

Grievance Procedures

Montgomery College is committed to equal opportunity that assures access, equity, and diversity. Montgomery College prohibits discrimination against any person on the basis of age, color, citizenship status, current or former military status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sex, or sexual orientation. The College is committed to providing an environment in which all persons are provided the opportunity for employment and/or participation in academic programs, and other College activities free from any form of harassment as prohibited by federal regulations and state laws. Any college student who believes that he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law shall have the right to invoke the Grievance Procedure.

Informal Grievance Procedure

Students are encouraged to discuss disability-related concerns with their DSS Counselor first. The DSS office will attempt to resolve issues by assisting the student in discussing concerns with the faculty member, department, or program. If a satisfactory resolution is not reached by this process, the student may contact the Director of ADA Compliance, Christopher Moy, 240-567-5412, Christopher.moy@montgomerycollege.edu, for further remedy. The formal Grievance process may be initiated at any time.

Formal Grievance Procedure

Any student or employee may file a discrimination complaint with the Director of Employee Relations, Diversity, and Inclusion (ERDI) when he or she believes a discriminatory violation has occurred. A formal discrimination complaint must be in writing on the [EEO Complaint Form](#) and include all pertinent information concerning the individual's complaint. All complaints will be subject to a comprehensive investigation. A discrimination complaint must be filed within 180 calendar days after the date the alleged violation occurred. If the discriminatory behavior is or has been continuous, the complainant should consult the Director of ERDI immediately.

More detailed information concerning the complaint procedures is available in the offices of the Dean of Student Services on all three campuses and the [Office of Employee Relations, Diversity, and Inclusion](#). The complete text of the Board of Trustees - Montgomery College, Equal Opportunity and Non-Discrimination Policy - Section 31006 is located at: [Equal Opportunity and Non-Discrimination Policy](#).

Students may also report incidents to the Department of Education's Office of Civil Rights:

U.S. Department of Education Office for Civil Rights

800-421-3481

OCR@ed.gov

Veteran's Priority of Service Policy

The Jobs for Veterans Act (JVA), PL 107-288, signed into law on November 7, 2002, requires that there be priority of service for veterans and eligible spouses in any workforce preparation, development, or delivery program or service directly funded in whole or in part, by the U.S. Department of Labor (38 U.S.C. 4215).

Priority of service means, with respect to any qualified Department of Labor employment and job-training programs, that Veterans **(1)** and Eligible Spouses **(2)** shall be given priority over non-Veterans for the receipt of employment, training, and placement services, notwithstanding any other provision of the law.

If you are a veteran or the eligible spouse of a veteran, you are entitled to priority service throughout the duration of your participation in the Capital Region Collaborative: Jobs in Technical Careers (CRC). This priority applies to any and all aspects of the program's services and facilities, and could include preferential class enrollment, and access to our exclusive career and internship counseling, connections, and opportunities.

1 Veteran: a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. Active service includes full-time duty in the National Guard or Reserve component, other than full-time duty for training purposes.

2 Eligible Spouse: the spouse of any of the following:

1. Any Veteran who died of a service-connected disability;
2. Any member of the Armed Forces serving on active duty who, at the time of application for priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. Missing in action;
 - b. Captured in line of duty by a hostile force; or
 - c. Forcibly detained or interned in line of duty by a foreign government or power;
3. Any Veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs;
4. Any Veteran who died while a service-connected disability (as described in number 3 above) was in existence.