

Appendix A: California Residency and Nonresident Tuition Fee

If you have not been living in California with intent to make it your permanent home for more than one year immediately before the residence determination date for each term in which you propose to attend the university, you must pay a Nonresident Tuition Fee in addition to all other fees (see pages 19 and 51). The residence determination date is the day instruction begins at the last of the University of California campuses to open for the quarter, and for schools on the semester system, the day instruction begins for the semester.

Law Governing Residence

The rules regarding residence for tuition purposes at the University of California are governed by the California Education Code and implemented by Standing Orders of the Regents of the University of California. Under these rules, adult citizens and certain classes of aliens can establish residence for tuition purposes. There are particular rules that apply to the residence classification of minors (see below).

Who Is a Resident?

If you are an adult student (at least 18 years of age), you may establish residence in California if: (1) you are a U.S. citizen, (2) you are a permanent resident or other immigrant, or (3) you are a nonimmigrant who is not precluded from establishing a domicile in the U.S. This includes nonimmigrants who hold valid visas of the following types: A, E, G, H-1, H-4, I, K, L, O-1, O-3, R, or V. *To establish residence you must be physically present in California for more than one year, and you must come here with the intent to make California your home as opposed to coming to this state to go to school.* Physical presence within the state solely for educational purposes does not constitute the establishment of California residency, regardless of the length of stay. You must demonstrate your intention to make California your home by severing your residential ties with your former state of residence and establishing those ties with California. If these steps are delayed, the one-year durational period will be extended until you have demonstrated both presence and intent for one full year. *Effective fall 1993, if your parents are not residents of California, you are required to be financially independent in order to be a resident for tuition purposes. Your residence cannot be derived from your spouse or your parent(s).*

Requirements for Financial Independence

You are considered "financially independent" if one or more of the following applies: (1) you are at least 24 years of age by December 31 of the calendar year for which you are requesting resident classification; (2) you are a veteran of the U.S. Armed Forces; (3) you are a ward of the court or both parents are deceased; (4) you have legal dependents other than a spouse; (5) you are married, or a graduate student

or a professional student, and you were not claimed as an income tax deduction by your parents or any other individual for the tax year immediately preceding the term for which you are requesting resident classification; or (6) you are a single undergraduate student and you were not claimed as an income tax deduction by your parents or any other individual for the two tax years immediately preceding the term for which you are requesting resident classification, and you can demonstrate self-sufficiency for those years and the current year. Note: Financial independence is not a factor in determining residence status for graduate student instructors, graduate student teaching assistants, research assistants, junior specialists, postgraduate researchers, graduate student researchers, and teaching associates who are employed 49 percent or more of full time or awarded the equivalent in university-administered funds (e.g., grants, stipends, fellowships) for the term for which resident classification is sought.

Establishing Intent for California Residency

Indications of your intent to make California your permanent residence can include the following: registering to vote and voting in California elections; designating California as your permanent address on all school and employment records, including military records if you are in the military service; obtaining a California driver's license or, if you do not drive, a California identification card; obtaining California vehicle registration; paying California income taxes as a resident, including taxes on income earned outside California from the date you establish residence; establishing a California residence in which you keep your personal belongings; and licensing for professional practice in California. The absence of these indicia in other states during any period for which you claim California residence can also serve as an indication of your intent. Documentary evidence is required and all relevant indications will be considered in determining your classification. Your intent will be questioned if you return to your prior state of residence when the university is not in session.

General Rules Applying to Minors

If you are an unmarried minor (under age 18), the residence of the parent with whom you live is considered to be your residence. If you live with neither parent, your residence is that of the parent with whom you last lived. Unless you are a minor alien present in the U.S. under the terms of a nonimmigrant visa which precludes you from establishing domicile in the U.S., you may establish your own residence when both parents are deceased and a legal guardian has not been appointed. If you derive California residence from a parent, that parent must satisfy the one-year durational/intent requirement.

Specific Rules Applying to Minors

(1) Parent of minor moves from California.

