



SAN FRANCISCO
STATE UNIVERSITY

Welcome to the Neighborhood

San Francisco State University's
Required Tutorial for New Students on
Being a Good Neighbor



Introduction

- As part of its commitment to the community, the University strives to ensure that our students recognize that they are members of a wonderful and unique neighborhood in one of the world's great cities. As community members, it is crucial that we are all well aware of our responsibilities to our neighbors.



Introduction

- The following tutorial will provide you with what you need to know about the obligations you have when in the communities surrounding campus. It contains some helpful tips about living off-campus or visiting friends who do. It also includes information about the University's judicial system, which works to uphold our values and our commitment to being a good neighbor. As an SF State student, you're expected to have read and understand this important information.



SAN FRANCISCO
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But first, welcome to the neighborhood!



SF State in the Community

San Francisco State University cherishes its standing as a valued part of the community.

Through our students, faculty, staff, and alumni, SF State makes wonderful contributions to the area. Our students devote nearly **350,000 hours** each year to community service initiatives that better the City and provide needed services to its residents.

The University has more than **100 centers, institutes and special programs** that address such varied issues as the health of San Franciscans, K-12 student skills, small business success and science skills for underprivileged youth.



SF State in the Community

Each of us should take pride in our University's accomplishments and the role we play in making San Francisco the remarkable city that it is. Eighty per cent of our graduates remain in the San Francisco Bay Area. The neighborhoods around campus include more than 3,000 SF State alumni. SF State trains seven out of every ten teachers in San Francisco's public schools and is the 13th largest employer in the City. SF State fuels this City's vibrant economic, cultural, and civic institutions.





SAN FRANCISCO
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The Neighborhood





The Neighborhood

This is a diverse community comprised of residents from a broad spectrum of ages, life stages, and backgrounds.

Some long-term residents in this community have lived in their homes for more than forty years.

Some of our neighbors are raising their families in this community; others have chosen to retire here.

We all live in close proximity to one another, which requires us to be considerate of one another.



The Neighborhood

SF State is situated among the City's beautiful and unique southwest neighborhoods.

To the south of campus is Parkmerced, a large residential community of more than 3,000 apartments and home to more than 8,000 people.

To the east is the Lakeside neighborhood, comprised of single-family homes.

Just north of campus is the Stonestown Galleria, and beyond it are the Merced Manor and Lake Shore Acres neighborhoods.

To our west is beautiful Lake Merced, part of one of the City's unrivaled greenbelts.



The Neighborhood

Whether you live on campus in a residence hall, in University Park North or South, in Parkmerced, or in another neighboring community, your actions reflect on the University community as a whole.

Our students are our ambassadors to the community and SF State is committed to being recognized as a good neighbor.





Being a Good Neighbor

There are some important steps you can take to be a responsible, courteous member of the community.





Being a Good Neighbor

If you live in University Park North or South, Parkmerced, or another neighboring community:

Introduce yourself to your neighbors. Say hello and exchange telephone numbers in case you need to reach one another. Maintain open lines of communication.



Being a Good Neighbor

If you plan on having some friends over to visit, do so responsibly:

Limit your invitation list to a size that you can control.

Inform your neighbors that you will be hosting a gathering. Tell them to contact you if any concerns arise during your party.

Promise your neighbors that your party will end at a reasonable hour and keep your promise.

If you and your guests are 21 or over, and plan to drink, be sure to also serve **non-alcoholic** drinks and things to eat.

When the party is over, remind your guests to leave your home **quietly** so as to not disturb your neighbors. Also be sure to **clean up** the area surrounding your unit if your guests have left trash on the lawn.

You are responsible for your guests' conduct.



Being a Good Neighbor

Remember that you live in a community made up of people keeping very different schedules. Your neighbors might be trying to sleep.

When walking through the halls of your building, while on the elevator, or if out walking around your neighborhood in the evening or early morning, remember to keep your voice down.

Be mindful of your neighbors—they'll be grateful for your consideration.

Please do not litter.



