Dear Registered Media Organizations,

Welcome to the 2005-2006 Media Guide. This is your guide to producing alternative publications at UCSD. Alternative media gives voice to student creativity, ideas, and issues that may otherwise be overlooked by mainstream media, and we applaud your efforts in making this exchange happen.

The purpose of this guide is to help you produce a quality publication/website/radio/videos/internet/movies by providing practical information and useful resources. You will learn how to apply for funding, generate revenue, and navigate the University system. We have also included a number of additional resources that may prove helpful with legal and ethical issues associated with being a journalist. This guide will help to inform you of both your rights and responsibilities as an alternative media publication at UCSD.

In addition to this guide, there will be several opportunities to learn about media throughout the year. The Society of Professional Journalists Chapter at UCSD will be hosting a number of media related seminars and special events on relevant topics and provide networking opportunities with professionals in the field. Also, look for media related seminars in the SOLO Passport to Leadership program.

We look forward to working with you this year!

Sincerely,

Emily Marx
Student Organizations Advisor
Price Center
9500 Gillman Drive, mc0078
La Jolla, CA 92093-0078
Phone: 858-822-0004
E-mail: emarx@ucsd.edu

Soap Chum
A.S. Commissioner of Communications
Price Center
9500 Gillman Drive, mc 0077
La Jolla, CA 92093-0077
Phone: 858-534-0475
E-mail: ascomm@ucsd.edu
ASUCSD Media Charter
Effective September 28, 2005
(Supersedes ASUCSD Media Center Dated September 24, 2004)

I. Purpose of Student Media

The purpose of ASUCSD (AS) funded media is to serve as an informational resource for the UCSD community and to serve as an educational resource for those students wishing to gain media experience as members or participants of in one or more UCSD registered student organizations in the media category.

II. Definitions

A. Student Print Media: The term “Student Print Media” is any publication produced and distributed by UCSD students in printed form and includes but is not limited to newspaper, journals, magazines, and other types of periodicals regardless of their frequency of publication. To qualify as Student Print Media, at least 70% of the content of the publication must come from registered UCSD students.

B. Student Media: As used in the AS Media Charter the term “Student Media” means a registered SOLO organizations at UCSD that is a Media Organization.

C. Advertisements aka “ads”: section(s) in a publication or text of a specific ad which produces revenue or other benefit for the Media Organization.

D. Media Organization: The term “Media Organization” means any group or entity that disseminates information to the general public whether in print, radio, internet or television.

E. A.S. Media Review Board: The Review Board shall consist of the AS Commissioner of Communications, the AS Advisor, and the AS VP Finance. The Review Board shall determine whether there is clear and convincing evidence to conclude that the Student Media committed the alleged violation.

III. Student Media Responsibilities

A. Recognition:

1. All Student Media that want to obtain UCSD registered student organizations status and want to receive AS funding must register with the Student Organizations and Leadership Opportunities Office (SOLO).

2. The principal members of each Student Media are individually and jointly responsible for the content of the publications of their Student Media. UCSD is not responsible for the contents of the publications of Student Media.

3. Student Media are required to include the following disclaimer in every one of their publications, regardless of funding source(s) for the publications. The disclaimer must be published in the same size font used for the text content of the publication and must be located on the title page of the publication or on the reverse side of the title page and be separate from any other content in the publication. If the publication has no printed text the disclaimer must be printed in at least 12 point font size. The disclaimer must state as follows:

   “The publication may have been funded in part or in whole by funds allocated by the ASUCSD. However, the views expressed in this publication are solely those of <publication’s name here>, its principal members and the authors of the content of this publication. While the publisher
of this publication is a registered student organization at UC San Diego, the content, opinions, statements and views expressed in this or any other publication published and/or distributed by <publication’s name here> are not endorsed by and do not represent the views, opinions, policies, or positions of the ASUCSD, GSAUCSD, UC San Diego, the University of California and the Regents or their officers, employees, or agents. The publisher of this publication bears and assumes the full responsibility and liability for the content of this publication.”

4. If a Student Media publication fails to publish the disclaimer provided in Section A.3 of this Charter, the Student Media may be disciplined by the AS Media Review Board. In addition to any consequences imposed by the AS Media Review Board, the Student Media publication shall be required to publish the following corrected disclaimer in the next issue of that Student Media.

“In the <insert date and issue number of the publication in question> of the <insert the publication name> incorrectly omitted the following disclaimer <insert text of the disclaimer as described in item #3, above>. This disclaimer also applies to this publication.”

B. Funding
1. Each academic quarter the AS Commissioner of Communications shall prepare and submit recommendations for student media funding allocations to the AS Finance Committee for its review. The funding recommendations shall be submitted to the AS Council for final approval upon completion of the Finance Committee’s review. Upon completion of its review, the Finance Committee shall submit its funding recommendations to the AS Council for final approval.
2. The AS annual media budget shall reflect both the individual budget allocations of currently funded Student Media and anticipated allocations to newly funded Student Media.
3. Any Student Media may appeal the Finance Committee’s funding recommendations funding to the AS Council. [The AS Council decision on funding will be final]
4. AS funded Student Media are required to adhere to this Charter, the AS Constitution and By-laws, and all UCSD policies and regulations, including but not limited to PPM 510-1 Section XII: “The Distribution, Posting and Exhibition of Non-Commercial Literature on University Property.”
5. Funding from the AS media budget is contingent upon signing of the quarterly Media Production Contract by all of the principal members of the Student Media receiving the AS funds.

IV. New Funding Allocations for Student Media Organizations
A. Each new Student Media that receives funding from the AS will receive a temporary funding allocation to be determined by the AS Commissioner of Communications based on the quarterly AS media budget.
B. Upon the completion of the first publication by the newly funded Student Media, the AS Commissioner of Communications shall review all aspects of the new Student Media and forward recommendations regarding funding for the next academic quarter to the Finance Committee for their review and thereafter to the AS Council for final approval.

