



**FEDERAL EXPRESS SIGNATURE REQUIRED  
& ELECTRONIC SUBMISSION TO: [ebowden@rosseducation.edu](mailto:ebowden@rosseducation.edu)**

July 2, 2019

ID#: I-292-07

Ms. Elizabeth Bowden  
Campus President  
Ross Medical Education Center  
930 Old Monrovia Road, NW, Suite 12  
Huntsville, AL 35806

Dear Ms. Bowden,

The Commission of the Accrediting Bureau of Health Education Schools (ABHES) has received the report of the Appeal Panel following the institution's June 4, 2019, appeal of the Commission's February 5, 2019, action withdrawing the Dental Assistant – Diploma program approval from the institution's grant of institutional accreditation. A copy of this report is enclosed.

The Appeal Panel voted to affirm the Commission's decision to withdraw the Dental Assistant – Diploma program approval from the institution's grant of institutional accreditation for failure to demonstrate at least a 70% placement rate. The Appeal Panel found that the record before the Commission at the time of its decision supported the Commission's conclusion.

The Commission has now acted pursuant to Chapter III.E.2.i of the *Accreditation Manual* to implement the decision of the Appeal Panel. The decision to withdraw program approval for the Dental Assistant – Diploma program is now final and not subject to further appeal.

The institution is directed to teach out all existing students in the Dental Assistant - Diploma program and submit a teach-out plan for approval using the ABHES Teach Out Plan Approval Form available for download on the ABHES website at [www.abhes.org/forms](http://www.abhes.org/forms) which is consistent with applicable standards and regulations and provides for the equitable treatment of students no later than **July 12, 2019**. The institution may not enroll any new students or allow any students who have previously dropped to reenter during the teach-out of the program. The last date of accreditation of the Dental Assistant -Diploma program, for the purposes of the teach-out, will be determined based on the date all current students are projected to complete the program according to the teach-out plan. If the institution does not submit a teach-out plan, or if the plan is determined not to meet ABHES requirements, the last date of accreditation for the program will be **July 12, 2019**.

As is set forth in Chapter I.B.1 of the *Accreditation Manual*, federal and state regulators are copied on and provided this correspondence simultaneously to you. Chapter I.B.1 of the *Accreditation Manual* also provides that within 60 days of this final negative action, the Commission makes available upon request to the Secretary of the U.S. Department of Education, appropriate state agencies recognized accrediting agencies,

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and the public, a brief statement summarizing the reasons for this negative action and the official comments, if any, that your institution wishes to make with regard to this decision, or in the absence of official comment from your institution, evidence that the institution or program was offered the opportunity to provide official comment. Consequently, if you wish to make a brief official written comment on this negative action you must do so by **5:00 p.m., Eastern Time, July 12, 2019**. You are not required to make such statement, and failure to do so within the time allotted will be understood as a decision not to comment.

Pursuant to Chapter III.C.7 of the *Accreditation Manual*, the institution may not apply to ABHES to add the Dental Assistant – Diploma program or substantially the same program for a period of **one year following the date of this letter** setting forth the final decision of the Commission. Please be reminded that all advertising and promotional materials must not include misleading or erroneous statements and correctly reference accreditation for each location. See Chapter IV.E.2.a.iii of the *Accreditation Manual*. It is the Commission's expectation that the institution will accurately disclose the accreditation status of the Dental Assistant-Diploma program in all advertising and promotional materials, including on the institution's website.

Sincerely,



India Y. Tips  
Executive Director

Enclosure: Appeals Panel Report

- c: Herman Bounds, U.S. Department of Education
- Christopher Miller, U.S. Department of Education, Area Case School Participation
- Susan Crim, Director, Administrative Actions and Appeals Service Group, U.S. Department of Education
- Tivoli Nash, Office of Private School Licensure, Alabama Department of Postsecondary Education
- Mary Margaret Coughlin, ABHES Staff



**FEDERAL EXPRESS SIGNATURE REQUIRED  
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February 5, 2019

ID#: I-292-07

Ms. Elizabeth Bowden  
Campus President  
Ross Medical Education Center  
930 Old Monrovia Road, NW, Suite 12  
Huntsville, AL 35806

Dear Ms. Bowden,

The Commission of the Accrediting Bureau of Health Education Schools (ABHES), at its January 2019 meeting, reviewed your institution's outcome reporting letters and responses to those letters. The continued reporting allowed the institution additional opportunity to demonstrate compliance with accreditation requirements. Based on review and discussion, the Commission acted to **withdraw** the Dental Assistant - Diploma program approval from the institution's grant of institutional accreditation based on the following from the *Accreditation Manual*.