Being a Good Neighbor

If you do not live in University Park North or South, or in Parkmerced, but are visiting friends who do, please remember to be respectful of your friends' neighbors. Please don't disturb them.



Being a Good Neighbor

While most SF State students are respectful of our neighbors, there are instances when parties get out of control, neighbors are awakened in the middle of the night, and the peace of the neighborhood is disturbed.

The University hopes to make such instances rare occurrences by encouraging our students to be responsible and courteous members of the community.

When disturbances do occur, they will be treated seriously. Pursuant to State law, the University will respond accordingly.



Student Code of Conduct

Title V of the California Education Code includes the Student Code of Conduct, which regulates student conduct.

The Code of Conduct is available in the University Bulletin, in the New Student Handbook, and on the University's website.

[Click here](#) to review the Code of Conduct.

Whether you're on campus, spending time in Parkmerced or another neighboring community, you are responsible for following the Student Code of Conduct.



Other Laws

Aside from the Code of Conduct, participating in or hosting disruptive parties, serving alcohol to minors, and disturbing the peace violate other laws as well.

San Francisco's Municipal Ordinances make it unlawful for anyone to consume alcohol on streets or in public view, urinate in public, or disturb the peace.



Other Laws

Under State law it's also illegal to serve alcohol to a minor, to engage in disorderly conduct while intoxicated, to disturb the peace, or to be a minor in possession of alcohol.

Violations of these laws can lead to stiff monetary fines, community service sentences, drivers' license suspensions, and in some instances, even jail time.



Law Enforcement & Public Safety

Both the San Francisco Police Department (SFPD) and the San Francisco State University Police (UPD) patrol and respond to calls from Parkmerced and other neighboring communities.

The two agencies work closely with one another to address residents' concerns.





Law Enforcement & Public Safety

Emergency calls to 911 may be answered by either SFPD or UPD. SFPD may either refer calls around the SF State campus to University Police, or may respond themselves.

Additionally, University Police encourage neighboring residents to contact them directly when the matter involves disruptive student conduct.





Law Enforcement & Public Safety

Parkmerced also maintains its Courtesy Patrol. Parkmerced residents may contact the Courtesy Patrol to report disturbances or unsafe activity.

Courtesy Patrol may contact the Police if its personnel are concerned about any activity they witness.

They will also report verified disturbances to Parkmerced management, who may contact tenants consistently disturbing the peace.

Such activity may lead to eviction.





Law Enforcement & Public Safety

In instances when SFPD responds to calls involving disruptive student conduct, they may cite individuals for violations of the law, and in some cases, may even arrest them.

They may also provide the information to the University Police, who will inform the University's Judicial Coordinator of the allegations.





Law Enforcement & Public Safety

When SF State Police respond to calls, they will break up loud, unruly parties.

When appropriate, University Police may also cite students for violating the law, which could lead to criminal prosecution.



Students- or their hosts- found to be disrupting the community, will receive a written warning from the Police on the first such occurrence.

Copies of the warning will be forwarded to the Vice President and Dean of Students and the Campus Judicial Coordinator, as well as to the University Police Department.