You may be entitled to resident status if you are a minor U.S. citizen or eligible alien whose parent(s) was a resident of California who left the state within one year of the residence determination date if:

(a) you remained in California after your parent(s) departed; (b) you enrolled in a California public postsecondary institution within one year of your parent(s)' departure; and (c) once enrolled, you maintain continuous attendance in that institution. Financial independence is not required in this case.

(2) *Self-support.* You may be entitled to resident status if you are a U.S. citizen or eligible alien and a minor and can prove the following: (a) you lived in California for the entire year immediately preceding the residence determination date; (b) you have been self-supporting for that year; and (c) you intend to make California your permanent home.

(3) *Two-year care and control.* You may be entitled to resident status if you are a U.S. citizen or eligible alien and you have lived continuously with an adult who is not your parent for at least two years prior to the residence determination date. The adult with whom you are living must have been responsible for your care and control for the entire two-year period and must have been residing in California during the one year immediately preceding the residence determination date.

Exemptions from Nonresident Tuition

You may be entitled to an exemption from nonresident tuition if one of the following applies to you:

(1) *Member of the military; spouse or child.* A student, on active duty as a member of the United States military stationed in California, and their spouses and dependent children.

(2) *Child or spouse of a faculty member.* To the extent that university funds are available, a student who is the unmarried, dependent child under the age of 21 or the spouse of a University of California faculty member who is a member of the Academic Senate.

(3) *Child or spouse of a university employee.* A student who is the unmarried, dependent child under the age of 21 or the spouse of a full-time employee of the University of California who is permanently assigned to work outside the state of California (i.e., Los Alamos National Laboratory).

(4) *Child of a deceased public law enforcement or fire suppression employee.* A student who is the child of a deceased public law enforcement or fire suppression employee, who was a California resident and was killed in the course of law enforcement or fire suppression duties.

(5) *Dependent child of a California resident.* A student who has not been an adult resident for more than one year and is the natural or adopted dependent child of a California resident who has been a resident for more than one year immediately prior to residence determination date. The student must also maintain full-time attendance in a California public postsecondary institution.

(6) *Graduate of a California school operated by the Federal Bureau of Indian Affairs (B.I.A.).* A student who is a graduate of a California school operated by the B.I.A. (i.e., Sherman Indian High School) and who enrolls at the University of California.

(7) *Employee of California public school district.* A student holding a valid credential authorizing

service in California public schools and employed by a school district in a full-time certificate position may be exempt from nonresident tuition.

(8) *Student athlete in training at U.S. Olympic Training Center, Chula Vista.* An amateur student athlete in training at the U.S. Olympic Training Center in Chula Vista may be exempt from nonresident tuition until he or she has resided in California the minimum time necessary to become a resident.

(9) *Graduate of California high school.* A student who attended high school in California for three or more years (9th grade included) and graduated from a California high school (or attained the equivalent) may be exempt from nonresident tuition.

(10) *Congressional Medal of Honor recipient.* An undergraduate student under age 27 who is the recipient of the Congressional Medal of Honor or a child of a recipient who at the time of his or her death was a California resident.

(11) *Surviving dependent of California resident killed in 9/11 terrorist attacks.* Undergraduate student who is the surviving dependent of a California resident who was killed in the 9/11/01 terrorist attacks on the World Trade Center, the Pentagon Building, or the crash of United Airlines Flight 93.

Temporary Absences

If you are a nonresident student who is in the process of establishing a residence for tuition purposes and you return to your former home during non-instructional periods, your presence in the state will be presumed to be solely for educational purposes and only convincing evidence to the contrary will rebut this presumption. *Students who are in the state solely for educational purposes will not be classified as residents for tuition purposes regardless of the length of their stay.*

If you are a student who has been classified as a resident for tuition purposes and you leave the state temporarily, your absence could result in the loss of your California residence. The burden will be on you (or on your parents if you are a minor) to verify that you did nothing inconsistent with your claim of a continuing California residence during your absence. Steps that you (or your parents) should take to retain a California residence include:

(1) *Continue to use a California permanent address on all records*—educational, employment, military, etc.

