



ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION

**COMPLAINT AGAINST A PROGRAM SUBJECT TO ACOTE ACCREDITATION**

Please indicate the college/university against which you wish to file a complaint:

INSTITUTION: \_\_\_\_\_  
CITY, STATE: \_\_\_\_\_

I verify that:

- 1) I have made reasonable efforts to resolve the complaint, or alternatively that such efforts would be unavailing.

**Please describe the efforts you have made to resolve the complaint. Please also attach supporting documentation to demonstrate the academic program's complaint or grievance policy has been followed and reasonable efforts made to resolve the complaint, or alternatively information to demonstrate such efforts would be unavailing:**

- 2) The complaint is related to accreditation *Standards* or accreditation policies or procedures that I believe are not being met by the program. (*ACOTE will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, appointment, promotion, or dismissal.*)

**Please describe the nature of the complaint. Please also attach supporting documentation to substantiate your complaint:**

Please indicate the [accreditation Standards](#) or [accreditation policies or procedures](#) that you believe are not being met by the program:

**Please sign the complaint and provide your contact information:** *(OTA Accreditation staff will protect the confidentiality of the complaining party unless release of identity has been authorized, or disclosure is required by legal action.)*

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, & Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Do you grant AOTA staff permission to release your name in case it is requested in the investigation of the complaint?**

Yes       No

**Please forward your completed form and supporting documentation (with the names redacted of any individuals who are not directly related to the complaint) attached to an e-mail addressed to [accred@ota.org](mailto:accred@ota.org).**