

STUDENT GRIEVANCE PROCESS

It is our goal at MD Technical School to foster a stress-free learning environment. However, we understand there are times situations arise needing attention. Students should feel free to file a grievance without fear of retribution. Any student who desires to file a Grievance must follow the procedure outlined below:

1. The aggrieved student should initially convey the matter to the attention of his/her Instructor within 5 days of the Grievance. The Instructor has two (2) business days to resolve the issue.
2. If the student is dissatisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program President within one (1) business day of the incident which caused the grievance. The Program President has two (2) business days to resolve the issue.
3. If the student is not satisfied, the student may bring it to the attention School President within one (1) business day. The School President should resolve the issue within four (4) business days.

If the matter cannot be resolved by the School President, the student may appeal, in writing within 14 business days of reported grievance, to the Board of Presidents of MD TECHNICAL SCHOOL at 109 Olde Greenwich Road, Suite 101, Fredericksburg, VA 22408. The Board will have 5 days to respond to the written complaint. Their decision ends the in-house process.

After the student has exhausted all means listed above, and the student is not satisfied, as a last resort for resolving the complaint, he/she may contact the State Council of Higher Education for Virginia, by going to www.schev.edu, calling 804-225-2600 or in writing at the following address:

State Council of Higher Education for Virginia

James Monroe Building

101 North Fourteenth Street

Richmond, VA 23218

The State Council for Higher Education for Virginia provides an impartial panel to hear the concerns of the aggrieved party and intervene to resolve the conflict.

***Students will not be subject to adverse or unfair actions by ANY MD Technical School, faculty or staff as a result of initiating a complaint**

GRIEVANCE ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND THE GRIEVANCE PROCESS. I WILL MAKE A STAFF MEMBER AWARE IF I FEEL AGGRIEVED AT ANY TIME DURING MY TENURE WITH MD TECHNICAL SCHOOL, INC.

Signature: _____ Date: _____

All signatures are recorded digitally