

January 25, 2021

To: Campus

From: Vice President for Administration and Finance

Subject: Campus Policies and Procedures Under Review

Good Morning,

Revisions to various campus policies are being proposed for approval and implementation. Proposed revisions to these policies were presented to the Administrative Council on February 3, 2021 and subsequently are being sent to the Campus Community for review. Please send any feedback, questions or comments to the designated policy reviser by March 15, 2021. For your reference, redline versions of the revised policies are attached.

- A review of ***Student Participation in Policy Development Policy***, with no recommended revisions, is being proposed for approval and implementation. Please review the revised [Student Participation in Policy Development Policy](#) and send any feedback you may have to Daria Graham, Associate Vice President for Student Affairs and Dean of Students, at daria.graham@csusb.edu.
- A revised version of the ***Parking Policy*** is being proposed for approval and implementation. Please review the revised [Parking Policy](#) and send any feedback you may have to Grace Munyiri, Director of Parking and Transportation Services, at gmunyiri@csusb.edu.
- A revised version of ***Student Non-Academic Grievance Policy***, is being proposed for approval and implementation. Please review the revised [Student Non-Academic Grievance Policy](#) and send any feedback you may have to Daria Graham, Associate Vice President for Student Affairs and Dean of Students, at daria.graham@csusb.edu.
- A revised version of ***Guidelines for Implementation of Campus Fees Policy***, is being proposed for approval and implementation. Please review the revised [Guideline for Implementation of Campus Fees Policy](#) and send any feedback you may have to Daria Graham, Associate Vice President for Student Affairs and Dean of Students, at daria.graham@csusb.edu.

Thank you,

Doug

Douglas R. Freer, Ed.D.

Vice President for Administration and Finance/CFO

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Guidelines for Implementation Of Campus Fees Policy

Reviewed By: Administrative Council on October 29, 1996

Reviewed By: Administrative Council on April 07, 1997

Reviewed By: Administrative Council on April 23, 2001

Approved By: President Karnig on April 24, 2001

Reviewed By: Administrative Council on May 11, 2009

Approved By: President Karnig on May 13, 2009

Reviewed By: Administrative Council on September 09, 2014

Approved By: President Morales on September 09, 2014

For interpretation of this policy, Please contact:

Office of the Vice President, Student Affairs, (909) 537-5185

The purpose of this policy is to implement [Executive Order 1102](#), The California State University Student Fee Policy (attached). [Executive Order 1102](#) implements current Trustee policy regarding Student Fees.

Scope of Authority and Responsibility

The Board of Trustees of the California State University provides policy guidance for all matters pertaining to student fees and has the authority for the establishment, oversight and adjustment of Category I fees.

The Chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees.

The President is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees.

The President is delegated the authority for the oversight and adjustment of Category II and Category III fees and for establishment of Category III fees within a range established by the Chancellor.

Campus Fee Advisory Committee

The President shall establish a Campus Fee Advisory Committee (CFAC).

- **Membership**

- Student Representatives
 - President of the Associated Students, Inc., or designee.
 - Six student representatives appointed by the Associate Students, Inc., of which at least one must be a graduate student. The total of students must be one more than the total of administrative, faculty, and staff representatives.
- Faculty Representatives

- Faculty Senate Chair, or designee
 - One member of the Educational Policy and Resources Committee
- Administrative/ Staff Representatives
 - Four administrative/ staff representatives nominated by area Vice Presidents and appointed by the President from the following functional units:
 - Division of Academic Affairs
 - Division of Administration and Finance
 - Division of Information Technology Services
 - Division of Student Affairs
 - Division of University Advancement
 - Staff Representative
 - Palm Desert Campus Representative
- **Committee Chair**
The Chair of the Faculty Senate, or designee, and the ASI President or designees will co-chair the Committee.
- **Term of Office**
Appointed Committee members shall serve for two years, beginning at the start of the academic year in September.
- **CFAC Duties**
The Committee will consider proposals for the establishment and adjustment of Category II or III fees and provide recommendations to the President. The President shall consult as appropriate with the ASI Board of Directors and the Faculty Senate concerning these recommendations.

In accordance with [Executive Order 1102](#), adjusting or establishing a Category II fee normally requires a student referendum.

- For a specific Category II fee proposal, the Committee will recommend to the President and the President will determine whether a referendum is the best method of consultation or if an alternative method will better suit the campus. (State law requires a referendum for certain types of Category II fees.)
- If it is determined that a referendum is required, the Committee will follow established campus guidelines for participating in the conduct of the referendum in accordance with [Executive Order 1102](#). The referendum shall be conducted by the campus or by the student body association.

The Committee will review the annual fee report provided by the Accounting Office.

The Committee will review and approve meeting minutes and annually review appropriate policies and forms.

The Accounting Office will provide staff support to assist with the preparation of agendas, minutes, and dissemination of information.

CFAC responsibilities include other duties as required by [Executive Order 1102](#) or as assigned by the campus.

Procedures For Submittal Of Requests To Establish Or Adjust Campus Fees

- The requesting department will prepare a proposal that includes the following information: (Appropriate form, [How to Submit a Fee Proposal](#), is available on the [Accounting Office website](#).)
 - Purpose of the fee (Is this fee for a new requirement or an existing requirement that has been funded by other means?);
 - Why it should be charged or adjusted and the consequences of not doing so;
 - What other sources of revenue have been considered;
 - The amount of the fee or fee adjustment; and
 - A statement of revenues and expenditures including a minimum of one year of actual costs (for adjusting existing fees) and two years of projected revenue and expenditures for the fee revenue supported activity. This statement shall be reviewed by and verified by the Director of Accounting, or designee.
- The request will be submitted through proper channels, with all required documentation attached.
 - Category II fee requests are to be processed through the Office of the Vice President for Student Affairs and sent to CFAC. CFAC reviews Category II proposals, makes recommendations to the President concerning each proposal and concerning appropriate means of consultation when there is an option, and participates in preparing appropriate referendum documentation when needed.
 - Course related fee requests (Category III) are to be processed through the Office of Academic Scheduling using forms provided by that office and sent to CFAC. CFAC reviews Category III proposals and returns them to the Office of Academic Scheduling, with its recommendation to the President on each proposal.
 - Category IV and Category V fee requests are to be processed through the office of the Vice President responsible for managing each specific fee and [Vice President for Administration and Finance and then](#) sent to the President for approval. E.O. 1102 does not require that Category IV and Category V fee requests be reviewed by CFAC, but it may do so upon presidential request and make recommendations to the President. The President will make a determination on Category IV and V fees after consideration of the revenue and expenditure plans associated with the fees and will then notify the fee advisory committee of his or her decision.

Accountability

- The Accounting Office shall provide to CFAC a report of all fees in Categories II, III, IV and V. This includes fee accounts administered by the Palm Desert Campus. New fees, fee increases, total revenue and unexpended balances should be specifically identified.
- The President has the authority to decrease, suspend or eliminate fees, except where prohibited by the Education Code.
- Each campus shall report annually to the Chancellor, for the most recently completed fiscal year, a complete inventory of all fees in categories II, III, IV, and V, including past year and current year fee rates, the total revenues collected for each fee, and the remaining balance for each fee. The CFAC shall receive a copy of this report.

Attachment 1 - Definitions of Fee Categories

- Category I fees - Systemwide mandatory fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.
- Category II fees - Campus mandatory fees that must be paid to enroll in or attend that campus.
- Category III fees - Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.
- Category IV fees - Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
- Category V fees - Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and services fees, user fees, fines, deposits.

Attachment 2- Miscellaneous Course Fee Policy

Policy Statement: Miscellaneous course fees are defined as fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. Miscellaneous course fees can only be charged for the actual cost of providing exceptional instructional materials, services or use of an off-campus facility. Students must have the option of attaining the materials or services required through alternative means; however, in cases where such alternative means are unavailable, students cannot opt out of utilizing the required material or service and must pay the miscellaneous course fee.

