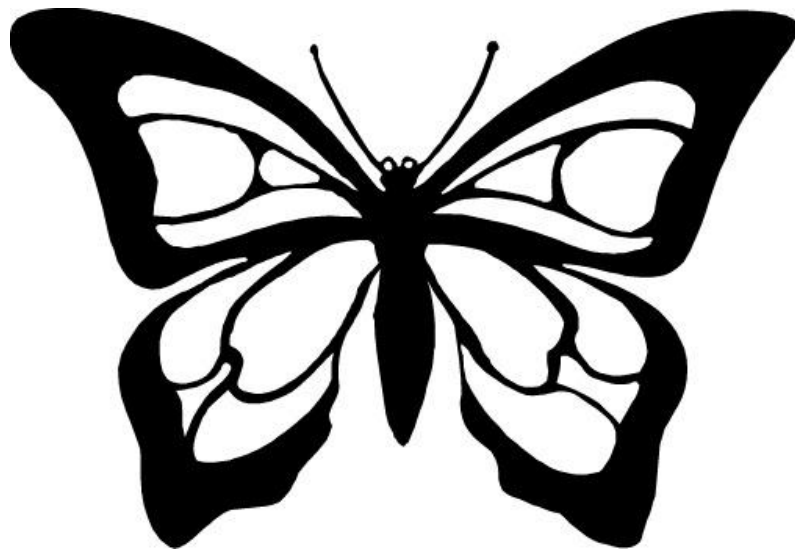


California State University, Sacramento

# Gerontology Program



## STUDENT HANDBOOK



Updated October, 2011

# Table of Contents

Welcome to the Gerontology Program.....	3
About the Gerontology Program.....	4
Gerontology Program Mission, Goals and Learning Outcomes.....	5
Course Requirements.....	8
Advising.....	10
Course Planning and Sample Schedules for Gerontology Majors.....	11
New Student Checklist.....	13
Continuing Student Checklist.....	14
Graduation Checklist.....	15
SacCT Gerontology Student Information Center.....	16
Gerontology Organizations.....	17
Financial Aid and Scholarships.....	19
Careers in Aging.....	20
Internship Requirements.....	23
Registration, Attendance and Absences.....	26
Gerontology/SSIS Written Communication Rubric.....	30
Research and Writing Resources.....	31
Course Grades and Academic Integrity.....	35
The Student's Role in Faculty Evaluation.....	45
Student Rights and Responsibilities.....	45
Complaint Hearing Policy and Procedures for Students.....	53
Discrimination Complaint Procedure for Current Students or Applicants for Admission.....	54
Services to Students with Disabilities.....	57
Alcoholic Beverage and Drug Policy.....	61
University Policy on Sexual Harassment.....	70
Acknowledgement of Receipt.....	77

# Welcome to the Gerontology Program!

## Contact Information

California State University, Sacramento  
Gerontology Program  
Benicia Hall, Room 1018  
Phone: (916) 278-7163  
Fax: (916) 278-3855  
<http://www.csus.edu/gero>

**Program Director**  
Cheryl Osborne  
Email: [osbornec@csus.edu](mailto:osbornec@csus.edu)

## The Journey Begins

The Gerontology Program at CSUS is a unique opportunity to prepare for an exciting career in the increasingly important interdisciplinary field of gerontology - the study of aging and/or older adults.

Your educational preparation for your role as a gerontologist is a shared responsibility. Faculty of the Gerontology Program are committed to guiding you as you learn accurate and current theoretical knowledge as well as the necessary technical skills needed in this challenging professional role. As a student, you have the responsibility to be equally invested in your education. You can assume this responsibility by attending class, being prepared, paying attention, involving yourself in the class, participating in student activities, and letting go of any preconceived outcomes. By doing so, you will be open to truly exploring and learning both the art and science gerontology.

The following semesters will prepare you for your role as a professional who will meet the varied needs of older adults and their caregivers in diverse settings. This is both a challenging and awesome responsibility. To make this learning experience a more productive and positive time, the Student Handbook has been designed to provide answers to many questions, which have frequently been asked by other students during the course of the program.

# About the Gerontology Program

The Gerontology Program provides an applied interdisciplinary approach to studying the human aging process and the challenges encountered by older adults and their families as they interact in contemporary society. The curriculum is anchored in life course and humanistic theory and concentrates on the needs of both healthy and chronically ill elders.

In order to better understand life's complexities, the program guides students to critically examine and explore the issues, impacts, and interventions for elders and their families from an interdisciplinary framework. Throughout their coursework, students are exposed to the bio-psycho-social-cultural, spiritual, environmental, age cohort, and gender contexts that exist individually and in aggregate groups within society. Course content challenges all students to identify and analyze existing generalizations, theories, and concepts about aging in order to develop valid understandings based on current evidence-based research in the discipline. Throughout the program, students are encouraged to actively advocate concerning elder issues.

The program offers a major and minor in Gerontology. Students are encouraged to blend other disciplines of study with Gerontology in order to facilitate varied career alternatives. They are helped in constructing an individual (elective) program of study within their major that reflects their own interests. Using elective courses to begin to build a minor in this area is highly encouraged. The Program also offers a Special Master's Degree.

Career opportunities for gerontologists are growing rapidly. Employers are realizing the benefits of employing people who have backgrounds in aging along with abilities to address the needs of their older consumers. Gerontology graduates enter careers in both the public and private sectors with healthy and chronically ill elders. The careers are as varied as the goals of the individual and the needs of the organization. Graduates often work in such positions as counselors, advocates, analysts in state agencies for older adults, social workers, nurses, program directors, and information and referral specialists. Others have created their own value-added careers in such areas as dental hygiene, human services, food services, travel, and web design.

Gerontology graduates also often go on to graduate and professional schools in fields such as sociology, psychology, counseling, nursing, criminal justice, family services and social work.

## **The CSUS Gerontology Programs provide learners with:**

1. A knowledge base from the social, natural, and behavioral sciences.
2. Opportunities for exploring gerontology, an emerging discipline in society.

3. Opportunities for functioning in various roles as advocates for aging individuals, caregivers and the older population.
4. Opportunities for exploration of issues related to social policy, ethics and aging adults.
5. Opportunities for functioning in an interdisciplinary role with other discipline-based practitioners.
6. An appreciation of life-long learning and development for people of all ages.
7. Opportunities for developing competency in information literacy.

## Gerontology Program Mission, Goals and Learning Outcomes

### Gerontology Program Mission and Goals

Gerontology is an applied interdisciplinary program that fosters the study of the aging process along the life continuum; predominantly exploring the years after 65, focusing on individuals, families, and communities. Courses in the curriculum are designed to promote a cohesive interconnected holistic understanding of gerontological issues grounded in evidence-based biological, psychological, socio-cultural-spiritual, environmental, gender, generational, and political contexts. Along with providing a solid interdisciplinary knowledge and experiential base, the Gerontology Program's mission is to prepare graduates to 1.) assume roles in diverse settings serving the older adult community throughout the region, state, and nation, 2.) develop a distinctly humanistic, ethical, responsible, and professional approach to the conduct of those roles, and 3.) develop interest in and skills for life long inquiry and learning and participation in civic engagement.

Consistent with California State University, Sacramento's (CSUS) "*Baccalaureate Learning Goals for the 21<sup>st</sup> Century*" (2009), the CSUS and Social Science and Interdisciplinary Studies (SSIS) mission statements, and the Association of Gerontology in Higher Education (AGHE) national competencies for Gerontology, students may expect the Program's interdisciplinary course work to provide the following:

- a foundational interdisciplinary knowledge base from the social, natural, and behavioral sciences that prepares students for practice or graduate school (2)
- a variety of opportunities in the classroom, online, and in applied internships to demonstrate nationally recognized gerontology competencies (1)
- multiple classroom and experiential opportunities for inquiry and analysis, critical reflective philosophical and creative thinking, and problem solving when identifying, examining, creating, and evaluating solutions related to issues facing diverse elders and their families in today's society (3)

- a variety of opportunities in the classroom, online, and in applied internships for developing competency in written and oral communication and information literacy(1, 3, & 5)
- opportunities for developing teamwork and problem solving capacity in group projects and while functioning in an interdisciplinary role with other discipline-based practitioners (3, 4, & 5)
- numerous opportunities to apply gerontology and interdisciplinary theories in practice settings and when completing community engagement experiences and projects (4)
- opportunities for functioning in various roles as advocates for aging individuals, caregivers, and elders in society (4)
- experiences that enhance and develop an appreciation of life-long learning and personal development for people of all ages (4)

Note: (numbers relate to the five (5) *Sacramento State Baccalaureate Learning Goals* (2009).

## Overview of Gerontology Program and Degree Options

The Gerontology Program at Sacramento State provides students with a unique interdisciplinary perspective of the process of aging. Courses focus on both “ill” and “well” aspects encountered ALONG THE LIFE SPAN; emphasizing intergenerational active aging for all populations. In addition to the gerontology core courses, Bachelor and Minor students enroll in interdisciplinary core courses spanning many different disciplines and have the opportunity to enroll in a broad variety of elective courses designed to meet individual career aspirations. Graduate Certificate students complete 18 units of core gerontology courses which may also be used when constructing a special master’s degree in gerontology and another discipline. The Gerontology Program is proud of its past and present and looks forward to an active future as the world plans for and meets the global aging demographic imperative.

*Degree and certificate options* in the Gerontology Program include:

- \* a Minor option (since the 1970s).
- \* the only baccalaureate (Bachelor of Science) in northern California (since 1990).
- \* the Graduate Certificate in Gerontology since Fall 2000 – first through the College of Continuing Education (CCE) and then through the on-campus program beginning Fall 2008.
- \* an individualized Special Master’s Program concentrating in Gerontology and one other area of study (since the 1980s). Special Master’s students develop and title their degree according to their specific goals.

### *Community Programs:*

In addition to students participating in community engagement in a variety of service learning program sites, Gerontology Program continues to be very dynamic in other community engagement through its Longevity Center. As in previous years, the Center

offered and sponsored community programs about longevity and other issues related to aging, for elders and their families, and professionals.

*Plans* for the 21<sup>st</sup> Century are numerous but examples include:

- \* Enhancing and updating current courses for Gerontology students as well as for students from other disciplines throughout the University.
- \* Enhancing and presenting educational programs for community members that address the demographic imperatives of the new millennium.
- \* Continuing to include service learning components in courses to facilitate application of theory to practice.
- \* Providing more opportunities for student involvement in community projects and partnerships.

### **National Recognition/Program Basis**

The Gerontology Program curriculum was conceived and has evolved based on the Association for Gerontology in Higher Education (AGHE) nationally recognized gerontological program criteria and professional practice competencies. During the past three years, the Program Director participated on a national committee, analyzing, updating and implementing these competencies for both gerontology and nursing. Using this organization's vision, national evidence based view, and competency criteria has strengthened the program, assisted career definition in the field, and positioned the CSUS Program to be ready for program accreditation when it is mandated by the profession.

### **Program Learning Outcomes**

Upon the completion of the gerontology program of study the student will;

- 1.) demonstrate understanding of fundamental interdisciplinary evidence-based knowledge, skills, values, and current trends as a basis for competent gerontological practice. (1, 2, 5)
- 2.) demonstrate critical thinking when analyzing diverse and complex aging issues and outcomes for elders, families, and society from an interdisciplinary perspective that is grounded in the sciences, social sciences, and humanities. (1, 2, 3, 5)
- 3.) synthesize and apply learned interdisciplinary theories and research in applied settings. (1, 2, 3, 5, 4.)
- 4.) demonstrate social and cultural awareness, sensitivity, respect, and support of multiple perspectives when interacting with others. (2, 3, 4, 5)
- 5.) exhibit personal and social responsibility, and ethical and professional behavior in all settings. (4, 5)
- 6.) exhibit effective use of basic communication (written, oral and interpersonal) skills and information technology needed in a global information society. (3 & 4)

Note: (numbers relate to the five (5) *Sacramento State Baccalaureate Learning Goals* (2009).

# Course Requirements

## Minor

### Units required for the Minor: 21

- GERO 100 - Aging Issues in Contemporary America
- GERO 101 - Elder Care Services & Strategies
- GERO 102 - Social Policy for an Aging Society
- GERO 103 - Care Management in Gerontology Practice
- GERO 195B - Field Experience
- ETHN 133 - Cross-Culture Aging in America
- NURS 163 - Holistic Approach to Aging *or*
- FACS 159 - Adulthood & Aging in Human Development

## Bachelor of Science

**Units required for the BS: 120** (includes major, GE, and other courses)

**Units required for the major: 48**

**Minimum grade required: "C" or better** in all major and multidisciplinary core/elective courses.

### A. Required Courses (18 units)

- (3) GERO 101 Elder Care Continuum Services and Strategies
- (3) GERO 102 Social Policy for an Aging Society
- (3) GERO 103 Applied Care Management in Gerontological Practice
- (3) GERO 195A Field Experience
- (3) GERO 195B Field Experience
- (3) Research Course (*Choose one of the following in consultation with your advisor*):
  - ECON 140 Quantitative Economic Analysis
  - ETHN 194 Research in Ethnic Studies
  - NURS 170 Basic Nursing Research & Application
  - PSYC 122 Qualitative Research in Psychology
  - RPTA 110 Research and Evaluation in Recreation & Leisure Studies
  - SOC 102A Research Methods in Sociology
  - SWRK 111 Intro to Research Methods and Program Evaluation

**B. Required Interdisciplinary Core (21 units)**

- (3) BIO 120 Biological Aspects of Aging
- (3) ETHN 133 Cross-Cultural Aging in America
- (3) FACS 147 Financial & Legal Aspects of Aging (Not offered; substitute FACS 141)
- (3) NURS 163 Holistic Approach to Aging
- (3) PSYC 151 Psychological Aspects of Death & Dying
- (3) RPTA 117 Therapeutic Recreation & Contemporary Aspects of Disability
- (3) SWRK 151 Health Services and Systems

**C. Electives (9 units)**

Select not more than 6 units in any one of the following areas:

**Applied Service/Administration**

- (1-6) GERO 199 Special Problems
- (3) HLSC 116 Public Health Administration and Policy
- (3) HROB 101 The Management of Contemporary Organizations
- (3) KINS 136 Sport and Aging

**General Focus** (Consult the Program Adviser for other courses that may be counted as general electives.)

- (3) ENGL 120S Writing in the Social Sciences
- (3) FACS 119 Nutrition and Aging
- (3) FACS 159 Adulthood & Aging in Human Development
- (3) GERO 121 Models for Successful Longevity
- (3) GERO 122 Managing Disorders in Elders
- (3) HLSC 150 Aging and Health
- (3) PSYC 150 Psychological Aspects of Aging
- (2) SOC 102B Research Methods Lab

## Special Master's

The Gerontology Special Masters Program is an individualized graduate program. Because there is no set curriculum for the program, each student meets with the Program Director to discuss his or her unique needs and goals. With permission from the Director, students will combine a concentration in Gerontology with a secondary academic discipline of their choice, and will title their own degree. In the past, students have chosen disciplines such as psychology, sociology, education, therapeutic recreation, ethnic studies, marketing, and public policy to enhance their degree in Gerontology.

# Advising

## Major Advising

Academic advising for the gerontology major, minor, graduate certificate and special master's is performed by Dr. Cheryl Osborne, Gerontology Program Director. The responsibility for the initial planning for each student's program rests with the student rather than the advisor. Students should note that all courses required for the Gerontology Major are **upper division**. As a result, no courses taken at a junior college may be counted toward the major. Upper division courses from other four year universities may be counted at the discretion of your advisor. Students may also ask about online courses through the CSU Gerontology Consortium.

**At a minimum, students are required to see their academic advisor once each semester.** Although advising appointments may be made at any time during the semester, students are **highly encouraged** to meet with their advisor **prior to registering for classes**. Students must also schedule appointments with their advisor in order to obtain signatures for graduate petitions and other forms.

Advising meetings are **by appointment only, and early planning is key**. Because Dr. Osborne is the sole advisor for all Gerontology students, her calendar fills quickly, so be as flexible as possible. Students may schedule an appointment with Dr. Osborne by calling the Gerontology office at (916) 278-7163 or by emailing [osbornec@csus.edu](mailto:osbornec@csus.edu). Advising meetings may be in person or over the phone depending on the student's situation or scheduling constraints. For phone appointments, students must call Dr. Osborne at their appointed time. Students must contact Dr. Osborne if they will be unable to keep an appointment and/or if they need to reschedule.

