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Students accept the following policies and agree to be bound thereby upon admission, readmission, or continued enrollment with California Lutheran University. Any student is bound to follow all of the University's policies and procedures and is subject to the jurisdiction of the University with regard to violations of such policies and procedures. California Lutheran University students who fail to read this handbook will not be excused from compliance with policies and procedures.

Every effort has been made to ensure the accuracy of the information presented in this California Lutheran University Student Handbook. However, all policies, sanctions, student conduct procedures, courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and California Lutheran University. Students should consult the appropriate department, school, college, or graduate division for current information, as well as for any special or temporary rules or requirements imposed by the department, school, college, or graduate division.
COVID-19 ADDENDUM

Guest Policy Addendum
Residents are not permitted any visitors inside their suite or residence hall building for any period of time. This includes other residents, students, family, friends, etc. The adjustment to the guest policy will minimally remain in effect through 2020-2021 academic year and is subject to change based on guidance from CDC and local health officials. Failure to abide by this Guest Policy during the 2020-2021 academic year may result in a student’s housing contract termination.

CLU Campus Compact
Students, faculty, staff, volunteers and visitors commit to sharing responsibility for our collective health and well-being. These expectations are rooted in safety protocols for students, staff, faculty and the public with whom we interact. The actions of one member of the Cal Lutheran community can have implications for all members of this community.

As such, every member of the Cal Lutheran community is called upon to sign this Compact knowing that as we each care for ourselves, we care for each other and our neighbors. I help you. You help me. Together, we help our community.

As a member of the Cal Lutheran Community- student, faculty, staff- I will take responsibility for my health and modify my behaviors in order to better protect the health of my community. I will comply with official signage and all of the following:

Hygiene Measures
- Practice good hand-hygiene by frequently washing my hands with soap and water for at least 20 seconds.
- Use hand sanitizer, if unable to wash my hands, after interacting with others on campus, including in the residence halls.
- Clean my hands before and after touching my face (eyes, nose or mouth).
- Clean and disinfect my area before leaving any common space that I have used whenever there are supplies to do so.
- Cough and/or sneeze into my elbow if physically possible, even if I am wearing a face covering.
- Strongly consider getting the CoVID-19 vaccine should it become available.
- Close the lids on toilets prior to flushing.

Physical-Distancing and Facemask* Measures
*a mask is defined as a disposable “surgical” mask, double layered cloth mask, or mask without a valve which securely covers from the bridge of my nose to under my chin, fitting closely against the sides of my face.

- Maintain a minimum of a six-foot distance (in addition to wearing a face mask) from others in both outdoor and indoor spaces.
• Wear a face mask any time I am in a public space, whether indoors or outdoors.
• Properly wear a face mask when indoors where other people have access. (Only exceptions are private offices while all doors are closed and residence hall suites when only roommates are present.)
• Use a new disposable or washed multi-layer cloth face mask each day.
• Make sure all my personal protective equipment is latex-free.
• Abide by the policies in the residence halls that prohibit most guests.
• Follow all guidelines regarding building/room capacity and traffic flow.
• Practice safer gathering practices by meeting outdoors and following masking protocols outside and during shared rides.
• I understand that students who are placed in on-campus isolation and quarantine are expected to abide by all guidelines set forth by Health Services and Residence Life, failure to comply can result in Student Conduct violations.

Illness-Related Measures
• Attend in-person appointments, classes and other in-person commitments only when symptom-free.
  o If I test positive for CoVID-19, I must first be released from isolation by Health Services before returning to in-person appointments, commitments or classes.
• Follow the testing, contact tracing, quarantine, and isolation protocols of Cal Lutheran and County Public Health at all times
• Avoid places where I will be around other people if I feel ill or know that I have been around a person who has been CoVID-19 positive (with or without symptoms) or has a contagious illness.
• Complete a symptom check each day I will be on campus.
• Immediately report if I interact with someone who is sick, and/or if I have symptoms, get CoVID-19-positive test results, whether or not I am living or working on campus
  o If I am a student, I will call Cal Lutheran’s Health Services at 805-493-3225 or email Covid19reporting@callutheran.edu.
  o If I am an employee, I will notify my supervisor and email Cal Lutheran’s Health Services at Covid19reporting@callutheran.edu. (Individuals unable to send emails while off campus must work with their supervisor to ensure that a notification is provided to the email address.)
  o If I am a visitor, I will notify my own healthcare provider and Cal Lutheran’s Health Services by emailing Covid19reporting@callutheran.edu.

Travel
Cal Lutheran expects all faculty, staff, and students to adhere to the Cal Lutheran Travel Policy for university-related travel matters.

• For personal travel consult the Cal Lutheran KNOW website and review official email communication for guidance. At all times, the community is encouraged
to follow the state’s policy and the appropriate campus site county (Ventura, Los Angeles, & Alameda) or city (Berkeley) guidelines.

- For personal or pre-approved work travel, it is the traveler’s responsibility to review any restrictions established for U.S. domestic or international travel by the CDC, State of California, local, and Department of State. If re-entry guidance impacts return-to-work and/or in-person classroom participation, then discuss with your supervisor/faculty member prior to departure. Approval for virtual work is left to a supervisor’s/faculty member’s discretion. Additionally, “advised” quarantine periods provided in the State of California guidance, as well as in county-level/regional guidance are mandated for Cal Lutheran community members prior to returning to a Cal Lutheran campus.

Off-Campus Expectations

Compliance with public health measures is mandatory. To prevent widespread infections and possible campus closure, all of us play a role and must take these measures seriously. Holding ourselves and each member of this community accountable to the Compact is everyone’s work.

- Wear a face mask and if possible, roll down windows when carpooling/ride-sharing with those who are not your roommate or housemate.
- Avoid off-campus gatherings; if held, they should be done in accordance with county, state, and CDC guidelines.
- Students who host social gatherings off campus are responsible for ensuring safety and compliance of the Compact as well as county, state, and CDC guidelines.

Speak up and encourage others to honor the Compact and be faithful in your personal actions and responsibilities. If required, disciplinary action will be taken to address violations of policy or directives put in place to address the ongoing pandemic.

I understand that federal, state and local guidelines change periodically, and, therefore, the terms of the Campus Compact may change as a result of new guidance.

By signing this Campus Compact, I acknowledge these requirements and understand that my failure to comply with these requirements may result in sanctions.
LAND ACKNOWLEDGEMENT

We acknowledge that California Lutheran University resides on the traditional territory of the Chumash, Fernandeño Tataviam, and Mukewma Ohlone people. We remember their connection to this region and give thanks for the opportunity to live, work, learn and pray on their traditional homeland. We offer our respect to their Elders and to all Chumash, Fernandeño Tataviam, and Mukewma Ohlone people past and present.

IDENTITY, MISSION AND CORE VALUES

Identity
California Lutheran University is a diverse scholarly community dedicated to excellence in the liberal arts and professional studies. Rooted in the Lutheran tradition of Christian faith, the University encourages critical inquiry into matters of both faith and reason.

Mission
The mission of the University is to educate leaders for a global society who are strong in character and judgment, confident in their identity and vocation, and committed to service and justice.

Core Values
As a university, we are committed above all to academic excellence and the rigorous pursuit of truth.
As a church-related university, we are nourished by the Christian heritage, encourage active faith, and seek to serve our neighbors.
As a community, we embrace people of all faiths, value diversity and inclusiveness, practice tolerance and acceptance, and treat one another with respect, civility, and compassion.
As an employer, we expect a high level of performance and nurture the professional and personal growth of our faculty, administration, and staff.
As a civic organization, we actively promote the social, cultural, economic and environmental health of our community.
STRATEGIC GOALS

I. INCLUSION
   Goal: As a community committed to inclusion and excellence, to reflect the demographic composition of the state of California.

II. INNOVATION
   Goal: As a community of educators that develops programs for current and potential students, to foster a culture of innovation.

III. INVESTMENT
   Goal: As a community committed to the future, to complete the physical master plan of the main campus, to enhance off-campus centers, and to increase the endowment.

Learn more about Cal Lutheran’s strategic goals:
https://www.callutheran.edu/president/strategic-planning/goals.html

GENERAL ACADEMIC POLICIES

Please visit the Registrar’s website to find a complete listing of academic policies:
CalLutheran.edu/registrar/index.php

STANDARDS OF CONDUCT

California Lutheran University is an intentionally diverse community committed to inclusivity and respect for the dignity of each individual. The University seeks to create and maintain an academic environment in which all members of the community are free from harassment based on race, color, religion, age, national origin, disability, marital status, sexual orientation, sex, gender identity, perceived gender identity, or gender expression. Any act that has the purpose or effect of unreasonably or substantially interfering with an individual’s safety and security by creating a(n) intimidating, hostile, discriminatory, or offensive educational or working environment will not be tolerated by the University.

Student Conduct at California Lutheran University seeks to contribute to the educational mission of the University and to support a safe environment conducive to academic excellence. Student Conduct provides a holistic, student-centered educational service, which promotes personal development and individual responsibility. Consistent with this mission, the staff members in Student Conduct, in conjunction with the faculty, administrators, and students who serve on the University Hearing Board, are committed:

- to oversee the process of educating the campus community of the Student Code of Conduct,
• to resolve conduct cases with fundamental fairness and in a timely, and socially just manner that balances the needs of both the individual and the Cal Lutheran community, and

• to protect the rights and interests of students within the Cal Lutheran community by remaining in accordance with appropriate local guidelines, state and federal laws.

The California Lutheran University community assumes that each student who enters the University possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of and commitment to, honor, morality, and integrity; and a respect for guidelines, laws, and the rights of others. This assumption prevails unless a student negates it through misconduct. The Standards of Conduct shall apply to conduct that occurs on the California Lutheran University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University and/or the pursuit of its objectives.

Each student shall be responsible for their conduct from the time of application for admission throughout the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Standards of Conduct shall apply to a student’s conduct even if the student withdraws from the University while a disciplinary matter is pending.

Public postings or displays of information pertaining to and/or in direct violation of University policy are subject to disciplinary action. This includes but is not limited to websites, social media, blogs, online messaging, and other sources on or off-line.

The Vice President for Student Affairs/Dean of Students shall decide whether the Standards of Conduct shall be applied to conduct occurring off campus on a case-by-case basis.

The University adopts only such policies and procedures that seem necessary for the welfare of the educational community. Each student associated with California Lutheran University is expected to be familiar with and to follow all policies and procedures promulgated by the University. Failure to abide by the policies and procedures as outlined in the Standards of Conduct may result in disciplinary action and sanctions.

All policies and procedures apply to students affiliated with the Pacific Lutheran Theological Seminary (PLTS) campus, and only if these policies or procedures differ for PLTS are these differences specified.

For residential students:
As a residential University, California Lutheran University believes in a total educational experience, which encompasses the learning that takes place outside the formal classroom setting. The residence halls are an integral part of the learning process designed to provide a challenging and supportive environment. Our residence hall programs, staff, and policies are all intended to promote personal and social growth, as well as support the pursuit of academic goals. Residence Life and Student Conduct staff members work closely with students to create and maintain a community atmosphere. They are interested in contributing to the intellectual, social, emotional, and cultural development of the students who live in residence halls. Graduate Resident Directors (GRDs) and Coordinators for Residence Life and Student Conduct are the administrative members of the residence life staff who are concerned with the management of all aspects of the residence hall complex. The GRDs and Coordinators supervise all of the day-to-day activities within the residence halls, including supervising a hall staff of Resident Assistants (RAs). Senior Resident Assistants (SRA) and RAs are student Residence Life staff members who provide services to students in the residence halls, including peer assistance and program planning.

The policies and procedures governing the residence halls are designed to help maintain a safe, clean, and comfortable environment for the residents. The ultimate responsibility for achieving this goal, however, lies with the residents. Each student who lives on campus must respect the building in which they live, as well as the rights of other individuals living in the community. The University is a private property, and as such reserves the right to enter, search, and confiscate items prohibited as by University policy, local guidelines, state and federal law. The University reserves the right to enter student rooms for the purpose of inspection, inventory, custodial service, protection of property, ensuring cooperation with the University policies, and for ensuring safety and welfare of an individual or a group of individuals. Sex offenders are not permitted to live on campus.

California Lutheran University Amnesty Policy
California Lutheran University places primary importance on the health and safety of our students. Students are encouraged to seek immediate help in situations where their own well-being or that of another person(s) is endangered. In such cases, the designated conduct officer will have discretion to review the incident and consider granting amnesty to the student(s) who acted to protect their own health and safety or that of another person(s). A student who has been extended amnesty may still be required by the conduct officer to take part in specified educational activities in order to bring awareness to patterns of drugs and/ or alcohol use.

No Contact Orders
No contact orders are issued in order to provide a safe and positive learning environment, free from any fear or concern of this nature. No contact orders include, but are not limited to, speaking in-person, emailing, sending text messages, making phone calls, or communicating via social media. If you feel that you are in need of a no contact order, please contact reslife@callutheran.edu.
Filing a Report
If you would like to report an incident or issue with a Residence Life & Student Conduct Staff member, please email conduct@callutheran.edu with the information that you would like to report or submit a public report by visiting https://www.callutheran.edu/students/student-conduct/.
UNIVERSITY POLICIES

1.0 Academic Dishonesty
1.1 All forms of academic dishonesty, including, but not limited to, plagiarism, cheating, unethical computer use, or facilitation of academic dishonesty are strictly prohibited and will result in disciplinary sanctions. (See “General Academic Policies” for further information.)

2.0 Alcohol
2.1 Campus standards do not allow alcoholic beverages, including empty alcohol containers on campus. This includes the possession or use of ‘powdered alcohol’. 
2.2 All persons in the presence of or in possession of alcohol will be documented for a policy violation. All alcohol and items containing alcohol will be disposed of and/or confiscated. Beer bongs and/or other paraphernalia used in the consumption of alcohol may be confiscated and/or destroyed.
2.3 Use or possession of alcohol by students off campus is subject to local laws and University discipline.
2.4 Disruptive behavior or the inability to exercise one’s safety, or the safety of others both on and off campus resulting from on or off campus use of alcohol is subject to University discipline.
2.5 Hosting groups or parties where large numbers of persons and/or large quantities of alcohol are present is a flagrant violation.
2.6 Possession of a keg on campus is a flagrant violation of the alcohol policy and is subject to increased sanctions. The University reserves the right to confiscate and hold all kegs, party balls, taps and other alcohol paraphernalia.
2.7 Due to health and safety risks, competitive drinking events and games are prohibited both on and off campus. Planning or participating in such events will result in University disciplinary action for organizers and participants.

The following are exceptions to the University policy on Alcohol:

1. Faculty and professional staff members who live on campus are allowed to have alcohol in their residences, but may not serve alcohol to or in the presence of undergraduate students.
2. Graduate students who live in University owned residences segregated from undergraduate student housing, are allowed to have alcohol in their residence, but may not serve alcohol to or in the presence of undergraduate students.
3. Alcohol is allowed and may be served at the President’s Residence to guests other than undergraduate students at their personal discretion.
4. Communion wine at on-campus worship services is allowed.
5. Alcohol may be served at special events on campus where specific permission is sought and granted by the President of the University (or designee). These special events include, but are not limited to wedding receptions, dinners for Regents or other guests of the University, and receptions held on campus by external organizations. Distilled spirits are never permitted at approved special
events and all non-distilled spirits must be served by catering services holding license to do so. On-campus University residential facilities will not be considered for this exception.

Students participating in Study Abroad programs sponsored through the Cal Lutheran Study Abroad Office are held to the “Guidelines on Alcohol and Illicit Drug Use” as outlined in the Study Abroad Handbook.

Alcohol Policy Violation Sanctions
The following is a list of minimum sanctions for students found responsible for having violated the University policy on Alcohol. **The University reserves the right to impose further sanctions up to and including expulsion/dismissal from the University.**

1st Violation Official warning, participation in an alcohol education program ($50), review of policies, students under 21 years of age are informed that parents/guardians will be notified if further violations occur.

2nd Violation Residence Hall probation, Educational Review, review of policies, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

3rd Violation Removal from Housing, University probation, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

4th Violation Suspension from the University, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

During each alcohol related policy violation the student is issued an Alcohol Policy Review acknowledging awareness of the University policy on alcohol, and acknowledging that future Alcohol Policy Violations will result in a minimum of the above outlined sanctions.

3.0 **Burglary**
3.1 The unlawful entry of a structure to commit a felony or a theft.

4.0 **Car Washes**
4.1 In compliance with ordinance no. 4141 of the California Water Conservation Board and the Federal Water Quality Act of 1987, the washing of any vehicle on any and all campus property is strictly prohibited.

