

# COMPLIANCE WITH STATE AUTHORIZATION REGULATIONS UNDER TITLE IV OF THE HIGHER EDUCATION ACT OF 1965, AS AMENDED

## STUDENT COMPLAINT PROCESS

**BACKGROUND:** On July 1, 2011, new minimum requirements went into effect concerning State oversight and approvals for postsecondary institutions in order to be eligible to participate in Title IV programs. (34 CFR 600.9) An institution in compliance with federal regulations must be legally authorized by a State to provide a postsecondary education program, and the State must have a process to review and act upon student complaints about the institution. Contact information for the resolution of student complaints for Alabama’s public two year and four year institutions as well as Alabama’s private institutions follow.

### ALABAMA’S PUBLIC SENIOR INSTITUTIONS OF HIGHER EDUCATION

Authority and oversight of Alabama’s public institutions of higher education is vested in Boards of Trustees as referenced in the Alabama Constitution and legislative acts as cited in the Code of Alabama of 1975.<sup>1</sup> Alabama’s public four-year institutional contacts for student complaints are as follows:

<p><b>Alabama A&amp;M University</b>  <b>Alabama A&amp;M University Board of Trustees</b>                  Ala. Code §16-49-1 et seq. (1975)  <b>Dr. Juarine Stewart</b>                  Associate Vice President for Academic Affairs                  256-372-5275  <a href="mailto:juarine.stewart@aamu.edu">juarine.stewart@aamu.edu</a></p>	<p><b>Alabama State University</b>  <b>Alabama State University Board of Trustees</b>                  Ala. Code §16-50-1 et seq. (1975)  <b>Dr. Karyn Scissum Gunn</b>                  Associate Provost                  334-229-4202  <a href="mailto:kgunn@alasu.edu">kgunn@alasu.edu</a></p>
<p><b>Auburn University System</b>  <b>Auburn University Board of Trustees</b>                  Ala. Const. of 1901, art. XIV, §266                  Ala. Code §16-48-1 et seq. (1975)  <b>Office of the Provost</b>  <a href="mailto:provost@auburn.edu">mailto:provost@auburn.edu</a>                  334-844-5771</p>	<p><b>Auburn University at Montgomery</b>  <b>Auburn University Board of Trustees</b>                  Ala. Const. of 1901, art. XIV, §266                  Ala. Code §16-48-1 et seq. (1975)  <b>Dr. Matthew Ragland</b>                  Associate Provost for Graduate Studies and Faculty Services                  Professor of Mathematics                  334-244-3138  <a href="mailto:mragland@aum.edu">mailto:mragland@aum.edu</a></p>

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<sup>1</sup> *The Alabama Commission on Higher Education is the coordinating board for higher education in this state. The Commission exercises no governing and limited regulatory authority over Alabama’s public institutions. Ala. Code §16-5-1 et seq. (1975)*

