

CAB See Center for Agricultural Business

CAMP See College Assistant Migrant Program

CAN See California Articulation Number System

CATI See California Agricultural Technology Institute

CASA See Cooperative Administrative Systems Authority

CCI See California Construction Institute

CCSBDC See Central California Small Business Development Center

CEE See Center for Economic Education

CERS See Center for Educational Research and Services

CETL See Center for Enhancement of Teaching and Learning

CFA See California Faculty Association

CIMS See Center for Industrial Manufacturing and Services

CIT See Center for Irrigation Technology

COS CENTER See College of the Sequoias Center

CPEC See California Postsecondary Education Commission

CVIP See Central Valley Internet Project

CVPA See Central Valley Political Archives

CALIFORNIA ADMINISTRATIVE CODE See California Code of Regulations

CALIFORNIA AGRICULTURAL TECHNOLOGY INSTITUTE (8-2361) CATI is a non-profit institution committed to improving the profitability of California agriculture. With a focus on applied research, CATI seeks to deliver immediate and practical solutions to problems facing all facets of the agricultural industry. Strong ties with industry, government, and educational groups have enabled CATI to build a reputation as one of the leading research and development organization in the state.

CATI oversees the work of four research centers: the Center for Agricultural Business, the Center for Food Science and Nutrition Research, the Center for Irrigation Technology, and the Viticulture and Enology Research Center. In addition to its research centers, CATI oversees the operation of the Advanced Technology Information Network (ATI-Net).

Reference: [California Agricultural Technology Institute
http://cati.csufresno.edu](http://cati.csufresno.edu)

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM (8-6880) CANS identifies some of the transferable, lower-division, introductory (preparatory) courses commonly taught on California college campuses. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example, CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. In the *General Catalog*, CAN is listed parenthetically at the end of each course.

CALIFORNIA.EDU See California Virtual University

CALIFORNIA CODE OF REGULATIONS, TITLE 5 The *California Code of Regulations* or CCR is the compilation of the administrative regulations of the State of California. These regulations have the force of law. The former name of this code was the *California Administrative Code*.

Title 5 of the code contains regulations affecting education in the state. Division 5 of Title 5 contains the rules and regulations of the Board of Trustees of the California State University.

Reference: [California Code of Regulations
http://www.calregs.com](http://www.calregs.com)

CALIFORNIA CONSTRUCTION INSTITUTE (8-2978) The California Construction Institute (CCI) is an outreach extension of the Construction Management Program. CCI has been established to serve the needs of the construction industry and provide professional development, information, and research related to the field.

Reference: [California Construction Institute
http://www.csufresno.edu/CCI/](http://www.csufresno.edu/CCI/)

CALIFORNIA FACULTY ASSOCIATION (CFA) (8-2841) Since March 1, 1983, the California Faculty Association is recognized by the Trustees as the sole and exclusive representative for bargaining Unit 3 (Faculty). Membership in the California Faculty Association is strictly voluntary, however, by statute, all faculty members are required to pay a representation fee.

References: [CBA Article 1 Recognition
http://www.csufresno.edu/aps/cba/art01.pdf](http://www.csufresno.edu/aps/cba/art01.pdf)

[CBA Article 6 CFA's Rights
http://www.csufresno.edu/aps/cba/art06.pdf](http://www.csufresno.edu/aps/cba/art06.pdf)

[CBA Article 7 CFA Security
http://www.csufresno.edu/aps/cba/art07.pdf](http://www.csufresno.edu/aps/cba/art07.pdf)

[CBA Article 8 Faculty Participation
http://www.csufresno.edu/aps/cba/art08.pdf](http://www.csufresno.edu/aps/cba/art08.pdf)

[CBA Article 9 Concerted Activities
http://www.csufresno.edu/aps/cba/art09.pdf](http://www.csufresno.edu/aps/cba/art09.pdf)

[California Faculty Association](#)

<http://www.calfac.org/>

California Faculty Association (local)

<http://cfafresno.org/>

CALIFORNIA HIGHER EDUCATION Public higher education in California is organized and governed in three segments: the California Community Colleges, the California State University, and the University of California.

The community colleges offer instruction for transfer to higher education, vocational and technical training, and general or liberal arts courses. The community or "junior" colleges are organized in community college districts throughout the state. The State Center Community College District (SCCCD) is the community college district for the central San Joaquin Valley.

The California State University instructs undergraduate and graduate students through the Master's degree level in liberal arts and sciences, in applied fields, and in the professions, including teaching. Additionally, various CSU campuses, including California State University, Fresno, offer joint doctoral programs in cooperation with the University of California and other doctoral granting institutions. Currently, there are 23 CSU campuses.

The University of California offers instruction in liberal arts, sciences, and the professions. The UC has exclusive jurisdiction in the postgraduate legal education, medicine, veterinary medicine, and dentistry. The UC is the state's primary institution for doctoral programs and research. Currently, there are nine UC campuses. A tenth campus, located near Merced, California, approximately an hour north of Fresno, is scheduled to be opened by 2005.

References: [California State University](http://www.calstate.edu)
<http://www.calstate.edu>

[University of California](http://www.ucop.edu)
<http://www.ucop.edu>

[California Community Colleges](http://www.cccco.edu)
<http://www.cccco.edu>

[California Postsecondary Education Commission](http://www.cpec.ca.gov)
<http://www.cpec.ca.gov>

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION (CPEC) The State Legislature has established the California Postsecondary Education Commission to advise the legislature and make recommendations concerning higher education in California. Membership includes representatives from the University of California, The California State University, the community colleges, private colleges and universities in the state, the State Board of Education and the general public.

Reference: [California Postsecondary Education Commission](http://www.cpec.ca.gov)
<http://www.cpec.ca.gov>

CALIFORNIA PUBLIC RECORDS ACT The California Public Records Act, *Government Code*, Section 6250 et seq. governs the release of state documents to individuals. All requests for

university documents pursuant to this act should be in writing to the Vice President for Administration.

Reference: [Government Code
http://www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

CALIFORNIA STATE UNIVERSITY (CSU) The California State University is the largest state university system in the United States. Currently, the California State University comprises twenty-three (23) campuses, including the California Maritime Academy.

The California State Colleges was created in 1961 by the Donahue Higher Education Act of 1960. Prior to 1961, many of the institutions that now comprise the California State University, including Fresno State College, were independent state colleges. In 1972, the system became the California State University and Colleges. The current name was adopted in 1982.

The Board of Trustees is vested with authority to make rules and regulations for the California State University. The regulations of the Board of Trustees are compiled in *Title 5, California Code of Regulations* and have the effect of law.

Reference: [The California State University \(CSU\)
http://www.calstate.edu](http://www.calstate.edu)

[Annual Report, California State University
http://www.calstate.edu/tier2/ar.shtml](http://www.calstate.edu/tier2/ar.shtml)

CALIFORNIA STATE UNIVERSITY FRESNO ASSOCIATION (8-0800) The Association is concerned with the Kennel Bookstore, University Student Union, the Satellite Student Union, and Food Services.

Reference: [California State University Fresno Association
http://www.auxiliary.com/association/](http://www.auxiliary.com/association/)

CALIFORNIA STATE UNIVERSITY FRESNO ATHLETIC CORPORATION (8-2643) This auxiliary organization has jurisdiction over all sports placed under NCAA jurisdiction by the university and the travel, insurance, administration, publicity, and other activities conducted in support of those supports.

CALIFORNIA STATE UNIVERSITY FRESNO FOUNDATION (8-0850) The Foundation has as its primary concerns endowments, scholarships, grants, loan funds, fund raising, research and special projects.

Reference: [California State University Fresno Foundation
http://www.auxiliary.com/Foundation/](http://www.auxiliary.com/Foundation/)

CALIFORNIA VIRTUAL UNIVERSITY California's virtual university is a website link to on-line courses and other services offered by the state's universities and colleges, public and private. This website identifies distance learning opportunities available but does not offer courses, grant degrees or certificates itself.

Reference: [California Virtual University
http://www.california.edu/about.html](http://www.california.edu/about.html)

CALSTATE TEACH (8-0234) In 1997, Governor Wilson and the California Legislature established the California Center for Teaching Careers (CalTeach) to recruit qualified individuals to the teaching profession in order to alleviate the shortage of credential teachers in California. The university is a regional center for CalState Teach. The program is housed in the School of Education and Human Development.

Reference: [CalState Teach
http://www.calstateteach.net/](http://www.calstateteach.net/)

CAMPUS As used in *Title 5* or the CBA, the term “campus” refers to one member institution of the CSU and all its facilities. When applicable, the term can also apply to the Office of the Chancellor.

