



# STONE ACADEMY

## **Grievance Policy**

We all experience times when questions or concerns arise that we must be able to discuss and have resolved. In any environment, whether school or business, it is important to know the person with whom we should speak and the procedure for obtaining resolution to our concerns.

Stone Academy treats our programs as a form of on-the-job training for our students. For that reason, we ask that any question, concern, or suggestion regarding a class first be discussed first with the instructor. Any remaining grievance, or issue with the program should next be forwarded to the Program Manager. If there is still an active concern after meeting with the instructor and the program manager, or if the concern is a campus issue, an appointment should be immediately scheduled to meet with the Campus Director to identify a resolution.

If after meeting with the Campus Director, any unresolved problems should then be addressed in writing to: Mr. Kenneth Zane, Provost, Stone Academy, 745 Burnside Avenue, East Hartford, CT 06108, 860-569-0618. Outline the disagreement and the attempts to resolve the issue(s). If it an Appeal to overrule a discussion, any documentation, evidence, or statement to be considered for accommodation should also be included. Upon review of the statement presented by the student, and documentation submitted by the administration, a final decision will be rendered and forwarded in writing to the student's official mailing address. It is our policy not to allow any outside participants to join in any meeting between students and representatives of Stone Academy.

A student may also contact Office of Higher Education, CT State Approving Agency, Academic Affairs, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103-1841, (860) 947-1816. A student can also direct their concerns in writing to the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043, 703-917-9503.