<p><b>Jacksonville State University</b>  <b>Jacksonville State University Board of Trustees</b>  Ala. Code §16-56-1 et seq. (1975)  <b>Dr. Rebecca O. Turner</b>  <b>Provost/Vice President for Academic and Student Affairs</b></p>	<p><b>Troy University</b>  <b>Troy University Board of Trustees</b>  Ala. Code §16-56-1 et seq. (1975)  <b>Dr. Don Jeffrey</b>  <b>Vice Chancellor for Global Campus</b>  <a href="mailto:dieffr@troy.edu">dieffr@troy.edu</a>  <b>334-670-3000</b></p>
<p><b>The University of Alabama</b>  <b>University of Alabama Board of Trustees</b>  Ala. Const. of 1901, art. XIV, §264  Ala. Code §16-47-1 et seq. (1975)  <b>Dr. Kevin Whitaker, Interim Provost</b>  <b>The University of Alabama</b>  <b>Box 870114</b>  <b>Tuscaloosa, AL 35487-0114</b>  <a href="mailto:provost@ua.edu">provost@ua.edu</a>  <b>205-348-4890</b></p>	<p><b>University of Alabama at Birmingham</b>  <b>University of Alabama Board of Trustees</b>  Ala. Const. of 1901, art. XIV, §264  Ala. Code §16-47-1 et seq. (1975)  <b>Dr. Suzanne Austin</b>  <b>Vice Provost for Student and Faculty Success</b>  <a href="mailto:seaustin@uab.edu">mailto:seaustin@uab.edu</a>  <b>205-934-8220.</b></p>
<p><b>University of Alabama in Huntsville</b>  <b>University of Alabama Board of Trustees</b>  Ala. Const. of 1901, art. XIV, §264  Ala. Code §16-47-1 et seq. (1975)  <b>Dr. Kristi Motter</b>  <b>Vice President for Student Affairs</b>  <a href="mailto:Kristi.motter@uah.edu">Kristi.motter@uah.edu</a>  <b>256-824-4158</b></p>	<p><b>University of Montevallo</b>  <b>University of Montevallo Board of Trustees</b>  Ala. Code §16-54-1 et seq. (1975)  <b>Dr. Tammi Dahle</b>  <b>Dean of Students</b>  <b>University of Montevallo</b>  <b>Station 6020</b>  <b>Montevallo, AL 35115</b>  <a href="mailto:dahlet@montevallo.edu">dahlet@montevallo.edu</a>  <b>205-665-6020</b></p>
<p><b>University of North Alabama</b>  <b>University of North Alabama Board of Trustees</b>  Ala. Code §16-51-1 et seq. (1975)  <b>Dr. John G. Thornell</b>  <b>Vice President for Academic Affairs and Provost</b>  <b>University of North Alabama</b>  <b>UNA Box 5041</b>  <b>Florence, AL 35632-0001</b>  <a href="mailto:jthornell@una.edu">mailto:jthornell@una.edu</a>  <b>256-765-4258</b></p>	<p><b>University of South Alabama</b>  <b>University of South Alabama Board of Trustees</b>  Ala. Code §16-55-1 et seq. (1975)  <b>Dr. G. David Johnson</b>  <b>Senior Vice President for Academic Affairs</b>  <a href="mailto:djohnson@southalabama.edu">djohnson@southalabama.edu</a>  <b>251-460-6261</b></p>
<p><b>University of West Alabama</b>  <b>University of West Alabama Board of Trustees</b>  Ala. Code §16-53-1 et seq. (1975)  <b>Dr. Tim Edwards, Provost</b>  <a href="mailto:tedwards@uwa.edu">tedwards@uwa.edu</a>  <b>205-652-3521</b></p>	<p><b>Athens State University</b>  <b>Athens State University Board of Trustees</b>  Ala. Code §16-47A-1 et seq. (1975)  <b>Sara McAbee</b>  <b>Vice President for Enrollment and Student Support Services</b>  <a href="mailto:Sarah.mcabee@athens.edu">Sarah.mcabee@athens.edu</a>  <b>256-233-8175</b></p>

## ALABAMA'S PUBLIC TWO-YEAR INSTITUTIONS OF HIGHER EDUCATION

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- a) If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official [Student Complaint Form](#), which is contained in this document and also available online at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:

Alabama Community College System  
Attention: Office of the Vice Chancellor for Instructional and Student Services  
P.O. Box 302130  
Montgomery, AL 36130-2130

- b) The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
- c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d) The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
- e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

## ALABAMA'S PRIVATE INSTITUTIONS OF HIGHER EDUCATION

All private (non-public) institutions of higher education are subject to the Alabama Private School License Law, enacted in 1971 and amended by the Alabama Legislature on several occasions. Alabama's private institutions of higher education may be nonprofit or for profit. This law is administered by the Division of Licensure of the Alabama Community College System: <https://www.accs.cc/index.cfm/school-licensure/complaints/>. Contact information for student complaints:

Private School Licensure Division  
Alabama Community College system  
P. O. Box 302130  
Montgomery, Alabama 36104  
334-293-4651  
[Annette.funderburk@accs.edu](mailto:Annette.funderburk@accs.edu)

## PRIVATE INSTITUTIONS CHARTERED BY THE LEGISLATURE

The following private, nonprofit institutions have been chartered by the Alabama Legislature and operate under the governance of identified Boards of Trustees (Directors). A link for each of these institutions is listed below:

**Birmingham-Southern College**  
[www.bsc.edu](http://www.bsc.edu)

**Huntingdon College**  
[www.huntingdon.edu](http://www.huntingdon.edu)

**Miles College**  
[www.miles.edu](http://www.miles.edu)

**Selma University**  
[www.selmauniversity.org](http://www.selmauniversity.org)

**Stillman College**  
[www.stillman.edu](http://www.stillman.edu)

**Tuskegee University**  
[www.tuskegee.edu](http://www.tuskegee.edu)  
Dr. Elaine Bromfield  
Director of Academic Advising  
Office of the Provost  
[bromfie@mytu.tuskegee.edu](mailto:bromfie@mytu.tuskegee.edu)  
334-727-8906

**Faulkner University**  
[www.faulkner.edu](http://www.faulkner.edu)

**Judson College**  
[www.judson.edu](http://www.judson.edu)

**Samford University**  
[www.samford.edu](http://www.samford.edu)

**Spring Hill College**  
[www.shc.edu](http://www.shc.edu)

**Talladega College**  
[www.talladega.edu](http://www.talladega.edu)

**University of Mobile**  
[www.umobile.edu](http://www.umobile.edu)