

Kinsey Institute Continuing Education

COMPLAINT PROCEDURES

Appealing comprehension test grades and CE credit

CE credit is awarded upon completion of a short comprehension test at the end of each lecture. Participant complaints or appeals regarding comprehension test outcomes should be addressed to the Program Administrator at KinseyCE@indiana.edu.

Please include “Kinsey CE” and the title of the video in question in your subject line.

Your email should include the following:

- Your name
- Title of the video you watched
- Date(s) accessed
- Number and text of the question(s) you are appealing
- The answer you provided/selected and *specific reasons* why you believe it should be counted as correct

If you answered the comprehension test questions correctly but did not receive CE credit, please contact the Program Administrator as soon as possible so we may correct the error.

Disputes over comprehension test answers and any CE credit awarded will be evaluated by the Program Administrator and at least one other member of the KICE Organizing Committee. All communications with members of the KICE team will be kept confidential. You will be notified of the outcome of the review within six (6) weeks of receipt of your email.

Questions/concerns about program content

Questions and concerns about the content of any Kinsey Institute Continuing Education (KICE) video should be addressed to the Program Administrator via [email address TBD]. Because content of the KICE videos/lectures have been evaluated by the Kinsey CE Leadership Team and Advisory Committee, you must provide detailed reasons for complaints and citations to any relevant, peer-reviewed evidence that contradicts the program content.

Your email to the Program Administrator must include the following:

- Your name
- Title of the video you watched for CE credit
- Date(s) you accessed the video
- Specification of the part(s) of the video causing concern or raising questions
- Detailed questions/concerns about the lecture

- Citations to any relevant, peer-reviewed evidence that contradicts the information provided in the lecture

Because issues related to human sexuality are often controversial and our understanding of human sexuality is still evolving, amendments and/or retractions will only be issued in cases of factual inaccuracy or proof that more recent data contradicts the program content. Amendments/retractions will **NOT** be issued in response to differences of opinion, value judgments, etc. Any retractions or amendments will be issued only after a majority vote by the full KICE Organizing Committee (including the Leadership Team and Advisory Committee).

All communications with members of the KICE team will be kept confidential. You will be notified of the outcome of the review within six (6) weeks of receipt of your email.