Law Enforcement & Public Safety

		<h2>ATTENTION SF STATE STUDENT</h2>			
<p>Your conduct has resulted in contact with or referral to the University Police. This contact/referral and the circumstances surrounding it will be documented. There is zero tolerance for disruptive behavior.</p>					
<p>Any future offense that is reported to the San Francisco State University Police, the San Francisco Police or Park Merced Security will immediately be referred for Student Discipline. You will receive no other warnings. STUDENT DISCIPLINE MAY RESULT IN YOUR IMMEDIATE SUSPENSION/EXPULSION FROM THE UNIVERSITY AND/OR REVOCATION OF YOUR LICENSE AGREEMENT.</p>					
<p>You are to be reminded that as a SF State student you are required to comply with the Student Code of Conduct, on and off campus!</p>					
<p>Conduct violations include, but are not limited to, loud/unruly parties, underage drinking, drug/narcotic use, excessive noise complaints, or any other criminal complaint.</p>					
<p>CALIFORNIA EDUCATION CODE: TITLE 5, § 41301(d)</p>					
Chief Kirk Gaston San Francisco State University Police				STUDENT ID #	
NAME		DOB	DL#	PHONE #	
HOME ADDRESS			CITY, STATE, ZIP		
TYPE OF COMPLAINT <input type="checkbox"/> NOISE <input type="checkbox"/> PARTY <input type="checkbox"/> ALCOHOL/DRUGS <input type="checkbox"/> OTHER (SPECIFY)				CASE OR CAD #	
INCIDENT LOCATION (ADDRESS & ROOM NUMBER)			OFFICER STAR #	DATE	TIME
SF STATE RESIDENT <input type="checkbox"/> NO <input type="checkbox"/> MPH <input type="checkbox"/> MWH <input type="checkbox"/> TOWERS <input type="checkbox"/> VILLAGE <input type="checkbox"/> UPN <input type="checkbox"/> UPS				Please review the Student Code of Conduct at www.sfsu.edu/~osp/d/conduct/	
WHITE COPY: STUDENT		YELLOW COPY: UNIVERSITY POLICE		PINK COPY: JUDICIAL AFFAIRS	
				GOLD: SFSU HOUSING	

Example of University Police Warning Card



University Student Judicial Affairs

If University Police respond to a second call—at any time during the same semester—and verify the complaint, the student will be contacted by the University Judicial Coordinator, who will investigate the matter to determine whether judicial action is warranted.

If the Coordinator believes that the Code of Conduct may have been violated, the Coordinator will meet with the student to hear her or his response to the allegations.

Students found to have committed serious violations of the Code of Conduct will face suspension or expulsion.



University Student Judicial Affairs

At the conference, the Coordinator and the student will attempt to agree on the appropriate disposition of the matter. If they are able to do so, it will be closed and the terms of the disposition shall be put in writing and signed by the student charged and the student conduct administrator.

If the student admits a violation of the Student Code of Conduct but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.

If the alleged violation of the Student Code of Conduct is not resolved at the conference with the Coordinator, and he or she has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the student conduct administrator will set a hearing.



University Student Judicial Affairs

CSU Executive Order 970 sets out students' rights, along with the proceedings and possible sanctions for violations of the Code of Conduct. The Order notes that the following sanctions may be imposed:

- Restitution – Compensation of victims.
- Loss of Financial Aid.
- Educational and Remedial Sanctions - Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments.
- Denial of Access to Campus.



University Student Judicial Affairs

CSU Executive Order 970 also includes these possible sanctions:

Disciplinary Probation - A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior.

Suspension - Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the university. Conditions for readmission may be specified.

Expulsion - Permanent separation of the student from CSU student status from the university.

More than one sanction may be imposed for a single violation.



Other Possible Ramifications

Aside from the serious ramifications that can arise from unlawful conduct off campus, there may be other ramifications as well:

For instance, Parkmerced enforces a “**three strikes and you’re out**” policy; if you live at Parkmerced and your unit receives three verified complaints from your neighbors, Parkmerced may, according to your lease, begin eviction proceedings against you and your roommates.

If you live on campus in the residence halls, in University Park North or University Park South, your license agreement notes that violation of the Code of Conduct may lead to termination of your license agreement. ***Your license agreement for could be terminated.***



University Housing Judicial Process

It is important to understand the possible outcomes of involvement in a university and/or housing policy violation, as well as your rights in such instances.

Your Rights

It is your right:

- to understand the process and how it impacts you.
- to have the charges and allegations against you in writing.
- to be able to state your case.
- to receive a written outcome of your case upon resolution.
- to appeal your case based on appropriate criteria for appeal.



University Housing Judicial Process

Your Responsibilities

You are responsible for knowing and adhering to campus and housing policies.

You are responsible for reading your housing license and *Guide to Community Living* handbook.

You are responsible for scheduling and keeping your appointments.