V. Financial Restrictions
A. Student Media may receive funding based on the criteria listed in Article V.B.9. of this Charter and in accordance with the procedures in the AS Media Charter for tabloid, newsprint or literary journals that meet the AS journal publication standards approved by AS Commissioner of Communications. The decision of the AS Commissioner of Communication may be appealed to the AS

Finance Committee for final disposition.
1. Publications wishing to publish in different formats, utilize color and/or upgrade to a higher quality paper must contribute at least 20% of the printing costs of such publication.

2. Exceptions to the AS journal publication standards may be made for yearly publications, at the discretion of the AS Commissioner of Communications, and contingent on the availability of funds.

B. Funding

1. Each quarter, by no later than Friday at noon of the fifth week, all Student Media funding requests must be submitted to the AS Commissioner of Communications on a Media Organization Quarterly Funding Request form, dated and signed by a principal member of the Student Media and the SOLO Media Advisor.

2. Budget requests shall include a line item listing for expected expenditures such as but not limited to printing, graphics/copier services, mail services, telecommunications, photographic supplies, office supplies and related costs.

3. If a Student Media has previously requested funding, the current funding request form must include an itemized receipt from the printer of all publications published by that Student Media since the most recently approved request. If Student Media is printing for the first time, an itemized estimate from the printer shall be submitted with the request.

4. In the event that a Student Media is accused of violating this Charter, AS rules, or University Policy written notice shall be provided to the principal members of the Student Media by delivery of the written notice via campus mail to the campus mail code address assigned to the Student Media and transmittal via email of such notice to the UCSD email address of the principal members of such Student Media. The Accused Student Media shall be provided an opportunity to be heard by the AS Media Review Board (“Review Board”). The Review Board shall consist of the AS Commissioner of Communications, the A.S. Advisor and the AS V.P. Finance (Review Board). The Review Board shall determine whether there is clear and convincing evidence to conclude that the Student Media committed the alleged violation.

5. AS funds may not be used to pay for more than 10% of press runs that are taken to an off campus vendor. Student Media that take more than 10% of that press run to an off campus will be financially responsible for any amount over 10%.

6. AS funded Student Media are ineligible to receive funding from the Annual Operating Funds.

7. When making quarterly funding allocations, the AS Commissioner of Communications shall use the following criteria:
   a. Current budget
   b. Publishing consistency during the previously funded years
   c. Number and type of violations, if any, of applicable University policies, including the AS Media Charter or the AS Constitution of By-laws.
   d. Number and type of defaults or breaches, if any, of the signed Production Contract.

C. Production Contracts

1. Each academic quarter, Student Media must sign a production contract in order to be eligible for funding.

2. Each production contract shall at minimum include:
   a. The number of issues to be printed and distributed by the Student Media along with the printing and distribution deadlines
c. A written acknowledgement signed by all the principal members that they have read and will comply with the AS Financial Bylaws, AS Constitution and By-laws, and all applicable UCSD policies, including but not limited to the prohibition of using resources or revenues of a UCSD registered student organization for personal financial gain.

3. Breech of the production contract and/or violation of the AS Media Charter, ASUCSD Constitution or By-laws, or applicable UCSD campus policies shall result in the revocation of the AS Media funding and immediate forfeiture of any un-encumbered funds. All forfeited funds shall be deposited in the Media Unallocated account and thereafter may be reallocated to other Student Media in accordance with the reallocation schedule specified in the AS Financial Bylaws.

4. If a Student Media anticipates a breach of its Production Contract, it shall submit to the AS Commissioner of Communications a written request for relief from the revocation and forfeiture provision of Articles V.C.3., above, at least ten (10) business days in advance of the breach. The AS Commissioner of Communications shall determine, based on the reason(s) described in the request, whether or not to grant a waiver of Article V.C.3 above.

D. Income
1. Any income generated by the Student Media through advertising or other means shall be used first to fund that Student Media’s publication costs. Student Media are responsible for keeping orderly books and records and accounting for the expenditure of all funds received.

E. Advertising
1. All Student Media are urged to obtain funding from sources other than the AS, such as but not limited to advertising, if they desire to expand the publication (ie. Such as by adding color, printing more copies, or printing more pages).

2. Student Media are encouraged to conduct solicitation of advertising directly to current and potential advertisers whether it be to an on or off campus company/organization.

3. If Student Media desires to go through a bulk advertising agency, such Student Media must comply with the following by the time of the quarterly Student Media hearing:
   a. Obtain the Tax ID number of the business
   b. Provide an itemized accounting on the AS Media Ad Report specifically detailing how much money was received from each ad including but not limited to, size, company contact name, title and phone number.
   c. Provide receipts detailing printing costs.

4. If Student Media obtains funding through sources other than advertising, such as but not limited to grants, donations, fundraising, or sponsorships such funding must be reported in the quarterly AS Media Ad Report. The funds acquired from these other sources must be used for printing costs and/or other line items in that Student Media’s funding request.

5. All ads must be reported in the AS Media Ad Report to be submitted each quarter even if the Student Media did not benefit financially from the ad (ie: if it was gratis).

F. Production Deadlines
1. Student Media funded for one issue per academic quarter must distribute the publication by no later than 4:00 p.m. on the Friday of the eighth week of the academic quarter.

2. Student Media funded for two issues per academic quarter must distribute their first issue by no later than 4:00 p.m. on the Friday of the fourth week and the second issue by no later than 4:00 p.m.
on the Friday of ninth week academic quarter.
3. Student Media funded for three or more issues per academic quarter must distribute their first
issue by no later than 4:00 p.m. on the Friday of the third week, their second issue by no later than
4:00 p.m. on the Friday of sixth week and their final issue by 4:00 p.m. on the Monday of tenth week
of the academic quarter.