References: [CBA Article 2 Definitions
http://www.csufresno.edu/aps/cba/art02.pdf](http://www.csufresno.edu/aps/cba/art02.pdf)

Title 5

CAMPUS CHILDREN'S CENTER (8-2652) The center’s philosophy is to serve those students with the greatest need, i.e. students who must have this service to continue their education. Consequently, enrollments are established on the basis of priorities. The center accepts children from ages six months to six years.

CAMPUS DIRECTORY See Faculty Staff Directory

CAMPUS SAFETY All employees are reminded of the importance of being aware of one's personal safety. A university campus is not immune to the criminal activities that occur in society at large. Your safety is of the utmost importance to the university. An important element in any safety program is your own awareness of your personal surroundings, your willingness to keep Campus Security informed of any safety concerns, and your cooperation with campus officials in maintaining a safe work environment.

The following guidelines will significantly increase your safety on campus:

- (a) Identify the location of emergency phones that are located in buildings and in classrooms;
- (b) Report any threat, implicit or explicit, against you, your belongings, or any against any other person or property on campus;
- (c) Allow Campus Security to assess the seriousness of any threat;
- (d) Report any suspicious person(s) or circumstance(s) to Campus Security *immediately*;
- (e) In the evenings, use the "buddy system" when walking to and from classes and buildings;
- (f) In the evenings, you are encouraged to use the Campus Security Escort Service by calling **8 - 2132** and remaining in your office until the escort arrives
- (g) Keep your office door locked when you are away from your office;

(h) Do not place your home address on your syllabus or discuss your family in class,

(i) Use the same common sense you would use when off campus;

(j) Cooperate with and follow the instructions of campus security officers at all times.

Campus security officers are sworn peace officers and have the full authority of any peace officer in the state.

During periods of emergency and/or student unrest, the university is primarily concerned with the safety of students and employees. A constant effort will be made during any crisis to ensure the safety of all persons on campus. However, because of the volatile nature of demonstrations, complete safety cannot be guaranteed at all times.

Supervisors have been delegated the authority to release employees from work at any time there is danger of bodily harm. In any case, where no supervisor is available and the employee believes he/she is in imminent danger, he/she is to evacuate the premises with no confirmation of higher authority. Any such action must be reported to the appropriate supervisor as soon as possible. If employees are under emotional strain due to disturbances when there is no imminent danger or threat of bodily harm, the authority to release them must be reviewed and cleared with the dean or other appropriate supervisor.

Reference: [Campus Safety and Crime Report
http://www.csufresno.edu/police/stats.html](http://www.csufresno.edu/police/stats.html)

[Emergency Procedures Online Manual
http://www.csufresno.edu/police/emergency_procedures.htm](http://www.csufresno.edu/police/emergency_procedures.htm)

CAMPUS SAFETY AND CRIME REPORT (8-2132) This annual report is prepared by the University Police Department in compliance with the Crime Awareness and Campus Safety Act of 1990. The report informs the campus community about important procedures, policies, crime prevention programs, and campus crime statistics. The report is distributed to students and university employees and is available on the University Police Department website.

Reference: [Campus Safety and Crime Report
http://www.csufresno.edu/police/stats.html](http://www.csufresno.edu/police/stats.html)

CAMPUS STREETS, USE OF See Streets, Use of Campus

CAREFUL CONSIDERATION Careful consideration is a term used in Article 12 of the CBA. "Careful consideration" requires that all applicants who have been employed by the university as temporary employees (i.e. lecturers), whether full time or part time, be considered for future temporary employment. Student evaluations, peer evaluations and other contents of the candidate's Open Personnel File shall be used in evaluating these individuals. Departments may complete comparative analyses of lecturer performance.

Careful consideration does not require the university to rehire any temporary employee. A temporary employee may be turned down due to inadequate student or peer evaluations or negative information contained in the Open Personnel File. A current or former lecturer may also be turned down if there is another candidate with academic or professional qualifications that better fit the needs of the department and its students.

References: [CBA Article 12 Appointment](http://www.csufresno.edu/aps/cba/art12.pdf)
<http://www.csufresno.edu/aps/cba/art12.pdf>

[Policy on Full-Time Temporary Faculty](http://www.csufresno.edu/aps/306.pdf)
<http://www.csufresno.edu/aps/306.pdf>

[Policy on Part-Time Temporary Faculty](http://www.csufresno.edu/aps/307.pdf)
<http://www.csufresno.edu/aps/307.pdf>.

CARS, STATE See State Vehicles

CATALOG, CHOICE OF An undergraduate student must fulfill degree requirements from one catalog, not the most favorable requirements from two or more catalogs. For complete details on the regulations relating to a student's choice of catalog, please consult the *General Catalog*.

CATALOG PRODUCTION OFFICE (8-4777) The office produces the university's General Catalog. In August, the office sends catalog copy mockups to departments and offices requesting updates. Curriculum changes require forms and approval from the Office of the Associate Provost. In October, the office makes the required changes, coordinating with the Office of the Associate Provost on all curriculum content. Once the changes are made, final proofs are sent to the departments and offices for approval. After the final corrections are made, the catalog goes to press in February and arrives on campus by early April. The electronic version of the catalog is available at the campus homepage. The electronic version is posted on April 1 of each year.

CATASTROPHIC (SICK) LEAVE DONATION PROGRAM Eligible university employees may request participation in the Catastrophic Leave Donation Program if sick leave and vacation credits have been exhausted due to a catastrophic illness or injury. The program is coordinated with NDI benefits to provide full pay for up to six months.

This compensation is made possible through donations of sick leave and/or vacation credits by other university employees. Employees may donate up to sixteen hours of accrued sick leave credit per fiscal year.

Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family. Only donated vacation credits may be used for such family care catastrophic leave. For details, contact the Benefits Office (8-2155).

References: [CBA Article 24 Sick Leave](http://www.csufresno.edu/aps/cba/art24.pdf)
<http://www.csufresno.edu/aps/cba/art24.pdf>

[CSU Catastrophic Sick Leave Program](http://www.calstate.edu/tier3/HR-Adm/Policies/TLBEN92-19.pdf)
<http://www.calstate.edu/tier3/HR-Adm/Policies/TLBEN92-19.pdf>

See Also Sick Leave

CATS ON CAMPUS See Animals on Campus

CESAR E. CHAVEZ HOLIDAY See Chavez (Cesar E.) Holiday

CENTER FOR AGRICULTURAL BUSINESS (8-4405) The Center supports the continued growth and development of California agriculture. The Center offers resources, economic information and expertise to help address the issues facing production agriculture and related agribusiness industries. Efforts are centered on three major areas: economic studies, continuing education, and promotion of electronic technology through partnership with the Advanced Technology Information Network.

Reference: [Center for Agricultural Business
http://cati.csufresno.edu/cab/good/](http://cati.csufresno.edu/cab/good/)

CENTER FOR COMMUNICATION RESEARCH AND TRAINING (8-3010) This center promotes active research and training activities in a variety of applied areas of human communication. Interdisciplinary in nature, the Center seeks to maximize the talents and expertise of faculty and students of communication while maintaining strong ties with the community. Under the auspices of the CSU Fresno Foundation, the center provides a primary link between scholars and community at large.

Reference: [Center for Communication Research and Training
http://www.csufresno.edu/speechcomm/center.htm](http://www.csufresno.edu/speechcomm/center.htm)

CENTER FOR ECONOMICS EDUCATION (8-4943) Established in 1975, the Center promotes economic education programs for elementary and secondary teachers in local school districts as part of the Economics Department's continuing efforts to serve our community. The Center proclaims the objectives of economic education to be responsible citizenship and effective decision making. The mission of the center is to advance the level of economic understanding in the community. This goal is pursued in a comprehensive, non-partisan manner through a three-way university, business and public school partnership.

CENTER FOR EDUCATIONAL RESEARCH (8-0258) The mission of the center is to contribute to school improvement throughout the university's service region, by providing assistance to faculty and administrators through the conduct of research; the procurement of grants and contracts; the collaboration with individual local schools and regional school districts; and education-related local government agencies; the development of new programs and services; and the creation and delivery of seminars and workshops.

CENTER FOR ENHANCEMENT OF TEACHING AND LEARNING (CETL) (8 - 2819) CETL exists to serve faculty. The Center organizes workshops and conferences at the university; administers in-house funding programs to enhance faculty careers; provides special programs to support faculty in their various roles; and maintains a resource area with books and videotapes on teaching, learning, and other aspects of academe. The Director of CETL works with an advisory committee based on the Professional Development Subcommittee of the Personnel Committee of the Academic Senate.

