

## **STUDENT GRIEVANCE PROCEDURE**

If a student has a complaint with the School, instructor, or fellow classmate, a student must:

1. Discuss the matter with the faculty or staff within 14 days.
2. If unresolved, file a written and signed complaint with the School Director, currently William C. Fulcher, D.D.S., within 14 days of incident discussion.
3. Allow 5 days for a written response from the School Director, currently William C. Fulcher, D.D.S.
4. If unresolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov)
5. A formal, written outcome will be provided to all parties involved, and a file will be kept at the School.

THIS DOCUMENT IS PUBLISHED IN THE CURRENT SCHOOL CATALOG, BEING VOL. 7  
JANUARY/2017.