

<b>College Procedure:</b>	<b>103.1 – Freedom of Expression Complaint</b>
<b>Policy Reference:</b>	<b>103 – Freedom of Expression Policy</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Human Resources</b>
<b>Effective Date:</b>	<b>2/25/2022</b>

**Version Number:** 1  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

The Kirkwood Community College Freedom of Expression Policy applies to members of the Kirkwood community, which includes students, administrators, faculty, staff, and/or guests invited by students, administrators, faculty or staff.

## The Procedure

Should a member of the campus community believe they have been aggrieved by a violation of the Freedom of Expression Policy, the member shall complete a complaint/grievance form provided the following criteria are met:

1. The person submitting the complaint must be a member of the campus community as defined by the Freedom of Expression Policy and includes: 1) Students who are currently enrolled or have been enrolled in one of the previous two semesters (when the facts or circumstances that led to the complaint occurred), 2) Employees of the college, or 3) Invited guests of a student or an employee. Complaints cannot be anonymous.
2. The complainant previously sought to resolve the concern at the individual or department level and the outcome was unsuccessful.
3. Complaints cannot be a request to change or appeal a decision for which a defined process is already provided (such as a grade appeal; appeal of a disciplinary action; refund of tuition request; and other defined process).

In the event the matter is not resolved through the appropriate grievance process, or otherwise as provided under Iowa law, the aggrieved member of the campus community may file a [complaint](#) with

the governing body (Kirkwood Community College Board of Trustees) no later than one year after the day of the alleged policy violation.

Retaliation against any member of the campus community who files such a complaint is prohibited and any founded instance of retaliation is subject to discipline or other sanctions.

## References

[Freedom of Expression Complaint Form](#)

## Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	2/25/22	Cabinet	