5.0 **CLUNet and Computer Use**
CLUNet, the campus-wide information system at California Lutheran University, is designed to serve and foster the University mission of teaching, learning and public service, while supporting its administrative needs. This policy governs use of computing resources including computers and related equipment, as well as local area networks and connections to larger networks, specifically but not limited to the Internet. Cal Lutheran honors and respects the privacy and academic freedom of its members and strives to permit maximum freedom of
use consistent with current University policy and state and federal laws. Violations of the CLUNet Computer Use Policy include, but are not limited to the following acts:

5.1 Attempts to access unauthorized parts of CLUNet managed computers and network infrastructures, to decrypt encrypted materials, or to obtain privileges to which the user is not entitled (i.e. “hacking”) is prohibited per Public Law 98-473, Chapter XXI.

5.2 Manipulations of files, attempts to circumvent data protection schemes, to discard security loopholes, or possession of such software by users is prohibited.

5.3 Cal Lutheran, through Information System and Services, maintains control of domain name servers. No University controlled IP address may be restricted without University approval.

5.4 Non-productive use of CLUNet resources that interferes with work or study effectiveness.

5.5 Users of CLUNet resources, including but not limited to electronic mail, bulletin boards, or discussion groups, are prohibited from sending or displaying messages or images that are offensive, fail to respect the rights of others and interfere with work or study effectiveness. (Refer to the University Policy on Harassment for further information.)

5.6 Sabotaging CLUNet resources and/or creating and disturbing “viruses” into or with CLUNet resources.

5.7 Violation of the digital Millennium Copyright Act and all other copyright laws.

5.8 For the Pacific Lutheran Theological Seminary campus: All above policies also apply to use of PLTS provided email accounts, networks, software, and hardware.

Please contact ITS for the complete CLUNet computer use policy.

6.0 Disorderly Conduct

6.1 Reckless, disorderly, rude or lewd conduct on University property or at official University functions. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without their prior knowledge, or without their effective consent. This includes, but is not limited to, surreptitiously taking pictures or video of another person, or other stalking behaviors deemed inappropriate by the University.

6.2 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, public functions, or other activities of the University, including interference with the freedom of movement of any member or guest of the University community.

6.3 Creating excessive noise or disturbing the peace.

7.0 Drugs

Per federal regulations, students convicted in the court of law of a drug offense that occurs during a period of enrollment while they are receiving Title IV federal financial aid, may lose eligibility for all forms of federal aid.
7.1 The use, possession, manufacture, or trafficking of non-prescription amphetamines and barbiturates, narcotics, inhalants, LSD, cannabis, marijuana, consumable items containing illegal drugs and/or other hallucinogenic agents is a violation of state and federal laws. Further, the non-prescription possession, usage, manufacture, and/or trafficking of any of the above agents is in violation of the policies of California Lutheran University and can result in suspension, dismissal or expulsion from the University. Medically recommended cannabis or marijuana is not recognized by federal law or by the University as a legal prescription. Therefore, possession of marijuana on campus for any reason is strictly prohibited. This includes vaporizer pen or e-cigarette accessories known to contain THC, CBD, “wax”, or any other form of cannabis or marijuana extract. All drugs and paraphernalia will be confiscated and/or destroyed.

7.2 California Lutheran University will not tolerate drug sales and/or distribution. California Lutheran University reserves the right to expel any student for the sale and/or distribution of prescribed or non-prescription amphetamines and barbiturates, narcotics, inhalants, LSD, cannabis, marijuana and/or other hallucinogenic agents.

7.3 Being in possession of a prescription drug not prescribed to the student is prohibited and the drug will be confiscated.

7.4 Being under the influence of illicit drugs is considered a violation of the University policy on Drugs.

7.5 All persons in the presence of drugs will be documented for a policy violation.

Drug Policy Violation Sanctions
The following is a list of minimum sanctions for students found responsible for having violated the University policy on Drugs. The University reserves the right to impose further sanctions up to and including expulsion/dismissal from the University.

1st Violation Residence Hall Probation, participation in a drug education program ($50), review of policies, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

2nd Violation Removal from Housing, University Probation, review of policies, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

3rd Violation University Suspension, parents/guardians of students notified if student was under 21 years of age at the time of the incident.

8.0 Electronic Media
8.1 Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without their prior knowledge, or without his or her effective consent is prohibited. This includes, but is not limited to, surreptitiously taking pictures or video of another person, or other stalking behaviors deemed inappropriate by the University.

8.2 Students are prohibited from making, sending, viewing, or obtaining messages, photos, or video without prior knowledge, or without effective consent. This is prohibited when such recording is likely to cause injury or distress, or where
the photo or video were made in violation of California laws. This includes, but is not limited to, surreptitiously taking pictures of another where there is a reasonable expectation of privacy.

8.3 Students may also be subject to conduct charges if it is brought to the University’s attention that they posted or distributed material via electronic media (e.g., online social networks like Snapchat, Facebook, Instagram, Twitter, or websites, mobile apps, blogs, emails, IM, CDs, DVDs, etc.).

8.4 Students must follow responsible use of technology policies at California Lutheran University: https://www.callutheran.edu/its/policies/

9.0 Ejecting/Throwing Objects
9.1 Students who eject any object from a window, balcony, etc. are displaying inappropriate behavior. This kind of behavior can be extremely dangerous and is a potential hazard. Students who are found to be responsible for ejecting, launching, shooting or throwing any object, including but not limited to fruit, paintballs, rocks, or water balloons, will be subject to disciplinary action.

10.0 Failure to Comply with a University Official
10.1 Failure to comply with the directions and/or requests of a University Official (i.e. Campus Safety Officers or any University employees, including Resident Assistants) in the performance of his/her duties. Examples include, but are not limited to: obstinate behavior or refusal to provide information requested, evasiveness, running or leaving the scene when requested to remain present, hiding, and/or breaching a signed roommate contract as facilitated by a Residence Life and Student Conduct staff member.

10.2 Knowingly furnishing false information to the University, forgery, altering or misusing University documents, or University instruments of identification. Examples could include but are not limited to providing fake ID cards, student ID numbers, or names, etc.

11.0 Fire and Life Safety
11.1 Creating a fire, safety, or health hazard of any kind. This includes personal hygiene, cleanliness of shared living spaces, and personal property, activating a fire alarm without the existence of a fire or similar emergency situation, failing to evacuate the building during a fire alarm and/or tampering with fire and safety equipment.

11.2 Smoking, the use of candles, incense, or any open flame is strictly prohibited in the residence halls or on decks.

11.3 Covering more than half of a residence hall or window wall with cloth, posters or other material, or covering other fire and life safety systems such as fire sprinklers or detectors is a fire hazard and is not permitted in any on campus living area.

11.4 Flammable materials (gasoline, kerosene, propane, etc.) and combustible engines, such as motorcycles or mopeds, are not permitted inside buildings.

11.5 Cooking and barbequing are prohibited on decks.
11.6 Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells also may not be blocked.

11.7 As electrical circuits are operating at full capacity, and in continuing effort to save energy and for safety reasons, it may be impossible for students to have all the electrical appliances they are accustomed to having at home. Some limitations are necessary and residents are asked to comply with the following:

- Residents may not have hot plates, portable electric heaters, air conditioners, toaster ovens, ultra-violet or sun lamps, toasters or electrical elements for heating liquids. Toasters and toaster ovens are permitted in Grace Hall, Mogen Hall, Trinity Hall, Kramer Court, and the University Houses.
- Coffee pots, hot pots and microwave ovens are permitted.
- All cords and connections must be in good working condition. Students may only expand electrical outlets with surge protectors. Items such as extension cords and six way wall plugs are not allowed and will be confiscated. Surge protectors must be 14 gauge or higher. Any lesser gauge is not permitted.
- Stringing wire between buildings and the installation of radio or television antennas on any building is not permitted. Satellite dishes or other alterations are prohibited.
- Repeated overloading of electrical circuits will require removal of equipment causing the overload. Ceiling fans cannot be installed and will be removed by Facilities personnel and the cost charged to the student(s) involved.
- Due to fire, safety, and sustainability reasons, halogen lamps and lava lamps are not permitted in the residence halls.
- Holiday lights are prohibited from being displayed on any exterior portion of the residence halls. If holiday lights are displayed within the residence halls, they must be LED lights; may not block any doorways; and must be turned off when no one is in the room.

12.0 Firearms, Weapons, Pyrotechnics & Explosive Devices

12.1 The use, possession, or storage of firearms (with or without a California permit), or any device which closely resembles a firearm including but not limited to BB guns, paintball guns, air soft guns, pellet guns, tasers, stun guns, and ammunition are prohibited on the Cal Lutheran campus. Knives specifically prohibited include but are not limited to knives larger than 5 inches, switchblades, butterfly knives, swords, hunting knives, etc. Kitchen knives and/or small pocket knives are permitted; however, a weapon is defined by the University as any object used to threaten or cause bodily harm to an individual. Personal defense devices (e.g., stun guns, tasers, and brass knuckles) are also prohibited. Any object can become a weapon, if used to harm or threaten harm to an individual. If an item is deemed a weapon by the University, it will be confiscated and/or destroyed.

12.2 The use and/or possession of firecrackers, fireworks, sparklers, and/or other explosive devices are not permitted on campus or in the city of Thousand Oaks or by municipalities in which California Lutheran University campuses are located. All items will be confiscated and/or destroyed.
13.0 Furniture
13.1 The University provides each resident with a bed, mattress, desk, desk chair and dresser. Residents are responsible for any other furniture present in the room upon arrival. Each resident provides their own linens, blankets, bed spreads, pillows, study lamps, waste basket, small items of furniture, small area rugs, etc. Students are responsible for furniture provided by the University. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the residents. Beds may not be placed on other furniture or placed up on cinder blocks.

13.2 University supplied room furniture is not to be removed from rooms.

13.3 The furniture and decorations in the lounge and public areas of each residence hall, including recreation equipment and pool furniture are for the use of all residents and are not to be removed. Items must not be taken out of the building for any use, including sunbathing, as exposure to the weather will damage the furniture. Public area furniture and decorations found to be in residents’ rooms without authorization will be considered theft of property and will result in sanctions. In addition, public furniture and decorations will be removed from student rooms when noted during inventories and the student may be subject to disciplinary action.

14.0 Guests
14.1 Overnight guests are defined as any person who is not a resident of the suite who is in a suite past 2am. Students must request written permission from all roommates to house overnight guests. The approved visit may not exceed two nights in a row or four nights in any given month. Guests are not allowed to stay in the residence halls during vacation periods.

14.2 Students are responsible for the behavior of their guests and the consequences of their behavior. Residents will inform guests of University standards.

14.3 Guests cannot be left unattended in the residence hall. Guests must be with their host at all times.

Harassment, Discrimination, Biased Conduct, and Retaliation Prohibition

15.0 Harassment
15.1 Harassment is any unwelcome behavior that is based on a protected category and reasonably regarded as offensive. Typically, such behavior may do one or more of the following:

a) Sufficiently offend, humiliate, distress, or intrude upon its victim, so as to disrupt the victim’s emotional tranquility in the living or learning environment, or
b) Affect the victim’s ability to participate in the educational program as usual, or
c) Otherwise interfere with and undermines the victim’s personal sense of well-being.
A single incident of harassing conduct may create a hostile environment if the harassing conduct has unreasonably interfered with the victim’s educational program or created an intimidating, hostile, or offensive living or learning environment.

A person’s intent is not germane to this policy. This means that the policy is violated when a community member, whether a recipient or mere observer, is actually offended by comments or conduct based on any protected category, even if the speaker or actor did not mean to offend (provided such comments or actions are deemed offensive by a reasonable person).

Examples of conduct based on a protected category that may constitute harassing conduct may include but are not limited to:

- Making gestures, threats, derogatory comments, or slurs that may be reasonably regarded as offensive to individuals in a particular group
- Bullying behavior that is threatening, intimidating, verbally abusive or results in other disruptive actions in the living or learning environment
- Displaying derogatory objects, photographs, cartoons, calendars, or posters
- Displaying symbols or slogans associated with hate groups

15.2 **Biased Conduct.** Harassment also includes biased conduct which is defined as conduct, speech or expression that may be either conscious or intentional, or outside the level of awareness of the student, that insults or demeans another person on the basis of a protected category. Examples of biased conduct include verbal threats or abuse, intimidation, or consistent disregard of the rights and welfare of any member of the University community. Hate speech, racial slurs, and cultural appropriation that demeans or disparages are also prohibited as part of this policy.

16.0 **Discrimination**
16.1 California Lutheran University admits qualified students of any race, color, gender, sexual orientation, religion, national or ethnic origin, marital status, disability, medical condition, or veteran status to all of the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of sex, race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, pregnant or parenting status, genetic information, marital status, registered domestic partner status, age, sexual orientation, veteran or military status or any other basis protected by federal, state or local law, ordinance, or regulation. California Lutheran University will maintain a policy of non-discrimination for students in compliance with all current and future federal regulations.

16.2 Discrimination is distinct from harassment. Discrimination occurs when a student, acting on behalf of an organization or the university, treats another community member differently based on a protected category.
17.0 Retaliation
17.1 Retaliation occurs when a student takes or attempts to take an adverse action against someone who files a complaint or participates in a conduct-related review process as a witness or other party.

The University will neither retaliate, nor tolerate retaliation against individuals who make (either internally or to an outside agency) good faith reports about discrimination, harassment, biased conduct, or retaliation in the California Lutheran University community. Similarly, the University will neither retaliate nor tolerate retaliation against anyone who participates in any investigation under this policy. Any person filing a complaint under this policy in bad faith will be subject to disciplinary action.

Sanctions
Sanctions for violations of the University policies on Harassment, Discrimination, Biased Conduct, or Retaliation will be dependent on the severity and intentionality of the incident(s). Potential sanctions include, but are not limited to: a disciplinary warning, participation in a diversity, equity, and/or inclusion awareness educational program, participation in restorative justice exercises, residence hall removal, and/or University suspension.

18.0 Hate Crimes
18.1 A hate crime is any crime involving bodily injury, theft, intimidation, assault or destruction/damage/vandalism reported to the police or a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability of the victim.

Sanctions: Reference Harassment, Discrimination, Biased Conduct, and Retaliation Prohibition Section

19.0 Hazing
19.1 All groups, organizations, or individuals associated with Cal Lutheran are forbidden to partake in any form of hazing as defined in Article 5, Sections 32050, and 32051 of the California Education Code. (In addition, see “Intent and Spirit of Hazing Policy”).
1. Section 32050, California Education Code
2. “Hazing is any method of pre-initiation into a student or any pastime or amusement engaged in with respect to such an organization which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace result in physical or mental harm to any student or other person attending college, or any other educational institution in this state, but the term hazing does not include customary athletic or other similar contests or competition.”
3. “No student, and/or other persons in attendance at any public, private, parochial or military school, college or other educational institution, shall
conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces, or tends to injure, degrade or disgrace fellow student and person attending the institution. The violation of this section is a felony punishable by a fine of no less than $500, nor more than $5,000 and imprisonment in the county jail for no more than one year, or both.”

19.2 The enforcement of the University policy on Hazing shall be the responsibility of all officers and moderators of each organization. They shall inform all members, pledges, and alumni of this policy and maintain the organization’s strict adherence to this policy. Failure to do so will result in disciplinary action.

Intent and Spirit of Hazing Policy
California Lutheran University shall interpret the word “hazing” to mean any intentional action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, or any other such activities engaged by the organization inside or outside the confines of the campus, the public wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games activities, or any other activities not consistent with national, organizational or local policies, or the regulations of the University.

Any violation of the University Policy on Hazing should be reported to the Vice President of Student Affairs/Dean of Students at (805)-493-3553.

20.0 Hoverboards
20.1 Due to safety concerns associated with hoverboards that have been raised by the Consumer Product Safety Commission (CPSC), and the potential impact to the safety of our community, California Lutheran University prohibits the use and/or storage of such devices in any university-owned building. This includes, but is not limited to, residence halls, academic buildings, and California Lutheran University satellite campuses.

21.0 Keys
21.1 Each residential room key at California Lutheran University is specifically issued to one resident. Additionally, for security purposes, only one Cal Lutheran student identification card is issued to each student. In order to ensure the safety of the Cal Lutheran community, loaning a Cal Lutheran issued key or Cal Lutheran ID card to anyone other than to the person to whom it was issued is against policy.

22.0 Law Enforcement
22.1 Police and other Law Enforcement officers may enter the campus at any time for purposes of surveillance, investigation, and/or apprehension. Members of the University community may not prohibit law enforcement officers from entering the campus. This includes any University building or residence hall when such
entry is deemed necessary in connection with their duties. Failure to comply with law enforcement agencies and/or their officers will result in disciplinary action.

