

Appendix B <http://www.kwu.edu/about-kwu/policies>



**Kansas Wesleyan University
Policy on Student Complaint Procedures**

The Kansas Wesleyan University Student Complaint Policy is available to students who wish to have a concern resolved regarding a university community process or person. The objective of the Kansas Wesleyan University Student Complaint Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student. A complaint should be filed during the semester of occurrence but no later than 60 days from the first day of the following academic semester.

Types of complaints would include academic, non-academic, business operations, and harassment incidents.

Academic complaints/grievances are reported to the Provost. Information regarding the policies and procedures for students who wish to pursue academic complaints and grievances are detailed in the Academic Catalog. The Student Handbook, Teacher Education Handbook, and Nursing Education Handbook also contain procedures. Students who wish to pursue academic complaints and grievances should follow the prescribed policies and procedures outlined in the respective publication.

Non-academic complaints/grievances are submitted to the Vice President for Student Development for addressing appropriate action/resolution. This policy/procedure is identified in the Academic Catalog, as well as the Student Handbook.

Business Operations complaints/grievances are submitted to the Vice President for Finance & Administration for addressing appropriate action/resolution.

Harassment incidents are submitted to the Title IX Coordinator (Vice President for Student Development) for addressing appropriate action/resolution.

Complaints/grievances are provided in the following publications as supporting documentation:

- College Catalog
- Student Handbook
- Nursing Department Handbook
- Teacher Education Handbook
- KWU Website

For any complaint regarding the Reporting Official to whom the complaint should be initially reported, bring your complaint to the President of the University.

| Supporting Documentation | Location |
|---------------------------------|---|
| University Academic Catalog | http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf |
| Student Handbook | http://www.kwu.edu/sites/default/files/2016-17%20Handbook.pdf |

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|----------------------------|---|
| Nursing Education Handbook | http://www.kwu.edu/sites/default/files/KWU%20NURSING%20STUDENT%20HANDBOOK%202016-2017.pdf |
| Teacher Education Handbook | http://www.kwu.edu/sites/default/files/TE%20Handbook%20No%20Year%20for%2016-17_0_2.pdf |
| KWU Website | http://www.kwu.edu/ |

*Printed copies may be obtained by contacting the Vice President for Student Development.

WHAT IS CONSIDERED A FORMAL COMPLAINT

Written or typed complaints signed and dated by a student and provided to one of the Reporting Officials will be considered formal complaints. Complaints can be provided via US mail, pirate email, faxed, or hand-delivered. For the purposes of this policy, a student is someone who is currently enrolled full- or part-time or who has recently been enrolled in the institution. If the complainant is someone who has not been enrolled during the previous two semesters or academic year, (or) must reapply for admission, or an alumnus who received a KWU degree or other award two or more years ago, will not be considered a student for the purposes of this policy. Complaints received from non-students will not be tracked for the purposes of this policy, including non-student complaints that might relate to a Kansas Wesleyan University student(s).

FILING A STUDENT COMPLAINT

INFORMAL RESOLUTION

Initially, the student who is considering the submission of a complaint should attempt to resolve the concern directly with the appropriate faculty member, staff member, or student. If the complainant is not satisfied, or not willing to address the issue with the individual to whom the complaint is directed, a formal process may be initiated.

FORMAL RESOLUTION

1. Write a letter directed to the Reporting Official containing a brief narrative of the facts of the complaint. Please type your complaint and sign and date. Include contact information (phone number and email address) for future correspondence.
2. For a non-academic concern the student will need to provide a written statement (narrative) of the concern and provide a copy of the written document to the Reporting Officer (see table on pages 5-6 of this document).
 - o Attach additional documentation to support your narrative wherever possible. Helpful documentation might include letters or e-mail exchanged between you and a staff member, etc.
 - o Include the specific outcome/remedy you are seeking.
 - o Provide the Reporting Official with the report, including the appropriate attachments.
 - o Complaints can be provided by:
 - o Mailing to the appropriate Reporting Official at: 100 East Claflin Ave., Salina, KS 67401
 - o Emailing them from your pirate (personal) email account to the Reporting Official. Staff email addresses are located in the Faculty/Staff Directory at <http://www.kwu.edu/academics/facultystaff-directory> **OR** <http://www.kwu.edu/academics/facultystaff-directory/facultystaff-directory-alphabetical>
 - o Delivering to the Reporting Official's campus office (see directory information provided at <http://www.kwu.edu/academics/facultystaff-directory> **OR** <http://www.kwu.edu/academics/facultystaff-directory/facultystaff-directory-alphabetical>)