## General Education Advising

For advising about general education requirements, including transfer equivalencies from other colleges and universities, students should visit Academic Advising in Lassen Hall (916-278-6351). It is highly recommended that undergraduate students receive general education advising prior to registration. Students should also consult Academic Advising if they have any questions about whether or not they have fulfilled all of the G.E. requirements prior to petitioning to graduate.

## Program Changes

Occasionally, program requirements may change or substitutions for required courses may be approved. **Always consult your program advisor** regarding any changes or substitutions to ensure that you're completing your program requirements. "Rumors" are not always true and should not be relied upon as accurate.

# Course Planning Guide and Sample Schedules for Gerontology Majors

**Note:** Courses generally offered every semester, or Spring or Fall only, may change based on the scheduling needs of Departments.  
Always consult “My Sac State” for the most up-to-date scheduling information.

Required Core Courses (18 units)	Planned Semester	Actual Semester	Grade
GERO 101 ◇			
GERO 102 ❖			
GERO 103 ❖			
GERO 195A 📁			
GERO 195B 📁			
Research Course 📁			
Required Multidisciplinary Courses (21 units)	Planned Semester	Actual Semester	Grade
BIO 120 ◇			
ETHN 133			
FACS 147 (Not offered; sub FACS 141)			
NURS 163 ❖			
PSYC 151			
RPTA 117 ❖			
SWRK 151			
<i>Elective Courses (9 units) No more than 6 units in each category.</i>			
Applied Service/Administrative Focus*	Planned Semester	Actual Semester	Grade
General Focus**	Planned Semester	Actual Semester	Grade

❖Spring Only ◇Fall Only 📁See Advisor

\*Applied Service/Administrative Focus Electives include the following: GERO 199, HLSC 116, HROB 101, KINS 136

\*\*General Focus Electives Include the Following: ENGL 120S, FACS 119, FACS 159, GERO 121, GERO 122, GERO 199, HLSC 150, PSYC 150, SOC 102B

**See your advisor** for additional general elective possibilities.

Consult the “Expected Course Offerings” sheet, available in the GERO Office or online, for more information about upcoming scheduling of GERO Program courses.

See the back of this sheet for sample full-time and part-time schedules for completing the Gerontology Major.

## 16 major courses + 9 units of upper division G.E.

(Assumes up to 70 transferable units from a Community College for completion of the B.S. Degree)

### Important Notes to Remember about Scheduling:

- Many courses are offered Spring or Fall only, and some may be offered only every 3<sup>rd</sup> semester.
- Students may be able to take major courses in Summer or Winter Intersession if offered.
  - Always consult the class schedule on "My Sac State" for up-to-date course listings.
- Students should meet with their advisor every semester for help with course planning.

### Full-Time Schedule

#### 2 Years

(12 units each Spring and Fall; 3-6 units each Summer)

Semester 1 (Fall)	Semester 2 (Spring)	Summer	Semester 3 (Fall)	Semester 4 (Spring)	Summer
GERO 101 (3)	GERO 102 (3)	G.E. #1 (3)	ETHN 133 (3)	GERO 195B (3)	<u>GE #3</u> (3)
BIO 120 (3)	GERO 103 (3)	<u>G.E. #2</u> (3)	SWRK 151 (3)	NURS 163 (3)	Total Units (3)
PSYC 151 (3)	FACS 141 (3)	Total Units (6)	Research (3)	RPTA 117 (3)	
<u>GERO Elective #1</u> (3)	<u>GERO Elective #2</u> (3)		<u>GERO 195A</u> (3)	<u>GERO Elective #3</u> (3)	
Total Units (12)	Total Units (12)		Total Units (12)	Total Units: (12)	

### Part-Time Schedule

#### 4 years

(6 units each Spring and Fall; 3 units each Summer)

Semester 1 (Fall)	Semester 2 (Spring)	Summer	Semester 3 (Fall)	Semester 4 (Spring)	Summer
GERO 101 (3)	GERO 102 (3)	<u>GE #1</u> (3)	PSYC 151 (3)	FACS 147 (3)	<u>GE #2</u> (3)
<u>BIO 120</u> (3)	<u>GERO 103</u> (3)	Total Units (3)	<u>ETHN 133</u> (3)	<u>RPTA 117</u> (3)	Total Units (3)
Total Units (6)	Total Units (6)		Total Units (6)	Total Units (6)	
<b>Semester 5 (Fall)</b>	<b>Semester 6 (Spring)</b>	<b>Summer</b>	<b>Semester 7 (Fall)</b>	<b>Semester 8 (Spring)</b>	
SWRK 151 (3)	NURS 163 (3)	<u>GE #3</u> (3)	GERO 195A (3)	GERO 195B (3)	
<u>GERO Elective #1</u> (3)	<u>Research</u> (3)	Total Units (3)	<u>GERO Elective #2</u> (3)	<u>GERO Elective #3</u> (3)	
Total Units (6)	Total Units (6)		Total Units (6)	Total Units (6)	

For questions about course scheduling, contact the Gerontology Program Office.

# New Student Checklist

- ✓ Come to one of Dr. Osborne's Prospective Student Advising Sessions before applying to any of our programs. Go to [www.csus.edu/gero/future-students/advising.html](http://www.csus.edu/gero/future-students/advising.html) for specific dates and times.
- ✓ For Gerontology Admissions information visit <http://www.csus.edu/gero/future-students/admissions.html> (undergraduates) <http://www.csus.edu/gradstudies> (graduates)  
(*Prospective Special Master's and Certificate students should call or email our office for information about enrollment. Application deadlines for these programs are VERY early, so plan ahead! (916) 278-7163 or [osbornec@csus.edu](mailto:osbornec@csus.edu).*)
- ✓ For Financial Aid visit <http://www.csus.edu/faid>
- ✓ Complete the appropriate Gerontology Program Application (in addition to your University application) and turn it into the Gerontology Department, Benicia Hall 1018. (Available online at <http://www.csus.edu/gero/forms.html>). **\*\*Special Master's students should contact the Department Office to obtain additional paperwork. Special Master's students also need to receive advising on choosing an area of emphasis and an appropriate faculty committee well before they plan to begin coursework.**
- ✓ Attend Orientation (undergraduates). Visit <http://www.csus.edu/acad/orientation/>
- ✓ Get your OneCard (<http://www.csus.edu/onecard/>) from the OneCard office outside of Brighton Hall.
- ✓ Obtain a Saclink account (<http://www.saclink.csus.edu/>). Go online or visit the Saclink Help Desk in the Academic Information and Resource Center (ARC 2006) for information. Give the Gerontology Office your saclink username (278-7163; [osbornec@csus.edu](mailto:osbornec@csus.edu)) so they can put you into the SacCT Gerontology Student Information Center. Check SacCT frequently for department news and important announcements from faculty and staff (<http://online.csus.edu>).
- ✓ Visit Academic Advising (<http://www.csus.edu/acad>) in Lassen Hall for general education and other non-major advising.
- ✓ Make an appointment with Dr. Osborne to receive Gerontology Program advising and coursework direction. You should see Dr. Osborne every semester. Call or email for an appointment (278-7163, [osbornec@csus.edu](mailto:osbornec@csus.edu))
- ✓ Visit the online catalog and the class schedule online (<http://my.csus.edu>) when planning your schedule.
- ✓ Be sure to pay your fees on time!

- ✓ Register for classes online. (<http://my.csus.edu>) Be sure to check your schedule just before classes start to be sure there have been no changes!!
- ✓ Buy your books online (<http://www.hornetbookstore.com>) or in the Hornet Bookstore.
- ✓ Visit the Career Center for help finding on-campus jobs, and for career advising once you earn your degree. (Lassen Hall 1013: Mon-Fri from 9a.m.-4p.m., 278-6231, <http://www.csus.edu/careercenter>)

## Continuing Student Checklist

- ✓ See your major advisor (Dr. Osborne) regularly (at least once every semester) to verify your progress. Dr. Osborne's office hours are on Thursday mornings by appointment only. Call (916) 278-7163 or email Dr. Osborne at [osbornec@csus.edu](mailto:osbornec@csus.edu) to set up an appointment.
- ✓ Check the SacCT Gerontology Student Information Center regularly to ensure that you receive important departmental announcements, etc. This is the faculty and staff's primary mode of communication with Gerontology students. Go to <http://online.csus.edu> and log into SacCT with your saclink username and password. If the Information Center does not appear in the list of courses on your "My SacCT" page, please contact Dr. Osborne with your saclink username so that you can be added. See the SacCT information sheet available in the office or online to learn how to have SacCT emails forwarded to your regular mail account.
- ✓ You may also want to check the "News and Jobs" section of the Gerontology website frequently for important department news, and for available job and volunteer positions. <http://www.csus.edu/gero/breaking-news.html> or <http://www.csus.edu/gero/jobs/student-jobs.html>.
- ✓ Well before your expected graduation date (approximately one year ahead), go to Academic Advising in Lassen Hall to be sure all your GE requirements have been met. Plan your final major courses with Dr. Osborne also, making sure you're on track to meet all the requirements for your degree.
- ✓ Some classes are offered only in Spring, while others are offered only in Fall. Please plan your schedule accordingly. (Use the "Course Planning Guide" available in the Office or on the web, and meet with Dr. Osborne when planning your schedule each semester.)
- ✓ Be advised that the majority of your coursework must be completed before beginning Gero 195A & 195B (Please see Dr. Osborne for specific requirements).

- ✓ You must plan your internship and meet with Dr. Osborne the semester before you begin 195A/B. Deadlines for meeting with Dr. Osborne will be posted to SacCT. You will be added to this course by the Department. Only students who have contacted Dr. Osborne and have received her consent will be added.
- ✓ In Gero 195A/B, follow the detailed syllabus. Be sure that you are meeting all the requirements for this course.
- ✓ ONE YEAR BEFORE graduation, undergraduates should file a petition to graduate obtained from Admissions (check with admissions for deadlines). Graduate student forms and deadlines are different. Check with Graduate Studies.
- ✓ Don't be afraid to ask questions! Call or email our office, look on our website, and check SacCT regularly. Use the resources available to you!

## Graduation Checklist

- ✓ Make an appointment with Dr. Osborne to review your petition to graduate ONE YEAR before you plan to graduate. (Graduate students have special petitions and deadlines. See the Graduate Studies Office (<http://www.csus.edu/gradstudies>))
- ✓ Make a copy of your signed graduation petition for your records. Degree Evaluations and Graduate Studies have been known to lose petitions. Also, if you are trying to add a course with instructor permission, the instructor may request to see a copy of your petition to give you “graduating senior priority.”
- ✓ Turn in your graduation petition ON TIME to Admissions and Records and pay the appropriate fee. Deadlines are Nov. 1<sup>st</sup> for fall graduations and May 1<sup>st</sup> for spring/summer graduations. These must be turned in ONE YEAR prior to your expected graduation date. (**Note:** Graduation applications and deadlines are different for graduate students. Please visit the Graduate Studies website for details and forms <http://www.csus.edu/gradstudies>.)
- ✓ Check to see if your graduation petition has been processed by contacting a Degree Evaluator. Degree Evaluators are only available via telephone and drop-ins from 9:00a.m.-1:00p.m. on Tuesdays and Wednesdays. The phone number is 916-278-3901; press 3 and then 3 again during the option menu. For drop-ins, go to the Student Services counter on the 1<sup>st</sup> floor of Lassen Hall.
- ✓ Sign up with the SSIS Dean's Office to walk in the graduation ceremony. (<http://www.csus.edu/ssis/commencement.html>)

- ✓ Visit the University Commencement website for details about graduation dates, times, locations and instructions for those participating in the ceremony. (<http://www.csus.edu/commence>)
- ✓ Purchase your cap, gown, honor cords, Masters hoods, etc., from the ASI Business Office on the 3<sup>rd</sup> Floor of the University Union. Members of Sigma Phi Omega may purchase honor cords by visiting <http://www.sigmaphiomega.org/files/Documents/SPOHonorCordAndMedalOrderForm.pdf>.
- ✓ Purchase graduation announcements, degree frames and class rings from the Hornet Bookstore if desired.
- ✓ If you move after you turn in your graduation petition, be sure to update your address with Admissions and Records by filling out a data change form.
- ✓ Be sure all of your outstanding fees are paid (library fines, lab fees, parking tickets, etc.) Outstanding fees may result in a hold on your records and your diploma.
- ✓ Attend Commencement. Bring your friends and family (there is no charge, but please remember to sign up with the Dean's Office and give expected attendance). Bring sunscreen if you are participating in a Spring graduation, and money for parking if you are graduating in Fall at Arco Arena.
- ✓ Wait 3-6 months for your diploma to arrive. You can request a verification of your degree from Admissions and Records or the Graduate Studies Office if you need to prove you graduated for the purposes of employment.
- ✓ Celebrate! You're officially finished!

## SacCT: Gerontology Student Information Center

SacCT is the Program's **PRIMARY MODE of COMMUNICATION** with students, so it is important that you check the Gerontology Student Information Center regularly! If you don't, you'll miss out on a lot of important information!

**The Gerontology Student Information Center includes:**

- **ANNOUNCEMENTS** about events & deadlines.
- **PROGRAM NEWS** and **UPDATES**
- **DISCUSSION** threads of interest to all students

- **EMAILS** from faculty, staff and other students

***Students should feel free to post announcements and begin discussions as well!***

#### **A NOTE ABOUT EMAIL IN SacCT:**

Emails sent through SacCT will go to recipients' SacCT mailboxes. To ensure that you get messages quickly, set up SacCT to send messages to your regular email\* by following these steps:

- Log in to SacCT (<http://online.csus.edu>) using your saclink username and password
- In "My SacCT," click on "My Settings" at the top, right-hand corner of the page.
- In the "My Profile" tab, click on "edit profile." Add your email address.
- In the "My Tool Options" tab, check the box to "forward all mail messages to the email address in my profile."

***\*SacCT emails sent to your regular email are "read-only." Replies must be sent from SacCT!***

***NEVER MISS ANOTHER PIECE OF IMPORTANT INFORMATION!!!***

If "Gerontology Student Information Center" does not appear in your SacCT course list, please contact Cheryl Osborne with **your name and saclink username**. She will enroll you ASAP. [osbornec@csus.edu](mailto:osbornec@csus.edu) | (916) 278-7163.

# Gerontology Organizations

## Student Organizations

### **Gerontology Student Association (GSA)**

GSA is a student organization established by and for gerontology students. Its purpose is to promote leadership in students, provide a venue for networking, and keep its members abreast of changes in the field of gerontology.

GSA provides student input on faculty committees, guest speakers on a variety of different topics, organized university and community service, and assistance in student recruitment at local schools and colleges.

## **Sigma Phi Omega National Academic Honor and Professional Society in Gerontology**

The Sacramento State Gerontology Program is a member of the only international honor society in gerontology, Sigma Phi Omega. Since 1980 Sigma Phi Omega National Honor Society has recognized the excellence of those who study gerontology/aging, as well as outstanding professionals in the field. The purpose of the program's Gamma Chi chapter is to promote scholarship, professionalism, friendship and services to older persons, and to recognize extraordinary achievements in gerontology, aging studies, and related fields. Membership is open to Sacramento State students, American River College students and community members.

Requirements for Sacramento State students are as follows:

Undergraduate students must be seniors with a CSUS GPA of 3.3 or higher. Graduate students must have completed at least 6 units of graduate level Gerontology courses, and must have a GPA of 3.5 or higher in their Gerontology coursework.

American River College students who have completed at least 20 units in the Gerontology Program, and who have at least a 3.5 GPA, as well as community members who have made an outstanding contribution to the aging field, are also eligible for membership.

Invitations to membership are sent out to all eligible students near the end of each year, and an Induction Ceremony is held each Spring. For more information, contact the Gerontology Program or visit [www.csus.edu/gero/student\\_orgs.html](http://www.csus.edu/gero/student_orgs.html).