You are responsible for being truthful when providing information to campus officials.

You are responsible for providing campus officials with verification of your identity (student ID card).



University Housing Judicial Process

Initiation of the Judicial Process

Alleged violation occurs and your name is cited as being a witness or possibly involved. Most often this is in the form of an incident report or police report.

You are provided information that the incident may reflect a violation of Housing or University Policy violations. Usually, this is a letter sent to you requesting you to schedule an appointment to discuss the incident with your Resident Director, Area Coordinator, Housing Judicial Coordinator or the Judicial Review Board (J-Board), or other housing official.

You will have a meeting with your RD/AC, JC or, J-Board or other housing official to determine the level of your involvement and/or responsibility for the incident and policy violation.



University Housing Judicial Process

As many of our University Housing policies are based on University policies and/or state and federal laws, one policy violation may be considered appropriate for one or more levels of review:

- University Police for criminal review
- Campus Judicial Officer for University review
- Housing Judicial Officers or Peer Judicial Review Board for University Housing violation.





University Housing Judicial Process

Possible Sanctions and Outcomes

If it is determined you are responsible for the incident or policy violation, the following outcomes may result depending on the nature of the incident and policy violation and/or previous involvement in other incidents:

- You may receive a **written warning**
- You may receive **probation**
- Relocation** out of your current room and/or hall
- Referral** to other campus support services
- Referral** to the University Judicial Officer for further judicial review
- Referral** to the Police for criminal investigation
- Removal** from the residence halls

You will receive a letter outlining the violations for which you are being held responsible and the sanctions resulting from the violations.



University Housing Judicial Process

Appeal

Requests for an appeal must be made in writing and the appeal request must indicate one or more of the following:

- the incident in question was not a violation of the Student Housing License Agreement, the University's Student Code of Conduct, the *Guide to Community Living* handbook, or any other University rule or regulation;
- the resident's student rights were violated by the administrative process;
- the findings were unsubstantiated;
- the sanction or outcome was inconsistent with prescribed; sanctions/outcomes for similar cases; or
- additional, relevant information has become available since the Hearing that is sufficient to alter the Hearing decision.



Campus Resources

SF State is committed to ensuring not only that we are good neighbors, but also that our students make responsible choices and engage in safe conduct.

The University encourages students to take advantage of important resources on campus.





Campus Resources

CEASE

(Creating Empowerment through Alcohol & Substance Abuse Education)

CEASE is an on-campus resource center for information about alcohol and other drugs. Its staff provides information about 12-step and other treatment programs on-campus and throughout the Bay Area. CEASE also provides individual consultation for those who are worried about their substance use. It sponsors workshops, seminars, class presentations and programs on campus relating to alcohol and other drugs. CEASE also has information about throwing safer parties and responsible hospitality. [Click here to visit CEASE's website to take an anonymous alcohol survey to assess your alcohol use.](#)





Campus Resources

The SAFE Place

Sexual Abuse Free Environment

The SAFE Place is the sexual violence resource center for SF State. Sexual violence includes sexual harassment, domestic violence, stalking and sexual assault. Student peer educators and professional staff work as a team to provide information about student rights, responsibilities and resources. A SAFE Place is committed to working with the campus community to create a truly safe campus.

A SAFE Place offers the SF State community sexual violence prevention education, crisis counseling and referrals, on campus advocacy for survivors of sexual assault and relationship violence, sexual harassment advising, men's programming and volunteer and internship opportunities. The SAFE Place works closely with departments and agencies on and off campus to provide a strong support network to survivors of sexual violence in our community. [Click here to visit The SAFE Place's website.](#)





Campus Resources

SF State Police

The San Francisco State University Police Department is a fully accredited Police force with sworn officers. The Department works to maintain a safe and healthy environment for our community. Your safety while at SF State is their primary concern. UPD operates 24 hours a day, seven days a week, year round. There are trained emergency dispatchers that answer the phones 24 hours a day. There are always officers on duty who will respond to calls. Emergency Medical Technicians are available to respond to medical emergencies.

