

PTA Program Public Comment Policy

The Physical Therapist Assistant Program at Delaware Technical Community College (Wilmington Campus) engages regular monitoring of program functions consistent with College protocol and the accreditation standards as set forth by CAPTE* (Commission on Accreditation in Physical Therapy Education). We welcome the comments, suggestions, ideas, and constructive criticism of the public. The Grievance / Due Process policies (Delaware Technical Community College Catalog and Handbooks) provide a voice for current and prospective 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 the Delaware Technical Community College catalog, Faculty Handbook or the PTA Program Policy and Procedure Manual.
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:

Delaware Technical Community College
c/o PTA Program Department Chair
300 N. Orange St
Wilmington, DE 19801

4. The PTA Program Department Chair will respond to all comments within seven (7) days of receipt of written documentation to further discuss and resolve the issue. If satisfactory resolution is not or cannot be reached, appeal may be made to the Instructional Director of the Allied Health/Science Department. If satisfactory resolution is not or cannot be reached, appeal may be made to the Dean of Instruction. The decision of the Dean of Instruction will be final and not subject to further appeal. No other College process may be utilized. Neither the Instructional Director of the Allied Health/Science Department nor the Dean of Instruction will become involved until all attempts to resolve the issue with the PTA Program Department Chair have been exhausted, unless the comment is directly related to the performance of the PTA Program Department Chair.
5. It is a violation of college policy for any member of the college community to retaliate against any person who issued a comment regarding the program and/or the institution. This includes comments from both internal and external stakeholders (faculty, staff, students, clinical faculty, patients and the general public). Anyone who believes that he/she has been subject to retaliation arising from a comment is encouraged to report such behavior to the college.
6. Records of all correspondence will be confidentially maintained by Department Chair for five (5) years. These records are not open to the public.

**The Commission on Accreditation in Physical Therapy Education*

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