

## **Student Complaint Policy.**

Students who wish to file a complaint related to the accreditation standards, student rights to due process and appeal mechanisms must submit the complaint in writing to the Assistant Dean for Assessment and Accreditation. The confidentiality of the student making the request will be respected unless required for the resolution of the complaint. The Assistant Dean for Assessment and Accreditation will bring any such complaints to the Pharmacy Executive Committee for discussion and will provide the student with a written response to their complaint. Complaints will be investigated in a thorough and timely manner by the Pharmacy Executive Committee in consultation with faculty, students and others as required. Students who are dissatisfied with the resolution of a complaint may contact ACPE directly by email to [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org). The Assistant Dean for Assessment and Accreditation will maintain a record of complaints and written documentation as to the resolution of the complaint and any changes made as a result of the complaint.