References: [CETL
http://www.csufresno.edu/cetl/](http://www.csufresno.edu/cetl/)

[Policy on Center for Enhancement of Teaching and Learning \(APM\)
http://www.csufresno.edu/aps/357.pdf](http://www.csufresno.edu/aps/357.pdf)

CENTER FOR FOOD SCIENCE AND NUTRITION RESEARCH (8-5924) The Center serves as a centralized resource for applied research and educational activities related to food science

and nutrition. As part of its mission to serve both public and private industries and their constituents, the center conducts its research with five primary objectives: seeking practical ways to improve public health and nutrition; develop new food products; applying and improving sensory evaluation techniques; disseminate information; and offering continuing education for professionals.

Reference: [Center for Food Science and Research
http://cati.csufresno.edu/cati/cfsnr/](http://cati.csufresno.edu/cati/cfsnr/)

CENTER FOR INDUSTRIAL AND MANUFACTURING SERVICES (CIMS) (8-5587) Located in the College of Engineering and Computer Science, CIMS is a comprehensive resource dedicated to providing assistance to area businesses and industry in the form of applied training, education, seminars, consulting and cooperation on special research and development projects. CIMS provides quality and affordable assistance in productivity improvement, quality improvement, engineering support, computer integrated systems, and training workshops. This assistance aids businesses and industry with awareness, transfer, implementation, development, and effective use of current technology.

Reference: [CIMS
http://www.engr.csufresno.edu/CIMS/index.html](http://www.engr.csufresno.edu/CIMS/index.html)

CENTER FOR IRRIGATION TECHNOLOGY (8-2066) The center is an independent testing laboratory, applied research facility, and educational resource center. The center is dedicated to advancing water management practices and irrigation technology. The center focuses on four major areas: hydraulics laboratory testing, field research, analytical studies and special projects, and continuing education.

Reference: [Center for Irrigation Technology
http://cati.csufresno.edu/cati/cit/](http://cati.csufresno.edu/cati/cit/)

CENTER FOR SOUTHEAST ASIAN STUDIES Established in 1995, the center is a multi-disciplinary unit designed to help foster a greater awareness of Southeast Asia. The Southeast Asian communities in the San Joaquin Valley, particularly from Laos, are one of the fastest growing communities, and yet, these ethnic groups are the least understood cultural groups in our region. The goal of the center is to build a bridge of understanding between these groups and other ethnic and racial communities in the Valley. The center's scholarly activities will bring appreciation and respect for Southeast Asia to the campus community, as well as empowerment of Southeast Asian students, the future leaders of their communities.

Reference: [Center for Southeast Asian Studies
http://www.csufresno.edu/SEASIAN/](http://www.csufresno.edu/SEASIAN/)

CENTRAL CALIFORNIA SCIENCE CENTER Located north of the Science Building, the first building in the projected center for applied scientific research is the Downing Planetarium. The Crime Laboratory will be the second building in this complex.

CENTRAL CALIFORNIA SMALL BUSINESS DEVELOPMENT CENTER (8-3036) The Center is a partnership between the State of California and the U. S. Small Business Administration. The Center is dedicated to serving the needs of the small business community by assisting new and existing businesses with financial, marketing, production, organization, and technical problems.

Reference: [Central California Small Business Development Center
http://www.ccsbdc.org/](http://www.ccsbdc.org/)

CENTRAL VALLEY INTERNET PROJECT (8-1111) CVIP offers high speed, low cost Internet accounts to university faculty, qualified students, alumni and educators. A CVIP account allows members who have a home computer and modem to send and receive electronic mail, to browse the World Wide Web, to listen to audio segments and view video clips, to participate in internet news and topic groups, to upload and download software and files, and to create and maintain their own WWW home pages.

Reference: [Central Valley Internet Project
http://www.fresno.com/cvonline/index.html](http://www.fresno.com/cvonline/index.html)

CENTRAL VALLEY POLITICAL ARCHIVES (8-8573) The Central Valley Political Archive (CVPA) of the Henry Madden Library documents twentieth-century political life in the San Joaquin Valley of California by collecting the personal papers of state legislators and United States congressmen representing the region. The Archive is non-partisan, representing all political parties and persuasions, but focuses on the uniquely bipartisan, cooperative nature of politics in the San Joaquin Valley. The Archive also seeks to document the richness and complexity of the political realm by including the papers of other political figures such as public officials, campaign personnel, leaders of major and minor political parties, and influential, high-profile donors and political advocates. CVPA collections include those of former U.S. Congressmembers Bernie Sisk and Charles Pashayan and State Senators Ken Maddy and Jim Costa.

Reference: [Central Valley Political Archives
http://www.cvparchive.org](http://www.cvparchive.org)

CERTIFICATE PROGRAMS The university offers a number of certificate programs for professionals seeking in-depth or competency in a specialized area, but who do not need a degree. Individual departments operate these programs through the Division of Extended Education. Information on these programs can be found in the *General Catalog*.

Reference: [Policy on Certificates \(APM\)
http://www.csufresno.edu/aps/212.pdf](http://www.csufresno.edu/aps/212.pdf)

CHAIR, DEPARTMENT See Department Chair

CHAIR, ENDOWED See Endowed Chairs and Professorships

CHANCELLOR The chief executive officer of the California State University is the Chancellor. The chief executive officer of each campus is the President. This is the reverse of the practice in the University of California system where the chief executive officer is the President of the University of California and the individual campuses are chancellors. Appointed March 1, 1998, the current Chancellor of the California State University is Dr. Charles Reed.

The Chancellors of the California State University have been as follows:

1961 - 1962 Buell Gallagher

1962 - 1982 Glen S. Dumke
1982 - 1990 W. Ann Reynolds
1990 - 1991 Ellis E. McCune (Acting)
1991 - 1998 Barry M. Munitz
1998 - Charles Reed

Reference: [California State University, Office of the Chancellor
http://www.calstate.edu/tier3/co.html](http://www.calstate.edu/tier3/co.html)

[Biographical Information about the Chancellor
http://www.calstate.edu/tier3/PublicAffairs/Bios/staffbio/Reed.html](http://www.calstate.edu/tier3/PublicAffairs/Bios/staffbio/Reed.html)

CHANCELLOR'S OFFICE The Office of the Chancellor is located at 401 Golden Shore, Long Beach, CA 90802-4275. (562) 985 - 2500.

Reference: [Office of the Chancellor, CSU
http://www.calstate.edu/tier3/co.html](http://www.calstate.edu/tier3/co.html)

CHAVEZ (CESAR E.) HOLIDAY In 2000, the Legislature passed and the Governor signed a bill to recognize the birthday (March 31) of United Farm Workers leader, Cesar E. Chavez, as a state holiday in order to commemorate his life and achievements. If March 31 falls on a Saturday, the campus will be closed on Friday. If March 31 falls on a Sunday, the campus will be closed on Monday. Otherwise, the campus will be closed on March 31.

CHEATING AND PLAGIARISM University policy defines cheating as the practice of fraudulent or deceptive acts for the purpose of improving a grade or obtaining course credit. Typically, such acts occur in relation to examinations. It is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it include any and all actions by a student which are intended to gain an unearned academic advantage by fraudulent or deceptive means.

University policy defines plagiarism as a specific form of cheating which consists of the misuse of the published and/or unpublished works of another representing the material so used as one's own work.

Cases involving the careless or inept handling of quoted material, but which fall short of the definitions of acts of cheating and/or plagiarism as stated in the University Policy on Cheating and Plagiarism, may be dealt with at the discretion of the instructor provided that the penalties imposed in such cases are less than those included in Item III of the university policy.

If faculty members decide to handle an instance of cheating or plagiarism directly without following the formal procedure described in the University policy, they should be aware that the student still has the right to appeal the instructor's action and grade.

Reference: [Policy on Cheating and Plagiarism \(APM\)
http://www.csufresno.edu/aps/235.pdf](http://www.csufresno.edu/aps/235.pdf)

CHECK CASHING Personal checks of up to \$25 may be cashed with a faculty/staff identification card at the Kennel Bookstore. Checks for the amount of purchase are also accepted at the Kennel Bookstore, the various food services, and the University Student Union

CHILD CARE See Campus Children's Center; Early Education and Child Care Services

CLASS ROSTER System wide regulation requires that once each semester, the instructor verify class enrollment rosters. During the third week of the semester, faculty members receive a roster for each class that should reflect all adds and drops through the end of the second week. The roster must be signed by the instructor and returned to the Admissions/Records/Evaluations Office.

