

# HUMBOLDT STATE UNIVERSITY

## STUDENT/APPLICANT FOR ADMISSION (APPLICANT) COMPLAINT RESOURCES REFERENCE LIST

This resource reference provides an illustrative list of potential inquiries students/applicants may make in an effort to seek potential resolution to their inquiries. This reference list is not intended to be all-inclusive.

Nature of Complaint	Who is bringing the complaint to your attention?	Who/what is the complaint filed against?	Action
Sexual Assault/ Intimidation/Threat to Safety	Anyone	Anyone	Contact the <a href="#">University Police Department</a> dispatch (non-emergency) at 826-555 EMERGENCY DIAL 911
Denial of Admission to the University	Applicant	Admissions Committee	Direct the applicant to AVP of <a href="#">Human Resources</a> , Siemens Hall 211, 826-3626
Discrimination or Harassment based on any protected statuses*	Student	Faculty or Staff	Direct the student to AVP of <a href="#">Human Resources</a> , Siemens Hall 211, 826-3626
Discrimination or Harassment based on any protected statuses *	Student	Auxiliary Employee	Direct the student to Auxiliary Personnel. <a href="#">University Center</a> , 826-4878
Discrimination or Harassment based on any protected statuses*	Student	Student	Direct the student to <a href="#">Student Conduct Administrator</a> , Nelson Hall 216, 826-3361
Grade Appeal, where discrimination is not at issue	Student	Faculty	Student must follow University Grade Appeals Procedure <a href="http://www.calstate.edu/eo/EO-1037.html">http://www.calstate.edu/eo/EO-1037.html</a>
Faculty unwilling to make a reasonable accommodation	Student	Faculty	Consult with Department Chair and/or <a href="#">Student Disability Resource Center</a> , Library 55, 826-4678.
Faculty not holding office hours; misses classes without notice; etc.	Student	Faculty	Refer student to the Department Chair, then Dean, if necessary.
Faculty behaves unprofessionally or inappropriately	Student	Faculty	Refer student to Department Chair, then Dean. Student may also contact <a href="#">Academic Personnel</a> , Siemens Hall 208, 826-5086
A staff member or administrator behaves unprofessionally or inappropriately	Student	Staff or Administrator	The employee's supervisor should be consulted. Student may also contact <a href="#">Human Resources</a> , Siemens Hall 211, 826-3626 or Auxiliary Human Resources, <a href="#">University Center</a> , 826-4848 if applicable.
Complaints about class structure and organization	Student	Faculty	Pedagogical matter that should be referred to the appropriate Department Chair, then Dean.
Misconduct in research	Student	Faculty	Refer student to appropriate Department Chair, then Dean.
Stress; feeling emotional; unable to cope; interpersonal problems, etc.	Student	Anyone	Refer student to the <a href="#">Student Counseling &amp; Psychological Services</a> , Student Health Center, 826-3236

Executive Order 1097 was established to provide students /applicants for admission ("applicants") a systemwide procedure to file complaints alleging violations of the California State University (CSU) systemwide policy prohibiting discrimination, harassment and retaliation against students and applicants by the CSU and/or CSU employees. However, no student/applicant is precluded by Executive Order 1074 from filing a complaint at any time with the U.S. Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, telephone 415.486.5555, TDD 877.521.2172, or in court where civil law remedies, including but not limited to injunctions, restraining orders or other remedies or orders, may also be available.

\* Protected statuses include: Disability, Gender, Nationality, Race or Ethnicity, Religion, Sexual Orientation and/or Age.