

Emerald Coast Technical College Student Grievance Procedure

The purpose of the student grievance procedure is to provide a means to a fair and equitable resolution of any complaint that a student may have with regard to policy, procedure, rules, or regulations of Emerald Coast Technical College. Students are reminded that Emerald Coast Technical College is a public school operated by the Walton County School District and that Walton County School District publishes a Student Code of Conduct each year. Student Grievance procedures are outlined in the Walton County School District Student Code of Conduct and are restated here:

1. Informal: The student should first take a complaint to the person(s) involved and try to solve the problem.
2. If left unresolved: The student/parent must give the principal/director a written and signed grievance. This should describe the problem and give all facts and suggested solutions. This must be given to the principal not more than ten (10) days after the incident occurred. The principal will then render his/her response within three (3) school days when feasible.
3. If the student/parent does not agree with the principal's decision, the grievance, as described in Step 2, may be sent to the Walton County School District Superintendent. This has to be done within three (3) days after the principal's decision. The Superintendent's decision is considered final and will be rendered to the complainant within five (5) days.
4. Filed Student Grievances will be maintained for a period of seven (7) years from date of principal's decision.

No person shall, on the basis of gender, marital status, sexual orientation, race, religion, national origin, age or disability be denied receipt of services, participation in school activities or access to programs if qualified to receive such services. Any student who believes that he or she has been discriminated against may file a complaint with the Student Grievance Procedure described in this Code of Conduct to the Equity Officer, Walton County Schools, 145 Park Street, DeFuniak Springs, Florida 32435.

--Walton County School District Student Code of Conduct

Emerald Coast Technical College is approved for postsecondary public education programs through the Florida Department of Education. The following is current contact information for the Florida Department of Education, Division of Career and Adult Education: <http://www.fldoe.org/workforce>. Emerald Coast Technical College provides programs approved through the Florida Board of Nursing. The following is contact information for the Florida Board of Nursing: <http://floridasnursing.gov/>. Information regarding these approvals may be provided through the administrative offices at ECTC.

Emerald Coast Technical College is accredited by the Commission of the Council on Occupational Education. The Commission's contact information is:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, Georgia 30350
Telephone: 770-396-3898
FAX: 770-396-3790
www.council.org