than work conflict or dietary needs are rare.
- 54.7.2. Requests based on work conflict must include the following:
- A written description of the conflict;
 - A copy of the Student's class schedule; and
 - A signed letter (written on company letterhead) from the Student's employer that reflects the specific days and hours the Student is scheduled to work each week
- 54.7.3. Requests based on dietary needs must include the following:
- A written description of the need (details regarding medical diagnosis are not required); and
 - A signed letter (written on letterhead) from the Student's physician that indicates specific dietary requirements, food tolerances, allergies, etc.
- 54.7.4. Approved requests will become effective no more than five (5) business days prior to the date required information (a completed Meal Plan Modification and Exemption Request and required documentation) is received by the University Card Services Office.
- 54.7.5. [Meal Plan Exemption Request Forms](#) can be accessed on [InsideCBU](#) (Life @ CBU tab, University Card Services page) and in the University Card Services Office.
- 54.8. **Plan Options.** Meal plan options are determined by a Student housing status (residential or commuter) as well as term (fall, spring, summer session).
- 54.8.1. The following meal plans are available during fall and spring semesters:
- Plan A** – 35 Meal Swipes & 150 Dining Dollars (commuter Students only)

- Plan B** – 50 Meal Swipes & 250 Dining Dollars (commuter Students only)
- Plan C** – 75 Meal Swipes & 250 Dining Dollars (commuter Students only)
- Plan D** – 90 Meal Swipes & 350 Dining Dollars (*minimum plan for the following living areas: The Colony @ CBU, The Point, Lancer Arms Apts., & University Place Apts.)
- Plan E** – 115 Meal Swipes & 350 Dining Dollars (*minimum plan for the following living areas: The Cottages, Smith Hall, Simmons Hall, and The Village @ CBU)
- Plan F** – 140 Meal Swipes & 350 Dining Dollars
- Plan G** – 160 Meal Swipes & 400 Dining Dollars
- Plan H** – 180 Meal Swipes & 450 Dining Dollars
- Plan I** – 205 Meal Swipes & 450 Dining Dollars
- Plan J** – 225 Meal Swipes & 500 Dining Dollars
- Plan K** – 245 Meal Swipes & 550 Dining Dollars
- Plan L** – 270 Meal Swipes & 550 Dining Dollars
- Plan O** – 60 Meal Swipes & 650 Dining Dollars (*minimum plan for the following living areas: College Park Apts., Magnolia Crossing, and University-owned houses)
- Plan P** – 75 Meal Swipes & 750 Dining Dollars
- Plan Q** – 90 Meal Swipes & 850 Dining Dollars

54.9. **Plan Requirements.** Minimum meal plan requirements apply to Students who reside in University housing designated for Traditional Students and Students who are members of a program that require meal plan participation. The following are minimum meal plan requirements for the fall and spring semesters:

<u>Living Area</u>	<u>Requirement</u>
College Park Apartments	Plan O
Lancer Arms Apartments	Plan D
Magnolia Crossing	Plan O
Simmons Hall	Plan E
Smith Hall	Plan E
The Colony @ CBU	Plan D
The Cottages	Plan E
The Point	Plan D
The Village @ CBU	Plan E
Tower Hall	Plan E
University-owned homes	Plan O
University Place Apartments	Plan D

54.10. **Rates.** Information regarding rates for meal plans is available in the University Card Services Office and on the University Card Services page of the [CBU website](#).

54.11. **Sick Meals.** In the event a meal plan participant experiences an illness that prevents a visit to any campus dining facility, the ill Student may make arrangements with a friend, roommate, or resident advisor to obtain a to-go meal. Individuals obtaining meals on behalf of an ill Student are required to obtain a meal request card from their respective RA Office and present the request card along with a valid CBU Card as well as the CBU Card of the ill Student to a member of the food service personnel. In order to prevent the spread of illness, Students who experience flu-like symptoms should not visit any campus dining location.

54.12. **Special Dietary Needs.** The Provider culinary team is committed to offering nutritious, safe dining options as an integral part of daily menus. Most special dietary needs and food intolerances can be met upon request in all campus dining locations.

Based on information made available by the U.S. Food and Drug Administration, the eight (8) most common allergens that cause 90% of allergic reactions are milk, eggs, fish, crustacea (shellfish), tree nuts, wheat, peanuts, and soybeans. Provider makes every attempt to identify the eight (8) most common allergens in food served at on-campus dining locations. While every effort is made to safely prepare and serve foods, there is always a risk of cross contamination of allergens or gluten since foods are prepared in large production kitchens at campus dining locations. Nutritional and ingredient information for items served is available upon request. The culinary team welcomes questions regarding any aspect of food preparation and/or use of dining facilities.

Students with food allergies or special dietary requirements should contact the University Card Services Office to request a Meal Plan Modification and/or Exemption Request form.

Prior to preparing individual meals that meet special dietary requirements, the Associate Dean of Students for Administrative Support and the Director of Food Services will review the information submitted and, if necessary, schedule a special diet consultation and/or meet with the Student.

- 54.13. **Summer Sessions.** Meal Plan participation is not required for Summer Session residents; however, students may choose to participate in any of the summer meal plans offered.
- 54.14. **To-Go Meals.** To-go meals may be obtained at all on-campus food venues with the exception of the Alumni Dining Commons.
- 54.15. **Travel Meals.** The University provides meals for Students who are required to participate in University-sponsored trips (e.g., athletic away game, fine arts performance, etc.). In the event a to-go meal is provided to a Student at the time of departure from campus, the meal may be deducted from the respective Student's meal plan.
- 54.16. **Unused Swipes and Dining Dollars.** Meal Swipes and Dining Dollars do not "carry over" to the next semester or summer session and are not refundable.

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56. **CAMPUS STORE**

The Campus Store provides Students the opportunity to purchase and rent (select) new and used textbooks, course materials, digital books, Christian trade books, and online access to Apple technology products. In addition, the Campus Store offers CBU clothing, decals, gift cards, merchandise and gift items that bear the University insignia, stationery, greeting cards, and school, office, and art supplies. Gift wrapping is also available. Merchandise may be purchased using cash, Lancer Bucks, American Express, Apple Pay, Android Pay, Visa, Master Card, Discover Card, bank debit card, or a Book Voucher issued by the Student Accounts Office (if the Student qualifies). Additional information regarding the Campus Store is available at bookstore.calbaptist.edu.

57. **CAREER CENTER**

In addition to preparing Students to identify and engage in their chosen professions with excellence and integrity, the Career Center serves as a connection between education and career by providing Students opportunities and resources for professional development, networking, and experience. The goal of the Career Center Staff is to equip Students with the professionalism necessary to excel in their respective careers and become effective servant-leaders for Christ upon graduation, both locally and globally.

The Career Center provides Students with varied opportunities for professional development and career exploration through programing that is both campus-wide and major specific. The Career Center Staff conducts classroom presentations, workshops, seminars, and provides office walk-in hours to assist and instruct Students in their professional development. In addition, the Career Center sponsors career fairs and informational sessions for Students to interact and network with local and national employers.

The Career Center also provides the following:

- Mock interviews in preparation for jobs or graduate school
- Individual career and internship counseling and coaching
- Handshake – an online job board and employer database that lists career and internship opportunities (both on- and off-campus)
- Sample resumes, cover letters, and other professional-development documents
- Personalized document critique services (resume, cover letter, etc.)
- LinkedIn seminars
- Career assessment tools

- 57.1. **On-Campus Employment.** Students must be enrolled for classes at California Baptist University in order to serve as an on-campus Student worker. Prior to employment, Students must complete and submit to the hiring office/department a Student Authorization Packet, which includes the following documents:

- Direct Deposit Form
- Employee Personal Data Sheet
- Federal Work Study Program Information
- Form DE4 (Employee's Withholding Allowance Certificate – State of California)
- Form I-9 and Form I-9 Instructions (Employment Eligibility Verifications – Department of Homeland Security)
- Form W-4 (Employee's Withholding Certificate - IRS)
- Notice to Employee (California Labor Code section 2810.5)
- Student Worker Application for Employment
- Student Worker Authorization
- Student Worker Confidentiality Agreement
- Student Worker Information Sheet

Each CBU department processes the Student-employee paperwork related to the staffing needs of the respective office/department. The Human Resources Office oversees employment compliance issues and provides University-related employment information, while the Career Center serves as a resource to Students and departments to assist in the hiring process.

- 57.2. Student workers (domestic and international Students) are considered temporary employees and are not eligible for unemployment benefits or any benefits offered to regular University employees.
- 57.3. Students who work on campus during the fall and spring semesters must be enrolled during the respective semester.
- 57.4. Students may not exceed a maximum of eight (8) hours of on-campus work during any given workday without prior written approval. A "workday" is a consecutive 24-hour period beginning at the same time each calendar day, but it may begin at any time of day.
- 57.5. Students may not work on campus more than six (6) consecutive days during any given workweek without prior written approval. A "workweek" is a fixed and regularly recurring period of 168 hours, seven consecutive 24-hour periods. The CBU workweek is Sunday through Saturday.
- 57.6. While classes are in session during the fall semester, spring semester, and summer sessions, domestic Students may not exceed a maximum of 29 hours of on-campus work during any given workweek without prior written approval.
- 57.7. In the event a domestic Student must exceed 29 hours of on-campus employment during any given workweek, the Student's supervisor is responsible for obtaining prior written approval from the respective vice president prior to scheduling the Student to work.
- 57.8. During vacation periods, Students may work on campus a maximum of 29 hours during any given workweek.
- 57.9. Students who work on campus during the summer months (May-August) must be enrolled during the respective summer session and/or enrolled for the subsequent fall semester and are not eligible for the Federal Work Study Program.
- 57.10. Students may work for more than one (1) department; however, the total number of hours worked may not exceed the limits indicated in the On-Campus Employment requirements in Section 57 of this publication, Students are responsible for monitoring their own work schedules and adhering to the prescribed hours-worked limits. Students who work more than the stated limits will be warned and risk termination without the possibility of future employment at the University.
- 57.11. **International Student On-Campus Employment.** In addition to meeting the On-Campus Employment requirements in Section 57.1 of this publication, International Students who serve as Student workers must adhere to on-campus employment regulations as set forth by the U.S. Immigration and Naturalization Service:
- On-campus work is limited to 20 hours per week while school is in session;
 - Student employment may be for part-time during vacation periods for Students who are eligible and pre-register for the subsequent academic term;
 - On-campus employment is not permitted after completion of a course or courses of study, unless the Student has been accepted and enrolled in a graduate program for the subsequent semester.
- 57.12. **International Student Off-Campus Employment.** International Students must receive an Employment Authorization Document (EAD) from United States Citizenship and Immigration Services (USCIS) prior to beginning off-campus employment. Information regarding the EAD application and requirements can be obtained in the International Student Services Office.

58. CASHIER'S OFFICE/ATM

Students may complete the following transactions in the Cashier's Office: payment of Student accounts and housing reservation fees. The Cashier's Office only accepts checks during in-person visits. Payment by credit card as well as payment by check may be submitted online via [Transact](#), which is accessible through [InsideCBU](#).

Automated teller machines (ATM), provided by the [Altura Credit Union](#), are available at the following campus locations:

- First floor of the Evelyn Johnson Student Services Wing of the Eugene and Billie Yeager Center (during normal business hours and while evening classes are in session)
- Dale E. & Sarah Ann Fowler Events Center west concourse (during athletic events and other functions)

59. CONFERENCES AND EVENTS

The Conferences and Events Office provides the campus community with audio-visual services, room reservations, set-up and arrangements for special events and meetings, and conference services. Students may reserve equipment needed for classroom presentations and other events through the Conferences and Events Office with the approval of a Staff or Faculty member. A Facility and Equipment Request Form must be submitted and approved prior to use of facilities. In order to properly schedule events and equipment, Campus Facility and Equipment Requests that include the use of equipment must be submitted a minimum of ten (10) business days in advance of the proposed date of use.

Room-only requests must be submitted a minimum of five (5) business days prior to the proposed date of use. Last-minute requests cannot be guaranteed.

Specific information regarding requests, equipment and room reservations, cost, and policies is available in the Conference and Events Office, online at calbaptist.edu/conferences, and through [InsideCBU](#).

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61. INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) provides and supports technology and related services, collectively known as LancerNet, to the CBU community. Support is available through the ITS HelpDesk and on the InsideCBU web portal for systems such as LancerMail (CBU email), anti-

virus, login/passwords, wireless access, general troubleshooting, and internet use.

On Student-owned equipment, ITS will assist with troubleshooting connectivity issues to the campus network (specific to the wireless network card/software and/or operating system configurations). Students are responsible for ensuring that the computer is in good working order and free from virus and other malware.

ITS HelpDesk can be reached at 951.343.4444 and helpdesk@calbaptist.edu. Additional information regarding Information Technology Services is available via [InsideCBU](#).

62. INTERNATIONAL CENTER

The International Center assists international Students in making a successful transition into American culture and helps them to understand institutional expectations. In addition to providing assistance with the processing of U.S. Citizenship and Immigration Services (USCIS) documents related to the California Baptist University admissions and enrollment process, the International Center also provides support services, processes arrival and departure documents, and actively recruits international Students.

Upon Student completion of the initial enrollment process, the International Center counsels Students regarding USCIS regulations and procedures (e.g., enrollment requirements, Practical Training, and employment), plans and implements activities that promote campus awareness and appreciation for cultural understanding, and assists Students to become integrated into campus life. Additional information regarding the International Center is available at <https://calbaptist.edu/international-center/>.

63. LANCERBUCKS

Lancerbucks is a flexible spending account that allows members of the campus community to use their CBU Card to make purchases from a variety of locations including campus vending machines, the Campus Store, and campus dining locations.

Students and/or parents can deposit money into a Student's LancerBucks account. Deposits can be made online or by cash, check, or credit card at the University Card Services Office. Additional information regarding Lancerbucks is available at <https://calbaptist.edu/university-card-services/lancer-bucks>

64. LANCERNET

LancerNet is California Baptist University's computing and network system. LancerNet consists of the University's LancerMail electronic mail system as well as wireless, software, hardware, voice, video, and data systems technologies. LancerNet provides the CBU community with seamless access to information, resources, and services.

California Baptist University provides access to computing and network resources in order to support its academic and administrative functions. Appropriate use of LancerNet will ensure a reliable and secure network environment for all users. All such use shall be ethical and consistent with the University's mission. Any other uses that jeopardize the integrity of CBU's network, the privacy or safety of other users, or that are otherwise illegal are prohibited.

The following policies apply to all University Premises including, but not limited to, University housing, offices, labs, the Annie Gabriel Library, classrooms, and remote access locations.

64.1. Compliance

- 64.1.1. Use of CBU technology resources is a privilege.
- 64.1.2. LancerNet users are expected to read and abide by LancerNet policy.
- 64.1.3. Students shall use CBU technology resources responsibly and in a manner that does not cause harm or diminish CBU's reputation.
- 64.1.4. Failure to abide by LancerNet policy may result in Judicial Action, including but not limited to, loss of LancerNet privileges, Expulsion from the University, and/or criminal prosecution.
- 64.1.5. Users of LancerNet agree to abide by policies and procedures adopted by California Baptist University as well as current federal, state, and local laws.

64.2. LancerMail

- 64.2.1. LancerMail is the University's Electronic Mail System used for University-related communication as well as for University business purposes.
- 64.2.2. LancerMail communications traverse LancerNet and are therefore property of the University.
- 64.2.3. Users should avoid using LancerMail for personal use as well as sending sensitive and confidential data through LancerMail.
- 64.2.4. Users should be mindful that LancerMail messages may be subject to discovery in the event of a lawsuit.
- 64.2.5. Users should exercise proper care when using LancerMail, including refraining from opening web links and attachments that are not expected (e.g., phishing attacks).