(2) *Continue to satisfy California tax obligations.* If you are claiming California residence, you are liable for payment of income taxes on your total income from the date that you establish your residence in the state, including income earned in another state or country.

(3) *Retain your California voter's registration and vote by absentee ballot.*

(4) *Maintain a California driver's license and vehicle registration.* If it is necessary to change your driver's license or vehicle registration, you must change them back within the time prescribed by law.

Petitioning for Change of Classification

You must petition in person at the Office of the Registrar for a change of classification from nonresident to resident status. All changes of status must be initiated prior to the first day of classes for the term for which you intend to be classified as a resident.

Time Limitation on Providing Documentation

If additional documentation is required for residence classification but is not readily accessible, you will have until the end of the applicable term to provide it.

Incorrect Classification

If you are incorrectly classified as a resident, your classification will be corrected and you will be required to pay the nonresident tuition you have not paid. If you concealed information or furnished false information and were classified incorrectly as a result, you are also subject to university discipline. Resident students who become nonresidents must immediately notify the campus residence deputy.

Inquiries and Appeals

Inquiries regarding residence requirements, determination, and/or recognized exceptions should be directed to the residence deputy, Office of the Registrar, 190 Hahn Student Services Building, University of California, Santa Cruz, 1156 High Street, Santa Cruz, CA 95064-1077, (831) 459-2754, or to the Principal Administrative Analyst—Residence Matters, Office of the General Counsel, 1111 Franklin Street, 8th Floor, Oakland, CA 94607-5200. *No other university personnel are authorized to supply information relative to residence requirements for tuition purposes.*

You are cautioned that this summary is not a complete explanation of the law regarding residence. Note that changes may be made in the residence requirements between the publication of this statement and the relevant residence determination date. Any student, following a final decision on residence classification by the residence deputy, may appeal in writing to the Principal Legal Analyst within 45 days of notification of the residence deputy's final decision.

Privacy Notice

All of the information requested on the Statement of Legal Residence form is required (by the authority of Standing Order 110.2 (a)–(d) of the Regents of the University of California) for determining whether or not you are a legal resident for tuition purposes. You have the right to inspect university records containing the residence information requested on this form. The records are maintained by the Office of the Registrar, 190 Hahn Student Services Building, University of California, Santa Cruz, 1156 High Street, Santa Cruz, CA 95064-1077, (831) 459-2754.

Appendix B: University Police

The University Police have the same authority and responsibility, by law, as municipal police departments. In emergencies, call 9-1-1, 24 hours a day, from campus or private phones. If you need information, or if you need to report a theft, assault, or other crime, call (831) 459-2231, also 24 hours a day. Officers patrol the campus on foot, bicycle, motorcycle, or by car. They answer calls related to crimes, collisions, injuries, and complaints. The lost-and-found service is located in the Police Office. Office hours are Monday through Friday, 8 A.M. to 5 P.M. The Police Office is located in the "H" Barn on the rise near the main entrance to campus.

The Parking Enforcement Office (for paying parking citations and requesting special parking consideration) is in the same location. Citation payments may be made in person Monday through Friday, 8 A.M. to 5 P.M.

Crime Awareness and Campus Security Act

In compliance with the federal Crime Awareness and Campus Security Act, UCSC publishes information on campus security and crime statistics. The information is posted on the web: www2.ucsc.edu/police.

Appendix C: Drug-Free Schools and Communities Act

In compliance with the federal Drug-Free Schools and Communities Act, UCSC annually notifies students, faculty, and staff of policies, procedures, and potential consequences related to unlawful possession, use, or distribution of drugs and alcohol on campus. This notice is distributed to students through the colleges and the Graduate Studies Division, and to faculty and staff through campus mail. The university also conducts a biannual review of programs related to drugs and alcohol to determine effectiveness, implement changes, and ensure that disciplinary sanctions are consistently enforced. This review is conducted by the Office of the Vice Chancellor for Student Affairs, (831) 459-4446.

