



GRIEVANCE FORM*

The Grievance policy is published in Angeles University School Catalog (Section 7: Student Rights, Subsection 7.10: Student Grievance Policy)

<input type="checkbox"/> B.A. in Business Administration (BABA) <input type="checkbox"/> Master of Business Administration (MBA) <input type="checkbox"/> Medical Assistant (MA)	<input type="checkbox"/> Nurse Assistant (NA) <input type="checkbox"/> Vocational Nursing (VN)
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The purpose of this form is to assist you in filing a complaint with Angeles University. Grievances must be filed within 30 days of occurrence.

Student Name/Class Cohort#: _____

Grievance Filed Date: _____

Contact Number or Email: _____

Date/Time* of Incident
(if known): _____

Describe grievance (Specify pertinent dates and specific individuals; also attach any supporting documentation)
Summarize the nature of your grievance in clear and concise language. Please keep the information objective:

Student's
Signature _____

Signed Date: _____

Step I: Take your grievance directly to the instructor in the incident and allow that person to read and answer your grievance.

Response by Instructor:

Instructor's Signature: _____

Signed Date: _____



Step II: If you remain unsatisfied with the outcome of this meeting, you must make an appointment with Director of Academics (Program Director) and discuss the incident with them.

Response by the Program Director:

Program Director's
Signature: _____

Signed Date: _____

Step III: If the student feels that their grievance has not been given appropriate consideration and the student has this form with all of the appropriate signature, the student may then make an appointment with the School Administrator.

Final Decision:

School Administrator's
Signature: _____

Signed Date: _____

--- If the grievance is not resolved by the School Administrator, please see the next page. ---



External Resources

If the student's grievance cannot be resolved by the school and its problem involves the licensing programs, the student has the right to contact external entities, such as the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), California Department of Public Health Services (CDPH) for further assistance. For other problems, please contact the Bureau for Private Postsecondary Education (BPPE) and/or Accrediting Bureau of Health Education Schools (ABHES). Please refer to a Student Services Coordinator to obtain more information.

State Licensing Boards:

- If the problem involves the VN program, you may contact the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833

T: (916) 263-7800 • Web: www.bvnpt.ca.gov • E-mail: bvnpt@dca.ca.gov
<https://www.bvnpt.ca.gov/contact.shtml>

- If the problem involves the NA program, you may contact the California Department of Public Health Services (CDPH)

California Department of Public Health Services (CDPH)

1615 Capitol Avenue, MS 3301, Sacramento, CA 95899-7416

P.O. Box 997416, MS 3301, Sacramento, CA 95899-7416

T: (916) 327-2445 • Web: www.cdph.ca.gov • Contact: cna@cdph.ca.gov

For other problems, you are able to contact:

Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818, West Sacramento, CA 95798-0818

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

T: (888) 370-7589 • Web: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov • Contact: https://www.bppe.ca.gov/about_us/contact.shtml#dca_contact_form

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd., Suite 730, North Bethesda, MD 20852

T: (301)291-7550 • Web: www.abhes.org • E-mail: info@abhes.org