



Ohio Institute of Allied Health

School of Integrative Healthcare

Policy Number: EDU 24

Department: EDUCATION

Effective Date: 10/1/2012

Next Review Date: 3/15/2025

Subject: Grievance Policy (Compliance with Ohio Administrative Code 4723-5-12)

Purpose: To protect and clarify the rights and responsibilities of students regarding 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 race, ethnicity, gender, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression at any point in 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 grievance.
4. Formal grievances 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
Website: www.oiah.edu
5. To pursue a formal grievance, 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 Campus 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
Website: www.scr.ohio.gov

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

Campus Director Signature: _____ **Date:** _____