64.3. Acceptable Use

- 64.3.1. Violations of LancerNet include, but are not limited to, the following:
 - a. Viewing, transmitting, receiving, or storing any information that is discriminatory, harassing, inappropriate, or offensive (e.g.,

- sexually-explicit or racial messages, jokes, cartoons, etc.);
 - b. Unauthorized copying, retrieval, forwarding, sending, or using of copyrighted materials;
 - c. Unauthorized disclosure or destruction or capture of personal, confidential or restricted data;
 - d. Engaging in commercial or personal profit-making purposes;
 - e. Causing congestion, overload, or disruption of networks or systems, including the distribution of chain letters;
 - f. Engaging in illegal, threatening, or destructive activity;
 - g. Attempting to circumvent or subvert any CBU systems or network security measures;
 - h. The use of University equipment to host or run personal websites or software;
 - i. Any use which violates the terms of any technology license or agreement;
 - j. Promoting political or other campaigns for personal advertisement or solicitation, or to sell or give away personal or University property;
 - k. Unauthorized personal use or removal of any University data, supplies, or equipment.
- 64.3.2. Students are responsible for the proper use of any LancerNet accounts issued to them.
- 64.3.2.1. Students should never provide access to these accounts or share passwords with others. Password and access codes issued to individuals by California Baptist University are for University business only. If an account is suspected of being compromised, users are to report suspicion of unauthorized use and request a password change through the Information Technology Services (ITS) HelpDesk at 951.343.4444, helpdesk@calbaptist.edu, or via [InsideCBU](#).
- 64.3.3. LancerNet may not be used to create, modify, execute, or retransmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any personal computer, computer facilities, or software. Use of LancerNet to engage in pranks and/or affect other computers on the network in any way will result in Judicial Action.
- 64.3.4. LancerNet users must provide clear and accurate identification when sending any electronic communication. Anonymous or pseudo-anonymous communications that appear to disassociate a user from responsibility of actions are inappropriate. Concealing identity or misrepresenting a user's name or affiliation to mask or attempt to distance oneself from irresponsible or offensive behavior is a serious abuse and violation of University Policy. Using identifiers of other individuals as one's own constitutes both a violation of University Policy and fraud.
- 64.3.5. When an account expires, any files or messages associated with the account may be deleted.
- 64.3.6. Use of LancerNet to display antagonism toward groups, the Christian faith, University programs, the University, or University personnel is not permitted.
- 64.3.7. The use of network sniffers/monitors by individuals other than Information Technology Services personnel is prohibited.
- 64.3.8. The installation, configuration, and operation of servers or other services that place demand on LancerNet resources are the responsibility of Information Technology Services. Such activity is not permitted without prior written approval from the Associate Vice President of Technology or designee.
- 64.3.9. Use of domain names other than those defined by California Baptist University is not permitted.
- 64.3.10. LancerNet users are permitted to access internet resources with the understanding that some materials on the Internet may be inaccurate; additionally, some resources contain materials that are deemed contrary to the prevailing standards of California Baptist University and is inappropriate. Access to inappropriate content is not permitted.
- 64.3.11. Damage to hardware or software and disruption of the operation of LancerNet will result in Judicial Actions against the individual or individuals responsible. This includes, but is not limited to, the following:
- a. hacking and attempted hacking;
 - b. mass mailings to or from Students without prior administrative approval;
 - c. viruses;
 - d. "spamming";
 - e. other transmissions designed to degrade, damage, disrupt, or access unauthorized information on LancerNet.
- 64.3.12. Theft or abuse of computer time and/or resources is prohibited. Such behavior includes, but is not limited to, the following:
- a. unauthorized entry into a file to use, read, change content, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. unauthorized use of another individual's identification or password;
 - d. use of computing facilities to interfere with the work of another Student, Faculty member, or University Official;
 - e. use of computing facilities to send or receive obscene messages;
 - f. use of computing facilities to interfere with normal operation of the University computing systems;
 - g. reproduction of copyrighted material without explicit permission; or
 - h. unauthorized downloading or installation of any commercial software, shareware, or freeware onto network drives or disks, unless

prior written permission from the University has been obtained.

- 64.3.13. LancerNet users agree to report any misuse of LancerNet to the University and to cooperate with Investigation by resource managers or others at the University in the event of technical problems and during Investigations of possible unauthorized or irresponsible use; failure to do so may be grounds for Judicial Action which includes, but is not limited to, loss of LancerNet access privileges.
- 64.3.14. California Baptist University reserves the right to monitor all LancerNet activity which includes, but is not limited to, internet access and services.
- 64.3.15. All software residing on computers connected to LancerNet must be installed in compliance with the licensing agreement accompanying the software.
- 64.3.16. The Information Technology Services Office must approve all software purchases and installations on University-owned computers. Unauthorized software discovered on University-owned computers will be removed.
- 64.3.17. By using LancerNet, users agree to comply with the LancerNet Acceptable Use Policy in its entirety.

64.4. **Illegal Downloading**

- 64.4.1. Sharing and/or Distribution of Electronic Material. LancerNet may not be used inappropriately to download, stream, share, and/or distribute any music, movies, images, and/or other copyright-protected files. Downloading, streaming, sharing, and/or distributing such materials constitutes theft of copyright protected material and is punishable by serious fines. Under the federal Digital Millennium Copyright Act (DMCA) instituted in 1998, the copyright owner may bring an action in court that may result in civil liability or criminal prosecution.
- 64.4.2. Permission to download, share, or distribute material must be obtained through the appropriate channels. An individual should assume authorization has not been granted to download, stream, share, and/or distribute files or materials found on the internet without receipt of written permission such as a license agreement. Additionally, the purchase of copyrighted material does not authorize an individual to distribute or share such material unless the individual has received specific permission to do so.
- 64.4.3. The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) and similar organizations aggressively investigate, pursue, and prosecute alleged offenders in criminal court. Penalties for first-time offenders may result in fines up to \$250,000 plus five (5) years in jail. Violators may also face civil damages up to \$150,000 for each illegally downloaded song or movie.
- 64.4.4. Using LancerNet to download, stream, share, and/or distribute copyrighted material without permission of the copyright owner is a violation of the California Baptist University Standard of Student Conduct and violators are subject to Judicial Action in addition to possible adverse legal action.

64.5. **Online Accounts**

- 64.5.1. Online accounts are public domain and any information a Student may reveal about himself/herself may not be private. Students should be aware of risks associated with using such sites. California Baptist University does not block participation in online accounts such as Facebook, Instagram, LinkedIn, Snapchat, Twitter, Threads, etc. Nevertheless, Students are subject to Judicial Action for violations of the Standard of Student Conduct and/or University mission-related offenses depicted in photos and/or online discussions upon discovery of such material(s).
- 64.5.2. Students are strongly urged to exercise caution when participating in online communities. Exercising caution includes, but is not limited to, the following:
 - a. Set reasonable limits on access to personal sites by utilizing privacy setting options that allow posted information to be accessed only by friends.
 - b. Do not accept connections from unknown people.
 - c. Limit the amount of contact information provided.
 - i. Never disclose address, telephone number, or location information.
 - ii. Never provide Student ID, birth date, social security number, or banking information.
 - d. Give serious consideration to the potential impact on job placement and graduate school acceptance when participating in such online accounts.
 - e. Be cautious of what is said and how it is said online.
 - i. Think before joining a group.
 - ii. Think before posting information. Posted information may remain searchable online for many years.
 - f. Report harassing behaviors.
 - g. Periodically check and delete unwanted connections.

64.6. **Privacy**

Any data elements that are created, stored, modified, or that traverse LancerNet, including without limitation LancerMail messages, are University property regardless of the content. Users have no expectation of privacy with respect to messages or information (including any personal information) created or maintained within LancerNet. CBU's Information Technology Services (ITS) department is responsible for monitoring and maintaining the security of LancerNet for University business-related purposes. CBU reserves the right

to inspect its technology resources and systems at any time and for any reason.

64.7. **Personal Computers**

The CBU Information Technology Services Department can assist with troubleshooting Student personal computers but cannot assist with any hardware issues/replacements. Students should seek such assistance with outside vendors such as Best Buy or related computer stores.

65 **LOST AND FOUND**

Items that are lost or found should be reported to the Department of Safety Services. Generally, items lost or found within a University housing facility may be reported to the respective Residence Hall Office.

66 **OFFICE OF STUDENT SUCCESS**

The mission of the Office of Student Success (OSS) is to empower Students from the classroom to commencement by providing services, programs, and resources during every step of the academic journey. The OSS includes four (4) centers: the University Tutoring Center, the University Writing Center, Disability Services, and the Veterans Resource Center. In addition to managing academic appeals, the OSS serves sponsors the Alpha Chi National Honor Society. The OSS is located in Lancer Arms 39, next to the Event Center. Additional information regarding the OSS is available at calbaptist.edu/office-of-student-success.

66.1. **University Tutoring Center.** The University Tutoring Center (UTC) equips Students to meet educational and career goals through empowerment to become confident, self-regulated, and independent learners. UTC services include one-on-one and group tutoring, walk-in tutoring, academic coaching and mentoring, skill-building workshops, and make-up exam proctoring. Additional information regarding the UTC is available at calbaptist.edu/tutoring-center.

66.2. **University Writing Center.** The University Writing Center (UWC) strives to cultivate purpose-driven writers by helping Students develop the necessary processes and strategies to become clear and persuasive communicators. The UWC offers a variety of resources, including in-person, email, and online appointments, free Grammarly Premium accounts for all current CBU Students, and online video tutorials for grammar and research. To learn more about the UWC, or to schedule an appointment, visit calbaptist.edu/writing-center.

66.3. **Disability Services.** Disability Services (DS) is dedicated to creating an accessible learning environment such that Students with specific learning, physical, and psychiatric disabilities are afforded equal access to University programs, educational opportunities, and spiritual development. In accordance with state and federal mandates and upon documented verification of the disability, academic accommodations are individualized based on the learning needs of each Student. DS is committed to providing support services to help Students acquire skills essential to achieve academic success. Services may include notetaking, extended testing time, a quiet testing environment, academic support, assistance with University-owned housing assignment, auxiliary aids (i.e., interpreters, readers/scribes for exams, and textbooks in an alternate format). Disability Services strives to develop an environment of awareness and mutual respect by providing education and support to the University community. For additional information regarding accommodations and services, visit DS at calbaptist.edu/disability-services.

66.4. **Veterans Resource Center.** The Veterans Resource Center (VRC) is committed to providing a supportive environment for Student veterans and dependents in the transition to post-secondary education. The VRC provides a place to study, relax, and fellowship with other veterans as well as access to programs such as the Yellow Ribbon Program Match, and Military Tuition Assistance for online Students. For additional information regarding programs offered through the Veterans Resource Center and how to get connected, visit calbaptist.edu/veterans.

67. **SAFETY SERVICES**

California Baptist University maintains a Department of Safety Services to enhance the safety and security of the campus community and support Student success. In addition to staffing the Welcome Pavilion and patrolling school properties, the Department provides twenty-four (24) hour assistance with emergencies, crime and injury reporting, safety escorts, and education of the campus community on safety and security practices.

Safety Services can be contacted by calling 951.343.4311 or from the LiveSafe mobile device app. LiveSafe is a personal safety app that provides a convenient way for users to report tips to Safety Services, contact Emergency Services, find places on an interactive Campus Map, and access GoSafe to either be watched or watch over a friend, or request that Safety Services provide an escort. LiveSafe also provides a resource library for health and wellness services as well as what to do in an emergency. The LiveSafe app is available for download at the [Apple App Store](https://www.apple.com/appstore) or on [Google Play](https://www.google.com/play).

In the event of a medical or police emergency situation, call 911 and then contact the Safety Services Department by calling 951.343.4311 or from LiveSafe, as described above. Other situations should be reported to the Safety Services Department immediately.

67.1. **Community and Emergency Notification.** The University has developed a multimedia system to immediately notify Students, Faculty, Staff, and visitors of any emergency circumstance or serious situation that poses a credible threat to the safety and security of the campus community. Components of this system include:

67.1.1. A siren/verbal warning system capable of projecting audible messages across open areas of the main campus. Pre-recorded messages

are activated at the press of a button or more specific verbal messages with instructions may be delivered over the speaker system.

- 67.1.2. **CBU Alert** – Student cell phones are programmed to receive emergency text notifications with information and guidance on how to respond to emergency situations. Students may “opt-out” of receiving these messages.
- 67.1.2.1. All University-issued email addresses are pre-entered into this system and those users have the option to include their personal cellular phone and/or any other device capable of receiving text-based messages. Parents and guardians of Students enrolled at CBU may also be added through the Student’s account.
- 67.1.3. **LancerNet** – information may be disseminated to all University-owned computers connected to LancerNet through “popup” warnings that appear on the screens and provide specific information on the circumstances.
- 67.1.3.1. Any or all parts of this system may be activated in response to any specific incident.
- 67.1.3.2. For instances when there is no immediate threat to the safety of the campus community, but it is desirable to provide information for educational or crime prevention purposes, email distribution is used to disseminate relevant facts and measures to be implemented or considered.
- 67.2. **Missing Student Notifications.** The University has established policies and procedures to assist in the reporting of any resident Student(s) believed to be missing, the on-campus Investigation of such report(s), and the making of any necessary notifications to parents, law enforcement, or other entity as a result of such inquiry.
- 67.3. **Information and Initial Notifications.**
- 67.3.1. All resident Students have the option to designate a confidential contact to be notified if that Student is reported missing. The confidential contact may be a parent, guardian, or any other person that the Student chooses to list.
- 67.3.2. In addition to the confidential contact described in Section 67.3.1 of this publication, in any case where a Student is believed to be missing and that Student is under the age of eighteen (18) years of age and not legally emancipated, the University will notify a custodial parent or guardian no later than twenty-four (24) hours after the time such Student is determined to be missing.
- 67.4. **Reporting Missing Persons.** Any Student believed to be “missing” may be reported to a Residence Life official and/or the Department of Safety Services.
- 67.5. **Investigation of Missing Persons.**
- 67.5.1. Safety Services will conduct a thorough review of all known information and pursue all relevant inquiry discovered during the Investigation.
 - a. If the Student is located, the reporting person will be notified that the Student is accounted for and safe.
 - b. If the Student is not located, Safety Services will notify an Associate Vice President for Student Services, or designee, who will make or cause to be made in a timely manner all other necessary notifications including, but not limited to, parent or guardian and the applicable law enforcement agency.

68. STUDENT ACCOUNTS OFFICE

The Student Accounts Office is responsible for all aspects of Student billing and collections. Students with questions about payment due dates, enrollment confirmation, tuition and fees, balance due, payment options, book vouchers, or refund checks are encouraged to contact the Student Accounts Office.

All Student account charges are due and payable by the payment due date. To maintain enrollment, Students must complete payment and agree to the terms and conditions of the Tuition and Fee Agreement, in addition to meeting all academic and standard of conduct requirements. The University expects Students to cover all charges for the current semester before advancing to a future semester.

California Baptist University offers three (3) payment options to assist Students in covering tuition and fee charges. Students may choose to make a payment, set-up an automatic monthly payment plan, and/or use financial aid to cover their balance. International, Special Admit, and Professional Development Students are required to pay their balance in full each semester by the payment due date.

Students who remain enrolled past the last day to drop with refund are obligated to cover all charges incurred in accordance with the Policy for Refund of Tuition, Fees, Room, and Board Charges. If a balance exists, a hold will be placed on the respective Student’s account preventing release of diploma and future registration until the balance is paid in full with verified funds. Additional information regarding the Student Accounts Office is available at <https://calbaptist.edu/student-accounts/>.

69. STUDENT FINANCIAL AID

The Student Financial Aid Office provides assistance to Students seeking financial aid. Scholarships, grants, loans, and work study programs are available to help eligible Students meet educational costs.

Students who are selected for verification by the U.S. Department of Education must submit all requested documents to the Financial Aid Office

a minimum of ten (10) business days prior to the end of the respective semester. Failure to complete the financial aid verification process may result in ineligibility to receive financial aid during the current and subsequent semesters.

Additional information regarding the Student Financial Aid Office is available at <https://calbaptist.edu/financial-aid/>.

70. STUDENT HEALTH INSURANCE

California Baptist University contracts with Wellfleet Student to provide Student healthcare insurance. Requirements, eligibility, and cost related to Student health insurance are determined by Student enrollment status:

- 70.1. **General Eligibility.** Only Traditional Students enrolled within the categories defined below are eligible to enroll in the Student health insurance plan provided through the University:
 - a. Undergraduate Traditional Students enrolled for seven (7) or more units;
 - b. Graduate Students enrolled for seven (7) or more units in courses intended to be delivered in a traditional in-person format, as determined by the particular graduate program;
- 70.2. Based on program enrollment requirements, voluntary enrollment is also available to Traditional Students enrolled in one (1) or more unit(s) in the following programs:
 - a. Athletic Training (Graduate);
 - b. Nursing (Undergraduate and Graduate);
 - c. Physician Assistant Studies (Graduate);
 - d. Speech Language Pathology (Graduate);
 - e. Social Work (Graduate).
- 70.3. **International Students.** Graduate Students and Undergraduate Students are required to enroll in the Student health insurance plan.
- 70.4. **Dependent Coverage.** Dependent coverage for spouse and children of Students enrolled in the Wellfleet Student plan is not available.
- 70.5. **Enrollment Information.** Enrollment details are available at www.calbaptist.edu/healthinsurance.

71. STUDENT SERVICES OFFICE

The Student Services Division encompasses the following areas: Community Life, Counseling Center, Dining Services, Enrollment Services, Intercollegiate Athletics, Mental Health, Campus Recreation, Residence Life and Housing Services, Safety Services, Spiritual Life, Student Care, Student Conduct, Student Senate, Title IX, University Card Services, and University Commencements. In addition to providing general supervision of the offices that comprise the Student Services Division, the Student Services Office provides services that include, but are not limited to, the following:

- Referring Students to campus resources
- Facilitating the Judicial Action and non-Judicial Action appeals processes
- Investigating Student allegations and complaints
- Serving as the primary point of notification when Students are involved in situations that require an extended absence from campus
- Addressing Student needs and concerns

Additional information regarding the various offices that comprise the Student Services Division is available online at calbaptist.edu/student-services.

72. THE POST

The Post serves as the California Baptist University mail center; hours of service are posted on InsideCBU. In addition to offering shipping services through USPS, UPS, and FedEx, The Post sells stamps, envelopes, shipping boxes, and packing services.