## **Professional Organizations**

Students may also be interested in the following professional organizations:

American Society on Aging (ASA): [www.asaging.org](http://www.asaging.org)

Association Gerontology in Higher Education (AGHE): [www.aghe.org](http://www.aghe.org)

California Council of Gerontology & Geriatrics (CCGG): [www.ccgq.org](http://www.ccgq.org)

Gerontological Society of America (GSA): [www.geron.org](http://www.geron.org)

National Council on Aging (NCOA): [www.ncoa.org](http://www.ncoa.org)

# Financial Aid and Scholarships

Information about scholarships and loans can be obtained from the Financial Aid Office, which is located in Lassen Hall. You can also call them at (916) 278-6554, or visit them online at [www.csus.edu/faid](http://www.csus.edu/faid). Interested students are encouraged to explore various opportunities early in order to meet deadlines. Unfortunately, scholarships are often not awarded because no one applies!! Do your best to apply for what is available to you.

There are three types of scholarships at CSUS: community, institutional, and departmental. Information about community and institutional scholarships can be obtained at the scholarship office (278-6179) located in Lassen Hall next to Admissions. Also, community scholarships are posted on the board at the Financial Aid office. Information about departmental and other community scholarships are located on the bulletin board outside the Gerontology office located in El Dorado Hall 1030, or will be posted to the Gerontology website and the SacCT Gerontology Student Information Center.

## Gerontology Related Scholarships

The following scholarships are related to Gerontology, but remember, these are NOT the only scholarships for which Gerontology students are eligible. This is just a small sampling. Students may apply for these scholarships by obtaining a scholarship packet from the scholarship office in late January. Due dates are usually in March.

- **Renaissance Society Gerontology Scholarship:** Awarded yearly based on the applicant's personal letter.
- **Patricia Lee Memorial Scholarship Fund:** Based on registration fees, recipients must be a junior or senior with a GPA of at least 2.5. Preference is given to those with nursing background and gerontology volunteer service.
- **Osborne-Stearns Scholarship:** Based on GPA of at least 3.0 in the last 45 units and the applicant's personal letter. Open to students with junior or senior status, with consideration given first to full time students.  
**Note:** *This scholarship is not yet active. If you would like to contribute to this scholarship, please contact the [Gerontology Program](#).*
- **BEL Scholarship: \$5,000 award** for undergraduates from a single parent household. Based on application, letter of recommendation, and two-page letter discussing the importance of community service. Community service required during award year.

# Careers in Aging

## What Jobs and Careers are Available?

**Some professionals work directly with older persons. Their activities may include:**

- Developing programs such as health promotion, senior theater groups, or intergenerational activities for older persons in senior centers, community agencies, or retirement communities
- Providing direct care to frail, ill, or impaired older persons in hospitals, clinics, nursing homes, or through adult day care or home
- Counseling older persons and their families about issues of caregiving, employment, death and dying or mental health
- Advising older clients about estate planning and investments, financing long-term care or housing options

**Other professionals are less directly involved with older persons, but work on their behalf, educate others or investigate issues in the field of aging. Examples of their activities include:**

- Conducting research on the aging processes and diseases associated with aging such as Alzheimer's disease or osteoporosis
- Analyzing issues related to older persons such as retirement opportunities, income maintenance, the health care system and housing alternatives
- Planning, administering and evaluating community-based services and service delivery systems for older persons
- Teaching courses on aging to college and university students, health care professionals and older adults
- Designing products to meet the special needs of older persons
- Advising business, industry and labor regarding older workers and consumers.

**Some professionals devote themselves full-time to the field of aging; others divide their time between aging and other areas of interest within their disciplinary, professional or clinical areas.**

(The information above was borrowed from [www.aghe.org](http://www.aghe.org))

## Where Do Gerontologists Work?

### Employment Locations of Applied Gerontologists

#### **Advocacy Organizations**

Memberships Organizations  
Research Organizations

#### **Living Arrangements**

Retirement Communities  
Congregat4e Homes

#### **Community Agencies**

Senior Centers  
Retirement Communities  
Adult Day Care/Health Programs

#### **Research**

Universities and Colleges  
Government Agencies  
Corporations

#### **Corporations**

New Service or Product Development  
Private Consulting  
Marketing of Products  
Management of Organizations

#### **Mental Health Facilities**

VA and State Hospitals  
Homebound Programs  
Day Treatment Programs  
Community Mental Health Centers

#### **Government Agencies**

Federal and State Legislative  
Planning or Transportation Agencies  
Area Agencies on Aging

#### **Rehabilitation and Job Placement**

State Rehabilitation Agencies  
Job Retraining and Placement  
Agencies

#### **Health Facilities**

Hospitals  
Nursing Homes  
Diagnostic and Assessment Centers  
Community Clinics  
Hospices  
HMO's

#### **Social Service**

Family Service Agencies  
Departments of Social Service  
Senior Centers  
Church Related Agencies

# What Do Gerontologists Do?

## Job Roles of Applied Gerontologists

### **Administration and Policy**

- Design structure, motivate and supervise the activities of staff members
- Determine, monitor and modify organizational expenditures
- Coordinate activity within the organization and with other organizations
- Conduct analyses of current and proposed programs
- Increase public awareness of needs and services

### **Direct Service**

- Access client needs
- Provide services directly to the older client and family
- Coordinate services with other agencies and institutions
- Work to assure the older client and their family that the services are appropriate and of high quality
- Evaluate and modify the services needed
- Conduct outreach to expand and enhance client base
- Carry out advocacy on behalf of older persons

### **Education and Training**

- Plan and conduct educational programs for older persons, their caregivers and families
- Plan and conduct continuing education programs for paraprofessionals and professionals interested in servicing the elderly
- Instruct pre-professionals
- Intergenerational programs

### **Program Planning and Evaluation**

- Identify the needs of the community
- Plan the programs and facilities
- Determine the level and timing of funds required
- Develop the staffing and management plans
- Determine the evaluation plan for the program
- Consult with other agencies and programs

- Coordinate with other programs

### Research

- Design and carry out evaluations and academic studies to clarify aspects of aging and program interventions.

## Internship Requirements

**For a complete description of the course requirements for GERO 195A, 195B and 295, consult the course syllabus available each semester in the bookstore, or online at the Gerontology website.**

Students should be especially aware of the requirements below. It is the student's responsibility to be aware of the requirements and any expiration dates for immunizations, screenings, and CPR certification. Failure to meet these requirements in a timely manner will result in the student not being allowed to progress in the Internship.

### Internship Planning and Enrollment

The internship courses are the culminating experiences in the Gerontology Major and Minor. These courses are “real time” learning experiences designed to help students apply the interdisciplinary concepts and practice skills they have learned throughout their coursework. In order to be registered into an internship course, students must have senior status, and must have taken all of your Gerontology core courses, and most of the multidisciplinary core courses.

Students planning to enroll in an internship course must contact Dr. Osborne **at least** one semester ahead of time, if not before. Deadlines for discussing internship placements will be posted to SacCT, but are usually mid-April for Fall registration, and mid-November for Spring registration. Enrollment in internship courses is done by the department, and students who have not discussed their placement by the deadline will not be allowed to enroll.

Students will choose their own internship agency based on their specific needs and interests. Before meeting with Dr. Osborne, students should have an idea of where they would like to do their internship, and should try to make contact with their chosen agency. Following is a list of sample internship agencies in the area. This is **not** a comprehensive list. Please consult with Dr. Osborne if you're interested in interning with an agency that does not appear on the list.

AARP  
Alzheimer's Center – UCDCMC  
Area 4 Agency on Aging  
El Dorado County Department of Community Services – Senior Day Care  
Employment Development Department (EDD)  
Eskaton Health Facility – Glenwood Manor  
California Commission on Aging  
Camellia Center  
City of Sacramento/Adult & Aging Commission  
Department of Aging  
Department of Health & Human Services  
Eskaton Carmichael ADHC  
Eskaton Senior Connection  
Eskaton Village Wellness Program  
Health for All  
Herbal Learning Center  
Health Insurance & Counseling Advocacy Program (HICAP)  
Legal Center for the Elderly and Disabled  
InterFaith Caregivers  
Meals a la Car  
Mental Health Association  
MSSP – UCD  
Nutrition Services  
Ombudsman Services of Northern California  
Pride Industries – Mature Worker Program – Roseville  
Respect your Elders  
Roseville Convalescent Hospital  
Sacramento County Department of Health Services – Senior & Adult Services  
Sacramento Housing and Redevelopment Agency  
Seniors First/ Senior Link  
State Teachers' Retirement System  
Sunrise Community  
Sutter Health Resource Center  
Sutter Hospice  
Sutter PACE  
Triple R Caregiver Respite Program  
UCDCMC Hospice  
VIVA  
Yolo Adult Day Health Care  
Yolo County Older Adult Program

## Health Requirements

### **Tuberculosis Screening Program**

Tuberculosis skin tests may be required by some agencies before beginning an internship. Students with a positive reaction will require a chest x-ray and evaluation by the Student Health Center physician in charge of this program. There is no charge for the x-ray or for prophylactic medication indicated.

### **Hepatitis B**

Some agencies may require immunization for Hepatitis B before beginning an internship. This may be arranged through the student's private insurance carrier or through the Student Health Center for an additional fee.

**STUDENTS SHOULD NOT RECEIVE ANY IMMUNIZATION UNTIL THEY HAVE HAD A PPD (Tuberculosis Screening).** Immunizations and PPD may be given together, but immunizations cannot be given before the PPD. Recently administered live virus vaccines can cause false negative PPD results.

## Other Requirements

### **Finger Printing**

Some agencies may require interns to be finger printed. Inquire whether this is necessary. Also ask where to go and whether or not the agency will pay for it.

### **Negative Drug and Blood Alcohol Screens**

Some agencies may require negative drug and blood alcohol screens before beginning an internship. The costs of the health screens are usually assumed by the student. Documentation of the negative screens must be included in your internship portfolio. Medications that have been prescribed by an authorized health provider are not considered to constitute a positive drug screen.

### **CPR Certification**

Current CPR certification is recommended prior to participating in internships. Please submit photocopy of certificate (front and back) to faculty at the first internship seminar and place one in your internship portfolio.

### **Personal Health Insurance**

All gerontology students are highly encouraged to carry personal health insurance. Contact the Student Health Center for available carriers.

### **Professional Attire**

Proper attire must be worn whenever you are working as a student intern. Check with your intern supervisor at the agency for their requirements. Ask if you should wear a name badge. Some agencies require one with a photo ID. Inquire how you can get one, as the agency will most often provide it. Wear this name/photo ID badge for all learning experiences when you are presenting yourself as a student from Sacramento State.

Nonconductive work shoes with a closed toe and either a closed heel or an open heel with a secure heel strap are usually preferred. Tennis shoes and clogs with a totally open heel are not appropriate shoes to wear in many direct, patient/client care agencies.

### **Attendance/Make Up Policies**

It is professional and imperative that you be on time for your internship experiences. Your supervisor is interested in helping you to have the best experience possible, and this can only happen when you work together and he/she can count on you being present. Attendance at all internship experiences is mandatory. Should circumstances arise when a student is unable to attend (e.g., illness), the instructor and agency supervisor must be notified in advance. Students are responsible for all hours (including Seminars) missed due to student illness or emergency. Talk with your agency supervisor and professor to develop a plan to complete your objectives and hours.

### **Travel Requirements**

Students are required to provide their own transportation to and from internship experiences. Almost invariably this will mean access to a private vehicle; carpooling, however, is feasible in some limited situations. Distance traveled is varied and dependent on your choice of agency.

### **Variability of Hours**

Internship hours vary according to the needs of the agency and your time commitments. They must be agreed upon by you and your agency supervisor. Negotiate these at the beginning of your internship and only change them with your supervisor's knowledge and approval. The total hours in the Internship are 135. The course hours are distributed as follows:

Onsite	113
Seminar	12
Project	<u>5</u>
Total	135

# Registration, Attendance and Absences

## **My Sac State**

Students should register for all classes except Gero 195A & B and Gero 199 through My Sac State on their appointed day. The department will register students for internship and special problems courses after students have met with Dr. Osborne, usually near the end of the semester. Note that the Program must adhere to the registration date assigned by the University and will not register students earlier. If students must show registration prior to the end of the semester for scholarship or financial aid reasons, please contact Dr. Osborne.

After registration, students will be required to pay tuition fees for the courses in which they are enrolled. **Students should always be sure to pay their fees on time.** Not doing so will cause students to be **dropped from all courses.** Tuition balances and payment options are noted in My Sac State.

### **Late Adds**

During the first two weeks of instruction, students may still add many courses through My Sac State, although some departments may require a departmental add petition. During the third and fourth weeks of instruction, students may add only with the approval of the instructor and department chair on a petition available in department offices or online. The completed Add Permit, with all required signatures, must be submitted to the academic department office for processing by established deadlines.

Adds after the fourth week of instruction are accepted only when a University error has been made and require the approval of the instructor, department chair, college dean, and the designee of the Provost and the Vice President for Academic Affairs. All approved Adds must be submitted to the Office of the University Registrar, Student Services Center, Lassen Hall.

Adds after the fourth week of instruction are subject to a administrative fee.

### **Dropping Classes After Classes Begin**

Each student has the responsibility of dropping any courses in which he/she is enrolled, but did not attend or stopped attending. Students drop courses online via My Sac State. Students may drop most courses through My Sac State during the first two weeks of instruction, although some departments may require a petition. Instructors have the authority to administratively remove any student who, during the first two weeks of instruction, fails to attend any two class meetings (for courses that meet two or more times a week) or one class meeting (for courses that meet once a week). Students who did not attend or stopped attending class **are not automatically dropped** by the instructor. It is the student's responsibility to drop courses within established deadlines and follow all procedures.

All drops after the second week of instruction must have the approval of the instructor and department chair and are allowed only for serious and compelling reasons (such as illness, change in employment schedule, carrying an excessive load or inadequate preparation for the course).

All drops after the sixth week of instruction must have the approval of the instructor, department chair, and college dean and are allowed only for career-related or medical reasons beyond the control of the student. No drops are allowed after the last day of instruction.

Courses officially dropped during the first four weeks of instruction will not be recorded on the student's permanent record. A grade of "W" will be recorded for courses in which a drop has been authorized after the fourth week of instruction. Students will receive a final grade of "WU" or "F" in courses they fail to officially drop.

### **Attendance**

Classroom attendance is generally necessary for academic success; therefore, regular attendance at class is expected. In some courses (for example, seminars or service learning courses), attendance is absolutely critical to the work of the course. Students are advised that individual faculty may establish attendance policies in their courses and may link absences to their evaluation of students' performance in the course. Such policies must be stated in the course syllabus made available at the beginning of the semester. Excessive absences may lead a faculty member to assign a "WU" or "F" grade.

In addition to academic consequences of non-attendance, some students will be subject to other penalties including ineligibility for or repayment of federal financial aid or educational benefits received on the premise of class attendance. Instructors will be asked to confirm the last date of attendance based on such factors as attendance in class, examinations, academic advisement, or study groups.

### **Cancellation of Registration or Withdrawal from the University**

#### **a) Academic Advising Office**

Lassen Hall 1012  
(916) 278-6351

Students who find it necessary to cancel their registration or to withdraw from Sacramento State after enrolling for any academic term are required to follow the University's official withdrawal procedures (see below). Failure to follow formal University procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from Admissions and Records at (916) 278-8808.

Sacramento State students withdrawing (dropping all classes) for physical, emotional, financial, family health, or other non-academic reasons must receive approval from the Academic Advising Office before leaving the University. Students withdrawing for academic reasons must receive approval from the college dean of their major before leaving. Students who need to withdraw from all classes should determine if Leave of Absence (Medical, Military, Planned Educational) or Graduation in Absentia policies are appropriate for maintaining catalog rights for graduation requirements.\*

Students withdrawing after the fourth week of instruction will receive a grade of “W” in each class.

Students who are withdrawing because they are incapacitated and are unable to obtain approvals in person must request in writing to the Academic Advising Office that their withdrawal be administratively processed. Verification of illness, accident, etc., should accompany a student’s request.

For information regarding refund of registration fees upon withdrawal, refer to Fees and Refunds or to the current Student’s Registration and Advising Guide.

Students who receive financial aid funds must consult with the Financial Aid Office prior to withdrawing from the University regarding required return or repayment of grant or loan assistance received for that academic term or period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

During the last three weeks of the semester, requests for withdrawal are not accepted. Students who must leave classes during that period should seek to make written arrangements with their instructors before the semester ends to receive grades of “Incomplete.”