The purpose of this verification is to improve the overall accuracy of the student enrollment record and registration process, and to identify gross or systemic errors in the rosters. If errors are discovered on the roster, they should be reported at the time the signed roster is returned. If students are attending whose names are not on the roster, they should be instructed to add the class immediately. Ultimately, students are responsible for the accuracy of their programs of record and must initiate the class add or drop process. Faculty members should alert students to any apparent errors and remind them of their responsibility to correct the record.

CLASSES, ADDING AND DROPPING See Adding Classes; Dropping Classes

CLASSES, ATTENDANCE Each faculty member is given broad latitude in establishing appropriate attendance policies, but is expected to make the policy clear to the students at the beginning of each semester as part of the written syllabus. Only a student who is regularly enrolled either for credit or as an auditor should be permitted to attend class. Therefore, it is recommended that faculty members establish a clear policy in the syllabus regarding the permissibility of non-enrolled visitors attending instructional sessions.

In order to permit a student on a waiting list to enroll in a class, an instructor may drop from his/her class any student who neither attends the course during the first week nor personally notifies the professor of his/her intent to attend the course. Any instructor who drops a student from this reason must complete the Administrative Withdrawal Form and forward the form to the Admissions/Records/Evaluations Office by the tenth day of instruction.

Faculty may consider inviting colleagues, on an informal basis to observe the class and provide feedback to enhance teaching effectiveness. Peer evaluators may attend the class.

CLASSES, CONDUCT IN Faculty members have both a professional responsibility and the legal authority to maintain order in the instructional setting. The faculty member determines the time and manner in which a student may ask questions or express ideas or points of view in the classroom. Each faculty member has a responsibility to respect student diversity and diversity of viewpoints. Differences of viewpoint or concerns should be expressed in terms that are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop an understanding of the community in which they live.

Reference: [Policy on Disruptive Classroom Behavior \(APM\)](http://www.csufresno.edu/aps/419.pdf)
<http://www.csufresno.edu/aps/419.pdf>

CLASSES, DISRUPTIVE BEHAVIOR Faculty members have both a professional responsibility and the legal authority to maintain order in the instructional setting. Student behavior disruptive of the instructional setting shall not be tolerated. A faculty member may exclude from class, any student who is discourteous or persists in practices disruptive to the instructor or to the class.

Before removing a student from class, the instructor should first give the offending student an opportunity to cease the behavior.

Disruptive behavior includes speech and other behavior that are clearly disrespectful of either the instructor or other students. Such conduct includes, but is not limited to, physically or verbally abusive conduct, interruptions, failure to adhere to the instructor's rules or instructions, vulgar or obscene language, slurs and other forms of intimidation.

Reference: [Policy on Disruptive Classroom Behavior \(APM\)](http://www.csufresno.edu/aps/419.pdf)
<http://www.csufresno.edu/aps/419.pdf>

CLASSES, OBLIGATION TO MEET Each faculty member has an obligation to maintain the highest professional standards in the conduct of instruction. Students have the right to substantial presentations appropriate to the course. Faculty members are expected to meet their classes in a timely manner, and to be prepared to teach the subject matter.

Classes are to be conducted at the time and place listed in the *Schedule of Courses*. Classes should not be canceled except in cases of emergency, such as illness, and then only after notifying the department chair. Prior arrangements for covering a class should be made whenever possible.

By CSU policy, dismissal of classes by an individual faculty member as a demonstration in support of a particular social or political movement shall be considered a violation of professional ethics and a failure or refusal to perform the normal and responsible duties of the position. In such case, the President is required to initiate formal disciplinary procedures.

Students have the right to substantial presentations appropriate to the course; unjustified failure of the instructor to meet his/her classes or a repeated lack of preparation that results in incompetent performance by a professor is a legitimate ground for student complaint and possibly for disciplinary action.

Reference: [CSU Executive Order 79](http://www.sfsu.edu/~ppg/csueo079.htm)
<http://www.sfsu.edu/~ppg/csueo079.htm>

CLASSES, REPEATING OF An undergraduate student may repeat a course in which a grade of D, F, U, or I was received. A new grade may be substituted for the original grade. A substitution may be made only once for each course. Although it is not recommended, a student may repeat a course in which a C or higher grade is earned. Such repetition is recorded on the transcript but is not used to compute the unit or grade point totals.

Reference: [Policy on Repeating Classes \(APM\)](http://www.csufresno.edu/aps/233.pdf)
<http://www.csufresno.edu/aps/233.pdf>

CLASSES, SCHEDULING Classes are normally scheduled by the department chair and the schedules are published in the *Schedule of Courses*. Classes are scheduled to meet student needs.

Classes meet several time formats. During the day on Mondays, Wednesdays, and Fridays, classes typically meet on an hourly schedule starting on the hour and lasting fifty (50) minutes. During the day on Tuesdays and Thursdays, classes typically meet for one hour and twenty-five

minutes (1 hour 25 minutes) with fifteen (15) minute intervals. Evening classes are typically held one night a week for a three (3) hour session.

CLASSIFICATION OF STUDENTS All students are classified by the number of units earned. Freshman (less than 30 units); Sophomores (30-59 units); juniors (60-89 units); or Seniors (90 or more units). For a complete description, consult the *General Catalog*.

CLASSROOMS Classes must be conducted at the assigned time and place on campus. The university cannot be held liable for damages if faculty members conduct classes at a location other than the assigned place without obtaining **PRIOR** written authorization to do so. **PRIOR** authorization to conduct classes other than at the assigned time and place must be obtained in writing from the appropriate school dean.

CLASSROOMS AND OFFICES The assignment of classrooms and offices is handled through the Office of the Provost and Vice President for Academic Affairs in consultation with the Scheduling Office, and any change in assignment must be approved by the Office of the Provost and Vice President for Academic Affairs and must be entered into the Scheduling Office files. Because of state policy on paperwork management and the limited supply of storage files and bookcases, faculty members are encouraged to keep only current and essential materials and records.

CLEARANCE Prior to separation from university employment, all faculty members must obtain clearance verification by returning all State equipment and material before the last pay warrant can be released. Contact the Payroll Office (8-3946).

COACHES Except when an individual holds a faculty appointment in another department, coaches for team sports are appointed and treated as temporary faculty in the Department of Athletics. Some coaches are members of Unit 3 (Faculty). Coaches who supervise two (2) or more full-time members of Unit 3 are not members of the unit and are management employees.

The assignment of a coaching employee may include but not be limited to coaching and related duties, service on appropriate system wide and campus committees and task forces, public service, teaching responsibilities and student advising. The assignment, location and schedule of coaching assignments may vary. Coaches are reimbursed for approved expenses incurred by assignments at off-campus locations.

References: [CBA Article 1 Recognition](http://www.csufresno.edu/aps/cba/art01.pdf)
<http://www.csufresno.edu/aps/cba/art01.pdf>

[CBA Article 12 Appointment](http://www.csufresno.edu/aps/cba/art12.pdf)
<http://www.csufresno.edu/aps/cba/art12.pdf>

[CBA Article 20 Workload](http://www.csufresno.edu/aps/cba/art20.pdf)
<http://www.csufresno.edu/aps/cba/art20.pdf>

[Policy on Coaches \(APM\)](http://www.csufresno.edu/aps/309.pdf)
<http://www.csufresno.edu/aps/309.pdf>

COLLECTIVE BARGAINING Pursuant to the Higher Education Employer-Employee Relations Act (HEERA), faculty unit employees are entitled to bargain collectively through a bargaining agent. Faculty are members of Unit 3. Since March 1, 1983, the exclusive bargaining

representative for Unit 3 has been the California Faculty Organization. HEERA restricts the union to bargaining on issues related to wages, hours and other terms of employment. Other issues remain the purview of the campus Academic Senate to recommend policies to the President.

It is the personal decision of each faculty member whether or not he/she wishes to join the California Faculty Association. All faculty members who are not members of the California Faculty Association are required to pay an agency fee.

All employees, except those employees who are members of the Management Personnel Plan (MPP), are represented in one of nine collective bargaining units. The State Public Employment Relations Board (PERB) determines the composition of these units.