3. For an academic concern attach the letter (narrative) to a completed Petition the Provost form, which is found at: https://kwes.acck.edu/ICS/icsfs/Petition_to_Provost.pdf?target=1595875e-2819-472d-be79-8db918297111.
 - Attach documentation to support your narrative wherever possible. Helpful documentation might include relevant portions of the college catalog, letters or e-mail exchanged between you and a faculty/staff member, etc.
 - Include the specific outcome/remedy you are seeking.
 - Provide the Reporting Official (see table on pages 5-6 of this document) with the report, including the appropriate attachments.
 - Complaints can be provided by:
 - Mailing to the appropriate Reporting Official at: 100 East Claflin Ave., Salina, KS 67401
 - Emailing them from your pirate (personal) email account to the Reporting Official. Staff email addresses are located in the Faculty/Staff Directory at <http://www.kwu.edu/academics/facultystaff-directory> OR <http://www.kwu.edu/academics/facultystaff-directory/facultystaff-directory-alphabetical>
 - Delivering to the Reporting Official's campus office (see directory information provided at <http://www.kwu.edu/academics/facultystaff-directory> OR <http://www.kwu.edu/academics/facultystaff-directory/facultystaff-directory-alphabetical>)
4. If the complaint is against the Reporting Official, it should be sent to the President of the University.
5. If the complaint is forwarded to the incorrect Reporting Official, the complaint will be forwarded to the appropriate Reporting Official. The complainant will be notified by the correct Report Official of this action, including the correct name and title of the Reporting Official receiving the complaint.

The Reporting Official will initiate the resolution process by investigating the complaint within ten business days. The Reporting Official will either make appropriate changes/follow-up to resolve the matter or uphold the initial process/policy. A response to the complainant will be sent within ten business days of receipt of the complaint. If a longer time is needed to investigate and make a decision, the Reporting Official will make a reasonable extension of the deadline and contact the complainant to notify them of the new deadline within ten business days of receipt of the complaint.

If the complainant is not satisfied with a resolution, an appeal can be made to the Reporting Official's supervisor within ten business days from the receipt of the decision. If the complaint is against the Reporting Official, an appeal regarding the administrator's decision should be made to the administrator's supervisor. A decision regarding the appeal will be conducted within ten business days of receipt of the complaint appeal. The decision on the appeal is final.

STUDENT APPEALS

Any student who is not satisfied with a non-academic decision made by a Reporting Official with an informal or formal complaint should follow the appeal procedures outlined in the Student Code of Conduct (p. 8; Letter D) at <http://www.kwu.edu/sites/default/files/Code%20of%20Conduct.pdf>.

Any student who is not satisfied with an academic decision made by a Reporting Official with an informal complaint should fill out a Petition to the Provost Form and file with the

Registrar's Office in Pioneer Hall room 285. Please be sure to follow the directions provided on the form found at:

https://kwes.acck.edu/ICS/icsfs/Petition_to_Provost.pdf?target=1595875e-2819-472d-be79-8db918297111.

TRACKING COMPLAINTS

Written, formal complaints signed by a student to one of the Reporting Officials will be tracked on a spreadsheet provided on a shared drive. The Reporting Official handling the complaint is responsible for submitting the required information on the spreadsheet, including appeal information. Paper files and supporting documentation may be kept in the respective Reporting Official's area. Tracking information will contain, but is not limited to the following information:

- A copy of the student's complaint.
- The date the initial complaint was received by the Reporting Official.
- The nature of the complaint.
- A decision from the Reporting Official regarding the complaint.
- The University's final decision regarding the complaint, should an appeal occur.
- Time allotted for determining final decision.
- Date of final decision.
- Date of notification to student.

The annual Institutional Record of Student Complaints will be maintained on record for a period of three years. The annual Report will contain the following information:

- The total number of complaints received by each Reporting Official.
- The nature of complaints received by generic category.
- A summary record of each complaint received, the action taken by Reporting Official and/or College.
- Date of initial complaint.
- Time allotted for determining final decision.
- Date of final decision
- Date of notification to student.
- Complaint trends and how complaints were addressed.

CONFIDENTIALITY

The annual Institutional Record of Student Complaints will not include the name or personal I.D. of the complainant or name(s) of any individuals involved in the facts of complaint. Kansas Wesleyan University is required to share complaint information with accreditors, but individual identities will be shielded.