The following rules apply when determining if miscellaneous course fees can be charged for exceptional materials or services in the classroom:

- Miscellaneous course fees can only be charged for the actual cost of the material, service or use of facility being provided.
- A miscellaneous course fee cannot be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: chalk, erasers, paper clips, pointers, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs, transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for courses.
- A miscellaneous course fee cannot be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description. These include but are not limited to equipment, test tubes, work stations, computers or any supplies necessary to equip laboratory space to complement classroom course instruction.
- Administrative charges and inflationary factors cannot be added to miscellaneous course fees. Only the actual cost of the material, service or use of a facility can be charged.
- A miscellaneous course fee cannot be charged to fund the basic cost of instruction. Instructional costs are funded through marginal cost dollars, tuition fee revenue, and permanent base budget allocations.

\$0- \$150 -Fees that supplement the basic complement of classroom and laboratory instruction by providing materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course.

\$0- \$3,000-Fees for courses that require field trips or travel off-campus in order to meet the educational objectives of a given course.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO PARKING POLICY

Reviewed By: Administrative Council
Approved By: December 12, 2003

BACKGROUND

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For interpretation of this policy, ~~please~~ Contact: Director, Parking & Transportation Services, 909.537.5912

PURPOSE

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The purpose of a parking policy is to establish the procedures, rules and guidelines which will be utilized in administering the parking program at California State University San Bernardino. Parking is administered by Parking and Transportation Services and the University Police Department; parking Rules and Regulations are in effect and are enforced at all times

CHAPTER ~~chapter~~ 1 --- VEHICLE PARKING AT CSUSB

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SECTION 1.00 --- ~~AUTHORITY TO REGULATE PARKING AND DETERMINE FEES~~BACKGROUND

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~~Title V of the California Code of Regulations provides that parking fees shall be assessed to park vehicles upon CSU campuses and that those fees will be used to fund the operation, maintenance, and construction of parking facilities. Student parking fees are recommended by the Campus Fee Advisory Committee and are approved by the campus president, in accordance with CSU Executive Order No. 740. The purpose of this Parking Policy is to establish the rules and guidelines which will be utilized in administering the parking program at CSUSB. The intent of the Parking Services Department is to provide quality parking services, parking lot safety, and enforcement of regulations.~~

- a. This policy, including campus ordinances, is issued pursuant to California Vehicle Code (CVC) Section 21113 and Title 5, Division 5, Subchapter 5 of the California Code of Regulations which provides that parking fees shall be assessed to park vehicles upon CSU campuses. Evidence of compliance with this section shall be demonstrated by the display of a valid parking permit/decal or other approved authorization.
- b. All applicable provisions of the California Vehicle Code (CVC) apply anywhere on University property. Parking regulations are enforced 24-hours a day, 7-days a week.
- c. Citations are issued pursuant to CVC 40202. The citation appeal process is conducted pursuant to CVC 40215 and 40230.

SECTION 1.01 --- PARKING PERMIT REQUIRED

A valid CSUSB or system-wide parking permit must be appropriately displayed inside a vehicle parked anywhere on the campus at all times. Vehicles parked in timed-posted spaces (e.g.: 30-Minute Parking) do not need to display a permit.

- a. Current CSU employees and students are expected to purchase and display a permit to park at CSUSB.
- b. Where permits are required to park, permits must be displayed 24-hours a day, 7-days a week.
- c. The Schedule of Parking Permits with fees is available online at parking.csusb.edu.

Except as provided in this section, current valid CSUSB or systemwide parking permits must be appropriately displayed on all vehicles which are parked anywhere on the campus. Faculty or staff from another CSU campus visiting CSUSB for the purpose of conducting state business may obtain a visitor's pass from the Information Center. This permit may be used in any general parking space. Permits displayed must be according to Section 1.03.

•—ENFORCEMENT HOURS

Effective July 1, 2005 permits are required for parking on campus at all times—24 hours day/7 days/week. Parking enforcement hours are indicated by signs posted in all permit parking areas. The distribution of annual parking permits will be as follows: employees on 12-month payroll deduction will receive their permits at the beginning of the fiscal year; employees on a 9-month payroll deduction will receive their permits on or before September 1.

•—CERTAIN AREAS EXCEPTED

Permits are not required in time limited parking spaces and only license plates and placards for disabled persons issued by the Department of Motor Vehicles are honored at time limited parking spaces without a time restriction (i.e., 30-minute parking spaces).

•—AVAILABILITY OF PERMITS

Annual and quarterly parking permits are available to students, faculty and staff through the Bursar's Offices during normal business hours. Quarterly permits may also be purchased at the Coyote Bookstore during the first three weeks of each quarter. Vendor permits may be obtained through the Parking Services Office. Daily permits are available through permit dispensing machines. Special dispensations/permits may be issued by departments approved by the President, Vice Presidents, and the Parking Services Office.

•—PERMITS PROPERTY OF THE UNIVERSITY

Parking permits/decal are the property of the university and may be invalidated, revoked, canceled or recalled. The use of a parking permit/decal is limited to the person who received/purchased the permit/decal. Permits/decal are not transferable except that they may be used for the purposes of implementing ridesharing programs.

•—GUEST PERMITS

Guest permits are issued solely to guests of the university as described in Section 1.02. Guest permits may be issued by departments approved by the Division's Vice President.

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~~Guest permits shall not be issued to faculty, staff, or students to avoid payment for parking fees.~~

- **~~INVALID PERMITS/DECALS~~**

~~Canceled, forged, altered, or unofficial permits/decals shall not be honored. They may be confiscated by any officer of the University Police Department or Parking Services. Any person who knowingly displays a canceled or expired parking permit/decals, plate or placard for the purpose of fraudulently obtaining parking privileges on the university may be subject to campus disciplinary action and/or penalties as set forth in appropriate sections of the California Penal Code.~~

~~SECTION 1.02 --- OBTAINING A PARKING PERMIT SPECIAL PERMITS/DISPENSATIONS~~

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~~EMPLOYEES: Staff or Faculty should first contact the Human Resources or College Department Representative in order to obtain a parking permit. Employees with more than a 12 month appointment have the choice to pay for their annual parking permits on a pretax basis via payroll deduction. Employees who do not qualify for the pretax payroll deduction option will need to purchase a semester permit at parking.csusb.edu.~~

~~STUDENT COMMUTERS: Students who plan to commute to the campus must purchase a semester or academic annual GENERAL permit online at parking.csusb.edu.~~

~~STUDENT RESIDENTS (LIVING ON CAMPUS): Students who will live in on-campus housing must purchase a semester or academic annual RESIDENT permit online at parking.csusb.edu.~~

~~VISITORS AND OTHER: One-day permits may be purchased from the permit dispensers located at most campus entrances and throughout the campus. Other types of permits such as those required by entities having a contractual relationship with the university (vendors or consultants, for example), or guests invited to the campus by departments may be requested directly from Parking and Transportation Services by filling The Invited Guest Request form available at parking.csusb.edu. The department hosting the guest is responsible to request for these permits.~~

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~~Parking privileges may be extended by the Parking Services Office under special circumstances. The user of such a parking permit is subject to the express limitations indicated on the permit. Such permits will be valid only during the times and in the areas designated in writing on the permit at the time of issuance. All guest permits shall be written in ink or typed. Permits written in pencil shall not be honored. No unauthorized individuals or departments may grant special parking privileges. Under emergency conditions, the Director of Parking Services shall have authority to assign parking privileges as needed. Special dispensations are allowed in the following circumstances:~~

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- ~~Persons not employed by the campus, visiting the campus for the purpose of transacting state business with the campus, such as:~~
 - ~~Campus advisory groups, officially sanctioned by the university.~~
 - ~~Vendors and contractors performing duties contracted by the university while parked in a specific area designated by Parking Services.~~

- Dignitaries or government officials visiting the campus in an official capacity.
 - Major donors of the university sanctioned by the Division of University Advancement.
 - Faculty and staff on non-paid status, (from all sources, i.e., grants, etc.) working on campus, including emeritus faculty.
 - Student recruitment and orientation events, (i.e., financial aid workshops, Transfer Day).
 - Extraordinary ceremonies or campus community events (e.g., graduation, Environmental Expo, University Picnic).
- Special dispensations for parking shall be authorized by and coordinated with the Parking Services office. The following conditions shall apply:
- Generally, parking enforcement shall occur at all times except as noted in this policy. If cancellation of enforcement is required, written approval must be obtained in writing from the Director of Parking Services.
 - Distribution of special passes is the responsibility of the department(s) or organization(s) who are responsible for the event. For large events, special permits may be printed upon approval of Parking Services and mailed in advance.
 - Advance notification of 14 days is required to Parking Services for any requests. Failure to comply may result in financial chargeback for personnel to accommodate the event.
 - Dispensations are limited to designated parking lots which shall be assigned by Parking Services.