- 72.1. **General Information.**
 - 72.1.1. In order to obtain and maintain a Campus Mail Box (CMB), Students must be enrolled, reside in University-owned housing, and possess a valid CBU Card.
 - 72.1.2. Mail addressed to Students who reside in University-owned housing designated for Traditional Students is delivered to The Post.
 - 72.1.3. Official University correspondence addressed to Students who reside in University-Owned housing is delivered to assigned Campus Mail Boxes.
 - 72.1.4. Students are responsible for retrieving mail and packages on a regular (minimum of bi-weekly) basis.
 - 72.1.5. Students may retrieve items that are too large to fit within a campus box and trackable items at the front service counter during regular business hours.
 - 72.1.6. CMB assignment is done on a random basis.
 - 72.1.7. Students are responsible for informing The Post when the use of a CMB is no longer desired.

- 72.1.8. Mail received after a CMB has been closed will be held for a period of three (3) weeks; subsequent mail received will be returned to sender.
- 72.1.9. For Students who do not reside on campus during summer break and are registered to attend the subsequent fall semester, mail and packages will be held until the respective Student's return to campus.
- 72.1.10. Students who are unable to visit campus to retrieve a package may contact The Post, provide a preferred shipping address, and purchase a pre-paid shipping label. Students are encouraged to purchase tracking when using this option.
- 72.2. **Addressing Mail.** In order to assist with sorting and to ensure delivery, items sent from off-campus locations to campus residents should be addressed as follows:
- California Baptist University
Student's Name & CMB _____ (assigned CMB number)
8432 Magnolia Avenue
Riverside, CA 92504
- 72.3. **Delivery Notification.**
- 72.3.1. Students who receive items that are too large to fit within a campus box and/or trackable items will be sent notification via LancerMail and text message (if the Student has a SMS number on file with the University and opted-in to receive alerts).
- 72.3.2. Students who do not retrieve packages within five (5) days of delivery will be sent notification via LancerMail.
- 72.3.3. Students who do not retrieve first class and/or regular mail on a regular basis may be sent notification via LancerMail.
- 72.3.4. Students who do not take appropriate action after receipt of notification via LancerMail are subject to loss of CMB privileges.
- 72.4. **Internal Correspondence.**
- 72.4.1. Postage is not required on mail sent between departments and campus residents.
- 72.4.2. In order for mail to be properly sorted, each piece must contain the recipient's name and CMB number.
- 72.4.3. Mail that is not deliverable and does not contain a return address will be discarded.
- 72.4.4. Mass mailings (memos, fliers, etc.) consisting of five (5) pieces or more and intended for on-campus distribution, must be sorted in numerical order (by CMB) prior to submission to The Post. Unsorted materials may be returned to sender.

For additional information regarding services offered, please contact The Post at 951.343.4203 or mailandshipping@calbaptist.edu.

73. TRANSPORTATION

- 73.1. Students who take University-provided transportation to an event must return from the event in University-provided transportation, unless otherwise approved by an Associate Vice President for Student Services, the Dean of Students, or an authorized University Official. University liability insurance does not cover personal vehicles used for transportation to and from events.
- 73.2. University programs and Student clubs and organizations that transport Students, faculty, and/or staff to off-campus events are required to complete and submit to the Student Services Office (ear@calbaptist.edu) an External Activities Report (EAR) prior to departure from campus. External Activities Reports, information regarding reporting instructions, and requirements can be accessed online through InsideCBU, under the Life @ CBU tab.
- 73.3. **RTA U-Pass.** CBU Students are eligible to obtain a mobile RTA U-Pass and ride buses operated by the Riverside Transit Agency (RTA) at no charge.
- To obtain a mobile RTA U-Pass, visit www.calbaptist.edu/RTA for instructions and information.
 - For schedule and route information, visit riversidetransit.com or contact RTA's Customer Information Center at 951.565.5002.

74. UNIVERSITY CARD SERVICES

The University Card Services Office issues the CBU Card, which is the official identification issued by California Baptist University, and manages Card-related access to facilities, services, and resources available to members of the Campus Community. In addition to managing meal plan programs (swipes, Dining Dollars, LancerBucks, and the Transact Mobile Ordering app), University Card Services coordinates Student health insurance and the University's partnership with the Riverside Transit Agency (RTA) U-Pass program.

- 74.1. **CBU Cards.** Each California Baptist University Student is issued one (1) CBU Card at no charge.
- 74.1.1. CBU Cards will be printed with the name that appears on University records maintained by the office of the University Registrar.
- 74.1.2. Students will be required to verify identity prior to being issued a CBU Card.
- 74.1.3. CBU Cards are not replaced each year and are non-transferable.
- 74.1.4. CBU Cards are validated electronically each semester. In order for a CBU Card to be validated, a Student must be enrolled at California Baptist University.
- 74.1.5. CBU Cards must be carried at all times and presented to University Officials upon request.
- 74.1.6. In the event a Student temporarily misplaces a CBU Card, a temporary identification card may be obtained in the University Card Services Office. Temporary identification cards are typically valid for one (1) day from the time of issuance. Students may obtain a

maximum of two (2) temporary identification cards per semester.

74.1.7. Campus events and locations requiring a CBU Card include, but are not limited to, the following:

- Annie Gabriel Library
- Athletic Events
- Campus Dining locations (for meal plan participants)
- Chapel (for Students who desire Chapel credit)
- Community Life Lounge (for equipment check out, etc.)
- Computer Labs
- Lancer Aquatics Center
- Recreation Center
- Residence Halls (for access, equipment check out, etc.)
- University-owned Housing (for access purposes)

CBU Cards also may be presented at participating local businesses for Student discounts.

74.1.8. Lost or damaged CBU Cards may be replaced for a \$10 fee.

74.2. **Dependent Cards.** California Baptist University may issue Dependent Cards to the dependents (spouse, son, or daughter) of Students, Faculty, and University Officials. In order to request a Dependent Card, members of the campus community must submit to the University Card Services a Dependent/Spouse Request.

74.2.1. Dependent Cards are not issued to individuals under 16 years of age.

74.2.2. Dependent Cards may be used to gain access to the Lancer Aquatics Center and the Annie Gabriel Library.

74.2.3. With the exception of spouses, Dependent Cards may not be used to gain access to the Recreation Center.

74.2.4. In order to gain access to University facilities, dependents under 16 years of age must be accompanied by a Student, a University Official, or a spouse who has been issued a Dependent Card.

74.2.5. **Lost or Damaged Cards.** Members of the Campus Community are encouraged to report issues (i.e., lost, damaged, malfunctioning, denial of approved access, etc.) related to CBU Card and/or Dependent Card use to the University Card Services Office.

75. UNIVERSITY COMMENCEMENTS OFFICE

The University Commencements Office coordinates all University commencement activities, which includes regalia distribution, graduate photos, event scheduling, and event ticketing.

75.1. **Commencement Exercises** at California Baptist University occur during the fall, spring, and summer.

- a. Fall Commencement typically takes place after the last day of final exams for the Traditional Undergraduate Fall Semester.
- b. Spring Commencement typically takes place after the last day of final exams for the Traditional Undergraduate Spring Semester.
- c. Summer Commencement typically takes place during mid- to late August.
- d. Commencement Ceremonies typically include special music, Student awards, a commencement address, and the conferring of degrees.

75.2. **Grad Finale** is an “open-house style” event designed to provide Students who are eligible to participate in commencement exercises graduation-related information and items. In addition to obtaining academic regalia (caps and gowns, hoods for master’s and doctoral degrees, and tassels), Students may also do the following during Grad Finale:

- Purchase keepsakes such as CBU stoles, Great Commission stoles, key chains, diploma frames, and diploma covers;
- Order flowers and leis for the day of Commencement;
- Meet with Financial Aid Staff regarding Student loan debt consolidation and payment options;
- Receive information and gifts from the Alumni Association, Career Center, and Spiritual Life Office;
- Obtain honors cords from the Office of the University Registrar (graduation honors are awarded to Students earning bachelor’s degrees with grade point averages of 3.5 or above);
- Order graduation announcements, class rings, and jewelry; and
- Take professional portraits in Commencement regalia.

75.3. **Stoles.** Students are permitted to wear the following stoles during Commencement ceremonies.

- Great Commission Stoles. Limited to Students who participate in a CBU International Service Project (ISP) and are available for purchase in the Campus Store .
- CBU Stoles. Available to all Students and can be purchased in the Campus Store.

75.3.1. Only University-approved cords and stoles may be worn during Commencement ceremonies.

76. UNIVERSITY REGISTRAR

The Office of the University Registrar maintains official academic records of all Students and assists Students with transcripts, letter requests, degree and enrollment verifications, and other requests related to Student enrollment.

The Office of the University Registrar also maintains transfer agreements, completes official evaluation of previous college work, reviews requests for concurrent enrollment transfer approvals, reviews academic variances, processes all applications for graduation, reviews the academic record for final degree completion, and posts completed degrees. Additional information regarding the University Registrar is available at <https://calbaptist.edu/office-registrar/>.

77. INTENTIONALLY LEFT BLANK

78. VOTER REGISTRATION

California Baptist University participates in the National Campus Voter Registration project. As a participant, the University encourages members of the campus community to register and vote. The California Baptist University Community Life Office coordinates this effort.

79. WELLNESS CENTER

The California Baptist University Wellness Center, located at 3626 Monroe Street, houses the CBU Counseling Center and the CBU Health Center. The goal of Wellness Center Staff is to provide effective health, wellness, and counseling services that promote academic and personal success. The services offered at the Wellness Center are available to all Students.

79.1. Counseling Center.

The Counseling Center offers a full range of counseling assistance at no additional cost to Students who desire to become more effective, productive, and comfortable with University life. The mission of the Counseling Center is to provide Christ-centered, biblically-based, and psychologically-sound therapy with a foundational approach of hope, healing, truth, and grace.

Counseling is provided by Marriage Family Therapist trainees and associates under the professional supervision of fully-licensed therapists.

Issues that can be addressed with a counselor through individual or group therapy include, but are not limited to, the following:

Addiction/Substance Abuse	Eating Disorders	Relational Problems
Anger	Family Conflict	Roommate(s) Conflict
Anxiety	Grief	Stress
Depression	Identity/Self-Image	Trauma
Divorce	Life Transitions	and more...

Counseling is completely confidential except where limited by law. These limitations include any plan to harm others or self along with issues of child and/or elder abuse.

Appointments are available in-person and via telehealth and can be scheduled upon request. Walk-in appointments are available for urgent situations.

79.1.1. **Contact Information.** Students can contact the Counseling Center in-person, via phone, email, and/or the CBU website.

Telephone: 951.689.1120

Email: cconcept@calbaptist.edu

Website: calbaptist.edu/counseling

79.1.2. **Online Screening.** Anonymous online screening for alcohol abuse, depression, bipolar disorder, eating concerns, anxiety, and Post-Traumatic Stress Disorder are available at screening.mentalhealthscreening.org/calbaptist.

Online screenings provide immediate (within a few minutes) feedback / information regarding symptoms experienced and indicate whether counseling might be beneficial. All screenings are completely confidential and free of charge.

79.1.3. **WellTrack Boost.** An anonymous and free interactive self-help app, WellTrack can help Students understand feelings of stress, anxiety, and/or depression and offers techniques to minimize these feelings. Students may download the [WellTrack app](#) and register using a LancerMail account.

79.2. Health Center.

The Health Center is available to all members of the campus community. To help maintain a healthy campus environment, Students are encouraged to visit the Health Center at the onset of illness symptoms and other health-related concerns. Health Center Staff can address most conditions that are treated in an urgent care facility.

The Health Center is operated in cooperation with Riverside Medical Clinic, which provides staffing and insurance billing services. In addition to accepting Student health insurance (Wellfleet Student Resources) provided through California Baptist University, most PPO insurances and HMO insurances (that name Riverside Medical Clinic as their primary medical group) are accepted at the Health Center. Kaiser Permanente Health Plans are not accepted at the Health Center.

The Health Center has reasonable walk-in rates for all CBU community members beginning at \$23. For Students, Faculty, and Staff who need ongoing care and prescriptions for pre-existing conditions, it is recommended they visit their primary care physician.

The Health Center is typically open while classes are in session, Monday – Friday from 8:30 am – 5:30 pm. Call 951.321.6520 to schedule an appointment. Appointments are required for all routine well- and/or preventative-services visits. Walk-ins are welcome.

RESIDENCE LIFE AND HOUSING SERVICES

California Baptist University seeks to express its educational philosophy in many ways, but especially in and through the residential experiences of its Students. For this reason, the University is committed to rigorously pursue the development of a quality four-year residential program that genuinely seeks to expose each Student to the finest living-learning situation University resources permit.

Living in residence at California Baptist University carries with it a distinctive set of privileges and responsibilities. Students who reside on campus live in a community with their peers and are entrusted with the responsibility to challenge and support each other in a respectful, cooperative, and communicative fashion. This environment provides Students with enriching experiences to promote healthy interpersonal relationships.

The residential facilities of California Baptist University consist of residence halls, apartment-style living areas, dormitory-style suites, and University-owned houses.

Eligibility for and assignment to residential facilities is based on housing availability and Student classification. Housing assignment will be based upon availability.

80. LIVING AREA MANAGEMENT

The Office of Residence Life and Housing Services collaboratively promote the mission of California Baptist University by providing an on-campus living environment that is conducive to scholarship and personal growth and development.

The Director of Residence Life and Housing Services is responsible for all aspects of the on-campus living experience.

The residential facilities of California Baptist University consist of residence halls, apartment-style living areas, dormitory-style suites, and University-owned houses.

<u>Residence Halls</u>	<u>Apartment-Style</u>	<u>Dormitory-Style Suites</u>	<u>Houses</u>
Simmons Hall	College Park Apartments	The Cottages @ CBU	Single-Family Residences
Smith Hall	Lancer Arms Apartments	Tower Hall	
	Magnolia Crossing Apartments	The Village @ CBU	
	University Place Apartments		
	The Colony @ CBU		
	The Point Apartments		

80.1. Residence Life Staff.

The Residence Life Office is staffed by an Associate Director of Residence Life, an Assistant Director of Residence Life, and Residence Directors who reside in each of the living areas. Residence Directors are assisted by graduate assistants and undergraduate Students who serve as resident advisors.

80.2. In an effort to support the learning that takes place in and outside of the classroom and address the needs of the CBU residential community, the Residence Life Staff strives to:

- a. Maintain appropriate health and safety conditions within living areas.
- b. Coordinate social and educational activities that encourage Students to define their values and beliefs, explore their interests, express their gifts and personal leadership abilities, formulate questions and pursue answers, and fellowship with others within the context of community.
- c. Serve as personal resources to further the development of residential Students while also assisting them in the resolution of living-area related issues.

80.3. Housing Services Staff.

The Housing Services Office is staffed by an Associate Director of Housing Services, a Housing Operations Manager, and a Housing Services Coordinator. Housing Services Staff coordinates and manages all aspects of the University's housing resources (i.e., access, furnishings, and inspections), ensures Student housing meets University cleanliness standards prior to occupancy, and addresses

issues associated with the physical condition of living areas.

81. ENROLLMENT AND RESIDENCY REQUIREMENTS

Only California Baptist University Students or others authorized by an Associate Vice President for Student Services, or designee (e.g., global consultants, University Officials, etc.), may reside in University housing. Students must meet the following conditions to be eligible to reside in University housing.

- 81.1. **Age and Institutional Aid.** California Baptist University generally requires Students who meet one (1) of the following criteria to live on campus during the fall and spring semesters.
 - a. Under twenty-one (21) years of age.
 - b. Receive institutional aid in excess of \$13,500 per academic year.
- 81.1.2. Exceptions are made for those living with parents, a legal guardian(s), or approved relatives upon verification of residency.
- 81.1.3. Students who wish to reside off-campus must submit a Housing Exemption Request Form to the Residence Life Office by the following deadlines:
 - a. August 1 – for fall semester housing.
 - b. December 1 – for spring semester housing.
- 81.1.4. Housing Exemption Request forms are available in the Office of Residence Life and Housing Services.
- 81.2. **Enrollment.** To be considered for an initial and additional semester(s) of on-campus housing, Students must:
 - a. Be enrolled full-time in an undergraduate or graduate degree program at California Baptist University.
 - b. Be in good academic and behavioral standing with the University.
 - c. Complete and submit to the Office of Residence Life the following:
 - Housing Application
 - Housing Reservation Fee
- 81.2.1. Traditional Students must maintain continuous enrollment for a minimum of twelve (12) units during fall and spring semesters. Returning Traditional Students who desire to reside in University housing for the summer must be enrolled in a minimum of twelve (12) units for the subsequent fall semester.
- 81.2.2. Traditional Students who are in pursuit of a first undergraduate degree are given priority during the housing assignment process.
- 81.2.3. Traditional Students who enroll in courses intended to be exclusively delivered in an on-line format are ineligible to reside in designated University housing.
- 81.3. Graduate Students must maintain continuous full-time enrollment in courses intended to be delivered in a traditional in-person format, as determined by the particular graduate program, for each semester (fall, spring, and summer semesters) that the Student desires to reside in University housing.
- 81.3.1. Graduate Students who enroll in courses intended to be exclusively delivered in an on-line format may be eligible to reside in designated University housing, subject to satisfaction of the following conditions:
 - a. The Student participates in a University-sponsored co-curricular program (i.e., athletics, fine arts) which requires regular access to on-campus resources and/or facilities.
 - b. The Student has submitted a written request to reside in University-owned housing and received approval from the Director of Residence Life and Housing Services.
- 81.4. Traditional Students who resided in University housing designated for Students for a minimum of four (4) semesters, complete an undergraduate degree program at CBU, and immediately enroll in a graduate program at CBU may be eligible to reside on campus for a maximum of two (2) additional semesters.
- 81.5. Students who desire to enroll for less than the required number of units must submit a written request for exemption to the Director of Residence Life and Housing Services prior to the first day of classes as indicated in the applicable University Catalog. Exemption Request forms are available in the Office of Residence Life.

