



100 E. Claflin Avenue; Salina, KS 67401 | 785-827-4318

PETITION TO KWU Formal Student Complaint Form

Student's Name: _____ ID#: _____
Last First Middle Initial

Street Address: _____ City: _____ State: _____ Zip Code: _____

(____) _____ (____) _____ _____
Daytime Phone Number Additional Phone Number Date of Petition to KWU:

This Section To Be Completed by Registrar's Office Only - Complaint Category – Check Appropriate Box (indicates Reporting Official):

- | | |
|--|---|
| <input type="checkbox"/> Academic & Financial Assistance Reinstatement (DSFP) | <input type="checkbox"/> Grades (PROV) |
| <input type="checkbox"/> Academic Conduct (VPSD) | <input type="checkbox"/> Graduation Application Deadline (REGI) |
| <input type="checkbox"/> Academic Continued Probation (PROV) | <input type="checkbox"/> Housing (VPSD) |
| <input type="checkbox"/> Academic Suspension Status (PROV) | <input type="checkbox"/> Housing/Dining Buy-out (VPSD) |
| <input type="checkbox"/> Accommodation Grievance (ACDN) | <input type="checkbox"/> Increasing Course Limits (REGI)(PROV) |
| <input type="checkbox"/> Accommodation Request Appeals (ACDN) | <input type="checkbox"/> KWU Online (ACDN) |
| <input type="checkbox"/> Active Duty Withdrawal (REGI) | <input type="checkbox"/> Library (ACDN) |
| <input type="checkbox"/> Add/Drop Deadline (REGI) | <input type="checkbox"/> Medical Withdrawal (REGI) |
| <input type="checkbox"/> Administrative Drop for Non-payment (VPFO) | <input type="checkbox"/> Non-academic Conduct (VPSD) |
| <input type="checkbox"/> Admissions Deadline/Late Acceptance (VPAA) | <input type="checkbox"/> Program Admission (DONE)(DOTE) |
| <input type="checkbox"/> Admittance for Suspension from Another Institution (VPAA) | <input type="checkbox"/> Re-admittance for Suspension (PROV) |
| <input type="checkbox"/> Athletic-related Concerns (VPDA) | <input type="checkbox"/> Residency (VPSD) |
| <input type="checkbox"/> Billing and No-show Billing (VPFO) | <input type="checkbox"/> Student Clubs and/or Organizations (VPSD) |
| <input type="checkbox"/> Buildings/Grounds/Facilities (Non-housing/Res.) (VPFO) | <input type="checkbox"/> Teaching/Instructor Complaint (PROV) |
| <input type="checkbox"/> Coaching and/or Sport Complaints (VPDA) | <input type="checkbox"/> Title IX: Harassment, Sexual Assault, Sexual Harassment, and Other forms of Sexual Misconduct (TIXC)(VPSD) |
| <input type="checkbox"/> Dining (VPSD) | <input type="checkbox"/> Transfer Course Appeal (REGI)(PROV) |
| <input type="checkbox"/> Duel Credit Enrollment Deadline/Late Registration (ACDN) | <input type="checkbox"/> Withdrawal Deadline (REGI) |
| <input type="checkbox"/> Electronic Information/IT Conduct/Misuse (VPSD)(DOIS) | |
| <input type="checkbox"/> Enrollment Deadline/Late Registration (ACDN) | |

Directions:

Please attach, on a separate sheet of paper, a statement describing in detail what the nature of the complaint entails. Provide enough information for the Reporting Official to understand the nature and rationale of your complaint and petition. Attach all necessary documentation/evidence to support your concern and the Petition to KWU. Send all documentation/evidence via email, U.S. Postal Service, or hand delivery to the corresponding Reporting Official's KWU office for their review. See KWU's *Student Complaint Policy* (at: http://www.kwu.edu/sites/default/files/Student%20Complaint%20Policy%20-%20Edited%2010.31.18_2.pdf) for further information as well *Policy on Sexual Assault, Harassment, & Other Forms of Sexual Misconduct* (at: <https://www.kwu.edu/sites/default/files/KWU%20Sexual%20Misconduct%20and%20Unlawful%20Harassment%20Policy%20-Update%20-%20Jun%202015.pdf>).

KWU – US Postal Service Mailing Address

Registrar

Kansas Wesleyan University
Pioneer Hall, room 285
100 E. Claflin Avenue
Salina, KS 67401

Student Signature: _____

Date: _____

**UNIVERSITY USE ONLY – RETURN SIGNED FORM TO REGISTRAR'S OFFICE
UPON COMPLETING STUDENT COMPLAINT PROCESS**

ACTION TAKEN:

- Student Complaint Supported and Appropriate Action Taken.**
- Student Complaint Not Supported and No Action was Warranted.**

Reporting Official Signature: _____

Date: _____