

ACADEMY FOR NURSING AND HEALTH OCCUPATIONS GRIEVANCE PROCEDURES FOR STUDENTS

A vehicle for Academy for Nursing and Health Occupations to know how to meet student needs is the student evaluation forms in which students have an opportunity to evaluate the course, their Instructors, classroom, classes and clinical training components of the program. Please let us hear from you. We firmly believe that if we aren't constantly striving to improve, we are failing you. A suggestion box will also be made available in the classroom. BUT- If you have a grievance, or feel that you have been treated unfairly, please discuss the matter directly with the person involved. If the problem is not resolved, then you must discuss it with the responsible Instructor. If the matter involves the Instructor, and you feel uncomfortable discussing it with that Instructor, then you must discuss it with the Academic Dean. If you still feel unsatisfied, you must see the Executive Director for help. If you have a grievance related to Financial Aid, please discuss the matter with the Financial Aid Processor and in all instances where it has been unresolved, report to Dean of Student Services/Financial Aid Director. The Dean of Student Services/Financial Aid Director will consult with FAME and the Department of Education until the problem is resolved. Upon acceptance to Academy for Nursing and Health Occupations, you were assigned an Instructor/Employment Counselor. If you feel more comfortable going to this person, please do so. The Instructor/Employment Counselor then has the responsibility to resolve the issue in question with all parties it pertains to. The entire staff/faculty of Academy for Nursing and Health Occupations, have an "open door policy" in order to welcome your input. We cannot improve if we don't know what's not right.

Any employee of Academy for Nursing and Health Occupations, that has had a student file a grievance with them has the responsibility to help the student document it, thoroughly listen and try to resolve the matter, and whether resolved or not, should discuss it with their supervisor. Any unresolved matter will be dealt with by the Executive Director (Admin@anho.edu). Through the entire process, all faculty have the responsibility to quickly and confidentially meet the needs/concerns of the students. Under no circumstances will there be any repercussions toward a student.

If you ever feel that your rights are being violated due to an act of discrimination based on race, color, gender, sexual orientation, national origin, disability including intellectual disabilities, religion, age, political or religious affiliation, citizenship, marital status, or belief, you must see the Director immediately. Please know that discrimination is not tolerated at Academy for Nursing and Health Occupations, under any circumstances and that your input will be thoroughly investigated and taken very seriously.

If your grievance is with the Executive Director, you may request a committee of three people, not including the Executive Director, to resolve your grievance. The three-committee members will include the Academic Dean and two Board Members. If you still feel ANHO has not resolved your grievance, you may file with the applicable agency.

1. ANHO is institutionally Accredited by the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350 Phone # (800)917-2081 www.council.org
2. ANHO is licensed by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Phone # (850) 245-3200. www.fldoe.org/policy/cie/
3. The Accreditation Commission for Education in Nursing (ACEN) has accredited the Associate of Science Degree in Nursing Program at ANHO and may be contacted at 3343 Peachtree Rd, NE, Suite 850, Atlanta, GA 30326, Phone #404-975-5000 or www.acenursing.org.

RETALIATION PROHIBITED:

No person or agency may discharge or in any other manner discriminate or retaliate against any person, or deny to any person a benefit to which that person is entitled because such person has filed any complaint, instituted or caused to be instituted any proceedings under or related to the Act has testified or is about to testify in any such proceedings or investigation or has provided information or assisted in an investigation.

Student Name

Student Signature/Date