

## CSUSM POLICIES

### Office of the Vice President for Student Affairs and Dean of Students

(760) 750-4056

[http://www.csusm.edu/student\\_affairs/](http://www.csusm.edu/student_affairs/)

The Office of the Vice President for Student Affairs and Dean of Students serves as a central administrative and student information resource for the University including management and oversight of College Success Services, Health Counseling and Disability Services, Lifelong Learning Services, Financial Aid and Scholarship Office, and Associated Students Inc. Staff can be most helpful as initial points of inquiry on specific areas, policy information and general student information.

### Dean of Students

(760) 750-4935

(TDD 750-4909)

The Office of the Dean of Students provides general information concerning campus policies, procedures, and regulations and offers help to students seeking to resolve campus problems. Students needing assistance with any University matter are invited to begin with this office. Specific policies regarding student grievances and discipline are administered by this office.

Students at CSU San Marcos are subject to the same federal, state, and local laws as other citizens. Of particular importance are regulations established by the State of California through its Education Code. In addition, regulations from the Board of Trustees and the local University directly affect student life on campus. Students are responsible for their behavior on campus and are expected to know and comply with all policies and regulations printed in this

Catalog and the *Student Guidebook*. Information on all policies that affect students is available in the Dean of Students' office. Specific policies can also be accessed at <http://www.csusm.edu/docs/students.html>.

### Student Discipline

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in sections 41301 through 41304 of Title 5, California Code of Regulations. These sections are as follows:

#### *41301. Expulsion, Suspension and Probation of Students.*

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- A. Cheating or plagiarism in connection with an academic program at a campus.
- B. Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- C. Misrepresentation of oneself or of an organization to be an agent of the campus.
- D. Obstruction or disruption, on- or off-campus property, of the campus educational process, administrative process, or other campus function.
- E. Physical abuse on or off campus property of the person or property of any member of the campus community or of a member of his or her family, or the threat of such physical abuse.
- F. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.

- G. Unauthorized entry into, unauthorized use of, or misuse of campus property.
- H. On campus property, the sale, or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- I. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus President.
- J. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- K. Abusive behavior directed toward, or hazing of, a member of the campus community.
- L. Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- M. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
- N. For purposes of this Article, the following terms are defined:
  1. The term "member of the campus community" is defined as meaning California State University Trustees, academic, nonacademic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.

2. The term “campus property” includes:
    - (a) real or personal property in the possession of, or under the control of, the Board of Trustees of The California State University, and
    - (b) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
  3. The term “deadly weapons” includes any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade, knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
  4. The term “behavior” includes conduct and expression.
  5. The term “hazing” means any method of initiation into a student organization, or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions.
- O. This Section is not adopted pursuant to Education Code Section 89031.
- P. Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is

amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this article as in effect immediately prior to such effective date.

*41302. Disposition of Fees: Campus Emergency; Interim Suspension.* The President of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the President of the individual campus, the President may, after consultation with the Chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The President may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission

of the President or designated representative, enter any campus of The California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

*41303. Conduct by Applicants for Admission.* Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a student, commits acts which, were he/she enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who, while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

*41304. Student Disciplinary Procedures for The California State University.* The Chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for The California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under sections 41301 or 41302, and for qualified admission or denial of admission under Section 41303; the authority of the campus President in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice; conduct of hearings,



including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this section.

**Privacy Rights of Students in Education Records**

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the campus. Specifically, the statute and regulations govern access to student records maintained by the campus and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these policies and procedures may be obtained at the Office of the Executive Director of Enrollment Services. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records and the information contained therein; (2) the official responsible for the maintenance of each type of record; (3) the location

of access lists which indicate persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) the access rights of students; (6) the procedures for challenging the content of student records; (7) the cost which will be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. An office and review board have been established by the Department to investigate and adjudicate violations and complaints. The office designated for this purpose is: Family Policy Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, 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, and the most recent previous educational agency or institution attended by the student. The above-designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information which the student requests not to be released. Written objections should be sent to the Office of the Executive Director of Enrollment Services, CSU San Marcos, San Marcos, CA 92096-0001.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus'

academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

**Drug-Free Environment**

In compliance with the federal Drug-Free Schools and Communities Act Amendments of 1989, CSU San Marcos certifies that the University will be a drug-free workplace and learning environment and that the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by employees and students of the University is prohibited. Violation of this prohibition may result in appropriate disciplinary actions up to and including termination of employment or expulsion from the University.

Employees or students with questions about the dangers of drug abuse and/or those seeking information about the availability of employee/student assistance and drug-counseling programs are urged to contact the Director of Human Resources Management or the Dean of Students, as appropriate.

