



**All Blue Cliff College students accept issuance of and review a copy of the college catalog during the admissions process. Pages 52-53 of the catalog states the following:**

### **Student Complaint / Grievance Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints considered by ACCSC must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to ACCSC at the address listed below. A copy of the Commission's Complaint Form is available and may be obtained by contacting the Campus Director.

Issues may arise about which reasonable people will disagree. Blue Cliff College has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the College or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within 10 calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

- **Classroom Matters:** Students with grade complaints or grievances related to classroom matters must first discuss their concerns with the instructor. If the matter is not resolved, students may bring the complaint to the attention of the Director of Education or Campus Director, who will meet with all parties involved for resolution.
- **Other Academic Matters:** Students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with their Director of Education or Campus Director.
- **Non-Academic Matters:** Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all the parties concerned, and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.
- **For All Matters:** If unsatisfied with the decision of the Campus Director, students may write to the Vice President of Academics of the Blue Cliff College system, 11744 Haymarket Ave., Suite D, Baton Rouge, LA 70816. If still unsatisfied students may write to the relevant State licensing body or national accrediting agency, as follows:
  - **Accrediting Commission of Career Schools and Colleges of (ACCSC):** Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. [www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form may be obtained from the Campus Director. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

- **Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 | (703) 247-4212 | [www.accsc.org](http://www.accsc.org)
- **Blue Cliff College Corporate Office**  
11744 Haymarket Avenue, Suite D, Baton Rouge, LA 70816 | (225) 292-7078
  - **State of Arkansas:** Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212. [www.accsc.org](http://www.accsc.org)
    - **Massage Therapy**  
**Arkansas State Board of Massage Therapy**  
101 E. Capitol Avenue #206, Little Rock, AR 72201 | (501) 683-1448
  - **State of Louisiana:** Student complaints relative to actions of school officials may be addressed to the Louisiana Board of Regents, Division of Planning, Research and Performance, Proprietary Schools Section, 1201 North Third Street, Suite 6-200, Baton Rouge, LA 70802, (225) 342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.
    - **Cosmetology**  
**Louisiana Board of Cosmetology**  
11622 Sunbelt Court, Baton Rouge, LA 70809 | (225) 756-3404
    - **Louisiana Board of Massage Therapy**  
2645 O'Neal Lane, Bldg. C, Ste E, Baton Rouge, LA 70816 | (225) 756-3488
- **State of Mississippi:** Student complaints should be directed in writing to the State of Mississippi Commission on Proprietary School and College Registration, 3825 Ridgewood Road, Jackson, MS 39211, (601) 432-6185.
  - **Mississippi State Board of Cosmetology**  
239 N. Lamar Street, Suite 301, Jackson, MS 39201 | (601) 432-6185
  - **Mississippi State Board of Massage Therapy**  
PO Box 20, Morton, MS 39117 | (601) 732-6038