



**Academic Affairs Division of Global, Interprofessional, and
Specialized Programming**

Continuing Education Complaint Policy/Procedure

June 30, 2023

Responsible Party: Dean of Global, Interprofessional, and Specialized Programming

Participants wishing to submit a complaint due to dissatisfaction with continuing education (CE) program provided by Salus University should contact the Academic Affairs Division of Global, Interprofessional, and Specialized Programming (GISP) at the following address:

Salus University
Academic Affairs Division of Global, Interprofessional, and Specialized Programming
8380 Old York Road
Elkins Park, PA 19027
Email: gisp@salus.edu

The participant must indicate the nature of the complaint; the CE program about which the complaint is based; the date and time of the issue giving rise to the complaint; and any other pertinent information about the complaint. GISP will respond in writing to complaints within 15 business days of receipt of the complaint. GISP will make determinations regarding appropriateness of refunds based on complaints in consultation with the Salus University CE advisory group.