A student who pays registration fees and subsequently withdraws usually is considered a continuing student for the next semester and need not reapply for admission.

# Gerontology/SSIS Written Communication Rubric

Written Communication is the development and expression of ideas in writing for a particular audience and purpose. SSIS students should be able to communicate effectively in writing about social phenomena from a social science perspective.

	<b>4 = Exceed Expectation</b>	<b>3 = Meet Expectation</b>	<b>2 = Approach Expectation</b>	<b>1 =Below Expectation</b>
<b>1. Purpose and Development</b>	A strong sense of purpose controls the development of the composition. The paper is extremely focused even though it studies complex ideas. The student demonstrates mastery of the subject.	A clear purpose guides the development of the composition. The paper studies increasingly complex ideas and is adequately focused. Student demonstrates an adequate understanding of the subject.	The student generally stays on a fairly broad topic, but has not developed a clear theme. The writer demonstrates some understanding of the subject, but has not yet focused the topic pass the obvious.	The paper has no clear sense of purpose or central theme. The student has not yet decided the main idea of the paper or is still in search of a topic, thus demonstrated little understanding of the subject.
<b>2. Overall Organization</b>	The organization enhances and showcases the central theme. The order, structure or presentation of information is compelling and smoothly moves the reader through the text.	The organizational structures are strong enough to display a central theme and adequately move the reader through the text.	The organizational structures are not strong enough to display a central theme; therefore the reader is confused sometimes when reading through the text.	The composition lacks a clear sense of direction and identifiable internal structures, which makes it hard for the reader to get a grip on the theme or the main idea.
<b>3. Audience Engagement</b>	The student meets the needs and captivates the interest of the audience throughout the composition.	The student meets the needs and captivates the interest of the audience throughout most of the composition.	Sometimes, the student holds the attention of the audience, but does not sustain it throughout.	The student neither meets the needs nor captures the interest of the audience.
<b>4. Control of Syntax and Mechanics</b>	The student demonstrates mastery of standard writing conventions (e.g. spelling, punctuation, capitalization, grammar, paragraphing) and uses these conventions to enhance readability.	The student demonstrates an adequate grasp of standard writing conventions (e.g. spelling, punctuation, capitalization, grammar, paragraphing) despite a few errors.	The student shows a reasonable control over limited range of standard writing conventions. Conventions are sometimes handled well; at other times, errors distract readability.	The student demonstrates little control of grammar, syntax, and mechanics. The errors distract the reader and make the text hard to read.
<b>5. Summary: Clarity and Revision</b>	The whole paper is extremely clear and easy to understand. It needs little or no revision.	The paper is clear and easy to understand, but needs some revision.	Some parts of the paper are clear, but others are hard to follow. The paper needs a fair amount of revision.	The paper is not clear, therefore difficult to follow. The paper needs significant revision.
<b>6. Citation of Sources (if applicable)</b>	The student consistently cites all of the sources	The student consistently cites the majority of the sources	The student consistently cites some of the sources	Errors occur everywhere when citing the sources
<b>7. Graphic Presentation (if applicable)</b>	The student demonstrates an innovative use of graphic presentations to communicate a meaningful message	The student demonstrates an appropriate use of graphic presentations to communicate a meaningful message	The student used some graphic presentations to communicate a message	The student does not use graphic presentations where necessary

# Research and Writing Resources

## Sacramento State Library Gerontology and Geriatrics Research Help *Compiled by Eileen Heaser*

### **EUREKA (COMPUTER CATALOG)**

**Library of Congress (LC) catalog numbers provide browsing areas for books.**

HD 7101-7110.6 Insurance, Medial Plans  
 HQ 1060-1064 Aged, Gerontology (social aspects)  
 HV 1450-1494 Aged  
 QH 529 Biology (aging)  
 QH 608 Cells (aging)  
 QP 85-86 Physiology (aging)  
 RA 564.8 Public Health  
 RA 997-999 Nursing Homes  
 RC 952-953 Geriatrics  
 RC 451.4 Psychiatry (aged)  
 RC 954 Geriatric Nursing  
 RC 954.3 Hospitals, Geriatric  
 RD 732.3 Orthopedic Surgery (aged)  
 RE 48.2 Eye Diseases (aged)  
 RF 291.5 Hearing Disorders (aged)

### **Community Resources**

California Nursing Homes: Care Problems Persist Despite Federal & State Oversight.  
 U.S. GAO, July 27, 1998 . GA1.13:HEHS-98-202 (Gov. Docs. fiche)

Community Resources for Older Adults: A Guide for Case Managers. Ref HV1462 C654  
 1998

Community Services Directory. ref HV99 S12 S3 2001

Consumer Guide to Long-Term Care. ref RA997 I46 1999

Directory of Nursing Homes, 1999. ref RA997 A2 D49 1999

Directory of Retirement Facilities 1999. ref HV1454.2 U6 N38 1999

### **Nursing and Medical Aspects**

The American Geriatrics Society's Complete Guide to Aging & Health. ref QP86 W53  
 1995

Annual Review of Gerontology & Geriatrics. RC952 A1 A56. v. 1-5, 8-current. 1980-85, 88-current.

Decision Making in Gerontologic Nursing. ref RC954 L64 1993

Encyclopedia of Elder Care. The Comprehensive Resource on Geriatric & Social Care. ref RC954 E53 2001

Encyclopedia of Gerontology: Age, Aging, and the Aged. ref RC952.5 E58 1996 v. 1-2

Encyclopedia of Home Care for the Elderly. ref HV 1461 E5 1995

Geriatrics at Your Fingertips. ref RC952.55 G47 2000

Merck Manual of Geriatrics 3rd Edition. ref RC952.55 M5552000

Physical and Mental Issues in Aging Sourcebook. ref RC952.5 P48 1999

Principles and Practice of Geriatric Medicine, 3rd ed. ref RC952 P73 1998 v. 1-2

### **Social Aspects**

American Women: Who They Are & How They Live. ref HQ1421 A486 1997

Americans 55 and Older: A Changing Market, 3rd ed. ref HD 1064 U5 Y67 2001

The Encyclopedia of Aging. 3rd ed. ref HQ1061 E53 2001 v. 1-2

Encyclopedia of Death and Dying. ref HQ1073 E543 2001

The Graying of America : An Encyclopedia of Aging, Health, Mind, and Behavior. ref HQ1064 U5 K39 1996

Growing Old in America : Information Plus. ref HQ1064 U5 G76 1998

Older Americans Almanac: A Reference Work on Seniors in the United States. ref HQ1064 U5 O 416 1994

Older Americans Information Directory. ref HV1457 O44 1999

### **Finances, Regulations, Statistics**

Adult Foster Care for the Elderly: A Review of State Regulations and Funding Strategies. ref HV1451 A38 1996 v. 1-2

Encyclopedia of Financial Gerontology. ref HQ1061 E54 1996

Health , United States , 1999: Health and Aging Chartbook. ref RA 407.3 U572 1999

Hospice and Palliative Care Handbook: Quality, Compliance, and Reimbursement. ref RA1000 M37 1999

Key Federal Requirements for Nursing Facilities. ref RA997 A596 1992

National Guide to Funding in Aging 6th ed. ref HV 1461 W42 2000

Nursing Home Statistical Yearbook, 1997. ref RA997 A1 N89 1997

Profile of Hospital Patients: California Hospital Discharge Data. ref RA981 C3 P76 1994. v.1-3

Standards for Long Term Care: Including the Intent Statements for Dementia Special Care Units and Sub-acute Programs. ref RA997 J65 1998

Statistical Record of Older Americans. ref HQ1064 U5 S685 1994

## PERIODICALS

### Online

You can perform periodical research through the CSUS library online at <http://www.library.csus.edu/databases> . Examples of what you will find include:

CINAHL: Cumulative Index to Nursing & Allied Health Literature 1982-current  
Medline 1966-current

PubMed: Index Medicus-Medline (1985-1965 no abstracts) 1966-current  
( <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi> )

InfoTrac: (general interest) 1980-current

PsychLit: Psychological Abstracts 1887-current

**Journals: representative sample of titles currently received by the CSUS Library**  
A CSUS Library Journal Locator can be found at <http://digital.lib.csus.edu/sfx/azlist.php>

There are many journals the library subscribes to that are not listed here. There may be other related journals that better fit your research topic. It may help to browse journal titles alphabetically at the journal locator. <http://digital.lib.csus.edu/sfx/azlist.php>

- Experimental Gerontology (online only)
- Generations
- Geriatric Nursing
- Geriatrics

- Gerontologist
- Gerontology
- International Journal of Aging and Human Development
- Journal of Aging & Physical Activity
- Journal of Aging & Social Policy
- Journal of Aging Studies
- Journal of Gerontological Nursing
- Journal of Gerontological Social Work
- Journal of Mental Health & Aging
- Journal of Nutrition for the Elderly
- Journals of Gerontology: A-Biological & Medical Sciences
- Journals of Gerontology: B-Psychological & Social Sciences
- Nursing Homes Long Term Care Management
- Perspectives
- Physical & Occupational Therapy in Geriatrics

## Other Helpful Resources

- The Gerontology Program website contains a comprehensive listing of **Gerontology related links** at [www.csus.edu/gero/links.html](http://www.csus.edu/gero/links.html). These links may contain information helpful for your research.
- The Gerontology Program website contains a **Community Resource Guide** of agencies and organizations dedicated to providing various services for the aging population in the Sacramento area. [www.csus.edu/gero/resource\\_guide.html](http://www.csus.edu/gero/resource_guide.html). The Resource Guide may provide you with links to information or interview sources.
- The **Sacramento State Writing Center** offers free tutoring to students across the discipline. Students sign up for a weekly tutoring appointment. Drop-in tutoring is also available. Tutors are trained to help students with all aspects of their writing, including focus, organization, development, grammar, style, etc. (<http://www.csus.edu/writingcenter>)
- Sacramento State's **Writing Across the Curriculum** (WAC) Program provides a wealth of resources for students including online guides, tutoring, and for graduate students, Thesis Writing Workshops. ([www.csus.edu/wac](http://www.csus.edu/wac))

# Course Grades and Academic Integrity

Gerontology course grades are determined in accordance with University policy using published grading criteria for each course.

## **Academic Dishonesty**

The following information regarding Academic Dishonesty appears in the University Policy Manual. In order to prevent the integrity of learning from being compromised by acts of academic dishonesty, Sacramento State has assigned the following responsibilities to students and faculty.

### **Student Responsibilities**

- Understanding the rules that preserve academic honesty and abiding by them at all times. This includes learning and following the particular rules associated with specific classes, exams, and course assignments. Ignorance of these rules is not a defense to a charge of academic dishonesty.
- Understanding what cheating and plagiarism are and taking steps to avoid them. Students are expected to do this whether working individually or as part of a group.
- Not taking credit for academic work that is not their own.
- Not knowingly encouraging or making possible cheating by others.
- Knowing the policies and procedures regarding academic honesty as specified in this document.
- Exercising their option, if so inclined, to inform the faculty member or the Student Conduct Officer of alleged cheating.

### **Faculty Responsibilities**

- Grading and evaluating academic work in a fair, consistent, and unprejudiced manner. This means following the grading guidelines set forth in both university policy and the course syllabus.
- Ensuring that students are aware that relevant academic honesty policies exist and that the consequences of violating those policies will vary with the seriousness of the offense.
- To the best of their ability, designing and conducting class examinations and assignments in a way that will minimize the possibilities of academic dishonesty.

- Serving as a resource in matters associated with policies developed by faculty, departments and colleges relating to cheating.
- Responsibilities of the Student Conduct Officer
- Managing and deciding cases of alleged violation of the academic honesty policy where administrative sanctions are proposed.
- Serving as a resource for faculty, staff and students on matters of academic honesty and this policy.
- Ensuring the publication and distribution of this policy and procedures to the campus community.
- Serving as a resource in matters associated with policies developed by faculty, departments and colleges relating to cheating.

### **Definitions of Academic Dishonesty**

- Cheating. At Sacramento State, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Sacramento State includes but is not limited to:
  - Copying, in part or in whole, from another's test or other evaluation instrument.
  - Using crib notes, "cheat sheets," or any other device, including electronic devices not permitted by the instructor as an aid in writing an examination.
  - Submitting work previously graded in another course unless doing so has been approved by the course instructor or by department policy.
  - Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies of the respective departments.
  - Altering or interfering with grading or grading instructions.
  - Sitting for an examination by a surrogate, or as a surrogate.
  - Any other act committed by a student in the course of his or her academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

### **Plagiarism**

Plagiarism, as a form of cheating, is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to

someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge. Plagiarism at Sacramento State includes but is not limited to:

- The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and
- Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.

Any student suspected of academic dishonesty will be reported to the Vice President for Student Affairs. If an investigation reveals that an act of academic dishonesty has been committed, the student will receive an "F" grade in the course in which the incident occurred. In addition, the student can be placed on probation, suspended, or expelled from the University, per University policy.

### **Assignment Policies**

Instructors in each gerontology course will provide students with the dates and times for all assignments (papers, presentations, and examinations) at the beginning or the semester. The number of assignments and exams given in each course will vary.

Weekly quizzes are given in some of the courses. These consist of items representative of content to be covered in class or weekly readings and reflect class preparation. **Copies of examinations are usually not returned on a permanent basis in gerontology courses to ensure test security.** Students have the right to review their tests and be informed of the correct answers after course exams are scored. Faculty in each course will instruct students on the process to be followed for reviewing exams in that course. Students are encouraged to make an appointment with course faculty to discuss questions, concerns, or suggestions regarding tests or testing procedures.

All examinations are monitored. **Students are not permitted to leave the classroom while a test is in progress.** A student will not be allowed to continue to write the examination if this policy is violated.

### **Grading**

## DEFINITION OF GRADE SYMBOLS

A Exemplary achievement of the course objectives. In addition to being clearly and significantly above the requirements, work exhibited is of an independent, creative, contributory nature.

B Superior achievement of the course objectives. The performance is clearly and significantly above the satisfactory fulfillment of course requirements.

Satisfactory achievement of the course objectives. The student is now prepared for advanced work or study.

C Note: The letter grade "C" does not imply satisfactory achievement at the graduate level.

D Unsatisfactory achievement of course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department.

F Unsatisfactory achievement of course objectives to an extent that the student must repeat the course to receive credit.

WU The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F."

CR Satisfactory achievement of course objectives. (Not used in CSUS grade point calculation.)

NC Unsatisfactory achievement of course objectives. (Not used in CSUS grade point calculation, but is calculated as "F" by many graduate and professional schools.)

I The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated during the course due to unforeseen but fully justified reasons and that there is still a possibility of earning credit.\* It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete will be in writing, signed by the instructor, student, and the department chair (or designee) and placed on file with the appropriate academic department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An "I" (Incomplete Authorized) should not be assigned when it is

necessary for the student to attend additional class meetings to complete the course requirements. An Incomplete must be made up within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Failure to complete the assigned work will result in an Incomplete being converted to an "F" or "NC" on the academic transcript.

At the time of degree evaluation, the degree will not be awarded if a student has any outstanding "I" grades which, if calculated as "F", would cause the student's grade point average to fall below the minimum level for graduation in any grade point requirement (CSUS, overall, major, minor or General Education).

Incomplete grades are not considered for deletion by the Academic Standards Committee.

\*Note: Students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I" provided they meet the conditions above.

RP Report in progress. Work is in progress on thesis, project or similar course extending beyond one term. (Not used in grade point calculation.) The "RP" symbol is used in connection with courses that extend beyond one semester. It indicates that work is in progress, but assignment of a final grade must await completion of additional work. The "RP" symbol shall be replaced with the appropriate final grade within one year of its assignment (within two years for master's culminating requirement). If no final grade is reported by the instructor within the time limit, the "RP" will be converted to "F" or "NC" on the academic transcript.

W The symbol "W" indicates that the student was permitted to withdraw from the course after the fourth week of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in grade point calculation .

RD Report Delayed. A grade has not been reported to the registrar due to circumstances beyond control of student. (Not used in grade point calculation.)