VI. Eligibility
A. Student Media that do not wish to comply with the AS Media Charter will be ineligible for AS
funding.

VII. Equipment
A. All AS owned equipment used for the purpose of producing print media whether located in the
Student Center or the Price Center or any other location shall be under the authority and control of
the AS Council.
   B. Student Media may use AS equipment, only with the approval of the AS Council.
   C. Student Media are required to use the AS provided racks or; with prior approval of the
      facility manager, use boxes or other reasonable containers to hold their publications. Each Student
      Media is responsible for the removal of expired issues from the campus locations designated for the
distribution of publications. Boxes or containers, in lieu of AS provided racks may be placed only at
the same locations as the racks provided by the AS. All Student Media must take reasonable steps to
ensure that their publications do not result in litter.

VIII. Amendments
The AS Media Charter may be amended by a two-thirds (2/3) vote of the AS Council. Any Article of
the AS Media Charter may be suspended by a two-thirds (2/3) vote of the AS Council.
In order for the printer to get paid, a purchase order from the University to the vendor needs to be generated. The following steps need to be followed to insure that your vendor will get paid and your publication will come out on time.

1. PURCHASE ORDER REQUEST FORM

DEADLINES: The purchase order request form MUST be completed and turned into Evelyn Rose or Jason Jennings, along with a price quote from the vendor, NO LATER THAN ONE WEEK PRIOR TO PRINTING YOUR PUBLICATION. This can be downloaded from solo.ucsd.edu/forms.html and is also available at the Business Office.

2. PRICE QUOTE

Each time you print your publication, you must submit a current price quote showing price of printing and tax along with the P.O. Request form. We cannot use previous quotes, even if the specifications are the same. If you do not have a copy of the quote, ask the printer to fax the quote to the Business Office at (858) 534-7665.

Please inform Evelyn or Jason that your quote is coming, so they will be alerted regarding its arrival.

3. PAYMENT TO THE VENDOR

Once the quote comes in, it will be attached to your purchase order request form and a purchase order will be generated.

Depending on what you have indicated on your P.O. request form, the purchase order can either be faxed to the vendor from the Business Office, or you can deliver the purchase order to the vendor yourself.

You may not request a purchase order less than one week from your publication date. In the event your organization does not comply with the one week policy, you will be required to pay for the publication out of your own pocket and request a reimbursement within 2 weeks of the date of printing. If you do not turn in your receipt/s within 2 weeks of your receipt date, you will forfeit your reimbursement/allocation for that issue.

Student Organizations Accounts Specialists:
Jason Jennings A-L
Phone: 858-534-7003
E-mail: jejennings@ucsd.edu

Evelyn Rose M-Z
Phone: 858-534-4434
E-mail: erose@ucsd.edu

9500 Gilman Drive, mc0077
La Jolla, CA 92039-0077
Fax: 858-534-7665

SOLO Advisor:
Emily Marx
Phone: 858-822-0004
E-mail: emarx@ucsd.edu
9500 Gillman Drive, mc0078
La Jolla, CA 92093-0078
Fax: 858-534-4482
QUARTER: ____________________

MEDIA ORGANIZATION

Date of Application: ____________________

Name of Organization: ____________________

Budget Preparer: ____________________

Telephone/Pager Number: ____________________ E-Mail ____________________

Number of issues per quarter: ____________________ Number of copies printed ____________________

Type of publication: ____________________ Average # of pages per issue ____________________

Additional comments: ____________________

SAMPLE SAMPLE SAMPLE

<table>
<thead>
<tr>
<th>Cost Breakdown</th>
<th>Amount Requested</th>
<th>Communications Recommendation</th>
<th>Allocation</th>
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<tr>
<td>1. Printing (PR):</td>
<td>__________</td>
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<td>__________</td>
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<tr>
<td>2. Mail Services (MS):</td>
<td>__________</td>
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<td>__________</td>
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<tr>
<td>3. Photo Supplies (PS):</td>
<td>__________</td>
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<tr>
<td>4. Office Supplies (OS):</td>
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<tr>
<td>5. Telephone Tolls (TT):</td>
<td>__________</td>
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<tr>
<td>6. Posting (PT):</td>
<td>__________</td>
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<td>7. Subscriptions (SB):</td>
<td>__________</td>
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<td>8. Miscellaneous:</td>
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<td>Total:</td>
<td>__________</td>
<td>__________</td>
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</table>

By signing below, I declare my personal and thorough understanding of the regulations required to request funds from the ASUCSD, as well as an awareness of that which the ASUCSD will not fund. I further declare my understanding that requested funds come directly from UCSD student activity fees and should be thus utilized accordingly.

Requestor signature: ____________________ Date: __________

SOLO Advisor Review: ____________________ Date: __________

Commissioner of Communications Review: ____________________ Date: __________

ASUCSD Communications Office • Price Center, 3rd floor•534-5920

ONLY ORIGINAL FORMS WILL BE ACCEPTED

revised 9/7/2001 amm
PURCHASE ORDER REQUEST FORM

Please Note: Purchase orders must be requested at least two weeks before the event.

Student Organizations must provide a Vendor Invoice or Quote stating the following:
What is being purchased or the type of service to be provided, Subtotal, Tax and the Grand Total.

For Media Quotes: the specifications must be included, and the invoice must include the vendor’s payment address, phone and fax number.

The vendor may FAX a quote or invoice to Student Life Business Services at 858-534-7665. Please notify your SLBS Fund Manager that a vendor FAX will be arriving.

The following MUST be completed to process a Purchase Order (PO).