82. APPLICATION PROCESS

Students who desire to reside on campus must submit a completed Housing Application as well as read, understand, and accept the terms and conditions of the CBU Housing License Agreement.

- 82.1. Students are required to submit a housing Reservation Fee, defined below, prior to occupancy.

- 82.2. Housing Applications and Housing License Agreements are available online at calbaptist.edu/housingapp.
- 82.3. Upon submission of a completed Housing Application and Housing Reservation Fee, Students are assigned to a bed space or placed on a waiting list if housing is not available. Ranking on the waiting list is determined by the Housing Application receipt date, enrollment status, and/or need.

83. HOUSING RESERVATION FEE

In order to complete the housing application process, Students are required to submit a \$100 Housing Reservation Fee.

- 83.1. The Housing Reservation Fee must be paid prior to room/apartment assignment and check in.
- 83.2. The Housing Reservation Fee is required each time a Student enters a new Housing Agreement.
- 83.3. The Housing Reservation Fee is credited to the respective Student account upon occupancy of University housing.
- 83.4. Housing Reservation Fees are non-refundable.

84. COMMUNITY LIVING INFORMATION

In order to promote the mission of California Baptist University and provide an atmosphere that is conducive to scholarship and personal growth and development, the following community living information and policies have been established.

- 84.1. **24-Hour Courtesy.** The right to study and sleep supersedes the privilege to entertain oneself or others. A "24-Hour Courtesy" Policy upholds the University's commitment to providing an environment where Students may experience academic success.
 - 84.1.1. Noise that is audible beyond the confines of one's room/apartment is prohibited. Students are free to have radios, stereos, televisions, etc., in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed.
 - 84.1.2. Speakers must not face or be placed in windows or doorways. Failure to keep sound equipment at a reasonable level may result in loss of the privilege to maintain such equipment on campus.
 - 84.1.3. The resident advisor or Residence Director reserves the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (i.e., courtyards, sidewalks, entryways, etc.). Individuals and groups may be asked to leave the area.
 - 84.1.4. Residents are expected to respectfully address issues that are related to the violation of "24-Hour Courtesy" on a personal level. If this fails, residents should consult a Residence Life Staff member.
 - 84.1.5. Students who desire to play musical instruments that may disturb other residents should seek locations outside of the residential areas to practice or use practice rooms available through the School of Performing Arts.
 - 84.1.6. Only non-amplified instruments that do not disturb others may be played in the residence halls or apartments.
- 84.2. **Abandoned Property.** Items left in a room or an apartment by a vacating resident will be removed at the resident's expense. The vacating resident may be notified and given thirty (30) days to claim the items if the value of the abandoned property is determined to be equal to or greater than \$300. If no response is received within the thirty (30) day period, the University will dispose of these items at its discretion.
- 84.3. **Accountability In Community.** The accountability process within Residence Life is designed to help Students develop a living and learning style which is consistent with the Christian standards of California Baptist University. Accountability standards help create an environment that is respectful of individual rights and freedoms; that allows all to pursue academic excellence; and that brings glory to God. It is the intention of the Residence Life Staff to hold community members accountable to these standards through Judicial Action that is both redemptive and respectful to individuals. Residents involved in Judicial Action may be subject to Sanctions involving restrictions, fines, and/or housing contract termination.

Ideally, personal growth and development are encouraged most when each member of the community uses self-leadership and shares the responsibility to care enough about others to confront them in an appropriate manner. Therefore, residents are encouraged to hold one another accountable to community and university standards. Resident advisors and Residence Directors will provide guidance, support, and direction in this process.

- 84.4. **Alterations to Rooms/Apartments.** Residents are encouraged to personalize assigned rooms and apartments; however, structural additions and alterations are not permitted including, but not limited to, the application or installation of paint, stencils, or wallpaper and/or border, light fixtures, door hardware, ceiling fans, plumbing fixtures, television and/or radio antennas, satellite dishes, windows, and toilet seats. A Residence Director must approve moving additional room furniture into living areas prior to placement.

- 84.4.1. In order to avoid damages, hardware used to affix decorations (pictures, wall hangings, etc.) are limited to the following:
 - a. small nails (4d finishing nails or smaller - the approximate diameter of a large paper clip) per wall constructed with drywall; and
 - b. the use of thumb tacks and temporary adhesives (e.g., Command™ Strips) is permitted in all residential areas.
 - c. If the removal of temporary adhesives (e.g., Command™ Strips) begins to cause wall damage, Students are directed to immediately

notify a Residence Life member.

84.4.2. The following are not permitted:

- a. shelves, bolts, screws, and/or ceiling hooks (designed to hold bicycles, plants, or other objects);
- b. tape, hot glue, contact paper, paneling, and the use of other adhesives which cause damage to carpet and painted or wood surfaces;
- c. concrete nails, wall hangers, and brick tacks (any device designed to penetrate blocks, brick, etc.);
- d. ceiling decorations including, but not limited to, glow-in-the-dark adhesive stickers or stars, netting, flags, sheets, and posters;
- e. removal of mini-blinds, window screens, screen doors, and/or interior doors (including closet doors);
- f. planting vegetation on University Premises;
- g. gluing and/or tacking carpet to floors or walls;
- h. gluing, taping, and/or tacking wires or cables to carpet, floors, or walls;
- i. placing sofas, recliners, and/or other large furniture items in residence hall rooms or apartments; and
- j. hanging, attaching, or otherwise affixing lights (Christmas and/or other) to the interior or exterior of any living area.

84.5. **Bicycle Use and Storage.** Refer to section 31.5.6 for University policy regarding the use and storage of bicycles.

84.5.1. Bicycles must be removed from racks and approved storage areas at the conclusion of each academic year.

84.5.2. Bicycles that remain in racks and/or storage areas at the conclusion of each academic year will be removed.

84.5.3. The University may dispose of bicycles not claimed within thirty (30) days from the date of removal, at its discretion.

84.6. **Business Operation and Soliciting.** Residents shall not use University housing for commercial purposes. Commercial purposes include, but are not limited to, babysitting/childcare, door-to-door sales, personal business operations, flier or coupon distribution, book sales and/or buyback, and multi-level marketing.

84.7. **Cable Television.** Basic cable service is provided for all living areas designated for Traditional Student housing. The University does not provide cable boxes and/or coaxial cable. Issues with cable reception should be reported to a Residence Life Staff member.

84.8. **Conduct.** Residents shall observe all University and campus housing policies established by the Office of Residence Life and Housing Services. The CBU Housing License Agreement provides further information concerning living requirements.

Unacceptable conduct as defined in this publication will result in Judicial Action, which may include, but is not limited to, Residence Life Suspension or Expulsion without a refund.

84.9. **Conflict Resolution and Communication.** Communication is essential for a successful on-campus living experience. Roommates are encouraged to arrange times early in the semester to discuss one another's needs and rights as related to on-campus living. Common courtesies should be discussed, and expectations regarding the activities that will take place in a room or apartment should be agreed upon. Residence Life Staff members are excellent resources regarding areas that most often cause conflict among residents and possible solutions to conflicts (see also Roommate Conflicts and Room Changes).

84.10. **Damaging, Destroying, or Defacing Property.** Residents are individually liable for any loss of or damage to assigned rooms and furnishings, regardless of intentional or accidental damage. Unapproved room alterations and damage to furniture, buildings, or other University property are charged to the Student(s) responsible at a cost determined by the University. Residents will be held responsible for the condition of the common/public areas such as hallways and lobbies. When responsibility is not taken and/or the responsible Student(s) cannot be identified, damage costs will be incurred by all community members of the respective living area (i.e., all members of a room, wing, floor, or building if deemed necessary by the Residence Director and/or the Office of Residence Life and Housing Services).

84.11. **Decorations.** Understanding that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the "content" of the pictures, posters, or written materials displayed in living areas, rooms, and hallways. Decorations inconsistent with University philosophy may not be displayed. This includes sexually-oriented or suggestive items or depictions, any material that presents the human body in a degrading manner, occult materials, and alcohol, drug, and tobacco advertisements or paraphernalia. Illegally obtained street signs or campus property are also prohibited. The final interpretation of whether a decoration/posting is inappropriate will rest with the Residence Director. Residents must comply with directives to remove materials that the University deems to be questionable. A list of items that are permitted in University housing is available on the [Residence Life web page](#).

84.12. **Elevated Beds or Furniture.** Students are not permitted to elevate any furniture on cinder blocks and/or wood blocks.

84.13. **Energy Conservation.** In an effort to reduce the consumption of energy and natural resources, the University has installed the following:

- Energy-saving Compact Fluorescent Lamp (CFL) light bulbs in a majority of on-campus housing areas.
- Water-conserving shower heads in all on-campus living areas.

- Programmable thermostats with control locks. Tampering with such devices may result in judicial action.

In the event a CFL fails, residents must contact a Residence Life Staff member and exchange the old CFL for a new CFL; replacement bulbs are provided free of charge.

Residents are subject to being assessed replacement costs for lost, missing, or damaged CFL bulbs and/or shower heads.

- 84.14. **Extermination of Pests.** Apartments and residence halls are treated periodically for pests. Cleanliness is the greatest determining factor regarding infestation. Reducing stored materials is helpful in controlling insects. Residents experiencing problems with insects should contact a Residence Life Staff member immediately and submit a work order. Residents are not charged for extermination unless living conditions are determined to be the cause of infestation. Students must comply with extermination preparation requests.
- 84.15. **Fines.** It is the practice of the University to hold individuals responsible for their actions. If a Residence Life Staff member determines that vandalism or damage is due to misuse by residents, the residents of a respective room, wing, floor, or building may be required to share in the cost of repairs. Before group fines are applied, an opportunity will be provided for the individual(s) responsible for vandalism, damage, or misuse to identify themselves and assume responsibility.
- 84.16. **Fire Safety.** Students who misuse or tamper with fire safety equipment (i.e., smoke detectors, extinguishers, alarms, etc.) and/or engage in behavior that causes a false alarm are subject to Judicial Action.
- Violation of this policy includes, but is not limited to, the improper use of cooking equipment and leaving food items unattended during the preparation process.
 - Judicial Action may include, but is not limited to, assessment of a fine plus the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and any other damage.
- 84.17. **Flammables.** At no time may any flammable items be stored in or around living areas. Open flame/combustibles including, but not limited to, candles, incense, "uncandles," oil-burning lamps, and potpourri pots may not be burned in any residential unit. Fuel-driven engines such as motorcycles, mopeds, etc., may not be stored in Student housing. Safety concerns prohibit live wreaths, Christmas trees, and boughs as well as large decorative Christmas lights in living areas. Generally, all items confiscated under this policy are secured by the Department of Residence Life and Housing Services and destroyed at the discretion of the University.
- 84.18. **Freshmen.** All Freshmen Students are required to live in housing areas designated for Freshmen.
- 84.19. **Furniture.** Campus living areas designated for Traditional Students are furnished by the University, according to the capacity of the room/apartment. Residents are responsible for furniture repair and replacement costs not associated with normal wear and tear. The Residence Life Staff does not remove excess furniture in rooms/apartments that house fewer occupants than the maximum capacity. University furniture may not be moved in or out of rooms or apartments. The restriction regarding the moving of furniture includes, but is not limited to, using indoor furnishings as outside patio and lawn furniture, exchanging furniture with another residence, placing furniture in an off-campus storage area, and dismantling University-owned furniture. Lobby/lounge furniture must remain in common areas for everyone to enjoy. Students with damaged or missing furniture are required to notify a Residence Life Staff member.
- 84.19.1. Students are not permitted to bring additional items of furniture into their room or apartment without prior approval from the respective Residence Director or the Office of Residence Life. This includes, but is not limited to, couches, recliners, mattresses, waterbeds, tables, and other large pieces of furniture.
- 84.20. **Guests and Visitors.** All guests of CBU Students must abide by the CBU Standard of Student of Conduct.
- Residents are held accountable for actions of their guests.
 - Permitting an unregistered guest to remain in a resident's assigned housing after visitation hours is a violation of University policy.
- 84.20.1. Overnight Guests
- Residents must submit a Residence Guest Application and receive written approval prior to permitting a guest to stay overnight. Applications may be accessed online through InsideCBU, under the Residence Life header of the Life @ CBU tab.
 - With the approval of roommates, guests of the same sex may stay overnight in the Student's room or apartment.
 - Overnight guests may not stay in any University housing designated for Students for more than three (3) nights (separate or consecutive) during any given semester.
 - Overnight guests of the opposite sex are not permitted in campus living areas designated for Traditional Students.
 - Under no circumstances may guests of the opposite sex utilize floor or room/apartment showers or be in any state of undress while visiting campus living areas designated for Traditional Students.
 - Overnight guests must be a minimum of sixteen (16) years of age.
 - Parents are not permitted to stay overnight in living areas designated for Traditional Students.
 - Under no circumstances may a guest reside in CBU Student housing unattended.
 - A CBU Student (who is assigned to the actual room/apartment in which the guest will be staying) must remain in the respective living area throughout the visit of the guest.
- 84.20.2. General Visitor Information
- Each living area has visitation privileges for its residents that enable Students to interact with others for academic or social purposes.
 - Visitation privilege permits guests of the opposite sex in one's room or apartment during specified times.

- c. Visitation and guest privileges may be revoked at any time for any and all parts of a living area.
- d. Residence Directors reserve the right to terminate an open-night visitation in apartments or residence halls due to excessive, disruptive behavior, disrespect for others, or any other circumstance deemed a hindrance.
- e. Main lounges in residence halls and community rooms are open to give Students a common area in which to interact.

84.20.3. Traditional Undergraduate Freshmen Living Areas

- a. During each semester (as defined in the University Catalog), open hall dates and hours for Freshmen living areas are determined by the Residence Life Staff.
- b. Visitors of the opposite sex are permitted in Freshmen living areas only during open hall hours.
- c. Room doors must remain fully open, and rooms must be well lit; a minimum of one (1) permanent light fixture must be on while visitors are present.
- d. Members of the opposite sex may not use wing bathrooms.
- e. Students entering and exiting bathrooms and public areas (i.e., hallways, lounges, and other common areas) during open hall hours should dress appropriately.
- f. Students are expected to conduct themselves in an appropriate manner during open halls.

84.20.4. Traditional Non-freshman Student Living Areas

- a. Throughout each semester (as defined in the University Catalog), Students who reside in apartments may entertain visitors of the opposite sex, provided that all occupants of the respective living apartment agree that visitation is permissible. Visitation parameters are as follows:
 - Sunday – Thursday from noon – 11 pm
 - Friday and Saturday from noon – midnight
- b. Visitation and guest policies remain in place during school holiday, exam, and summer housing periods.
- c. Visitation hours of individual apartments may be modified by the respective residents, providing the hours do not exceed the times indicated above. It is the responsibility of residents to abide by and monitor modified hours.
- d. Guests and visitors of the opposite sex must remain in the living room/kitchen area at all times.
- e. When guests or visitors of the opposite sex are present, the view into the apartment must remain unobstructed. Window blinds and coverings should remain open allowing a clear view into the apartment. Areas in which visitation is taking place must be well lit.

85. **HOLIDAY/BREAK HOUSING AND MEAL SERVICE**

Residential areas are typically closed during Christmas Break (specific dates are provided within the University calendar). Only residents who have received written approval from the Office of Residence Life and Housing Services will be permitted to remain in University housing designated for Traditional Students during Christmas Break.

- a. Students may not enter closed living areas after buildings have been locked down for a vacation period without approval from an authorized University Official.
- b. Students who would like to remain in housing during the Christmas Break must complete and submit to the Office of Residence Life a Christmas Break Housing Request Form.
- c. Meal service is not provided to residents during Thanksgiving Break, Christmas Break, and Spring Break (the calendar section of this publication indicates dates).

85.1. **Housing Charges.** Students are charged Housing fees from the date of official check in.

85.1.1. Students residing in University housing designated for Traditional Students are subject to the payment plan outlined in the University Catalog. During summer months, housing fees are charged as outlined in the University Catalog.

85.1.2. Housing fee payments are made to the University Cashier, which is in the Student Accounts Office.

85.1.3. Arrangements to have excess financial aid applied to Student accounts are made in the Student Accounts Office.

85.2. **Internet Access** is available for residents of University housing designated for Traditional Students.