AU Audit grade indicates student's status as auditor and does not earn degree credit. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes. A student who is enrolled for credit may not change to audit after the fourth week of instruction.

CSU, Sacramento will use a +/- grading system, beginning Fall 1985. (AS 82-45)

CSU, Sacramento will use A, B, C, D, and F grades for lower division courses. (AS 82-63)

A student must obtain a grade of **73% or better** in all gerontology core courses to progress through the program.

Incomplete grades are awarded when a “portion of required course work has not been completed and evaluated in the prescribed period of time. It is the responsibility of the student to bring pertinent information to the attention of the professor and to determine from the professor the remaining course requirements which must be satisfied to remove the incomplete” (University Catalog). You need to have completed at least 50% of the course work to be eligible for an Incomplete. You have one year to remove the Incomplete before it automatically converts to an “F”. CR/NC courses convert to NC.

**The required assignment(s) must be turned in to the appropriate professor (the one who agreed on the Incomplete) for grading in sufficient time for the grade to be removed prior to the beginning of the next semester.**

### **Field/Internship Grading**

Field/Internship courses in Gerontology are graded CR/NC. All course assignments must be completed at 73% or greater. See Course Syllabus for more details.

### **Repeating Required Gerontology Courses**

A student who receives a grade of less than 73% (C-, D, or F letter grade) in a required gerontology core or multidisciplinary core course must submit a letter of intent to the Gerontology Program Director to: a) repeat the course the next semester course is available; b) apply to the University for a Leave of Absence; or c) state when the course will be retaken. This letter must be submitted by **January 15** for the **Spring** semester or **August 15** for the **Fall** semester. A copy of the letter will be placed in the student's file. It is strongly recommended that students discuss these options with their academic advisors as soon as they are aware they may not be passing a Gero course.

In the event that a second required Gerontology course has been failed, whether the same or a subsequent course, the student must petition the Program through the Director for permission to continue in the Gerontology Program. This petition should be submitted immediately after learning of the course grade, and no later than January 15 for Spring Semester or August 15 for Fall Semester.

### **Repeat Course Policy**

The student repeating a gerontology course must follow the University's Repeat Course Policy as follows:

A student may repeat courses, including the courses used to determine the number of units and grade points in the calculation of CSUS GPA, under the following conditions:

1. Credit has not been earned for a more advanced course (as determined by the department offering the course being repeated).
2. Approval of the Chair of the department offering the course has been obtained (see Note b below) in cases where:
  - a) The original or repeated course was taken at another institution.
  - b.) The repeated course differs in title and/or number from the original course.
3. Approval of an academic advisor (see Note b) and the chair of the department offering the course has been obtained in cases where the course is being repeated a second (or subsequent) time (see Note a).
4. The department offering the course has not limited the number of times a student may take the course (see Note c).

If a student earns a NC grade in a letter graded course that the student chose to take credit/no credit (CR/NC), the course may be repeated for credit/no credit or a letter grade. Letter graded courses which the student chose to take CR/NC and for which the student earned credit may not be repeated for a letter grade. A course in which a letter grade was earned may be repeated for CR/NC, subject to the conditions for CR/NC grading in letter graded courses.

**As of 2010, the following limits have been placed on repeating courses:**

- Students may **NOT** repeat courses where a grade of “C” or higher was previously received.
- Students may **NOT** repeat a course where an “I” has been given unless the “I” grade has lapsed or a grade of “C-“ or lower has been assigned (See Incomplete Policy).
- Students may repeat a maximum of 16 units for grade forgiveness\*.
- Students may repeat a maximum of 28 units combined for grade forgiveness and grade averaging\*.
- These limits apply only to units completed at Sacramento State.

**Petition for Exception Undergraduate Course Repeat Policy:** A Petition is available for students in programs in which a grade of C or higher is required and for which a student may need to repeat a course more than three times.

The Repeat Policy does NOT apply to courses proposed and approved for “Repeat for Credit” (e.g. internships, variable topics courses, adjuncts, independent study, etc.) until the student exceeds the maximum number of units or completions allowed for that course

**IMPORTANT NOTES**

- a. All necessary approvals for courses taken at CSUS must be obtained (or requested

in the case of petitions to Academic Standards Committee) **by the end of the third week** of instruction. If the necessary approvals are not obtained by the end of the third week of instruction, then the grades will be averaged (unless the Chair indicates otherwise).

b. Students who are repeating a course for the first time are encouraged to see an advisor before they repeat the course in order to discuss preparation and strategies for successful completion of the course. Students who wish to repeat a course for a second (or subsequent time) must meet with an academic advisor. Undeclared students should meet with a “general” advisor (e.g., advisors in the Academic Advising Center, Academic Achievement Centers, and Admissions Office). A declared Major who wishes to repeat a non-major course may meet with either a “general” advisor or his/her major advisor. However, when the course being repeated is a major course, meeting with a major advisor is required.

c. An academic department may establish a maximum number of times a student may enroll in a course. If a student exceeds the limit without departmental approval, the department may disenroll the student, may deny the repeat petition, and/or may disregard the course if it is presented for fulfillment of graduation requirements.

d. The repeat grade policy of a transfer institution, if it can be determined, applies to a student’s record at the time of transfer. If it cannot be determined, the CSUS policy shall apply.

e. This policy cannot be used to improve the undergraduate GPA of a post baccalaureate student. Nor can a graduate student repeat courses at another institution since transfer credit is not posted to graduates’ records.

f. This policy only applies to the computation of GPA at CSUS (e.g., medical schools and law schools tend to disregard the repeat policy of another university/college, and apply their own repeat policy). It should also be noted that the original grade remains on the transcript with a notation that the course has been repeated in a subsequent semester.

## **GRADE CORRECTION POLICY**

A grade correction is possible only in the case of a declared clerical error. A correction in the letter grade must be approved by the instructor of record and the department chairperson by the last day of the semester, either spring or fall, following the semester the grade is posted to the student's record. The definition of clerical error is an error made by the instructor or assistant in grade determination or posting. Under no circumstances, except for completion of work when an "I" was issued, may a grade change be made as the result of work completed or presented following the close of a grade period. Grades cannot be changed to "W" nor can they be changed from a letter grade to Credit/No credit.

A grade correction after the semester following grade award will be allowed only if the course instructor and chair of the department where the course was offered submit the grade change and an explanation for the late grade correction to the Registrar. In the case where the course instructor and/or department chair is unavailable, the department faculty or a committee of department faculty must approve the grade correction. In such a case, a statement of the nature of the exception, the department's method of approval, and the date of approval must be forwarded with the grade correction.

## **GRADE DELETION POLICY**

CSUS requires that students process an official drop by telephone, on-line or by petition within published deadlines. Failure to withdraw properly from a course may result in assignment of a "WU" grade in the course. The symbol "WU" indicates that the student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an "F."

Since some students may not be familiar with the CSUS drop policy until after they receive their first "WU," the student may petition to have the effect of the failure removed from the grade point average of the first semester in which he/she receives one or more "WU" grades. The student must obtain a Petition to Discount First "WU" Grade from the Admissions and Records Office or the Academic Advising Center and meet with an academic advisor. The petition process must be completed within six months following the end of the semester in which the "WU" was assigned. This policy applies for the one term only in which the student receives the first "WU" grade and does not apply to grades posted at institutions other than CSUS.

A petition to delete a grade other than an Incomplete or a first "WU" and an Incomplete grade may be submitted for consideration by the Academic Standards Committee for the following reasons only:

1. To remove penalty grades assigned due to failure to complete a course for causes related to illness. Medical verification is required.
2. To correct errors by academic departments. Department verification is required.
3. To correct errors made in registration (e.g., use of wrong class code). The Registrar's Office must confirm this error.

Petitions must be submitted within three semesters from the end of the semester in which the grade was received. After a student's degree has been awarded, petitions to delete grades posted prior to the award of a degree will not be considered.

## **C- GRADES FOR PREREQUISITE COURSES**

A grade of "C-" will be considered as a "C" for prerequisite courses, unless a department specifically decides otherwise.

If a department requires a "C" or better in a prerequisite course and will not accept a "C-" grade, then the department must specify so in the catalog course description.

This policy applies only to prerequisites stated in terms of letter grades. It does not modify regulations such as those concerning academic warning, probation, or disqualification that are stated in terms of numerical grade point average. (AS 84-66, PM 85-07)

## **GRADE APPEAL POLICY**

Executive Order #1037 governs the assignment of grades by faculty and requires an appeal procedure to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy provides the mechanism to deal with such unusual occurrences:

- Faculty has the sole right and responsibility to provide careful evaluation and timely assignment of appropriate grades.
- There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.
- In the absence of compelling reasons, such as instructor or clerical error, prejudice or capriciousness, the grade assigned by the instructor of record is to be considered final.
- Students who believe that an appropriate grade has not been assigned should first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student may present his/her case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.
- If the instructor of record does not assign a grade, or if he/she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty to do so.
- "Qualified faculty" means one or more persons with academic training comparable to the instructor of record who are presently on the faculty at that campus.
- Each campus faculty senate has authority and responsibility for providing policy and procedures for the proper implementation of the foregoing principles.
- Each campus president is responsible for ensuring that the policies and procedures developed by the faculty senate are in conformance with the principles and provisions of E.O. 1037 and for ensuring that such established policies and procedures are carried out.

Sacramento State has implemented procedures covering grade appeals with the provisions outlined in E.O. 1037. For a complete description of the student grade

appeal process, go to the University Policy Manual online at <http://www.csus.edu/umannual/>. Click on “Find a Policy,” then search for “Grade Appeal Policy” under “G.” The page will contain a link to the most up-to-date grade appeal process.

## The Student’s Role in Faculty Evaluation

### **Student Evaluations of Faculty**

At the end of each semester, faculty teaching GERO courses will ask students to complete an evaluation questionnaire. These questionnaires ask students to rate the teaching effectiveness of faculty, and may also be used to collect valuable demographical information about students for Program assessment. The student should assume responsibility for providing honest evaluative data. The evaluation tool is tabulated by Gerontology Program staff, and after grades are submitted at the end of the semester, results of the SOP are shared with faculty. Student confidentiality is maintained throughout the evaluation process.

Multidisciplinary faculty may also ask students to complete evaluations, although the format may be different from those complete for GERO faculty. Regardless of the questionnaire used, students should strive to provide honest feedback.

### **Department Evaluations of Faculty**

All full and part-time faculties are evaluated on a regular basis and results of student evaluations are reviewed in this process. Student feedback is one tool used by departments to evaluate faculty effectiveness in meeting program and course objectives.

## Student Rights and Responsibilities

The following student rights and responsibilities are printed in the University Policy Manual. It is important for all students to read and understand their rights and responsibilities as mandated by the University.

### **Preamble**

This University exists to provide an opportunity for education to enable students to live a more perceptive and fulfilling life. Its aim is to inspire them in creative and critical thinking and to encourage them to contribute their ideas for the improvement of the

society in which they live.

Basic to the achievement of these purposes is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas ceases, and research, teaching and learning are stifled. Knowledge is as broad and diverse as life itself, and the need for freedom is equally broad. The University always must strive to strike that balance between maximum freedom and necessary order which best promotes its basic purposes by providing the environment most conducive to the many-faceted activities of research, teaching, and learning.

Upon enrollment, the student becomes a member of the academic community and thereby accepts both the rights and responsibilities associated with that membership. As a member of the academic community, students have the right to challenge any attempt to deprive them of their rights, either as a citizen or as a student. The policies and procedures contained in this document attempt to define both the students' freedom and the limits to those freedoms.

Statement of Student Rights and Responsibilities is subject to and limited by all applicable regulations of the Constitution of the United States and of state law, including regulations passed by the Trustees of the California State University and local campus regulations duly instituted by the President of the University.

The campus is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether an action occurs on the campus or off; however, University sanctions will be imposed only for those violations that interfere with University functions.

It is the responsibility of each student, faculty, administrative, and staff person to adhere to all policies in this document.

To protect student rights and to facilitate the definition of student responsibilities at California State University, Sacramento (hereafter referred to as Sacramento State), the following statements are set forth:

**Freedom of Access to Higher Education.** The University is open to all persons who are qualified according to its admission standards and current resource limitations. In addition, the University shall make all possible effort to provide for the education of all students by making equitable provision for their admission, instruction, counseling, and housing. Under no circumstances will an applicant be barred from admission to the University because of race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or veteran status. The University will inform all prospective students, upon request, of the academic standards required by the University. Normally these standards will be contained in the University catalog.

## Rights in the Classroom

The classroom is the essential part of the University, and the freedom to learn should be promoted and encouraged by the instructor. Students have the right to assume and expect:

- That they will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- That they will receive thoughtfully prepared presentations which are purposefully related to the stated objectives of the course, consonant with the description in the University catalog.
- That instructors will inform them of the course requirements, the methods to be employed in determining the final course grade, and of any special requirements, including attendance, prior to the last day to drop a course without penalty.
- That they will be provided with an opportunity to review and discuss any graded examinations and papers. It is expected that examinations will be graded within a sufficiently appropriate time to make the examinations part of the student's learning experience. Students have the right to review and discuss all tests and papers by the last academic day of each semester, if feasible. Faculty must keep all examinations and papers submitted by students for at least one semester after the completion of the course to enable students to review their work if it was not possible for this review to take place by the last academic day of the semester as noted above.
- That all instructors will meet their classes regularly and at scheduled times and that an effort will be made to notify students when class is not being held or when an instructor is to be late.
- That all instructors will provide a reasonable proportion of time for student conferences, and office hours for these student conferences shall be posted and adhered to.
- That their course grade represents the instructor's good-faith judgment of the student's performance in the course. (A lack of good faith may be established by adequate demonstration that a grade was based on something other than the student's performance in the class, as outlined in grievance procedures.)
- That unjustified failure of the instructor to meet classes, repeated lack of preparation which results in incompetent performance by the instructor, or discrimination against a student because of his or her race, religion, creed, sex, national origin, ethnic background, political affiliation, economic status, handicap,

or age, is a legitimate ground for student complaint to the department, or division, or the dean of the college.

- That they may participate in procedures designed to solicit their opinion on teaching effectiveness. The school/division deans/chairs, with adequate input from faculty and students, shall be responsible for developing procedures for obtaining and utilizing student opinion on teaching effectiveness. The results may be made available by the department.
- That race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or veteran status shall not be used in a derogatory manner in the classroom.
- That graduating seniors have the right to complete all requirements for a course before Commencement.
- That they not be given tests or additional work beyond what has already been assigned during the week prior to final examinations of each semester. With the permission of the instructor, graduating seniors may waive the rights stated in Section K.

### **Right to Privacy**

- The student has a right to protection against improper disclosure of information concerning grades, personal views, beliefs, political associations, health, counseling, or character which any faculty, administrative, or staff person acquires in the course of his/her professional relationship with the student. Character references and written and recorded statements of ability, including recommendations sought by prospective employers, based upon information contained in cumulative record files, will be provided only with the knowledge and prior written consent of the student. Exceptions will be made only where law dictates.
  - To minimize the risk of improper disclosure of information contained in a student's cumulative record file, separate files shall be kept for each student. The conditions of access to each individual's file shall be contained in a policy statement available in the office of the Vice President of Student Affairs. Transcripts of academic records will contain only information about academic status and performance. Disciplinary status will be added to transcripts only when authorized by the President, with notification to the student. Information from cumulative record files will not be available to any person, on-campus or off-campus, without the express written consent of the student involved except where authorized by law. Provision shall be made, in accordance with state law, for routine destruction of non-current disciplinary records in accordance with the "Policy on Disciplinary Records" on file in the office of the Vice President of Student Affairs.

- Students shall have the right to see all cumulative record files pertaining to them and the right to include a response to any information contained therein.
- Members of the University community enjoy rights of privacy in their living quarters as do members of the general community. The rooms of University residency students shall not be searched and personal possessions of students shall not be seized unless authorized by University regulations as stated in the housing license or by laws of California. Routine sanitary inspection may be conducted by campus officials in on-campus housing when they are accompanied by resident assistants, but only upon prior notice of at least 24 hours. The student must be present during any search or inspection by University officials.

### **Rights to Freedom of Association**

Students are free to organize, join associations, and promote their common interests. Students shall be free to discuss openly all questions of interest to them; and to express their opinions publicly or privately. The membership policies and actions of Sacramento State student organizations will be determined by those students who hold bona fide membership in the University, as long as they are non-discriminatory and in accordance with law, Trustee, and University policy.