SECTION 1.02.1 — SPECIAL PERMITS/SERRANO VILLAGE PARKING

Special parking areas for the residents of Serrano Village are designated by yellow lined areas closest to the dorm facilities in Lots D and E. Serrano Village residents must display a special parking decal for that area, as well as a paid parking permit. Special decals will be issued through the Parking Services Office and are non-transferable. Parking availability is on a first-come, first-served basis. Spaces may be added or deleted according to specific Housing needs. An annual review of spaces will be conducted by Parking Services every December.

SECTION 1.02.2 — FACULTY AND STAFF DESIGNATED PARKING

Special parking areas for faculty and staff are designated by specific signage. Faculty and staff must display an annual paid parking permit to utilize these spaces. Part time faculty and staff are also permitted to use these spaces. Faculty and staff members who display quarterly permits or daily permits will need to display a special decal, along with the paid parking permit, to park in these spaces. The special decal is available from the Bursar's Offices. Parking availability is on a first-come, first-served basis. Parking Services will review the number and location of reserved faculty and staff spaces at least annually and, in consultation with the Campus Transportation Committee, make appropriate adjustments according to faculty and staff reserved parking needs. (Parking in the Science Parking Lot is covered by a separate campus policy.)

SECTION 1.02.3 — SPECIAL PERMITS/RETIRED FACULTY AND STAFF

All campus employees who have served for a minimum of seven (7) years and who have retired in good standing are eligible for a parking permit at no charge by applying at the Parking

Services office. Retirees must renew their parking permits each fiscal year. Retirees' parking permits are not transferable.

SECTION 1.02.4—ANNUAL FACULTY AND STAFF AWARD RECIPIENTS

Those employees receiving the Outstanding Employee, Excellence in Performance, Outstanding Faculty Advisor, and the Outstanding Professor awards will each receive a parking space of their choice in one of the parking lots. These spaces will be designated with a specific sign for one year. The spaces are only to be utilized by the employee, and their license plate(s) will be kept on file. These spaces are non-transferable and must be relinquished to the Parking Services Department if said employee chooses not to accept the award.

SECTION 1.02.5—EVENT PARKING PERMITS

To facilitate convenient and friendly parking services to persons attending events on the CSUSB campus, the following event parking process will alleviate the need for those attending the event to purchase individual parking permits. The following two options are available to those who schedule campus events:

- The event scheduler may include the cost of parking in the fee paid for the event, or
- The event scheduler may pay the parking fee directly to the Parking Services Department.

Requests may be made to the Parking Services Department to obtain event parking permits. The cost of the permits shall be determined by the Director of Parking Services, who will consider the following services in determining the cost:

- Number of vehicles
- If reserved spaces or any available parking spaces will be used
- Special services provided, e.g.
- Parking officers
- Directional signs
- Cart, tram, or bus service

The cost will typically be less per vehicle than the daily parking rate, unless there are significant extra expenses such as tram service.

Event Parking Permits

The Director of Parking Services shall determine the permit to be utilized for each event. Examples of permits to be utilized include:

- Printed permits made available to the event attendees to display on their dash boards.
- No permit required when event attendees park in areas designated specifically for the event.

Reserved Parking

The event host may request that specific parking spaces or lots be reserved exclusively for the persons attending the event. The request shall be made to the Director of Parking Services, who will consider the feasibility of the request, methods in which it may be carried out, and potential adverse effects on parking activities.

SECTION 1.03 --- PERMITS ARE THE PROPERTY OF THE UNIVERSITY /DECALS VALID IN ASSIGNED AREAS

Parking permits are the property of CSUSB and may be revoked or recalled by the campus at any time.
Parking permits are non-transferable and may not be resold.

- University parking permits/decals are numerically coded and are valid in all parking lots. A special decal must be displayed, along with a paid parking permit, when parked in the faculty/staff gate arm controlled lot. This lot is governed by the Science Parking Lot Policy.
- DISPLAY OF PARKING PERMIT: Parking permits/decals are not valid unless properly displayed (as stated below) with all numeric designations and expiration and/or purchase dates in clear view.
 - Annual, sponsored activity and advisory board permits must be clearly displayed from the rear view mirror.
 - Daily and special parking permits must be displayed on driver's side dashboard.
 - Quarterly permits must be displayed from the rear view mirror.

SECTION 1.04 --- FRAUDULENT PARKING PERMITS AND PERMITS REPORTED LOST OR STOLEN APPLICATION OF REGULATIONS

Vehicles displaying a permit that has been revoked or forged or altered will be cited and the permit must be returned immediately to Parking and Transportation or given to the parking enforcement officer if requested. Any person who displays a fraudulent or revoked parking permit for the purpose of obtaining parking privileges at the university may be subject to campus disciplinary action or penalties as set forth in appropriate sections of the California Penal Code.

Similarly, permits reported as lost or stolen may not be displayed. Any person who knowingly displays a permit that has been reported as lost, stolen or not received is subject to a citation.

LOST Student or Faculty/Staff Permit: A lost permit will need to be replaced at the owner's expense. The cost will be the prorated price existing at the time of replacement.

STOLEN Student or Faculty/Staff Permit: A permit reported stolen may be replaced by Parking and Transportation Services upon submission and review of a police report from the owner of the permit.

The provisions of this policy prohibiting the stopping, standing or parking of a vehicle shall apply except when it is necessary to stop a vehicle to avoid conflict with other traffic or in

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compliance with directions of a police officer, Parking Services personnel, or official traffic control devices.

All applicable provisions of the California Vehicle Code pertaining to the parking of vehicles shall apply anywhere on the university or upon any of the grounds or parking facilities owned or controlled by the university, pursuant to Section 21113 of the California Vehicle Code.

A notice of parking violation of any section of this University or of the California Vehicle Code will be attached to the vehicle parked, stopped or standing in violation (CVC 40202).

SECTION 1.05 --- PERMITS/DECALS VALID IN ASSIGNED AREAS ~~RESTRICTED~~ PARKING AREAS

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Parking at CSUSB is by assignment; that is, a parking permit authorizes parking in a specific lot, location or type of marked or signed parking spaces. All vehicles parked on the campus of the California State University, San Bernardino must clearly display a valid CSUSB or CSU System-wide parking permit for the area or lot in which parked.

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Where spaces are appropriately posted to indicate that parking is restricted to the use of certain individuals or vehicles, all vehicles parked in such spaces must conform to the posted restrictions or are required to have the express permission of the Director of Parking Services or Supervisor. Spaces referred to include, but are not limited to, those spaces set aside for persons with physical disabilities, persons with medical parking permits, car/van pool, and service vehicles. Unless exempted by the California Vehicle Code, vehicles using such restricted parking spaces must display the appropriate university parking permits. Unless posted otherwise, restricted parking spaces are enforced 24 hours a day, seven days a week.