[Click here to learn more about University Police.](#)





Campus Resources

Student Affairs & Dean of Students

The Office of the Dean of Students stands ready to answer any questions that you may have about your responsibilities to our community and the resources available to you on campus.

Student Services Building, Suite 403
(415) 338-2032



Campus Resources

New Student Programs

This Office coordinates Orientation programs, orients new students to university life and provides students with important information about academic requirements.

Orientations are scheduled during the summer and winter prior to each semester. The Office also holds Academic Advising Days each December and May to give incoming and prospective students an opportunity to learn about the University and to talk to faculty advisers.

NSP also coordinates the Gatoraiders Program and offers related counseling courses.



Campus Resources

Cesar Chavez Student Center

Students are why we are here...The Cesar Chavez Student Center is a non-profit auxiliary organization of San Francisco State University which serves as a focal point of student activity. The Center invites you to experience a variety of free programs and events featuring their Art Gallery, The Depot for live comedy, bands, and films, the Richard Oakes Multicultural Center for collaborative and culturally conscious activities and the Rack-N-Cue games room for billiards and video games.





Campus Resources

Cesar Chavez Student Center

The Student Center is ready to serve you by providing a myriad of services that are student-driven and student-focused. Within the center is the SFSU Bookstore, Associated Students, Inc. programs, 11 restaurants, 8 meeting rooms, a conference hall, ATMs and the Information Desk.

Come learn about the Student Center Building Heroes and tour our murals located inside and out. The Student Center is not only a provider of services; it is also one of the largest employers of students on campus. To find job opportunities and learn more about your student center, call, email us, or visit our website: www.sfsustudentcenter.com





Campus Resources

J. Paul Leonard Library

The University has embarked on a major expansion, seismic strengthening, and renovation of the J. Paul Leonard Library building. Scheduled to be completed Fall 2011, it will create a state-of-the-art teaching and learning center, and improved home of the J. Paul Leonard Library and its special collections, the Sutro Library, Academic Technology and the Center for Teaching and Faculty Development. The fully accessible, renovated facility will provide expanded study and computing space for users, growth space for collections, access to new technologies, and an improved environment for work and study.

During construction, collections and services will be available in alternative locations. Please visit <http://www.sfsu.edu/newlibrary/> for up-to-date information about relocation of library services and the library project.



Thank you for completing “Welcome to the Neighborhood”!

Please complete the required quiz to verify that you have taken this tutorial.



“Welcome to the Neighborhood” was designed by members of the University’s Neighborhood Taskforce members, in collaboration with various campus departments, including Student Affairs, Government Relations, Enrollment Management, University Housing, University Police, Communications, New Student Programs, Information Technology, and Academic Technology.



Interested in Improving Neighborhood Relations?

The University has established the Neighborhood Taskforce to facilitate collaboration and communication with our neighbors on issues surrounding student conduct and quality of life in the communities neighboring the campus.

The Taskforce is a partnership between the University's administration, faculty, and staff, its students, our neighbors, and government officials and agencies. The Taskforce is an inclusive partnership, representing various points of view and constituencies.

A broad range of perspectives is welcomed and membership is open to any interested student or community member.

Contact neighbor@sfsu.edu or visit www.sfsu.edu/~neighbor to learn more.



Special Thanks To:

Neighborhood Taskforce Education Committee:

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Laura Traveler, President Emeritus, Park Merced Residents' Organization
Jo Volkert, Associate Vice President, Enrollment Management
Pauline Wan, Counseling & Psychological Services

Special thanks also to:

-Ji-Hwa Chen, Mary Keller, Kevin Kelly, Phoebe Kwan, Robert Maples, Christopher Read, Elizabeth Stickers, Clifford Tham, Julianne Tolson, and Rita Xiong for their support of the tutorial.

-Chris Rozales for many of the photographs

-Irene Hegarty, Director of the Office of Community Relations at UC Berkeley for sharing her Office's resources with SF State, some of which have been incorporated into this tutorial.