- No student, shall, on the basis of sex, race, religion, national origin, creed, ethnic background, political affiliation, economic status, handicap, or age, be denied the benefits of participation in student organizations at Sacramento State.
- Affiliation with a non-University organization does not qualify a student organization from University or ASCSUS recognition.
- Any organization whose purposes are not prohibited by law or regulations of the Trustees shall be entitled to petition for recognition by the University.
- Student organizations and interest groups are required to submit a current list of officers, a statement of non-discrimination, and a faculty advisor where appropriate, to the Vice President of Student Affairs or designee. They are not required to submit a list of members as a condition of recognition.
- The University exercises no control over the student's involvement in off-campus events which have no relationship with the University.

### **Right to Freedom of Inquiry, Expression, and Information**

Students are permitted the fullest expression of beliefs through any means that are orderly and do not violate the rights of others.

- The University will not condone acts of violence, vandalism, coercion, or other illegal interference with its legitimate functions.

- Students and student organizations are free to invite and to hear any person of their choosing. However, speakers or programs funded from mandatory student body fees are subject to prior review to assure conformance to Trustee and campus policy. If campus facilities are needed and available, the scheduling procedure will insure order and adequate preparation for the event, but in no instance will the University be used as a device for censorship or restraint beyond valid Trustee regulation, University policy, or law.
- The students, through their official governing body, the Associated Students of California State University, Sacramento, have the right to an effective and representative role in expressing their wishes.
- The student shall have the right to access all documents containing University, school and departmental policies, procedures, standards, and regulations.

### **Rights Regarding Publication**

Student-controlled media are available to the campus community and are also essential in stimulating intellectual exploration and in keeping open the channels of free and responsible communication.

- The Associated Students of California State University, Sacramento, student organizations, and individual students may publish and otherwise communicate information and opinion. These groups and individuals are not liable or subject to sanctions and restraints beyond those imposed by provisions set forth by the ASCSUS Media Board, Trustee regulations, University policy, or law.
- Student publications and other communications media are guaranteed the editorial freedom necessary to engage in free inquiry and expression without advance approval of content. Appointment and removal of editors shall be in accordance with duly established procedures of the appropriate ASI agency.

### **Rights of Due Process and Appeal**

- **Student Discipline**

The student shall have the right of due process and appeal in matters of student discipline, as prescribed by California State University Student Conduct Procedures, copies of which are available in the office of the Vice President of Student Affairs. The student shall be considered innocent unless proven guilty.

At their request, all students shall have the right to counsel during any questioning by any University official that may reasonably lead to initiation of any disciplinary action. The right to counsel may be exercised at any time during questioning in which the student feels that he/she is in need of counsel.

The student shall be informed of this right by the official before any questioning and

shall be informed of the capacity in which the official questioning him/her is serving, i.e., discipline investigation or informal conversation.

"Counsel" shall be interpreted to mean any other person the student chooses, attorney or lay. The student should be aware that the use of an attorney will mean the possible forfeiture of an informal hearing.

- **Student Grievances**

Procedures have been established to hear grievances of students who believe their basic rights have been denied or violated. These procedures include methods of redress for students whose rights are found to have been abridged. It is hoped that most disputes will be resolved informally.

- Departments shall have clearly defined procedures for the receipt and consideration of student complaints concerning violation of student academic rights. At the departmental level, these complaints are to be handled on an informal basis. These procedures shall be on file in the department and division or college, as well as in the office of the Vice President of Student Affairs.
- Each school or division shall also have clearly defined procedures for the receipt and consideration of student complaints after the informal means of resolution at the departmental level have been exhausted. These procedures shall allow for a hearing. A student may appeal the ruling of a department to the college or division.
- If, after a hearing and decision following Section B above, the student feels there was not fairness in the procedure, the student shall have the right to appeal the decision to the office of the Provost/Vice President for Academic Affairs. If there are appeals to the office of the Provost/Vice President for Academic Affairs, that office shall provide for a committee consisting of a representative from that office, disinterested faculty member appointed by the Academic Senate, and a disinterested student appointed by the Student Senate to consider the appeal of the student. The role of this committee within the Office of the Provost/Vice President for Academic Affairs is to determine whether or not there was a procedural fairness at the school or division level. If there was not procedural fairness, the Academic Vice President will instruct the committee, the college, or the divisional committee to conduct a new hearing.

### **Right to Substantial Input into the Determination of University Policy and Instructional Programs**

The functioning of the educational community requires an awareness of mutual responsibility, understanding, trust and respect in order that all its members may

actively contribute to the development of policies and programs. The purpose shall be achieved through continuous cooperation within the educational community.

- The student has the right to an effective and representative role in recommending University policies. The Associated Students shall be contacted whenever the President of the University is considering the formulation of University policy that would have a direct and substantial impact upon students as students, so that they are afforded the opportunity to forward a recommendation.
- Students are also guaranteed the opportunity to participate in revision and improvements of curricula through service on curriculum committees.

## **Responsibilities**

It is the student's right and responsibility to know the policies, procedures, standards, and regulations which affect student rights; and it shall be the student's responsibility to obtain and act appropriately on such information. Ignorance of the information made accessible to the student shall not be cause to waive policies, procedures, standards, and regulations.

### **Responsibilities in the Classroom**

It is the responsibility of the student to meet appropriate standards of performance and conduct stated by the instructor.

### **Responsibilities Regarding Use of University Facilities**

Arrangements for speakers and events shall be made through Student Activities. The use of University equipment and facilities involves the responsibility of adhering to established procedures for the use and safety of equipment and facilities.

### **Responsibilities Regarding Freedom of Inquiry, Expression, and Information**

If an individual student or group denies the rights of others or seriously interferes with, obstructs, or disrupts the orderly operation of the University or of organizations accorded the use of University facilities, such actions are subject to disciplinary sanctions contained in Title IV as administered through the application of the California State University Student Conduct Procedures. Copies of both are available in the office of the Vice President of Student Affairs.

# Complaint Hearing Policy and Procedures for Students

## Policy

A student grievance exists where a student claims that a violation, misapplication, or misinterpretation of a University policy, procedure, or practice has occurred. A student filing a grievance should follow the following procedures.

## Procedures

Should a condition exist that a student believes is in violation of the rules, procedures, policies, or the standards of the university, it is important that he/she bring it to the attention of the appropriate individual or office. An attempt at an informal resolution should be the first action taken by the aggrieved party. If an informal resolution is not possible, then the aggrieved party should file a written complaint with the immediate supervisor, coordinator or program director. If an informal resolution is not possible then the written complaint should be submitted for consideration based on the following: In cases involving an employee or member of the faculty which is based on discrimination (age, sexual orientation, color, religion, national origin, gender, disability, or veteran status) see policy Discrimination Complaint Procedure for Current Students or Applicants for Admissions (included in this Handbook below). In cases involving a violation of academic rights see policy on Student Rights and Responsibilities (included in this Handbook above); or if it is a grade/course dispute see policy Grade Appeal Process (in Grading Policies section of this Handbook). In matters involving all other grievances contact the office of the Vice President for Student Affairs, 3008 Lassen Hall.

## Appeals

If the matter remains in dispute after the appropriate review has been finalized a student, in some instances, may file an appeal. Appeals will be considered only in situations related to procedural error. An independent hearing officer appointed by the Vice President for Student Affairs will hear the matter and render a recommendation within 10 days of the hearing. This recommendation may sustain the original finding, may find in favor of the complainant and refer the matter back to the appropriate unit for reconsideration, or make a separate recommendation as appropriate. The decision of the hearing officer is final.

# Discrimination Complaint Procedure for Current Students or Applicants for Admission

## **PURPOSE**

It is the policy of California State University, Sacramento (Sacramento State) to comply with all Federal and State laws and California State University policies regarding unlawful discrimination. Sacramento State is committed to creating an atmosphere in which all persons and groups can live, work and study, free of unlawful discrimination.

## **PERSONS AND GROUPS HAVING RIGHT TO FILE COMPLAINTS**

In accordance with the equal opportunity policies of Sacramento State, these procedures provide students and applicants for admission with an opportunity to request and receive a fair and impartial review of any acts by a Sacramento State student, employee, or organization, or any on-campus incident that is believed to be discriminatory on the basis of race, color, national origin, disability, sex (including sexual harassment), gender, age (over 40), sexual orientation, religion, covered veterans status, or marital status.

Complaints about the provision of appropriate academic accommodations in classes in which a student with disabilities is currently enrolled may be addressed through the Academic Program Access for Students with Disabilities Conflict Resolution process by contacting the ADA/504 Compliance Coordinator in the Human Resources Office, 162 Sacramento Hall, (916) 278-6907.

These procedures were adopted to encourage students and applicants for admission to seek redress of perceived discrimination through an internal process that is readily available, prompt, and meets high standards of fairness. However, no student or applicant is precluded by these procedures from filing a complaint, at any time, with the U.S. Department of Education, Office for Civil Rights, 50 United Nations Plaza, San Francisco, CA 94102-4987, tel. no. 415-556-4275, or other Federal and State of California departments that handles discrimination complaints.

## **COMPLAINT FILING DEADLINE**

A student or an applicant for admission may submit a complaint within 180 calendar days after he or she knows, or should have known that an action of discrimination had taken place. Acceptance of a complaint filed after the 180 day guideline is discretionary and is not intended for, nor shall it, waive timeliness defenses the University may otherwise have available in any external judicial or administrative proceedings.

## **FILING A COMPLAINT**

A student or an applicant for admission may submit a complaint to the Director of Equal Opportunity/Affirmative Action, California State University, Sacramento, 6000 J. Street, Sacramento Hall, Room 162, Sacramento, CA 95819-6032, tel. (916) 278-6907.

## **ACKNOWLEDGEMENT OF COMPLAINT**

The Equal Opportunity/Affirmative Action Office shall notify in writing the student or applicant for admission who has filed a complaint within ten (10) days of receipt, whether the complaint is being processed or has been found to be deficient in some manner. A letter of notification shall identify any complaint issue(s) that have been accepted and state the time frames for informal resolution, formal investigation and appeal to the President.

## **INFORMAL RESOLUTION**

Upon acknowledgment that a complaint is being processed, at the option of the student or applicant for admission, the Director of Equal Opportunity/Affirmative Action will have thirty (30) days to attempt to resolve the complaint informally in a manner that addresses any harm that may have been suffered as a result of possible discrimination and prevents similar possible discrimination from recurring. This timeline may be extended by the Director of Equal Opportunity/Affirmative Action in writing to the student or applicant, stating the reason for an extension. If informal resolution is not successful, the Director of Equal Opportunity/Affirmative Action will provide written notice to the student or applicant of the right to file a formal complaint within ten (10) working days of the date of the notice in accordance with the procedure described below.

The student or applicant has the option to proceed directly to the Formal Investigation stage, bypassing the Informal Resolution.

## **FORMAL INVESTIGATION**

Complaints must be filed in writing to the Director of Equal Opportunity/Affirmative Action within 180 calendar days after he or she knows, or should have known that an action of discrimination had taken place or within ten (10) working days of written notice of the conclusion of the informal resolution process described above.

Upon receipt of a written complaint, the Director of Equal Opportunity/Affirmative Action will conduct a thorough, impartial investigation that meets basic procedural standards of fairness and justice, including the right to be represented and an opportunity to present witnesses and other evidence. This investigation will take a maximum of sixty (60) days and will conclude with issuance of an investigation report to the appropriate Vice President or Dean as described below.

Within 5 working days of the conclusion of the investigation, the Director of Equal Opportunity/Affirmative Action will present the investigative report and a recommendation for action to the appropriate Vice Presidents(s) or Dean(s) of the campus with authority to act on the report and provide the student or applicant for admission with an appropriate remedy for any possible discrimination suffered. The appropriate Vice President(s) or Dean(s) of the campus will have ten (10) days to act on the report of the Equal Opportunity/Affirmative Action Office.

Within 5 working days of the conclusion of the investigation, the Director of Equal Opportunity/Affirmative Action will also notify the complainant in writing of the findings of the investigation, including whether discrimination occurred. The notice will also describe any remedial action taken, to the extent allowed by law and applicable employee union contracts, and will explain how to appeal the finding.

This timeline may be extended for good cause by the Director of Equal Opportunity/Affirmative Action in writing to the student or applicant for admission, stating the reason for an extension.

In cases where the informal resolution process is not successful but there is no written request for a formal investigation, the Director of Equal Opportunity/Affirmative Action, in consultation with an appropriate University administrator may initiate a Formal Investigation after making a preliminary inquiry into the facts.

### **APPEAL TO PRESIDENT**

If the complainant remains dissatisfied with the resolution of his or her complaint of discrimination, the complainant has the right to appeal the outcome of the investigation in writing to the President of Sacramento State (or designee) within ten (10) days of receipt of notice from the Director of Equal Opportunity/Affirmative Action. The President will have twenty-one (21) calendar days to act on the appeal, and to provide a written decision to the student or applicant for admission.

### **RIGHT TO REPRESENTATION**

Any complainant who has filed a complaint with the Equal Opportunity/Affirmative Action Office may be represented by another person at any stage of this complaint process, provided that he or she gives the Equal Opportunity/Affirmative Action Office written notice of the designated representative.

### **EXTENSIONS IN PROCEDURAL DEADLINES**

Reasonable extension of any time limit in these procedures may be granted by the Equal Opportunity/Affirmative Action Office for just cause, provided all concerned parties are given adequate written notice of the extension.

### **RETALIATION PROHIBITED**

Retaliation, intimidation, or harassment of any kind by an employee or agent of Sacramento State against a person or group seeking redress under these complaint procedures in an investigation or otherwise participating in any proceeding under or activity protected by this policy is prohibited.

In the event of perceived retaliation, a complainant should file a retaliation complaint with the Director of Equal Opportunity/Affirmative Action at the address identified above. The complaint of retaliation will be processed under these procedures by the Director of Equal Opportunity/Affirmative Action or a designee as appropriate.

### **CONFIDENTIALITY**

Every effort will be made by Sacramento State to protect the confidentiality of all participants in the processing of a complaint. Disclosure of information will be limited to the persons necessary to the investigation, mediation and resolution of the complaint.

## **Services to Students with Disabilities**

SSWD offers a wide range of support services and accommodations to students in order to ensure students with disabilities equal access and opportunity to pursue their educational goals.

Services and accommodations are provided to students with visual, hearing, mobility impairments, specific learning disabilities, psychiatric disorders, and/or other types of disabilities. Students must submit medical or professional documentation prior to meeting with a counselor for a needs assessment and accommodation plan.

Working collaboratively with students, faculty, staff and administrators, SSWD provides consultation and serves as the information resource on disability related issues to the campus community.

**For more information about SSWD, go online to [www.csus.edu/sswd](http://www.csus.edu/sswd), call (916) 278-6955, or visit their office in Lassen Hall, Room 1008.**

# University Policy on Academic Program Access for Students with Disabilities

## **POLICY STATEMENT**

California State University, Sacramento is mandated to provide access to academic programs for students with disabilities consistent with all Federal and State legislation and California State University policies.

Reasonable accommodations, including auxiliary aids, will be provided to students with disabilities when necessary to ensure that they are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any academic program. The University's goal is to provide an equivalent academic experience and learning opportunity, not to guarantee the outcome of the student's educational endeavor.

The University views the provision of reasonable accommodation for students with disabilities as a cooperative effort, involving administrators, faculty, staff and students.

## **I. SPECIFIC ROLES AND RESPONSIBILITIES**

### **A. The Office of Services to Students with Disabilities (SSWD) is to:**

1. Evaluate and certify, based on professional documentation the existence of a disability(ies). For students with learning disabilities, that documentation must be consistent with the diagnostic procedures and standards established by the California State University.
2. Initiate contact with faculty regarding a student with a disability only when authorized by the student and if deemed professionally necessary to do so.
3. Identify and authorize reasonable program access and/or academic adjustments and accommodations for students with verified disabilities. This may entail making modifications to examinations (e.g., additional time and alternative testing methods); use of educational auxiliary aids (e.g., readers, interpreters, test scribes, note takers, adapted computers, calculators and tape recorders); and/or a change in classroom space assignment.
4. Work collaboratively with faculty to ensure that the appropriate accommodation is provided. In exceptional situations, e.g., laboratory station modification, consult with faculty in establishing an accommodation plan.
5. Maintain CONFIDENTIAL records for each student with a disability containing documentation of verification of disability, counseling and advising.