- ~~RESTRICTED PARKING — CAMPUS CORE AREA — ON STREET: The parking of vehicles on the streets within the core area of the campus is prohibited. Exception to this restriction may be provided by Parking Services for exceptional need. The central core area of campus is considered closed to general traffic. Vehicular access to this area will generally be limited to no more than 30 minutes unless otherwise designated for university related purposes only, and provided when other access options are not feasible. Parking is limited to service vehicles, 30 minute, and other off-street locations. Request for vehicular access will be evaluated by Parking Services.~~
- ~~RESTRICTED PARKING — CAMPUS CORE AREA — OFF STREET: The parking of motor vehicles in designated off-street parking areas within the main campus core is prohibited unless a Vendor/Service Vehicle Permit is properly displayed or clearance obtained from Parking Services.~~
- ~~RESTRICTED CAMPUS CORE AREA — ACCESS: Use of the core area as a short cut is prohibited and subject to citation.~~
- ~~RESTRICTED PARKING — CONSTRUCTION SITE: Only contractors, sub-contractors, and their employees may park within the construction site fenced area.~~

SECTION 1.06 --- TYPES OF PERMITS ~~SIGNS OR CURB MARKINGS TO INDICATE~~ ~~NO STOPPING AND PARKING RESTRICTIONS~~

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- a. GENERAL PERMIT: Commuter students must display a General parking permit which is valid in any general, unmarked space.
- b. RESIDENT PERMIT: Residents of Serrano Village, Coyote Village, Arrowhead Village and University Village parked in resident spaces must display a resident parking permit.
- c. FACULTY AND STAFF PERMIT: Faculty and staff permits may park in spaces marked or signed for Faculty/Staff, or in any general unmarked space throughout the campus.
- d. FACULTY/STAFF COMPLIMENTARY PERMIT: CSUSB Faculty/Staff members are eligible for five complimentary permits per fiscal year for occasions where members have a valid permit on file, but have forgotten their parking permit. This permit is valid in spaces signed for faculty/staff or any general unmarked space throughout campus.
- e. RETIRED FACULTY AND STAFF PERMIT: All campus employees who have worked a minimum of seven (7) years may request a Retiree Permit. Retiree permits are issued annually and are complimentary. A Retiree permit is only valid in a general un-marked space. A Retiree permit may ONLY be used by the retired employee and are non-transferable. A Retiree parking permit is subject to confiscation if used on campus and the retiree is not on campus. If confiscated another permit will not be issued for that fiscal year.
- f. INVITED GUESTS & SERVICE/VENDOR PERMITS: Departments may request parking for individuals or entities in a contractual relationship with the University, visiting the campus for official business e.g. guest lecturer, contractors. Requests are made online by submitting the Invited Guest Permit Request Form. These permits cannot be issued to faculty, staff, or students to avoid payment of parking fees.
- g. EVENT PARKING PERMITS: The Director of Parking and Transportation Services or appropriate designee shall determine the permit or parking accommodation to be utilized for each event. Different methods may be employed depending on the location, attendance, date or nature of the event or activity. Parking authorization for events include printed permits, coupon codes or lot clearances. Requests may be made by filling out the Invited Guest Request Form. The cost of the permits shall be determined based on the daily parking rate and additional cost related to providing any extra services needed for the event e.g. traffic control, directional signs, carts etc.

Subject to the provisions and limitations of the California Vehicle Code and those of this policy, signs or the following curb markings shall be placed to indicate parking or standing regulations, and said curb markings shall have the meaning as herein set forth.

When signs or curb markings as authorized under this policy are in place, no persons shall stop, stand or park a vehicle adjacent to any such legible sign or curb marking in violation thereof.

- ~~RED shall mean no stopping, standing or parking at any time except as permitted by the California Vehicle Code and except that a bus may stop in a red zone marked or signed a bus zone.~~
- ~~YELLOW shall mean no stopping, standing or parking at any time for any purpose other than the loading or unloading of passengers or materials. Loading or unloading of passengers shall not consume more than five minutes, nor the loading or unloading of materials more than the posted time limit. In the absence of yellow curb markings, signs will be posted to clearly indicate that the area is restricted to loading or unloading only.~~

- ~~WHITE shall mean no stopping, standing or parking for any purpose other than loading or unloading of passengers which shall not exceed five minutes.~~
- ~~GREEN shall mean no parking for longer than the posted time limit.~~
- ~~BLUE shall mean loading and unloading for persons with disabilities only.~~

~~Zones described in subsections (a), (b), (c), (d), and (e) of this section, red, yellow, white, green, and blue shall be applicable at all times, 24 hours a day, seven days a week, including holidays.~~

SECTION 1.07 --- ~~PERMIT DISPLAY~~ ~~ARKING SPACE MARKINGS~~

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- a. Permits are a strong visual affirmation of parking compliance and must be displayed at all times inside all vehicles while parked on the university (except in the case of time-limited spaces, or exempted vehicles such as official state vehicles).
- b. Decals should be affixed to the inside of the windshield in the lower corner of the driver's side, or, if a hangtag, hung from the rearview mirror. A few permits or placards (i.e.: daily, event permit) may be displayed face-up on the vehicle dash with the entire permit clearly in view.
- c. Permits must be positioned so that the permit number, barcode and expiration date are clearly visible to a person viewing from outside of the vehicle.

- ~~No vehicle shall be stopped, left standing, or parked other than within a single marked space.~~
- ~~Oversized vehicles must contact Parking Services for a review and/or special permit.~~
- ~~Only one vehicle is permitted per marked space.~~
- ~~Motoreycles must park in designated motorecycle parking areas. Motoreycles may not be parked in automobile spaces (timed spaces excepted) unless permission has been provided by Parking Services.~~

SECTION 1.08 --- ~~COMPLIMENTARY PARKING~~ ~~OVERTIME PARKING~~

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The following individuals /events qualify for complimentary parking. Requests will be reviewed and approved by Parking and Transportation Services.

- i. Prospective students hosted by the department of Admissions & Student Recruitment
- ii. Candidates hosted by Human Resources Department or Academic Personnel
- iii. Employer recruiters hosted by the Career Center
- v. Volunteers (verified by Human Resources)
- vi. Campus advisory groups officially sanctioned by the university.
- vii. Major donors as sanctioned by the Division of University Advancement
- vi. Extraordinary ceremonies or campus community events e.g. graduations.

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~~When authorized signs or meters are in place giving notice and specifying specific time limits of parking on any portion of the university, no person shall park, store or leave standing any vehicle for a period in excess of the time limit. Each consecutive instance of parking beyond the maximum limit posted shall constitute a separate violation. Parking meters are available in all~~

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~~parking lots. The Board of Trustees for The California State University establishes fees for coin-operated parking meters.~~

~~SECTION 1.09 --- CSU PERMIT RECIPROCITY **PARKING PROHIBITED**~~

~~CSUSB recognizes all faculty/staff permits from other CSU campus or the Chancellor's Office to be valid in all unmarked general spaces. This accommodation for permit reciprocity is extended only to faculty/staff permits, not student permits.~~

~~No vehicle shall be parked in any area or upon any street or roadway or portion thereof when authorized signs or markings are in place prohibiting same. Such signs will designate such areas by bearing the legend 'No Parking Anytime' or 'No Parking'.~~

~~SECTION 1.10 --- REMOVAL OF VEHICLES~~

~~In accordance with the California Vehicle Code, any officer of the University Police Department or Parking Services Department is authorized to remove or cause the removal of any vehicle from the university that is parked in violation of the University's Parking Policy to the nearest garage or other place of safety, at the expense of the owner.~~

~~SECTION 1.11 --- TEMPORARY 'NO PARKING' SIGNS~~

~~Parking Services is authorized to erect or place temporary 'No Parking' signs on the university when necessary. No vehicle shall be parked or left standing in violation of such temporary restrictions.~~

~~SECTION 1.12 --- PARKING PROHIBITED IN LANDSCAPED AREAS~~

~~No vehicle shall be parked or left standing anywhere on the university in or upon a landscaped area. For the purposes of this section, a landscaped area shall be defined as any unpaved area that has been planted with grass, ornamental trees or shrubbery, or which has been graded or improved for purposes other than vehicle parking, including undeveloped fields and agricultural areas or any paved or brick patio area. (Authorized university utility and emergency vehicles are exempt.)~~

~~SECTION 1.13 --- BLOCKING TRAFFIC PROHIBITED~~

~~No vehicle shall be parked or left standing so as to interfere with or impede the normal flow of traffic.~~

~~SECTION 1.14 --- BLOCKING RAMPS PROHIBITED~~

~~No vehicle shall be parked or left standing so as to interfere with or impede the normal movement of wheelchairs upon ramps installed for the purpose of assisting the movement of persons with disabilities.~~

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~~SECTION 1.15 — PARKING PROHIBITED ON SIDEWALKS~~

~~No motor vehicle shall be parked or left standing on any sidewalk in such a manner as to block, impede or hinder the movement of pedestrians.~~

~~SECTION 1.16 — BLOCKING FIRE LANE PROHIBITED~~

~~No vehicle shall be parked or left standing within the boundaries of a designated fire lane.~~

~~SECTION 1.17 — LODGING IN A VEHICLE PROHIBITED~~

~~It is unlawful to dwell overnight or lodge on campus in any motor vehicle, motor home, trailer, boat, or house car on the grounds and roadways of the university without specific authorization from Parking Services.~~

