



SUMMARY OF STUDENT RESOURCES AND CLASS POLICIES

SPRING 2024

The following is a description of student resources provided by the University, as well as course-related policies and procedures adopted from the homepage of the [College of Natural Sciences and Mathematics](#) that complement the instructor's syllabus.

Student Resources

CSULB Basic Needs Program

If you are having trouble affording enough food to eat, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, then the Basic Needs Program is here to help. The Basic Needs Program provides emergency services and resources for students. To learn more about the program, visit [Basic Needs Program](#). To apply for emergency services such as meal assistance program, emergency grant, or emergency housing, complete the information at this link: [Basic Needs Application](#).

The Basic Needs Program recognizes that not having your basic needs met can affect your performance in the classroom, and they are here to support you and help ensure you get to your graduation day. They look forward to being of service to you.

Accommodations

Students with disabilities who require reasonable academic accommodations are strongly encouraged to register with the [Bob Murphy Access Center \(BMAC\)](#) each semester. Students must submit supporting disability documentation to BMAC and provide faculty of any BMAC verification of accommodations as early in the semester as possible. BMAC is located in the Shakarian Student Success Center, Room 110 and can also be reached by phone at 562.985.5401 or via email at amac@csulb.edu. The policy of the CSU is to make its programs, services, and activities accessible to students, faculty, staff, and the general public, with disabilities who visit or attend a campus-sponsored event.

Academic Technology

If you need technical assistance at any time during the course or need to report a problem with Canvas, please contact the Technology Help Desk. They can be reached by phone at (562) 985-4959 and also by email at helpdesk@csulb.edu. ATS is located in the AS Building, Room 120 and open for walk-ins from 8 am-6 pm, Monday-Friday. Additional technology resources and assistance for students are available at [Academic Technology Services for Students](#).

Safe Computing

Protect yourself from computer viruses, phishing scams, and hackers with safe computing. Research shows the education/research sector is the most targeted by cyberattacks. Please review quick tips from the campus [Safe Computing](#) site.

Student Wellness

Mental Health and Wellness at The Beach is a campus-wide initiative encompassing all programs, services and training opportunities here to promote wellness. You can access a myriad of individual on-campus and off-campus [health and wellness resources](#), aligned with the 8 dimensions of well-being.

COVID related Safety

Be sure to regularly check your CSULB email and the CSULB Covid-19 website both for the most up-to-date information and for specific information on protocols for exposures to or positive tests for COVID-19.

Emergency Response

Emergency Procedures Training Slides and Emergency Procedures for syllabi are available on [CNSM Forms and Documents](#) under "Course-related Policies and Procedures." Please refresh yourselves with how to respond to emergency situations.

Policies

Student Behavior

The University policy states: *"If a student displays disruptive behavior that substantially interferes with the educational environment, the Professor can ask the student to leave class for that period". Students may use laptops or tablets in class to take notes or view lecture material. Phones should be silenced during class and turned off during exams. Students using their laptops, tablets, or any other communication devices for any reason during exams and quizzes will receive a zero score on that test."*

Plagiarism/Academic Integrity Policy

In its policy on [Academic Integrity \(PS 21-01\)](#), the University defines plagiarism as:

The act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Both quoted and paraphrased materials must be given proper citations.

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Self-plagiarism is generally defined as re-use of one's own work for multiple assignments within one or multiple courses, or presenting previous work in another context without citing it as one's own.

Work that you submit is assumed to be original for this assignment unless your source material is documented appropriately, such as a Works Cited page. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism.

Generative AI (Artificial Intelligence)

The use of generative Artificial Intelligence (AI) tools in this course must, first and foremost, follow the guidelines set by the instructor. If such use is permitted by the instructor, your use of AI tools must be properly documented and cited in order to follow CSULB's [Policy on Academic Integrity Regarding Cheating and Plagiarism](#). See these resources for [APA guidance](#), and for [other citation formats](#). Any assignment that is found to have used generative AI tools in unauthorized ways may incur a penalty, as determined by your instructor. When in doubt about permitted usage, please ask the instructor for clarification. An individual or group caught using AI to cheat on any exam/quiz or plagiarism will receive no credit for the work concerned. Their letter grade may also be lowered depending on the extent of academic dishonesty. You may also consult the section on [academic integrity in the CSULB catalog](#).

CNSM Statement on Anti-Hate Speech/Promotion of Tolerance

As members of The Beach community, we practice tolerance and denounce hate and prejudice. Our classroom will strive to be a place of mutual respect where the focus is on learning and student success.

Drops and Withdrawals at CSULB via MyCSULB

Per the CNSM Guide to Drops and Withdrawals – Spring 2024, "[Using Academics](#)" guides students through self-service schedule adjustments options available in MyCSULB during the first three* weeks of class. Classes dropped during this time will not appear on students' permanent records.

Note: Neither Instructors nor Departments are required to drop a student who is registered in a class. Students who do not attend class or stop attending class are responsible to initiate a Drop or Withdrawal.

After the first three* weeks of class, students may initiate withdrawals from class through MyCSULB. Instructions are located under the Request to Withdraw tab at [Using Academics](#).

Important: If withdrawing after the third week of instruction, a "W" will appear on the student's permanent record. Students should consider the consequences of this action and consult their academic advisor. After the third week of the term, withdrawals can impact progress towards degree, future course enrollment, current financial aid awards, and future financial aid eligibility. In most instances, the withdrawal units will be applied to the student's Undergraduate Withdrawal Limit (18 units over the course of their entire CSULB undergraduate career).

Students should also be aware that after the 3rd week of instruction, class withdrawals are permissible only for serious and compelling reasons. The definition of serious and compelling reasons as applied by

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faculty and administrators will be defined more narrowly as the term progresses. Please be advised that poor academic performance or poor time management is not justification for withdrawing from classes.