***Federal Drug-Free Schools and Communities Act of 1989***

CSU San Marcos is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest

standard of quality and integrity. In keeping with this commitment, all faculty, staff, and students are urged to ensure that the campus is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Office of the Dean of Students, (760) 750-4935 or visit the CSUSM home page in the Campus Wide Information System.

### Academic Honesty

The maintenance of academic integrity and quality education is the responsibility of each student within this University and The CSU system. Cheating and plagiarism in connection with an academic program at a campus is listed in Section 41301, Title 5, California Code of Regulations, as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes:

#### A. Cheating

Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Comments:

1. Faculty members are strongly encouraged to make every reasonable effort to foster honest academic conduct. This includes adequate communication of expectations about what kinds of collaboration are acceptable within the course. Instructors should state in course syllabi their policies and procedures concerning

examinations and other academic exercises, as well as the use before examinations of shared study aids, examination files, and other related materials and forms of assistance.

2. Students completing any examination should assume that external assistance (e.g., books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
3. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This comment includes, but is not limited to, the services of commercial term paper companies.
4. Students who are required to do a paper in a course should assume that submitting the same or similar paper to different courses (regardless of whether it is in the same semester or in different semesters) is not permitted without the explicit permission of the instructors of both courses.

#### B. Fabrication

Falsification or invention of any information or citation in an academic exercise.

Comments:

1. "Invented" information may not be used in any laboratory experiment or other academic exercise without notice to and authorization from the instructor. It would be improper, for example, to analyze one sample in an experiment and covertly "invent" data based on the single experiment for several more required analyses.
2. One must use/acknowledge the actual source from which cited information was

obtained. For example, a student may not reproduce sections from a book review and indicate that the section was obtained from the book itself.

3. Students who attempt to alter and resubmit returned academic work with intent to defraud the faculty member will be in violation of this section. For example, a student may not change an answer on a returned exam and then claim that he/she deserves additional credit.

#### C. Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Comments:

1. For example, a student who knowingly allowed copying from his or her paper during an examination would be in violation of this section.
2. Providing information about the contents of an examination to a student who will later take the examination, or taking an examination on behalf of another student are violations of academic honesty.

#### D. Plagiarism

Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

- The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work.
- The act of putting one's name as an author on a group project to which no contribution was actually made; and



- Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one’s own.

Comments:

1. Direct Quotation: Every direct quote must be identified by quotation marks, or by appropriate indentation or by other means of identification, and must be promptly cited in a footnote. Proper footnote style for academic departments is outlined by such manuals as the *MLA Style Sheet*, *APA Publications Manual*, or K. L. Turabian’s *A Manual for Writers of Term Papers, Theses and Dissertations*.
2. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Locke’s comment...” and conclude with a footnote identifying the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.
3. Borrowed Facts or Information: Information obtained in one’s reading or research which is not common knowledge among students in the course must be

acknowledged. Examples of common knowledge might include the names of leaders of prominent nations or basic scientific laws.

- Material which contributes only to the student’s general understanding of the subject may be acknowledged in the bibliography and need not be immediately footnoted. One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source. When direct quotations are used, however, quotation format must be used and prompt acknowledgment is required.

Inquiries and assistance in reporting student misconduct is available through the Office of the Dean of Students, Coordinator, University Student Conduct.

### Sexual Harassment

#### Philosophy

Concern for others is the standard for personal interaction in the University. Included in the University’s Founding Mission Statement is a demand for fairness and decency for all persons in the University community. CSU San Marcos takes seriously its obligation to uphold the laws of the larger community of which it is a part. In addition to local, state, and federal laws, association with the University imposes the obligation on every person to abide by all the rules and regulations of The California State University.

### Policy

CSU San Marcos will not tolerate sexual harassment in any form. When there is a complaint that sexual harassment has occurred, on campus or at a University event, the University will take steps to investigate the allegations. Where there is evidence of sexual harassment, the University will initiate disciplinary procedures, which may include the possibility of dismissal or suspension of employees and students. Due process in all University proceedings will be ensured. The complainant may also seek prosecution through legal channels.

### Definition

Sexual harassment is unwelcomed, objectionable verbal or physical conduct of a sexual nature that adversely affects and intimidates the victim. Sexual harassment occurs when:

- submission to or tolerance of such conduct is an explicit or implicit term or condition of appointment, employment, admission, or academic evaluation;
- submission to, or rejection of, such conduct is used as a basis for a personnel or academic evaluation;
- the conduct has the purpose or effect of interfering with an employee’s work or a student’s academic performance; and
- the conduct has the purpose or effect of creating an intimidating, hostile, offensive, or otherwise adverse working or learning environment.