**B. Students with disabilities are to:**

1. Meet with an SSWD counselor in person and provide written verification and documentation of their disability.
2. Consult with SSWD regarding specific accommodation requests, including identifying needs and obtaining approval for specific academic accommodations.
3. Personally contact faculty directly regarding the approved accommodation(s) and provide instructors with SSWD's written verification within the first two weeks of classes or as soon as feasible for students who are certified within the semester.
4. If a disagreement arises regarding the accommodation, discuss the situation with the SSWD Counselor and, if necessary, initiate the "Conflict Resolution" section of this document.

**C. Faculty (any employee who has instructional responsibility) are to:**

1. Adopt practices that promote equal opportunity to qualified students with disabilities; to use teaching and evaluation methods that measure abilities rather than disabilities, particularly in tests or examinations. This may entail making modifications to degree requirements, course requirements and practices where appropriate.
2. Implement the accommodations authorized by SSWD, unless:
  - a. the academic requirement for which an adjustment is requested is essential to the program of instruction being pursued by (the) student, or
  - b. the academic requirement for the requested accommodation is essential to any directly related licensing requirement; or,
  - c. the faculty member, in consultation with the appropriate SSWD counselor, determines that an equally reasonable accommodation can be offered.
3. To consult with the appropriate SSWD staff member in a timely manner if a question arises regarding specific recommendations for accommodation, particularly when special/adapted test-taking procedures are required.
4. To treat all matters related to students with disabilities as CONFIDENTIAL in accordance with law and policy.
5. To consult first with the ADA/504 Compliance Coordinator and the School Dean's designee and refer the student to the ADA/504 Compliance Coordinator if a disagreement between a student and faculty member regarding an accommodation is not resolved.

#### **D. Other Campus Staff are to:**

1. Facilitate requests made by students, SSWD or faculty regarding accommodations as appropriate. This may include facilitating a referral to SSWD for students not currently served by this office.
2. Consult with SSWD, when appropriate, if concerned about a student, provided the student's confidentiality rights are not violated.
3. Treat all matters related to students with disabilities as CONFIDENTIAL in accordance with law and policy

#### **II. CONFLICT RESOLUTION**

A. This conflict resolution process is meant to address complaints about the provision of appropriate academic accommodations in classes in which students with disabilities are currently participating. The complainant must be able to establish that he or she appropriately requested, in a timely manner, the desired accommodation. Students with disabilities who feel that they are not being appropriately and reasonably accommodated may contact the University's ADA/504 Compliance Coordinator in the Human Resources Office, 162 Sacramento Hall, (916) 278-6907.

Complaints about the provision of appropriate academic accommodations in classes in which students are no longer participating may be addressed pursuant to the CSUS Student Discrimination Complaint Procedure identified below at 3a.

##### **1. INFORMAL REVIEW**

a. The Director of Services to Students with Disabilities (SSWD) or designee will first seek to resolve the conflict by informal means. This step should take no more than 5 working days, and if successful, can provide a speedy resolution to the dispute. This step is optional for the complainant.

##### **2. MID-LEVEL REVIEW (Interactive Process)**

a. This process is for all complaints, including cases where a fundamental alteration of academic requirement is claimed (see I.C.2.a.above). If an informal resolution is not possible, the ADA/Compliance Coordinator will convene a review panel within 5 working days of receipt of a notification from the Director of SSWD that an informal resolution was not successful. The review panel will consist of the Dean/designee of the college, one faculty member who is knowledgeable in the area of learning and other disabilities, the Director of SSWD, and a professional staff member of SSWD, who has the expertise in the pertinent disability law designated by the SSWD Director, and, depending on the issues, other academic or administrative personnel as may be appropriate. If one of the SSWD staff members on the panel determined an accommodation for the complainant, that staff member will not participate in the review

of that accommodation and will be temporarily replaced by another staff member designated by the SSWD Director. The panel will then review the claim and render a determination within 10 working days. The timeline may be extended for good cause by the Dean/designee in writing to the complainant. The Dean/designee has the authority in these matters and is the impartial arbitrator who assures prompt and equitable determinations. The written notification to the complainant will describe the process for filing a formal grievance if the student continues to feel aggrieved.

b. Current services authorized by the Director of Services to Students with Disabilities (or designee) will continue during the complaint process. Where an accommodation has not been authorized but the SSWD has a reasonable basis to believe the student is disabled, and in need of an accommodation, the SSWD and other panel members will identify and implement what it believes to be an effective alternate accommodation, giving due consideration to that preferred by the student.

### 3. FORMAL GRIEVANCE

a. If an Informal/Mid-Level resolution is not possible, the student will be notified of his or her right to file a formal complaint in accordance with the CSUS Student Discrimination Complaint Procedure with the University's ADA/504 / Compliance Coordinator in the Human Resources Office, 162 Sacramento Hall, (916) 278-6907.

B. The student has a right to file a formal complaint of discrimination directly with the Office for Civil Rights, United States Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA. 94102-4987, tel. no (415) 556-4275, or other appropriate Federal or State departments, in lieu of or in addition to using University procedures to resolve the conflict.

C. Retaliation against someone for filing a complaint of discrimination is prohibited. A complainant should file a retaliation complaint under the CSUS Student Discrimination Procedure identified above.

# Alcoholic Beverage and Drug Policy

## Introduction

Alcohol and drug abuse affects everyone. At California State University, Sacramento (hereafter referred to as Sacramento State), we recognize that the abuse of alcohol and other drugs is a threat to the mission of this institution and the health and welfare of our students, staff, faculty and University community. We believe that students, faculty and staff have a mutual interest and shared responsibility to educate one another regarding

both the health and legal consequences associated with alcohol and other drugs and to make thoughtful and informed choices regarding their use.

The following policy and procedures set regulations for the use of alcohol as well as delineate the prohibition of the use of illicit drugs and misuse of legal pharmaceutical drugs. This policy supersedes all other previous policies (UMA 00550) regarding the use of alcoholic beverages and other drugs at Sacramento State.

### **Policy Statement**

- Except as expressly permitted by law or University regulations, the use, possession, manufacture or distribution of alcoholic beverages is prohibited while on campus or at a Sacramento State related activity.
- Public intoxication while on campus or at a University related activity is prohibited. Intoxication includes being under the influence of alcohol or other drugs.
- Except as expressly permitted by law or University regulations the use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs is prohibited.

### **Violations**

- All applicable laws will be enforced by the Department of Public Safety.
- In addition to criminal prosecution, Sacramento State may impose sanctions on students, faculty and staff found in violation of this policy.
- Students may be warned, placed on probation, suspended or expelled from Sacramento State. Additionally, students living in the residence halls may be removed from campus housing.
- Parental Notification. The Family Educational Rights and Privacy Act (FERPA) provides colleges/universities the option to notify parents/guardians about specific types of information from a student's conduct record. The Vice President of Student Affairs reserves the right to notify parents/guardians when a student is found to have violated University policies regarding the use or possession of alcohol or other drugs when he/she is under the age of 21.
- Faculty and staff may be counseled, issued a letter of reprimand, referred to and required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, suspended without pay or terminated (UMD 03350).

## Federal Laws

- Possession of Illicit Drugs. A first offense may incur prison sentences up to one year and fines up to \$100,000. A second offense may incur prison sentences up to two years and fines up to \$250,000. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of 5 to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity possessed.
- Trafficking of Illicit Drugs. Under federal law, the manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g., cocaine, methamphetamines, heroin, PCP, LSD, and all mixtures containing such substances) is a felony. A first offense incurs a prison sentence of five years to life (20 years to life if death or serious injury is involved), and fines of up to \$4 million for offenses by individuals (\$10 million for other than individuals). Federal law also prohibits trafficking in marijuana, hashish and mixtures containing such substances. A first offense for these offenses may incur a maximum penalty of five years to life (20 years to life if death or serious injury is involved) and fines up to \$4 million for offense by individuals (\$10 million for other than individuals). Penalties vary depending upon the quantity of drugs involved. A second offense in marijuana or related trafficking may result in penalties ranging from 10 years to life (not less than life if death or serious injury is involved), and fines up to \$8 million for individuals (\$20 million for other than individuals). The trafficking of medically useful drugs (e.g., prescription and over the counter drugs) is illegal. A first offense may result in prison sentence up to five years, while a second offense may incur a prison sentence up to ten years.
- Notification: In compliance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA): 1) Every student, staff and faculty member shall annually receive a copy of the policy. 2) Each new employee will be given a copy of the policy.

## Alcoholic Beverage Consumption and Sale on the Sacramento State Campus

- University policy is consistent with all applicable California state laws and county and city ordinances regarding alcohol and other drugs. In addition, the following are Sacramento State regulations regarding alcoholic beverage consumption and sale:
  - The consumption of alcoholic beverages by individuals 21-years of age and over is permitted on University premises subject to the limitations contained in this policy and within enforcement provisions provided by state law, rules and regulations.
  - Alcoholic beverages may not be sold or consumed in generally accessible open areas. Additionally, alcoholic beverages will not be sold or consumed at events which do not permit complete control in accordance with

University policy, Department of Alcoholic Beverage Control rules and state laws.

- Alcohol may be sold and consumed in permanently licensed campus facilities and only as a part of University Enterprises, Inc. operations. University Enterprises, Inc. is responsible for establishing and administering procedures that comply with campus policy and rules set forth by the Department of Alcoholic Beverage Control.
- Other campus facilities may be licensed on a temporary basis for the sale and/or consumption of alcoholic beverages. University Enterprises, Inc. shall provide service for such events in a manner consistent with University policy and Department of Alcoholic Beverage Control regulations.
- Alcoholic beverages consumed in unlicensed campus facilities are subject to the following conditions:
  - Distribution and/or sale by campus catering. An organization utilizing campus catering to dispense and/or sell alcoholic beverages at an event is not required to submit an *Application for Approval for the Consumption and/or Sale of Alcoholic Beverages*. (This application is available through Event Services located in the University Union.)
  - Distribution without campus catered service. Schools, divisions, departments, student organizations, auxiliary organizations, and other recognized faculty, staff or student organizations and University co-sponsored groups may apply in advance to receive approval for specific events to consume, but not sell, alcoholic beverages in unlicensed campus facilities by submitting an *Application for Approval for the Consumption and/or Sale of Alcoholic Beverages*.
  - Sale and Distribution without Campus Catered Service. An organization not using campus catering for the sale and distribution of alcoholic beverages must apply in advance to receive permission by submitting the *Application for Approval for the Consumption and/or Sale of Alcoholic Beverages*.
- The sale of alcohol for profit is prohibited without a license from the Department of Alcoholic Beverage Control. Exchanging any consideration, either directly or indirectly, for an alcoholic beverage constitutes a sale. "Consideration" includes money, tickets, tokens, or chips, which have been issued in exchange for money

or anything else of value. All alcoholic beverages are prohibited as gifts, raffles, lotteries, prizes, etc. and may not be included in any type of silent or live auction. The affixing of an admission charge, donation or collection of funds at the event at which alcoholic beverages will be served to those that pay the admission charge or contribute funds constitutes a sale. A sale requires the submission and approval of the *Application for Approval for the Consumption and/or Sale of Alcoholic Beverages*.

- Approval shall not be granted to individuals.
- No authorization for the consumption of alcoholic beverages shall be assumed unless approval has been received in writing. A copy of this approval must be available at the event.
- Established procedures for reserving University facilities shall be followed in addition to the request for the consumption of alcoholic beverages.
- An event shall not be open to the public or University community at large and shall not be advertised to the public or University community as an event where alcoholic beverages are to be served. Attendance at an event shall be limited to members of the sponsoring group and their invited guests.
- An officer or host of the sponsoring group and the person in charge of the event are both individually responsible and liable for compliance with all applicable laws, regulations, University policies and procedures.
- No minors shall be permitted to consume alcoholic beverages at any time. No person under 21-years of age shall be in attendance unless specific control procedures to prevent service to and consumption by minors have been previously approved.
- No obviously intoxicated person shall be furnished, served or given an alcoholic beverage.
- The University administration has the prerogative of over-ruling the non-legal binding portions of this policy.

### **Alcoholic Beverages and Athletic Events**

- All sales of alcoholic beverages are prohibited in conjunction with any athletic events held in university owned or operated facilities.
- Tailgating Regulations. The Alcoholic Beverage and Drug Policy prohibits all possession or consumption of alcoholic beverages on the Sacramento State campus unless a specific exception has been stated. Tailgating provides an

opportunity for fans to arrive early, park, and enjoy their own food and beverages prior to the game. Tailgating is permitted on days of home football games and is intended for use by those fans attending the games. There is no tailgating permitted prior to or during any other sporting events. This type of activity is an exception to the Alcoholic Beverage and Drug Policy and must adhere to the following regulations:

- Tailgate activities are limited to two hours prior to the start of the game.
- A contained area for the consumption of legal alcoholic beverages within a segment of the parking lots adjacent to the stadium may be established for tailgate activities.
- Alcoholic beverage consumption in other campus locations, with the exception of spaces licensed for the sale and service of alcohol, is not permitted.
- Alcohol and Advertising (Executive Order 966).
  - Any promotional displays or messages shall incorporate clear language and encourage only responsible and legal use of alcoholic beverages. Such messages shall be at least as prominent as any other message content such as product slogans or listed attributes of a particular product.
  - Advertising from local retailers or distributors that promote "drink specials" (i.e., 2-for-1 drinks, half-price happy hour drinks, etc.) should not be accepted or posted.
  - Beverage alcohol advertising on campus or in institutional media should not portray drinking as a solution to personal or academic problems, or as necessary to personal, social, sexual, or academic success.
  - Beverage alcohol marketers/distributors must support campus alcohol awareness programs that encourage and inform students about the responsible use or non-use of beer, wine, or distilled spirits.
  - Alcoholic beverage promotions permitted by Sacramento State may not incorporate students or employees (including coaches, faculty, etc.) as active participants in a promotional message.
  - In all promotions, alcoholic beverage trademarks or logos must be clearly subordinate to the sponsored event itself.
  - Promotional activities should not be associated with existing campus events or programs without the prior knowledge or consent of the

president.

- The name of an alcoholic beverage product may not be connected to the name of a university event or a facility (i.e., XYZ wine golf tournament, etc.).
- The university's name or department or any related nickname may not be utilized in a way that implies a product endorsement by the university (i.e., XYZ Beer - beverage of choice for CSU, \_\_\_\_\_ fans).
- Alcoholic beverages should not be provided as free awards to individual students, campus organizations or other members of the academic community.
- University departments and organizations may not distribute clothing, posters, or other promotional items that utilize the university symbol in combination with an alcoholic beverage trademark or logo.
- Any alcohol promotional material connected with any university athletic event (i.e., media guide game programs) must receive prior written approval by the athletic director and the president.
- Promotional materials associated with any other university program (other than athletics) must be approved by the Vice President for Student Affairs.
- This policy does not restrict the amount or content of alcohol advertising, purchased independently through commercial radio or TV companies, during broadcasts of athletic events. However, broadcasters under contract with a CSU institution should strongly be urged to follow the above provisions when accepting commercials that promote alcoholic beverages.
- Student newspaper publications should also be encouraged to follow the above provisions for any advertising messages for alcoholic beverage companies/distributors

### **Student Organization Recruitment and Alcohol**

- All membership recruitment activities (e.g., fraternities and sororities, departmental clubs, and special interest groups) shall be alcohol free.
- Recruitment is defined as any activity intended to gain new members. This includes, but is not limited to, the time between the opening of the residence halls and the acceptance of an invitation to membership.

## Description of Health Risks

Information on risks associated with alcohol/drugs is available through the Student Health Center Health Education Department. The office can be contacted in Room 122 of the Health Center or by phone at 278-5422. All services are confidential. Additional information on health risks may be found on the Sacramento State web page at [www.csus.edu/alcohol](http://www.csus.edu/alcohol).