85.3. **Keys.** In living areas with key-locking doors, the Office of Residence Life and Housing Services will issue each resident a key to their assigned room or apartment. Residents are responsible for their own keys as well as any issued laundry keys. Under no circumstances are keys to be duplicated or loaned to other individuals. Failure to return originally-issued keys at check-out will result in a charge for the cost to re-core the door lock and provide new keys (to ensure each resident's safety). Students are charged \$60 for housing keys lost and/or not returned at the time of check out.

In living areas with card-access locks, residents do not receive traditional keys because their CBU Cards serve as their keys. In cases of lost CBU Cards, Students can purchase a replacement from the University Card Services Office.

85.4. **Laundry Facilities.** Each living area is equipped with card- or coin-operated washers and dryers. Residents may purchase laundry cards at Wash Laundry Add-Value Stations located in the living areas. In the event of an equipment malfunction, residents are encouraged to contact a Residence Life Staff member or follow the procedure posted on the machine to report problems. Trash receptacles supplied in laundry rooms are for laundry-related trash only (i.e., detergent boxes, lint, dryer sheets, etc.). Other trash

should be placed in the large dumpsters located in each living area. The University does not assume responsibility for unattended laundry. Laundry room doors and windows must remain closed.

- 85.5. **Lock Outs.** A resident who is locked out of their assigned room or apartment should contact a Residence Life Staff member (phone numbers are posted at each residence area office). If a Residence Life Staff member is not available during regular business hours, residents should contact the Office of Residence Life. If a Residence Life Staff member cannot be located during non-business hours, residents should contact the Safety Services Department. Residents may be required to provide identification and will be assessed a lock-out fee.
- 85.6. **Maintenance.** Repair and maintenance issues in a resident's room, apartment, hallway, or bathroom should be immediately reported by submitting an electronic work order. See section 85.33 for details regarding the work order process.
- 85.6.1. Emergency issues (e.g., electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life Staff member.
- 85.6.2. Maintenance personnel typically work within residential areas on weekdays from 10 am to 5 pm. Residents are expected to cooperate with maintenance personnel so repairs can be made as quickly as possible. Residence Life Staff members and maintenance personnel are permitted access to rooms and apartments to make repairs.
- 85.6.3. Notification will be made when maintenance personnel are in a building that houses members of the opposite sex. Students within common areas (i.e., hallways, lounges, kitchens, etc.) where maintenance personnel are working should be dressed appropriately while maintenance personnel are present.
- 85.6.4. Persistent maintenance problems should be reported directly to a Residence Life Staff member. If maintenance-related issues are not resolved after contacting a Residence Life Staff member, Students are encouraged to contact the Office of Residence Life.
- 85.7. **Mandatory Community Meetings.** Residents are required to attend all mandatory community meetings. Mandatory Community Meeting dates are communicated to Students via LancerMail and/or social media. Meetings are primarily called to discuss, promote, and educate residents regarding events, community issues, and concerns. Residents who have schedule conflicts with a community meeting should inform the respective Residence Director a minimum of twenty-four (24) hours in advance of the meeting to request an exemption.
- 85.8. **Movies.** Movies may not be shown in lobbies, lounges, and/or public areas without a proper Public Performance Site Licensing. Movies viewed in housing areas are subject to applicable copyright laws. Movie content must be in good taste and conform to University standards. Films that are unrated or have ratings of NC-17 or X may not be viewed on campus at any time regardless of the locations.
- 85.9. **Moving.** Due to safety issues and respect for other residents, moving (check-in and check-out) must be done between 8 am and 10 pm. Regardless of the hour, belongings should be moved in a manner that does not disturb neighbors. Students must make check-in/check-out arrangements with a Residence Life Staff member prior to check-in/check-out. Failure to abide by check-in and check-out procedures will result in a \$150 Improper Check-In/Check-out Fee.
- 85.9.1. **Early Arrival.** Generally, Students are not permitted to move belongings into and/or reside on campus each semester prior to the move-in dates indicated on the [University Calendar](#), which is available via InsideCBU. Exceptions may be considered for Students who complete the Early Arrival Request process and fit into one (1) of the following categories:
- Student Leaders associated with the Student Services Division who are required to arrive early for University-related purposes.
 - Athletes participating in an intercollegiate sport who are required to arrive early for training.
 - Students who are required to arrive early as the result of an academic program (e.g., Student teaching, internships, etc.).
- Information regarding the Early Arrival Request process is available in the Office of Residence Life and Housing Services.
- 85.9.2. University housing opens at the beginning of each semester as scheduled by the Office of Residence Life and Housing Services.
- Students are not permitted to arrive early, except for those individuals required to be on campus for official University responsibilities as described above.
 - Requests for exceptions must be submitted in writing to the Director of Residence Life and Housing Services a minimum of three (3) weeks prior to the scheduled opening of housing for the respective semester or summer session.
 - Students are not permitted to move personal belongings into a room or apartment prior to check in.
 - Unscheduled and impromptu check-ins are not permitted.
- 85.9.3. **Check Out.** Apartments and residence hall rooms are not considered vacant until completion of the official check-out process. Detailed information regarding the check-out process is available from living area personnel and the Office of Residence Life and Housing Services.
- Vacated apartments and rooms must be clean (returned to the same state of cleanliness, except for normal wear and tear, at the time of check-in per the Room Condition Report) and free from litter and debris.
 - Damage, cleaning, and replacement charges may be assessed at check-out and/or after further assessment by a Residence Life Staff member, if appropriate.
 - Check-outs are not completed until an inspection is conducted by a Residence Life Staff member and all keys are returned to the

appropriate Office.

- 85.10. **Mutual Respect.** Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.
- 85.11. **Overnight Absence.** On-campus residents are expected to stay overnight in assigned housing on a regular basis. Residents who plan to be away from campus for one (1) or more nights should inform a Residence Life Staff member. In an effort to maintain the safety and well-being of residents, the Office of Residence Life Staff will address prolonged or inappropriate absence and, if necessary, refer such behavior to the Director of Student Conduct.
- 85.12. **Pets.** Residents are not permitted to keep pets of any kind on campus except Assistance Animals or fish kept in a clean, odor-free aquarium.
- 85.12.1. Protected species of fish and those illegal in the State of California are not permitted in on-campus housing.
- 85.12.2. Fish tanks with a capacity greater than ten (10) gallons are not permitted in the residence halls.
- 85.12.3. Fish tanks with a capacity greater than twenty (20) gallons are not permitted in apartments.
- 85.12.4. Failure to maintain fish tanks in an appropriate manner will result in loss of pet privileges.
- 85.12.5. Students who violate the pet Policy may be assessed a \$25 fine each day an unauthorized pet remains in on-campus housing. With the exception of Service Animals, feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who are found in violation of this Policy will be subject to Judicial Action, which may include fines and fees associated with cleaning and fumigation.
- 85.13. **Private Rooms.** Generally, private rooms are not available for Student housing; however, based on need (specific documentation may be required), the Office of Residence Life and Housing Services can work with residents to provide reasonable accommodations. Students requesting a private room should contact the Office of Residence Life and Housing Services. Residents who are assigned private rooms may be assessed additional housing fees.
- 85.14. **Programming.** Within each living area, specific programs are designed to meet the community's educational, intellectual, spiritual, and recreational needs. The Residence Life Staff works collaboratively with other campus departments to provide programs that meet these needs. Residents are encouraged to share activity ideas with the Staff. Campus residents are charged a programming fee each semester.
- 85.15. **Records.** Housing records (i.e., dates and location of occupancy) are maintained in the Office of Residence Life and Housing Services. Requests for information related to housing records must be submitted in writing.
- 85.16. **Resident Advisors.** Each living area designated for Traditional Students is assigned a resident advisor. Resident advisors (RAs) serve as the main contact for residents and as a resource for residents as well as a source of information. RAs are primarily upperclassmen who meet or exceed specified criteria for selection and successfully pass the interview process.
- RAs are trained to assist with establishing a community environment by presenting and promoting living area programs and activities, resolving conflicts, providing information, maintaining University Policy, and referring Students to appropriate campus resources. Residents are encouraged to collaborate with their respective RA in developing a sense of community within specific living areas.
- 85.17. **Room Assignments.** Upon submission of a completed Housing Application and Housing Reservation Fee, Students are assigned to a room or apartment.
- 85.17.1. The University strives to honor every room, apartment, and roommate request; however, requests cannot be guaranteed.
- 85.17.2. The University reserves the right to designate and change residential assignments as deemed appropriate and/or necessary.
- 85.17.3. Students in a dating, romantic, and/or partner relationship may not reside in the same room or apartment.
- 85.18. **Roommate Conflicts and Room Changes.** Residents are encouraged to communicate openly concerning issues that arise and strive to reach resolutions. The following principles, based on Matthew 18:15–18, should help guide this process.
- 85.18.1. Students should speak directly to the offending party specifically about the issue. When sharing personal frustrations with others, Students should allow ample time for the other party to respond.
- 85.18.2. If talking directly to the offending party does not alleviate the problem, Students should contact their respective RA. The RA will meet with the Students involved and assist in the conflict resolution process.
- 85.18.3. If the issue reoccurs or does not improve, Students should speak with the respective Residence Director. The Residence Director will provide a specific course of action designed to resolve the conflict.
- 85.18.4. In the event residents cannot, or will not, resolve a conflict in a timely and mature manner, the University reserves the right to re-assign any and all parties involved.
- 85.18.5. Residents who desire an assignment change should contact the respective Residence Director.
- 85.18.6. Residents are not permitted to change assignment without prior authorization.
- 85.18.7. Requests for assignment changes are not automatic; approval is granted at the discretion of the respective Residence Director.
- 85.18.8. Upon approval, assignment changes must be completed by the deadline established by the respective Residence Director.
- 85.19. **Room Consolidation.** The University reserves the right to consolidate and/or reassign Students to fill living areas to capacity when vacancies exist. In the event a room or apartment is partially occupied, the University may in some situations give the assigned

- resident(s) an opportunity to find an eligible replacement roommate(s). In the event residents are unable to select an eligible replacement roommate(s), the resident may be given a new housing assignment or housing charges may be adjusted to reflect the living situation at the discretion of the Residence Life and Housing Services Office.
- 85.20. **Room Inspections.** Students can expect reasonable privacy of rooms and personal property; however, the University reserves the right to enter and inspect apartments and rooms at any time with reasonable cause for purposes related to maintenance, health, safety, security, and the upholding of University Policy. Mandatory health and safety inspections are conducted regularly in each living area by the Office of Residence Life and Housing Services Staff.
- 85.20.1. Students who fail to pass inspections are subject to Judicial Action.
- 85.20.2. Sanctions for repeated violations include, but are not limited to, assignment of community service hours, fines, and/or Residence Life Suspension or Expulsion without a refund.
- 85.20.3. The Office of Residence Life Staff reserves the right to confiscate items found during an inspection that are deemed to be offensive, harmful, or to violate Residence Life or University Policy.
- 85.21. **Room Relocation.** At times, it is necessary for the Office of Residence Life and Housing Services to relocate Students due to maintenance, safety, or other reasons. Students who are instructed to relocate to a different housing assignment must cooperate with the Office of Residence Life and Housing Services Staff and follow all instructions and deadlines associated with the move. Students who are relocated as part of a Judicial Action must remove all personal belongings and follow standard check-out procedures within twenty-four (24) hours from the time of notification. Housing charges may be prorated at the discretion of the University.
- 85.22. **Safety and Emergencies.**
- 85.22.1. **Earthquake.** In the event of an earthquake, Students who are indoors should stay inside, stay clear of windows, and seek protection under a desk, table, or bed or brace themselves in a doorway. Once it is feasible, Students should exit buildings and report to designated evacuation locations.
- 85.22.2. Students who are outdoors should remain outside and move to an open area away from buildings, trees, and other structures to avoid falling objects. After an earthquake, until instructed otherwise by a Residence Life Staff member, Students should do the following:
- Limit telephone use to emergency calls only;
 - Refrain from turning on light switches or appliances or lighting matches;
 - Refrain from using elevators;
 - Wear shoes at all times; and
 - Remember to remain calm and assist others.
- 85.22.3. **Electrical.** In the event of a blackout or power outage, Students are encouraged to unplug sensitive electronic equipment and other equipment that may present a hazard if left unattended (e.g., irons, toaster ovens, curling irons, hot plates, etc.). Maintaining a flashlight with fresh batteries in an easily accessible location is advised. Residents must also adhere to the following.
- Surge protectors are recommended for sensitive electronic equipment and required when more than two (2) electrical devices are plugged into a single outlet.
 - The use of extension cords is not permitted in Student living areas.
 - Only 15-amp surge suppressing/protected power strips are permitted in Student living areas.
 - The length of power cords attached to electrical devices used in Student living areas may not exceed five (5) feet.
 - Attaching (i.e., taping, tacking) cords (electrical, phone, coax cable, etc.) to flooring, walls, and/or ceilings is not permitted.
- 85.22.4. **Fire.** In the event of a fire, Students are to do the following.
- If fire and/or smoke is visible and an alarm is not heard, activate a fire alarm immediately.
 - Immediately exit any building in which a fire alarm is sounding and proceed to the designated evacuation area, regardless as to whether fire and/or smoke is present. Students who do not vacate buildings during the sounding of a fire alarm will be assessed a \$100 fine.
 - If smoke is present in a room, keep close to the floor and move to the door. If the door is hot, do not open the door; rather, exit through the window (if possible). If the room is located on an upper floor, call 911 to report the location and then hang a sheet or other material out of the window to attract attention.
 - If an alarm is heard and the room door is not hot, close the windows, open the blinds, turn the lights on, exit the room, leave the door unlocked, and proceed to the nearest exit.
 - Do not return to the building until clearance to do so is given by a Residence Life Staff member.
- 85.22.5. **Medical.** In the event of a medical emergency, call 911 and then the Safety Services Department at 951.343.4311. Notify a Residence Life Staff member as soon as possible, and stay with the affected person until instructed otherwise.
The University is not responsible for providing emergency medical transport.
- 85.23. **Self-Leadership.** All residents are expected to conduct themselves in a manner that promotes and supports the well-being of the community, its integrity and Christian values, and the well-being of other members of the community. Therefore, the University reserves the right to confront behavior that is detrimental to the Student, infringes upon the rights and sensitivities of others, or has the appearance

of impropriety (appears not to be in keeping with accepted University standards of what is right and proper).

Forms of questionable conduct include, but are not limited to, the following.

- Inappropriate public display of affection
- Being in certain states of undress
- Couples lying in bed together
- Use of derogatory language and/or engaging in derogatory behavior

Each resident is expected to assume responsibility for personal actions.

85.24. **Storage.** The University does not provide storage for Students at any time during the year. For residential Students, storage of personal property is only permitted in assigned living areas while classes are in session.

85.25. **Summer Housing.** Typically, on-campus housing is offered on a limited basis during the summer months (May through August). Information regarding summer housing applications and the approval process is available in the Office of Residence Life and Housing Services and posted outside each living area office. If housing is available, Students who meet the following requirements are eligible to live on campus during the summer:

- a. A Summer Housing Application has been completed and submitted to the Office of Residence Life and Housing Services along with the corresponding Housing Reservation Fee.
- b. Financial clearance has been granted by the Student Accounts Office.
- c. Pre-registration for the subsequent fall semester has been completed.

Students who do not meet eligibility requirements must submit a written request for exemption to the Director of Residence Life and Housing Services to be considered for Summer Housing. Housing assignments during summer sessions and the summer months are based on availability and determined at the discretion of the Residence Life and Housing Services Staff.

Summer residents must check out of their apartments on the day posted by the Office of Residence Life (usually one [1] day after the last day of the respective summer session) so that appropriate cleaning and renovation for fall residents can take place. All summer housing residents must check in and check out according to standard policies and procedures.

85.26. **Sunbathing.** The Lancer Aquatics Center and the pools located in The Colony @ CBU and The Point living area are the designated on-campus locations for sunbathing, when the facility is open for use. Sunbathing in other campus areas is not permitted.

85.27. **Theft.** All Students should take precautions against thefts. A majority of thefts that occur in the residential areas are crimes of opportunity resulting from Students leaving room doors unlocked and/or valuable items unattended. Many thefts can be prevented by eliminating these situations. All thefts should be reported upon discovery to a Residence Life Staff member and the Department of Safety Services. The following precautions can lessen the possibility of theft.

85.27.1. Room doors and windows should be locked when residents are not in a room, and keys should remain in a resident's possession at all times.

85.27.2. Room doors and windows should be locked when residents are asleep.

85.27.3. Valuables should be kept out of sight in both Student rooms and vehicles.

85.27.4. Residents should practice being a "neighbor's keeper" by knowing the other residents in the living area and immediately reporting any suspicious and/or unknown person(s) to a Residence Life Staff member and the Department of Safety Services.

85.27.5. A Student should never loan their keys to anyone.

85.27.6. Lost keys should be reported to a Residence Director immediately.

85.27.7. The University is not responsible for the theft, damage, or loss of personal property. It is recommended that Student property be included in the personal property insurance of parents or covered under personal renters insurance.

85.28. **Trash.** Residents are responsible for emptying personal waste containers.

