University Policies

STATEMENT ON COMMITMENT TO COMMUNITY
The Cal Poly community values a broad and inclusive campus learning experience where its members embrace core values of mutual respect, academic excellence, open inquiry, free expression and respect for diversity. Membership in the Cal Poly community is consistent with the highest principles of shared governance, social and environmental responsibility, engagement and integrity.

As students, faculty and staff of Cal Poly, we choose to:
• Act with integrity and show respect for ourselves and one another
• Accept responsibility for our individual actions
• Support and promote collaboration in University life
• Practice academic honesty in the spirit of inquiry and discovery
• Contribute to the university community through service and volunteerism
• Demonstrate concern for the well-being of others
• Promote the benefits of diversity by practicing and advocating openness, respect and fairness

Individual commitment to these actions is essential to Cal Poly's dedication to an enriched learning experience for all its members.

STATEMENT ON DIVERSITY
The following excerpts are taken from The Cal Poly Statement on Diversity\(^1\), which has been endorsed by the Cal Poly Academic Senate Resolution AS-506-98/DTF:

“At the heart of a university is the responsibility for providing its students with a well-rounded education, an education that fosters their intellectual, personal and social growth. The ultimate product of universities is education in the broadest sense, including preparation for life in the working world.” In this regard, it is in the compelling interest of Cal Poly, the State, and the Nation to provide our students with an education that is rich with a diversity of ideas, perspectives, and experiences.”

“Cal Poly’s commitment to diversity signals an affirmation of the highest educational goals for this University, including mutual respect, civility, and engaged learning.”

POLICIES ON THE RIGHTS OF INDIVIDUALS
Cal Poly is a community enriched by individual differences. The University is committed to respecting and protecting the rights of individuals. This section presents a summary of University non-discrimination policies and procedures for pursuing complaints under these policies. The office of Employment Equity, working with the Inclusive Excellence Council, has been designated to oversee and coordinate implementation of campus non-discrimination policies.

Non-discrimination Policy

Race, Color, Ethnicity, National Origin, Age and Religion
The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, or religion in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Martha Cody, Employment Equity Director and Special Advisor to the President for Diversity, has been designated to coordinate the efforts of Cal Poly to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-1400.

Disability
The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Martha Cody, Employment Equity Director and Special Advisor to the President for Diversity, has been designated to coordinate the efforts of Cal Poly to comply with all applicable federal and state laws prohibiting discrimination on these bases of disability. Inquiries concerning compliance may be presented to the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-1400.

Sex/Gender/Gender Identity/Sexual Orientation
The California State University does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. Martha Cody, Employment Equity Director and Special Advisor to the President for Diversity, has been designated to coordinate the efforts of Cal Poly to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-1400.

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

\(^1\) The definition of diversity is specifically inclusive of, but not limited to, an individual's race/ethnicity, sex/gender, socioeconomic status, cultural heritage, disability, and sexual orientation.
Cal Poly does not discriminate in admission or access to, or treatment or employment in, its programs and activities, including intercollegiate athletics. Cal Poly and its auxiliary organizations are committed to maintaining and implementing policies and procedures in compliance with applicable CSU, State, and federal nondiscrimination and affirmative action laws, regulations, and policies. Cal Poly supports an environment free of unlawful discrimination on the basis of:

- Race
- Color
- Ethnicity
- National Origin
- Age (40 and above)
- Sex
- Request for employee leave
- Sexual Orientation
- Gender Identity
- Marital Status
- Physical Disability
- Mental Disability
- Medical Condition
- Veteran Status (as defined by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended)
- Disability
- Sex
- Religion
- National Origin
- Ethnicity
- Physical Disability
- Mental Disability
- Medical Condition
- Veteran Status (as defined by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended)

Federal, State and CSU Mandates

Cal Poly complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other CSU, State, and federal laws, regulations, and policies prohibiting unlawful discrimination. (Updated 12/15/11)

Protection from Retaliation

It is critical that individuals not be deterred from reporting possible prohibited harassment. CSU policy [Executive Order 927] prohibits retaliation against individuals who have or are believed to have filed a discrimination complaint, opposed a discriminatory act, or participated in a discrimination investigation or proceeding.

Reporting Guidelines

Individuals with inquiries regarding the application of these laws, regulations and policies to programs and activities of California Polytechnic State University, or those wishing to file a complaint alleging a violation of these policies, may contact the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-6770, http://employequity.calpoly.edu, or other designated campus offices as indicated in the following administrative guidelines.