- Amphetamines. Excitation, increased pulse rate and blood pressure, paranoia, insomnia, decreased mental ability, sexual impotence, hallucinations, convulsions, stroke or death.
- Cocaine. Tremors, muscle twitches, paranoia, seizures, nasal bleeding and inflammation, damage to nasal septum and blood vessels, stroke, or death as a result of cardiac or respiratory arrest.
- Nicotine. High blood pressure, nervousness, dehydration, emphysema, bronchitis, heart failure, heart and lung cancer, death.
- Caffeine. Nervousness, insomnia, dehydration, stomach irritation, fatigue.
- Alcohol. Decreased judgment, impaired motor function, dehydration, hangover, depression, obesity, impotence, malnutrition, liver and brain damage, diabetes, delirium tremens, overdose, respiratory failure, or death.
- Depressants. Slurred speech, disorientation, hangover, nausea, depression, convulsions, shallow respiration, weak and rapid pulse, can be fatal if mixed with alcohol.
- Narcotics. Respiratory and circulatory depression, dizziness, vomiting, dry mouth, lowered libido, lethargy, constipation, weight loss, temporary sterility and impotence, withdrawal sickness, stupor, death.
- Inhalants. Headaches, dizziness, accelerated heart rate, nausea, nasal irritation, cough, hallucination, muscle weakness, weight loss, paralysis, liver, kidney, bone marrow and brain damage, death.
- Marijuana. Impaired motor skills, fatigue, paranoia, lack of motivation, irregular menstrual cycle, impaired sperm mobility and low sperm count, emphysema, chronic obstructive pulmonary disease or lung cancer, and disordered behavior, potential lung damage.

- Prescription Drugs (non-medical use). Allergic reaction, dependence, addiction, tolerance, psychotic episodes, risk of heart attack or stroke, or death due to overdosing.

### **Resource Information**

A comprehensive listing of resources is found on the Sacramento State web page at [www.csus.edu/alcohol](http://www.csus.edu/alcohol). These resources include, but are not limited to:

- Alcohol Education Program
- Employee Assistance Program
- Psychological Counseling Services
- Residence Halls
- Student Activities
- Alcoholics Anonymous (AA)
- AL-ANON
- 1-800-GO-4-CSUS Safe Rides

### **Other Campus Policies**

Several campus departments have an alcohol/drug policy tailored to their specialized needs, i.e. drug testing. Some of these include, but are not limited to:

- Associated Students, Inc
- Health Education
- Division of Intercollegiate Athletics
- Division of Nursing
- Human Resources
- Office of Student Activities
- Office of Residential Life
- Psychological Counseling Services

- Violence and Sexual Assault Support Services

# University Policy on Sexual Harassment

It is the policy of California State University, Sacramento to maintain a working and learning environment free from sexual harassment of students, staff and faculty and those who seek such status. All students, staff and faculty should be aware that this University is concerned and will take action to eliminate sexual harassment. Sexual harassment is not only unprofessional conduct and a violation of the law, it is also conduct subject to disciplinary action at the campus level.

This policy recognizes the University's commitment to the understanding that the maintenance of ethical standards and the concerns for academic freedom prohibit the exploitation of faculty, staff, and students. The University is required by law and by system policy to take all steps necessary to prevent sexual harassment. These steps include informing individuals of their rights and responsibilities, developing educational programs to sensitize the campus community to the issue, and developing sanctions against harassment. The University is also legally liable for sexual harassment perpetrated by its employees. Additionally, employees may also be held personally liable for acts of discrimination or sexual harassment.

Since sexual harassment is a complex, emotionally charged topic which raises questions about the nature of relationships among and between women and men in academic and work environments, the University will continue its policy of ensuring that an educational awareness program exists for all supervisors-managers and all faculty, full-time and part-time, temporary and permanent. With education and strict enforcement, the University expects that incidents of sexual harassment will be reduced and that there will be a change in the attitudes and expectations that perpetuate it. The Director of Equal Opportunity & Affirmative Action has been designated the Title IX Coordinator who is responsible for explaining the procedures for filing complaints of discrimination based on sex and sexual harassment filed by students and employees and is responsible for leading this University effort. The Vice President for Human Resources is the President's designee for purposes of this policy.

## **Definition (of Sexual Harassment)**

An individual's behavior constitutes sexual harassment when it is sexual in nature and unwanted by the person toward whom it is directed. A finding of sexual harassment will be made when one or more of the following circumstances are present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission, or academic evaluation;

2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
3. The conduct has the purpose or effect of interfering with the work performance of faculty or staff or creating an intimidating, hostile, offensive, or otherwise adverse working environment; or
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

Examples of sexual harassment might include: inappropriate personal attention by an instructor or person with power or authority over another, inappropriate touching, personal questions or comments of a sexual nature, pressure for dates or sexual activity, attempted sexual relations, sexual relations, sexual cartoons or posters, and sexual jokes or comments.

### **CONSENSUAL RELATIONSHIPS IN THE INSTRUCTIONAL AND SUPERVISORIAL CONTEXT**

No person who has instructional responsibilities (faculty, instructor, graduate assistant, adjunct, undergraduate assistant, tutor) shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course taught by the person with instructional responsibilities whose academic work (including work as a teaching assistant, internship supervision, etc.) is being supervised by the person with instructional responsibilities.

No person (faculty, student, staff and/or administrator) who has supervisory responsibilities shall have an amorous relationship (consensual or otherwise) with anyone with whom they have supervisory responsibility. Persons in close personal relationships (including spousal) need to be aware of perceived or real conflicts of interest.

### **CONSENSUAL RELATIONSHIPS OUTSIDE THE INSTRUCTIONAL AND SUPERVISORIAL CONTEXT-(A CAUTIONARY NOTE)**

Amorous relationships between and among members of the campus community occurring outside the instructional or supervisory context may lead to difficulties.

These relationships which the parties view as consensual may appear to others to be exploitative. Further, in such situations (and others that cannot be anticipated), the parties may face serious conflicts of interest and should be careful to distance themselves from any decisions that may reward or penalize the other party involved. A member of the campus community who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom he or she has or has had

an amorous relationship will be deemed to have violated his or her ethical obligation to the University community.

## **COMPLAINT PROCEDURE**

Prevention is the best tool for the elimination of sexual harassment. The University will take all steps necessary to prevent sexual harassment from occurring, by affirmatively raising the subject, expressing strong disapproval, applying appropriate sanctions, informing employees and students of their rights and how to raise the issue of harassment under Titles VII and IX, raising the consciousness of would-be victims, and developing methods to sensitize all concerned. It is the legal responsibility of department heads, deans, supervisors, and managers to take all necessary and appropriate steps to prevent and correct sexual harassment problems. The first corrective step may be informal. [Note: that using an informal process to resolve a complaint is not a prerequisite for filing a formal complaint. Any person may directly file a formal complaint at any time within the prescribed timelines.] If informal steps are unsuccessful, the matter will be pursued via the formal corrective action or complaint process.

A determination of sexual harassment must consider two (2) factors:

1. The conduct itself; and 2. The context in which it occurred.

### **Informal Process**

As stated above, whenever possible, complaints should be resolved informally. Students may receive informal advice and assistance by contacting advisors in the offices of the campus Affirmative Action Office, the counseling staff in the Student Health Center, any of the School Deans, the Women's Resource Center, or the Office of the Vice President for Student Affairs. Faculty and staff may receive advice and assistance by contacting the offices of their immediate supervisors, the office of Human Resources, the campus Equal Opportunity/Affirmative Action Office or the Employee Assistance Program.

Third party complaints (complaints filed by one person on behalf of another) may be filed by contacting or submitting a written complaint to the Equal Opportunity/ Affirmative Action Office, Sacramento Hall, Room 259. The complaint should include the same information requested in

3a. "The Filing of a Written Complaint". The third party complainant will be informed within five (5) working days of filing a complaint which of the existing procedures will be used to investigate and resolve his/her complaint. [Note: The complainant does not have to exhaust campus administrative remedies, i.e., informal processes, before he/she file with the Office of Civil Rights (OCR).]

### **Formal Process-Internal**

If informal discussion does not resolve the problem, and if the complainant wants to file a formal complaint, then a formal written complaint procedure may be initiated. The Equal Opportunity/Affirmative Action Officer is responsible for maintaining the files on all reported cases and will act as a consultant on all investigations, thus providing support for this policy.

1. Employees covered by discrimination complaint procedures in their Memorandum of Understanding (i.e., Units 2, 3, 5, 7, 9) will follow their contract procedures;
2. All other CSUS employees (permanent, probationary, and temporary) will follow the procedures as outlined in Executive Order 419;
3. Students and non-CSUS employees will use the following procedures when they are charging a faculty or staff member with sexual harassment. Other issues of sexual harassment between students will be handled through the Office of the Vice President for Student Affairs.

[Note: The complainant does not have to exhaust campus administrative remedies before he/she files with an outside agency (e.g., Department of Fair Employment & Housing (DFEH), Equal Employment Opportunity Commission (EEOC), Office of Civil Rights (OCR), Office of Federal Contract Compliance Programs (OFCCP).]

#### a. The Filing of a Written Complaint

The written signed complaint must include the following:

- 1) The specific act(s) or circumstances that are the basis of the complaint, including the time and place of the alleged action, and 2) The remedy or action requested.

#### b. Time Limits for the Complaint

A formal complaint will be considered if it is filed with the Equal Opportunity/Affirmative Action Office within ninety (90) calendar days of the alleged act. If the act(s) are continuous, then the time for filing may be within 90 calendar days of the most recent occurrence of the act.

If circumstances arise which might deter the victim from timely filing, the time may be extended by the President or his/her designee or the Equal Opportunity/Affirmative Action Officer. Any time limit that expires on a day observed as a day off by the University shall be extended to the next regular work day. Once the formal complaint has been filed, the President's designee or the Equal Opportunity/Affirmative Action Officer may extend any other time limits; however, a written reason for the extension, mailed to the complainant, must be given. The President's designee for this policy will be the Vice President for Human Resources.

#### c. Acceptance of Complaint

The complaint shall be reviewed by the Equal Opportunity/Affirmative Action Officer to determine whether the alleged act(s) are within the scope of this procedure. If the complaint meets the above criteria and is acceptable, it shall receive an administrative review. A notice of the complaint shall be forwarded to the accused and to his/her supervisor(s) (department chair, dean, or administrator of the accused).

#### d. Administrative Review

The Equal Opportunity/Affirmative Action Officer shall review the complaint and institute an investigation to be conducted by appropriate impartial (one who has no conflict of interest) investigator(s). This investigation should take no more than thirty (30) calendar days to complete. There may be circumstances, however, (e.g., breaks), which would necessitate extension of this timeline by the President's designee. Such extensions will be made only for good cause, and the parties will be notified promptly. After such an investigation, the designated investigator(s) shall issue a report of his/her findings to the Equal Opportunity/Affirmative Action Officer within ten (10) calendar days after completion of the investigation. After receipt of these findings, the Equal Opportunity/Affirmative Action Officer shall make a recommendation to the appropriate Administrative Council level administrator (Dean, Associate Vice President, or Vice President) as to any action to be taken.

Both parties will also be notified of these findings at the conclusion of any inquiries and/or investigation into a complaint of discrimination based on sex or sexual harassment. Notification will, at a minimum, inform the complainant that the inquiry and/or investigation has been concluded, whether discrimination based on sex or sexual harassment has been found, and whether appropriate action will be taken. Further, this notice will inform the complainant of her/his right to appeal and where to obtain this information.

If disciplinary action is recommended against a faculty or staff member by the Equal Opportunity/Affirmative Action Officer, procedures outlined in the appropriate MOU or other CSU policy shall be followed.

If disciplinary action is recommended against a student, procedures as outlined in the Students Rights Handbook shall be followed.

#### e. Representation

The complainant, the respondent, and/or the University may be self-represented or represented by another person at any stage of the formal process.

#### f. Written Response to the Complaint

Following the Equal Opportunity/Affirmative Action Officer's recommendation to the President or his/her designee, a written response to the complaint shall be sent by the

Equal Opportunity/Affirmative Action Officer to all persons involved. This shall be done no later than thirty (30) calendar days from receipt of the findings from the designated administrative investigator. The time may be extended by the President's designee.

If the complainant is not satisfied with the written response by the President/designee and/or Equal Opportunity/Affirmative Action Officer, she/he may initiate formal external procedures (see Formal External Review Procedures-Attachment B). g. Appeal Procedures

If a complainant is not satisfied with the outcome of the complaint process described above, she/he may file a written appeal with the President of CSUS or the President's designee within five (5) working days of receipt of the response from the Equal Opportunity/Affirmative Action Officer. The appeal shall outline the basis upon which the complainant believes the appeal should be granted.

The President or the President's designee will acknowledge receipt of the appeal within five (5) working days and will, within twenty (20) working days, provide a written decision to the complainant and respondent. The President's decision is the final University decision.

#### **Attachments: A: Regulations and Liability B: Formal External Review**

##### ATTACHMENT A REGULATIONS AND LIABILITY

Sexual harassment has been defined for faculty and staff by the Equal Employment Opportunity Commission as a violation of Sec 703 of Title VII of the Civil Rights Act of 1964, as amended.

1. Under Title VII, the University is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment. This responsibility is imposed on the University regardless of whether the specific acts complained of were authorized or even forbidden by the University and regardless of whether the University knew or should have known of their occurrence. The University will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.
2. With respect to persons other than those mentioned in subsection (1) above, the University is responsible for acts of sexual harassment in the workplace where the University, or its agents or supervisory employees, knew or should have known of the conduct. The University may rebut apparent liability for such acts by showing they took immediate and appropriate corrective action.
3. Individuals are also liable for their acts. Such liability may include tort or criminal liability for assault and battery.

## Students

Students' complaints against a faculty member or staff are covered under Title IX of the Civil Rights Act of 1964. Title IX prohibits discrimination based on sex in all federally assisted educational programs. Title IX requires the institution to adopt and publish a procedure for prompt and equitable resolution of the students' complaints. (The impact of sexual harassment on students has great potential for harm. They may fear academic reprisals such as lower grades or denial of recommendations.)

The Equal Opportunity/Affirmative Action Officer has been designated the Title IX Coordinator who is responsible for explaining the procedures for filing complaints of discrimination based on sex and sexual harassment and for receiving and directing such complaints to the proper processing party. FORMAL EXTERNAL REVIEW

A formal external review\* may be done by any of the following:

Fair Employment and Housing Commission - 365 days from last incident

Equal Employment Opportunity Commission - 300 days (10 months) from last incident

Office of Federal Contract Compliance - Compliance must be met on a day-to-day basis in accordance with Executive Order 11246

U. S. Department of Education - 180 days from last incident or 60 days from the outcome of grievance complaint.

Civil Courts - One year from date of discovery

Criminal Courts - Misdemeanor, 1 year - Felony, 3 years

\* Procedures and time limits are subject to change and the complainant is responsible for determining his/her rights and the agencies' procedures.

# Acknowledgement of Receipt

This Handbook focuses on policies and procedures intended to assist gerontology students in matters specific to progression through the program. Students are responsible for the contents of this Handbook. Receipt of this Handbook implies acceptance of the policies and the procedures applicable to progress through the Sacramento State Gerontology Program.

At some time during a student's progression through the program, there may be policy changes. These policy changes will be distributed, in writing, during class periods. It is the student's responsibility to assure that arrangements are made to secure copies of any policy changes. Policy changes will also be posted on the bulletin board outside the Gerontology Program Office (El Dorado Hall 1030) and to the SacCT Gerontology Student Information Center.

Please sign and return the receipt below to the Gerontology Office, located in El Dorado Hall, Room 1030. This receipt will be placed in your permanent file.

## DETACH HERE

---

### RECEIPT OF HANDBOOK

I acknowledge that I have received the Sacramento State Gerontology Program Student Handbook. I understand that this Handbook is official notification of the policies and procedures applicable to my progress through the Gerontology Program. I also understand that it is my responsibility to keep up-to-date on any policy changes related to students that occur during my progression through the program.

### CONFIDENTIALITY AGREEMENT

I understand and agree that I shall respect and maintain the confidentiality of all discussions, deliberations, records and any other information generated in connection with client care, quality assurance, or peer review activities. I shall disseminate the foregoing only where expressly required by law or by official policy or approval by the Gerontology Program.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

After signing, return to Gerontology Office.

*For placement in student's file.*