The nine employee units on campus and their bargaining agents are as follows:

- Unit 1 Physicians/California Federation of the Union of American Physicians and Dentists
- Unit 2 Health Care Support Services/California State Employees Association
- Unit 3 Faculty /California Faculty Association
- Unit 4 Student Professionals/Academic Professionals of California
- Unit 5 Operations Support Services/California State Employees Association
- Unit 6 Skilled Crafts/State Employees Trade Council Local 1268, LIUNA, AFL-CIO
- Unit 7 Clerical - Administrative Support Services/California State Employees Association
- Unit 8 Security/Statewide University Police Association
- Unit 9 Technical Support Services/California State Employees Association

Reference: [California Faculty Association
http://www.calfac.org](http://www.calfac.org)

[Unit 3 Collective Bargaining Agreement
http://www.csufresno.edu/aps/unit3.html](http://www.csufresno.edu/aps/unit3.html)

[CA Public Employment Relations Board \(PERB\)
http://www.perb.ca.gov/](http://www.perb.ca.gov/)

COLLECTIVE BARGAINING AGREEMENT (CBA) The collective bargaining agreement is a binding agreement between the California State University and the exclusive bargaining agent, the California Faculty Association. The agreement covers the terms and conditions of employment including wages and working conditions for the affected employees.

The CBA constitutes the entire Agreement of the Trustees and the CFA, arrived at as a result of meeting and conferring. The terms and conditions may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of the parties in an expressed written amendment to the Agreement. This Agreement supersedes all previous agreements, understandings, policies, and prior practices directly related to matters included within the Agreement. In the absence of any specific provisions in the Agreement, all CSU practices and procedures are at the discretion of the Employer.

The agreement is negotiated statewide. Paper copies of the Unit 3 (Faculty) CBA are available from the California Faculty Association. An electronic copy is available on the Academic Personnel Services Website.

Reference: [CBA Article 3 Effect of Agreement
http://www.csufresno.edu/aps/cba/art03.pdf](http://www.csufresno.edu/aps/cba/art03.pdf)

COLLEGE In 1999, the Academic Senate recommended and the President approved a proposal to allow instructional schools to adopt the name “college” if they so desired. Subsequent to this approval, the Academic Senate recommended and the President approved a resolution stating that until such time as all the policies can be changed the term “school” as used in campus policies shall also refer to “colleges.” Organizationally, there is no difference between a “college” and a “school” on campus. Each is headed by dean and performs the same functions as described in the Policy on Academic Organization. Each unit is expected to have articles of governance including a supporting committee structure.

References: [Policy on Academic Organization \(APM\)
http://www.csufresno.edu/aps/113.pdf](http://www.csufresno.edu/aps/113.pdf)

[Organizational Changes in Department Schools and Divisions
http://www.csufresno.edu/aps/116.pdf](http://www.csufresno.edu/aps/116.pdf)

[Executive Committee Procedures for Recommendation Regarding
Adoption of School \(or Unit\) Constitutions within
California State University, Fresno.
http://www.csufresno.edu/aps/117.pdf](http://www.csufresno.edu/aps/117.pdf)

COLLEGE/SCHOOL CONSTITUTIONS Each college/school is expected to involve faculty actively in the consultative process as described in Trustee policy. Therefore, each college/school is expected to have a constitution establishing the form and structure of academic governance within the unit. Ideally, the Constitution should be modeled on the Constitution for the Academic Assembly.

References: [CSU Trustee Statement on Collegiality, Policy on Academic Organization \(APM\)
http://www.csufresno.edu/aps/113.pdf](http://www.csufresno.edu/aps/113.pdf)

[Constitution of the Academic Assembly \(APM\)
http://www.csufresno.edu/aps/127.pdf](http://www.csufresno.edu/aps/127.pdf)

[Policy on Academic Organization \(APM\)
http://www.csufresno.edu/aps/113.pdf](http://www.csufresno.edu/aps/113.pdf)

[Executive Committee Procedures for Recommendation Regarding
Adoption of School \(or Unit\) Constitutions within
California State University, Fresno. \(APM\)
http://www.csufresno.edu/aps/117.pdf](http://www.csufresno.edu/aps/117.pdf)

COLLEGE ASSISTANT MIGRANT PROGRAM (CAMP (8-5750)) CAMP is a federally funded program designed to assist 80 enterprising migrant or farm worker students with their college careers. CAMP provides academic, personal and financial support. The program provides recruitment assistance with university orientation, and preparation of application for admission and financial aid. Academic assistance includes assistance in selecting courses, academic assessment, study groups, computer and library training, and ESL. Career planning assistance includes individual career assessment and evaluation, job referrals and internships, and health

screenings. CAMP students continue to receive services after their CAMP eligibility through the University Migrant Services Office.

Reference: [CAMP
http://camp.csufresno.edu/](http://camp.csufresno.edu/)

COLLEGE OF THE SEQUOIAS (COS) Located in Visalia, approximately forty-two miles south of Fresno, COS provides lower division education for Tulare County. Many of the students who attend COS will transfer to the university.

Reference: [College of the Sequoias
http://www.sequoias.cc.ca.us/](http://www.sequoias.cc.ca.us/)

COLLEGE OF THE SEQUOIAS (COS) CENTER (8-2431) Through a cooperative agreement with the College of Sequoias, the university delivers a program of instruction on the Visalia campus. A majority of the courses are delivered via instructional television.

Students can attend classes there leading to an undergraduate or graduate degree, a credential or certificate. Students earn resident credit for completed courses. Library services are available through the COS library including interlibrary loan and reference services from the Madden Library.

COLLEGIALITY Being a shared decision-making process and a set of values that regard members of the various university constituencies as essential for the success of the academic enterprise, collegiality incorporates mutual respect for similarities and for differences in background, expertise, judgments, and assigned responsibilities; and involves mutual trust based on experience.

Central to collegiality and shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions. The collegium must be the last public bastion of respect for individuals, whether they are members of the faculty, students, staff, alumni, administration or the Board of Trustees.

Reference: [CSU Trustee Statement on Collegiality, Policy on Academic Organization \(APM\)
http://www.csufresno.edu/aps/113.pdf](http://www.csufresno.edu/aps/113.pdf)

COLLEGIAN (8-2486) This is the student newspaper. It is published on Mondays, Wednesdays and Fridays during the Fall and Spring Terms. It is funded through the Associated Students, Inc. It is available without charge at distribution points around the campus.

Reference: [Collegian
http://www.csufresno.edu/Collegian/](http://www.csufresno.edu/Collegian/)

COMMENCEMENT EXERCISES The date of commencement exercises is noted in the academic calendar. It is part of the academic work year. All full time faculty members are expected to participate in the academic procession at the annual commencement exercises. Commencement is a significant occasion for students and their families and is a culminating celebration of the academic experience. In recent years, commencement follows individual school convocations on the previous day. Some groups also have special commencement exercises to display the significance of education to the future of their communities. For those

faculty members who do not have appropriate academic regalia, rental arrangements can be made through the Kennel Bookstore (8-4062).

COMMERCE CLUB (8-2919) Founded in 1988 as the Alumni and Friends Association of the Sid Craig School of Business, the basic purpose of this association is to assist the school in providing services to alumni and friends. The highest priority is given to special activities and continuing professional education. Other activities include student recruitment, job placement, student alumni programs, governmental activities, class reunions, involvement in international pursuits, development of alumni chapters around the country and abroad, and seminars and meetings with the dean at various locations. The current name was adopted in 1994.

COMMITTEE ASSIGNMENTS, UNIVERSITY In addition to instructional and advising duties, it is expected that full-time faculty members will assume general departmental, school and university responsibilities such as committee membership.

There are a number of committees and subcommittees available through the Academic Senate. While some of these committees are elected, there are a number of committees and subcommittees that are appointed. Each year, faculty receive the "Committee Assignment Preference Form". All full time faculty, especially probationary faculty, are encouraged to complete and return the form to the Academic Senate Office.

For a complete list of committees and subcommittees, their membership, and responsibilities, please contact the Academic Senate Office (8-2743).

COMMUNICATION CONFERENCE (8-2826) Since 1994, the Annual Student Conference in Communication has been hosted by the Department of Communication. The purpose of the conference is to give undergraduate and first year graduate students of communication the unique opportunity of presenting papers in their own professional forum. The Conference is designed to give as much positive support to the student researchers as possible..

Reference: [Annual Student Communication Conference](http://www.csufresno.edu/speechcomm/commconf.htm)
<http://www.csufresno.edu/speechcomm/commconf.htm>

COMMUNITY COLLEGES California has an extensive system of two year community or "junior" colleges. These colleges are governed through a system of community college districts. The community college district in our area is the State Center Community College District (SCCCD) headquartered in Fresno. Fresno City College, and Reedley College are the community colleges in the SCCC.

Reference: [California Community Colleges](http://www.cccco.edu)
<http://www.cccco.edu>

[State Center Community College District](http://www.sccd.cc.ca.us/)
<http://www.sccd.cc.ca.us/>

COMMUNITY SERVICE, STUDENTS FOR See Students for Community Service

COMMUNITY SURVEYS See Questionnaires

COMPUTER INTEGRATED MANUFACTURING (CIM) CENTER (8-7189) The mission and role of the CIM Center is be a comprehensive resource dedicated to providing direct assistance

to area business and industry in the form of applied training, education, seminars, consulting and cooperation on special projects.