~~SECTION 1.18 — REMOVAL OF MARKINGS~~

~~No person shall remove, obliterate or conceal any chalk mark or other distinguishing mark used by any police or parking officer in connection with enforcement of parking regulations. Such an act shall constitute an infraction.~~

~~SECTION 1.19 — PARKING SPACES FOR THE DISABLED~~

~~No motor vehicle shall be parked in, obstruct, block, or otherwise bar access to those parking spaces designated disabled parking.~~

~~SECTION 1.20 — REMOVAL OF BOOT~~

~~No person shall remove, damage, or attempt to drive away, or otherwise interfere with the placement of a boot (vehicular immobilization device). Any person involved in such acts will be subject to appropriate university administrative action, charges incurred as a result of damage to the boot, and to criminal charges under the California Penal and/or Vehicle Code.~~

~~SECTION 1.21 — LOITERING WITHIN A PARKING FACILITY~~

~~No person shall loiter or remain within a parking facility except to park or retrieve a parked vehicle. Failure to comply may result in arrest for trespassing per Section 602.J Penal Code.~~

~~SECTION 1.22 — REGISTRATION REQUIRED~~

~~No person shall drive, move, or leave standing upon a highway, or in an off-street public parking facility, any motor vehicle, trailer, semitrailer, pole or pipe dolly, logging dolly, or auxiliary dolly unless it is registered and the appropriate fees have been paid under this policy except that an off-highway motor vehicle which displays an identification plate or device issued by the department pursuant to Section 38010 may be driven, moved, or left standing in an off-street public parking facility without being registered or paying registration fees.~~

CHAPTER ~~chapter~~ 2 --- PARKING RULES AND REGULATIONS CITATIONS AND APPEALS

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SECTION 2.00 --- GENERAL INFORMATION

- a. The provisions of these Rules and Regulations (“Rules”) are adopted for the purpose of promoting safe and orderly parking and movement of vehicles within the boundaries of CSUSB or other grounds or properties owned, operated or controlled by CSU Chancellor’s Office and administered by the San Bernardino campus (hereinafter referred to as “CSUSB” or “University”).
- b. All persons who drive on CSUSB are responsible for complying with the Rules and are subject to penalties for violations of the Rules’ provisions. The inability to find parking within a designated parking area does not justify violating the Rules.
- c. Parking at the University is solely at the risk of the vehicle owner or driver. The State of California assumes no liability or responsibility for any damage caused by fire, theft, accident or any other cause whatsoever to any vehicle or contents thereof parked on University property.
- d. The department of Parking and Transportation Services has sole authority at CSUSB to issue parking permits or to collect a fee from vehicles parking at the university.
- e. Motor vehicles left or parked anywhere on University Property for more than 72 consecutive hours without prior authorization from Parking & Transportation or University Police may receive a parking violation notice, and be towed at the expense of the owner.
- f. A vehicle may not be repaired or washed on campus except in a location designated by Facilities Management.

SECTION 2.01—TYPES OF PARKING SPACES

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- a. ACCESSIBLE SPACES: Blue marked accessible parking spaces, both van accessible or regular sized spaces, are located in parking lots throughout the campus. Vehicles parked must display both a valid CSUSB permit and a valid DMV-issued placard or license plate.
- b. CARPPOOL/VANPOOL SPACES: Vehicles parked in "CAR/VAN POOL" spaces must display both a valid CSUSB parking permit and a carpool permit or tag. Carpool permits/tag may be obtained from Parking and Transportation Services.
- c. ELECTRICAL VEHICLE CHARGING SPACES: All electric vehicles charging at the various EV stations located on campus must display a valid CSUSB parking permit/decal. The maximum number of hours per authorized session is 4 hours. Any vehicle exceeding this limit is subject to a citation.
- d. FACULTY/STAFF SPACES: Vehicles parked in spaces or lots designated as "FACULTY/STAFF" or "EMPLOYEE ONLY" must display a valid Faculty/ Staff parking permit. Some of these spaces are reserved for employee use only during specific times and are marked accordingly.
- e. MUSEUM VISITOR SPACES: Visitors to the Robert V. Fullerton Museum may park in the marked "VISITOR SPACES" in Lot M, and must adhere to the regulations posted on the signs.

- f. MOTORCYCLE: All two-wheel motor vehicles must be parked in areas marked for motorcycles.
- g. RESERVED SPACES: Vehicles parked in reserved spaces must display a valid parking permit for the specific reserved space as specified on the sign. Examples of such spaces include "OUTSTANDING FACULTY ADVISOR", "EMPLOYEE OF THE YEAR", "POLICE VEHICLES", "PRESIDENT", "RESERVED" or "PARKING SERVICE VEHICLES ONLY"
- h. RESIDENT (SERRANO, COYOTE, ARROWHEAD, AND UNIVERSITY VILLAGE SPACES): Vehicles parked in spaces for campus student residents (marked as "DORM RESIDENT" or "RESIDENT") must display a valid RESIDENT parking permit.
- i. SERVICE VEHICLE SPACES: Vehicles parked in "SERVICE VEHICLE" spaces must display a valid service vehicle permit with the permit number and expiration date in full view from the front of the vehicle. University owned vehicles may park in service vehicle spaces without displaying a permit.
- j. TIME LIMITED SPACES: Vehicles parked in timed spaces may not exceed the maximum posted time limit. Each consecutive instance of parking beyond the maximum time limit posted shall constitute a separate violation. Some time-limited spaces are signed "Employees Only" or "Service Vendors Only" which means that the appropriate permit must be displayed in the parked vehicle or a parking violation notice may be issued.
- k. UNMARKED, GENERAL COMMUTER SPACES: Vehicles parked in unmarked spaces must display a valid parking permit.

SECTION 2.02 --- RESTRICTED PARKING AREAS

- a. RESTRICTED PARKING -- CAMPUS CORE AREA -- ON STREET: The parking of vehicles on the streets or pathways within the core area of the campus is prohibited. The central core area of campus is considered closed to general traffic. Request for vehicular access will be evaluated by Parking Services.
- b. RESTRICTED PARKING --- CAMPUS CORE AREA --- OFF STREET: The parking of motor vehicles in designated off-street parking areas within the main campus core is prohibited unless a Vendor/Service Vehicle is properly displayed or clearance otherwise obtained from Parking and Transportation Services.
- c. RESTRICTED CAMPUS CORE AREA --- ACCESS: Use of the core area as a short cut is prohibited and subject to citation.
- d. RESTRICTED PARKING --- CONSTRUCTION SITE: Only authorized contractors, sub-contractors, and their employees may park within the construction site fenced area. Vehicles must display a vendor/service permit issued by Parking & Transportation Services. All other construction related vehicles may park in a pre-approved designated area with a valid vendor/service permit displayed.

SECTION 2.03 --- SIGNS OR CURB MARKINGS TO INDICATE NO STOPPING OR OTHER PARKING RESTRICTION

Subject to the provisions and limitations of the California Vehicle Code and those of this policy, signs or the following curb markings shall be placed to indicate parking or standing regulations, and said curb markings shall have the meaning as herein set forth.

- a. RED curbs or crosshatching denote fire lanes or emergency access. Vehicles should never stop, park, load or unload along red curbs.
- b. YELLOW curbs or crosshatching indicate loading or unloading zones of materials. Loading and unloading of materials shall not consume the maximum time posted. In the absence of yellow curb markings, signs will be posted to clearly indicate that the area is restricted to loading or unloading only.
- c. WHITE curbs indicate areas for dropping-off or picking-up passengers (passenger loading). The maximum allowed stopping time at a white curb is 5-minutes.
- d. GREEN curbs or spaces authorize parking for the length of time on the posted sign.
- e. BLUE curbs or crosshatching indicate accessible parking spaces or accessible loading areas or pathways. Unauthorized vehicles parked along blue painted curbs or crosshatching will be issued a notice of violation for parking in disabled space/area.

Zones described in this section shall be enforced at all times, 24-hours a day, 7-days a week, including holidays.

SECTION 2.04 --- UNPAVED GROUNDS

- a. All vehicles must park upon paved areas in marked parking spaces. Exceptions to this rule may only be made by Parking & Transportation Services or UPD.
- b. No vehicle is allowed to park on turf, landscaped, undeveloped or raw grounds.

