College of Applied Studies Concern Form

The College of Applied Studies would like to ensure that your concerns are addressed appropriately and in a timely manner.

1. We encourage you to begin the process of resolving your issue by following the steps indicated in the Wichita State Student Complaint Guide. Based on this guide for academic concerns, students should begin the process of resolving an issue by completing step 1 for the appropriate complaint type. If the issue is not resolved after completing step 1, the student should complete step 2 and so on until the issue is resolved or all steps have been exhausted.

2. If you have a concern regarding a program, an instructor or other issues not including grades or academic integrity, you may complete the form below and submit it to CAS Advising Office, 107 Corbin.

To be completed by CASA office staff:

Date Concern Form received: _____

Concern Form received by: _____

Date Response provided: _____

Optional:

_____

Name (Last, First, MI)

_____

Street Address

_____ _____

City, *Zipcode* *WSU ID*

_____

Telephone

_____

Email

Topic of concern: _____

Elaboration: (attach additional sheet if necessary)

What steps have you taken to resolve this issue?

In your opinion, what action would best resolve this situation?

_____

College of Applied Studies
CONCERN FORM

The office policy for handling student and other constituency concerns:

1) You may fill out the concern form and visit with an advisor in the College of Applied Studies Advising Center (CASA), 107 Corbin Education Center, to verify all documentation has been provided and to answer any questions. We encourage you to begin the process of resolving your issue by following the steps indicated in the Wichita State Student Complaint Guide.

2.) You must provide a written summary about the concern. All concerns, notes, and resolutions will be maintained by the Director for the College of Applied Studies Advising for a period of three years.

3) Once received, the concern will be documented and addressed.

4) In some circumstances, it will be necessary to have all parties involved meet together to resolve the issue.

5) If the issue is still not resolved satisfactorily, the individual may request that the Director of the CAS Advising Center (CASA), arrange a meeting of all concerned with the Dean, Associate Dean or the Assistant Dean. The final authority in the Applied Studies programs is the Dean of the College.