23.0 Paraphernalia
23.1 California Lutheran University prohibits the use or possession of paraphernalia or any object that can be used in the consumption or distribution of an illegal drug or alcohol. Examples include, but are not limited to, a marijuana pipe, bong or blow tube, a scale used for measuring quantities of an illegal drug, medical or non-medical marijuana bags and containers, grinders, and empty alcohol containers.
23.2 Should a legal device, such as an e-cigarette, vaporizer pen, or hookah component be used for illegal substances, a paraphernalia policy violation would occur. Such devices will be confiscated and/or destroyed.
23.3 No alcohol or drug related, or similarly offensive posters, stickers, caps, lights, etc. may be displayed in residence hall windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.

24.0 Parking and Traffic Regulations
24.1 Motor Vehicle Registration: Every motor vehicle (automobiles, motorcycles, motor bikes, etc.) brought to the Cal Lutheran campus must be registered within 24 hours of the vehicle being parked on campus and a valid parking permit must be displayed. If the motor vehicle arrives during the weekend when Campus Safety is not open, the driver needs to contact Campus Safety at (805) 493-3208 and notify them of the make, model, license plate number, and location of the parked vehicle so that it does not receive a citation for no permit. Vehicle parking permits are provided free of charge but lost permits are subject to a $15.00 replacement fee. All vehicles brought onto campus must have a current state vehicle registration and license plate tag and the driver must be able to provide proof of insurance as required by their individual state.
24.2 For the Pacific Lutheran Theological Seminary campus: PLTS does not register vehicles or issue permits for parking for the 2000 Center Street facility. Residents of student housing at The Overture complex are issued a designated parking space at The Overture complex or a parking permit for the Allston Way Garage at the time of move-in. Use of another resident’s parking space will result in being towed at the vehicle owner’s expense.
24.3 Students must follow parking and traffic regulations at California Lutheran University: https://www.callutheran.edu/offices/campus-safety/vehicle-permits.html.

25.0 Pets
25.1 Due to health and safety issues, any pet brought to campus must be on a 6-foot or shorter leash.
25.2 Animals or pets of any kind are not permitted in the residence halls. However, fish in aquariums of 20 gallons or less are allowed. The fish need to be removed from the residence halls during University breaks. Animals required for special
needs accommodations must be approved in advance by Disability Support Services and Residence Life and Student Conduct.

25.3 Animals required for special needs accommodations must be approved in advance by Disability Support Services and Residence Life and Student Conduct. Should a student be approved to have an Emotional Support Animal reside with them on campus, the student must abide by all guidelines outlined by Disability Support Services. Failure to abide by such policies may result in documentation via the Student Conduct process.

26.0 Physical Altercation/Fighting

26.1 An attack by one person or a group of persons upon another individual or group where there is an attempt or threat to harm. Physical alteration/fighting includes, but is not limited to: striking, slapping, kicking, shoving, or subjecting another person to abusive and unwanted physical contact; initiating or provoking a physical alteration or fight with another person; and engaging in any other course of alarming conduct or repeatedly committing acts with the purpose to alarm or intimidate another person. A student engaging in Physical Altercation/Fighting will be referred to Residence Life and Student Conduct. Additionally, a student reacting to a physical attack with the use of physical contact or other means of fighting may be referred to Residence Life and Student Conduct should their alleged actions violate the Physical Altercation/Fighting policy.

26.2 Physical altercations may also constitute Hate Crimes should the violation(s) be found to have targeted a particular individual or group of individuals based on their actual or perceived social identities.

26.3 Depending on the circumstances, physical altercations may also constitute assault.

27.0 Political Campaigns

27.1 Section 501c3 if the IRS code prohibits tax-exempt organizations, such as Cal Lutheran, from participating or intervening in political campaigns on behalf of, or in opposition to any candidate for public office. Accordingly, the University will not allow any activities that compromise this status.

-Individual students who wish to support a political campaign are permitted, and encouraged to exercise their rights. However, individual activity must not interfere with their student status or employ any official University resources (such as email listservs, telecommunication distribution lists, University websites, University facilities, University logos) in the pursuit of such activity.

- Candidates or advocates for political campaigns may appear on campus, if appearances adhere to all existing University policies (including solicitation, publicity, and club and publication policies), along with the following:
  - No political fundraising occurs at the appearance
  - It is clearly communicated that Cal Lutheran does not take a position in supporting or opposing the campaign
All candidates or advocates seeking or opposing this campaign are provided equal opportunity to participate in the appearance. Advertisements for political candidates or campaigns must be limited to residence hall windows or doors, or private property, such as student cars. Posting of political campaign materials in campus posting locations and on campus property is prohibited (including lawn signs, posting on digital signage, and other campus locations). Promotion of a political campaign appearance event on campus is permitted.

Student clubs, recognized by ASCLUG, are allowed to sponsor candidate appearances, but all costs incurred must be financed through funds separate from those allocated from student fee funding or University budgets.

28.0 Public Nudity
28.1 Although the term “public nudity” is not specifically mentioned in the Sexual Harassment Prohibited by Title IX Policy, it is considered physical conduct that has a purpose or effect of creating an intimidating, hostile, or offensive environment. At such, those involved will be subject to disciplinary action. Public nudity includes but is not limited to “mooning, streaking, and public urination.”

29.0 Publicity
29.1 This policy is designed to give University groups, clubs, and departments an equal opportunity to gain the attention of students and employees of Cal Lutheran and to promote student activities. This policy specifically applies to all campus property. ASCLU-G elections publicity must follow the same guidelines and is additionally subject to the election guidelines stated in the ASCLU-G bylaws.

29.2 All publicity must be sponsored by an officially recognized and approved University group, club, or department. The name of the sponsoring University group, club, or department must be included on all publicity.

29.3 All publicity must contain a contact phone number or email address.

29.4 All publicity must be individually approved and stamped by Student Life. Stamped publicity cannot be photocopied.

29.5 Publicity will be approved for a maximum of fourteen (14) days.

29.6 Only forty (40) pieces of publicity per day will be approved for any given event or marketing project.

29.7 All publicity must be removed from the sponsoring group, club, or department within forty-eight (48) hours of the expiration date noted on the approval stamp. Failure to remove publicity within this timeframe may result in forfeiture of future publicity posting privileges for the sponsoring group, club or department.

29.8 Publicity may only be placed in designated locations in the Soiland Humanities Center, Ahmanson Science Center, Peters Hall, Library, Jack’s Corner/Starbucks, Centrum, Swenson Center, and Residence Halls on the purple “Student Life” bulletin boards. Additional posting in residence halls must be approved by the
supervisor of the respective building (Graduate Resident Director or Coordinator for Residence Life and Student Conduct, etc.)

29.9 No posting is allowed on windows or other glass surfaces anywhere on campus.
29.10 No posting is allowed on painted walls.
29.11 No posting is allowed on trees, flagpoles, light poles, campus maps, the Olsen Gazebo, the Enormous Luther, or any brick surface.
29.12 No duct tape may be used for posting publicity.
29.13 Sidewalk chalk is not permitted.
29.14 No posting is allowed on automobiles by Cal Lutheran policy and Thousand Oaks City Municipal Code 5-2.03.
29.15 University groups, clubs, and organizations desiring to post marketing on campus digital signage may do so by submitting graphic files or video files (45 seconds maximum length) in the appropriate format to Student Life. Contact the Student Life staff for appropriate file format information. Submissions must be received at least two weeks prior to the desired posting date.
29.16 Any proposed marketing or postings not adhering to the policy above must be submitted for special approval. University groups, clubs, and organizations seeking special approval must submit requests including information regarding dates and proposed locations for posting or special marketing efforts to Student Life at least two weeks prior to desired marketing dates. Approval of special marketing requests is at the discretion of the Vice President for Student Affairs/Dean of Students and/or his/her designee.
29.17 Postings in locations not listed in any of the areas mentioned in the preceding portions of this policy must be specifically cleared by the building supervisor, and must adhere to all other portions of this policy.
29.18 Off campus vendors and other parties not affiliated with a University office, department, or student group are not allowed to post on campus.
29.19 For the Pacific Lutheran Theological Seminary campus: All postings must be stamped as PLTS Approved. Postings in all non-residence buildings are approved by the PLTS Welcome Desk. Postings in student housing at The Overture complex must be approved by the Student Living Communities Assistant in consultation with the PLTS Residence Life Coordinator and the Onsite Building Manager.

Student Life has the right not to approve any publicity if it is found in poor taste, offensive, or not in compliance with University standards and/or policy. Student Life will not approve publicity for an event that promotes the use, sale, or distribution of alcohol, drugs, or tobacco, unless it is an educational event dealing with those issues. Student Life reserves the right to suspend publicity rights for a University group, club and department as necessary if this policy is violated.

30.0 Quiet Hours
30.1 Quiet hours are enforced from 9:00 PM to 9:00 AM Sunday through Thursday and 11:00 PM to 9:00 AM on Friday and Saturday. Quiet hours may be increased in a particular hall or floor if the community agrees on the change. Courtesy hours
are in effect 24 hours a day and excessive noise (i.e. loud stereos) during the entire day is disruptive in and around the residence halls.

30.2 The City of Thousand Oaks requires the Residence Life and Student Conduct staff and/or Campus Safety personnel to limit parties within 400 feet of non-campus residential uses to the hours before 10 PM. Parties may be allowed to extend beyond 10:00 PM at locations more than 400 feet from non-campus residences. The University complies with and fully enforces this city requirement for all areas of the campus that are within 400 feet of any private residence.

31.0 Refrigerators and Freezers
31.1 Due to health and safety regulations the owners of refrigerators and freezers in the residence halls must adhere to the following specifications:

1. Refrigerators and freezers may not be larger than 4 cubic feet, and must be Energy-Star rated. Residents who wish to have a refrigerator or freezer that is not within our current guidelines may request permission from Residence Life and Student Conduct. Approval will be granted on a case-by-case basis.
2. Refrigerators and freezers may not be placed in closets since they cannot work efficiently in a confined space and may overheat.
3. Cleanliness of refrigerators and freezers is the responsibility of the students who own or utilize the appliance.
4. Students who do not keep a refrigerator or freezer clean will be asked to remove it from the hall.
5. The University does not store refrigerators or freezers over the summer.
6. Students are permitted to have one refrigerator and freezer each. Each suite should contain no more refrigerators and freezers than the number of residents living there.

32.0 Right to Dissent
The right to dissent is an essential factor in the maintenance of academic freedom for any college or University. Protest against a particular position, action, or situation, can be permitted only so long as such protest does not restrict the freedom of thought or movement of others who hold different views. Those who dissent in an academic community should be willing to permit the free expression of ideas and positions other than their own. However deeply or genuinely felt an action of personal protest may be, attempts by students to counter such protest by physical means are out of order and will not be condoned. Disruptive actions can only be regarded as inhibiting freedom of thought or movement in a manner wholly inconsistent with the principles of academic freedom. In a community committed to freedom of inquiry, debate, and discussion, the physical impairment of access and movement as a means of expressing dissent is to be rejected by all who themselves expect both freedom and protection for the expression of their own views.

32.1 It should therefore be understood by all concerned that persons engaging in any form of protest which impedes or obstructs others in the exercise of their freedom for which otherwise interferes with the orderly procedures and
activities of the University will be subject to disciplinary action including suspension or expulsion, as the circumstances may warrant.

33.0 Robbery
33.1 The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

34.0 Roofs
34.1 Due to safety hazards and potential damage, students may not have access to any roofs. Students found on a roof will face disciplinary action in addition to being charged for the cost of any repairs.

35.0 Scheduling Events
All students, clubs, and organizations must adhere to following policies or their event may be canceled.
35.1 To reserve a site for any class or club meeting or event, you must request it through Campus Services. Even if you do not have set up needs, and will use the room “as is,” you must still contact this office at (805) 493-3195.
35.2 Use of residence hall common area such as lounges, quads, etc. must be approved by the supervisor of the residence hall. The use of residence hall common areas by a residence hall staff is exempt from this policy.
35.3 Publicity for any event may begin only after the event has been cleared through Student Life and Campus Services.
35.4 Groups or clubs sponsoring dances on campus may be charged $150.00 for security. Clubs must budget for this in advance. Dances will be approved by Student Life, Campus Safety and Campus Services only after funding is secured and demonstrated.
35.5 All fund-raisers must be registered as “events.” In addition, the fund-raiser or sale must be consistent with the goals and the principles of the sponsoring organization and must be of benefit to the University community. A group or organization must be registered with Student Life prior to a fund-raising event.
35.6 For the Pacific Lutheran Theological Seminary campus: To reserve a site for any meeting, you must request it through the PLTS Welcome Desk at reception@plts.edu.

36.0 Screens
36.1 Window screens may not be slid open in their tracks or removed from the windows in residential facilities for any purpose. Students also may not cut, bend, or otherwise tamper with screens. Residents will be charged for repair and/or replacement and issued sanctions for unauthorized removal/tampering of screens.

37.0 Sexual Harassment Prohibited by Title IX
Policy Overview
This policy sets forth California Lutheran University’s (the “University”) obligations under the 2020 Title IX Regulations and applicable California law. This policy also includes the University’s obligations under the 2013 Clery Amendments pertaining to sexual assault, dating violence, domestic violence, and stalking.

This policy includes definitions of prohibited conduct, descriptions of resources available to reporting and responding parties, and the procedures the University will follow in the event of a report of conduct prohibited by this policy.

As set forth in the applicable procedures, individuals found to be responsible for prohibited conduct will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the conduct. Prosecution by civil authorities may also occur.

The University prohibits retaliation against any individual who in good faith reports an incident of prohibited conduct or the possible witnessing of the warning signs of prohibited conduct. The University also prohibits retaliation against any individual who cooperates in good faith with an investigation regarding any matter covered by this policy.

Our Title IX Coordinator is: Angela Naginey, titleix@callutheran.edu, (805) 493-3630, Academic Services Building. Our Deputy Title IX Coordinator is: Christine Paul, titleix@callutheran.edu, (805) 493-3630, Residence Life and Student Conduct Office

Questions about Title IX may be referred to the Title IX Coordinator or to the assistant secretary for civil rights: Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 United Nations Plaza, San Francisco, CA 94102
Telephone: (415) 486-5555, Facsimile: (415) 486-5570, Email: OCR.SanFrancisco@ed.gov

Any person may report conduct prohibited by this policy to the Title IX Coordinator, Campus Safety, and/or Residence Life and Student Conduct. A complaint about the Title IX Coordinator may be made to Human Resources.

**Statement of Non-Discrimination**
The University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Complaints of discrimination based on sex will be handled under the applicable University policy, including the Student Conduct Code, HR Policy 006 and/or the Faculty Handbook.

**Scope**
This policy applies to all students, faculty, and staff who experience prohibited sexual harassment in the University’s education programs or activities. This includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the sexual harassment
occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the University. The University has other policies and procedures that may be applicable if the conduct does not meet the definition of prohibited sexual harassment under this policy or otherwise fall within the scope of this policy, including the Student Conduct Code, HR Policy 006, the Faculty Handbook and the Equity & Justice Policy.

In accordance with its obligations under the Title IX Regulations of 2020, the University prohibits sexual harassment, which is conduct based on sex, including gender identity, gender expression, or sexual orientation, that satisfies one or more of the following definitions:

37.1 **Quid Pro Quo Conduct.** An employee conditions the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;

37.2 **Unwelcome Conduct.** Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or

37.3 **Sexual Assault.** This category of prohibited conduct includes the following:

37.3a **Sex Offenses.** Any sexual act directed against another person, without the affirmative consent of the victim including instances where the victim is incapable of giving consent. Sexual Act is defined as conduct between persons consisting of:
- Contact between the penis and the vulva.
- Contact between the penis and the anus.
- Contact between the mouth and the penis.
- Contact between the mouth and the vulva.

37.3b **Non-Consensual Penetration.** Actual or attempted 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 affirmative consent of the victim. This includes forcible penetration and/or penetration against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving affirmative consent because of their temporary or permanent mental or physical incapacity.

37.3c **Fondling.** The non-consensual touching of the private body parts of another person for the purpose of sexual gratification without affirmative consent, forcibly and/or against that person's will or not forcibly or against the person’s will in instances where the victim is incapable of giving affirmative consent because of their youth or because of their temporary or permanent mental or physical incapacity.