DATE OF REQUEST: ___________________________

ORGANIZATION NAME: ________________________

EVENT NAME: ________________________ EVENT DATE: ________________________

ORGANIZATION CONTACT NAME: ________________________

PHONE #: ________________________ EMAIL: ________________________

NAME OF VENDOR: ________________________

FED TAX I.D.# (9 DIGITS) ________________________

VENDOR CONTACT NAME: ________________________

VENDORS ADDRESS: ________________________

VENDORS PHONE NUMBER: ________________________

VENDOR FAX NUMBER: ________________________

Do you need the Purchase Order faxed to the vendor:  □ Yes  □ No (You will need to pick up the PO and take it to the vendor yourself. You will be called or emailed when the purchase order is available for pick up.)

When purchasing a product, will you be picking it up from the vendor or do you want it delivered to the Business Office?  □ Picking it up □ Delivered to Business Office
(You will be called or emailed when product is ready for pick-up)

Did Associated Student provide funding for this Event or Media Publication?:  □ Yes  □ No

If “No” or if A.S. is only partially covering the expense, how is it being paid for?: ________________________

For SLBS Only: ________________________ Index: ________________________

Last updated: 8/22/05 ELR

P.O. #: ________________________ Comments: ________________________
MEDIA LOUNGE

The media lounge is available for use by all SOLO registered media organizations at UCSD. The lounge is located on the second floor of the Student Center, above AS Soft Reserves. For information on University Center policies, please access the website at http://theuniversitycenters.ucsd.edu/facilities/policies/policies.html.

What is in the media lounge?

Computers: Two computers as well as a scanner and a printer with both 8.5 by 11 and 11 by 17 paper sizes are available for media organizations.

Lounge: Your organization can use the media lounge for meetings. There are couches and tables to accommodate your organization. To open the lounge, you can get codes from the AS Administrative Assistant on the 3rd floor Price Center.
WHERE CAN I DISTRIBUTE?

The black and gold racks located around campus are intended for use by any A.S. media, even if the organization’s name is NOT on the bin. Rack space is available on a first come, first served basis.

There are 7 bins in the following locations:
- Center Hall
- Peterson Hall
- Price Center
- Oceanview Terrace
- Sierra Summit
- Plaza Café
- Canyon Vista

Your organization may put copies of your publication anywhere else on campus as long as it is in a box (see Media Charter for more details).

Some common areas to distribute are lecture halls, Deans’ Offices, Price Center, SOLO offices, or lounges.

See Basic Rights section for regulations surrounding publication distribution.

WEB RESOURCES

Student Press Law Center  
www.splc.org  
For any legal questions you may have regarding student media.

Independent Press Association  
www.indypress.org  
Independent media resources, ideas, forums. Home of the Campus Alternative Journalism Project (CAJP), providing assistance and support to progressive media.

The Reporters Committee for Freedom of the Press  
http://www.rcfp.org/  
Comprehensive updates on freedom of the press issues.

Associated Collegiate Press  
www.studentpress.org  
Home of the Associated Collegiate Press, and resources for college publications.

Indiana University – Bloomington School of Journalism  
http://www.journalism.indiana.edu/Ethics/index.html  
Hundreds of journalism ethics cases online.

Independent Media Center  
http://www.indymedia.org/  
Information on independant media news from around the world.
How do I apply for funding for my publication?

Media organizations may apply for ASUCSD funds for printing and operating costs by using the Media Organization Quarterly Request Form (yellow form).

To apply for funding, pick up the yellow Media Organization Quarterly Request Form from the wall outside of the SOLO office or ask your SOLO Advisor. Your SOLO Advisor can help you put together your request form and can supply you with any documentation to your funding request form. (See Media Charter section VII B1).

Bring your completed form to your SOLO Advisor for a signature.

You may also attach additional documentation of past publication prices or written proposals of your organization’s plans and goals.

When you turn in your request forms, you will be able to sign up for a hearing time.

ALL FUNDING REQUESTS MUST BE TURNED IN NO LATER THAN FRIDAY OF FIFTH WEEK AT 12 NOON.

Can I appeal my funding?

Yes! Appeals generally take place a week after funding requests are decided. See the Associated Students’ Executive Assistant or the A.S. Commissioner of Communications for appeal deadlines or more information.

How does the printer get paid?

See Media Purchase Order Request Guide on page 6. Please note that quotes and purchase order requests need to be in no later than two weeks prior to the distribution of your publication.

Where can I find information about the rules and regulations concerning media publications?

See the Media Charter on page 1 for rules and regulations. The Student Conduct Code contains regulations as well.

What will happen during my mandatory media funding hearing?

The mandatory funding hearings are your opportunity to explain the money you are requesting to the ASUCSD Commissioner of Communications. It is a time to discuss your Quarterly Request Form. At that time the Commissioner of Communications may ask you questions regarding the progress of your organization, inform you of upcoming events and go over your production contract.

What is a Production Contract?

