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Sent: Thursday, October 27, 2016 9:53 AM

Subject: Statement of Student Rights and Responsibilities

Attached is the Statement of Student Rights and Responsibilities document. Student Policy Committee(SPC) believes that the further extensive review of the entire policy is needed. SPC would like to request ASI to revise the following sections of the document.

2a-c: In the Classroom

4a-c, e: Freedom of Information

5c: Student Affairs

It would be great if you could send us the revised version by December 2, 2016.

Thank you,

Jayati Chair, Student Policy Committee

Statement of Student Rights and Responsibilities

(Senate: 1/23/68, 11/9/71, 7/15/75, 5/10/77, 11/26/85, 2/18/97, 6/2/15; President: 3/26/68, 11/18/71, 12/31/75, * 6/30/77, 12/20/85, 6/6/97, 10/13/15; Editorial Amendment: 9/00)

*Should any provision of this approved Statement of Student Rights and Responsibilities be deemed contrary to procedural regulations under Title IX or any other regulation of the federal government, such provisions will be null and void until properly amended. The voiding of any one section shall not invalidate any other section.

Preamble

Existing for the pursuit of knowledge, academic institutions should encourage students to enlarge their capacity for critical judgment and to engage in a sustained and independent search for truth. In this respect, free inquiry and free expression are essential when appropriate to the mode of instruction.

Scholars have rights and responsibilities deriving from their highest standards. As members of this community, students have the duty of exercising and cherishing the freedom to learn. Therefore, appropriate opportunities in the classroom, on the campus, and in the larger community should prevail for such a purpose. This document enumerates some conditions conducive to freedom of learning. Students should exercise their rights with maturity and responsibility.

The advancement of higher learning should be the obligation of all members of the academic community. The University has a duty to develop policies and procedures which safeguard academic freedom. In consonance with this social process, the student's rights and privileges as citizens or residents of the United States shall not be abridged.

1. Academic Advisement.

32 Students have the responsibility to seek advisement throughout their enrollment at this
33 University. To meet this responsibility, they have the right to reasonable access to professional
34 advisement relative to all segments of their academic programs and to their career goals related
35 to those academic programs. From academic major advisors, students should expect
36 advisement relative to the appropriate selection of major and support courses and of General
37 Education courses related to their goals and interests, and on matters relating to most
38 university, and all college and department regulations and procedures. From other appropriate
39 university offices, students should expect advice on matters relating to state and university
40 regulations and procedures. Students have the responsibility to consult the requisite catalogs,

41 schedules, and handbooks for rules and regulations concerning their major and support
42 courses.

44 2. In the Classroom.

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46 When appropriate to the mode of instruction in the classroom, as well as in conference and
47 advisement, the professor should encourage open inquiry dialogue and free expression.
48 Students shall

49 -not be evaluated solely on the basis of their academic performance, nor on their opinions or
50 conduct in matters unrelated to academic performance.

51
52 **a. Freedom of Expression.** Students are responsible for mastery of the content of any course
53 in which they enroll, but they are free to take reasoned exception evaluation at appropriate
54 times to reach their own
55 the interpretation of data or opinions offered.

56
57 **b. Academic Evaluation.** Students are responsible for meeting standards of academic
58 performance established by their professors. Students should be encouraged to exercise
59 critical thinking and judgement while they engage in a persistent and independent search for
60 truth. Evaluations based on standards other than
61 -academic performance in the course being offered shall be considered arbitrary or

62 **c. Instructional Practice.** Students have the right to inclusive, quality, and substantial
63 instruction in the course
64 content at the time scheduled for class meetings except in mitigating circumstances.
65 capricious^[A1]. The measurement of a student's performance is the responsibility of the
66 professor. The assignment of a final grade in the responsibility solely of the professor.