INSTITUTIONAL REVIEW

The annual Institutional Record of Student Complaints will be presented to the President, Provost, Vice Presidents, and when appropriate, to Division Chairs and Department Chairs no later than August following the academic year of the Record. The President will work with this team as needed to develop recommendations and/or additional action to ensure on-going quality service to students.

All formal complaints are holistically reviewed and tracked by Reporting Officials on a case-by-case basis as well as part of an annual review during the summer months prior to the beginning of a new academic year. As a result of said holistic review, current policies are revised based on the evidence of KWU's formal complaint system, current policies are enforced with no revision, or new policies are crafted to meet the changing needs of our students, institution, and community stakeholders.

The aim of the institution is to resolve issues of dissatisfaction as close to the initial point of contact as possible and to conduct thorough and fair investigations of complaints so that, where appropriate, we can make evidence-based decisions on the data (facts) of each individual case. Early complaint resolution saves the institution time and resources, contributes to the overall efficiency of the University, and ultimately promotes a continued positive experience of our students, faculty, staff, and community members. Our process demonstrates our commitment to valuing formal complaints.

EXAMPLES OF TYPES OF COMPLAINTS OR APPEALS AND THE REPORTING OFFICER TO WHOM THE COMPLAINT SHOULD BE FILED

| APPEAL TYPE | REPORTING OFFICER |
|--|---|
| Academic continued probation* | Vice President for Enrollment Management* |
| Academic suspension status* | Vice President for Enrollment Management* |
| Admittance for suspension from another institution | Vice President for Enrollment Management |
| Admissions deadline/Late Acceptance | Vice President for Enrollment Management |
| Enrollment deadline/Late Registration | Vice President for Enrollment Management |
| Re-admittance for suspension | Vice President for Enrollment Management |
| Title IX | Title IX Coordinator Address: 100 East Claflin Ave; Salina, KS Phone: 785-833-4306 Email: bridget@kwu.edu See Title IX Policy* |
| Athletics | Vice President and Director of Athletics |
| Academic Conduct* | Vice President for Student Development* |
| Housing | Vice President for Student Development |
| Housing/Dining buy-out | Vice President for Student Development |
| Non-academic Conduct | Vice President for Student Development |
| Residency | Vice President for Student Development |
| Electronic information/IT Conduct/Misuse | Vice President for Student Development/ Director of Information Services |
| Administrative Drop for Non-payment/Payment deadline | Vice President for Finance & Administration |
| Billing and No-show Billing | Vice President for Finance & Administration |
| Course Conflict Enrollment* | Registrar/ Provost* |

| | |
|--|--|
| Increasing Course Limits* | Registrar/ Provost* |
| Transfer Course Appeal* | Registrar/ Provost* |
| Grades* | Provost* |
| Teaching Complaint* | Provost* |
| Accommodation Grievances* | Assistant Provost* |
| Accommodation Request Appeals* | Assistant Provost* |
| Dual Credit Enrollment deadline/Late Registration* | Assistant Provost* |
| KWU Online (Distance Education)* | Assistant Provost* |
| Library* | Assistant Provost* |
| Active duty withdrawal | Registrar |
| Add/Drop deadline | Registrar |
| Graduation application deadline | Registrar |
| Medical withdrawal | Registrar |
| Withdrawal deadline | Registrar |
| Financial aid SAP | Director of Student Financial Planning |
| Program Admission | Director of Nursing Education* Director of Teacher Education* |

*Denote appeals that should use the following appeal forms, petition forms, or policy:

Satisfactory Academic Progress Appeal Form and Financial Assistance Appeal Form:

<http://www.kwu.edu/sites/default/files/Appeal%20for%20SAP%20for%20Academic%20and%20FA%20Reinstatement.pdf>

Petition to Appeal Academic Dismissal Form (Petition to the Provost Form):

https://kwes.acck.edu/ICS/icsfs/Petition_to_Provost.pdf?target=1595875e-2819-472d-be79-8db918297111

Petition to Appeal Student Complaint Form (Petition to the Provost Form):

https://kwes.acck.edu/ICS/icsfs/Petition_to_Provost.pdf?target=1595875e-2819-472d-be79-8db918297111

Course Conflict Enrollment Petition:

https://kwes.acck.edu/ICS/icsfs/Course_Conflict_Enrollment_Petition.pdf?target=e2a95418-618d-41a2-a317-059facc4d897

Title IX Policy:

<http://www.kwu.edu/sites/default/files/KWU%20Sexual%20Misconduct%20and%20Unlawful%20Harassment%20Policy%20-Update%20-%20Jun%202015.pdf>

If the complaint is not addressed above, contact Vice President for Student Development to determine the appropriate party or you may send the complaint to any of the Reporting

Officers listed above and they will forward to the staff member overseeing the area in which the complaint originated.