COMPUTER LABS There are a number of computer labs across the campus maintained by schools and departments. Most of these labs offer workstations that are connected to the campus data network, providing access to file servers, the electronic mail hosts, and the internet. For information regarding the location of labs for your students consult the department chair. A complete list of campus computer labs may be obtained from Information Technology Services (8-5000) or the Reference Desk of the Madden Library (8-2174).

Reference: For a list of computer labs click here <http://www.csufresno.edu/ITS/>

COMPUTER SERVICES See Information Technology Services

COMPUTER SUPPORT (8-5000) The Help Desk of Information Technology Services is available to provide general computing and communications support to the campus. Individuals will receive answers questions about electronic mail, the internet, telephone and voice mail services, and some specific applications for the PC, Macintosh and Unix platforms.

COMPUTING SUPPORT, ADMINISTRATIVE The campus administrative systems, such as student records, scheduling, business and accounting, run on an IBM enterprise server located in the McKee Fisk computer room. ITS provides programming and operating support for all administrative computing at the university.

CONCERT HOTLINE (8-5829) Information about the Department of Music concerts, workshops, clinics, festivals, and special events can be obtained by calling the Concert Hotline. The hotline is updated every Friday with details of the following week's schedule of concerts and events including performance times, locations, and admission charges.

CONCERTED ACTIVITIES Article 9 of the Collective Bargaining Agreement prohibits strikes or other concerted activities that would interfere with or adversely affect the operations or the mission of the CSU or any of its campuses.

Reference: [CBA Article 9 Concerted Activities](http://www.csufresno.edu/aps/cba/art09.pdf)
<http://www.csufresno.edu/aps/cba/art09.pdf>

CONCURRENT ENROLLMENT The term **concurrent enrollment** is used to describe several different types of enrollment:

* *Open University Enrollment.* Non-matriculated students may enroll in regular California State University, Fresno classes through the Division of Extended Education.

* *Concurrent Enrollment at Other CSU Campuses.* CSU students may attend two CSU campuses simultaneously. This type of enrollment is not often used by California State University, Fresno students because of the distance to other CSU campuses. (See the registrar for details.)

* *Concurrent Enrollment at a Non-CSU College or University.* While enrolled at California State University, Fresno, students may enroll for additional courses at another institution outside the CSU system with the written approval of the student's academic adviser. Such approval must be granted prior to the beginning of classes at the other institution. The course load in the combined enrollment program may not exceed the maximum unit load restrictions for California

State University, Fresno. The completed form must be filed by the end of the first week of instruction at the public contact windows, North Lobby, Joyal Administration Building.

CONDUCT Of primary significance to the mission of the university is an environment, in and out of the classroom, where students are encouraged to pursue learning and acquire the skills necessary for careers in the field of their choice. All university employees contribute to this effort either in the classroom or in the performance of other responsibilities essential to the support of this mission. It is expected that all employees will treat all members of the university community with respect and courtesy. In particular, faculty members should be conscious of their responsibility as role models for students.

CONFLICTS OF INTEREST Each faculty member should be alert to and avoid actual or apparent conflicts of interest. Potential conflicts or apparent conflicts of interest should be handled in a professional manner. All university employees are obligated to excuse themselves from making recommendations or decisions when a conflict of interest presents itself or to make arrangements with the university (through the immediate supervisor) to provide for proper handling of an acknowledged conflict of interest. Employees are also expected to adhere to university policy and state law regarding the use of state time or resources.

Conflicts of interest may arise from situations such as private business arrangements, outside employment, business or consensual relations with students or employees, and family relationships.

References: [CBA Article 35 Outside Employment](http://www.csufresno.edu/aps/cba/art35.pdf)
<http://www.csufresno.edu/aps/cba/art35.pdf>

[Guidelines on Incompatible Activities and Conflicts of Interest \(APM\)](http://www.csufresno.edu/aps/345.pdf)
<http://www.csufresno.edu/aps/345.pdf>

[Policy on Nepotism \(APM\)](http://www.csufresno.edu/aps/303.pdf)
<http://www.csufresno.edu/aps/303.pdf>

[Policy on Faculty-Student Consensual Relations \(APM\)](http://www.csufresno.edu/aps/346.pdf)
<http://www.csufresno.edu/aps/346.pdf>

[Interim Procedures for Conflict of Interest for Principal Investigators](http://www.csufresno.edu/aps/505.pdf)
<http://www.csufresno.edu/aps/505.pdf>

CONLEY ART BUILDING Named for Phebe Conley, CSU Trustee from 1962 to 1972, the Conley Art Building is located on the east side of the campus. The building houses the Department of Art and Design. Also in the building is the Phoebe Conley Gallery that has changing art exhibits throughout the year. Completed in 1971, the building was named in her honor in 1975.

CONSENSUAL RELATIONS, POLICY ON FACULTY-STUDENT University policy prohibits any faculty member from engaging in a romantic or sexual relationship with a student when the faculty member either currently has or foreseeably will be given responsibility for the evaluation or supervision of the student. Faculty members are further prohibited from engaging in the evaluation or supervision of a student when there has been a previous romantic or sexual

relationship. Faculty members must report immediately such relationships to the school dean with a view towards seeking alternatives to the evaluative or supervisory role.

Reference: [Policy on Faculty Student Consensual Relations \(APM\)](http://www.csufresno.edu/aps/346.pdf)
<http://www.csufresno.edu/aps/346.pdf>

CONSTITUTION OF THE ACADEMIC ASSEMBLY First adopted in 1965, the Constitution of the Academic Assembly provides the framework for academic governance at the university.

Reference: [Constitution of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/127.pdf)
<http://www.csufresno.edu/aps/127.pdf>

CONSTITUTIONS, COLLEGE/SCHOOL See College/School Constitutions

CONSULTATIVE PROCEDURES *Title 5 Section 42701* establishes as Trustee policy that faculty members shall be consulted on academic personnel matters. It is the policy of the university that, whenever possible, the department chair consult with faculty on academic matters prior to making a recommendation to the dean. In all circumstances, consultation is advice that does not obligate the dean or other appropriate administrator to take a specific course of action. The principle of consultation in matters of university wide importance is embodied in the Academic Senate that makes recommendations to the President.

References: [Constitution of the Academic Assembly \(APM\)](http://www.csufresno.edu/aps/127.pdf)
<http://www.csufresno.edu/aps/127.pdf>

[By-Laws of the Academic Senate \(APM\)](http://www.csufresno.edu/aps/129.pdf)
<http://www.csufresno.edu/aps/129.pdf>

[Policy on Academic Organization \(APM\)](http://www.csufresno.edu/aps/113.pdf)
<http://www.csufresno.edu/aps/113.pdf>

See Also: Title 5 Section 42701

CONTRACT GRIEVANCE See Grievance

CONTRACTS See Grants and Contracts

CONTRACTS, BUSINESS See Purchasing

CONTROLLED SUBSTANCES, STORAGE, RESEARCH, AND CHEMICAL ANALYSES WITH

Conducting research or chemical analyses with controlled substances by faculty or students who are not registered with the Drug Enforcement Administration is strictly prohibited. Responsibility for the use or abuse of controlled substances rests with the faculty member or student registered to use the substance or under whose direction the substance is employed. All registered University personnel (including students) who desire access to controlled substances shall file an "Application for Access to Controlled Substances" with the University Committee on Narcotics and Dangerous Drugs. The purpose of the university policy is to ensure compliance with the law and to provide for the adequate safeguard of privileges as well as the protection of students, faculty, and the university.

See Also: Hazardous Chemicals

References: [U. S. Drug Enforcement Agency
http://www.usdoj.gov/dea/](http://www.usdoj.gov/dea/)

[Policy and Procedures for Storage, Research and Chemical Analyses
with Controlled Substances at California State University, Fresno \(APM\)
http://www.csufresno.edu/aps/526.pdf](http://www.csufresno.edu/aps/526.pdf)

[Policy on Drug Free Workplace \(APM\)
http://www.csufresno.edu/aps/391.pdf](http://www.csufresno.edu/aps/391.pdf)

CONTROLLED SUBSTANCES, DRUG FREE WORKPLACE See Drug Free Workplace.