67
68 **d. Writing and Plagiarism.** Plagiarism is a direct violation of intellectual and academic
69 honesty. While it exists in many forms, all plagiarisms refer to the same act: representing
70 somebody else's words or ideas as one's own. The most extreme forms of plagiarism are
71 a paper written by another person, a paper obtained from a commercial source, or a paper
72 made up a passages copied word for word without acknowledgement. But paraphrasing
73 authors' ideas or quoting even limited portions of their texts without proper citation is also
74 an act of plagiarism. Even putting someone else's ideas into one's own words without
75 acknowledgement may be plagiarism. In any of its forms, plagiarism cannot be tolerated in
76 an academic community. It may constitute grounds for a failing grade, probation,
77 suspension, or expulsion.

78
79 One distinctive mark of an educated person is the ability to use language correctly and
effectively to express ideas. Faculty assign written work for the purpose of helping students
achieve that mark. Each professor will outline specific desiderata, but all expect every
student to present work that represents the student's understanding of the subject in the

that student papers will be based entirely or

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80 event primarily on original ideas or original research. Therefore, to incorporate the concepts
81 of others may be appropriate with proper acknowledgement of the sources; and to quote
82 others directly by means of quotation marks and acknowledgments is proper. However, if a
83 paper consists entirely of quotations and citations, the paper should be rewritten to show the
84 student's own understanding and expressive ability. The purpose of the written assignment
85 (i.e. development of communication and analytic skills) should be kept in mind as each
86 paper is prepared. It should not be evaded through plagiarism.

88 3. Student Official Records and Information.

89
90 **a. Separation of Records and Information.** To minimize the risk of disclosure to
91 unauthorized persons, discipline, counseling, medical, and activities records shall be kept
92 separately from the official university academic records. Transcripts of academic records
93 shall contain only information about academic status, except that student participation in
94 academic governance may also be recorded pursuant to policies adopted by the University.
95 However, disciplinary actions taken against a student which affect eligibility to register
96 may be recorded for as long as authorized by special action of the President or designee,
97 pursuant to the Student Disciplinary Procedures of The California State University.

98
99 **b. University Access to Records and Information.** Information from disciplinary,
100 counseling, academic, medical, or activities files shall be available only to authorized
101 persons within the University who require such records in the normal course of performing
102 the assigned duties of their position.

103
104 **c. Extra-Institutional Access to Records and Information.** Students have a right to expect
105 that their records will not be subject to unauthorized disclosure or access. Student records
106 shall not be available to any extra-institutional person, agency, or organization except as
107 permitted under the Family Education Rights and Privacy Act (FERPA, 20, U.S.C. 1232
108 [G]). Custodians of student records should be aware that the law prohibits release of most
109 student information without prior consent, except within the University or state or Federal
110 agencies, and only when the persons receiving the information have a "legitimate
111 educational interest."

112
113 Students should be aware that there are circumstances under which "directory information"
114 can be released to extra-institutional parties unless a student specifically prohibits it by
115 filing a form with the Registrar's office. (The University shall ensure that the students are
116 notified of their right to file such a form.) Directory information as defined by FERPA
117 includes the student's name, address, telephone listing, electronic mail address, photograph,
118 date and place of birth, major field of study, participation in officially recognized activities

119 and sports, weight and height of members of athletic teams, dates of attendance, grade level,
120 enrollment status, degrees and awards received, and the most recent previous educational
121 agency or institution attended by the student. All requests for release of student "directory
122 information" to extra-institutional parties shall be reviewed by the campus information
123 officer and a determination rendered as to whether it meets FERPA requirements.

124
125 The University shall make a good faith effort to notify a student in writing upon receipt of a
126 subpoena of student records and information, the judicial authority requesting the records,
127 the specific records requested, and the action taken by the University.

128
129 **d. Student Access to Records and Information.** Unless their right to access has previously
130 been waived on a form provided for that purpose* currently enrolled and former students
131 of California State University, Los Angeles shall have under both the Family Educational
132 Rights and Privacy Act of 1974 (FERPA) and state law the right to know about existing
133 student record systems and to examine their own records, including letters of
134 recommendation, by following procedures that are established by the office responsible for
135 keeping records. Persons making recommendations have a right to know in writing
136 whether access rights have been waived. Students may challenge the record's accuracy or
137 the appropriateness of its retention. In addition, students shall have the right to include in
138 their individual records any additional information or responses bearing on information
139 they find objectionable. Students must furnish copies of such additional information to the
140 individuals, departments, or administrative officers who originate the information found
141 objectionable.**

142
143 **e. Confidentiality of Acquired Information.** All University personnel shall respect
144 confidential information about students which they acquire in the course of their work.

