



MARION TECHNICAL COLLEGE

PLANS AND PROCEDURES MANUAL

STUDENT GRIEVANCE

EFFECTIVE SCHOOL YEAR: 2026-2027

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT



Student Grievance Procedure

All students have the right to appeal administrative decisions made by faculty & staff of the program. Every attempt should be made to rectify the perceived grievance by a meeting among interested parties. Prior to initiating the grievance process outlined below, the student must first request in writing a meeting with their class instructor and the Program Manager. If the student feels the situation is not rectified at that level, the student may pursue an appeal by following the grievance process in the order listed below. This procedure is provided to comply with the Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1976, Section 504, and the Americans with Disabilities Act (ADA) of 1990.

Failure on the part of a student to observe the time limits for initiation and follow-up on a complaint or grievance will automatically result in the complaint or grievance being considered abandoned.

Level One:

A written statement is delivered to the department administrator within three (3) working days of the perceived incident. Email is acceptable. The statement must fully describe the circumstances giving rise to the perceived grievance and description of the student's efforts made to resolve the grievance. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Two:

Suppose the student desires to appeal the decision made at Level One. In that case, the student must provide a written statement to the Assistant Principal of Marion Technical College (MTC) within three (3) working days of the decision at Level One. The statement must fully describe the circumstances giving rise to the perceived grievance and description of the efforts made to resolve the grievance at the previous level. A decision regarding this appeal will be made within three (3) working days of receiving the appeal, exclusive of weekends or holidays.

Level Three:

Suppose the student desires to appeal the decision made at Level Two. In that case, the student must present the perceived grievance within three (3) working days to the Principal of Marion Technical College (MTC). The student must submit a written statement to the Principal describing fully the circumstances giving rise to the perceived grievance and the efforts made to resolve the grievance at the previous levels. The Principal will review the statement of the grievance and will, discuss the grievance with all interested parties and decide whether the previous decisions stand or will be revised. All parties have the right to a face to face meeting with the Principal of MTC. Every effort will be made to resolve this issue within two (2) weeks.

The Superintendent's designee for coordinating all student grievances is the Director of Student Services and may be reached by phone at 352 671 6860 from 8:00 am to 5:00 pm on school days or by mail at 1614 East Fort King Street Ocala, FL. If the grievance is not settled at the district level, the student may appeal to the accreditation agency (COE).

Council on Occupational Education
7840 Roswell Road
Building 300, Suite #325
Atlanta, Georgia 30350
770 396 3898

OR

Florida Department of Education
325 W. Gaines Street
Tallahassee, Florida 32399
850 245 0505



Student Grievance Form

Instructions: Please fill out this form completely and provide all required documentation to help us address your grievance. Once completed, submit this form to the appropriate administrator.

1. Student Information:

a. Full Name: _____

b. Student ID Number: _____

c. Phone Number: _____

d. Email Address: _____

e. Program/Department: _____

f. Year of Study: _____

2. Grievance Details: Date of Incident: _____

3. Location of Incident (if applicable): _____

4. Instructor/Staff Involved (if any): _____

5. Type of Grievance: ☐ Academic ☐ Non Academic ☐ Harassment/Discrimination ☐ Financial

☐ Other (Please specify): _____

6. Description of Grievance: (Please provide a detailed account of the grievance. Attach additional pages if necessary.) _____

7. Steps Taken by the Student:

Have you attempted to resolve this issue with the involved parties?

a. ☐ Yes ☐ No If yes, please describe the steps you have taken and the outcomes:

8. Desired Outcome:

What action do you hope the college will take to resolve this grievance?

9. Supporting Documents:

Are you attaching any documents to support your grievance? ☐ Yes ☐ No List of attached documents (if any): _____

10. Declaration:

I hereby declare that the information provided in this form is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

--For Office Use Only --

Date Received: _____ Received By: _____

Action Taken: _____

Marion Technical College, 1014 SW 7th Road, Ocala, Florida 34472

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