- Students may obtain confidential, informal, impartial, and independent advice about any university-related concerns from Student Ombuds Services, Robert E. Kennedy Library (Bldg. 35), Room 113, 805 756-1380, http://ombuds.calpoly.edu. Working with Student Ombuds Services does not constitute official notice to the University of alleged policy violations.
- Complaints from or about students alleging violations of these policies by other students may be directed to the office of the Vice President for Student Affairs, Administration Building (Bldg. 01), Room 209, 805 756-1521; the office of the Dean of Students, Student Health Center (Bldg. 17), Room 113, 805 756-0327; or the office of Student Rights and Responsibilities, Student Services Building (Bldg. 124), 805 756-0327
- Student disability-related complaints may be directed to the Disability Resource Center, Student Services (Bldg. 124), Room 119, 805 756-1395.
- Students wishing to seek additional information or file a complaint not previously addressed should contact the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-6770, for assistance.
- Complaints by or against employees who are covered by either collective bargaining agreements or CSU systemwide procedures shall be processed in accordance with the applicable collective bargaining agreement or systemwide procedures. Questions should be directed to the office of the Associate Vice Provost for Academic Personnel, Administration (Bldg. 01), Room 314, 805 756-2844 for faculty matters; and the office of the Director of Human Resources, Administration (Bldg. 01), Room 110, 805 756-6564, for staff or management issues.
- Complaints from non-represented employees or Independent Contractors may be directed to the office of Employment Equity, Fisher Science (Bldg. 33), Room 290, 805 756-6770.
- Complaints by or against employees of the Cal Poly Corporation must follow the Corporation’s "Procedures for Resolving Harassment Complaints." Any such complaints should be directed to either her or his supervisor or the Advisor on Harassment Concerns, Corporation Building (15), 805 756-1151. www.calpolycorporation.org/docs/policies/pm207.pdf
- Employees and students of Associated Students, Inc., comply with University policies. Employees of Associated Students, Inc., or others who believe that they have been discriminated against can file a complaint using the ASI "Policy Prohibiting Harassment." www.asi.calpoly.edu/forms_and_policies(Policy Manuals, ASI Personnel Policy Manual)
- If an act of discrimination is alleged to have occurred over the campus’s information resources infrastructure—telephones, computers, network, etc. —redress may be through Information Technology Service’s "Responsible Use Policy." Initial inquiries regarding violations should be directed to the office of the Vice Provost and Chief Information Officer, (Bldg. 14), Room 113, 805 756-5541.

Inquiries concerning the application of these laws to programs and activities of California Polytechnic State University may also be referred to the specific campus officers identified above or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, California 94105. (Updated 12/15/11)

Filing a complaint about discrimination with the University is not a prerequisite to filing a complaint with a federal or state agency.
ACADEMIC FREEDOM

Cal Poly recognizes and supports the principle of academic freedom, by which each instructional faculty member, researcher, librarian and counselor has the right to teach, to conduct research, and to publish material relevant to that faculty member's discipline, even when such material is controversial.

The University also guarantees to its faculty the same rights shared by all citizens, which include:

* the right to free expression,
* the right to assemble, and
* the right to criticize and seek revision of the institution's regulations.

At the same time, the faculty should recognize an equally binding obligation to perform their academic duties responsibly and to comply with the internal regulations of the University.

Each faculty member is expected to recognize the right of free expression of other members of the university community; intolerance and personal abuse are unacceptable.

Faculty shall not claim to be representing the University unless authorized to do so.

Cal Poly endorses the nationally recognized definition of academic freedom from the American Association of University Professors (AAUP): The 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Notes, as follows:

(a) Teachers\(^1\) are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research, for pecuniary return, should be based upon an understanding with the authorities of the institution.

(b) Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial subject matter which has no relation to the subject.\(^2\) Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

(c) College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraints, should show respect for the opinions of others, and should make every effort to indicate they are not speaking for the institution.

STUDENT ACADEMIC RIGHTS & RESPONSIBILITIES

Academic Rights

The classroom (including laboratories, field trips, independent study, etc.) is the essential part of any university where freedom to learn should flourish. The instructor has the responsibility for the manner of instruction and the conduct of the classroom. The instructor should not act in any way that denies the rights of students as set forth below:

Students are free to take reasoned exception to the data or views offered in courses. It is the responsibility of the instructor to take every precaution to ensure that what is presented is factual. If the instructor’s presentation is in the area of opinion, belief, or debatable fact, it is the instructor’s responsibility to make this clear to the students. Students may be required to know thoroughly the particulars set forth by the instructor, but they are free to reserve personal judgment as to that which is presented in the classroom.

The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet or prepare for classes, which results in incompetent performance, is a legitimate ground for student complaints against the instructor.

The student has the right to a statement at the beginning of each quarter providing: instructor’s name, office location, office telephone number, and office hours; texts and supplementary materials required for the course; purpose of the course; prerequisites; requirements for grading; frequency and types of tests; and other information to assure student’s understanding of the nature and requirements of the course.