COMPLAINTS TO THE HIGHER LEARNING COMMISSION

The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response. HLC Contact information:

Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411
Phone: 312.263.0456. Fax: 312.263.7462. info@hlcommission.org
Instructions on HLC website: <http://www.ncahlc.org/information-for-the-public/complaints.html>

([Back to Student Appeals](#))

COMPLAINTS TO THE OFFICE OF CIVIL RIGHTS (OCR), DISABILITY BASIS

Any individual who believes that he or she or a specific individual or class of individuals has been subjected to discrimination on the basis of disability, in a health or human service program or activity conducted by a covered entity, may file a complaint with OCR. Complaints must be filed within 180 days from the date of the alleged discrimination. OCR may extend the 180-day deadline if you can show "good cause."

Include the following information in your written complaint, or request a Discrimination Complaint Form from an OCR Regional or Headquarters office (complaints must be signed by the complainant or an authorized representative):

- Your name, address, and telephone number.
- Name and address of the entity you believe discriminated against you.
- How, why, and when you believe you were discriminated against.
- Timeframe in which allegation occurred.
- Any other relevant information.

Send your signed and dated complaint to the Regional Manager at the appropriate OCR Regional Office, or to the address located below.

Kansas City

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

Upon receipt, OCR will review the information provided. If OCR determines they do not have the authority to investigate your complaint, they will, if possible, refer it to an appropriate agency. Complaints alleging employment discrimination on the basis of disability against a

single individual may be referred to the U. S. Equal Employment Opportunity Commission for processing. Private individuals may also bring law suits against a public entity to enforce their rights under Section 504 and the Americans with Disabilities Act (ADA); and may receive injunctive relief, compensatory damages, and reasonable attorney's fees.

For Further Information, contact:

Director

Office for Civil Rights

U.S. Department of Health and Human Services

200 Independence Avenue, SW - Room 506-F

Washington, D.C. 20201

Hotlines: 1-800-368-1019 (Voice) 1-800-537-7697 (TDD)

COMPLAINTS TO THE DEPARTMENT OF EDUCATION, TITLE IX BASIS

Kansas City Office (OCR Office for Kansas)

Office for Civil Rights

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, 3rd floor, Suite 320

Kansas City, MO 64106

Telephone: 816-268-0550

FAX: 816-268-0599; TDD: 800-877-8339

Email: OCR.KansasCity@ed.gov

U.S. Department of Education

(OCR National Headquarters)

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

To file complaints of discrimination with OCR, you may use the online complaint form available at: <http://www.ed.gov/ocr/complaintintro.html> or send a letter to the OCR enforcement office for the State of Kansas.

COMPLAINTS TO THE DEPARTMENT OF EDUCATION AND/OR ATTORNEY GENERAL'S OFFICE, BY STATE

| Department of Education and Attorney General Contact Information by State | | | |
|--|---|---|---------------------------------------|
| State | Department of Education State Listing | Department of Education State Website | Attorney General State Contact |
| Alabama | Alabama Commission on Higher Learning | http://www.ache.state.al.us/ | Alabama |
| Alaska | Department of Education and Early Development | http://www.eed.state.ak.us/ | Alaska |
| Arizona | Department of Education | http://www.azed.gov/ | Arizona |
| Arkansas | Department of Higher Education | http://www.adhe.edu/ | Arkansas |
| California | California Postsecondary Education Commission | http://www.cpec.ca.gov/ | California |

