



## **INSTITUTIONAL POLICY: ST-16**

Category:	Students
Subject:	Student Complaints
Effective Date:	November 3, 2009
Last Revision Date:	September 3, 2015

### **ST 16-1. Authority**

- 1.1 W. Va. Code § 18B-1-6
- 1.2 W. Va. Code R. § 133-4

### **ST 16-2. Purpose**

The purpose of this policy is to provide a process for the receipt, adjudication, and resolution of student complaints related to (i) accreditation standards and procedures set by the American Osteopathic Association (“AOA”) Commission on Osteopathic College Accreditation (“COCA”) and (ii) matters not covered by a specific WVSOM policy.

### **ST 16-3. Student Complaints Regarding Non-Compliance with COCA Accreditation Standards and Procedures**

- 3.1 WVSOM is committed to meeting or exceeding COCA accreditation standards and complying with COCA procedures. A copy of the standards and procedures is available upon request from the Office of the Vice President for Academic Affairs and Dean and the WVSOM Library.
- 3.2 Students may submit complaints related to COCA accreditation standards and procedures and any noncompliance therewith by following WVSOM’s procedure on student complaints.
- 3.3 WVSOM shall maintain records of the receipt, adjudication, and resolution of any complaints received pursuant to this Section 3. These records, including a copy of the original complaint and any resulting action, shall be kept on file in the Office of the Vice President for Academic Affairs and Dean for such time as required by law or accreditation standards.
- 3.4 WVSOM may, as appropriate, utilize any student complaints in its ongoing performance improvement processes.

- 3.5 The contact information for COCA in the AOA Office of Predoctoral Education is as follows:

Secretary, Commission on Osteopathic College Accreditation  
Division of Predoctoral Education  
142 East Ontario Street  
Chicago, Illinois 60611-2864  
1-800-621-1773  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

**ST 16-4. Student Complaints Not Covered by a Specific Policy**

- 4.1 While most student complaints, such as sexual harassment, student mental health, and grade appeals, are addressed by specific WVSOM institutional policies, students may submit complaints concerning matters not covered by a specific policy by following WVSOM's procedure on student complaints.
- 4.2 WVSOM shall maintain records of the receipt, adjudication, and resolution of any complaints received pursuant to this Section 4. Complaints involving academic matters, including a copy of the original complaint and any resulting action, shall be kept on file in the Office of the Vice President for Academic Affairs and Dean. All other complaints received pursuant to this Section 4, including a copy of the original complaint and any resulting action, shall be kept on file in the Office of Student Affairs. These records shall be kept for such time as required by law or accreditation standards.