A Fairness Board has been established to hear grievances of students who believe their academic rights have been denied or violated. The legitimacy of the process and procedure of evaluation in the course shall be the sole criterion of the Fairness Board. Students may contact the Academic Senate (805-756-1258; http://academicsenate.calpoly.edu/) for clarification of the description and procedures for the Fairness Board and the appeal process for grade disputes. Students may also contact the Dean of Students (805-756-0327) for informal assistance with grade disputes.

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1 The footnote from the 1940 Statement states: “The word ‘teacher’ as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.” Reference: AAUP: The 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Notes, adopted by the Council of the American Association of University Professors in April 1970 and endorsed by the Fifty-sixth Annual Meeting as Association policy, www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm

2 The footnote from the 1970 Interpretative Notes on the AAUP Statement reads: “The intent of this statement is not to discourage what is ‘controversial.’ Controversy is at the heart of free academic inquiry which the entire statement is designed to focus. The passage serves to underscore the need for teachers to avoid persistently intruding material which has no relation to the subject.”
Academic Responsibilities
Students enrolled in a class are responsible for meeting standards of performance and conduct established by the University and the instructor. Students are responsible for registering and “adding” and “dropping” classes in a timely fashion, to ensure that others have an opportunity to take classes. Students are responsible for completing and submitting all class assignments, examinations, tests, projects, reports, etc., by scheduled due dates, or face penalties. If any problem arises regarding course work or attendance, the student is held responsible for initiating communication and contact with the instructor. In addition, students are held responsible for behavior and conduct adverse to the preservation of order as established by the University and the instructor. Students are responsible for meeting their degree requirements as provided in the university catalog.

Cheating and Plagiarism
Cal Poly does not tolerate academic cheating or plagiarism in any form.

Learning to think and work independently is part of the educational process.

Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action. All faculty and students are encouraged to review the formal policy on cheating and plagiarism (including definitions, sanctions, and appeal procedures) found in the Campus Administrative Manual, Section 684.

University policy can be summarized simply:

As a student, you are responsible for your own work and you are responsible for your actions.

USE AND RELEASE OF STUDENT INFORMATION
http://registrar.calpoly.edu/stu_info/ferpa.htm

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This federal law applies to all schools that receive funding under most programs administered by the Department of Education. The primary rights afforded each student are the right to inspect and review his/her educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES
http://security.calpoly.edu/policies/

Information technology resources are provided to support the University’s mission of education, research and service. To ensure that these shared and finite resources are used effectively to further the University’s mission, each user has the responsibility to:

- use the resources appropriately and efficiently;
- respect the freedom and privacy of others;
- protect the stability and security of the resources; and
- understand and fully abide by established University policies and applicable public laws.

All students, faculty and staff are encouraged to review the policy, which covers authorized use/access, data security, confidentiality and privacy, network and system integrity, commercial use, copyright infringement, and more.

The full policy describes consequences of non-compliance and procedures for reporting and responding to complaints. It includes definitions and examples of responsible and irresponsible use. Information Technology Services (ITS) is responsible for policy oversight and compliance. For more information, call 805-756-2966 or it-policy@calpoly.edu.

E-MAIL -- AN OFFICIAL MEANS OF COMMUNICATION TO STUDENTS
www.servicedesk.calpoly.edu/content/email_calendar/policy/index

Campus policy permits colleges, departments and faculty to use electronic mail (e-mail) to send official communications to students, i.e., messages pertaining to the conduct of university business for academic or administrative purposes. Using e-mail for such purposes is at the discretion of the sender and in no way precludes the use of other communication methods. Official communications are sent to a student’s university-assigned e-mail address (username@calpoly.edu).

Students are responsible for receiving and reading official e-mail communications in a timely manner and for taking action where appropriate. Redirecting university e-mail to a non-university e-mail address does not absolve students from their responsibilities associated with official communications.

For more information about the policy and related standards and practices, including frequently asked questions, see www.servicedesk.calpoly.edu/content/email_calendar/policy/index.
ACCESSIBILITY OF CAL POLY ELECTRONIC AND INFORMATION TECHNOLOGY RESOURCES
http://accessibility.calpoly.edu

The Americans with Disabilities Act (ADA) provides that no qualified individual with a disability be denied access to or participation in services, programs, and activities at Cal Poly. This act applies to virtually all aspects of campus activities, including employment, teaching and learning, and services provided to the campus community.

It is the policy of the California State University to make information technology resources and services accessible to all CSU students, faculty, staff, and the general public regardless of disability status. Cal Poly is committed to ensuring that university information and services delivered electronically are made accessible and the needs of individual students and employees with disabilities are accommodated. For more information regarding Cal Poly plans and policies and related standards and practices related to accessibility, visit http://accessibility.calpoly.edu.