85.28.1. Trash collection is typically scheduled for Monday, Wednesday, and Friday of each week.

85.28.2. Dumpsters are located adjacent to each residential area.

85.28.3. Residents are required to dispose of garbage in the nearest dumpster.

85.28.4. Proper disposal of items too large for dumpsters is the responsibility of individual residents.

85.28.5. Placing items outside of dumpsters is not permitted.

85.28.6. The University provides additional dumpsters in living areas at the beginning and ending of the academic year.

85.28.7. Residents placing oversized items within dumpsters and/or within dumpster areas may be assessed a \$25 fine per item.

85.29. **Utilities and Services.** The University pays the utility charges for living areas designated for Traditional Student housing.

85.30. **Wading Pools** are not permitted on campus.

85.31. **Wall Mounted Televisions.** Mounting of televisions on residence walls is prohibited.

85.32. **Windows.** In order to ensure proper operation of residence hall heating and cooling equipment (HVAC), windows must remain closed when HVAC units are in operation. Window screens must remain securely fastened at all times. A fine will be assessed for any screen

that is removed, missing, and/or damaged regardless if the screen is later replaced. The use of windows as entrances or exits or to pass objects is strictly prohibited except in emergency situations. Objects or window coverings should not be displayed in or from windows at any time. (e.g., flags, posters, written messages, aluminum foil, window paint, etc.).

- 85.33. **Work Orders.** Students who reside in University-owned housing are encouraged to immediately report issues related to the repair and or maintenance of housing facilities. Issues occurring in a resident's room, apartment, hallway, or bathroom should be immediately reported by submitting an electronic work order.
- 85.33.1. Work orders may be submitted by completing the following steps:
- Logon to InsideCBU.
 - Click on the 'Facilities' tab.
 - Select the 'Work Order Request' link.
 - Select living area and enter repair/maintenance issue.
- 85.33.2. Emergency issues (e.g., electrical problems, backed-up toilets, broken glass, etc.) should be immediately reported to a Residence Life member. Students who submit an electronic work order will receive an email confirmation, along with a work order reference number. In the event a reported issue is not addressed in a timely manner, Students are encouraged to contact the respective Residence Director.

86. RESIDENCE HALLS, APARTMENT-STYLE LIVING AREAS, AND DORMITORY-STYLE SUITES INFORMATION

The following policies apply to all residence halls, apartment-style living areas, and dormitory-style suites (see section 80 of this publication for a list of housing areas that fall under each category).

- 86.1. **Electrical Appliances.** Generally, appliances in residence halls should require no more than 1000 watts. Appliances operated in residence halls must be U.L. approved and properly maintained. Residence hall rooms are not equipped for, nor do permitted appliances allow for, cooking full meals. Cooking appliances must be limited to coffee pots (eight [8] cup maximum), popcorn poppers, blenders, and thermostatically-controlled hot pots (one [1] quart maximum capacity).
- 86.2. **Equipment Check Out.** Board games, recreational equipment, and vacuum cleaners are available for check out in each residence hall office during posted hours. Residents must submit a valid CBU Card in order to obtain equipment.
- 86.3. **Exterior Doors.**
- 86.3.1. In an effort to provide a secure environment in the residence halls, entrance/exit doors must remain locked at all times. Providing access codes and/or facilitating electronic access to others is not permitted.
- 86.3.2. Exterior doors located on each wing within the residence halls are to remain closed at all times.
- 86.4. **Hallways.** Residents must keep hallways clear at all times. Placing and/or storing items in hallways is not permitted.
- 86.5. **Halogen Lamps.** Due to the potential fire and safety hazard, halogen lamps are not permitted in any residential area.
- 86.6. **Kitchens.** Kitchen areas within residence halls are equipped with a microwave oven, refrigerator, and/or conventional cooking range. Residents who use kitchens are expected to clean the kitchen area after each use. Unattended food and/or cooking utensils are subject to removal.
- 86.7. **Living Area Offices.** Residence Directors serve regular office hours throughout each semester. Specific office hours are posted at each office. A Resident Advisor is scheduled to be on duty in each residence hall office from 6:30 pm-midnight throughout each semester.
- 86.8. **Lobbies.** Each residence hall has three (3) common areas that can be used for studying, recreating, visiting, or relaxing. First-floor lobbies are co-ed and are closed from 2-6 am. Access to second- and third-floor lobbies is restricted to the residents assigned to the specific living area. An assortment of table games and sports equipment may be checked out from the residence hall offices.
- The Residence Life Staff expects Students to hold each other accountable for the following Policy regarding lobby use.
- 86.8.1. Food and beverages are permitted in the residence hall lobbies; however, if cleanliness becomes a problem, this Policy is subject to change.
- 86.8.2. Moving furniture and other equipment is not permitted without permission from a Residence Director. If permission is granted to move furniture, the furnishings must be moved back into the original location or as directed by a Residence Life Staff member.
- 86.8.3. Furniture must be used properly (standing upon and sitting on the arms or backs of chairs and couches is not permitted).
- 86.8.4. Shoes must be removed prior to placing feet on furniture.
- 86.8.5. In the event that lobby furniture or equipment is damaged, residents are held responsible for repair and replacement costs not associated with normal wear and tear.
- 86.8.6. Second- and third-floor lobbies may be reserved for special occasions. Contact the respective Residence Director for details.
- 86.9. **Recreational Equipment.** Students may not use recreational equipment intended for outdoor use inside residential facilities. Prohibited equipment includes, but is not limited to, all types of balls, golf clubs, bikes, skateboards, and roller blades.
- 86.10. **Refrigerators.** Small refrigerators are permitted in residence hall rooms (max. 2.5 cubic ft. capacity; 2.5 amp. electrical).

87. APARTMENT INFORMATION

California Baptist University offers one- and two-bedroom apartment-style housing. Apartment assignment is typically based on Student degree

program, classification, and availability of University housing. The University reserves the right to assign roommates as deemed necessary. Apartments designated for Traditional Student housing are fully furnished.

- 87.1. **Apartment Regulations.** The following regulations apply to all University apartments.
- 87.2. **Maintenance and Cleaning.** Residents are responsible for repair and replacement costs not associated with normal wear and tear.
- 87.2.1. Residents are to maintain clean apartments including, but not limited to, the following:
- cleaning the exterior and interior of windows and door frames;
 - maintaining appliances and fixtures provided by the University; and
 - keeping walkways and lawns clear of personal items and other obstacles.
- 87.2.2. Should unsanitary living conditions be determined, residents are responsible for charges associated with necessary action(s).
- 87.2.3. With the exception of outdoor furniture provided by the University, objects (furniture, personal items, etc.) may not be placed outside of apartments.
- 87.2.4. Students are not permitted to contract with commercial carpet cleaning services or use personal or rental carpet cleaning equipment on carpeting provided by the University without prior written approval from the Residence Life Office. Regardless as to whether approval is granted, Students will be held responsible for any damages resulting from the use of carpet cleaning equipment.
- 87.2.5. In the event of an excessive amount of liquid spilled on carpeted surfaces, residents should contact a Residence Life Staff member who will make cleaning arrangements. Failure to contact a Residence Life Staff member may result in damage and the resident being assessed damage charges.
- 87.2.6. When first noticed, maintenance and plumbing problems should be reported to a Residence Life Staff member.
- Use of caustic home-drain cleaners (e.g., Liquid Plumber, Drano) is not permitted.
 - If the water supply has been shut-off, leave water faucets turned off. When possible, residents are notified in advance of utility outages.
 - With the exception of plunger use, residents should not attempt to make plumbing related repairs. If a plunger does not remedy a drain stoppage or toilet overflow, contact a Residence Life Staff member and/or inform a Resident Advisor.
 - Students are not authorized to call plumbers.
- 87.2.7. Residents who detect gas fumes or experience problems with gas heaters or gas appliances should contact a Residence Life Staff member immediately.
- 87.2.8. Contact a Residence Life Staff member and the Safety Services Department immediately if a maintenance concern is a danger to persons or property.
- 87.3. **Major Appliances.** Apartments are equipped with the following appliances: an air conditioner, a refrigerator, and a cooking range.
- Residents are not permitted to install additional air conditioning units.
 - Heating units and exchange areas (vents) must always remain clear; furnishings and other items must remain a minimum of twenty-four (24) inches from the units.
- 87.4. **Outdoor Cooking.** For the safety of all living area residents, outdoor cooking is limited to designated campus picnic/barbecue areas. Picnic/barbecue areas may be used on a first-come, first-served basis. The use of personal barbecues is not permitted.
- 87.5. **Safety.**
- 87.5.1. Climbing in and out of windows is not permitted, except in the case of an emergency.
- 87.5.2. Playing and running on stairs and balconies are not permitted.
- 87.5.3. Balconies, walkways, sidewalks, and stairwells must be kept clear at all times.
- 87.5.4. Residents are encouraged to:
- Become familiar with fire extinguisher and alarm locations;
 - Purchase a home fire extinguisher; and
 - Test indoor smoke alarms monthly and replace batteries, if necessary.
- 87.5.5. Portable electric heaters with heating coils are not permitted.
- 87.5.6. Residents are to report health and safety concerns to a Residence Life Staff member or the Department of Safety Services.
- 87.5.7. Operating motorized vehicles, bicycling, skateboarding, roller skating, and rollerblading are not permitted on sidewalks adjacent to buildings or balconies.

SPIRITUAL LIFE

88. PHILOSOPHY AND GOALS

California Baptist University is committed to the biblical teaching of the Christian faith. As a result, the University has sought since inception to evidence the values of Christian living in the lives of Students, Staff, and Faculty as they live out the Christian ethics of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Though Students are not required to be Christians, the University encourages Students to grow in their relationships with God by exploring the gospel and expressing the Christian faith in a variety of ways.

As a University committed to the Great Commission, the University provides opportunities for spiritual growth and formation through the Spiritual Life Office. The purpose of the Spiritual Life Office is "Investing in lives to develop followers of Jesus."

The Spiritual Life office oversees and coordinates ministry for the University. Churches, church-related ministries, parachurch ministry organizations, and all others desiring to host or convene a ministry event on University property must submit a request to and receive approval from the Spiritual Life office prior to scheduling the event.

- 88.1 Ministry events, meetings, or activities open to the broader campus community are to be in agreement with *The Baptist Faith and Message* and not in conflict with the ministry strategy of the Spiritual Life office.
- 88.2 Churches and parachurch ministry organizations desiring to visit the University for the purpose of representing and/or promoting ministry opportunities to Students may not be required to be affiliated with the California Southern Baptist Convention or an agency of the Southern Baptist Convention but must be in doctrinal agreement with *The Baptist Faith and Message*.
- 88.3 To further the mission and strategy of ministry to the campus community, the Spiritual Life office may occasionally partner with churches, agencies, or entities of the California Southern Baptist Convention, the Southern Baptist Convention, or with parachurch ministries that are in doctrinal agreement with *The Baptist Faith and Message*.
- 88.4 Small-group ministry activities (e.g., small Bible studies, small worship gatherings, etc.) that are student-led for the benefit of students and not affiliated with any department, school, college, church, or parachurch ministry and are not in conflict with *The Baptist Faith and Message* are permitted without approval. Approval may be withdrawn if events are determined to be in conflict with University culture or Spiritual Life strategy.
- 88.5 Ministry event requests that require scheduling through the Office of Conferences and Events, whether the request is generated from within the University or by an organization outside the University, must first be reviewed and approved by the Spiritual Life office.
- 88.6 The Executive Council must approve rental of University facilities to churches desiring to hold occasional or regular services.

89. SPIRITUAL LIFE STAFF

Through personal and relational ministry, the Dean of Spiritual Life and other campus directors/ministers serve as pastors, disciplers, and role models for the members of the campus community. Spiritual Life Staff provide leadership for the various Spiritual Life ministries. Members of the Spiritual Life Staff are available to provide guidance in matters pertaining to spiritual growth and development as well as other spiritual issues.

90. SPIRITUAL LIFE MINISTRIES

- 90.1. **Compassion Ministries.** By putting faith into action, Students learn the significance of demonstrating the love of Christ in the context of the gospel. Participating in urban projects for a day or a weekend, working with the homeless, or serving the local community in various ways gives Students the opportunity to make a physical and spiritual difference in the lives of others.
- 90.2. **Discipleship Ministries.** Students are encouraged to grow in their relationships with Christ through participation in discipleship and mentoring in the context of weekly small groups, weekly large-group meetings, regularly-scheduled conferences, and other events that encourage spiritual growth. Weekly gatherings focus on Bible-based teaching that addresses topics pertinent to students regardless of Christian experience or spiritual maturity. Students are also encouraged to participate in training that promotes development of ministry strategy for after graduation.
- 90.3. **Third Culture Kid (TCK) Ministry.** At CBU, TCKs are American Students who spent most or all of their developmental years outside of the United States. Although they are Americans by birth, they often do not feel connected to American/ Californian culture or the culture of the American University. The TCK Ministry comes alongside and supports TCKs to assist them in bridging cultural gaps they encounter during their time at CBU so that they can grow socially, spiritually, and academically.

91. CHAPEL

The California Baptist University community gathers regularly in the Dale E. and Sarah Ann Fowler Events Center for worship, fellowship, Christian growth, and spiritual encouragement. Chapel planning is informed by the Core Four of the University (Academically Prepared, Biblically Rooted, Globally Minded, and Equipped to Serve) with a view toward biblical, gospel-centered transformation. As a result, most Chapel speakers are invited to speak from and explain the Bible and biblical themes/concepts, but some speakers may be invited to share how God has worked in and through them. Occasionally, Chapels will be programmed primarily for expressions of musical worship.

Chapel services are organized, coordinated, and implemented by the Dean of Spiritual Life and the Director of Chapel. Occasionally, as deemed appropriate by a University Officer, members of the campus community are recognized for notable accomplishments during Chapel. Holidays, cultural programs, and other forms of recognition and/or expression are not included as part of Chapel programming; such events may be coordinated through the Community Life Office.

- 91.1. **Participation.** As a community deeply rooted in the Baptist tradition of the Christian faith, campus-wide participation in the Chapel experience is encouraged. Students are expected to:
 - 91.1.1. Participate in corporate singing and worship, listen to instruction and speaking from the stage, and abstain from sleeping;
 - 91.1.2. Abstain from the use of mobile phones, computers, tablets, and other electronic devices that are not directly related to the Chapel program;
 - 91.1.3. Abstain from engaging in personal conversations and/or activities which may distract others;
 - 91.1.4. Abstain from consuming food at Chapel locations; and
 - 91.1.5. Abstain from studying or reading class notes and other literature not directly associated with the respective Chapel program.
 - 91.1.6. Students who engage in disruptive behavior will not receive credit for the Chapel during which they are disruptive. Students who are denied credit for a specific Chapel will receive written notice of the violation and the associated outcome through LancerMail.
 - 91.1.7. The consequences for violation of the any of the above may result in the following:
 - First offense - warning and loss of credit for Chapel attendance; and
 - Second offense - failing grade in Chapel for the respective semester.
- 91.2. **Attendance.** Varying Chapel programs are scheduled throughout each semester. The University requires Traditional Undergraduate Students enrolled in seven (7) or more units to attend Chapel and fulfill the Chapel requirements outlined below. The day and time Students attend Chapel is dictated by class schedule. Special Chapel services may occasionally be held at other times. Students must attend the Chapel section in which they are enrolled in order to receive credit.
 - 91.2.1. Students are required to acquire a minimum of fifteen (15) credits to pass Chapel each semester. Credits are earned through a combination of attendance of in-person Chapels and participation in occasional online Chapels. Because personal circumstances (i.e., illnesses, emergencies, or work) may occasionally interfere with a Student's ability to attend Chapel, the total number of Chapels scheduled each semester will exceed the minimum number required to allow Students to miss Chapel on occasion, when necessary. The Spiritual Life Office maintains official Chapel attendance records and posts attendance for viewing by Students on [InsideCBU](#) on the Life @ CBU tab.
 - 91.2.2. Students are responsible to monitor and ensure the accuracy of personal attendance records throughout the semester. Attendance discrepancies must be reported via email to chapel@calbaptist.edu within five (5) business days of the Chapel date in question.
 - 91.2.3. Only one (1) Chapel credit is granted for any given Chapel program/date. Students who attend a regular Chapel program in person and also complete the required work for the same Chapel through the Alternative Chapel Program will receive only one (1) Chapel credit.
 - 91.2.4. Chapel credit is available only for official Chapel programs. Official Chapel schedules are available through InsideCBU and Blackboard.
 - 91.2.5. Students enrolled in regular Chapel must attend the Chapel section in which they are enrolled and may only receive a maximum of one (1) Chapel credit per day regardless of the number of Chapels attended in a single day.
 - 91.2.6. Students must present a valid CBU Card and electronically acknowledge receipt of credit at each Chapel attended.
 - a. Students who are unable to present a CBU Card may sign in to receive credit a maximum of two (2) times per semester.
 - b. Students experiencing technical issues with their CBU Card may sign in to receive credit a maximum of two (2) times per semester.
 - 91.2.7. The number of Chapels scheduled during any given semester will exceed the required minimum.
 - 91.2.8. Students who arrive at the designated Chapel location later than five (5) minutes after the official Chapel start time will not receive credit for the respective Chapel.
 - 91.2.9. Students who depart from a Chapel service prior to the official conclusion will not receive credit for the respective Chapel.
 - 91.2.10. Requests for credit for specific Chapels due to participation in University-related academic, performance arts, and/or athletic events will be approved only in the case that the sum total of academic, performance arts, and/or athletic events will not permit a Student to acquire the required number of Chapels.
 - 91.2.11. Students who receive a passing grade in the CBU Chapel program for eight (8) semesters may apply for a waiver from Chapel requirements. Waivers for exemption from the regular Chapel program are available in the Spiritual Life Office and must be submitted by the "Last day to drop a class with refund" as indicated in the University Calendar. Other exemptions may be available for Students who may not fit the profile of the Traditional Undergraduate Student (e.g., age, life experience, family obligations, etc.).
- 91.3. **Alternative Chapel Program.** The Alternative Chapel Program (ACP) is an online Chapel program designed for Students who would face a significant hardship by attending regular Chapel. Such cases are usually due to unavoidable conflicts that arise from a work schedule, class schedule, commuting requirement, personal/family obligation, or some other extraordinary circumstance. In such cases, ACP provides Students with spiritual enrichment and the opportunity to fulfill the minimum requirements of the CBU Chapel program regardless of conflicts in schedule. Residential Students are expected to participate in regular Chapel programming and will typically not be granted access to ACP.

