

# Marion Technical College - Physical Therapist Assistant Program Public Comment Policy

The Physical Therapist Assistant (PTA) Program at Marion Technical College (MTC) engages in continuous and systematic evaluation and improvement. We welcome your comments, suggestions, ideas, and constructive criticism as part of that process. The Grievance / Due Process policies (MTC Catalog and related handbooks) provide a voice for students, employees, and other affiliated persons. However, individuals in the community who do not have a formal affiliation with this institution or program are also welcome to provide comments according to the *following policy*:

1. This process is only for comments or concerns that cannot be addressed by existing grievance/due process procedures described in College Policy #440 (Student Grievances/Complaints), the MTC catalog, Faculty Handbooks, Clinical Contracts, or the PTA Program Student Handbook.
2. Comments must be provided in writing and signed by the author. Anonymous submissions will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
3. Comments must be submitted to the following:  
Director, PTA Program  
Marion Technical College  
1467 Mount Vernon Avenue  
Marion, OH 43302
4. The Director of the MTC PTA Program shall respond to all comments within ten (10) business days from receipt of the comment to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made to the Dean of Allied Health within ten (10) business days from the response of the MTC PTA Program Director. Again, if satisfactory resolution is not or cannot be reached, appeal may be made to the Vice President of Instructional Services within ten (10) business days from the response of the Dean of Allied Health. The decision of the Vice President of Instructional Services will be final and not subject to further appeal. Neither the Dean of Allied Health nor the Vice President of Instructional Services will become involved until all attempts to resolve the issue with the Director of the PTA Program have been exhausted, unless the comment is directly related to the performance of the Director of the PTA Program.
5. Records of all correspondence will be confidentially maintained by the Program Director for seven (7) years. These records are not open to the public.