

GRIEVANCE PROCESS OVERVIEW **GENERAL**



**ATLANTIC
TECHNICAL
COLLEGE**

School

- Student has an informal meeting with the staff member involved in alleged unfair action.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

School

- Student submits the completed grievance form to the Principal/Director per the instructions located on the grievance form.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

District

- Student contacts the Director/Designee of the Office of Service Quality.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

District

- Student contacts the Superintendent of Schools Office.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

State & Federal

- There are several state and federal agencies and organizations for filing a complaint after all recourses have been exhausted and the student believes the complaint may warrant additional investigation.
- Refer to the BTC Student Handbook for details.

For the full grievance policy and procedures, refer to the Broward Technical College (BTC) Student Handbook www.browardtechnicalcolleges.com/btc-student-handbook. The grievance form may be requested from an ATC Administrator.

GRIEVANCE PROCESS OVERVIEW

DISABILITY SERVICES



ATLANTIC
TECHNICAL
COLLEGE

School

- Student has an informal meeting with the staff member involved in alleged unfair action.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

School

- Student submits the completed grievance form to the Principal/Director per the instructions located on the grievance form.
- Principal/Director submits the Grievance Resolution Notice to the Equal Educational Opportunities (EEO)/ADA Compliance Department prior to notifying grievant of resolution.
- If issue is resolved, stop here. If issue is not resolved, move to the next step.

District

- Student contacts the Superintendent of Schools Office and request an impartial hearing with the Equal Educational Opportunities (EEO)/ADA Compliance Department.
- The EEO/ADA Compliance Department will conduct an investigation and make a determination.

State & Federal

- There are several state and federal agencies and organizations for filing a complaint after all recourses have been exhausted and the student believes the complaint may warrant additional investigation.
- Refer to the BTC Student Handbook for details.

For the full grievance policy and procedures for disability services, refer to the Broward Technical College (BTC) Student Handbook www.browardtechnicalcolleges.com/btc-student-handbook. The grievance form may be requested from an ATC Administrator.



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. browardschools.com

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