During your fall funding hearing you will be required to sign a production contract. The production contract is designed to make sure you understand what is required of you to successfully produce an AS funded media publication. For more information, see the AS Media Charter.
Due to limited funds or media charter bylaws, a media organization will often not get the full amount requested to print an issue. Some ideas to raise more funds are as follows:

- obtain a sponsor
- apply for money through Deans’ funds
- ask a College Council
- send letters to academic departments that might be interested in your material
- sell food on Library Walk or at University events
- obtain advertising
- you can ask your advisor for more ideas and opportunities

### SAMPLE AD CONTRACT

<table>
<thead>
<tr>
<th>The MQ</th>
<th>Advertising Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California, San Diego</td>
<td>Week of Issue to run Ad:</td>
</tr>
<tr>
<td>9500 Gilman Dr. 0118</td>
<td>2001-2002</td>
</tr>
<tr>
<td>La Jolla, CA 92093-0118</td>
<td></td>
</tr>
<tr>
<td>(858) 558-7174</td>
<td></td>
</tr>
<tr>
<td>Fax (858) 534-8183</td>
<td></td>
</tr>
<tr>
<td>Customer:_______________________________</td>
<td>Fall</td>
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<tr>
<td>Contact Name:_______________________________</td>
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#### Typical Ad Sizes*†

<table>
<thead>
<tr>
<th>Size Description</th>
<th>Rate</th>
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<tr>
<td>1 column x 3”</td>
<td>$15</td>
</tr>
<tr>
<td>1 column x 5”</td>
<td>$25</td>
</tr>
<tr>
<td>2 column x 3”</td>
<td>$30</td>
</tr>
<tr>
<td>1/8 page (2 col. x 5” or 4” x 5” vertical)</td>
<td>$50</td>
</tr>
<tr>
<td>1/8 page (2.5 col. x 4” or 5” x 4” horizontal)</td>
<td>$50</td>
</tr>
<tr>
<td>1/5 page or 3 col. x 5”</td>
<td>$75</td>
</tr>
<tr>
<td>1/4 page (2.5 col. x 8 or 5” x 8” vertical)</td>
<td>$100</td>
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<tr>
<td>1/4 page (4 col. x 5” or 8” x 5” horizontal)</td>
<td>$100</td>
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*Other sizes available upon request
†1 column is 1' 7/8 inches wide

Initial for preferred placement (Add25%)______

Number of Colors: ___

Openrate for advertising: $5.00 per column inch

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### FUNDRAISING IDEAS

- obtain a sponsor
- apply for money through Deans’ funds
- ask a College Council
- send letters to academic departments that might be interested in your material
- sell food on Library Walk or at University events
- obtain advertising
- you can ask your advisor for more ideas and opportunities

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<tr>
<td>Customer:_______________________________</td>
<td>Fall</td>
</tr>
<tr>
<td>Contact Name:_______________________________</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Number:(      )________________</td>
<td></td>
</tr>
<tr>
<td>Contact Fax Number:(      )__________________</td>
<td></td>
</tr>
<tr>
<td>Billing Address:____________________________</td>
<td></td>
</tr>
<tr>
<td>City: _________<strong><strong><strong>State: <em><strong>Zip:</strong></em></strong></strong></strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Typical Ad Sizes*†

<table>
<thead>
<tr>
<th>Size Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 column x 3”</td>
<td>$15</td>
</tr>
<tr>
<td>1 column x 5”</td>
<td>$25</td>
</tr>
<tr>
<td>2 column x 3”</td>
<td>$30</td>
</tr>
<tr>
<td>1/8 page (2 col. x 5” or 4” x 5” vertical)</td>
<td>$50</td>
</tr>
<tr>
<td>1/8 page (2.5 col. x 4” or 5” x 4” horizontal)</td>
<td>$50</td>
</tr>
<tr>
<td>1/5 page or 3 col. x 5”</td>
<td>$75</td>
</tr>
<tr>
<td>1/4 page (2.5 col. x 8 or 5” x 8” vertical)</td>
<td>$100</td>
</tr>
<tr>
<td>1/4 page (4 col. x 5” or 8” x 5” horizontal)</td>
<td>$100</td>
</tr>
</tbody>
</table>

*Other sizes available upon request
†1 column is 1' 7/8 inches wide

Initial for preferred placement (Add25%)______

Number of Colors: ___

Openrate for advertising: $5.00 per column inch

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### Advertiser and the MQ agree to the following:

1. All ads subject to the approval of the MQ. We reserve the right to reject, censor, alter, or refuse any advertising copy or artwork at our sole discretion. Whenever possible changes will not be made without advertiser’s prior consent. The MQ is not responsible for any copy or design changes made by phone. All changes must be submitted in writing.
2. Paid political advertisements and advertisements having the appearance of editorial material will be identified as “Paid Advertisement.”
3. Advertisers assume all liability accruing therefrom against the MQ.
4. Payment in advance is required. Advertiser agrees to bill for 50% of account to be paid within 30 days of invoice. Advertiser accepts responsibility for any legal fees resulting from collection on delinquent bills. Advertisers may apply for credit after two contracts have been fulfilled.
Associated Students or Student Organization -
Payment Request Form

Please Note: Receipts for reimbursement will not be accepted more than Two Weeks after the event. This form must be submitted with ORIGINAL receipts.

Request Type: ☐ Reimbursement or ☐ Income Withdrawal

Date of Request: __________________________

Name: __________________________ Email: __________________________ Phone: __________________________

Name of Organization: ________________________________________________________________

Name of Person AND Social Security # to be reimbursed:

(Name - MUST be a Principal Member for Student Org.) (SS#)

Payment Mailing Address:

(Address) (City, State, Zip)

Reimbursement requested for: ☐ Event or Publication or ☐ Operating Supplies Purchased
If reimbursement is for an Event, please provide:

Event Name: __________________________ Date: __________________________

Did Associated Students provide funding for this Event or Media Publication? ☐ Yes ☐ No ☐ Other Source
Please provide name of other funding source: ___________________________________________________

For a Food Expense Reimbursement, a List of Persons Attending the Event MUST be attached to this form, as well as the Title, Date and Reason for the Meeting. Please indicate if Food was for Breakfast, Lunch, Dinner or Light Refreshments. Please Note: If this was for a Student Event, which was Open to Everyone, or a High School Conference, a list is not required.

TOTAL AMOUNT TO BE REIMBURSED OR WITHDRAWN $ __________________________

Complete this Section for: Student Organization Income Withdrawal Only. Income Withdrawals require: Signature of Four (4) Principal Members.

