

## POLICIES

**Please check our web site for the most current and complete information on policies and procedures.**

<http://www.csuci.edu/academics/scheduleandcatalog.htm>

### Statement of Nondiscrimination and Disability Services Information

California State University Channel Islands prohibits discrimination or harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. The University also prohibits discrimination against anyone due to a relationship or association with an individual with a known disability.

The University practices equal opportunity in admission to, access to, and operation of instruction, programs, services, and activities. Also, the University provides equally effective communication.

The University considers reasonable accommodation for these purposes: (a) completion of the admission and enrollment processes; (b) participation in instruction, programs, services and activities; and (c) equally effective communication, upon request by persons with legally protected disabilities.

Questions, concerns, complaints, and requests for reasonable accommodation or additional information may be forwarded to Disability Resource Programs at (805) 437-3331 (V/TTY).

### Use of Social Security Number

Applicants are required to include their correct Social Security number (taxpayer identification number) in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code (26 U.S.C. 6109). The University uses the Social Security number to identify students and their records as well as to identify the student for purposes of financial aid eligibility, disbursement, and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

### Privacy Rights of Students in Education Records

The Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. Specifically, the statute and regulations govern access to student records maintained by the campus and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to

a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions. The institution has adopted a set of policies and procedures concerning implementation of the statutes and the regulations on the campus. Copies of these policies and procedures may be obtained at the Enrollment Center in Sage Hall. Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records and the information contained therein; (2) the official responsible for the maintenance of each type of record; (3) the location of access lists that indicate persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) the access rights of students; (6) the procedures for challenging the content of student records; (7) the cost which will be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. An office and review board have been established by the Department to investigate and adjudicate violations and complaints. The office designated for this purpose is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying information which the student requests not to be released. Written objections should be sent to the Admissions and Recruitment office in Sage Hall.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus's academic, administrative, or service functions, and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of the accreditation or program evaluation, in response to a court order or subpoena, in connection with financial aid, in relation to other institutions to which the student is transferring).

### Policy on Communication with Students

In order to ensure accurate, timely, and effective communication of University business with students either by mail or email, University policy SA.07.005 has been adopted.

1. Mail
  - a. Students shall provide the University with a current mailing address. Mail shall be defined as letters and parcels conveyed by the United States Postal Service.
2. Electronic Communication
 

All students shall receive an email account from the University. Email shall be defined as the system whereby letters, messages and other data are transmitted from one computing or electronic communication device to another through an electronic communication network.

  - a. Official student email addresses end in @dolphin.csuci.edu. Students may have email privileges restricted for disciplinary reasons.
  - b. Administration shall utilize the “Dolphin Email” system as the official means of communication to CI students. In the event that Administration is unable to communicate with a student using the “Dolphin Email” system, Administration shall communicate with students via the U.S. Postal Service.
  - c. Students may redirect their University email address to another account. However, the University will not be responsible for the handling of email by outside vendors or departmental servers. Instructions for redirecting shall be available on the CI “Dolphin Email” web site.
  - d. Faculty shall determine how electronic forms of communication (e.g. email) will be used in their respective classes and will specify requirements to their students.
  - e. All electronic communication shall meet federal and state accessibility requirements.
  - f. All email sent to students shall include the name, title, email address and telephone number of the person sending the email so that the student may verify the integrity of the email.
  - g. Personal or identifying information in emails sent to students may only include directory information as defined in the University Catalog under the section entitled “Privacy Rights of Students in Education Records (FERPA)” unless the student has specified in writing to the Admissions and Recruitment office not to release directory information.
  - h. It is a violation of University policy to use University mail or a University email address to impersonate a University office, administrator, faculty, staff member, or student.
  - i. Students who are suspended or expelled may have their “Dolphin Email” account closed. The account shall only be re-opened with approval from the University Judicial Affairs Officer.
  - j. Complaints involving harassing email shall be investigated by the University Judicial Affairs Officer.
  - k. Students who voluntarily withdraw from the University and have not completed their program degree or have not enrolled for more than one academic year, will have their email account closed at that time.

- l. Only designated University offices are eligible to send global student emails.
- m. Student email addresses shall not be provided for commercial purposes, personal gain or spamming.

### STUDENT DOLPHIN E-MAIL

CSU Channel Islands is pleased to offer a free e-mail system **for all students** at the Channel Islands campus. It is strongly recommended that other e-mail addresses be routed through your student e-mail system in order to keep you apprised of campus announcements, events and activities. Log into dolphin email from the *myCI* home page located at <http://myci.csuci.edu>.

For help with using your dolphin email, go to [http://www.csuci.edu/it/email/student\\_email\\_guide\\_complete\\_html\\_print.htm](http://www.csuci.edu/it/email/student_email_guide_complete_html_print.htm). Should you encounter difficulties, please contact the Help Desk at 437-8552.