

How to Appeal Decisions Made by MCTI

If you disagree with the Michigan Career & Technical Institute (MCTI) about a decision related to your rehabilitation program, you can appeal that decision. This fact sheet explains what you must do to have the decision reconsidered.

Talking it Over Informally

First, attempt to resolve the problem by talking it over with the MCTI staff person who made the decision you disagree with. An open discussion of your disagreement may help to clarify the situation and make the need for a formal review unnecessary.

Administrative Review

If you still disagree with the decision, after talking it over with your counselor, you have a right to request an administrative review.

In most situations, you may be asked to remain off campus pending the administrative review and the decision. These situations would include health and safety issues and campus security issues.

Requesting an Administrative Review

To request an administrative review, you must write to the MCTI School Director within 24 hours of being informed of the decision. In your letter, you must state the specific issues you are appealing and ask for an administrative review. Your request should be turned in to the director's secretary.

The Review Process

The review will be conducted by a randomly assigned MCTI supervisor. It will be held at MCTI at a time convenient to everyone involved in the review.

You will be able to present written information and have other individuals testify at the review to support your position. You also may question the written information and witnesses that MCTI presents to support the decision made by the school.

The review officer will send you a written decision within 10 days of the date of the administrative review. All decisions will be reviewed by the school director. The decision will become effective on the date it is mailed.

If you still disagree with the decision of the school, you may request a formal hearing. To request a hearing, you must write to the MRS Bureau Director within 30 days of the date the decision was made. In your letter you must state which decision you disagree with, state that you are an MCTI student, and ask for a formal hearing. The mailing address is:

MRS Bureau Director
Michigan Rehabilitation Services
PO Box 30010
Lansing, MI 48909

Some Important Rights

You have the right to be represented at any time during your review or formal hearing by a parent, guardian, family member, Client Assistance Program representative, other advocate, or an attorney.

If you need an interpreter, reader, transportation assistance because of your disability, or have other special needs during the course of your review or formal hearing, MCTI will provide this service at your request.

You may review and receive copies of information in your case record related to your review or formal hearing. However, there are two exceptions: First, some information must be requested directly from the agency that provided it. Second, some information may be shared only with your qualified representative. You will be told if either of these exceptions applies to you.

You have the right to review and receive copies of relevant Michigan Rehabilitation Services and MCTI policies and guideline statements.

For Further Information

If you have questions about the Michigan Career & Technical Institute appeals process, or any of your rights under the Rehabilitation Act of 1973, as amended, contact your MCTI counselor. Your counselor will be glad to discuss your questions or any other vocational rehabilitation matter.

You may receive additional information from the Client Assistance Program by calling the toll-free number 1-800-288-5923. This number is accessible by voice or TTY.

**Michigan Career & Technical Institute
Michigan Rehabilitation Services
Michigan Department of Human Services
11611 West Pine Lake Road
Plainwell, MI 49080
1-877-901-7360 (Voice)
1-269-664-9294 (TTY)
www.michigan.gov/mcti**

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