Principal Member __________________________ Signature __________________________ Print Name __________________________ Date __________________________

Principal Member __________________________ Signature __________________________ Print Name __________________________ Date __________________________

Principal Member __________________________ Signature __________________________ Print Name __________________________ Date __________________________

Principal Member __________________________ Signature __________________________ Print Name __________________________ Date __________________________

For SLBS Only: __________________________ Last Updated: 8/25/05 ELR

Date Processed: __________________________ Processed By: __________________________

Pay Auth Document #: P __________________________ Index #: __________________________
SPJ at UCSD
The Society of Professional Journalists
UCSD Chapter

A public service.

A resource.

A forum for UCSD’s media organizations.

print broadcast radio video

Professional connections, career development, legal defense, First Amendment and Freedom of Information Act protection, and Quill Magazine. SPJ offers all this, and an opportunity for UCSD’s journalists to meet, connect, and learn from each other.

www.spj.org

Please contact the AS Commissioner of Communications for more information at (858) 534-0475
Axis
Mail Box #: C-39
Contact Phone: 626-202-9112
Email Address: pvwu@ucsd.edu
Purpose: To provide students at UCSD with a quarterly publication ranging from literature reviews to economic analysis to internal news reviews.
First Registration Date Known: 04/28/2005

California Review
Mail Box #: A-4
Contact Phone: 951-318-0645
Email Address: fennel@californiareview.org
Purpose: Publish news and opinions journal from conservative perspective.
First Registration Date Known: 01/05/1982
Web Site: http://www.californiareview.org

The Dawn (formerly Al-Hikma and Al-Qalam)
Mail Box #: C-11
Contact Phone: 858-245-4165
Email Address: ashaikh@ucsd.edu
Purpose: To put out thought provoking literature regarding the Muslim community.
First Registration Date Known: 10/05/2000

Future and Finances Club
Mail Box #: G-15
Contact Phone: 619-253-2902
Email Address: selhag@ucsd.edu
Purpose: To help students find flexible and part time jobs that fit their college schedules.
First Registration Date Known: 04/19/2002

Gach Noi
Mail Box #: F-6
Contact Phone: 858-653-0292
Email Address: lnhau@ucsd.edu
Purpose: To promote Vietnamese language/culture and connect Vietnamese Student Body.
First Registration Date Known: 10/14/1997
Web Site: http://acs.ucsd.edu/~gachnoi

Kaliphorgna
Mail Box #: J-32
Contact Phone: 858-231-9520
Email Address: kaliphorgna@gmail.com
Purpose: Publication in which various topics shall be discussed, allowing students access to information they otherwise wouldn’t be exposed to.
First Registration Date Known: 10/14/2004
Web Site: http://stuorg.ucsd.edu/~kaliphorgna
The Koala
Mail Box #: C-17
Contact Phone: 858-354-4216
Email Address: editor@koala.ucsd.edu
Purpose: To punch all of our members in their mother fucking faces, twice a quarter.
First Registration Date Known: 10/21/1985
Web Site: http://koala.ucsd.edu

Muir Movie Production
Mail Box #: D-13
Contact Phone: 650-922-1016
Email Address: nlouie@ucsd.edu
Purpose: To create a 45 minute full-production scale movie from pre to post-production.
First Registration Date Known: 10/18/2002
Web Site: http://www.muirmovie.com

The Muir Quarterly (MQ)
Mail Box #: G-1
Contact Phone: 858-761-3590
Email Address: editor@themq.com
Purpose: The MQ is a student maintained humor newspaper at UCSD which functions as a satire-based publication, but from time to time provides social events for the student body.
First Registration Date Known: 11/27/1997
Web Site: http://themq.com

The New Frontier (formerly The Young Democrat)
Mail Box #: C-6
Contact Phone: 916-803-7919
Email Address: collegedems@ucsd.edu
Purpose: To provide a venue for written democratic views and to educate via a publication.
First Registration Date Known: 04/29/2002

The New Indicator Collective (formerly The New Indicator)
Mail Box #: 0323 mc
Contact Phone: 949-887-2769
Email Address: ni@libertad.ucsd.edu
Purpose: To produce a non-sectarian media source for UCSD and San Diego County.
First Registration Date Known: 05/26/1978
Web Site: http://newindicator.ucsd.edu

Project UCSD
Mail Box #: H-4
Contact Phone: 858-458-6826
Email Address: jokuo@ucsd.edu
Purpose: Use engineering/programming to make use of a tool for UCSD students.
First Registration Date Known: 10/14/2002
Web Site: http://ucsdprofessor.com
Pulp
Mail Box #: J-14
Contact Phone: 323-559-6559
Email Address: LilSmRfftE@yahoo.com
Purpose: To provide an outlet for experimental forms of writing and art on campus.
First Registration Date Known: 10/05/2004

Repeater (formerly The Triton)
Mail Box #: H-24
Contact Phone: 909-632-5408
Email Address: repeatermag@hotmail.com
Purpose: To publish a quarterly magazine covering music local and abroad.
First Registration Date Known: 01/23/2003

San Diego Special Effects Club (SDFX)
Mail Box #: G-19
Contact Phone: 858-349-2399
Email Address: sdfx.org@gmail.com
Purpose: To develop skills related to the fields of special and visual effects and promote a bridge between students and the industry.
First Registration Date Known: 12/16/2003
Web Site: http://www.sdfx.org

Society of Professional Journalists (SPJ)
Mail Box #: B-3
Contact Phone: 909-632-5408
Email Address: lmarcus@ucsd.edu
Purpose: To facilitate dialogue among student journalists, UCSD media organizations, and SPJ of San Diego, and to hold at least eight events a year.
First Registration Date Known: 05/09/2003

