**Equitable Treatment and other Campus Policies: Resources for Students, Staff, Faculty, and Clinic Clients**

**Equal Opportunity**

[https://www.csus.edu/diversity-inclusion/division-inclusive-excellence/office-equal-opportunity/](https://www.csus.edu/diversity-inclusion/division-inclusive-excellence/office-equal-opportunity/)

The program adheres to Sacramento State's Policy for ensuring that appropriate corrective action is taken when violations of compliance with non-discrimination laws and regulations occur. Any violations of compliance are referred directly to the Equal Opportunity Office. Sacramento State is committed to creating a diverse and inclusive university for all members of our campus community. As part of our commitment, Sacramento State and its programs comply with all applicable laws, regulations, and executive orders prohibiting discrimination towards students, faculty, staff, and persons served in the program’s clinics. This includes prohibitions on discrimination based on any category prohibited by applicable law including, but not limited to, age, citizenship, disability, ethnicity, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status. California State University Executive Orders 1096 (employee and third parties) and 1097 (students) outline the policy prohibiting, and procedures for addressing complaints of, Discrimination, Harassment and Retaliation. William Bishop, CSU, Sacramento Director of Equal Opportunity, is the University’s DHR Administrator/Title IX Coordinator. Mr. Bishop’s office is responsible for monitoring, supervising, and overseeing overall Campus-wide implementation of and compliance with the Executive Orders and state/federal civil rights laws – including coordination of training, education, communications, and administration of complaint procedures for employees, students, and third parties in the areas of discrimination (including sex discrimination), harassment (including sexual harassment), sexual misconduct, dating and domestic violence, and stalking.

**Equal Access:**

[https://www.csus.edu/sswd/](https://www.csus.edu/sswd/)

California State University—Sacramento, Department of Communication Sciences and Disorders, seeks to provide equal access to its programs, services, and activities for people with disabilities. If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student’s responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start. **Sacramento State Services to Students with Disabilities (SSWD)** offers a wide range of support services and accommodations for students in order to ensure students with disabilities have equal access and opportunity to pursue their educational goals. 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. SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) or (916) 278-7239 (TDD only) or via email at sswd@csus.edu.
Process and mechanism required to file a complaint against the program within the institution

a. 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.

b. If an informal resolution is not possible, then the aggrieved party should meet with the Department chair for resolution of the issue. The Department chair shall allow the student an opportunity to present their case and any documentation relevant to the issue. If the chair finds that the issue is in fact a specified academic right and that the student has asserted a reasonable claim of a violation of these rights, the chair shall make whatever additional inquiry is appropriate. If the subsequent inquiry substantiates the assertion, the chair shall meet with the faculty or staff member alleged to have engaged in the action aggrieved. The chair may then attempt an informal resolution or refer the action to higher authority for action. This policy shall not apply to any allegation related to discrimination on the basis of race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or veteran status. Complaints of discrimination against students based on these grounds shall be immediately referred to the University Affirmative Action/Equal Opportunity Officer.

c. Students shall have a right to appeal the action of the chair to the College of Health and Human Services Dean.

d. In matters involving all other grievances contact the office of the Vice President for Student Affairs for appropriate referral, 3008 Lassen Hall.

Student Grievance Procedures

The Department of Communication Sciences and Disorders follows campus guidelines regarding student grievance procedures. Please refer to the University Policy Manual for policy details:

Complaint Hearing Policy and Procedures for Students
https://www.csus.edu/umanual/student/stu-0110.htm

Discrimination Complaint Procedure for Current Students or Applicants for Admission
https://www.csus.edu/umanual/hr/UMS16310.htm

Grade Appeal Policy
https://www.csus.edu/umanual/acad%20affairs/grade_appeal_policy.htm

For more information, consult the Grade Appeal Webpage: It is located at the following website:
https://www.csus.edu/acaf/academic%20resources/studentgradeappeals.html
www.csus.edu/acaf/academic%20resources/grade-appeal-policy-jun-2017-revised.pdf

The California State University's System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission against the CSU and/or CSU Employees - Executive Order No. 1045
www.calstate.edu/eo/E-O-1045.html
Steps to Follow
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:

- 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 meet with the Department chair for resolution of the issue. The Department chair shall allow the student an opportunity to present their case and any documentation relevant to the issue. If the chair finds that the issue is in fact a specified academic right and that the student has asserted a reasonable claim of a violation of these rights, the chair shall make whatever additional inquiry is appropriate. If the subsequent inquiry substantiates the assertion, the chair shall meet with the faculty or staff member alleged to have engaged in the action aggrieved. The chair may then attempt an informal resolution or refer the action to higher authority for action. This policy shall not apply to any allegation related to discrimination on the basis of race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or veteran status. Complaints of discrimination against students based on these grounds shall be immediately referred to the University Affirmative Action/Equal Opportunity Officer.
- Students shall have a right to appeal the decision of the chair to the College of Health and Human Services Dean.
- In matters involving all other grievances contact the office of the Vice President for Student Affairs for appropriate referral, 3008 Lassen Hall.

CSU Academic Honesty, Policy & Procedures

https://www.csus.edu/umanual/student/STU-0100.htm