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|----------------|---|---|---------------|
| Colorado | Department of Higher Education | http://highered.colorado.gov/ | Colorado |
| Connecticut | Department of Education | http://www.sde.ct.gov/ | Connecticut |
| Delaware | Department of Education | http://www.doe.k12.de.us/ | Delaware |
| Florida | Department of Education | http://www.fldoe.org/ | Florida |
| Georgia | Department of Education | http://www.doe.k12.ga.us/ | Georgia |
| Hawaii | Department of Education | http://doe.k12.hi.us/ | Hawaii |
| Idaho | State Board of Education | http://www.boardofed.idaho.gov/ | Idaho |
| Illinois | Board of Higher Education | http://www.ibhe.state.il.us/ | Illinois |
| Indiana | Commission for Higher Education | http://www.in.gov/che/ | Indiana |
| Iowa | Department of Education | http://educateiowa.gov/ | Iowa |
| Kansas | Department of Education | http://www.ksde.org/ | Kansas |
| Kentucky | Council on Postsecondary Education | http://cpe.ky.gov/ | Kentucky |
| Louisiana | Department of Education | http://www.doe.state.la.us/ | Louisiana |
| Maine | Department of Higher Education | http://www.maine.gov/education/highered/ | Maine |
| Maryland | Higher Education Commission | http://www.mhec.state.md.us/ | Maryland |
| Massachusetts | Department of Higher Education | http://www.mass.edu/ | Massachusetts |
| Michigan | Department of Education | http://www.michigan.gov/mde | Michigan |
| Minnesota | Office of Higher Education | http://www.ohe.state.mn.us/ | Minnesota |
| Mississippi | Department of Education | http://www.mde.k12.ms.us/ | Mississippi |
| Missouri | Department of Higher Education | http://dhe.mo.gov/ | Missouri |
| Montana | Department of Education | http://mt.gov/education.asp | Montana |
| Nebraska | Department of Education | http://www.education.ne.gov/ | Nebraska |
| Nevada | Department of Education | http://www.doe.nv.gov/ | Nevada |
| New Hampshire | Department of Education, Higher Education | http://www.education.nh.gov/highered/ | New Hampshire |
| New Jersey | Commission on Higher Education | http://www.state.nj.us/highereducation/ | New Jersey |
| New Mexico | Department of Education | http://sde.state.nm.us/ | New Mexico |
| New York | Office of Higher Education | http://www.highered.nysed.gov/ | New York |
| North Carolina | State Board of Education | http://www.dpi.state.nc.us/stateboard/ | N. Carolina |
| North Dakota | Department of Public Instruction | http://www.dpi.state.nd.us/ | N. Dakota |
| Ohio | Department of Education | http://www.ode.state.oh.us/ | Ohio |
| Oklahoma | Department of Education | http://www.sde.state.ok.us/ | Oklahoma |
| Oregon | Department of Education | http://www.oregon.gov/ODE/ | Oregon |
| Pennsylvania | Department of Education | http://www.education.state.pa.us | Pennsylvania |
| Rhode Island | Department of Elementary & Secondary Education | http://www.ride.ri.gov/ | Rhode Island |
| South Carolina | Commission on Higher Education | http://www.che400.state.sc.us/ | S. Carolina |
| South Dakota | Department of Education | http://doe.sd.gov/ | S. Dakota |
| Tennessee | Higher Education Commission | http://www.state.tn.us/thec/ | Tennessee |
| Texas | Higher Education Commission Board | http://www.theccb.state.tx.us/ | Texas |
| Utah | State Board of Education | http://www.schools.utah.gov/ | Utah |
| Vermont | Department of Education | http://education.vermont.gov/ | Vermont |
| Virginia | Department of Education | http://www.doe.virginia.gov/ | Virginia |
| Washington | Higher Education Coordinating Board | http://www.hecb.wa.gov/ | Washington |
| West Virginia | Department of Education | http://wvde.state.wv.us/ | West Virginia |
| Wisconsin | Higher Educational Aids Board | http://www.heab.state.wi.us/ | Wisconsin |
| Wyoming | Department of Education | http://edu.wyoming.gov/ | Wyoming |
| Washington DC | Office of the State Superintendent of Education | http://osse.dc.gov/ | Washington DC |

1. Student Complaint Procedures

http://www.kwu.edu/sites/default/files/Institutional%20Complaint%20Policy%20and%20Procedure_0.pdf

2. Resolve Issues with Online Course – kwueverywhere.edu Online page

<http://www.kwu.edu/academics/kwu-everywhere/resolve-issues-with-your-online-course>

Online Faculty and Student Handbook

<http://www.kwu.edu/sites/default/files/KWU%20Online%20Handbook%202.24.17.pdf>

3. Grade Appeal Procedure – Catalog pg. 32

<http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf>

4. Satisfactory Academic Progress Standards – Catalog pp. 32-34

<http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf>

5. Academic Honor Code – Catalog pp. 34-35

<http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf>

6. Involuntary/Administrative Withdrawal – Catalog pp. 39-40

<http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf>

7. Transfer Policies Published – Catalog pp. 17-18

<http://www.kwu.edu/sites/default/files/1617%20Catalog%20Revision%2012.6.16.pdf>

www.kwu.edu/academics/enrollment-and-registration/transfer-credit-equivalency-guides