SECTION 2.05 --- OBSTRUCTING TRAFFIC

Vehicles may not be stopped or parked in any manner that may obstruct driving lanes. Vehicles obstructing the normal flow of traffic may be towed at the expense of the owner.

SECTION 2.06 --- ONE SPACE PER VEHICLE; DIAGONAL PARKING MUST BE HEAD - IN AND MOTORCYCLE PARKING

Vehicles may only park in marked parking spaces located in parking lots, parking garages or along campus roads. Only one vehicle is permitted per marked space.

- a. Drivers of oversized vehicles should contact Parking and Transportation Services for review and/or issuance of a special permit. Oversized vehicles must park in designated areas.
- b. Only head-in parking is allowed in diagonally marked spaces. A parking violation notice will be issued to vehicles parked "facing-out" toward the drive aisle in diagonally marked spaces.
- c. Motorcycles must park in designated motorcycle parking areas. Except for timed spaces motorcycles may not be parked in automobile spaces.

SECTION 2.07 --- OVERTIME PARKING

When authorized signs are in place giving notice and specifying specific time limits of parking, no person shall park, store or leave standing any vehicle for a period in excess of the time limit. Each consecutive instance of parking beyond the maximum limit posted shall constitute a separate violation.

SECTION 2.08 --- LODGING IN A VEHICLE PROHIBITED

Persons may not reside within their vehicle overnight or use their vehicle, motor home, trailer, boat or house car for lodging purposes on CSUSB property unless prior approval has been secured from Parking and Transportation Services.

SECTION 2.09 --- ACCESSIBLE PARKING

- a. CSU employee or student vehicles parked in disabled spaces must display both a valid CSUSB permit and a DMV issued disabled placard. Visitors (non-CSU affiliates) with disabled parking placards campus are eligible to receive a courtesy day permit from the Information Centers located at the entrance of campus. Visitors must verify their visitor status and legal placard use by providing a copy of their Disabled Placard Registration and Government Issued ID
- b. Persons who park in any type of parking space, including accessible spaces, while displaying a placard issued to another individual will receive a parking violation notice, and will be asked to surrender the placard.
- c. CSU students with demonstrated financial need may apply for parking fee financial assistance by requesting and completing the appropriate form available at Parking and Transportation.

SECTION 2.10--- REMOVAL OF VEHICLES

In accordance with the California Vehicle Code, any sworn officer of the University Police Department or Parking Services Department is authorized to immobilize and/or impound remove or cause the removal of any vehicles for any of the following reasons:-

- CVC 22651 (i) Failure to respond to 5 or more delinquent parking citations
- CVC 22651 (o) Vehicle registration expired in excess of 6 months.
- CVC 22651 (j) No license plates or evidence of registration displayed
- CVC 22669 (a) & (d) Abandoned, inoperable or a vehicle under repair which is a hazard to public health, safety and welfare.

SECTION 2.11 --- REMOVAL OF A VEHICULAR IMMOBILIZATION DEVICE

No person shall remove, damage, or attempt to drive away, or otherwise interfere with the placement of a vehicular immobilization device. Any person involved in such acts will be subject to pay charges incurred as a result of damage to the immobilization device, and to criminal charges under the California Penal and/or Vehicle Code.

SECTION 2.12 --- REGISTRATION REQUIRED

No person shall drive, move, or leave standing upon the campus, any motor vehicle or trailer unless it is registered and the appropriate fees have been paid. A vehicle with a registration expiration date in excess of six months found on campus is subject to a citation, immobilization or tow.

SECTION 2.13 --- OTHER REGULATIONS

- a. Employees awarded "OUTSTANDING FACULTY ADVISOR", "EMPLOYEE OF THE YEAR", "POLICE VEHICLES", will receive a parking space of their choice from a designated list in one of the parking lots. These spaces are non-transferable and are only to be utilized by the awardee for a one year period.
- b. Vehicles are not allowed to park in cart parking spaces. University operated carts must park in spaces designated for cart parking.
- c. Non-operational vehicles must be reported to the University Police (909) 537-5165 or Parking and Transportation Services (909) 537-5912. The operator shall stand by the vehicle until an officer arrives to determine if the vehicle will create a traffic hazard. If it is considered a hazard, the operator should arrange to have the vehicle removed immediately or it will be subject to towing per CVC section 22651(B).

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SECTION 2.01 --- CITATIONS

CHAPTER 3 – CITATIONS AND APPEALS

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SECTION 3.01---CITATIONS

- a. Violations of these Rules or the California Vehicle Code on CSU property are subject to a citation or parking violation notice in accordance with applicable provisions of the California Vehicle Code, the California Penal Code, or other California statutes.
- b. The provisions of Parking Rules and Regulations may be enforced by all duly sworn officers of the University Police Department, community service specialists, community service officers or such persons as are assigned by the Chief of Police.

The Schedule of Parking Violations can be found at parking.csusb.edu.

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All of the provisions of the California State University, San Bernardino parking regulations are enforceable as described below in Chapter 3 – Enforcement. Citations will be issued for parking violations.

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SECTION 3.02 ---CITATION APPEALS

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Per CVC 40215 Administrative review of citation(s) must be requested within 21 calendar days from the issuance of parking violation or within 14 calendar days from the mailing of a notice of delinquent parking violation —CVC 40215(a). Appeal forms are available at the Parking Services Office and at the Information Centers located at the main entrance of campus and on Coyote Drive. Review of a citation may be requested by submitting a Request for Administrative Review Appeal Form available on the parking website

Pursuant to CVC 40215 tThere are three levels for appeals:

• FIRST LEVEL:

The Citation Review Officer will review the appeal. If the appeal is denied, the appellant has the option of requesting an Administrative Hearing.

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• SECOND LEVEL:

The appellant must post bail to request this level unless qualified for a waiver of penalty deposit due to indigency pursuant to CVC 40215(b) and 40220(c)(1). ~~Payment and/or the~~The request for an Administrative Hearing must be made within 21 calendar days following the mailing of the initial review -- CVC 40215(b). The citation is heard by the Administrative Hearing Officer (who is independent outside of the Department of Parking and Transportation Services). The appellant may request the hearing to be in person or by mail. If the hearing officer finds in favor of the appellant, the bail is returned.

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• THIRD LEVEL:

If the appellant does not prevail at the Administrative Hearing level, they may request a municipal court de novo hearing. For citations issued on the San Bernardino Campus the request can be made to "The Superior Court in the Fontana District" while for citations issued on the Palm Desert Campus the request can be made to "The Superior Court in Indio (Larson Justice Center)". ~~They may take the citation to the San Bernardino Municipal Court, Second Floor Traffic Annex, 351 North Arrowhead Avenue, San Bernardino, CA 92415.~~ Any questions about this process should be addressed directly to the municipal court.

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SECTION 3.03--- PAYMENTS

Payment for citation may be made online at parking website or by mail. Late fees will be applied if citation is not paid or appealed within 21 calendar days from the issuance or fourteen (14) days from the mailing of the notice of delinquency.

Pursuant to ICSUAM Policy 4071 an individual with multiple citations or citations totaling \$ 200 or more is eligible to enroll in a payment plan.

Chapter 3 --- ENFORCEMENT

SECTION 3.01 --- AUTHORITY OF POLICE AND PARKING OFFICERS

~~It shall be the duty of the members of the University Police Department, Parking Services, and such persons as are authorized by the Director of Parking Services, to enforce all of the provisions of this policy and all applicable provisions of the California Vehicle Code on the university, as provided by applicable sections of the Education Code and of the Penal Code of the State of California.~~

SECTION 3.02 --- REQUIRED OBEDIENCE TO CSUSB CODE

~~Violations of this policy or the California Vehicle Code are subject to citation to the court of jurisdiction in accordance with applicable provisions of law. Employees may be subject to~~

administrative discipline and students may be charged with violation of the Student Conduct Code.

