

How to submit a comment, critique, or complaint about the PTA Program.

We welcome input from all communities in an effort to improve MGCCC Physical Therapist Assistant program. Comments, critiques and complaints may be made about the MGCCC PTA program, PTA students and graduates.

Students are encouraged to follow grievance procedures as outlined in the College Student Handbook under [grievances](#).

Those community members that are not a student, faculty, or clinical educator should utilize the following procedures:

Comments must be made in writing and signed by the author. Anonymous submissions will not be considered for reply or response. Comments should be submitted to the PTA Program Director at the following address. (If the complaint is about the program director, the complaint should be addressed to the College Chair of Allied Health who will take the same course of action as described in this policy.)

Comments should be submitted to:
MGCCC
PTA Program Director
51 Main St.
Perkinston, MS 39573

The PTA Program Director (or College Chair of Allied Health) will respond to all comments within seven days to further discuss and resolve the issue. If satisfactory resolution cannot be reached, appeal may be made within 7 days to the College Chair of Allied Health who, at his/her discretion, may involve additional personnel or administration to reach resolution.

The student and/or community member not satisfied with the outcome of the complaint has the option of filing a formal complaint to the **Commission on Accreditation in Physical Therapy Education**. This process can be viewed at:
<http://www.capteonline.org/Complaints/>

Complaints concerning the Program will be housed in the PTA Program Director's office and filed under *Program Complaints*. These records will be held for three years. Complaints will be made available for review upon written request of interested parties, unless the complaint is of a personal nature and law would prohibit such complaint from being made public. The program director (and/or College Chair of Allied Health) will work to ensure there is prohibition of retaliation against complainants.