145
146 **f. Political Files.** No records or files shall be kept reflecting the political beliefs or political
147 activities of students.

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149 **g. Disciplinary Files.** Any person or entity holding disciplinary records shall destroy
150 disciplinary files five years after the expiration of disciplinary action or immediately after
151 the decision that there shall be no disciplinary action.

152
153 **h. Copies of Student Records.** A student may receive a copy of a record which the student
154 has requested or consented to be released. Students must pay a charge for copies of records
155 for which such a charge has been established.

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158 **i. Right of the Student to File a Complaint with the Department of Education.** The

159 Department of Education has established an office and review board to investigate
160 complaints and adjudicate violations. The designated office is: The Family Policy
161 Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

162
163 *Students have access to only those letters of recommendation written after January 1, 1975,
164 unless the author of the earlier letters consents to the ending of confidentiality.

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166 **Students shall not have access to investigative information unless such information is
167 directly relevant to the evidence used in formal disciplinary hearings.

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169 **4. Freedom of Information.**

170
171 **a.** The student shall have the right to reasonable [A2] access to university, college, and department
172 policies, procedures, standards, and regulations which affect the right of a student to
173 enroll, remain enrolled, or withdraw from any course or program of study.

174
175 **b.** The University's General Catalog shall be the principal means by which such academic
176 information, as enumerated above, shall be transmitted to students.

177
178 **c.** The University, colleges, departments, and interdisciplinary groups shall not initiate and
179 implement, procedures, standards, and regulations which negatively affect the right of a
180 student to
181 enroll, remain enrolled, or withdraw from any course or program of study except through
182 established university procedures.

183
184 **d.** Students shall have the right to information from each professor at the first class session as
185 to the general requirements and goals of a course in which they are enrolled, and the
186 general criteria upon which they will be evaluated in that course. Such information must
187 be made available in the form of a written syllabus by the second meeting, and preferably
188 at the first class session. A copy of the syllabus shall be available for review in the
189 department office. The syllabus shall include but not be limited to the following:

- 190
191 1) General course description including course prerequisites, if any.
192 2) Course objectives.
193 3) Topical outline of course.
194 4) Requirements - policies and procedures (e.g., attendance, assignments, readings), and
195 basis for evaluation (e.g., written work, examinations or quizzes, term papers,
196 portfolios, projects, laboratory or field work assignments, etc.).
197 5) Grading system and its relation to achievement of the requirements in 4).
6) Date and time of final examination.

198 7) Instructor's campus location, telephone extension and office hours.
199

200 e. Just as it is the students' right to know the policies, procedures, standards, and regulations
201 which affect their rights, so shall it be their responsibility to obtain and act appropriately
202 on such information, ~~and their ignorance~~ The lack of knowledge of such information, which
203 has been made
204 accessible to them, shall not be cause to waive such policies, procedures, standards, and
205 regulations.
206

207 **5. Student Affairs**Life.
208

209 a. **Freedom of Access to Higher Education.** The University will make clear the
210 characteristics and academic performance of students which it considers relevant to
211 success in the institution's program. Under no circumstances should a student be barred
212 from admission to a particular institution on the basis of race, religion, or sex. Thus, within
213 the limits of its facilities, the University shall be open to all students who are qualified
214 according to its admission standards.

