

COMPLIANCE STATEMENT

MBKU makes every effort to comply responsibly, and in a timely manner, with every state and federal government regulation involving the welfare of its students. Following are items of importance that address MBKU's ongoing efforts.

Use of the Catalog

The University Catalog is an annually published reference piece for prospective and matriculated students. The Catalog contains all programs offered by MBKU. Matriculated students will also be referred to the University Student Handbook and individual program student handbooks.

MBKU assumes no responsibility for errors in, misrepresentation of, or misinterpretation of these policies. Please read the information carefully and be sure to contact Admissions, if you are a prospective student, or University Student Affairs, if you are a current student, for clarification or more information.

Every effort has been made to verify the accuracy of information contained in our Catalog, however, Marshall B. Ketchum University reserves the right to change without notice degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any published information herein.

The information in the Catalog is intended to serve only as an announcement. The University Catalog should not be regarded as a contract.

Non-Discrimination Statement

MBKU is committed to providing an environment in which all individuals are treated with respect and professionalism. In accordance with applicable federal and state laws, it is University policy to prevent unlawful discrimination against students, applicants for admission, employees, applicants for employment and patients requesting treatment on the basis of race, color, national origin, sex, disability, age or any other characteristic protected by applicable law. The University also prohibits sexual harassment and harassment on any of the above bases (refer to the Prohibited Discrimination, Unlawful Harassment & Sexual Misconduct Policy).

Inquiries regarding the University's equal opportunity policies should be directed to the Vice President for Enrollment and Student Services at StudentAffairs@ketchum.edu for students and the Vice President for Human Resources at HumanResources@ketchum.edu for employees.

For further information on notice of non-discrimination, please contact The Office for Civil Rights (<https://ocr.cas.ed.gov/contact-ocr/>) for the address and phone number of the office that serves your area, or by calling 1-800-421-3481.

Prohibited Harassment and Retaliation Policy

The University is committed to being a community in which individuals, including students, faculty, staff, and administration, are free of prohibited harassment. The University will not tolerate any type of harassment against individuals on the basis of race, color, national origin, ancestry, sex (including pregnancy, childbirth, related medical conditions, and breastfeeding), gender, gender identity, gender expression, sexual

orientation, age, religion (including religious dress and grooming practices), physical or mental disability, medical condition, marital status, military or veteran status, genetic information, citizenship, primary language, or immigration status, or any other basis protected by applicable federal, state, or local law ("a protected category"). The University also prohibits harassment based on the perception that an individual has the characteristics of someone in a protected category or is associated with a person who has or is perceived as having the characteristics of someone in a protected category. Violence, or intimidation by threat of violence, because of political affiliation, position in a labor dispute, or on account of a protected category is prohibited as well. This policy applies at all University locations, University-sponsored social or other events, as well as activities at which individuals represent the University.

Harassment includes expressly or impliedly conditioning a benefit (or the absence of a detriment) on sexual favors, or the creation of a hostile university environment through visual, verbal, or physical conduct. Prohibited conduct includes any of the following when related to a protected category: making slurs, innuendos, or potentially offensive comments or jokes; the display of potentially offensive cartoons, posters, or other materials; distributing potentially offensive pictures or words in written, pictorial, or electronic form; touching, or other unwanted attention; threats, intimidation, or other abusive behavior.

Harassment is prohibited if it is related to a protected category, is unwelcome, and is severe or pervasive enough to create an intimidating, hostile, or offensive environment that alters conditions at the University. The University does not allow anyone to harass University students, employees, applicants, independent contractors, or volunteers on the basis of a protected category.

Additionally, the law prohibits unlawful harassment (and discrimination and retaliation) (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act, Unruh Civil Rights Act, Ralph Civil Rights Act). Harassment can be a form of unlawful discrimination. To report prohibited harassment and/or unlawful discrimination, please contact the MBKU Title IX Coordinator (titleix@ketchum.edu or 714.449.7423) or use the "Report a Concern" form found on the Community Tab of my.ketchum.edu (<https://my.ketchum.edu>).

Student Right-to-Know and Campus Security Act

MBKU continuously strives to provide a safe and secure environment for classroom, work, study, and after-hours activities at all university-owned facilities. In accordance with Public Law 101-524, MBKU maintains and provides a complete record of all crimes committed on University and Security-owned property. More information is available on the University's website, [ketchum.edu](http://www.ketchum.edu) (<http://www.ketchum.edu>), along with the Annual Safety Report.

Privacy of Records

MBKU complies fully with the Family Educational Rights and Privacy Act of 1974, which protects the privacy of students' education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal hearings. Students also have the right to file complaints with the U.S. Department of Education, Washington, D.C. 20202, concerning alleged failure by the university to comply with

the Act, Education Code, Section 94312 (f). Any questions or problems concerning this institution which have not been satisfactorily answered or resolved by the institution should be directed to the Superintendent of Public Instruction, State Department of Education, Sacramento, CA 94244-2720.

Complaint Disclosure Notice

MBKU is committed to addressing student complaints timely and effectively, in accordance with the University's Student Grievance Procedures. If a student believes that the University's procedures have not adequately addressed their concerns, students may also file external complaints with the agencies identified below.

Bureau for Private Postsecondary Education

A complaint may be filed by writing or calling the Bureau's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

For more information see How to File a Complaint (<https://www.bppe.ca.gov/enforcement/complaint.shtml>).

An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' (DCA) online Complaint Form (<https://www.bppe.ca.gov/enforcement/complaint.shtml>). The DCA will forward the Online Complaint to the Bureau.

Anyone may file a complaint if they believe an approved institution has violated the laws governing the institution's operation. Complaints are most often received from students, their families, other members of the private postsecondary education industry, law enforcement agencies, and other regulatory agencies.