CONTROLLER (8-6632) The position of Controller exists to provide administrative oversight of University expenditures; to ensure proper accounting for and reporting of said expenditures, to monitor expenditures to ensure compliance with applicable regulations and guidelines; and to safeguard the University's resources. The Controller reports to the Vice President for Administration. Line responsibilities for this position include University Accounting Services, Procurement, Printing and Mail Services, Central Receiving, Warehouse, and Payroll Services.

COOPERATIVE ADMINISTRATIVE SYSTEMS AUTHORITY (CASA) (8-7454) The mission of CASA is to develop, enhance, distribute, and support the common system used to manage the student and curriculum information of the cooperating CSU campuses and to provide other administrative systems services as required. The currently supported product is known as the Student Information Management System (SIMS). CASA is a the value added distributor of the Degree Audit Reporting System (DARS) for the customer campuses, including California State University Fresno, participating in a multi-site DARS license with Miami University. The DARS product has been integrated into SIMS.

Reference: [CASA
http://www.co.calstate.edu/irt/CASA/](http://www.co.calstate.edu/irt/CASA/)

COOPERATIVE EDUCATION (8-2703) California State University, Fresno's Cooperative Education program (Co-op) incorporates productive, major-related work experience into a student's academic studies. Cooperative education students are given the opportunity to combine classroom theory with "on-the-job training" to work with professionals in their particular field of study and to test their career choice.

In addition to augmenting their marketable knowledge, students receive competitive wages, develop maturity, and may earn academic credits from cooperating departments. The program is available to all academic majors upon completion of the freshman year. There are two options for participation:

* Under the **Alternating Plan**, students work one semester on a full-time basis and then study one semester on a full-time basis.

* **Under the Parallel Plan**, part-time work is found that closely relates to a student's current classes and career interests.

Work, related to the student's academic and career choices, is identified through the combined efforts of the Cooperative Education Section of Career Services and the various academic departments. Placement arrangements are negotiated with local cooperating employers in the San Joaquin Valley, as well as throughout California and the United States. Co-op students have been placed in city, state, and federal governmental agencies; agriculture; business; and all facets of private industry.

To be eligible for co-op, students must be currently registered at California State University, Fresno, have at least a 2.0 grade point average, and be a sophomore, junior, senior, or graduate student. Eligibility for accredited co-ops and internships may vary between departments and colleges/schools. All business related co-ops or internships accredited through the Sid Craig School of Business are handled by the internship coordinator in the Peters Building, Room 185, (559) 278-4985.

COPYRIGHT From time to time, issues related to the "fair use" of copyrighted material arises on campus. With the passage of the Digital Millennium Copyright Act and increased scrutiny from copyright holders, the law is in a period of change. It is the policy of the university to conform its practices to all applicable laws, especially the U. S. copyright law.

Many faculty use copyrighted material in course packs, anthologies, classroom handouts, or post them on their websites. Although copying all or part of a work without obtaining copyright permission may appear to be an easy and convenient solution, such unauthorized copying can frequently violate the rights of the author or publisher of the copyrighted work. And, while there is always a legitimate concern for student budgets, obtaining course materials legally by acquiring the necessary copyright permission is of importance to the protection of the university and the academic community.

The fact that materials are reproduced for course packs, anthologies, or classroom handouts for educational purposes alone does not mean that it meets the requirements of "fair use." In an effort to offer "a reasonable interpretation of the minimum standards of fair use" in an educational setting, Congress endorsed the fair use guidelines for educators making multiple copies of portions of books and periodicals for use in the classroom. These guidelines are called "Classroom Guidelines" and can be obtained on the website of the National Association of College Stores.

The website also has the booklet, *Questions and Answers on Copyright for the Campus Community*.

Faculty wishing to create course packs, anthologies, handouts, or websites containing copyrighted material should be aware of the following:

- (a) That there are advantages to using a source/vendor that clears copyright legally. On campus, that source is the Kennel Bookstore.
- (b) That if you choose to clear copyrights yourself, you should keep copies of the permission agreements and always keep a copy of a permission agreement if you turn the original over to a supplier
- (c) That many copyright permissions can be obtained within a few days but sometimes it may require as much as six to eight weeks
- (d) That you will have to exclude from your course packs, anthologies or handouts any copyrighted materials for which permission has not been granted
- (e) That permission, unless otherwise stated by the publisher or copyright holder, generally must be sought for each use of the material for each semester
- (f) That placing copyrighted material on a website does not change the need to obtain copyright permission.

The use of an off-campus vendor to produce course packs, anthologies or other course materials does not eliminate the legal obligation to obtain prior permission to reproduce copyrighted material. Unlike the Kennel Bookstore, many off-campus vendors will not seek to obtain permission to reproduce copyrighted material leaving that responsibility to the faculty member. Faculty members who fail to obtain the appropriate reprint permission in violation of copyright law, regardless of where they have the materials copied, are in violation of university policy.

Many of these off-campus vendors will ask you to sign a waiver. Please read the terms carefully. Many such forms will make you personally responsible for clearing permission and could impose a personal legal risk on you as well as the provider. In the extreme, by signing such agreements, you may also expose the university to potential liability for copyright infringement.

Please be advised that violation of copyright will be considered as a serious breach of professional conduct. The campus may not have a choice but to take appropriate personnel action for violations of the copyright law.

Copyright application forms can be obtained in the Government Documents Department of the Madden Library.

References: U. S. Copyright Office
<http://lcweb.loc.gov/copyright>

Association of American Publishers
<http://www.publishers.org/home/index.htm>

Copyright Clearance Center
<http://www.copyright.com>

National Association of College Stores
<http://www.nacs.org/info/>

CORE A common set of courses within a major or minor that all students are required to complete.

CORNERSTONES This major systemwide strategic planning initiative was initiated in part by the Association of Governing Boards and Pew Trusts Higher Education Roundtable.

The Trustees endorsed the Cornerstones Report as the systemwide planning framework in 1998. The campus is involved in the ongoing implementation of stated principles and recommendations of the report.

Reference: Cornerstones
<http://www.calstate.edu/cornerstones/>

CORRESPONDENCE AND WORKING FILES Both administrators and faculty with administrative functions such as department chairs may maintain correspondence and/or working files. These files usually contain correspondence with an individual, or summaries of telephone conversations or other oral communications with an individual, payroll documents, or copies of materials in the individual's Open Personnel File. These files are accessible to the data subject upon request to the person maintaining the file. If the request for access to the documents is denied, the individual may appeal to the Provost and Vice President for Academic Affairs.

Reference: Policy on Faculty Personnel Files (APM)
<http://www.csufresno.edu/aps/323.pdf>

COUNSEL, UNIVERSITY The California State University maintains the Office of General Counsel in the Chancellor's Office to represent the campuses of the CSU in matters of litigation. Only those individuals specifically authorized by the President may contact this office directly. Individuals who wish to contact General Counsel for any purpose should request the information through authorized campus personnel. For faculty, that individual is the Associate Vice President for Academic Personnel (8-3027).

Reference: CSU Office of General Counsel
<http://www.calstate.edu/GC/>

COURSE AND CURRICULUM CHANGE PROCEDURES While the Board of Trustees delegates the authority to establish the curriculum to the President, the faculty has the primary responsibility for development and evaluation of curriculum, subject matter, and methods of instruction. The President carries out this responsibility in consultation with the faculty. Innovations in the curriculum are frequently first explored and evaluated as a topics course in a department. Faculty members interested in developing a new course should work with the department chair.

Reference: [Policy on Curriculum Change Procedures for CSUF Catalog and Procedures for Implementing New Graduate Programs \(APM\)](http://www.csufresno.edu/aps/222.pdf)
<http://www.csufresno.edu/aps/222.pdf>

COURSE ASSIGNMENTS Course assignments are normally made by the department chair acting on behalf of the dean who is the “appropriate administrator” as noted in Article 20 of the CBA. While course requests are normally honored, course assignments are made at the convenience of the university and with the need to deliver the curriculum to students. No faculty member has a "right" to teach a particular course or schedule.

Reference: [CBA Article 20 Workload](http://www.csufresno.edu/aps/cba/art20.pdf)
<http://www.csufresno.edu/aps/cba/art20.pdf>

COURSE GOALS/OBJECTIVES Each instructor is expected to develop, in writing, goals and objectives for each course taught. Sections of the same course must have common goals and objectives. Since the same goals and/or objectives can be attained by various teaching methodologies, the University does not consider the requirement of common goals or objectives for a course to be a violation of academic freedom. Course goals and objectives shall be approved by departments and be retained on file within the department for at least two years.

