



# Ohio Institute of Allied Health

School of Integrative Healthcare

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**Policy Number:** EDU 24

**Department:** Education

**Effective Date:** 10/01/2012

**Next Review Date:** 4/14/2022

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**Subject:** Grievances and Complaints Policy (Compliance with Ohio Administrative Code 4723-5-12)

**Purpose:** To protect and clarify the rights and responsibilities of students with regard to grievances.

**Policy:**

On occasion students, staff or the public may have a personal grievance regarding an alleged violation, misinterpretation, or improper application of OIAH policies and procedures, or alleged improper treatment. A student may present a grievance without fear of retaliation or reprisal.

1. Students who are concerned they may have experienced a grievance are encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint.
2. The complainant may request a meeting with an employee of the same gender and/or ethnicity at any stage of the process.
3. If the complaint is not resolved satisfactorily through informal means, or at any time in the process, the complainant can elect to pursue a formal complaint.
4. Formal complaints should be addressed to the Campus Director:  
Campus Director  
Ohio Institute of Allied Health  
6245 Old Troy Pike  
Huber Heights, OH 45424  
(937) 237-1010
5. To pursue a formal complaint, the individual must request, in writing, a meeting within ten (10) working days from the most recent occurrence and specify the nature of the grievance.
6. The scheduled meeting must take place within ten (10) working days from the day the School Director receives the request for a meeting.
7. The Campus Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the meeting with the individual.
8. The individual may also go directly to the Director of the State Board of Career Colleges and Schools or Council on Occupational Education at any time:

Executive Director  
State of Ohio Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
(614) 466-2752 or (877) 275-4219  
Web site: [www.scr.ohio.gov](http://www.scr.ohio.gov)

Executive Director  
Council on Occupational Education  
7840 Roswell Rd.  
Building 300, Suite 325  
Atlanta, GA 30350  
(800) 917-2081

**School Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_