37.3d **Other Lawfully Prohibited Sexual Intercourse.** This category includes conduct that does not meet the definition of Non-Consensual Penetration or Fondling:
• Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, regardless of affirmative consent.
• Nonforcible sexual intercourse with a person who is under the statutory age of consent, regardless of affirmative consent.

37.4 **Dating Violence.** Violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

37.5. **Domestic Violence.** A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of California or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of California.

37.6. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

**Affirmative consent** means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

- Lack of protest or resistance does not mean consent.
- Silence does not mean consent.
- 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.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:
• The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
• The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.

Please visit California Lutheran University’s Title IX website at https://www.callutheran.edu/title-ix/ for information regarding additional definitions, how to report prohibited sexual harassment, procedures for resolving complaints of prohibited sexual harassment, live hearings under the grievance process, appeals process, remedies & sanctions, retaliation, confidentiality, training, and record-keeping.

38.0 Smoking
38.1 In accordance with the City of Thousand Oaks Municipal Code and University standards, no smoking is allowed in any building on the California Lutheran University campus or within 50 feet of any building.
38.2 Hookah, hookah components, e-hookah, vaporizer pens, and e-cigarettes, as well as any cartridges, “juices”, or other accessories to accompany such devices are strictly prohibited on campus. Any student in possession of vaporizer pens, e-cigarettes, hookah pens, or like devices found to be used for the consumption of illegal substances, including, but not limited to, THC or CBD oils, marijuana “wax”, or other forms of cannabis concentrate will be documented for violations of the university policies on Drugs and Paraphernalia. All smoking devices and accessories will be confiscated and/or destroyed.
38.3 Specifically designated smoking areas beyond 50 feet from any building will be determined by the supervisor of each residence hall complex.
38.4 For the Pacific Lutheran Theological Seminary campus: In accordance with the City of Berkeley Municipal Code, no smoking is allowed in any building on the Pacific Lutheran Theological Seminary campus or within 50 feet of any building—this includes vapor and e-cigarettes. Additionally, the City of Berkeley Municipal Code prohibits smoking in multi-unit housing and common areas. Common areas include adjacent streets, adjoining parking lots, nearby outdoor seating, shared outdoor spaces, and areas open to the public. Specifically designated smoking areas beyond 50 feet from any building or common area will be determined by PLTS Administrators. These designated smoking areas may be closed during seasons of high fire risk.
39.0 Soliciting

39.1 Cal Lutheran Students, faculty, and staff may solicit goods or services on campus that are directly related to the University with the approval of Campus Services. Persons, groups, or businesses not affiliated with the University, or persons affiliated with the University but not soliciting related to University business, are not permitted to solicit or advertise without approval from Student Life and Campus Services.

39.2 Religious organizations, groups, or persons affiliated with and acting on behalf of such groups or organizations which are not formally recognized, approved or registered with the University are not permitted to conduct activities on University property without approval from Student Life and Campus Ministry. Meetings (including worship related activities) and all outreach activities (distributing materials and other forms of marketing, proselytizing, seeking members or converts, etc.) on the University campus(s) by unapproved or unregistered religious groups or organizations is prohibited.

39.3 Any registered student club or organization may be authorized to sell or solicit at Cal Lutheran for the purpose of raising funds for its operations and programs, or to raise funds for charitable organizations. Any sales or fundraising must be approved by Student Life, using the appropriate approval forms located on the Clubs/Organizations website at CalLutheran.edu/clubs. Fundraising/Sales forms are required to be submitted at least 2 weeks (10 business days) prior to the fundraising event or sales start date. Each club or organization must open a private club account through Student Life, and deposit all funds into this account for use.

39.4 All contractual and/or facilities lease agreements for any form of sales or solicitation must be authorized by Campus Services.

39.5 Any sale or solicitation that is authorized must be in compliance with Internal Revenue Service (IRS) regulations and procedures. Student and non-student vendors are responsible for ensuring this compliance. Student vendors must be connected to a recognized student organization or office/department at Cal Lutheran. Students must complete the Student Life Student Vendor application form. 100% of the proceeds must benefit a cause or recognized club. If connected to a recognized club, the funding must go back into the private institutional account.

39.6 Any fundraising that seeks to raise funds through a raffle must comply with the Cal Lutheran, State of California, and IRS policies on the distribution of prizes and tax regulation.

39.7 As a general policy, outside organizations (e.g. credit card companies, rental agencies, etc.) are prohibited from selling or soliciting at Cal Lutheran. Exceptions to this policy must be cleared through the Campus Services, require a signed contractual and/or facilities lease agreement with the University, and must comply with all University policies.

39.8 No sales or solicitation may have any relation to the promotion of the sale, consumption, or distribution of alcoholic beverages, drugs, or tobacco products.
39.9 Residence halls are restricted areas and may not be used for sales or solicitation, except when approved through policies included here, and by a professional staff member from Residence Life and Student Conduct.

39.10 All solicitations or sales that involve alumni, parents, or other external groups and businesses must be approved through Student Life, and when appropriate, University Advancement. Sales and solicitation through the use of unaddressed flyers for delivery to campus boxes is prohibited. All mail to be distributed to campus boxes must be individually labeled and addressed to a specific student. All addressed flyers must comply with the University policy on Publicity.

39.11 No sales or solicitation will be approved which duplicate the efforts of any current University vendor, including but not limited to the University Bookstore, Campus Dining, Laundry Services, and any other existing or future University contractors.

39.12 Individual students, staff, and faculty may not sell goods or solicit for personal profit, except where an outside business contractual and/or facilities lease agreement has been approved through Campus Services.

40.0 Speakers
As a basic principle of its educational philosophy, Cal Lutheran supports freedom of academic inquiry into social, political, and religious issues by registered student organizations. This freedom includes the right of such organizations to invite qualified speakers to the campus.

40.1 Such invitations are extended only on the behalf of the organization(s) concerned and do not in any sense imply scholarship or advocacy by the University. Sponsoring organizations must follow the University policy on scheduling events.

41.0 Sports
41.1 The playing of sports, the riding of bicycles and skateboards, the use of rollerblades, or other similar activities are not permitted in the residence halls due to safety and maintenance reasons.

42.0 Student Clubs and Organizations
Clubs and Organizations are defined as any and all University recognized student groups (including club sports, student government, student publications, etc.) that exist to provide students with an opportunity to engage in a positive collegiate community through co-curricular activity.

42.1 Starting a Club or Organization: A student forming a club or organization must register the group with Student Life using the online resources provided at CalLutheran.edu/clubs. The registration materials consist of: an application for formal recognition, including purpose, roster of the club officers, and club name; club or publication Advisor agreement; club or publication constitution; and the club or publication budget form, if appropriate. For the Pacific Lutheran Theological Seminary campus: Registration of a club or organization happens through the PLTS Student Association Executive Council with approval by PLTS administrators. For additional policies and procedures, see the PLTS Student Association Constitution and By-Laws. All clubs or organizations must
be in keeping with the mission of the Seminary and University and will be evaluated in terms of legal and risk assessment (see 15.2, 15.3, 15.6).

42.2 Rules for University Recognition: Clubs and organizations must follow certain policies in order to be recognized. Among the policies for University approval, the club must be approved by Student Life and the ASCLU Senate and/or the GPSC. Considerations include, but are not limited to: legal and risk assessment related to club activities, alignment with the University mission and purpose, and the opportunity for all Cal Lutheran students to actively participate in and join any club or organization. Once a club or organization is approved and officially recognized by the University, the club or organization is eligible for various privileges, including campus postings (in accordance with the University policy on Publicity), room reservations, use of various campus resources, and requesting funds from ASCLU Senate and/or the GPSC.

42.3 Maintaining Status: In order to maintain active status, clubs and organizations must adhere to the following:

- Clubs and organizations must have formal approval by Student Life and the ASCLU Senate and/or the GPSC. All clubs and organizations must be registered annually with Student Life according to the deadlines established by the staff.
- Clubs and organizations must have an on-campus Advisor (full-time or part-time faculty, administrator, or staff) who plays an active role in club meetings and events, agrees to the responsibilities of an advisor, and can provide guidance to the group. University sponsored club and organization officers shall meet regularly with their advisor(s).
- All clubs and organizations that receive funding from ASCLU must maintain a roster that consists of 50% plus 1 California Lutheran traditional undergraduate students.
- All clubs and organizations that receive funding from GPSC must maintain a roster that consists of 50% plus 1 California Lutheran graduate or professionals students.
- All programs, projects, and expenditures must be approved by the administrative staff member who has been granted signing authority over said account, on behalf of California Lutheran University. The department head will approve programs, projects, and expenditures in alignment with Cal Lutheran policies.
- Clubs and organizations must submit their member rosters and waivers online in order to access more than $50 of their allocated student fee funding.
- Clubs and organizations must participate at the Involvement Fair or table on campus at an alternative time pre-approved by Student Life each semester they are in current recognized status, allowing new and returning students to learn about involvement opportunities in order to access more than $50 of their allocated student fee funding.
- No Cal Lutheran club or organization or individual member may enter into a contract of any kind with an outside vendor or company. Violation
of this policy by clubs and organizations, or individual members, will result in immediate loss of University recognition, as well as loss of access to all related student fee funds.

- Traditional undergraduate clubs and organizations must participate in a service project with at least half of their active membership during the academic year they are in recognized status in order to remain in good standing as well as request funding for the following academic year. Clubs and organizations must utilize the Service Verification Form found on the Portal. Each club and organization must have a student officer participate in “Financial Responsibility Training” offered at various times during the academic year in order to access more than $50 of their allocated student fee funding.

To maintain the status of a club/organization and receive student fees the club/organization must follow all renewal and status requirements, as indicated in university policy. Once active status is reached, all clubs/organizations and publications must abide by all university policies as outlined in the University Student handbook as well as all clubs/organization guidelines as determined by Student Life. Any violation of policy may result in the removal of active status and therefore, all privileges of an active club/organization and Publication. Inactive status will remain until all violations have been addressed and rectified as overseen and approved through the Student Life office. All clubs/organizations must be on active status to access funds.

- Clubs and organizations are expected to be nondiscriminatory in its practices and policies, allowing all students the opportunity to join the group and actively participate in all group activities.

- Religious organizations must be registered not only with Student Life, but also with Campus Ministry.

- All club and organization fundraising done either on or off campus must be pre-approved (Fundraising Approval Form) at least two weeks prior to the event through Student Life, and the Advancement Division when appropriate.

- All clubs and organizations that conduct fundraising or receive gifts must deposit these funds into their club account one business day after the fundraising event is over or gift was received.

- Any funds collected by clubs or organizations, either as fundraising, club dues, or other forms of funding, must be deposited into a University account established for the club. No club or organization may make transactions in cash with other entities or maintain a private bank account not affiliated with the University.

- Clubs and organizations must utilize provided financial forms for all club expenditures, including reimbursements, request for payments, and/or
purchase requisitions.

- Reimbursements must be submitted to Student Life within one month of the date of purchase listed on the itemized receipt. Receipts submitted after one month of the date of purchase will not be accepted.
- All financial forms submitted for processing by Student Life must obtain both a student- member signature and an Advisor signature.
- Clubs and organizations may not sponsor non-University vendors or commercial entities that promote sales or solicitation of merchandise or products to the general campus, the use of drugs, alcohol, or tobacco, or other inappropriate or unhealthy behaviors.
- Clubs and organizations sponsoring non-University vendors or entities must schedule the entity presence through Campus Services and must have a club or organization representative present with the non-University entity while on campus. All actions taken by non-University entities are the responsibility of the club or organization and its representatives, and all actions must comply with University policies. Clubs and organizations sponsoring events, both on- and off-campus, must comply with the provided policies and guidelines for University events, available from Student Life, and including, but not limited to, the presence of University staff (club Advisors) at events where alcohol is available (off-campus) and appropriate check in procedures for Cal Lutheran students.
- Clubs and organizations may not utilize general-use campus printers when printing flyers, meeting agendas, or any other club or organization materials. When printing on campus, clubs and organizations should only utilize Printing Services.

42.4 Fraternities and sororities are not permitted at Cal Lutheran.
42.5 Clubs and organizations that fail to abide by the approved procedures may lose University recognition, access to student fee funding, and may face adjudication through Residence Life and Student Conduct for their actions.
42.6 Clubs and organizations that violate campus policies, including violation of club and organization policy, publicity policy, and all other University policies, will be subject to University disciplinary action including suspension of official University recognition, loss of access to student fee funding, and loss of marketing/publicity privileges on campus. Individual members of clubs or organizations are subject to University disciplinary actions as well.

Associated Students of California Lutheran University (ASCLU):
The ASCLUG is entrusted with the responsibility of self-governance by California Lutheran University subject to the following principles:

- The ASCLU shall be governed by the policies and practices of California Lutheran University in all of its operations.
- The ASCLU constitution and by-laws shall not conflict with any policies or practices set forth by California Lutheran University. If the ASCLU constitution
should conflict with any policy or practice of the University, the University’s policy or practice shall take precedence.

- The ASCLUG will have a designated advisor(s) as determined by the Vice President for Student Affairs and Dean of Students. The ASCLUG advisor(s) shall play an active role in meetings, trainings, projects, events, programs, etc. All ASCLUG programs, projects, and expenditures must be approved by the ASCLUG advisor(s).
- The ASCLUG is entrusted with the responsibility of distributing a portion (as regulated by the Vice President for Student Affairs and Dean of Students) of the Student Fee to the ASCLU Executive Cabinet, the ASCLU Senate, the ASCLU Programs Board, and Clubs and Organizations. The specific percentages allocated to each of these four areas is at the discretion of the ASCLUG.

43.0 Student Conduct System
43.1 Abuse of Student Conduct System (See “Student Conduct System” for further information).

44.0 Theft
44.1 The taking or attempting to take property, or unauthorized possession of University property or other property on campus.
44.2 Attempted or actual theft or unauthorized possession of a University vehicle or other vehicles on campus.

45.0 Trespassing
45.1 Entering or remaining upon or in property without justification after being notified to abstain from entering or to vacate. Circumstances which constitute a violation of the Trespassing policy include, but are not limited to:
   45.1a Entering or occupying the California Lutheran University residential facilities after being removed from housing;
   45.1b Entering or occupying California Lutheran University property after being issued a No Trespass Notification by the Department of Campus Safety. Failure to comply with a No Trespass Notification may result in law enforcement response.

46.0 Unauthorized Entry
46.1 Unauthorized use of university keys, key codes, or student, staff, or faculty identification cards used to access to university property.

47.0 Unmanned Aircraft Systems (Drones)
47.1 California Lutheran University prohibits the flying of Unmanned Aircraft Systems (UAS’s, also referred to as drones) on or above the California Lutheran University campus without prior approval from Campus Safety.

48.0 Use of Campus Resources
48.1 The University encourages entrepreneurial initiative among its student body. However, institutional resources are intended primarily for students and staff of
the University for academic purposes and for conducting University business. Commercial activity which excessively uses institutional resources or which interferes with the educational purposes and mission of the University, are prohibited.

49.0 Vandalism
49.1 Misuse, destruction, tampering, or attempting to destroy University property or the property of others. Incidents of vandalism may also constitute Hate Crimes should the violation(s) be found to have targeted a particular individual or group of individuals based on their actual or perceived social identities.

50.0 Water Fights
50.1 Due to high probability of damage and injury as well as the on-going need for water conservation in California, water fights are not permitted in the residence hall areas. Students who participate in water fights will be subject to disciplinary action.
UNIVERSITY POLICY ON RESIDENCE HALLS

As a residential University, California Lutheran University believes in a total educational experience, which encompasses the learning that takes place outside the formal classroom setting. The residence halls are an integral part of the learning process designed to provide a challenging and supportive environment. Our residence hall programs, staff, and policies, are all intended to promote personal and social growth, as well as support the pursuit of academic goals. Residence Life and Student Conduct staff members work closely with students to create and maintain a community atmosphere. They are interested in contributing to the intellectual, social, emotional, and cultural development of the students who live in residence halls. Graduate Resident Directors (GRDs) and Coordinators for Residence Life and Student Conduct are the administrative members of the residence life staff who are concerned with the management of all aspects of the residence hall complex. The GRDs and Coordinators supervise all of the day-to-day activities within the residence halls, including supervising a hall staff of Resident Assistants (RAs). Senior Resident Assistants (SRA) and RAs are student Residence Life staff members who provide services to students in the residence halls, including peer assistance and program planning.

The policies and procedures governing the residence halls are designed to help maintain a safe, clean, and comfortable environment for the residents. The ultimate responsibility for achieving this goal, however, lies with the residents. Each student who lives on campus must respect the building in which he/she lives as well as the rights of other individuals living in the community. The University is a private property, and as such reserves the right to enter, search, and confiscate items prohibited as by University policy, state and federal law. The University reserves the right to enter student rooms for the purpose of inspection, inventory, custodial service, protection of property, ensuring cooperation with the University policies, and for ensuring safety and welfare of an individual or a group of individuals. Sex offenders are not permitted to live on campus.