Appendix D: Smoking on Campus Policy

To protect the rights of the nonsmoking campus community to breathe smoke-free air, UCSC has adopted a policy that bans smoking in areas occupied by the nonsmoking population, includes all nonresidential university buildings and vehicles, and applies to all individuals on the UCSC campus. This policy prohibits smoking in all indoor areas of all nonresidential public buildings on campus and in common areas such as lobbies, lounges, waiting areas, and rest rooms of residential buildings. Smoking is also prohibited in the outside areas beside all building doorways, windows, and ventilation air intakes; this includes patios underneath building windows or other areas where smoke could enter openings to buildings.

For more detailed information about the smoking policy, see the web: www.ehs.ucsc.edu (under Environmental Health and Safety [EH&S] Administration policies). Tobacco products will not be sold on campus either through vending machines or campus establishments. UCSC supports and assists efforts to stop smoking by providing literature and referrals to community cessation programs. Students may obtain information about the programs from the Cowell Student Health Center, (831) 459-2211.

Appendix E: Policies and Regulations

The *Student Policies and Regulations Handbook*, the Code of Student Conduct, and related appendices may be accessed at www2.ucsc.edu/judicial. The *Student Policies and Regulations Handbook* is also available in alternate formats such as enlarged print, braille, audiocassette, or electronic disc from Student Judicial Affairs. Topics include:

- Policy on Nondiscrimination
- Policy on Speech and Advocacy
- Policy on Use of University Properties
- Policy on Campus Emergencies
- Registered Campus Organizations
- University Obligations and Student Rights
- Policy on Student Governments
- Policy on Campus-Based Student Fees
- Policy on Student Conduct and Discipline
- Policy on Student Grievance Procedures
- Policy on Student Participation in Governance
- Policies Applying to the Disclosure of Information from Student Records
- Guidelines Applying to Nondiscrimination on the Basis of Disability
- University of California Authorized Student Governments
- University of California: Use of the University's Name—State of California Education Code, Section 92000
- Nondiscrimination Policy Statement for University of California Publications Regarding Student-Related Matters
- UCSC Alcohol and Drug Policy
- University of California Policy on Hazing
- UCSC Sex Offense Policy
- UCSC Academic Dishonesty Policy
- UCSC Policy on Sexual Orientation Harassment/Discrimination
- UCSC Guidelines for Speakers and Public Events for Students and Campus Organizations
- UCSC Computer Guidelines: Policies for Use of UCSC Computing Facilities
- UCSC Smoking Policy: Policy for a Smoke-Free Environment

- UCSC Public Nudity and Sexually Offensive Conduct Policy
- UCSC Hate/Bias Incident Policy
- UCSC Procedures for Ensuring Adequate Interim Protection from Retaliation or Intimidation for Complainant(s), Witness(es), and other Individuals
- UCSC Policy on Academic Integrity for Graduate Students

For further information, stop by 245 Hahn Student Services Building or call (831) 459-4446.

Appendix F: Graduate Student–Faculty Adviser Relationship Guidelines

The University of California, Santa Cruz, expects professional, fair, and frequent communication between graduate students and their advisers. Open communication and mutual respect should be the foundation of the relationship between a graduate student and faculty adviser. The graduate adviser and the graduate student should discuss their student–adviser relationship early, and clearly communicate mutual and agreeable expectations from the beginning. Regular interactions, especially face-to-face meetings, are essential in ensuring that expectations and goals are met.

In an optimal learning environment, the faculty adviser should provide timely and constructive feedback on performance and expectations; timely and sufficient warning of inadequate performance; appropriate recognition of a student's intellectual contributions; and academic and professional advice on all stages of the graduate career. The graduate student should be an active participant in seeking advice and getting feedback on progress, keeping the faculty adviser informed of plans, progress, and obstacles, and contributing during regular progress assessments. The faculty adviser and the student each have the duty and responsibility to initiate meetings as necessary to foster and protect the success of the relationship.