The following examples illustrate some forms of sexual harassment. This list is not intended to be exhaustive:

- blatant or subtle pressure for sexual activity;

- persistent sexually explicit or sexist statements or anecdotes;
- frequent jokes of a sexual nature;
- repeated staring at a person's body;
- a pattern of objectionable questions or remarks about sexual activities;
- unwanted hugging, patting, kissing, brushing up against someone's body, or other inappropriate sexual touching;
- suggestive or obscene notes or phone calls; and
- the display of sexually explicit pictures or cartoons.

### **Sexual Harassment**

#### ***Complaint Process***

The University will ensure due process in all sexual harassment proceedings. University policies and procedures related to sexual harassment protect the rights of all members of the University community.

Any student, faculty member, administrator, or staff employee of the University who suspects that he/she has been subjected to sexual harassment as defined in University policy is encouraged to discuss the incident with a recognized University contact or with a peer, colleague, faculty member, or administrator.

#### ***Informal Process***

As part of their official responsibilities within the University, the following individuals are available for initial contact:

- Supervisors
- Vice Presidents, Deans, Directors, or Department Administrators
- Director, Human Resources Management, (760) 750-4416
- Counselor, Counseling and Psychological Services

- Student Health Services staff

The individuals listed above will provide complainants with suggestions for resolving the matter. Options may include:

- Referral to University administrators who will assist the complainant through an informal procedure. The informal procedure may include confronting the alleged harasser, writing a letter outlining concerns, or sitting down with a facilitator to air concerns and seek solutions. The informal procedures require responsible investigation and the confidentiality of involved individuals cannot be guaranteed.
- Referral for personal counseling to Counseling and Psychological Services or local counseling services

University administrators responsible for informal resolution are:

- Dean of Students, (760) 750-4935
- Associate Vice President for Academic Affairs—Academic Resources, (760) 750-4052
- Human Resources Management Office, (760) 750-4416

#### ***Formal Procedures***

When an allegation of sexual harassment cannot be resolved through the informal process, the University will implement formal procedures.

Formal procedures appropriate to the situation must be followed. Such procedures are governed by law, labor agreements and University policy, which may include affirmative action grievance procedures, faculty and staff disciplinary procedures, CSU Executive Orders and applicable criminal and civil codes.

#### ***Legal References:***

- Section 703 of Title VII of the Equal Employment Opportunity Commission, Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Prohibited by Executive Order of the CSU Chancellor's Office in 1981

### **Sexual Assault Policy**

#### ***Philosophy***

Concern for others is the standard for personal interaction in the University. CSUSM takes seriously its obligation to uphold the laws of the larger community of which it is a part. Included in the University's Founding Mission Statement is a demand for fairness and decency for all persons in the University community. Association with the University imposes the additional obligation on every person to abide by all the rules and regulations of The California State University as well as all local, state, and federal laws.

#### ***Policy***

CSU San Marcos will not tolerate sexual assault in any form. Where there is evidence that sexual assault has been committed, on campus or at a University-related event, severe disciplinary action will be initiated, including the possibility of suspension or dismissal for employees and suspension or expulsion for students. In addition, criminal remedies may be sought by the victim through appropriate legal channels. Due process in all University proceedings will be ensured.

**Definition and Legal Background**

The California Penal Code Sections 261 and 243.4 and Assembly Concurrent Resolution No. 46 (September 14, 1987) define sexual assault as follows:

Sexual Assault is any involuntary sexual act in which a person is threatened, coerced, or forced to comply against her/his will;

Rape is forced sexual intercourse perpetrated against the will of the victim or when she/he is unable to give consent (i.e., unconscious, asleep, or under the influence of alcohol or drugs) and may involve physical violence, coercion, or the threat of harm to the victim;

Acquaintance Rape is rape by a non-stranger which could include a friend, acquaintance, family member, neighbor, co-worker;

Date Rape is rape by someone the victim has been or is dating;

Sexual Battery is unwanted touching of intimate body parts.

**Education**

A variety of educational literature, brochures, pamphlets, and videos about sexual assault and rape are available in the library, Counseling and Psychological Services, and Student Health Services. Programs targeted for students and other University personnel are scheduled during the academic year. These programs provide factual information about sexual assault, promote open discussion, encourage reporting, and provide information about prevention to faculty, staff, and both male and female students. The programs focus on prevention and awareness including critical factual information about the prevalence of stranger and

acquaintance rape, how and where it happens, its impact, and the relationship between alcohol and drug use and sexual assault. Student Affairs professional staff and campus police participate in annual sexual assault seminars in an effort to enable these personnel to provide appropriate information and counseling to sexual assault victims.