All full-time undergraduate students are required to reside on campus through their junior year at Cal Lutheran. All students living within Cal Lutheran’s residential facilities must be enrolled as full-time students, maintaining a minimum of 12 units per academic semester. Seniors have the option of living off-campus. However, as with all students, once a senior has signed a housing contract it is expected that the full term contract will be honored (one academic year). The housing contract includes the meal plan. All residents residing in non-apartment style housing (i.e. no internal kitchen) must enroll in a meal plan option (for details, please refer to the Residence Life and Student Conduct website). Exceptions to the requirements to live off-campus will normally fall into the following categories: married students, students living with their parent/guardian(s) within 30 miles of the campus, graduate and Bachelor’s Degree for Professionals students, seniors or students who are 23 years of age or older.

Room Condition and Care
All students moving into a residence hall will be given a Room Inventory Form, which is completed by the hall staff. The room inventory form lists and describes the condition of the room and its contents. The sheet will be used in determining normal wear and tear and damage responsibility. At the end of the academic year or when the student moves out of a room, a residence hall staff inspects the room. Students will be held responsible for the condition of their rooms. Damage or theft of furnishings will be charged to the residents of that room. Each resident is responsible for the care of their room and is expected to keep it in order. A vacuum is available in each residence hall from the front desk or Resident Assistant and is to be returned to the hall staff after use. Trash and recycling items must be disposed of in the dumpsters outside each hall.

**Front Desk**

Located in Trinity, Mogen, Grace, Mt. Clef, Pederson, Thompson, and New West, front desks provide residents with the opportunity to purchase various items such as snacks and beverages. Front desks also provide other services such as equipment check out, vacuum check out, and information.

**Hall Activity Fee**

A mandatory fee is assessed to provide programming throughout the year. The fee is included in the room and board charge. The fee also helps purchase hall equipment and supplies.

**Lock Outs**

Students who are inadvertently locked out of the rooms may receive assistance from the Residence Life staff. In any event that the Residence Life staff is unavailable, Campus Safety may be called. Residence Life and Campus Safety may charge a fee for this service.

**53.0 Safety and Security**

53.1 While the residence hall staff makes regular rounds through the halls, the ultimate responsibility for the security of the students’ room lies with the student, and the security of the hall rests upon the community. Students are urged to keep their room door locked at all times and not to prop any exterior doors open. Students are also encouraged to report any strangers in the building to the Residence Life staff or to Campus Safety immediately. If a student does not have property insurance for personal belongings, it is recommended that coverage be purchased. The University is involved with student transactions with insurance companies. Students are encouraged to mark permanently their personal property with a permanent ink-marking device. Items of clothing, backpacks, books and other personal property should be marked with a permanent ink-marking device. Items such as stereos, cameras etc. may be marked with the owner’s drivers license number or other information. The University does not assume responsibility for damage or loss of personal belongings, including theft/burglary. Students are encouraged to obtain their own insurance coverage if their effects are not included in their parents/guardians homeowner’s policy.
53.2 **Earthquake Safety:** While earthquakes occur all around the world, Southern California has some active faults that produce infrequent earthquakes to our region. The following are some guidelines to follow in the event of an earthquake. Failure to abide by the earthquake safety policy and procedures will result in disciplinary action.

**During the Shaking**

1. **Do not panic!** The motion is frightening; however, keep calm and ride it out. If the shaking catches you indoors, stay indoors. **Do not run outside.** Take cover under your desk, table, chair, bench, or against an inside wall. Most importantly, stay away from the glass and any unsecured objects such as bookcases.

2. If the quake catches you outside, stay away from buildings and utility wires. **Do not run through or near buildings.** The greatest danger is from falling debris. Stay low. Once in the open, stay there until the shaking stops.

3. **Do not use candles, matches, or open flame during or after a tremor.**

**Campus Evacuation Locations**

- After shaking subsides, immediately evacuate the building. On your way out, smell for gas and look for potential problems.
- If you are in a Residence Hall, put on shoes, grab a blanket, coat, flashlight and any portable radio (if time permits).
- Report to one of the following locations and check in with a University Official:
  - West End of Campus - Go to the Mt. Clef Sports Field
  - East End of Halls and Classrooms - Go to the Music House area
  - Administration Area - Go to the fountain (between the Bookstore and the Business Office)
  - North Campus Gilbert Sports and Fitness Center - Go to the Hutton Softball Field
- **Do not go sightseeing.** Report all damage and potential hazards to University officials. Do not leave campus until a head count has been taken at one of the above locations.

**Residence Hall Evacuation Locations**

1. Old West - Parking lot between Rasmussen Hall and South Hall across from Admissions/Financial Aid
2. Kramer & Houses - Westside Basketball Court (near Thompson and Pederson)
3. Potenberg and West Halls - Westside Parking Lot
4. North and South Halls - Mt. Clef Sports Field
5. Thompson and Pederson Halls - Westside Staff/Faculty Parking Lot (near Thompson and Pederson)
6. Mt. Clef - Southside of Kingsmen Park
7. Mogen - Buthe Park (by the swing set)
8. Grace - Basketball Court directly in front of Grace
9. Trinity - Westside Trinity Parking Lot

53.3 Fire Drills: Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms. Use of fire alarms and fire-fighting equipment without the existence of an actual fire is not permitted and may result in severe disciplinary action. All residents must evacuate the residence hall in the event a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student does not evacuate the hall whether during a drill or an actual emergency. Fire extinguishers and alarms are installed for resident protection. Use for any purposes other than to extinguish a fire is strictly prohibited. Residents are urged to read directions on fire extinguishers to be sure they understand the type of fire for which the extinguisher is effective and how to operate it in case of need.

54.0 Room Assignments
54.1 Although every effort is made to assign a student to one of the preferences indicated, there is no guarantee that a student will receive any of their primary choices and that roommate will be compatible. During the course of the year, a student may need to change rooms and/or will be expected to accept a roommate if a vacancy occurs in their room. It is expected that vacant spaces (bed, desk, and dresser) be kept clear of personal items to ensure a smooth transition of a new resident. Refusal to move when asked or refusal to accept a roommate may result in removal from the residence hall. Residence Life reserves the right to move a student to a different residence hall room at any time.

55.0 Housing/Residence Life Contracts
55.1 Student housing contracts are for the full academic year. A student who occupies a room in University housing will be held responsible for that room and stipulated charges until the end of the academic year unless the Housing Review Committee expressly releases the student from the contract. Each student must sign a Housing Contract before receiving their room assignment. The agreement should be read carefully as students will be held responsible for the terms and conditions stated in the agreement. The agreement is binding for the entire academic year unless the student is released under one of the following conditions:
   1. Withdrawal from the University, completion of degree or program, or leave of absence,
   2. Written notification, to Residence Life and Student Conduct prior to August 1, of the student’s intent to not occupy a space in University housing, provided they qualify to live off campus, or
   3. Exceptional circumstances which must be presented to the Housing Review Committee, which will make a determination regarding each situation individually. Residents are strongly advised not to sign outside contracts or leases unless a release has been granted.
4. Cal Lutheran students (returning only), who cancel after May 1st will be assessed a cancellation fee. For complete details, please visit the Residence Life website at CalLutheran.edu/student_life/res_life/. Once a student occupies a room, he/she may be required to pay for on-campus housing for the entire academic year. We reserve the right to retain the housing deposit when a student moves out of on-campus housing prior to end of the contract.

56.0 Check-in and Check-out Procedures
56.1 Residents' rooms are expected to be left in the same condition in which they were found upon arrival. A cleaning charge will be assessed to the occupants of any room left unclean or who have not removed personal property from the room. Additional charges will be made for damaged or missing items. Regardless of who checks out first or last, all occupants of a room are responsible for charges. It is important that check-out and clean-up procedures be discussed between roommates. Other details regarding the checkout process will be available from the Residence Life hall staff during the final weeks of each semester.

57.0 University Breaks
57.1 All students that reside in New West, Old West, Mogen, Kramer, Trinity, and Grace may remain in their rooms/suites during Winter Break. Residents of Mt. Clef, Pederson, and Thompson must vacate their room, except when designated by the Residence Life Office. Residents of Mt. Clef, Pederson and Thompson will not be allowed to access their rooms without the approval of the Residence Life Office and Campus Safety. The Residence Life Office provides housing for ALL residential students during Thanksgiving, Easter and Spring Breaks. Residence hall opening/closing dates can be found on the Residence Life and Student Conduct website at CalLutheran.edu/student_life/res_life/.

58.0 Room Changes
58.1 Students may request a room change within their residence halls each semester, provided that the room change occurs on or after the date specified each semester by Residence Life and Student Conduct. Please contact the supervisor of the hall or Residence Life and Student Conduct for room change procedures. Please note: there is the possibility of sanctions and fees for any unauthorized moves.

59.0 Keys/Student Identification Cards
59.1 All residents are advised to keep their room doors locked and to carry their key at all times. The University assumes no responsibility for articles stolen or lost. If a key is lost, a new key can be obtained from Residence Life and Student Conduct. A $60.00 charge will be assessed to the student’s account for a lost key.
60.0 Kitchens
60.1 A kitchen is provided in each residence hall for students to use for food preparation. As a courtesy to other residents, students are asked to clean up after themselves. Food that is improperly stored will be removed. Stoves and ovens must not be left unattended while in use. Failure to keep the kitchen neat and orderly may result in adjudication through the Student Conduct System. The University is not responsible for the theft of any personal items left in public kitchen facilities.

61.0 Lounge and Common Spaces
61.1 Lounge spaces, including study rooms and general areas of the hall (hallways, front desk areas, etc.), are available in each residence hall and are intended for residents to study, socialize, or utilize university-supplied recreation equipment. Students and/or their guests are not permitted to sleep in lounge or common areas under any circumstance.

61.2 Students utilizing lounge spaces should ensure that all furniture and other equipment are properly places in their designated areas prior to leaving the space.

61.3 Use of residence hall common area such as lounges, quads, etc. must be approved by the supervisor of the residence hall. The use of residence hall common areas by a residence hall staff is exempt from this policy.

62.0 Laundry and Linen
62.1 The University does not provide laundry or linen service. Most University beds are twin, extra-long size (36 x 80 inches). Laundry facilities are available in each residence hall. The University is not responsible for the articles left in laundry rooms and students are urged to pick up clothes as soon as they are dry. Laundry should not be hung on sun decks, sprinkler heads, balconies, in windows, or suspended lines between buildings or walls, since it can easily be damaged or stolen. Failure to keep the laundry facilities neat and orderly may result in sanctions. All problems should be reported to Campus Services at (805) 493-3195.

63.0 Damages
63.1 Any damage to a room or its contents should be reported immediately to the supervisor of the hall as well as to Facilities. With proper notification, necessary repairs can be made. Failure to do so may result in damage charges. Normal wear of furnishings and equipment in a hall is expected. Excessive damage to furnishings and equipment will result in monetary charges to those deemed responsible for the damages. If the identity of the person(s) at fault cannot be determined, the cost of repairing the unclaimed damaged or stolen property in a common area will be divided among residents of the living group. It is important that the group take responsibility for the actions of individuals, just as the individual must function within the reasonable parameters prescribed by the group. Excessive damages can be eliminated if each resident agrees not to let the damages occur and to identify the person(s) responsible if damages occur. No unclaimed damage may be covered by programming and activities funds.
64.0 Security System
64.1 All residence halls are equipped with an electric, card access security system. A magnetic strip on the Cal Lutheran ID allows only students who live in a particular hall area to open the outside doors to the residence halls when the system is locked. All problems with the security system and inoperable ID cards should be reported to Campus Safety immediately. Anyone found tampering with or compromising the security system; including propping or forcing the doors open may face disciplinary action. ID cards are issued through Campus Safety, and you may replace a lost ID at a charge of $15.

65.0 Cosmetic Changes
65.1 The residence halls are designed for the use of students over several years. Certain personal cosmetic changes by the students (contact paper, hooks, wallpaper, etc.) require unnecessary repairs by the University. Therefore, unauthorized alterations to the room may not be made. Residents will be charged for repairs and or replacement along with sanctions for unauthorized alterations of rooms.

66.0 Painting
66.1 All rooms are painted by facilities staff only. Residents will be charged for repairs and issued sanctions for unauthorized painting of rooms.

67.0 Smoke Detectors
67.1 Smoke detectors are present in individual rooms and common areas of residence halls. Smoke detectors are potential life saving devices. To ensure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (tampering with, pulling from the ceiling, taking batteries out, etc.) will be charged for repair and/or replacement as well as be subject to sanctions. Any smoke detector that is indicating the need for a new battery must be referred to Facilities or a Resident Assistant as soon as possible.

68.0 Bed risers
68.1 Bed risers, and any materials used to raise your bed, are prohibited on campus. Students may submit a work order to have the height of their bed adjusted by Facilities staff.
MISSING STUDENT PROTOCOL

In compliance with the California Higher Education Act, California Lutheran University has established the following protocol to assist in locating residential students reported missing.

University Protocol:
Upon notification from any entity that a residential student may be missing, several resources will be used by the University to assist in locating the student.

An investigation may include:
- Contacting known associates of the students
- Contacting departments within the University
- Searching on campus locations
- Keying in to a student’s assigned room
- Issuing a picture of the missing student to the campus community
- Review of card access logs to determine last use of card
- Collaboration with Information Systems and Services for access to student email logs and portal login records

Campus Safety and/or Residence Life and Student Conduct will notify law enforcement personnel no later than 24 hours after a student is determined missing.

Once Cal Lutheran Campus Safety or law enforcement has determined that a student is missing, Cal Lutheran will initiate emergency contact procedures in accordance with the student’s designation (see below.)

Student Rights:
Residential students have the option of confidentially identifying an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing. Students can register this information with Residence Life when submitting their Emergency Contact information online during check in procedures.

Under the provisions of this law, students under 18 years of age are considered minors and not emancipated individuals. As such, the institution is required to notify a custodial parent or guardian not later than 24 hours after the time that the residential student is determined missing.

Any individual of the campus community who has reason to believe that a residential student is missing should notify Campus Safety at (805) 493-3911 and/or Residence Life at (805) 493-3220 immediately.
GRADUATE STUDENT STANDARD OF CONDUCT

Graduate Students must abide by all university policies listed. However, there are a few exceptions for Graduate students who live in university housing. These exceptions are only applicable to Graduate students who live in designated Graduate housing.

Exceptions:

- Graduate students who live in University owned residences segregated from undergraduate student housing, are allowed to have alcohol in their residence, but may not serve alcohol to or in the presence of undergraduate students.
- Alcoholic beverages, including empty alcohol containers are not allowed outside of the University owned residence in which the graduate student resides.
- All guests, same or opposite gender, must be approved by the supervisor of Graduate housing. The approved visit is for no longer than two nights. Overnight guests are defined as any person who is not a resident of the suite.

PLTS Student Housing Agreement Addendum

For the Pacific Lutheran Theological Seminary campus: Graduate Students must abide by all university policies found in the Student Handbook. The following are specifics and exceptions only applicable to Graduate students who live in university housing at PLTS:

- **Availability**: Housing is available to Seminary students enrolled in a full-time certificate or degree program at the Seminary. Exceptions may be made for certificate- or degree-seeking students who have been approved by Student Affairs to enroll on a part-time basis for personal or program reasons. Priority is given to students in the following order: 1) PLTS residential students; 2) MA students affiliated with PLTS for program; 3) PLTS internship students; and 4) GTU students.
- **Assignment**: Factors considered in assigning housing include: Requiring accommodations (access for educational, medical, and ability reasons); having a spouse, partner, and/or dependents; completing housing application by deadline; honoring stated preferences; considering other circumstances; having an allergy (to pets); and having pets.
- **Non-Program Affiliation**: GTU member school students and GTU students who affiliate with the Seminary for housing purposes only may apply for and be assigned to housing, but housing is not guaranteed. Non-program affiliation requires participation in residence life meetings, regular participation in social and community events of the Seminary, and at-least monthly participation in the worship life of the Seminary.
- **Assignment Change Request**: If a resident is not satisfied with the housing assigned, and wishes to relocate to other available housing, the resident is required to notify the Residence Life Coordinator in writing. The Residence Life Coordinator will then inform the resident whether other housing is
available, whether it is possible to accommodate the request, and when it will be possible to accommodate the request. Should other housing be available, requests will only be accommodated after routine cleaning and maintenance have been completed. Ordinarily, requests will be granted with move-out/move-in to be timed to occur at the end of a semester.