Professionalism and fairness should guide the graduate student–faculty adviser relationship. Graduate students and faculty should avoid relationships that conflict with their particular roles and responsibilities. Faculty advisers and graduate students are bound by policies that prohibit discrimination and harassment. (See page 18, Appendix E, and inside back cover.) Graduate students may be entitled to accommodations under the Americans with Disabilities Act. (See page 18, Appendix E, and inside back cover.) When concerns and conflicts arise, they should be raised and attended to professionally, honestly, and promptly. Retaliation and discrimination against students for raising concerns are prohibited.

If something happens that upsets the faculty adviser–graduate student relationship and cannot be resolved either by direct or indirect discussion, a graduate student can seek assistance from a trusted faculty member, the dean of graduate

studies, the graduate director, the department chair, the ombudsman, and/or counseling and psychological services. Graduate students may request confidentiality. Many departments have developed processes to address a range of potential concerns. For information about grievance and appeal procedures, see page 18 and Appendix E. For a description of additional informal and formal grievance and appeal processes available to UCSC graduate students, please refer to the *Graduate Student Handbook* at www.graddiv.ucsc.edu.

Appendix G: Student Judicial Affairs

Student Judicial Affairs is responsible for the adjudication of all nonacademic student and student organization misconduct for UCSC. In this capacity, Student Judicial Affairs administers the Policy on Student Conduct and Discipline in accordance with Section 100.00 of the *Student Policies and Regulations Handbook*. Allegations of misconduct may be brought by students, faculty, staff, police, visitors to the campus, and members of our local community. Allegations should be made in writing and delivered to Student Judicial Affairs.

Upon receipt of an allegation, Student Judicial Affairs will review the merits of the allegation and then conduct an investigation to determine if a violation has occurred. If no violation can be proven, the matter will be dropped. If a violation is proven, then an appropriate sanction will be recommended to the student or student organization for their review and acceptance. If the recommendation is unacceptable, the student or student organization may request a formal hearing or file a written appeal. If you have a question about a possible violation, university policy, or your rights in the discipline process, please feel free to contact the office for a phone consultation or to schedule an appointment.

Student Judicial Affairs serves as the Americans with Disabilities Act (ADA) compliance resolution office for grievances of alleged discrimination based on disability or handicap. In addition, Student Judicial Affairs is the resource office for grievances of alleged discrimination based on race, color, national origin, or sexual orientation, and for incidents of hate/bias.

The Office of Student Judicial Affairs is located in 245 Hahn Student Services Building and can be reached by phone at (831) 459-4446, by fax at 459-3188, or via e-mail at SJA@ucsc.edu. Web: www2.ucsc.edu/judicial/.

Appendix H: Ombudsman's Office

The Ombudsman's Office is an impartial and confidential resource available to all members of the UCSC community. The office assists students, staff, and faculty in achieving informal resolution of complaints and conflicts that stem from UCSC policies, procedures, practices, and intracampus relationships. The office seeks fair and equitable solutions to problems, using the principles of informality, impartiality, independence, and confidentiality.

The Ombudsman's Office operates independently of administrative authorities and protects the privacy of all contacts and communications to the office. When appropriate, Ombudsman staff encourage direct interaction between involved parties and may provide mediation services upon request. Ombudsman staff are impartial when listening to concerns, providing options, and resolving complaints.

Ombudsman staff conduct informal, impartial investigations and recommend changes to policies and procedures in a consultative manner. Services include providing information on campus resources, policies, and procedures, making appropriate referrals, and facilitating difficult conversations. The office is not involved in formal grievance or disciplinary processes, and cannot set aside any university policy or rule.

The Ombudsman can be reached at (831) 459-2073. Call for further information or for an appointment. All inquiries are confidential. The Ombudsman's Office is located at 489 McHenry Library. Web: www2.ucsc.edu/ombudsman.