Reference: [Policy on Course Syllabi and Grading \(APM\)](http://www.csufresno.edu/aps/241.pdf)
<http://www.csufresno.edu/aps/241.pdf>

COURSE RECORD KEEPING See Grade Books

COURSE SYLLABUS On the first day of instruction in a class, each instructor must provide students with a syllabus or outline stating course goals and objectives, and course requirements including, but not limited to, grading methodology, types and number of projects, written work, tests, and experiments.

Faculty members should realize that the syllabus can be viewed as a legal covenant between the instructor and student. The syllabus commits both the instructor and the student to a defined series of actions leading to an identified outcome. The instructor should be sure that any changes in the syllabus are understood by the students and are not unfair to students already committed to the class. When there are changes in the syllabus, issuance of a revised syllabus is strongly recommended.

It is university policy that copies of course syllabi are to be kept on file in the department for at least two years.

Reference: [Policy on Course Syllabi and Grading \(APM\)](http://www.csufresno.edu/aps/241.pdf)
<http://www.csufresno.edu/aps/241.pdf>

COURT APPEARANCES See Jury Duty; Witness

CRAIG SCHOOL OF BUSINESS (8-2482) The Sid Craig School of Business is named for Mr. Sid Craig a former university student, and local entrepreneur, and philanthropist. In 1992, Mr. Craig presented the School of Business and Administrative Sciences with a ten million dollar endowment. The school was the first to be endowed in the CSU system.

The Craig School of Business is composed of the following:

Academic departments:

Accountancy
Information Systems and Decision Sciences
Management
Marketing and E-business

The Aerospace Studies and Military Science programs are housed for administrative purposes in the school.

Ancillary Units

Entrepreneurial Institute
Small Business Development Center
Small Business Institute
University Business Center

The first business classes were offered in 1926 followed by the establishment of a Department of Commerce two years later. In 1949, the department was renamed the Department of Business and in 191952 achieved division status. The first master's degree was offered in 1951. In 1959, the program was accredited by the American Assembly of Collegiate Schools of Business (AACSB). The school retains that prestigious accreditation today.

The following individuals have been either chairs or deans of the business program since 1928.

1928 - 1947 Wilbur Mickesell, Chair Department of Commerce
1948 - 1965 McKee Fisk, Chair Department of Commerce later renamed Division of Business

Deans of the School

1965 - 1969 McKee Fisk
1970 - 1972 Claude E. Elias Jr.
1972 - 1973 Robert Hampton (Acting)
1973 - 1976 Irwin Weinstock
1976 - 1979 William A. Buzick Jr.
1979 Kelly J. Black (Interim)
1979 - 1984 Gene E. Burton
1984 - 1985 Dwayne G. Schramm (Acting)
1985 - 1992 Joseph J. Penbera
1992 - 1993 Luis Ma Calingo
1993 - 1994 Peter Simis (Acting)
1994 - 2003 Fred J. Evans

2003 - 2004 Karen D. Bowerman (Interim)

Reference: [Craig School of Business
http://www.craig.csufresno.edu/](http://www.craig.csufresno.edu/)

CREDENTIAL PROGRAMS The university offers a wide range of credential programs. For complete details, consult individual departments in the *General Catalog*.

CREDIT BY EXAMINATION California State University, Fresno grants credit to those undergraduate students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examinations and some CLEP examinations.

Students may challenge our courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully. Credit by examination is designed to encourage regularly enrolled students to seek college credit in courses in which they have competence but for which credit has not been earned by the usual academic processes. This permits students to accelerate their progress and provides an opportunity for wider selection of coursework. The following procedures should be followed:

With the concurrence of the department, students may apply for credit by examination in any course in our current *General Catalog* for which they appear to be reasonably qualified by training or experience and for which college credit has not been previously allowed. Credit by examination is not awarded if credit has been granted for previous coursework more advanced than the level represented by the examination in question. Credit by examination is not allowed in courses in which students have been permitted to register as auditors during the same semester, in which students have received a failing or no credit grade, or in which they have unsuccessfully sought credit by examination.

Students enroll for credit by examination at any time during the first two weeks of classes. Students must be regularly enrolled in other courses before they are granted permission to earn credit by examination. Units of credit by examination are counted as part of the total units registered for a given semester or term. Applications for credit by examination must be completed by students and approved by the respective departments.

The examination must be administered by the end of the fourth week of instruction, and the instructor must report the grade prior to the close of the sixth week.

The course in which students request credit by examination is so designated on their record. Students will receive a credit (CR) grade if the examination is passed with a C or higher grade. If they are unsuccessful, no grade is reported. Units earned count toward all appropriate requirements but are not used in computing their GPA.

The number of units earned by credit by examination in any semester or term may not exceed the number of units completed in regular enrollment. A maximum of 30 units earned by examination may be counted toward a bachelor's degree.

Credit earned by examination *does not meet the residence requirement of the university.*

CREDIT, INTERNSHIP See Internships, Credit for

CREDIT/NO CREDIT GRADING The credit/no credit grading policy at California State University, Fresno is designed to encourage academic exploration outside the major field of study. The policy also recognizes that in certain types of courses, student performance is best evaluated in terms of credit/no credit grading rather than through the traditional letter grades.

Neither the CR nor NC grade is included in the calculation of the grade point average. The grade of CR is assigned if the student's work is judged to be equivalent to an A, B, or C grade as applicable to regular enrollment in an undergraduate course or equivalent to an A or B grade in a 200-level course.

The NC grade is assigned if the student's work is not equivalent to these standards:

* *General conditions and limitations.* Some courses are not available for CR/NC grading, (see individual course description), while others are designated as available for CR/NC *grading only*. All other courses are available for CR/NC grading; however, a student may not enroll in more than 6 units of CR/NC graded coursework per semester. The decision to enroll for CR/NC grading must be made prior to the end of the fourth week of instruction and the decision must be recorded by the student at the Admissions and Records Office.

* *Undergraduate Students.* A student may not elect CR/NC graded coursework to satisfy requirements for the major unless the courses have been designated CR/NC *only*. A maximum of 24 semester units at California State University, Fresno of CR/NC evaluated credit, including all coursework taken CR/NC *only*, may be applied toward the degree.

* *Graduate Students.* Credit for coursework earned through CR/NC in fall 1978 and in subsequent semesters may not be applied toward the master's degree unless the course has been designated as available for CR/NC *only* by the Graduate Committee. A maximum of 6 units of CR/NC *only* credit may be applied to a 30-unit master's degree program and a maximum of 12 units of CR/NC *only* credit may be applied to a 60-unit program.

See the current *Schedule of Courses* for further information.

Reference: [Guidelines on Credit / No Credit Grading \(APM\)](http://www.csufresno.edu/aps/244.pdf)
<http://www.csufresno.edu/aps/244.pdf>

CREDIT UNIONS All university employees are eligible for membership in the State Center Credit Union, the Educational Employees Credit Union, and Golden 1 Credit Union. Savings plans and loan repayments can be made through payroll deductions.

References: [Educational Employees Credit Union](http://www.eecu.com)
<http://www.eecu.com>

[Golden One Credit Union](http://golden1.com)
<http://golden1.com>

[State Center Credit Union](http://www.statecentercu.com)
<http://www.statecentercu.com>

CREDIT, WORK EXPERIENCE See Internships and Work Experience, Credit for

CRIME LAB The U. S. Department of Justice has agreed to finance a Crime Lab on the campus. The lab will be the second largest in California and the only crime lab located on a CSU campus. The facility will be located near Woodrow and San Ramon Avenues, northeast of the Science Building. The lab will have 36,000 square feet of floor space. The building will include a laboratory with trace evidence rooms, secured testing areas, a firearms vault, a test fire tank, firing range, a clean lab room, a vehicle exam room with lift and other critical rooms needed for site work. Groundbreaking is expected in Fall 2000.

CRIME STATISTICS (8-2132) The university is mandated by federal law under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to report statistics of crimes that originate on university property or on properties owned or controlled by a student organization and recognized by the university.

The annual report of campus crime statistics can be obtained by calling the Campus Police Department.

Reference: [Crime Statistics
http://www.csufresno.edu/police/report.htm](http://www.csufresno.edu/police/report.htm)

[Jeanne Clery Act Information Page
http://www.soonline.org](http://www.soonline.org)

CURRICULUM MATERIALS, PRIMARY AND SECONDARY EDUCATION Curriculum/Juvenile Department (8-2054) in the Madden Library has a collection of state approved secondary textbooks and curriculum materials for use.

Reference: [Curriculum Juvenile Library, Henry Madden Library
http://duchess.lib.csufresno.edu/SubjectResources/CurriculumJuvenile/](http://duchess.lib.csufresno.edu/SubjectResources/CurriculumJuvenile/)

CUSTODIAL SERVICES See Plant Operations