- **Relationships**: Upon request, students may be assigned to the same residence as those with whom they are in a relationship. PLTS students in an ecclesial licensure process (e.g., ELCA candidacy) are responsible for their own observation of the guidelines (e.g., *Vision and Expectations*) of their respective ecclesial body (e.g., synodical candidacy committee). PLTS cannot be held responsible for any consequences of students’ decisions not to observe their ecclesial guidelines in their living arrangements.

- **Dependents**: Families with dependents will be given priority in assignment to two-bedroom apartments, but such assignment is not guaranteed.

- **Pets and Animals**: Only a domestic dog, cat, bird, or fish is permitted in the Delaware Apartments by approval of the Residence Life Coordinator. All residents must comply with the full Seminary pet policy made available with the pet application. Animals required for accommodations must be approved in advance by Residence Life in consultation with the Center for Student Success and Disability Services.

- **Locks and Keys**: Each resident will be issued a key code for their apartment, 2 common area keys, and 2 mailbox keys. All keys must be returned to the Seminary when the resident vacates the apartment. If all keys are not returned the resident will be charged $150 for re-keying locks.

- **Noise and Disturbance**: “Quiet Hours” are mandated by Berkeley Municipal Code 13.40.030 and are observed from 10:00 PM to 7:00 AM seven days a week in all residential facilities, on patios, and outside areas adjacent to residential facilities. During these hours, no noise or related disturbance may be generated that could travel into any unit from another unit or common area. Between 7:00 AM and 10:00 PM all residents must be mindful of any noise or related disturbance generated that could interfere with the ability of others to sleep or study. Unacceptable noise is that which can be heard more than 20 feet from outside a residence. Community activities in common areas may not begin before 7:00 AM or extend beyond 10:00 PM. Use of amplified sound in outdoor areas without permission of the Residence Life Coordinator and a permit issued by the City of Berkeley is prohibited. Residents should be aware that occasional community sponsored gatherings may generate some permissible noise that may filter into apartments. These events must end by 10:00 PM. Common areas may not be used for private functions which exclude the wider PLTS community. Residents who wish to conduct private invitation only outdoor gatherings are encouraged to avail themselves of the wide variety of public and private venues within the City of Berkeley.

- **Common Areas**: The upstairs walkways, entranceways, paths, sidewalks, parks, parking areas, and other common areas may not be obstructed. Children under the age of 12 must be accompanied by an adult in the courtyard and other play areas. Children may not destroy plants or decorative rock or bark areas, and
may not be excessively loud. Any damage will be the responsibility of the child’s parents.

- **Planting Areas**: Planting areas in front of units are landscaped through Facilities. Planting areas in front of units may not be planted by residents. Personal items such as chairs and clothes lines may not be placed in planting areas without permission from Facilities. Residents may place up to two potted plants or a decorative garden items in planting areas with permission from Facilities.

- **Storage Compartments**: Storage compartments are assigned on a first-come, first-served basis. The Seminary shall not be responsible or held liable for any loss or damage to the property stored in these compartments. Possessions that might create a fire hazard, are explosive, corrosive, could leak and cause damage or other problems may not be placed in those compartments. It is recommended that residents provide a padlock.

- **Parking Spaces**: Parking spaces are assigned on a first-come-first-serve basis. Each resident will park only in the parking spaces assigned to the resident by their lease. All vehicles, including motorcycles and other motor-propelled vehicles, are subject to this requirement. No vehicle may be left unattended on jacks or blocks. The resident will be responsible for assuring that their guest park on the street or in the resident’s parking space. The Seminary will have a vehicle towed if it is parked in an unauthorized area, and the owner of the vehicle will be solely responsible for retrieving the vehicle and paying any related charges. No items may be stored in parking areas without the prior written consent of the Seminary.

- **Antenna and Related Equipment**: Residents may not erect any equipment for television or radio reception without obtaining prior written approval of the Seminary.

- **Outside Walkways**: All outside walkways must be kept clear of all items. A walkway may not be used for drying laundry, beating rugs, shaking dust mops, or hanging any article or storing bicycles. Cigarettes, trash, and other material must not be thrown from any walkway. No property is permitted on any stairways. In no case may anything be placed under any stairway or balcony. If the Seminary is fined by the City of Berkeley for violations of this code the fine will be passed on to the resident. Fines are $500 and up.

- **Grills**: Charcoal grills are not permitted on balconies outside walkways, in common areas, or anywhere within the boundaries of the apartment complex. A student-sponsored propane grill is available for use by students in the outside common area.

- **Garbage**: Garbage is to be placed inside the designated containers. No volatile or highly inflammable materials may be deposited in trash containers. Please use recycle containers appropriately. If the Seminary is fined by the City of Berkeley for violations, the fine will be passed on to the resident if the resident is known.

- **Plumbing Fixtures and Other Water Apparatus**: The bathtubs, basins, sinks, garbage disposals, and other plumbing fixtures and water apparatus may not be used for any purpose other than that for which they were constructed. Among
other things, these fixtures and apparatus may not be used for the disposal of rubbish, rags, sweepings, matches, and similar improper articles. Any damage or expense resulting from the misuse of these fixtures and apparatus will be borne by the resident causing the damage or on whose premises the damage was caused. Access to water heaters must be clear at all times. Nothing may be stored on top of or in front of water heaters, including trash containers and paper bags.

- **Nails, Fasteners, and Affixed Articles**: No nails, screws, or other fasteners may be driven, screwed, or otherwise placed in the tile, woodwork, laminate or any other part of any room or apartment without the prior written consent of the Seminary except for nails or screws used to hang pictures or other decorations on any drywall portion of the apartment. Any article affixed to the walls of a room or apartment by a resident must be removed by the resident when they vacate the unit, and any holes appropriately patched with drywall compound.

- **Outside Doors**: Nails, screws, and other permanent hanger options may not be used on outside doors. Residents may hang a decorative or seasonal item on doors using an over-the-door wreath hook or removable no-damage hangers.

- **Window Coverings**: The Seminary provides mini blinds for all apartments. A resident must obtain the prior written consent of the Seminary before removing and replacing these mini blinds.

- **Appliances**: Appliances must be used according to normal operating expectations. Installation of heavy electrical appliances other than those provided by the Seminary are not permitted, except for microwave ovens.

- **Signs and Notices**: No sign, advertisement, poster, foil, notice, doorplate, or similar device may be inscribed, painted, engraved, or affixed to any part of the outside of the premises, or placed in any window.

- **Mail**: Any goods and packages of any kind left at entrances to buildings will be the responsibility of the resident to whom they belong, and the Seminary will have no responsibility for their safekeeping. Residents are encouraged to have packages delivered to the PLTS campus at 2000 Center Street or to an Amazon locker.

- **Guests**: All guests must register with the Residence Life Coordinator. An approved stay is for no longer than **seven** consecutive nights and not more than a total of **twenty-one** nights in a calendar year. Overnight guests are defined as any person who is not a resident of the room or apartment. Students are responsible for the behavior of their guests and the consequences of their behavior. Residents will inform guests of University standards. Due to life reasons such as new birth, recovery from surgery, illness, or the like a resident may apply an extended guest stay up to **twenty-one** consecutive nights in a calendar year. An extended guest stay requires approval of the Residence Life Coordinator.

- **Alcohol**: Graduate students who live in Seminary residences are allowed to have alcohol in their residence, but may not serve alcohol to anyone under legal age (21 years of age). Alcoholic beverages in individual containers may be partaken of in the Delaware Apartments courtyard or at Seminary-sponsored events, but empty individual alcohol containers must be placed in the proper
receptacles when on Seminary premises and residents may not serve alcohol to anyone under legal age (21 years of age).

- **Move-Out:** It is the responsibility of each resident to remove all items of personal belongings, including large items of furniture, promptly upon move-out. A disposal fee will be charged for any abandoned items that the Seminary has to remove.
STUDENT CONDUCT SYSTEM

California Lutheran University is a comprehensive University of the Evangelical Lutheran Church in America, where the search for truth and freedom is strengthened by a sense of personal responsibility and a commitment to a just and caring community. In that spirit, California Lutheran University's student conduct system seeks to provide a fair, clear, and caring framework for dealing with situations in which University policies have been violated. Though every effort will be made to follow all of the steps of this conduct process, be advised that in the case of danger to self or others or disruption of the educational environment, the University reserves the right to take immediate action to suspend, dismiss, or remove from campus the student(s) involved. This immediate action does not preclude the student from their rights subsequent to the immediate action.

The Student Conduct System operates under the following principles:

- To regard each student as an individual, deserving personal attention, consideration and respect,
- To consider the facts fully and carefully before reaching a decision,
- To provide an atmosphere where candid and honest communication can take place,
- To hold each student at a high standard of responsibility, both to protect the campus community and the individual,
- To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding,
- To use an educational approach which assists students in understanding that inappropriate behavior is unacceptable in the University community.
- Students are not assumed to be responsible for having violated University policies until the matter has been adjudicated and a determination has been made.

ARTICLE I: DEFINITIONS

1. The term “University” means California Lutheran University.
2. The term “student” applies to all persons who have an educational interest in the institution. This includes, but is not limited to, all individuals: taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than California Lutheran University who are residing in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University, or have been notified of their acceptance for admission, or until all processes involved in maintaining student status are concluded are considered “students.” This Student Code of Conduct applies at all locations of California Lutheran University.
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs/Dean of Students.
6. The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University, including adjacent streets and sidewalks.
7. The term “University policy” is defined as the regulations of the University including, but not limited to, the Standards of Conduct, Student Handbook, Housing Contract, and Graduate /Undergraduate Catalogs.
8. The term “Vice President for Student Affairs/Dean of Students” is that person authorized by the University to be responsible for the administration of the Standards of Conduct and Student Conduct System.
9. The term “designee” means any person or Student Conduct Body who is appointed by the Vice President of Student Affairs/Dean of Students to adjudicate a violation of the Standards of Conduct or University policy. This includes the Director of Residence Life and Student Conduct, the Associate Director of Housing Operations, the Assistant Director of Residence Life and Student Conduct, the Coordinators for Residence Life and Student Conduct or other appointed designee(s).
10. The term “Student Conduct Body” means any person authorized by the Vice President of Student Affairs/Dean of Students or their designee to determine whether a student has violated the Standards of Conduct or University policy, hear appeals and/or impose sanctions.
11. The term “University Hearing Board” means the Student Conduct Body comprised of a minimum of thirteen (13) members from the University community (four students, four faculty, four administrators and one advisor) authorized to determine whether a student has violated the Standards of Conduct or a University policy and to impose sanctions upon those students found responsible and to consider an appeal from the Vice President of Student Affairs/Dean of Students or their designee’s determination that a student has violated the Standards of Conduct or University policy.
12. The term “Preponderance of Evidence Standard” means that the investigator, conduct officer, or University Hearing Board must determine whether it is more likely than not (greater than a 50% chance) that the incident/disciplinary matter occurred.

ARTICLE II. STRUCTURE OF CONDUCT SYSTEM

1. The Vice President for Student Affairs/Dean of Students or their designee shall serve as the University’s investigator prior to the bringing of formal charges or after formal charges are made. The Vice President for Student Affairs/Dean of Students or their designee shall have the right to require members of the University community to present themselves at their office in order to
investigate facts in any matter referred to him or her. The Vice President for Student Affairs/Dean of Students or their designee shall have the right to bring formal charges in cases concerning the entire University community, to resolve matters by administrative decision and to refer cases to the University Hearing Board. As a formal part of the Student Conduct System, decisions of the Vice President for Student Affairs/Dean of Students or their designee regarding a student’s responsibility shall be made on the basis of whether it is more likely than not that the accused student violated the Standards of Conduct or a University policy.

2. Formal rules of process, procedures, and/or technical rules of evidence for legal purposes (such as are applied in criminal court or civil court) are not used in Student Conduct System proceedings. The procedures outlined do not attempt to recreate or approximate a court of law. Procedures shall reflect standards of fundamental fairness; however, minor deviation from procedural guidelines for hearings suggested in the Student Conduct System shall not invalidate a decision or proceeding resulting from a hearing unless significant prejudice to the accused or the University may result, as judged by the Vice President for Student Affairs/Dean of Students.

3. The University Hearing Board is a Student Conduct Body authorized to determine whether a student has violated the Standards of Conduct or University policy and shall, when appropriate, recommend sanctions and will consider an appeal by a student based on the Vice President for Student Affairs/Dean of Students or their designee’s determination that the student has violated the Standards of Conduct or University policy.

The University Hearing Board consists of these minimum thirteen (13) members from the University community:

- Four (4) students, who shall be appointed by the ASCLU President,
- Four (4) faculty members, who shall be appointed at the beginning of each academic year by the Faculty of California Lutheran University,
- Four (4) administrators who are not employees of the Division of Student Affairs, who shall be appointed at the beginning of each academic year by the President of the University and,
- One (1) advisor, assigned to each case individually by the Dean of Students/Vice President of Student Affairs. The advisor is a designee of the Dean of Students/Vice President for Student Affairs, who does not take an active part in the proceedings but is responsible for selection and training of the board members and assures that fundamental fairness is maintained during hearings.

For the Pacific Lutheran Theological Seminary campus: The Seminary Hearing Board consists of these minimum seventeen (17) members from the Seminary community:

- Four (4) students, who shall be appointed by the PLTS Student Association,
• Four (4) faculty members, who shall be appointed at the beginning of each academic year by the Associate Dean of PLTS in consultation with the Dean of PLTS,
• Four (4) staff members not otherwise privy to matters of student conduct, who shall be appointed at the beginning of each academic year by the Rector of PLTS in consultation with the President of the University,
• Four (4) ecclesial representatives, who shall be appointed by the Dean and Rector of PLTS in consultation with the seminary ELCA liaison, the Seminary Candidacy Coordinator, and
• One (1) Advisor, assigned to each case individually by the Dean of Students/Vice President of Student Affairs. The advisor is a designee of the Dean of Students/Vice President for Student Affairs, who does not take an active part in the proceedings but is responsible for selection and training of the board members and assures that fundamental fairness is maintained during hearings.

4. The University Hearing Board decision can only be petitioned to the Vice President for Student Affairs/Dean of Students for one or more of the following purposes:
   a. To determine whether the preceding Conduct hearing was conducted in conformity with prescribed procedures: giving the party bringing charges a reasonable opportunity to present information that the Standards of Conduct or University policy were violated while giving the student being charged a reasonable opportunity to prepare and to present a rebuttal of those charges.
   b. To consider new information, sufficient to alter a decision or other relevant fact not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

A written petition to reopen a hearing shall be submitted to the Vice President for Student Affairs/Dean of Students within 5 business days of the University Hearing Board decision or as soon as new information becomes available. If the petition is accepted, the matter shall be remanded to the University Hearing Board for reopening of the hearing.

5. The President is the University officer directly responsible to the Board of Regents for enforcement of all policies. The President of the University is authorized to take any action deemed necessary with respect to any student disciplinary matter. All suspensions, dismissals, and expulsions must be approved by the President.

ARTICLE III. CONDUCT POLICIES & PROCEDURES

Violation of Law and University Discipline
1 If a student is charged with an off-campus violation of federal, state or local laws, disciplinary action may be taken and sanctions imposed for grave
misconduct that demonstrates flagrant disregard for the University community. In such case, regardless of the outcome, sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g. “no contest” or “nolo contendere”).

2 University disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of University policy. For example, if both violations result from the same actual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the Student Conduct System may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3 When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a Conduct proceeding under the Student Conduct System, the University may advise off-campus authorities of the existence of the Student Conduct System and how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law. Faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Reports, Charges and Hearings

- Any member of the University community may report student misconduct. Any reports shall be prepared in writing and be directed to the Vice President for Student Affairs/Dean of Students or his/her designee. Any reports should be submitted as soon as possible after the event takes place, preferably within 24 hours of the event.
- The Vice President for Student Affairs/Dean of Students or his/her designee may conduct an investigation to determine if the allegations have merit and/or if they can be adjudicated by an administrative decision of the parties involved.
- In addition, the Vice President for Student Affairs/Dean of Students or his/her designee may choose to direct any matter directly to the University Hearing Board or the student may appeal the administrative decision to the University Hearing Board.
- If information revealed during a student conduct meeting provides facts related to an alleged violation of the California Lutheran University Title IX Policy, California Lutheran University reserves the right to investigate the matter further and hold students accountable via the Title IX investigation process.

