

## **FMTC Grievance Procedure**

If a student or applicant feels he/she has been unfairly treated, he/she may appeal any policy or procedure. First, the student is to discuss the matter with his/her program instructor. If the conflict still exists, the student should then talk with the program manager or associate director. If the conflict persists, the student may make an appointment with the school director.

If the student wishes to challenge the findings of the director, he/she may appeal this decision to an appeal committee composed of administrators at The School District of Lee County, Florida. The committee will consist of the Director of Adult and Career Education, the Director of Student Services, and the Director of a technical college not involved in the case. The appeal should be made in writing within five work days after notification to the student. The appeal committee will review the facts of the case and findings of the director and make a decision regarding the disposition of the student's case. The actions and/or sanctions imposed by the appeal committee are final and shall constitute final agency action of The School District of Lee County, Florida.

If a student feels his or her concerns have not been satisfied on the local level, the student is free to write to the following address, which is the accrediting body for the school:

Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

If the conflict is of a discriminatory or sexual harassment nature, the student may be referred to the technical college's equity coordinator (for more information, please see Equity Policy and contact information in the college's student handbook).