~~SECTION 3.03 — EXEMPTION OF CERTAIN VEHICLES~~

- ~~• The provisions of this policy relating to the operation, parking, and standing of vehicles shall not apply to any vehicle or to the operator of any vehicle of police or fire departments, any public ambulance or any public utility vehicle, when such vehicle is operated in the manner specified in the California Vehicle Code in response to an emergency. The University Police Department and Parking Services shall be exempt from the provisions of the CSUSB Parking Policy.~~
- ~~• The foregoing exemptions shall not, however, protect the driver of any vehicle from the consequences of his/her willful disregard for the safety of others.~~
- ~~• Any vehicles of the CSU San Bernardino Facilities Services or firms under contract to the university while in use for the construction or maintenance work upon the grounds of the university, any vehicle used by the United States Postal Service or the campus Mail Service for the collection, transportation or delivery of United States mail, or other vehicles may be exempted from some or all of the provisions of this policy by Parking Services or the University Police Department.~~

~~SECTION 3.04 — WHEN TRAFFIC DEVICES ARE REQUIRED FOR ENFORCEMENT~~

~~No provision of the California Vehicle Code or of this policy for which signs are specifically required for enforcement, shall be enforced against an alleged violator unless appropriate signs are in place and are sufficiently legible to be seen by an ordinarily observant person, giving notice of such provisions of the traffic and parking regulations intended to be in force.~~

CHAPTER 4 --- ALTERNATIVE TRANSPORTATION

Parking and Transportation Services (PTS), in partnership with the CSUSB community, is required to reduce the number of drive-alone vehicle trips made to the campus by employees and students. The South Coast Air Quality Management District (AQMD) has set an Average Vehicle Ridership (AVR) attainment goal of 1.50. Each year, a survey where employees are asked to record how they commuted to CSUSB over a five-day period will be conducted. The results of this survey reveal how the campus is progressing toward AQMD's mandated AVR goal.

As a result of this obligation, the University offers incentives to employees and students to use public transportation, or to carpool, vanpool, bicycle or walk to campus. Several parking lots have carpool and vanpool parking spaces located near campus buildings. Informational and promotional events are held throughout the year to engage the campus community and to persuade more students, faculty and staff to give alternative transportation a try.

APPROVED BY ADMINISTRATIVE COUNCIL 10-2-95

- REVISED 12-2-96
- REVISED 6-16-97
- REVISED 8-10-98
- REVISED 1-9-02
- REVISED 1-14-05
- REVISED 12-11-08
- REVISED 02-05-21

DRAFT REVISIONS: Student Non-Academic Grievance Policy and Provisions

Reviewed By: Administrative Council on June 01, 1978

Reviewed By: Administrative Council on September 14, 1992

Reviewed By: Administrative Council on September 27, 1999

Approved By: President Karnig on November 05, 1999

Reviewed By: Administrative Council on November 01, 2010

Approved By: President Karnig on November 05, 2010

RESPONSIBLE DEPARTMENT: Office of the Vice President for Student Affairs, 909/537-5185

Article I. Statement of Policy

This policy and procedures are designed to provide a student grievant with an opportunity to obtain an equitable resolution to alleged injustices or problems caused in part or whole by the actions or practices of the university.

Employees and students who violate this policy may be subject to discipline. If discipline of a CSUSB employee is appropriate under this policy, it shall be administered in a manner consistent with applicable collective bargaining agreements, CSUSB policies, and provisions of California Education Code Sections 89535 et seq. Discipline of a student shall be administered in accordance with Section 41301 of Title 5, California Code of Regulations.

Article II. Definitions

For the purpose of this policy, the following definitions apply:

- A. **Accused** means a CSUSB employee against whom a grievance has been filed.
- B. **Employee**, as defined in Title 5 of the California Code of Regulations, means a person legally holding a position in and employed by California State University, San Bernardino (e.g., Administrators, Faculty, Staff).
- C. **Grievance** is a complaint by a student about an alleged action by a CSUSB employee which adversely affects the status, rights or privileges of the student.
- D. **Grievant** is a student who has filed a complaint because student believes that their status, rights or privileges have been adversely affected by an alleged action of a CSUSB employee.
- E. **Investigator** means the person tasked by CSUSB with investigating a non-academic grievance at the Formal Level. An investigator may be a Management Personnel Plan employee or an external consultant.
- F. **Management Personnel Plan Employee**, as defined in Title 5 of the California Code of Regulations, means an employee who has been designated as 'management' or

'supervisory' in accordance with the provisions of the Higher Education Employer-Employee Relations Act.

- G. **Preponderance of the Evidence** means the greater weight of the evidence; i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side.
- H. **Student** means any individual (matriculated or non-matriculated) is currently enrolled at California State University, San Bernardino (including extension courses offered through the College of Extended and Global Education), or who was enrolled within twenty (20) calendar days prior to the date on which the grievant formally began the grievance process.

Article III. General Provisions and Scope of the Policy

A. Who May File Complaints Under this Policy

- Matriculated or non-matriculated students enrolled at the university, as well as former students provided that they were previously enrolled within twenty (20) calendar days prior to the date on which they formally began the grievance process.

B. Actions Not Grievable Under this Policy

- To contest an instructor's evaluation of academic performance (*refer to Student Academic Grade Grievance Policy and Procedure (FAM 803.65) {hyperlink to policy: https://live-csusb.pantheonsite.io/sites/default/files/upload/file/%28FSD69-41.86.R10%29Academic_Grievance.pdf or contact Advising and Academic Services [hyperlink to: <https://www.csusb.edu/advising/students/academic-grievance>] for complaints involving grades or other academic decisions*);
- Academic probation, disqualification or other academic decisions by a department, college or the university (*refer to Student Academic Grade Grievance Policy and Procedure (FAM 803.65) {hyperlink to policy: https://live-csusb.pantheonsite.io/sites/default/files/upload/file/%28FSD69-41.86.R10%29Academic_Grievance.pdf or contact Advising and Academic Services [hyperlink to: <https://www.csusb.edu/advising/students/academic-grievance>] for complaints involving grades or other academic decisions*);
- Discrimination complaints and other forms of illegal harassment (*refer to Executive Order 1096-R [add hyperlink to EO: https://www.csusb.edu/sites/default/files/EO_1096_Rev_3-29-19_Uploaded%2001-15-20_0.pdf] or contact the Office of Institutional Equity [add hyperlink to: <https://www.csusb.edu/human-resources/current-employees/employee-relations/discrimination-harassment-retaliation>] to address complaints involving Discrimination, Harassment or Retaliation complaint by an employee*);
- University student conduct action;
- Academic dishonesty allegations;

- Allegations of unprofessional conduct by faculty or staff (*refer to Academic Labor Relations (faculty) [add hyperlink: <https://www.csusb.edu/faculty-affairs-development/labor-relations>] or Employee Relations (staff) [add hyperlink to: <https://www.csusb.edu/human-resources/current-employees/employee-relations>] to address concerns of this nature;*
- Parking citations (*refer to Parking Enforcement Appeal Process [hyperlink to: <https://www.csusb.edu/parking/parking-enforcement/citation-information/appeal-process>] to contest a citation);*
- Debt to the university;
- Retaliation (*refer to Executive Order 1096-R [add hyperlink to EO: https://www.csusb.edu/sites/default/files/EO_1096_Rev_3-29-19_Uploaded%2001-15-20_0.pdf] or contact the Office of Institutional Equity [add hperlink to: <https://www.csusb.edu/human-resources/current-employees/employee-relations/discrimination-harassment-retaliation>] to address complaints involving Discrimination, Harrasment or Retaliation complaint by an employee);*
- Contents of materials contained in a student's university records (*contact the Office of the Registrar [add hyperlink to: <https://www.csusb.edu/registrar/records/privacy-rights-students>] or refer to University Policies and Procedures for Student Records Administration [add hyperlink to: <https://www.csusb.edu/policies/university-policy-and-procedures-student-records-administration>] for campus policies concerning challenging the content of student records or expungement of records,in compliance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g)*
- Actions or practices of the university which are governed by CSU system-wide requirements, i.e., student fees.

Article IV. Procedure for Handling Non-Academic Grievances by Students Against CSUSB Employees

This Article sets forth the procedures that govern the Non-Academic Grievance Process by students against employees. This procedure provides students a process to address alleged violations of this policy by a CSUSB employee. Students who are considering filing a complaint may seek assistance from the Associate Vice President and Dean of Students or the Associate Dean of Students/Director for Student Conduct, via the Office of the Vice President for Student Affairs. If the appropriate administrator, acting on behalf of the Campus, determines that the allegation(s) are outside the scope of this policy, the administrator shall promptly notify the Student in writing.