The following narrative is not considered University policy, nor does it replace University policy. It is a narrative summary intended to inform students of what typically occurs in the conduct process:

Initially, a student becomes involved in the Student Conduct process through their involvement in an alleged violation of any of the University’s policies. The first step in
this process occurs when a University official has been made aware of an alleged policy violation and subsequently documents the situation for submission to Residence Life and Student Conduct. Most commonly, formal documentations referred to as “Incident Reports” are submitted by Resident Assistants who are responsible for maintaining safe, living and learning environments in the residence halls on campus.

Any student who is involved in an alleged policy violation is typically addressed by a University official. In most cases, they are subsequently informed that the situation is being formally documented and are asked to provide identification in the form of a student ID or driver’s license if they are not a Cal Lutheran student. If there is suspicion of alcohol, drugs, or paraphernalia, Residence Life and Student Conduct staff members (including Resident Assistants) will perform a thorough search of the room and/or suite. Suspicion may include but is not limited to anonymous tips, social media posts, videos, signs of intoxication, or seeing alcohol bottles. It is important to note that at this point in time, the students involved have not yet been found “Responsible” or “Not Responsible” for the alleged policy violation. It is not the job of the University Official who is documenting the incident to make this determination.

Following the incident, the student will receive a “Call to Student Conduct Meeting” letter via their Cal Lutheran email account indicating the deadline by which they will need to have scheduled an appointment for an Administrative Hearing with their assigned Hearing Officer. The student has the option to either call the office or come in person to schedule their appointment. Appointments typically last 15-20 minutes although this may vary depending on the particular case. In instances where multiple students have been involved in a documentation situation, each student will schedule their own conduct appointment; however, the Hearing Officer will be the same for each student involved. Once an appointment has been scheduled, the student will receive a confirmation email of the date, time, and name of their Hearing Officer via their Cal Lutheran email account.

Students who do not schedule their conduct appointment within the given timeframe, or who fail to attend their scheduled appointment, will have a decision made by the Hearing Officer without their input. In these instances, the Hearing Officer will review the incident report on file and take into consideration the testimonies of others involved who have attended their meetings, and will make a determination of responsibility for the student who did not attend their meeting. Students will not be penalized for failing to make an appointment or failing to attend their meeting, however, it is encouraged that students attend so as to have their input taken into consideration by the Hearing Officer.

The underlying philosophy of the student conduct process at California Lutheran University is geared towards student growth and development. Accordingly, students can expect to engage in an active and reflective conversation with their Hearing Officer regarding the circumstances of the documentation and the student’s perspective of what occurred. Students are provided with the opportunity to ask
questions about the student conduct process and will be able to view the formal documentation during their meeting.

At the end of a conduct meeting, the Hearing Officer may decide to make a decision regarding responsibility at that time, or to withhold a decision in order to allow for further deliberation—most commonly to allow time to meet with the other students involved in the documentation. The conduct officer reserves the right to consider the respondent’s prior conduct if the information provided is substantially similar to the present allegation(s) and/or information indicates a pattern of behavior by the respondent.

Once a decision has been made regarding a student’s responsibility, a notification letter is sent to the student via their Cal Lutheran email account that summarizes the Hearing Officer’s findings. If a student is found “Not Responsible,” the case is closed and no further action is taken. If a student is found “Responsible,” they are then referred for further disciplinary action and issued specific sanctions they must complete. A deadline by which the sanction(s) must be completed by is provided as well as a specific monetary amount that will be charged to the student’s Cal Lutheran account should the sanction(s) not be completed within the given timeframe. If a decision is made at the end of a conduct meeting while the student is present, the Hearing Officer will review the decision with the student and answer any questions the student may have regarding sanctions, deadlines, or other proceedings. In instances where a decision is made after the conduct meeting, students are encouraged to contact their Hearing Officer with any questions they may have regarding the decision made or sanctions assigned. Interim sanctions may be issued after an alleged policy violation and prior to an administrative or formal hearing at the discretion of the Vice President of Student Affairs/Dean of Students.

While some policy violations have explicitly outlined minimum sanctions, Hearing Officers are afforded the opportunity to flexibly assign sanctions in order to facilitate student learning. Residence Life & Student Conduct staff members are dedicated to the overall growth and development of students at California Lutheran University—both inside and outside of the classroom. The intent behind the sanctions process is therefore to encourage students to actively reflect on the maturational processes that occur during their time at the University and to take ownership of their identity, as they become members of a global society.

All students are afforded the right to appeal the decision made from their Administrative Hearing within 5 business days as outlined on their decision letter. In these instances, 3-5 members of the University Hearing Board (trained faculty, staff, and students who are not Residence Life and Student Conduct staff members) will be convened to re-hear the case at a formal hearing (see: Article IV. Operating Procedures for the University Hearing Board). In some instances, the Administrative Hearing may be skipped altogether and the case will be moved directly to the University Hearing Board.
In order to formally request an appeal, students must submit a written request to the office of the Vice President of Student Affairs/Dean of Students within 5 business days of the decision letter issued from their Administrative Hearing. Upon submission, students will be asked to fill out a form indicating their current class schedules so that the Residence Life and Student Conduct staff can arrange the hearing accordingly. Typically, the University Hearing Board will gather to hear the case within 10 days of the appeal. Once an appeal has been submitted within the given timeframe, any sanctions that were issued from the Administrative Hearing are placed on hold. The University Hearing Board will have the opportunity to review the student’s case and consequently issue a new decision. The University Hearing Board may decide to overturn the initial decision from the Administrative Hearing and find the student “Not Responsible,” to uphold the initial decision and maintain the same sanctions (with either the same or different due dates), or to uphold the initial decision and change or increase the initial sanctions that were issued. At the end of the hearing, the University Hearing Board will share their decision and subsequent sanctions with the student. The student will also receive written notification via their Cal Lutheran email account that summarizes the University Hearing Board’s findings.

Students may petition to the Vice President of Student Affairs/Dean of Students to reopen a hearing if there is new information sufficient to alter a decision or if the student’s rights were violated during the course of the hearing.

Sanctions

1. **Informal**: Some instances of student misconduct may not warrant a formal review of the incident. In cases where the student admits responsibility and the violation is of a less serious nature, a formal verbal or written warning or sanction may be given by a University official.

2. **Formal**: The following sanctions may be imposed upon any student found to have violated a University policy:
   
   i. **Disciplinary Warning**: A written warning to the student that his or her behavior is in violation of a University policy. Further involvement in incidents that violate policies may be treated with more serious disciplinary action.

   ii. **Educational Sanctions**: The student may be required to participate in a specific activity as a method to educate the student about an issue or behavior related to a conduct sanction. For example, a student may be required to apologize to appropriate persons, prepare a paper in relation to the violation, plan an educational program, attend counseling sessions, or complete hours of University campus improvement.

   iii. **Loss of Privileges**: Denial of specified privileges for a designated period of time.

   iv. **Fines**: Monetary fines may be imposed.

   v. **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

   vi. **Residence Hall Relocation**: Move to another residence hall.
vii. **Residence Hall Probation:** A designated period of time where a student may face more severe disciplinary actions if found in violation of another university policy. Policy violations occurring while on Residence Hall Probation have a high probability of resulting in Removal from Housing or Expulsion.

viii. **Removal from Housing:** Permanent separation of the student from the residence halls. Entrance into the residence halls is prohibited. The student may remain liable for all charges including room and board through the end of the academic year.

ix. **University Probation:** University Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional policies during the probationary period.

x. **University Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. The student may remain liable for all charges including tuition, room and board through the end of the academic year.

xi. **University Dismissal/Expulsion:** Permanent separation of the student from the University. The student may remain liable for all charges including tuition, and room and board through the end of the academic year.

xii. **Revocation of Admission and/or Degree:** Admission to or a degree awarded from California Lutheran University may be revoked for fraud, misrepresentation, or violation of the Standards of Conduct in obtaining admission or a degree, or for other serious violations committed by a student prior to graduation.

xiii. **Withholding of Degree:** The University may withhold awarding a degree otherwise awarded until the completion of the process set forth in the Standards of Conduct, including the completion of all sanctions imposed.

3. More than one of the sanctions listed above may be imposed for any single violation.

4. The student is responsible for complying with the sanctions imposed by the Vice President for Student Affairs/Dean of Students or his/her designee. All sanctions shall commence immediately following the decision by the Vice President for Student Affairs/Dean of Students or his/her designee. Failure to comply with the sanctions will result in further disciplinary action as deemed appropriate by the Vice President for Student Affairs/Dean of Students or his/her designee, without the benefit of an additional hearing by the University Hearing Board. Incomplete sanctions may result in monetary fines, disciplinary holds in the Office of the Registrar or other consequences.

5. If a student appeals the decision made by the Vice President of Student Affairs/Dean of Students or his/her designee, sanctions will be deferred until the case is heard by the University Hearing Board.

6. Disciplinary records, other than University suspension and University dismissal/expulsion, are not made part of the student’s academic record. Seven years after graduation or withdrawal from California Lutheran University, the
student’s conduct record may be expunged other than University suspension, or University dismissal/expulsion.

Interim Suspension
In certain circumstances, the Vice President for Student Affairs/Dean of Students or his/her designee may impose a residence hall or University suspension prior to a conduct hearing.

Interim suspension may be imposed:
- To ensure the safety and well-being of members of the University community or preservation of University property.
- To ensure the student’s own physical or emotional safety and well-being, or if the student poses a threat of disruption of or interference with the normal operations of the University.

During the interim suspension, students shall be denied access to the residence halls and/or the campus, including classes, and/or all other University activities or privileges for which the student might otherwise be eligible

ARTICLE IV. OPERATING PROCEDURES FOR THE UNIVERSITY HEARING BOARD (Please note that at PLTS, this is referred to as the “Seminary Hearing Board”).

Hearings should be conducted by the University Hearing Board according to the following guidelines:

i. Hearings shall be conducted in private.
ii. All hearings will be recorded. (This record excludes deliberations). A recorder will be provided by the Vice President for Student Affairs/Dean of Students or his/her designee. This record is the property of the University. This record will be made available to the student or to other parties upon the student’s written request to release this information. This record will be maintained as a part of the student’s conduct file with the University. Students are not permitted to record the hearing on personal recording devices. Students will be asked to leave all recording devices, such as phones, tablets, etc., outside of the hearing room.
iii. Admission of any person to the hearing board shall be at the discretion of the Chair.
iv. If requested by the student, the University shall make available to the student, within a reasonable time prior to the hearing, redacted copies of filed information and any other documentation of the case or incident under review.
v. The student will be responsible for reviewing all hearing procedures outlined in the Student Handbook.
vi. In hearings involving more than one student, the chairperson of the Board, at his or her discretion, may permit hearings concerning each student to be conducted separately.
vii. The student has the right to be assisted by an Advisor. This individual is allowed to accompany the student in the hearing.
viii. The person may be the University Hearing Board Advisor or another member of the University community and not an attorney.
ix. The Advisor may not be a part of the incident, and may not represent or speak for the accused student, nor to the Board.
x. If the student wishes to have an Advisor present, the student is responsible for informing the Advisor of the scheduled date, time, and location of the hearing.
xi. The student is also responsible for notifying the Vice President for Student Affairs/Dean of Students of their request to bring an Advisor to the hearing.

xii. The student making the appeal, the University, and the Board shall have the right to present witnesses, subject to the right of cross examination by the Board.

xiii. The student has the right to present witnesses on his or her behalf during the hearing.

xiv. The witnesses presented must be able to give information related to the specific incident.

xv. The witnesses physically present must have been present at the time of the incident.

xvi. Character witness statements may be presented in written form and must be approved by the Chair of the University Hearing Board for admittance as information in the hearing.

xvii. The Board reserves the right to limit the number of witnesses to a reasonable number in any particular case.

xviii. The student is responsible for contacting his or her witnesses and informing them of the date, time and location of the hearing.

xix. The student is responsible for notifying the Vice President for Student Affairs/Dean of Students at least two class days prior to the scheduled hearing of the Board of the names of the witnesses who will be in attendance. The notice must be in writing.

xx. Failure to provide witnesses’ names at least two class days prior to the hearing will result in the witnesses not being allowed to testify before the University Hearing Board.

xxi. The student will not be present in the hearing during any information disclosed by any witnesses.

xxii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the University Hearing Board at the discretion of the chairperson at the opening of the hearing. All such information must be submitted to the Advisor of the University Hearing Board prior to the hearing.

xxiii. The Vice President for Student Affairs/Dean of Students and his/her designee for the University Hearing Board will appoint members from the pool until a panel of at least 3 members is formed in each case.

xxiv. The student has the right to request the disqualification of not more than two members of the University Hearing Board. The request must show cause as to the reason for disqualification and be directed to the University Hearing Board Advisor at least 2 business days prior to the hearing.
xxv. The University Hearing Board Advisor will review and determine the student’s request for disqualification of board members.

xxvi. University Hearing Board members reserve the right to disqualify themselves from a hearing for any personal reason or for conflict of interest.

xxvii. All procedural questions are subject to the final decision of the Advisor of the Board.

xxviii. A quorum of at least three (3) board members must be present to convene a hearing. A simple majority is needed in all voting.

xxix. In cases of University suspension, dismissals, or expulsion, a vote must be as follows:
   a. members- 4 out of 5
   b. members- 3 out of 4
   c. 3 members- 2 out of 3

xxx. All suspensions, dismissals and expulsions must be approved by the President of the University.

xxxi. The student has the right to remain silent during any and all parts of the hearing and this choice will not be taken as an admission of responsibility. The student shall be presumed not responsible for allegations made until the student’s responsibility for the alleged behavior is determined by the University Hearing Board.

xxxii. No student may be found to have violated a University policy solely because the student failed to appear before the University Hearing Board. In the event the student fails to appear, the information in support of the charges and appeal shall be presented and considered as written.

xxxiii. The student is responsible for his or her actions before, during and after the hearing. Inappropriate conduct related to or during actions of the student conduct system will result in further disciplinary action.

xxxiv. All Student Conduct System proceedings, including hearings conducted by the University Hearing Board may accommodate concerns for the personal safety, and well-being of the reporting party, accused student and/or other witnesses during the hearing by providing separate facilities or using other means of communication as determined by the Vice President for Student Affairs/Dean of Students to be appropriate. Appropriate accommodations will also be provided for any student at least 2 days prior to the hearing and may be submitted in writing to the office of the Vice President for Student Affairs/Dean of Students.

xxxv. The determination of the University Hearing Board shall be made on the basis of whether it is more likely than not that the accused student violated the Standards of Conduct or a University policy. Formal rules of process, procedure, and/or technical rules of evidence for legal purposes applied to criminal court or civil court, are not used in Student Conduct System proceedings.

xxxvi. After the hearing, the University Hearing Board shall determine by majority vote whether the student has violated each section of the Standards of Conduct or University policy that the student is charged with violating.

xxxvii. The student shall receive written notification of the decision of the University Hearing Board within five class days after the hearing. The decision of the
University Hearing Board is final except where new information is available or where student rights have been violated.

xxxviii. A student may petition to the Vice President for Student Affairs/Dean of Students to reopen a hearing in the event that new information is available or if student rights have been violated.

ARTICLE V. INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Conduct System, Standards of Conduct and/or University policies shall be referred to the Vice President for Student Affairs/Dean of Students for final determination.
ALCOHOL & OTHER DRUG RESOURCES

The specific guidelines governing the use of alcohol and other drugs on the campus are included in the policy section of this handbook. However, it is important to understand the context within which those policies are created. The Drug-Free Schools and Communities Act of 1991 outlines clear expectations of universities in preventing the illegal use of drugs and alcohol on our campuses. In addition, the abuse of alcohol and other drugs continues to be a major problem on campuses across the country. The majority of traffic accidents, vandalism, suicide, physical abuse, fights and sexual assaults involve the use of alcohol or drugs by the individuals involved. Relevant sections of State and local statues regarding alcohol and drugs are summarized below.