**Sexual Assault Reporting Procedures**

Persons involved in, or a witness to a campus-related sexual assault should:

- A. Call 911 to notify the San Diego County Sheriff’s Department.
- B. Notify Public Safety, 750-3111. This office will be responsible for notifying appropriate University offices.

Public Safety will be responsible for documentation and reporting, and will ensure records are maintained and distributed to appropriate offices.

Persons possessing knowledge of a campus related sexual assault should report their information to Public Safety. Assistance and support in reporting sexual assault incidents is available through:

- Office of the Dean of Students (760) 750-4935.
- Counseling and Psychological Services, (760) 750-4910
- Human Resources Management Office, (760) 750-4416

**Support Services**

Sexual assault violations often result in physical harm, psychological harm, or both. Victims are urged to seek medical and counseling assistance for potential emotional trauma and the possibility of sexually transmitted diseases.

*Counseling and Psychological Services*  
(760) 750-4910

*University Student Health Services*  
(760) 750-4915

Additional community resources:

*Women’s Resource Center*  
24-hour Hotline, (760) 757-3500

*Battered Women’s Services Hotline*  
(760) 234-3164

*Crisis Response Unit*  
(800) 833-3376

*Lifeline Community Services*  
(760) 726-4900

*Rape/Domestic Violence Hotline*  
(760) 233-3088

*Victims of Crime Resource Center*  
(800) 842-8467

Legal References:  
California Administrative Code,  
Title J, Section 41301(e); 41302.

California Penal Code Sections, 261;  
261.6; 220; 240; 243.4; 266.

Chancellor’s Executive Order 148;  
AB 3098; Chapter 423, 1990,  
AB 365

**Nondiscrimination Policy**

**Gender**

The CSU does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by CSUSM. Such programs and activities to include

admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of CSUSM may be referred to:

- Human Resources Management Office, (760) 750-4416;
- The Office of the Dean of Students, (760) 750-4935; or
- The Regional Director of the Office for Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, CA 94102.

The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

***Disability***

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 together with the regulations adopted thereunder prohibit such discrimination. Questions regarding forms of reasonable accommodation and/or prohibited discrimination may be referred to:

- The Office of the Dean of Students, (760) 750-4935, or
- The Human Resources Management Office, (760) 750-4416.

***Race, Color, National Origin, or Disability***

The California State University complies with the requirements of Title VII of the Civil Rights Act of 1964 as amended by the Americans with Disabilities Act and the regulations adopted thereunder. No person shall, on the grounds of race, color, national origin, or disability,

be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination (including harassment) under any program of the University. Inquiries concerning Title VII may be referred to:

- Human Resources Management Office, (760) 750-4416, or
- The Office of the Dean of Students, (760) 750-4935.

***Age, Ethnicity, Religion, Sexual Orientation, Pregnancy, Marital or Veteran Status***

The California State University does not discriminate on the basis of age, ethnicity, religion, sexual orientation, pregnancy, marital or veteran status in any of its programs or activities. CSUSM complies with all applicable federal and state laws and regulations and Trustee policies in this area. Inquiries concerning compliance may be referred to the Human Resources Management Office, (760) 750-4416.

***Immigration Requirements For Licensure***

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that The CSU and other state agencies implement “as expeditiously as reasonably practicable” the provision of the Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L. 104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to

engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from Richard Riehl, Executive Director of Enrollment Services, CSU San Marcos, San Marcos, CA 92096-0001, (760) 750-4809.

***Campus Smoking Policy***

The National Institute for Occupational Safety and Health (NIOSH) has determined that environmental tobacco smoke and sidestream smoke is potentially carcinogenic to occupationally exposed workers. Secondary tobacco smoke can also lead to an increased risk of heart disease in non-smokers.

Because tobacco smoke is also a major contributor to indoor air pollution and a significant health hazard for several populations, and in accordance with Section 19994.30 of the California Code, smoking is prohibited in all buildings and state vehicles where CSUSM employees work or ride.

Smoking is limited to areas outside state vehicles and buildings, and at least fifteen feet from doorways and air intakes. Smoking is prohibited in the Craven Rotunda, atrium outside the bookstore, and stairwells or areas enclosed by the perimeter walls or over hang ceilings of the buildings.

To aid persons desiring to stop smoking, the University offers smoking cessation programs for students, faculty, and staff. Contact Environmental Health and Safety Services for information on smoking cessation programs.