

CSU Student Discrimination/Harassment/Retaliation Complaint Procedure Timeline

Pursuant to Executive Order (EO) 1097 a “Student,” defined as an applicant for admission to the CSU, an admitted CSU Student, an enrolled CSU Student, a CSU extended education Student, a CSU Student between academic terms, a CSU graduate awaiting a degree, and a CSU Student who withdraws from the University while a disciplinary matter (including investigation) is pending, may file a complaint related to Discrimination, Harassment, or Retaliation.

- **Immediately following a discriminatory, harassing, or retaliatory act/action**, or as soon as possible thereafter, Students who believe they are or may have been victims of Discrimination, Harassment or Retaliation, may initiate the Informal Resolution process to receive information about the procedures that exist for resolving such matters.

For the purpose of this Executive Order, Calendar Days are defined as Monday through Sunday and include official holidays. **Working Days** are defined as Monday through Friday, excluding all official holidays or Campus closures at the Campus where the Complaint originated or at the Chancellor’s Office where the Complaint Level II Appeal is reviewed.

To be timely, a Complaint must be filed within sixty (60) Calendar Days after the most recent alleged act of Discrimination, Harassment or Retaliation occurred, or **thirty (30) Calendar Days** after the end of the academic term (semester/quarter) in which the most recent alleged act of Discrimination, Harassment or Retaliation occurred (whichever comes later).

- **Within ten (10) Working Days of receipt of a Level I Complaint**, an intake interview shall be conducted with the Student.
- **Within sixty (60) Working Days after the intake interview of a Level I Complaint**, the Investigator shall complete the Level I investigation, write and submit an investigative report to the campus designated Discrimination/Harassment/Retaliation (DHR) Administrator or Title IX Coordinator (if applicable). If this timeline is extended pursuant to Article VIII. E or F, it shall not be extended for a period longer than an additional **thirty (30) Working Days** from the original due date.
- **Within ten (10) Working Days of receiving the investigative report**, the Campus DHR Administrator or Title IX Coordinator shall review the investigative report and notify the Student in writing of the investigation outcome. If the DHR Administrator or Title IX Coordinator performed the investigation, he or she shall notify the Student in writing of the investigation outcome within **ten (10) Working Days** of completing the investigative report. A separate notification shall be provided to the Respondent(s), indicating whether or not the allegations at Level I were substantiated by a Preponderance of the Evidence and informing the Respondent(s) of the Complainant’s right to file an appeal, if applicable.
- **Within fourteen (14) Calendar Days of receipt of the Level I notice of investigation outcome**, the Student may file a written appeal with the Office of the Chancellor (CO).
- **Within sixty (60) Working Days of receipt of the Level II appeal**, the CO designee shall respond to the Complainant, unless the timeline has been extended pursuant to Article VIII. E or F. A separate notification shall be provided to the Respondent(s), indicating whether or not the allegations at Level II were substantiated by a Preponderance of the Evidence.
- **Closure.** The CO Response and decision are final and conclude the CSU Complaint process.

Pursuant to EO 1097 Article VIII. E or F, the timelines noted above may be extended as follows:

- If the Student, the Respondent(s), a witness, the Investigator, CO designee, or other necessary person involved in the Complaint process is unavailable due to any reason deemed to be legitimate by the Investigator/CO designee, the timelines stated herein will be automatically adjusted for a reasonable time period that should not exceed an additional thirty (30) Working Days. The Student and Respondent(s) shall receive written notification of any period of extension.
- Timelines set forth herein may also be extended by mutual agreement. If the Student does not agree or does not respond to the CSU’s request for an extension, the CSU shall respond to the Complaint or appeal within the timelines set forth herein. Any such response shall be interim in nature as it will be based upon the information available at the time. The interim response shall note that the investigation or review is continuing until the CSU is satisfied that its duty to respond to the allegation(s) has been appropriately discharged. The interim response shall include a summary of the allegations, a description of the investigative and review process, and shall also provide the Complainant with an anticipated date of completion.