- 91.3.1. Only one (1) Chapel credit is granted for any given Chapel program. Students who attend a regular Chapel program in person and complete the required work for the same Chapel program through the Alternative Chapel Program will receive only one (1) Chapel credit.
- 91.3.2. Information and Alternative Chapel Program Applications are available through InsideCBU. Deadlines for application and assignments are listed on the [University Calendar](#), which is available via InsideCBU. Alternative Chapel Program Applications are approved or denied by the Director of Chapel based on the criteria listed on the Application Form.
- 91.4. **Chapel Worship Team.** The Chapel Worship Team plays an integral part of the Chapel experience by leading the campus community in music and worship. Chapel Worship Team members are selected each spring through an application and audition process conducted by the Spiritual Life Office. Information regarding the selection process is available in the Spiritual Life Office.

92. CHAPEL APPEALS

A Student has the right to appeal Chapel-related outcomes (e.g., attendance credit, semester credit). Chapel Appeals must be submitted in writing via email to chapel@calbaptist.edu.

- 92.1. Chapel appeals must expressly indicate the grounds for appeal.
- 92.2. Chapel appeals associated with a semester grade earned must provide a detailed explanation for each Chapel absence.
Chapel appeals are reviewed by the Dean of Spiritual Life or designee. Decisions rendered by the Dean of Spiritual Life or designee may be appealed to the Student Services Office. Decisions rendered by the Student Services Office are final.
Chapel appeals dealing with attendance credit must be submitted within five (5) business days of receipt of notification. Chapel appeals dealing with course outcome (grade issued) must be submitted within five (5) business days after semester grades have been posted by the University. Chapel appeals of a decision rendered by the Dean of Spiritual Life or designee must be submitted within five (5) business days after a decision has been rendered. Notification of outcome of Chapel appeals is conveyed in writing via LancerMail.

93. CHURCH INVOLVEMENT

California Baptist University recognizes the biblical priority of the local church. It is in the context of the local church that believers unite with one another for fellowship, growth, worship, and service. Because of this, Students are encouraged to commit to a local church in membership, attend weekly corporate worship, and participate in other ministry and fellowship activities so that they might grow in faith and manifest their personal commitment to Christ as Lord. A list of churches in Riverside and the surrounding region is available on InsideCBU.

94. MOBILIZATION

In cooperation with the International Mission Board of the Southern Baptist Convention and various missions organizations, International Service Projects (ISP) creates opportunities for Students to participate in the “Great Commission” (Matthew 28:19-20) so that they might gain a global vision for the cause of the gospel and cross-cultural experience through service learning. ISP teams have served in more than 50 countries since 1997. Participation in ISP programs listed below is open to California Baptist University Students who meet participation requirements, successfully complete the application and interview process, fulfill fundraising obligations, and are in good academic and behavioral standing with the University. The application and selection process is coordinated by the Mobilization ministry of Spiritual Life and takes place during the fall semester.

ISP sites have included the following countries/regions:

Argentina	2008, 2011	Mali	2002
Australia	1998-2003	Mexico	2008-2009
Austria	2007, 2016, 2019	Middle East	2004, 2008-2011, 2018
Belgium	2010	Netherlands	2019
Belize	1999-2003, 2007, 2017	North Africa	2010-2012, 2018-2019, 2022-2023
Brazil	2005, 2010-2012, 2017-2018	Pacific Rim	2010-2012, 2015, 2016
Bulgaria	2019	Panama	2008-2009, 2022-2023
Canada	2008-2010, 2016, 2018	Philippines	2009-2013
Central Africa	2003-2005, 2010, 2013	Poland	2015, 2016-2017, 2019
Central Asia	2001-2019, 2022-2023	Portugal	2017-2018
Costa Rica	2011	Romania	2008, 2010
Czech Republic	2013	Russia	1997-2002, 2008-2016
Dominican Republic	2018-2019	Rwanda	2006-2011
East Asia	1997-2018, 2023	Saint Vincent	2007
Eastern Europe	2019	South Africa	2012-2013, 2016, 2019
Ecuador	1997-1998	South Asia	2000-2001, 2004-2008, 2010-2018, 2022-2023
Finland	2012-2014	Southeast Asia	2001-2018, 2022-2023
France	2009-2014, 2017-2018, 2022-2023	South Korea	2008-2009
Germany	2003-2009, 2015-2018, 2022-2023	Spain	2002, 2010-2019, 2022-2023
Greece	2004, 2011-2015, 2017-2018, 2022-2023	Suriname	2004
Honduras	2007-2008	Switzerland	2008
Hungary	2019	Tanzania	2022-2023
Italy	2001-2002, 2013-2014	Thailand	2007-2010, 2013-2019, 2022-2023
Japan	1998, 2003-2017	Uganda	2009-2012, 2018
Kenya	1998-2001, 2018, 2023	Ukraine	2007-2009
Kosovo	2013-2016	United Kingdom	2005-2019, 2022-2023
Lithuania	2019	Zimbabwe	2013
Malawi	2005		

94.1. **Encounter.** Teams of California Baptist University Students serve internationally for approximately two to three (2-3) weeks during the summer months. Each team is led by a designated University Official or other approved member of the University community. The projects differ depending upon the service opportunities of the selected area.

94.2. **Immersion.** Teams of California Baptist University Students serve internationally for approximately eight (8) weeks during the summer months. Ministry focus varies depending on the outreach strategy of the selected area(s). Summer of Service was established in 2010 and in 2017 was rebranded as Immersion.

94.3. **United States Projects (USP).** USP sites have included the following:

Alaska	2009-2012	New York	2009-2015
California	2008	Tennessee	2016
Hawaii	2009	Utah	2007-2009
Illinois	2010-2013, 2016	Virginia	2015
Louisiana	2006-2007	Washington	2010
Maryland	2009-2015		

STUDENT CARE

Student Care coordinates campus-based resources and support for Students who experience difficulties (e.g., health issues, extended hospitalization, personal crisis, loss of an immediate family member, etc.) that significantly impact the ability to navigate college life or continue enrollment in courses.

The Student Care staff assist Students in communication with Faculty and Staff in situations that require an extended absence from campus. Additionally, Student Care provides leadership for a variety of other campus-based programs and initiatives. Student Care is housed within the Student Support Office in Lancer Plaza. Students are welcome to contact the Student Care Office in person, by telephone (951.552.8100), or via email (studentcare@calbaptist.edu).

MENTAL HEALTH

The Mental Health Office is responsible for biblical, Christian, and ethical campus-wide mental-health initiatives to provide resources and care to the campus as well as effective assessment and case management for Students in crisis. Initiatives include the following:

- The development, implementation, and promotion of mental healthcare resources;
- Coordination of strategies to ensure positive mental well-being among Students; and
- Training of Student leaders, faculty, and staff for the identification and prevention of mental health issues among Students.

The Mental Health Office collaborates with the California Baptist University Counseling Center as well as other departments, schools, and colleges within the University to ensure appropriate Student care.

The Mental Health Office is located in the Student Support Office in Lancer Plaza. Students are welcome to contact the Mental Health Office in person, by telephone (951.552.8100), or via email (mentalhealth@calbaptist.edu).

HISTORICAL DATA

1920s

1921 Annie Gabriel Library Building constructed

1927 Administration Building constructed

1930s

1934 W.E. James Building constructed

1938 Ceramics Lab/Boiler Room constructed

1950s

1950 California Baptist College established

1950 P. Boyd Smith named first President

1950 Classes began with 42 Students at First Southern Baptist Church, El Monte, California, on September 18

1951 Olie T. Brown named first Dean of Students

1953 California Baptist Convention assumes full responsibility for College

1953 First Angelos yearbook published

1954 College chartered by the State of California

1954 Eight (8) Students awarded undergraduate degrees at the first Commencement on June 1

1954 "CBC We'll Love You," composed by Dr. S.E. Smith, adopted as the official Alma Mater

1955 Campus moved to Riverside

1955 Magnolia Avenue Baptist Church organized by Faculty, Staff, and Students

1955 Lancer selected as CBC Mascot named

1956 Dewey H. Jones organized the first competitive basketball team

1957 J.L. Harden appointed as first business manager

1958 Dr. Lloyed Simmons named second President

1959 The Library moved from W.E. James Building to present location

1960s

1960 Annie Gabriel Library named and dedicated

1960 The Roundtable became the official campus publication for alumni

1961 Full regional accreditation granted by the Western College Association

1964 First Candle Lighting ceremony takes place

1964 Lancer Arms Apartment buildings 8447 and 8471 constructed

1965 First Founders' Day and Homecoming Parade

1968 Simmons Hall and Smith Hall constructed and dedicated

1968 Van Dyne Field House constructed and dedicated

1968 Dewey H. Jones appointed first Academic Dean

1969 California Chapter of Beta Alpha Chi installed

1970s

1970 California Southern Baptist Convention joined College community to commemorate College's 20th Anniversary

1971 Dr. James R. Staples named third President

1971 Annie Gabriel Library adds 100,000th volume

1972 The Women's GUILD founded

1973 The Wallace Book of Life Building constructed and dedicated

1974 Lancer Arms Apartments buildings 8449 and 8451 constructed

1975 Physical Plant/Maintenance building constructed

1979 \$800,000 note for the Riverside campus paid

1980s

- 1980 Office of Public Affairs established
- 1984 Dr. Russell R. Tuck named fourth President
- 1984 First graduate degree granted
- 1984 Accreditation granted by National Association of Schools of Music
- 1986 Board of Trustees voted to create the California Baptist College Development Foundation
- 1987 S.E. Boyd Smith contributed P. Boyd Smith Hymnology Collection to the Annie Gabriel Library
- 1989 Bob and Dorothy Pentz Tennis Center constructed

1990s

- 1990 First Evening College classes offered in High Desert
- 1991 Wanda's Place established
- 1994 Dr. Ronald L. Ellis named fifth President
- 1995 First Students enrolled in Master of Education degree program
- 1995 Enrollment exceeded 1,000 Students
- 1996 First college on West Coast to receive accreditation by Association of College Business Schools and Programs
- 1996 Metcalf Gallery opened
- 1997 Mission Hall, Fitness Center, Training Room, and Athletic Offices constructed
- 1997 Diana Hall purchased
- 1997 Enrollment exceeded 2,000 Students
- 1998 California Baptist College officially became California Baptist University on September 25
- 1998 Lambeth House purchased
- 1998 Willow Wood Apartments, Pine Creek Villas purchased
- 1998 U.S. News & World Report listed California Baptist University among the top five (5) regional liberal arts college for Student-Faculty ratio
- 1998 Lancer Aquatics Center constructed

2000s

- 2000 50th Anniversary celebrated
- 2001 Willow Wood Apartments and Pine Creek Villas officially became University Place Apartments
- 2003 Eugene and Billie Yeager Center completed and dedicated
- 2003 Graduate Students participate in Inaugural Graduate Commencement (separate from undergraduate exercises)
- 2004 Phase I of The Cottages completed
- 2004 First "Spirit of Excellence" gala held
- 2005 Woodman of the World Building purchased
- 2005 Royal Rose and Rose Garden Apartments purchased
- 2005 Evening College Program officially became Adult Degree Completion Program
- 2005 First Adult Degree Completion Program classes offered in Beaumont
- 2005 School of Nursing established
- 2005 Van Dyne Gym renovation completed
- 2005 Adams Villas Apartments purchased
- 2005 Phase II of The Cottages completed
- 2005 James Complex North Wing/Garrett Room renovation completed
- 2005 JoAnn Hawkins Music Building completed and dedicated
- 2005 CBU named "Business of the Year" by the Greater Riverside Chamber of Commerce
- 2005 Enrollment exceeded 3,000 Students
- 2006 Magnolia Hacienda Apartments purchased
- 2006 Lutheran Church of the Cross purchased
- 2006 Adams Plaza purchased

- 2007 Lancers Outdoor Sports Complex completed
- 2007 School of Engineering established
- 2007 Organic Chemistry Lab renovation completed
- 2007 Army ROTC program established
- 2008 Enrollment exceeded 4,000 Students
- 2008 Lambeth House (School of Nursing) renovation completed
- 2009 One thousand Students graduated in a single year for the first time
- 2009 Gordon and Jill Bourns Engineering Lab established

2010

- 2010 Parkside Village Apartments purchased
- 2010 College View Apartments purchased
- 2010 60th Anniversary celebrated
- 2010 Brisco's Café opened
- 2010 College of Allied Health established
- 2010 Division of Online and Professional Studies established
- 2010 Accepted as a member of the NCAA Division II, Pacific West Conference
- 2010 Inaugural "Block Party" added to Homecoming

2011

- 2011 Wellness Center opened
- 2011 Adams Plaza renamed "Lancer Plaza"
- 2011 First-ever 10-year accreditation affirmation received from Western Association of Schools and Colleges
- 2011 Parkside Village Apartments renamed "The Colony @ CBU"
- 2011 College View Apartments renamed "Lancer Palms Apartments"
- 2011 Enrollment exceeded 5,000 Students
- 2011 First certificate program (Autism Spectrum Disorder) offered
- 2011 International Service Projects celebrated 15th anniversary
- 2011 CBU became inaugural collegiate division of the CSBC disaster relief program
- 2011 Microbiology and general chemistry lab renovations completed
- 2011 New classrooms added to the Village, Mission Hall, and the School of Engineering
- 2011 Discovery U summer academic camp program introduced
- 2011 Campus expanded to 128 acres
- 2011 100 undergraduate majors and concentrations offered
- 2011 College of Architecture, Visual Art and Design established
- 2011 School of Engineering became College of Engineering

2012

- 2012 Enrollment exceeded 6,000 Students
- 2012 School of Business building constructed and dedicated
- 2012 CBU sent out 300th ISP team
- 2012 Campus expands to 131 acres

2013

- 2013 Recreation Center completed
- 2013 CBU became a full member of the NCAA Division II
- 2013 CBU receives gift of Tahquitz Pines Conference Center
- 2013 Enrollment reached 7,144
- 2013 FedEx donated Boeing 727 to aviation science program
- 2013 San Carlos Apartments purchased

2014

- 2014 Lancer Plaza North renovations completed
- 2014 San Carlos Apartments renamed "The Point"
- 2014 School of Nursing Annex and Prayer Garden dedicated
- 2014 Enrollment reached 7,957
- 2014 CBU honored Dr. Ronald L. Ellis for completing 20 years as president
- 2014 CBU listed on President's Higher Education Community Service Honor Roll
- 2015 CBU food ranked #3 among California universities
- 2015 Doctor of Nursing Practice degree launched as first doctorate
- 2015 College of Allied Health renamed College of Health Science
- 2015 CBU Health Science Campus opened

2015

- 2015 Fall enrollment reached 8,541; eclipsed "8080 by 2020" enrollment goal five years ahead of schedule

2016

- 2016 Anonymous \$10 million gift announced to help fund new building for the Gordon and Jill Bourns College of Engineering
- 2016 Enrollment exceeded 9,000 Students
- 2016 CBU Flight School earned Part 121 Air Agency Certification
- 2016 CBU graduation class exceeded 2,000 graduates
- 2016 CBU received third consecutive top-40 ranking for "Best Regional University" by U.S. News & World Report

2017

- 2017 CBU-Online received No.8 ranking nationally for "Top Online Education Programs" by U.S. News & World Report
- 2017 School of Behavioral Sciences became College of Behavioral and Social Sciences
- 2017 School of Nursing became College of Nursing
- 2017 CBU Events Center completed and dedicated
- 2017 CBU Launched First Annual Parent and Family Weekend
- 2017 Lance Up, CBU!, composed by Dr. Steve Posegate, adopted as the official School Fight Song
- 2017 CBU received fourth consecutive top-40 ranking as "Best Regional University" by U.S. News & World Report
- 2017 Fall enrollment reached 9,941
- 2017 CBU joined the Western Athletic Conference, NCAA Division I

