

## **CALIFORNIA STATE UNIVERSITY (CSU) STUDENT/APPLICANT FOR ADMISSION DISCRIMINATION/HARASSMENT/RETALIATION COMPLAINT PROCESS TIMELINE**

Pursuant to Executive Order 1045 a student/applicant for admission (applicant) on any one of the 23 campuses of the California State University 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/applicants who believe they are or may have been victims of discrimination, harassment or retaliation, may initiate the Informal Resolution process to receive information and advice about the procedures that exist for resolving such matters.
- **For the purpose of this executive order, day is defined as work day** which means Monday through Friday, excluding all official holidays or campus closures at the campus where the complaint originated.
- **Within twenty (20) work days after the end of the academic term (semester/quarter)**, in which the most recent alleged discriminatory/harassing/retaliatory act occurred, a student/applicant may file a formal discrimination/harassment/retaliation complaint.
- **Within ten (10) work days of receipt of a formal complaint**, an intake interview shall be conducted with the student/applicant.
- **Within sixty (60) work days of the initial intake interview of a formal complaint**, the investigator shall complete his/her investigation, write and submit the investigative report to the campus designated Management Personnel Plan (MPP) employee responsible for the implementation of, and compliance with, Executive Order 1045. The timeline for the investigation shall not be extended pursuant to Article VIII, Sections E or F of Executive Order 1045 for a period longer than an additional **thirty (30)** work days.
- **Within ten (10) work days of the receipt of the investigative report**, the campus designated Management Personnel Plan employee shall review the investigative report and notify the student/applicant in writing of the outcome of the campus investigation. If the same Management Personnel Plan employee is the person who investigated the complaint, he/she shall provide the student/applicant with notification of the outcome of the campus investigation within **ten (10)** work days of completing the report. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level I were substantiated.
- **Within ten (10) work days of receipt of the Formal Level I decision**, the student/applicant may file a written appeal with the Office of the Chancellor.
- **Within sixty (60) work days of receipt of a written appeal to the Office of the Chancellor (CO)**, the CO designee shall respond to the complainant. A separate notification shall be provided to the accused(s), indicating whether or not the allegations at Formal Level II were substantiated.
- **The CSU review of a written complaint filed by a student/applicant under this executive order shall end** following a final decision by the CO designee.

### **The timelines noted above may be extended for the following reasons:**

- If the student/applicant, the accused, a witness, the campus investigator/CO designee, or other necessary person involved in the complaint process is unavailable because of any reason deemed to be legitimate by the campus investigator/CO designee, the timelines in this executive order will be automatically adjusted according to the period of absence. The student/applicant will receive written notification of the period of extension.
- Timelines set forth herein may also be extended by mutual agreement. If the student/applicant does not agree or does not respond to the CSU's request for a timeline extension, the CSU will respond to the complaint/appeal within the timelines set forth in this executive order. In that event, the response will be interim in nature as it will be based upon the information available at the time. The interim response will note that the investigation/review is continuing until the CSU is satisfied its duty to respond appropriately to the allegation(s) has been discharged. The interim response should include a summary of the allegations, a description of the investigative/review process, and should also provide the student/applicant with an anticipated date of completion of the investigation/review, whereupon the final response will be issued.