**For the Spring 2024 Semester, the drop-without-penalty date has been extended one week to Sunday, 2/11/24 @ 11:59pm. PS 22-01 states that during the "first two weeks" students may self-adjust their classes without penalty. Also, during this time, instructors may drop students who have not attended. Due to the extenuating circumstances of the labor stoppage, self-adjustment has been extended to the third week of the semester.*

Spring 2024 Timeline for Drops and Withdrawals

1/22/2024 - 2/11/2024: Students may drop classes through MyCSULB via [Single Sign-On](#). These drops will not appear on students' permanent records.

2/12/2024 – 4/19/2024: Withdrawal after first 3 weeks and prior to the final 3 weeks of instruction: Students access MyCSULB via [Single Sign-On](#) and click on the "Enroll" link in the Academics section. Next, click the "Withdraw" tab. To initiate a withdrawal request, click on "Create New Request" button. If appropriate, attach documentation.

4/20/2024 – 5/10/2024: Catastrophic Withdrawal during the Final 3 Weeks of Instruction: Note that withdrawal during the final three weeks of instruction is not permitted unless there are serious and extenuating circumstances beyond your control that prevent you from continuing in your classes and incompletes are not possible.

Follow the directions at the "Withdraw" tab in the Academics Section of MyCSULB, accessed via [Single Sign-On](#). Justification and supporting documentation are required and must be uploaded with the request to withdraw. Approvals required include the student's instructor, the chairperson of the department offering the class, and the Associate Dean of the college in which the class is offered. All requests will be submitted to the Withdrawal Committee for review. Students will receive an email with the decision.

Attendance Policy

Students are expected to attend classes regularly. Class attendance and participation are necessary and important components of learning that affect all students in the class and are essential to achieving a course's educational objectives. Please refer to and get familiar with the [CSULB Policy on Class Attendance](#). Note: The policy statement lists those absences the university considers eligible for excused absences.

CNSM Zero-Tolerance Policy for Sexual/Gender-Based Harassment

The CNSM is committed to providing a safe and positive learning environment and has established a zero-tolerance policy for any sexual/gender-based misconduct, including, but not limited to sexual harassment, assault, dating violence, stalking for all faculty, staff, and students.

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The following entities at CSULB have been established to provide support and assistance for victims of sexual harassment and assault:

- [Equity & Compliance for Title IX needs](http://www.csulb.edu/title-ix) (www.csulb.edu/title-ix)
- [CSULB University Police Department](http://www.csulb.edu/university-police/sexual-assault-domestic-violence-and-stalking) (www.csulb.edu/university-police/sexual-assault-domestic-violence-and-stalking)
- [The Women's & Gender Equity Center](http://www.csulb.edu/wgec) (www.csulb.edu/wgec)
- [Counseling & Psychological Services \(CAPS\) Office](http://www.csulb.edu/caps) (www.csulb.edu/caps)
- [Sexual Misconduct Information - Student Health Services](http://www.csulb.edu/student-affairs/student-health-services/available-health-services/sexual-misconduct-information) (www.csulb.edu/student-affairs/student-health-services/available-health-services/sexual-misconduct-information)
- [Not Alone @ The Beach](http://www.csulb.edu/natb) (www.csulb.edu/natb)

For more information regarding CSULB's policies on sexual misconduct and discrimination (www.csulb.edu/titleix).

BEACHIX@LB

CSULB encourages its community to **RISE**:

- Refer student concerns to support services and Equity & Diversity;
- Intervene appropriately when they see an issue arising;
- Support those who may be experiencing a Title IX related issue; and
- Educate themselves, students, and colleagues about Title IX, campus resources, and sexual misconduct prevention and awareness.

More information regarding Title IX and our campus resources may be found on the [Office of Equity and Compliance \(OEC\)](http://www.csulb.edu/equity-compliance) (www.csulb.edu/equity-compliance)

Affirmative Consent

The CSU has an Affirmative Consent policy, and is perhaps best understood by watching the following educational video: [Consent - It's Simple as Tea](#).

Eliminating Anti-Blackness

Faculty at CSULB strive to create an environment that supports meaningful dialogue grounded in research, academic inquiry, and mutually respectful relations. We also strive to remain conscious of and attentive to the damage that anti-Blackness does to the lives of our students, faculty, staff, administrators, and their related communities.

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We recognize and acknowledge anti-Blackness as being endemic to “how all of us make sense of social, economic, historical, and cultural dimensions of human life” (ross, New York Times, 2020). We recognize and acknowledge anti-Blackness as being endemic to the history of the university as an institution.

As such, faculty at CSULB denounce anti-Blackness and racial violence in all forms and stand in solidarity with Black communities in the fight for racial justice, equality, and equity. We pledge to remake our institution as one that values, honors, and supports Black lives. We recognize the impact of anti-Blackness on our students, and we invite them to dialogue with their professors as we work to make our classrooms anti-racist and dignity-affirming spaces.

CSULB's Department of Africana Studies, located at PSY 306, and OMA's Black Resource Center are available as resources for the cultural grounding, growth, and development of our students. Visit the [Department of Africana Studies](#) and the [Office of Multicultural Affairs](#) for more information.

Undocumented Students

Undocumented students are welcome in this class. If you are undocumented and need assistance with successfully completing courses or a degree at CSULB, the staff of the Dream Success Center can help you with advising, campus services, legal immigration support, and other university resources. Visit the Dream Success Center in the Student Success Center, room 290, contact them at 562.985.5869 or via email at dream@csulb.edu. For more information, please visit [Dream Success Center](#) (www.csulb.edu/dream).

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