According to Chapter III, Section A, Subsection 10, failure to demonstrate at least a 70 percent placement rate raises a question whether accreditation requirements are being met. An institution is required at minimum to demonstrate that it has effectively analyzed the situation and taken measures to correct the deficiency through creation of an action plan.

Furthermore, Chapter III, Section C, states the Commission may withdraw accreditation at any time if it determines that placement rates fall below 70 percent. The Commission may at its discretion provide an opportunity for the institution or program to bring itself into compliance within a time period specified by the Commission. The findings of non-compliance for the Dental Assistant - Diploma program was first noticed to the institution in the Commission's letter dated August 15, 2017.

According to our records, the placement rates below have been reported for the Dental Assistant - Diploma program to date:

- December 2016 – The institution reported a placement rate of 54% on its 2015-2016 Annual Report.
- May 2017 – The institution reported an updated placement rate of 52% for the 2015-2016 reporting year.
- October 2017 – The institution reported an updated placement rate of 54% for the 2015-2016 reporting year.

- November 2017 – The institution reported a placement rate of 52% on its 2016-2017 Annual Report.
- May 2018 – The institution reported an updated placement rate of 57% for the 2016-2017 reporting year.
- October 2018 – The institution reported an updated placement rate of 62% for the 2016-2017 reporting year.
- November 2018 – The institution reported a placement rate of 62% on its 2017-2018 Annual Report.

The institution is directed to teach-out all existing students in the Dental Assistant - Diploma program and submit a teach-out plan for approval using the ABHES Teach Out Plan Approval Form no later than February 20, 2019. The institution may not allow any students who have previously dropped to reenter during the teach-out of the program.

**Should the institution wish to appeal the action of the Commission withdrawing its Dental Assistant – Diploma program from the institution’s current grant of institutional accreditation it may do so by filing in hard-copy a statement of its intent to appeal the Commission action. This statement of intent to appeal must be submitted within 10 calendar days of the date of this action letter. A non-refundable \$5,000 appeal fee and a \$10,000 expense deposit must accompany this statement of intent to appeal. This fee must be submitted in the form of a money order or cashier’s check payable to “Accrediting Bureau of Health Education Schools.”**

The institution will be provided a summary of expenses following the appeal hearing and will be refunded or charged the difference from the \$10,000 deposit.

**The Commission’s decision to withdraw the accreditation of the Dental Assistant-Diploma program will be published on the ABHES website in accordance with Chapter III.E.1. of the *Accreditation Manual*. Should ABHES receive a proper statement of intent to appeal as set forth above it will modify its public notification of the negative action to indicate that the Commission’s final action is under appeal. As provided in Chapter III.E.1 of the *Accreditation Manual* the program remains in accredited status while an appeal is pending.**

The institution should review carefully all procedures governing its appeal, in accordance with the procedures found in Chapter III.E.2. of the *Accreditation Manual*. The appeal is based upon the information available to the Commission at the time of its action.

#### **Requirements for written statement of grounds for appeal**

A written statement of the grounds for appeal must be submitted on a USB drive or on a CD Rom **within 45 calendar days of the date of this letter**. It is imperative that the USB drive or the CD Rom is properly labeled with the (1) institution’s name, (2) city/state, (3) the institution’s ABHES ID #, (4) “Statement of grounds for appeal”, and (5) date.

The cover letter, narrative, and exhibits must be formatted in accordance with the instructions “Preparing Your Institution’s Response” found under the Forms Tab on the ABHES Website at [www.abhes.org/forms](http://www.abhes.org/forms). Please be advised, according to the instructions, electronic bookmarks must be used to identify supporting

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exhibits in the response. **A response, which does not include electronic bookmarked exhibits, will not be accepted.**

**In the absence of the institution perfecting an appeal in compliance with the requirements set forth in the *Accreditation Manual*, the action becomes effective beginning on the eleventh calendar day from the date of this letter.**

If you have any questions concerning this correspondence, please feel free to contact me directly at (703) 917-9503.

Sincerely,

A handwritten signature in cursive script that reads "India Y. Tips". The signature is written in black ink and is positioned above the printed name and title.

India Y. Tips  
Executive Director