215
216 The facilities and services of the University shall be open to all of its enrolled students,
217 and the institution shall use its influence to secure equal access for all students to public
218 facilities in the local community.
219

220 b. **Freedom of Association.** Students bring to the campus a variety of interests previously
221 acquired, and develop many new interests as members of the academic community. They
222 shall be free to organize and join associations to promote their common interests.
223

224 1) Affiliation with an extra-mural organization shall not disqualify a student organization
225 from institutional recognition. At the same time, all actions of a student organization
226 shall be determined by vote of only those persons given voting privileges in that
227 organization and who also hold bona fide membership in the university community.
228 These university organizations may not represent themselves as expressing official
229 policy or practice of the University.
230

231 2) Each officially recognized student organization must have a university advisor who is
232 either a faculty member or professional staff member. Cal State L.A. may permit part-
233 time faculty and professional staff to serve as advisors. Advisors should not be selected
234 from auxiliary organizations. Each organization shall be free to choose its own advisor.
235 Members of the faculty and professional staff perform an important educational role
236 and serve the university community when they accept the responsibility to advise and
consult with student organizations. They shall guide organizations in the exercise of

237 responsibility, but they do not have the authority to control the policy of organizations.

238
239 3) Cal State L.A. shall comply with all student organization filing requirements described
240 in California Code of Regulations, Title 5, Article 4, nondiscrimination in student
241 organizations, sections 41500 (Withholding of Recognition), 41501 (Definition of
242 Recognition), 41503 (Filing Requisites), and 41504 (Penalties). These sections require
243 each student organization to deposit with the Vice President of Student Affairs or
244 his/her designee copies of all constitutions, charters, or other documents relating to its
245 policies. Documents shall be refiled within 90 days after any substantive change or
246 amendment.

247
248 4) Cal State L.A. shall not recognize any fraternity, sorority, living group, honor society,
249 or other student organization that discriminates on the basis of race, religion, national
250 origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or
251 disability. The prohibition on membership policies that discriminate on the basis of
252 gender does not apply to social fraternities or sororities or other university living
253 groups. Such groups, however, must respect the self-determination of students with
254 regard to their gender identities. Student organizations shall deliver to the Vice
255 President for Student Affairs or his/her designee a statement signed by the President or
256 similar officer of the local student organization attesting that the organization has no
257 rules or policies that discriminate on the basis of race, religion, national origin,
258 ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or
259 disability. This statement shall be renewed annually.

260
261 Cal State L.A. shall not recognize any fraternity, sorority, living group, honor society,
262 or other student organization unless its membership and leadership are open to all
263 currently enrolled students, except that a social fraternity or sorority or other
264 university living group may impose a gender limitation as permitted by Title 5,
265 California Code of Regulations, section 41500. Student organizations may require
266 applicants for leadership positions to have been members for a specified period of
267 time, and may require officers to compete for those positions in elections of the
268 membership. Honor societies may require applicants to meet additional criteria.

269
270 5) Students and student organizations are free to examine and to discuss all questions of
271 interest to them, and to express opinions publicly or privately. They are also free to
272 support causes by any means which do not disrupt the regular and essential operation
273 of the institution. At the same time, they must make clear to the academic larger
274 community that in their public expressions or demonstrations, students or student
275 organizations speak only for themselves.

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6) Students are allowed to invite and to hear any person of their own choosing, providing the invitation is in consonance with university policy on visiting speakers. The institutional control of campus facilities will not be used a device of censorship. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views express, either by the sponsoring group or the institution.

c. Student Participation in ~~Institutional Government~~ Shared Governance. As members of the academic

community, students shall be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.** The role and character of student government shall be reviewed and modified only through prescribed procedures. Through the collaborative involvement of student government, the administration, faculty and staff, the spirit of true and authentic shared governance will be realized.

d. Student Publications and Broadcasting. Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large. They also represent the institution to the public. The Communications Code states university policies on these matters. To this end, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, where libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo are especially inappropriate.

Particular questions with respect to a student's rights and responsibilities should be directed to the Office of the Vice President for Student Affairs.

*Title 5, California Administrative Code, section 41503, requires student organization to submit a constitution.

**The student body and its official governing arm, the Associated Students, Inc., have a clearly defined role in the expressing the wishes of the student body and in determining institutional policy (See ASBOD Minutes of October 13, 1966, items 4.11-4.13, and the Faculty Constitution, Appendix B).