

GRIEVANCE PROCEDURES

Grievance Defined

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Appeals for Students

A student has the right to appeal all matters with respect to:

- Admissions decisions
- Tuition and fees matter

General Policy

The Appeals Committee shall be responsible for evaluating and making a final decision for an appeal. The committee will decide whether the appeal will be approved or denied. The committee will consist of a combination of faculty & staff members.

Before the student files an appeal, due process must include:

Step 1: Any student with a grievance may request an individual conference with the instructor or administrative staff to address the matter.

Step 2: If unable to resolve the grievance, the student can request a conference with the Program Dean or Department Manager.

Step 3: If still unable to resolve the grievance, the student is requested to schedule a conference with the Campus Dean.

Step 4: If still unable to resolve the grievance, the student shall file an appeal with the appropriate documentation to the office of the Registrar.

A final decision and response will be emailed to the student within a reasonable timeframe, not to exceed 7 days after the appeal is reviewed. The decision made by the Appeals Committee shall be final. If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Compliance Department via email at jorloff@cambridgehealth.edu.

If, in the judgement of the student, there is still no satisfactory resolution, the student may contact:

Commission for Independent Education Florida (Florida Schools Only)

Department of Education
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
888-224-6684
<https://www.fldoe.org>

Georgia Nonpublic Postsecondary Education Commission (Georgia School Only)

2082 East Exchange Place - Suite 220
Tucker, Georgia 30084
Phone 770-414-3300
Fax 770-414-3309
<https://gnpec.georgia.gov>

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Boulevard, Suite 730
North Bethesda, MD 20852
Tel: 301-291-7550 Email: info@abhes.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19N - Suite 158
Clearwater, FL 33763
Phone 727-210-2350
Fax 727-210-2354
<https://www.caahep.org/>

Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS)

6021 University Blvd
Suite 500
Ellicott City, MD 21043
Phone# 443-973-3251
www.JRCEDMS.org

*Diagnostic Medical Sonography programs all locations

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (www.jrcedms.org).