State and Federal Laws Regarding Alcohol and Other Drugs

- **Advertisement:** Advertising of alcoholic beverages in such a way as to encourage a minor to drink is prohibited.
- **Definition of an intoxicated person:** The courts have said that the outward manifestation of the use of intoxicating liquor by the average person are commonly known and are easily discovered.
- **Definition of a minor:** California state law requires that individuals be 21 years of age to purchase alcoholic beverages or to consume it on any premises.
- **Disorderly Conduct:** Any person found in a public place under the influence of an intoxicating liquor or drug and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct, which is a misdemeanor.
- **Drinking and Driving:** No individual shall drink any alcoholic beverages while driving, and no person shall possess any bottle, can or other receptacle containing any alcoholic beverage that has been opened, or a seal broken, or the contents of which have been partially removed. No person under the legal drinking age shall knowingly drive any motor vehicle containing any alcoholic beverage, unless a parent or legal guardian accompanies that person. No individual of any age should operate a motor vehicle while under the influence of alcohol. In California, it is illegal to drive with a blood alcohol content of .08 percent or higher.
- **Misrepresentation of age:** Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor and subject to a fine of at least $200. It is also unlawful to provide a minor with false identification.
- **Possession or consumption by a minor:** Those under the legal drinking age are prohibited from possessing alcohol on any street or highway, or in any public place, or in any place open to the public. Any person not of legal drinking age who purchases or consumes any alcoholic beverages is guilty of a misdemeanor and shall be punished with a fine of no less than $100.
- **Sale of alcohol:** Selling, either directly or indirectly, any alcoholic beverages, except under the authority of a California Alcoholic Beverages Control License, are prohibited. This includes selling glasses, mixes, or tickets to be used for
drinks. In addition, it is considered a violation to charge any admission to an event where alcohol will be provided, whether or not food will also be served.

- **Sale or gift of alcohol to an intoxicated person:** The sale or furnishing of alcoholic beverages to an obviously intoxicated person constitutes a misdemeanor.
- **Sale or gift to a minor:** It is unlawful for “every person”, regardless of age, to sell, furnish, give or cause to be sold alcoholic beverages to anyone under the legal drinking age.
- **Trafficking and sale:** Sale or distribution of a controlled substance is illegal. Recent federal laws have increased the range of penalties to include life imprisonment and fines in excess of $1 million.
- **Unlawful possession:** Possession of a controlled substance is illegal and punishment may include fines and imprisonment.

### Effects of Alcohol and Other Drugs on the Body

All drugs can be toxic or poisonous when abused. All drug use, including alcohol, can result in death. Increased risks are present when alcohol or other drugs involve mental, emotional and physical health. The following is a brief list of the health risks involved with the use of particular drugs. Another element in making informed choices regarding alcohol and other drugs involves understanding the effect of the substance on the body. Education programs addressing this topic will be offered on a regular basis on campus.

<table>
<thead>
<tr>
<th>Misc. Substances</th>
<th>Health Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inhalants, solvents</td>
<td>Liver, nerve, brain damage</td>
</tr>
<tr>
<td>Aerosols, paint</td>
<td>Heart failure</td>
</tr>
<tr>
<td>Lighter fluids</td>
<td>Cardiac arrest, Pulmonary edema, Coma</td>
</tr>
<tr>
<td>Narcotics, heroin</td>
<td>Convulsions, and/or Coma</td>
</tr>
<tr>
<td>Morphine, codeine</td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td></td>
</tr>
<tr>
<td>Depressants</td>
<td>Health Risks</td>
</tr>
<tr>
<td>Alcohols, benzodiazepines</td>
<td>Nausea, anxiety, hallucinations, Tremors, delirium, and/or Convulsions</td>
</tr>
<tr>
<td>Barbiturates</td>
<td></td>
</tr>
<tr>
<td>Chlorohydrate</td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td>Health Risks</td>
</tr>
<tr>
<td>Cocaine, amphetamines</td>
<td>Hypertension, cardiac arrest, Respiratory failure, pulmonary edema, Coma, and/or convulsions</td>
</tr>
<tr>
<td>Methylphenidates</td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td></td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>Health Risks</td>
</tr>
<tr>
<td>Marijuana, LSD</td>
<td>Paranoia, delusions, Psychosis, flashbacks, Hallucinations, and/or convulsions</td>
</tr>
<tr>
<td>PCP, mescaline</td>
<td></td>
</tr>
<tr>
<td>Psilocybin</td>
<td></td>
</tr>
</tbody>
</table>

*For additional information regarding the effects of alcohol and other drugs on the body, please visit the Health Services website: [CalLutheran.edu/students/health-services/drugs-health-effect.pdf](http://CalLutheran.edu/students/health-services/drugs-health-effect.pdf)*
If you, or someone you know, are experiencing difficulty with regard to the use or abuse of alcohol and/or other drugs, there are resources available at Counseling and Psychological Services at (805) 493-3727 and Health Services at (805) 493-3225 to provide information, assessment, and treatment. In addition to the following policies, California Lutheran University and its students are responsible for all federal, state and local laws.

**Alcohol and Other Drug Resources and Information**

**On-Campus Resources:**
1. Counseling and Psychological Services (805) 493-3727, located at 3222 Luther Avenue
2. Health Services (805) 493-3225, located at 3240 Luther Avenue

**Off-Campus Resources:**
1. Alcoholics Anonymous: aa.org
2. Narcotics Anonymous: na.org
3. Tarzana Treatment Center (888) 777-8565: tarzanatc.org
4. Ventura County Help Line (800) 339-9597: 211ventura.org
# IMPORTANT NUMBERS AND RESOURCES

<table>
<thead>
<tr>
<th>OFF CAMPUS EMERGENCY RESOURCES</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>(9)911</td>
</tr>
<tr>
<td>Berkley Police Department</td>
<td>(510) 981-5900</td>
</tr>
<tr>
<td>Conejo Valley Mental Health Care</td>
<td>(805) 494-8280</td>
</tr>
<tr>
<td>Domestic Violence/Rape Crisis</td>
<td>(805) 656-1111</td>
</tr>
<tr>
<td>Interface Sexual Assault Treatment Services</td>
<td>(800) 339-9597</td>
</tr>
<tr>
<td>LA County Department of Mental Health</td>
<td>(800) 854-7771</td>
</tr>
<tr>
<td>Los Angeles Police Department-Topanga Canyon Division</td>
<td>(818) 756-4800</td>
</tr>
<tr>
<td>Los Robles Hospital</td>
<td>(805) 497-2727</td>
</tr>
<tr>
<td>Oxnard Police Department</td>
<td>(805) 385-7600</td>
</tr>
<tr>
<td>Poison Hotline</td>
<td>(800) 846-4766</td>
</tr>
<tr>
<td>Suicide Hotline</td>
<td>(800) 255-6111</td>
</tr>
<tr>
<td>Tarzana Treatment Center</td>
<td>(888) 777-8565</td>
</tr>
<tr>
<td>Ventura County Crisis Unit</td>
<td>(805) 648-3301</td>
</tr>
<tr>
<td>Ventura County Help Line</td>
<td>(800) 339-9597</td>
</tr>
<tr>
<td>Ventura County Mental Health Crisis Team</td>
<td>(805) 652-6727</td>
</tr>
<tr>
<td>Ventura County Sheriff Dispatch</td>
<td>(805) 654-9511</td>
</tr>
</tbody>
</table>

For Sexual Harassment Prohibited by Title IX resources, please visit https://www.callutheran.edu/title-ix/.

For Pacific Lutheran Theological Seminary Campus Related and Additional Services:
For emergencies, please see Emergencies at: https://www.plts.edu/offices/campus-safety/index.html

Please consult the PLTS Services Directory available online at https://www.plts.edu/directory/#services
## THOUSAND OAKS CAMPUS
### OFFICES AND RESOURCES

<table>
<thead>
<tr>
<th>Office &amp; Website Link</th>
<th>Email &amp; Social Media</th>
<th>Office Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services (Registrar Services &amp; Student Success Services)</td>
<td><a href="mailto:academicservices@callutheran.edu">academicservices@callutheran.edu</a> or find your Student Success Counselor here</td>
<td>Academic Services Building, 3259 Pioneer Ave.</td>
<td>(805) 493-3105</td>
</tr>
<tr>
<td>Alexander Twilight Legacy of Black Excellence</td>
<td><a href="mailto:ndgonzal@callutheran.edu">ndgonzal@callutheran.edu</a></td>
<td>Student Union</td>
<td>(805) 493-3483</td>
</tr>
<tr>
<td>ALLIES in STEM</td>
<td>IG: CLU_alliesinstem</td>
<td>3215 Pioneer Ave.</td>
<td>(805) 493-3631</td>
</tr>
<tr>
<td>Alumni &amp; Family Relations</td>
<td><a href="mailto:alumni@callutheran.edu">alumni@callutheran.edu</a> Facebook, IG: CLUalumni</td>
<td>Administration Building</td>
<td>(805) 493-3170</td>
</tr>
<tr>
<td>Athletics</td>
<td>Facebook, Twitter, IG &amp; YouTube: CLUSports</td>
<td>Gilbert Sports and Fitness Center</td>
<td></td>
</tr>
<tr>
<td>Associated Students of California Lutheran University Government (ASCLUG) &amp; Graduate and Professionals Student Council (GPSC)</td>
<td><a href="mailto:asclupresident@callutheran.edu">asclupresident@callutheran.edu</a>, IG: ASCLUG <a href="mailto:gpscchair@callutheran.edu">gpscchair@callutheran.edu</a></td>
<td>Student Union 102</td>
<td>(805) 493-3461</td>
</tr>
<tr>
<td>Bachelor’s Degree for Professionals</td>
<td>Facebook, IG: CalLutheran_professionals</td>
<td>Benson House, 132 Faculty Street</td>
<td>(805) 493-3543</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Facebook, IG: CalLuDining</td>
<td></td>
<td>(805) 493-3204</td>
</tr>
<tr>
<td>Campus Awareness, Referral, and Education (CARE)</td>
<td><a href="mailto:care@callutheran.edu">care@callutheran.edu</a></td>
<td>Student Union 108</td>
<td>(805) 493-3953</td>
</tr>
<tr>
<td>Campus Store</td>
<td><a href="mailto:callutheran@bkstr.com">callutheran@bkstr.com</a> <a href="mailto:bookstore@callutheran.edu">bookstore@callutheran.edu</a></td>
<td>Campus Store</td>
<td>(805) 493-3270</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td><a href="mailto:campusministry@callutheran.edu">campusministry@callutheran.edu</a> Facebook, IG: CLUMinistry</td>
<td>Samuelson Chapel</td>
<td>(805) 493-3228</td>
</tr>
<tr>
<td>Campus Safety</td>
<td><a href="mailto:campussafety@callutheran.edu">campussafety@callutheran.edu</a> Twitter: CLUCampusSafety</td>
<td>Campus Safety Office</td>
<td></td>
</tr>
<tr>
<td>Campus Services</td>
<td><a href="mailto:vwebster@callutheran.edu">vwebster@callutheran.edu</a></td>
<td>3550 Campus Drive</td>
<td>(805) 493-3195</td>
</tr>
<tr>
<td>Career Services</td>
<td>Facebook, Twitter &amp; IG: CLUCareer</td>
<td>Student Union</td>
<td>(805) 493-3200</td>
</tr>
<tr>
<td>Center for Cultural Engagement and Inclusion (CCEI)</td>
<td><a href="mailto:isabelleortiz@callutheran.edu">isabelleortiz@callutheran.edu</a>, <a href="mailto:jdgonzal@callutheran.edu">jdgonzal@callutheran.edu</a>, <a href="mailto:ndgonzal@callutheran.edu">ndgonzal@callutheran.edu</a> Facebook, IG: CLUSTudentLife</td>
<td>Student Union 205</td>
<td>(805) 493-3304/3489/3483</td>
</tr>
<tr>
<td>Center for Global Engagement</td>
<td><a href="mailto:global@callutheran.edu">global@callutheran.edu</a></td>
<td>Center for Global Engagement</td>
<td>(805) 493.3750</td>
</tr>
<tr>
<td><strong>Community Service Center (CSC) and Interfaith Programs</strong></td>
<td><a href="mailto:csc@callutheran.edu">csc@callutheran.edu</a></td>
<td>Student Union 103</td>
<td>(805) 493-3981</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
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<td>-----------------</td>
</tr>
<tr>
<td><strong>Counseling and Psychological Services (CAPS)</strong></td>
<td>N/A</td>
<td>3222 Luther Avenue</td>
<td>(805) 493-3727</td>
</tr>
<tr>
<td><strong>Disability Support Services</strong></td>
<td>General: <a href="mailto:dss@callutheran.edu">dss@callutheran.edu</a> Testing: <a href="mailto:dstesting@callutheran.edu">dstesting@callutheran.edu</a> Notetaking: <a href="mailto:dssnotes@callutheran.edu">dssnotes@callutheran.edu</a></td>
<td>Academic Services Building, 3259 Pioneer Ave.</td>
<td>(805) 493-3464</td>
</tr>
<tr>
<td><strong>Forrest Fitness Center</strong></td>
<td><a href="mailto:ffc@callutheran.edu">ffc@callutheran.edu</a></td>
<td>Gilbert Sports and Fitness Center</td>
<td>(805) 493-3275</td>
</tr>
<tr>
<td><strong>Facilities Operations &amp; Planning</strong></td>
<td><a href="mailto:workorder@callutheran.edu">workorder@callutheran.edu</a></td>
<td>3550 N. Campus Drive</td>
<td>(805) 493-3215</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td><a href="mailto:finaid@callutheran.edu">finaid@callutheran.edu</a></td>
<td>Admissions and Financial Aid Building</td>
<td>(805) 493-3115</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td><a href="mailto:studenthealth@callutheran.edu">studenthealth@callutheran.edu</a></td>
<td>3240 Luther Street</td>
<td>(805) 493-3225</td>
</tr>
<tr>
<td><strong>Information Technology Services (ITS)</strong></td>
<td><a href="mailto:helpdesk@callutheran.edu">helpdesk@callutheran.edu</a> Facebook, Twitter: cluhelpdesk</td>
<td>Pearson Library</td>
<td>(805) 493-3698</td>
</tr>
<tr>
<td><strong>Mail Center &amp; Printing Services</strong></td>
<td><a href="mailto:pserv@callutheran.edu">pserv@callutheran.edu</a></td>
<td>Mail Center (Building 29B)</td>
<td>(805) 493-3188</td>
</tr>
<tr>
<td><strong>Media Services</strong></td>
<td><a href="mailto:mediarequests@callutheran.edu">mediarequests@callutheran.edu</a></td>
<td>Spies-Bornemann Center for Education Technology</td>
<td>(805) 493-3820</td>
</tr>
<tr>
<td><strong>Office of Education Abroad</strong></td>
<td><a href="mailto:studyabroad@callutheran.edu">studyabroad@callutheran.edu</a> Facebook, IG: cluabroad</td>
<td>Center for Global Engagement</td>
<td>(805) 493-3750</td>
</tr>
<tr>
<td><strong>Office of International Students &amp; Scholars</strong></td>
<td><a href="mailto:international@callutheran.edu">international@callutheran.edu</a> Facebook, IG: clu.international</td>
<td>Center for Global Engagement</td>
<td>(805) 493-3750</td>
</tr>
<tr>
<td><strong>Pearson Library</strong></td>
<td><a href="mailto:CLUlibrary@callutheran.edu">CLUlibrary@callutheran.edu</a> <a href="mailto:libcirc@callutheran.edu">libcirc@callutheran.edu</a></td>
<td>Pearson Library</td>
<td>(805) 493-3250</td>
</tr>
<tr>
<td><strong>Recreational Sports</strong></td>
<td><a href="mailto:recsports@callutheran.edu">recsports@callutheran.edu</a> Facebook, IG: CLUStudentLife</td>
<td>Student Union 106A</td>
<td>(805) 493-3570</td>
</tr>
<tr>
<td><strong>Residence Life and Student Conduct</strong></td>
<td><a href="mailto:reslife@callutheran.edu">reslife@callutheran.edu</a>, <a href="mailto:conduct@callutheran.edu">conduct@callutheran.edu</a> IG: clu_reslife</td>
<td>Mt. Clef Hall</td>
<td>(805) 493-3220</td>
</tr>
<tr>
<td><strong>Sexual Harassment Prohibited by Title IX</strong></td>
<td><a href="mailto:titleix@callutheran.edu">titleix@callutheran.edu</a></td>
<td></td>
<td>(805) 493-3630</td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td><a href="mailto:stuaccts@callutheran.edu">stuaccts@callutheran.edu</a></td>
<td>Hansen Administration Building</td>
<td>(805) 493-3173 or (805) 493-3180</td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td><a href="mailto:studentemployment@callutheran.edu">studentemployment@callutheran.edu</a></td>
<td>Student Union - Career Services</td>
<td>(805) 493-3279</td>
</tr>
<tr>
<td><strong>Student Life</strong></td>
<td>Facebook, IG: CLUStudentLife</td>
<td>Student Union 103</td>
<td>(805) 493-3553</td>
</tr>
<tr>
<td><strong>Student Support Services</strong></td>
<td>Twitter: SSSCLU, IG: CLUSSS</td>
<td>3215 Pioneer Ave.</td>
<td>(805) 493-3535</td>
</tr>
</tbody>
</table>
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