

### **Student Grievance Policy and Procedures for Alleged Discrimination**

Students with grievances related to alleged discrimination may seek redress. Complaints may be handled through the formal grievance procedure described here or through the Office of Student Conduct/Title IX Coordinator, as appropriate. The procedures are NOT applicable to academic evaluations and/or admissions decisions. Any student who believes he/she has been discriminated against while attempting to gain access to, participate in, or receive benefits from any College program or activity may seek redress through the designated grievance procedure.

A standing Affirmative Action Compliance Committee is appointed by the Dean. This committee includes the College Affirmative Action Officer with representation from the faculty and student body. The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30) days after becoming aware of its occurrence.
3. The chairman of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
4. If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee.
5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.

In all cases, the chairman of the committee will be responsible for coordinating the grievance and providing notices to all parties and witnesses.

### **Complaints Regarding Non-Compliance with AOA Accreditation Standards**

OSU-CHS is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the American Osteopathic Association Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of Academic Affairs. Students who believe that the College may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

1. A written, dated and signed complaint must be filed with the Office of Student Affairs.
2. Student Affairs will consult with the Senior Associate Dean and form an ad hoc committee of faculty and students to investigate the complaint.
3. The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Senior Associate Dean, Student Affairs and the student complainant.
4. If corrective action is indicated, the Senior Associate Dean will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee results.
5. Records of all proceedings regarding complaints will be maintained by the Office of Student Affairs.
6. In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may communicate his/her complaint at the following address:

Secretary, Commission on Osteopathic College Accreditation  
American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611-2864  
Phone (312) 202-8000  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)