A. Grievances Against CSUSB Employees - Informal Resolution

Students who believe that their status, rights or privileges have been adversely affected by an action of a CSUSB employee(s) may request that the Informal Resolution process be initiated prior to/or instead of filing a formal grievance.

Upon receipt of a student's informal concern(s), the person who received the concern shall contact the Director of Ombuds Services and provide that individual with the student's contact information.

During the Informal Resolution process, the University will attempt to resolve the student's concern(s) quickly and effectively. The Director of Ombuds Services will meet with the student, the accused, and any other person(s) or witness(es) determined to be necessary for a resolution of the matter, to review the allegations and any responses. Informal Resolution may take the form of a negotiated resolution facilitated by the Director of Ombuds Services. At any time during the Informal Resolution process, the student may elect to terminate the process and proceed with Article IV of this policy. Both the student and the accused will be expected to keep the details of the informal resolution process confidential until the process is concluded.

If resolution is reached by these informal means, a record of the resolution will be memorialized in a written document and signed by the student. Such document will be maintained in accordance with applicable CSUSB recordkeeping policies in the Office of the Vice President for Student Affairs. The matter will be considered closed and the student will be precluded from subsequently filing a formal grievance or appeal on the same incident under this policy.

If resolution is not reached by these informal means, the student will be informed about how to file a formal grievance pursuant to Article IV of this policy.

The University may determine that circumstances warrant initiating an investigation even if a formal grievance is not filed and independent of the intent or wishes of the student. This does not impose a duty on the University to conduct an investigation any time informal resolution is sought. The investigation conducted by the campus in such a circumstance shall not be subject to Article V of this policy.

B. Grievances Against CSUSB Employees - Formal Level

1. **Filing a grievance.** The student shall file a written grievance with the Student Conduct Administrator. The date of receipt shall establish the grievance filing date.
2. **Timeline for filing a grievance.** To be timely, the student must file a grievance no later than twenty (20) work days after the end of the academic quarter in which the most recently alleged act occurred.
3. **Requirements of a Grievance.** The student should complete the 'Student Non-Academic Grievance Complaint Form' or, in the alternative, the student shall submit a written signed statement containing the following information:
 - The full name, address and telephone number(s) of the student;
 - The name of the accused employee(s) of CSUSB and their position(s), if known;
 - A clear, concise written statement of the facts that constitute the alleged act(s), including pertinent date(s) and sufficient information to identify any

individuals who may provide information (e.g., potential witnesses) during the course of the investigation conducted under these procedures;

- A statement by the student verifying that the information supporting the allegations are true and accurate to the best of his/her knowledge;
- The term and year of the student's last active academic status;
- The full name, address and telephone number of the student's advisor, if any;
- Specific harm resulting from the alleged action;
- Specific remedy sought;
- The student's signature; and
- The date of complaint submission.

4. **Intake interview.** An interview with the student shall occur as soon as possible with the Student Conduct Administrator or other designated individual, but no later than ten (10) work days after the student has submitted a formal grievance. Students must make themselves available for this meeting. The meeting will serve to:

- Acquaint the student with the investigation procedure and timelines, if not already done.
- Inform the student of his/her rights (including having an advisor,) if not already done.
- Request the student to complete and sign a formal grievance form, if not already done.
- Conduct the initial intake interview.

5. **Advisor.** The student may elect to have an advisor accompany him/her to any meeting(s) and/or interview(s) with the University regarding the grievance. The advisor may be an attorney. The advisor's role in such meetings and/or interviews is limited to observing and consulting with, and providing support to, the student. The Advisor may not speak on the student's behalf.

6. **Grievance Complaint Not Accepted for Investigation.** The appropriate administrator will review all written Complaints and the information received during the intake interview with the student. If the appropriate administrator determines that the Complaint does not fall within the scope of this policy, the student will be notified during the Intake interview, or within **10 Working Days**, that the Complaint has not been accepted for investigation and will identify any alternative resources that may be available to the student.

7. **Notice Disclosures Regarding Grievance.** Only those persons with a legitimate need to know will be apprised of the filing of and disposition of a grievance. Those persons may include, but are not necessarily limited to, appropriate organizational unit administrators (Deans, Chairs, Department Heads, Directors, Vice Presidents, and University Counsel) who must be involved to ensure that retaliatory action does

not occur during or after the investigative process, and/or to effectuate corrective actions.

8. **Investigation Procedure.** Upon inquiry or during the course of an investigation, the student shall be advised of the status of the investigation. The investigation shall be completed no later than sixty (60) work days after the intake interview, unless the timeline has been extended pursuant to Article V, Section E or F of this policy. The timeline for the investigation shall not be extended pursuant to Article V, Section E or F for a period longer than an additional thirty (30) work days from the original due date. The investigator will meet with the student, the accused, and any other person(s) or witness(es) determined to be necessary in determining findings of fact relevant to the allegations.
9. **Report of Findings of Fact and Conclusions-** Within the investigation period stated above, the investigator will make findings of fact and conclusions regarding the allegations which will be summarized in an investigative report. The preponderance of the evidence is the applicable standard for demonstrating facts in the investigation. In order to establish a fact, the investigator must find that its existence is more probable than its non-existence: i.e., that it is more likely than not to exist. The investigative report should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a determination of whether the allegations were found to be substantiated. The investigative report is then provided to the appropriate Vice President or designee.
10. **Notices of Finding.** The appropriate Vice President shall provide the student with notification of the outcome of the campus investigation within ten (10) work days of completing the report. The notification should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a determination of whether the allegations were found to be substantiated. The decision of the Vice President is final.

In addition to the above notification, a separate notification shall be provided to the accused(s), indicating whether or not the allegations at the Formal Level were substantiated.

Article V. General Provisions for Investigations of a Grievance Against CSUSB Employees

- A. The person who conducts an investigation under this policy at the Formal Level may be the ~~Judicial Affairs Officer~~ Student Conduct Administrator or another Management Personnel Plan employee or an external consultant, provided the investigator is not within the administrative control or authority of the accused. All investigations/reviews under this policy shall be conducted impartially and in good faith.
- B. Students and CSUSB employees are required to cooperate with the investigation/review, including but not limited to attending meetings, being forthright and honest during the process, and keeping confidential the existence and details of the investigation/review. If a grievant and/or accused refuses to cooperate, the investigator may draw all

reasonable inferences and conclusions on the basis of all available evidence and conclude the investigation/review.

- C. A student must proceed with a grievance in good faith. A student who knowingly and intentionally files a false grievance, abuses this policy, or files a malicious or frivolous grievance may be subject to discipline. Discipline shall be taken in accordance with Section 41301, Title 5, California Code of Regulations. Such disciplinary action shall not be deemed to be retaliation under this policy.
- D. Both the student and the accused shall have the right to identify witnesses and other evidence for consideration; however, the investigator shall decide which witnesses and evidence are relevant and significant to the issues raised.
- E. If the student, the accused, a witness, the campus investigator, or other necessary person involved in the grievance process is unavailable because of any reason deemed to be legitimate by the investigator, the timelines in this policy will be automatically adjusted according to the period of absence. The student will receive written notification of the period of extension.
- F. When submitting a grievance or issuing a response, personal delivery or certified mail shall be used. If personal delivery is used, a signature acknowledging the calendar date of delivery shall be obtained which will establish the date of filing or response. If certified mail delivery is used, the postmark shall establish the date of response or filing.
- G. CSUSB is not obligated under this policy to investigate a grievance not timely filed under its provisions. Regardless, CSUSB may investigate the underlying allegations of any grievance against a CSUSB employee if it determines the circumstances warrant investigation.

Additional changes needed for Grievance Form

(Full text is available here: <https://www.csusb.edu/sites/default/files/upload/file/Student%20Non-Academic%20Grievance%20Form.pdf>)

- Form, page 1: Change “Last CSUSB quarter attended” to “Last CSUSB term attended”.
- Form, page 3: Add to section on Advisors: The advisor's role in such meetings and/or interviews is limited to observing and consulting with, and providing support to, the student. The Advisor may not speak on the student’s behalf.