Title IX & Equal Opportunity
What You Need to Know

Reporting Concerns
SDSU encourages all campus community members and visitors to bring forth concerns. There are various methods available to report a concern.

Report online: http://www.lighthouse-services.com/sdstate
Report via phone: 1-844-880-0004
Report directly to the Title IX/EEO Coordinator:

Michelle Johnson, Ed.D.
Location: Administration Bldg, Room 318
Phone: 605.688.4128
Email: Equal.Opportunity@sdstate.edu

Process
Once a concern is reported, the Title IX/EEO Coordinator or a designated Deputy Coordinator will meet with you to discuss the details of your concerns. He or she will analyze the nature of the concern to determine if it aligns with the policies established for Title IX & Equal Opportunity. If the concern aligns with another department or campus resource, it will be referred as appropriate to be addressed further. If the concern is within the Title IX/EEO scope, then the review will proceed. The review may be done by the Title IX/EEO Coordinator or a designated Deputy Coordinator, all of whom have received extensive training and are resources for both employees and students when issues arise.

SDSU Policy 4:6 Human Rights Complaint Procedures outlines in great detail the process that must be followed when a concern is reported. To simplify that information, please see the information below.

- **Timeline:** The Title IX/EEO Coordinator or Deputy Coordinator has 20 business days to conclude their review of your concern.
- **Follow up:** After speaking to the Title IX/EEO Coordinator or Deputy Coordinator, you may follow up directly with them at any time with questions or if the circumstances of your concern change or escalate. The Title IX/EEO Coordinator or Deputy Coordinator may also follow up with you more than once as they review the concern.
- **Investigation:** The review of your concern is sometimes referred to as an investigation. Keep in mind that this is an investigation of civil rights and is not intended to mimic a criminal investigation. If your concern involves criminal offenses, please report that concern also to the University Police.
- **Outcome:** Once the process is complete, the Title IX/EEO Coordinator or Deputy Coordinator will send an electronic Notification of Outcome letter indicating his/her recommendation. The complainant and respondent will have an opportunity to appeal the finding at that time.

Promoting a Culture of Support