Temper
Mail Box #: A-42
Contact Phone: 562-754-8869
Email Address: temper@ucsd.edu
Purpose: To publish art and literary works of any genre in a yearly publication.
First Registration Date Known: 02/08/1988
Web Site: http://www.acs.ucsd.edu/~temper

Undergraduate Journal at UCSD
Mail Box #: H-7
Contact Phone: 858-220-6262
Email Address: ucsduj@gmail.com
Purpose: To provide a medium for undergraduate students to share their research with the academic community.
First Registration Date Known: 05/04/2005

Voz Fronteriza
Mail Box #: D-28
Contact Phone: 858-534-3616
Email Address: vozfronteriza@yahoo.com
Purpose: The purpose of V.F. is to utilize print media to report and comment on the Chicano community’s efforts at self-determination.
First Registration Date Known: 05/26/1978
When can a publication be censored?
A University publication, if not using unprotected speech (libel, obscenity, etc.) can only be censored if it:
(1) Results in a material and substantial disruption of normal school activities, or
(2) Invades the rights of others. [Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969)]

Can the University regulate content?
No. Neither the administration nor the students can do the following: (1) Censor or confiscate a publication, withdraw or reduce its funding, withhold student activities fees, prohibit lawful advertising, fire an editor or adviser, “stack” a student media board, discipline staff members or take any other action that is motivated by an attempt to control, manipulate or punish past or future content [Joyner v. Whiting; Schiff v. Williams, 477 F.2d 456(4th Cir. 1973); Leuth v. St. Clair County Comm. College, 732 F.Supp. 1410(E.D.Mich.1990); Kincaid v. Gibson, 236F.3d 342 (6th Cir. 2001)(en banc)].

The official University policy is as follows:
Section 15.15.10.b. of the UCSD Policies and Procedures Applying to Student Activities states in part, “Except as described in Section 15.15.11.10 below, the University will not restrict distribution, posting, or exhibiting of non-commercial literature based on its content unless its distribution... constitutes a violation of University policy...”

What can the University regulate?
University officials can regulate non-content based aspects of the publication. (www.splc.org)

What is libel?
Libel must contain these four elements:
(1) Publication
(2) Identification
(3) Harm, and
(4) Fault
If the subject of the material in question is a public official or a public figure, the public person must prove “actual malice” for a libel claim. (www.splc.org)

What are some things to consider if accused of libel?
Did the subject consent?
Is the statement true?
Is the statement an opinion?
If the answer is yes to these questions, you probably did not commit libel. (www.splc.org)

What is the Freedom of Information Act (FOIA)?
The Freedom of Information Act (FOIA) provides clear statutory rights for those requesting information together with a strong enforcement regime. Under the terms of the Act, any member of the public is able to apply for access to information held by bodies across the public sector. (www.lcd.gov.uk/foi/foiact2000.htm)

How does the FOIA affect members of the print media?
Government processes, activities and decisions may affect you directly or indirectly. They determine the amount of taxes you pay and the kinds of government services you receive. Governments and their agencies regulate many activities in your home and business life. Your ability to participate in, monitor and, perhaps, protest government decisions relates directly to your ability to know what your government is doing. (www.spj.org/foia.asp)

How do I use FOI to access public records?
As a general rule, a state public/governmental body must provide access to its records and/or meetings upon request unless the record or meeting falls within a specific exemption of the state’s open records or open meetings law. If records are not openly available, all you have to do is draft a letter to the organization requesting specific data, citing the FOIA. By law, they are required to comply with your request. (www.splc.org)

For more information on your rights as a media organization, check out:
The Student Press Law Center www.splc.org
Freedom of Expression “A Right With Responsibilities”

**FREEDOM OF SPEECH**
- The UNIVERSITY OF CALIFORNIA, SAN DIEGO, recognizes the rights of individuals to engage in constitutionally protected free speech and public assembly.
- The UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT also recognizes its responsibility to protect the rights of persons who choose to engage in such activity in a **REASONABLE** manner.
- Persons who choose to exercise their freedom of speech or right to public assembly should understand that such rights are not unlimited.
- When activity infringes on the rights of others, the activity loses constitutional protection and may become a violation of law or University policy.
- Several state codes have been recognized by the courts as constitutional in this regard. The courts have also recognized the rights of the University to establish rules and regulations governing the time, place, and manner for the exercise of free speech and public assembly.
- These codes and the rules and regulations of the University will be enforced by the UNIVERSITY POLICE DEPARTMENT, as necessary, and are reproduced inside, in part, for your information.

For additional information, please call the University of California Police Department at (858) 534-4357.

Maudie L. Bobbitt
[former] Chief of Police

**UNIVERSITY OF CALIFORNIA, SAN DIEGO POLICIES, RULES AND REGULATIONS**

**PRINCIPLES OF COMMUNITY**
Tolerance, civility and mutual respect for diversity of background, gender, ethnicity, race, and religion is crucial within our campus community as is tolerance, civility and mutual respect for diversity of political beliefs, sexual orientation, and physical abilities.

**USE OF FIGHTING WORDS PROHIBITED**
“Fighting words” are those personally abusive epithets which, when directly addressed to the ordinary citizens, are, in the context used, as a matter of common knowledge, inherently likely to provoke a violent reaction. Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, and other characteristics associated with past and continuing discrimination.

**TIME, PLACE, AND MANNER REGULATIONS**
Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences.

**AREAS FOR PUBLIC GATHERINGS**
Specific areas and properties available for public meeting and gatherings must be reserved through the appropriate scheduling office on a first-come, first-served basis.

**AMPLIFICATION**
Amplification may be used only at specific times in connection with the reservation of specific areas and properties and is prohibited at all other times and places.