2018

- 2018 Dennis and Carol Troesh Engineering Building completed and dedicated
- 2018 Inaugural summer commencement ceremonies held
- 2018 "Inspiration" sculpture unveiled at CBU
- 2018 The Habit Burger Grill opened
- 2018 Accepted as a member of the NCAA Division I, Western Athletic Conference
- 2018 Fall enrollment at CBU exceeded 10,000 Students for first time (10,486)
- 2018 CBU received fifth consecutive top-40 ranking as "Best Regional University" by U.S. News & World Report
- 2018 Chronicle of Higher Education ranked CBU No. 8 among fastest-growing U.S. colleges (2006–2018)

2019

- 2019 Dennis and Carol Troesh Engineering Building at CBU honored with top award for “New Construction with Landscaping” by Keep Riverside Clean and Beautiful program
- 2019 CBUOnline ranked No. 42 nationally among “Top Online Education Programs” by U.S. News & World Report
- 2019 CBU honored Dr. Ronald L. Ellis for completing 25 years as president
- 2019 Began year two of four-year transition to NCAA Division I
- 2019 Launched first Ph.D. program in Leadership Studies and 5th Doctoral Degree Program
- 2019 International Service Projects surpassed 5,000 participants since start of program in 1997
- 2019 2,917 candidates for graduation made Class of 2019 CBU’s largest graduating class
- 2019 East Parking Structure opened in Lancer Plaza, providing an additional 1,453 parking spaces
- 2019 New main entrance to campus from Adams Street to Lancer Lane opened
- 2019 Psychological Services of Riverside (PSR) opened
- 2019 Couch’s Corner, which included the food concepts “Delect-a-Bowls” and “Shake Smart”, opened

2020

- 2020 CBU Adams Street entrance honored with City of Riverside “Mayor’s Award” by Keep Riverside Clean and Beautiful program
- 2020 Doctor of Social Work program launched
- 2020 Magnolia Crossing Apartments completed
- 2020 The Market at Magnolia Crossing opened
- 2020 CBU received seventh consecutive top-50 ranking as “Best Regional University” by U.S. News & World Report

2021

- 2021 Magnolia Crossing honored with award by Keep Riverside Clean and Beautiful program
- 2021 Women’s Basketball program undefeated in regular season and won first WAC tournament Championship
- 2021 CBU Baseball won Western Athletic Conference (regular season co-champions)
- 2021 CBU Flight School earned Part 141 Air Agency Certification with the following ratings: Instrument Rating Course; Instrument Rating Ground School Course; Commercial Pilot Course; and Commercial Pilot Ground School Course
- 2021 CBU held 12 commencement ceremonies on the Front Lawn to celebrate 2020 and 2021 graduates
- 2021 CBU Lancers began final year of four-year transition to NCAA Division I
- 2021 CBU received eighth consecutive top-50 ranking as “Best Regional University” by U.S. News & World Report
- 2021 Fall enrollment reached 11,491 Students
- 2021 Chronicle of Higher Education ranked CBU No. 7 among fastest-growing U.S. colleges (2009–2019)

2022

- 2022 NCAA board approved CBU’s Division I membership status
- 2022 CBU combined the music and theatre programs in the Shelby and Ferne Collinsworth School of Performing Arts
- 2022 CBU Student Senate formed (replacing the Associated Students of CBU)
- 2022 Fall enrollment reached 11,496 Students
- 2022 CBU signed an agreement with Horizon Air for a pilot development program
- 2022 CBU Soccer Stadium completed and dedicated
- 2022 CBU received ninth consecutive top-50 ranking as “Best Regional University” by U.S. News & World Report and earned the No. 2 spot for “Most Innovative Schools”
- 2022 Men’s Soccer won first Western Athletic Conference Men’s Soccer Tournament title on home field
- 2022 A record-breaking \$23.8 million in giving was committed to CBU in the fiscal year 2022

2023

- 2023 CBU announced gift of \$28.5 million and the naming of The Dale E. and Sarah Ann Fowler Events Center
- 2023 Soccer and softball fields honored with award by Keep Riverside Clean and Beautiful program

OFFICE LOCATIONS AND CONTACT INFORMATION

Office	Location	Email	Phone
Academic Advising	Eugene and Billie Yeager Center B146	advising@calbaptist.edu	951.343.4567
Academic Affairs / Provost	Eugene and Billie Yeager Center C211	provostoffice@calbaptist.edu	951.343.4213
Accounts Payable	6867 Airport Drive	accountspayable@calbaptist.edu	951.552.8752
Adams Business Park	2900 Adams St.		
Alumni Dining Commons / Food Service			951.343.4615
Alumni Relations	Eugene and Billie Yeager Center C219	alumni@calbaptist.edu	951.343.4439
Angelos (Yearbook)	W.E. James Building 060	angelos@calbaptist.edu	951.343.4383
Annie Gabriel Library		library@calbaptist.edu	951.343.4228
Architecture Building	3739 Adams St.	CAVAD@calbaptist.edu	951.343.4455
Athletics Department	Fowler Events Center		951.552.8980
Athletic Training Clinic	Athletic Training Center		951.552.8512
Aviation Science	6865 Airport Drive	aviation@calbaptist.edu	951.552.8800
Brisco's Café	The Village @ CBU		951.343.4602
Campus Activities	Lancer Plaza, Suite 110	communitylife@calbaptist.edu	951.343.4425
Campus Recreation	Lancer Plaza	reccenter@calbaptist.edu	951.552.8580
Campus Store	Lancer Plaza, Suite 200		951.343.4259
CampusXpress (CX)	Eugene and Billie Yeager Center		951.343.8080
Career Center	Business Building 120	careercenter@calbaptist.edu	951.343.5031
Carney Lab (Computer Lab)	Eugene and Billie Yeager Center B114		951.343.4653
Cashier	Lancer Arms 35		951.343.4371
Challenge	Lancer Plaza, Suite 100	challenge@calbaptist.edu	951.343.5015
Chapel	Lancer Plaza, Suite 100	chapel@calbaptist.edu	951.343.5015
Chick-fil-A	Eugene and Billie Yeager Center		951.343.8079
College of Architecture, Visual Arts & Design	3739 Adams Street	CAVAD@calbaptist.edu	951.552.8866
College of Arts and Sciences	W.E. James Building 248	artsandsciences@calbaptist.edu	951.343.4363
College of Behavioral and Social Sciences	W.E. James Building 115		951.343.4487
College of Engineering	Dennis & Carol Troesh Engineering Bldg.		951.552.8755
College of Health Science	3532 Monroe St.	healthscience@calbaptist.edu	951.343.4619
College of Nursing	3780 Adams St.	nursing@calbaptist.edu	951.343.4700
College Park Apartments	8230 Magnolia Ave.		951.552.8526
Commencement Office	Lancer Plaza, Suite 140	commencement@calbaptist.edu	951.552.8308
Community Life	Lancer Plaza, Suite 110	communitylife@calbaptist.edu	951.343.4425
Compassion Ministries	Lancer Plaza, Suite 100		951.343.5015
Conferences and Events	W.E. James Building 180	conferencesandevents@calbaptist.edu	951.343.4374
Counseling Center	3626 Monroe St. (Wellness Center)	ccrecept@calbaptist.edu	951.689.1120
Cultural and Commuter Programs	Lancer Plaza Suite 110	communitylife@calbaptist.edu	951.343.4425
Disability Services	Lancer Arms 38C	jcarrera@calbaptist.edu	951.343.4962
Discipleship Ministries	Lancer Plaza, Suite 100		951.343.5015
El Monte Grill	Lancer Plaza		951.552.8840
Facilities, Maintenance and Operations	Building 16	facilitiesadmin@calbaptist.edu	951.343.4360
Finance and Administration	Eugene and Billie Yeager Center D238	financeandadministration@calbaptist.edu	951.343.4211
Financial Aid	Eugene and Billie Yeager Center D118	financialaid@calbaptist.edu	951.343.4236
Foodology	3532 Monroe St. (Health Science Campus)		951.552.8095
Food Innovation Center	2900 Adams St., Suite 21		
Graduate Admissions	Eugene and Billie Yeager Center B154	graduateadmissions@calbaptist.edu	951.343.4249
Health Center	3626 Monroe St. (Wellness Center)		951.552.8811
Housing Services	The Village @ CBU	housingservices@calbaptist.edu	951.552.8111

Human Resources	Lancer Palms 100	personnel@calbaptist.edu	951.552.8655
Information Technology Help Desk	W.E. James Building 160	help@calbaptist.edu	951.343.4444
Intensive English Program (IEP)	Lancer Arms 56	hsnavely@calbaptist.edu	951.343.4994
International Center	Lancer Arms 56	international.center@calbaptist.edu	951.343.4690
Lancer Aquatics Center	Building 29	aquat01@calbaptist.edu	951.343.4564
Lancer Arms Apartments	951.343.4233
Magnolia Crossing	8775 Magnolia Ave.	951.552.8408
Marketing and Communications	Eugene and Billie Yeager Center D233	951.343.4474
Mental Health.....	Lancer Plaza, Suite 140	thiggins@calbaptist.edu	951.552.8100
Mobilization	Lancer Plaza, Suite 100	mobilization@calbaptist.edu	951.343.5015
Office of Student Success	Lancer Arms 39	951.343.4739
Payroll	6867 Airport Drive	payrolloffice@calbaptist.edu	951.343.4747
President	Eugene and Billie Yeager Center D218	951.343.4210
Print and Copy Center	2900 Adams St., Suite B2	printandcopy@calbaptist.edu	951.343.4407
Provider Contract Food Services – Catering	Eugene and Billie Yeager Center D123	dsoto@calbaptist.edu	951.343.5026
Provider Contract Food Services – Office / HR	3495 Emily Court	provadmin@calbaptist.edu	951.343.4546
Pursuit Magazine	W.E. James Building 060	pursuit@calbaptist.edu	951.343.4383
Recreation Center	Lancer Plaza	reccenter@calbaptist.edu	951.552.8580
Residence Life	The Village @ CBU	residencelife@calbaptist.edu	951.552.8000
Safety Services	Lancer Arms 43	safety@calbaptist.edu	951.343.4311
School of Business	Business Building 217A	951.343.4574
School of Christian Ministries	Eugene and Billie Yeager Center B217	scmadmin@calbaptist.edu	951.343.4248
School of Education	Eugene and Billie Yeager Center B228	951.343.4448
School of Performing Arts	JoAnn Hawkins Music Building 118	schoolofmusic@calbaptist.edu	951.343.4251
Simmons Hall	951.343.4273
Smith Hall	951.343.4216
Spiritual Life	Lancer Plaza, Suite 100	spirituallifemailbox@calbaptist.edu	951.343.5015
Student Accounts	Lancer Arms 42	studentsaccounts@calbaptist.edu	951.343.4371
Student Care	Lancer Plaza, Suite 140	studentcare@calbaptist.edu	951.552.8100
Student Services	Eugene and Billie Yeager Center D247	studentservices@calbaptist.edu	951.343.4217
The Banner	W.E. James Building 060	banneronline@calbaptist.edu	951.343.4383
The Colony @ CBU (East)	951.552.8542
The Colony @ CBU (North)	951.552.8541
The Colony @ CBU (West)	951.552.8540
The Cottages	951.343.8400
The Habit Burger Grill.....	The Village @ CBU	951.343.4602
The Point	951.552.8001
The Post (Mailroom)	Lancer Plaza, Suite 170	mailandshipping@calbaptist.edu	951.343.4203
The Village @ CBU	951.343.4900
Title IX Coordinator	Eugene and Billie Yeager Center D115	titleixcoordinator@calbaptist.edu	951.343.4948
Tower Hall	951.552.8784
Undergraduate Admissions	Eugene and Billie Yeager Center B142	admissions@calbaptist.edu	951.343.4212
University Advancement	Eugene and Billie Yeager Center C228	951.343.4226
University Card Services	Lancer Plaza, Suite 140	cardservices@calbaptist.edu	951.552.8552
University Place Apartments – Men	951.552.8782
University Place Apartments – Women	951.552.8783
University Registrar	Eugene and Billie Yeager Center D118	registrar@calbaptist.edu	951.343.4566
Veterans Resource Center	Lancer Arms 36	951.552.8522
Wallace Theater	951.343.4319
Wanda's	Eugene and Billie Yeager Center	951.343.4202
Wellness Center	3626 Monroe St.	951.343.8811

CAMPUS BUILDING CODES

ABPK – Adams Business Park	HMUS – JoAnn Hawkins Music Building	
ARCH – Architecture Building	HSCC – Health Sciences Campus	TEGR – Troesh Engineering Building
ARPT – Flight Operations Center	JAME – W.E. James Building	VILG – The Village
BUSB – Business Building	LAPN – Lancer Plaza North	WALT – Wallace Theater
CERM – Ceramics Building	MHAL – Mission Hall	YCTR – Eugene and Billie Yeager Center
CFLM – CAVAD Film Lab	NURS – College of Nursing	
ECTR – Fowler Events Center	RCTR – Recreation Center	
GYM – Van Dyne Gym		

OFF-SITE LOCATIONS

Accounts Payable

6867 Airport Drive
Riverside, CA 92504

Adams Business Park

3739 Adams Street
Riverside, CA 92504

College of Architecture, Visual Arts & Design Building

3739 Adams Street
Riverside, CA 92504

College of Health Science

3532 Monroe Street
Riverside, CA 92504

Flight Operations Center

6865 Airport Drive, Suite 101
Riverside, CA 92504

Food Innovation Center

2900 Adams Street, Suite 21
Riverside, CA 92504

College of Nursing

3780 Adams Street
Riverside, CA 92504

Human Resources (CBU)

8471 Magnolia Avenue
Riverside, CA 92504

Human Resources (Provider Contract Food Services)

3495 Emily Court
Riverside, CA 92504

Tyler Plaza

10370 Hemet Street
Riverside, CA 92503

Wellness Center (Counseling Center & Health Center)

3626 Monroe Street
Riverside, CA 92504

CAMPUS HOUSING ADDRESSES

Collage Park Apartments**

8230 Magnolia Avenue
Riverside, CA 92504

Cottages*

8432 Magnolia Avenue
Riverside, CA 92504

Lancer Arms Apartments*

8432 Magnolia Avenue
Riverside, CA 92504

Magnolia Crossing Apartments**

8775 Magnolia Avenue
Riverside, CA 92504

Simmons*

8432 Magnolia Avenue
Riverside, CA 92504

Smith Hall*

8432 Magnolia Avenue
Riverside, CA 92504

The Colony @ CBU*

8432 Magnolia Avenue
Riverside, CA 92504

The Point*

8432 Magnolia Avenue
Riverside, CA 92504

The Village @ CBU*

8432 Magnolia Avenue
Riverside, CA 92504

Tower Hall*

8432 Magnolia Avenue
Riverside, CA 92504

University Place Apartments**

8432 Magnolia Ave.
Riverside, CA 92504

*Vehicle access via Magnolia Avenue entrance and Adams Street entrance.

**Vehicle access via Magnolia Avenue (at listed address).

CORRESPONDENCE DIRECTORY

EMAIL CORRESPONDENCE

The typical format for LancerNet accounts issued to Students is full first name, full middle name, dot (.) full last name. For example, John Michael Doe's email address would be: johnmichael.doe@calbaptist.edu.

In the event Students have identical names, the Information Technology Services Office will issue modified email addresses for each Student.

WRITTEN CORRESPONDENCE

When writing to a University employee or department, address correspondence as follows:

California Baptist University
Name of individual or department
8432 Magnolia Avenue
Riverside, CA 92504

Mail addressed to residential Students is delivered to The Post, the campus mail center. In order to ensure delivery, items sent to campus residents should be addressed to an assigned Campus Box number as follows:

Student's Name & CMB _____ (assigned CMB number)
8432 Magnolia Avenue
Riverside, CA 92504

UNIVERSITY SEAL



The design of the California Baptist University seal features a shield with the words “California Baptist University” and “Founded 1950” encircling it. This design, approved by the Board of Trustees in May 2003, is based on the original seal, which displays four symbols representing the Christian faith and education: the Cross of Christ; the lamp of knowledge; the pen of scholarship; and the Holy Bible.

Use of the University Seal requires authorization by the CBU Board of Trustees or designated University Officers.

UNIVERSITY COLORS AND MASCOT

UNIVERSITY COLORS.

The official school colors of California Baptist University are blue (Pantone Matching System 655) and old gold (Pantone Matching System 132).

UNIVERSITY MASCOT.

On October 13, 1955, the Students of California Baptist University voted to have a Lancer, a type of cavalryman armed with a lance, to represent the University as a mascot. Among the mascots nominated were beavers, braves, condor, buffalo, and mustang.

CBU WE'LL LOVE YOU

University Alma Mater
By S.E. Boyd Smith

C B U we'll love you, long as stars shine a - bove you.

Pledge our hearts for - e - ver, time shall ne - ver se - ver ne - ver se - ver.

We will sing your prais - es, proud - ly down thru the a - ges.
We will al - ways proud - ly proud - ly

Hail Thee Al - ma Ma - ter, C B U!

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