

GRIEVANCE POLICY

To ensure due process and enable a good faith dispute resolution environment, if a student has any problems or concerns regarding his or her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should discuss the issue with their Department Head. If the issue is still unresolved, then the student should make an appointment with the Director of Education. The student may also speak with the Campus Director for further assistance, if required. The reason for the grievance policy is to resolve any complaints at the campus level. Should these conferences come to an impasse, the student may contact the Vice President of Tri-State Educational Systems, Inc. A student who feels his or her problems and concerns are not able to be resolved within the organizational structure of Ohio Business College should contact the Executive Director of State Board of Career Colleges and Schools. The address is 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. The telephone number is (614) 466-2752 or (877) 275-4219. A student may also contact the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Telephone number (770) 396-3898 or (800) 917-2081 or at www.council.org.