**NON UNIVERSITY SPEAKERS**
Non-University persons are permitted to speak in areas of campus open to the public generally without invitation; however because such areas are limited, a reservation is required from the appropriate scheduling office.
CALIFORNIA PENAL CODE

415.5 PC Disturbance of peace of school, community college, university or state university.

(a) Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, university or state university or challenges another person within any building or upon the grounds to fight, or (2) maliciously and willfully disturbs another person within any of those buildings or upon the grounds by loud and unreasonable noise, or (3) uses offensive words within any of these buildings or upon the ground which are inherently likely to provoke and immediate violent reaction is guilty of a misdemeanor punishable by a fine not exceeding four hundred ($400) or by imprisonment in the county jail for a period of not more than 90 days or both.

626.6 PC Committing act, or entry upon campus or facility to commit act, likely to interfere with the peaceful activities; direction to leave, refusal to leave or reentry; punishment.

(a) If a person who is not a student, officer or employee of the University, and who is not by his or her employment to be on the campus or any other facility owned, operated or controlled by the governing board of the University, enters a campus or facility, and it reasonably appears to the chief administrative officer of the campus or facility, or to an officer or employee designated by the chief administrative officer to maintain order on the campus facility, that the person is committing an act likely to interfere with the peaceful conduct of the activities of the campus or facility, or has entered the campus or facility for the purpose of committing any such act, the chief administrative officer or his or her designee may direct the person to leave the campus or facility. If the person fails to do so or if the person willfully and knowingly reenters upon the campus or facility within 7 days after being directed to leave, he or she is guilty of a misdemeanor…

MEDIA ETHICS

Society of Professional Journalists - Code of Ethics
Preamble
Members of the Society of Professional Journalists believe that public enlightenment is the forerunner of justice and the foundation of democracy. The duty of the journalist is to further those ends by seeking truth and providing a fair and comprehensive account of events and issues. Conscientious journalists from all media and specialties strive to serve the public with thoroughness and honesty. Professional integrity is the cornerstone of a journalist’s credibility. Members of the Society share a dedication to ethical behavior and adopt this code to declare the Society’s principles and standards of practice.

Seek Truth and Report It
Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:
· Test the accuracy of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never permissible.
· Diligently seek out subjects of news stories to give them the opportunity to respond to allegations of wrongdoing.
· Identify sources whenever feasible. The public is entitled to as much information as possible on sources’ reliability.
· Always question sources’ motives before promising anonymity. Clarify conditions attached to any promise made in exchange for information. Keep promises.
· Make certain that headlines, news teases and promotional material, photos, video, audio, graphics, sound bites and quotations do not misrepresent. They should not oversimplify or highlight incidents out of context.
· Never distort the content of news photos or video. Image enhancement for technical clarity is always permissible. Label montages and photo illustrations.
· Avoid misleading re-enactments or staged news events. If re-enactment is necessary to tell a story, label it.
MEDIA ETHICS (CONT.)

· Avoid undercover or other surreptitious methods of gathering information except when traditional open methods will not yield information vital to the public. Use of such methods should be explained as part of the story.
· Never plagiarize.
· Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
· Examine their own cultural values and avoid imposing those values on others.
· Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
· Support the open exchange of views, even views they find repugnant.
· Give voice to the voiceless; official and unofficial sources of information can be equally valid.
· Distinguish between advocacy and news reporting. Analysis and commentary should be labeled and not misrepresent fact or context.
· Distinguish news from advertising and shun hybrids that blur the lines between the two.
· Recognize a special obligation to ensure that the public’s business is conducted in the open and that government records are open to inspection.

Minimize Harm
Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

Journalists should:
· Show compassion for those who may be affected adversely by news coverage. Use special sensitivity when dealing with children and inexperienced sources or subjects.
· Be sensitive when seeking or using interviews or photographs of those affected by tragedy or grief.
· Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
· Recognize that private people have a greater right to control information about themselves than do public officials and others who seek power, influence or attention. Only an overriding public need can justify intrusion into anyone’s privacy.
· Show good taste. Avoid pandering to lurid curiosity.
· Be cautious about identifying juvenile suspects or victims of sex crimes.
· Be judicious about naming criminal suspects before the formal filing of charges.
· Balance a criminal suspect’s fair trial rights with the public’s right to be informed.

Act Independently
Journalists should be free of obligation to any interest other than the public’s right to know.

Journalists should:
· Avoid conflicts of interest, real or perceived.
· Remain free of associations and activities that may compromise integrity or damage credibility.
· Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.
· Disclose unavoidable conflicts.
· Be vigilant and courageous about holding those with power accountable.
· Deny favored treatment to advertisers and special interests and resist their pressure to influence news coverage.
· Be wary of sources offering information for favors or money; avoid bidding for news.

Be Accountable
Journalists are accountable to their readers, listeners, viewers and each other.

Journalists should:
· Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
· Encourage the public to voice grievances against the news media.
· Admit mistakes and correct them promptly.
· Expose unethical practices of journalists and the news media.
· Abide by the same high standards to which they hold others.

The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UCSD community. UCSD faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements.

To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the university and the well being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual’s effort is vital to achieving the goals of the university.

- We affirm each individual’s right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.

- We value the cultural diversity of UCSD because it enriches our lives and the university. We celebrate this diversity and support respect for all cultures, by both individuals and the university as a whole.

- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.

- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs. Therefore, we seek to foster understanding and tolerance among individuals and groups, and, we promote awareness through education and constructive strategies for resolving conflict.

- We reject acts of discrimination based on race, ethnicity, gender, age, disability, sexual orientation, religion, and political beliefs, and, we will confront and appropriately respond to such acts.

- We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality and respect.

- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.

- We are committed to the enforcement of policies that promote the fulfillment of these principles.

- We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the university and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.