

Policy Name: 10.03.5 Non-Grade Academic Grievance Policy**Scope**

Grievances affecting a medical student's academic standing or status fall under this policy. This policy includes academic actions or decisions that stem from student academic performance that directly affect the academic standing or status. Actions under the *Academic Grievance Policy* include, but are not limited to, the requirement to repeat a class or year of study, placement on academic probation, suspension from the program, or dismissal from The University of Texas at Tyler (UT Tyler) School of Medicine. Any medical student adversely affected by an academic action or decision from the Student Progress and Promotions Committee (SPPC) may follow the process below for appeal.

This policy does not apply to grade appeals for a course or clerkship. See the Grade Appeal Policy.

Policy

A medical student may appeal any decision of the SPPC. Adverse actions that stem solely from decisions based on academic performance will be deferred until the grievance is resolved. Adverse actions that are the result of professionalism or conduct concerns will take immediate effect and stand until resolution of the grievance.

Process

1. A medical student must submit a written notice of grievance via the [Non-Grade Academic Grievance Form](#) within ten (10) business days following the date of initial notification documenting the adverse decision. The form is automatically routed to the Chair of the SPPC. The form requires the student grievance include details describing the requested consideration and proposed resolution.

Students can arrange a meeting with the Associate Dean of Student Affairs to review the processes and procedures for academic grievance and consult about preparation of documentation for review and consideration by the Ad-Hoc Appeals Committee.

2. The Chair of the SPPC will appoint a three-member Ad-Hoc Appeals Committee who will consider the appeal of the adverse action for the student who submitted the grievance. Members of the Ad-Hoc Appeals Committee cannot be members of the SPPC. The Ad-Hoc Appeals Committee will designate one individual to serve as the Chair. Faculty members will be appointed to serve on the Ad-Hoc Appeals Committee by the SPPC Chair depending on the nature of the appeal. Faculty members who are appointed must recuse themselves if any conflict of interest exists.

A hearing date must be set by the Ad-Hoc Appeals Committee for no later than thirty (30) business days following the receipt of a student grievance by the SPPC Chair. The

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Ad-Hoc Appeals Committee reserves the right to meet with any individual (i.e., faculty, staff, or other person) to understand the full context of the grievance. The student filing the grievance may meet with the committee during the hearing to make a statement and answer any questions from members. The student may also bring an advocate to the meeting; the advocate is not allowed to participate or speak during the meeting. If the advocate is an attorney, the student must notify the committee ten (10) business days prior to the hearing and a lawyer representing the institution must be present. Upon completion of the hearing, the Ad-Hoc Committee will decide the outcome of the grievance. Then the Ad-Hoc Appeals Committee Chair will work in conjunction with the Associate Dean of Student Affairs to formalize the decision in writing to present to the student.

3. The Ad-Hoc Appeals Committee Chair will render the decision in writing to the student no later than ten (10) business days following the hearing date. The Ad-Hoc Appeals Committee Chair will include the SPPC Chair, Associate Dean of Student Affairs, and Associate Dean of Undergraduate Medical Education on the email to the student.

If the student is not satisfied with the decision from the Ad-Hoc Appeals Committee, a written appeal via Patriots email can be made to the UT Tyler School of Medicine Dean within ten (10) business days of the written decision. The student must include a statement that outlines the basis for the appeal and include all supporting documentation provided to the SPPC. Upon review of the appeal, the Dean may choose to meet with individuals (i.e., faculty, staff, or other persons) to understand the context and review any related documentation. The Dean will render a final decision within ten (10) business days following receipt of the appeal and copies will be sent to the Associate Dean of Student Affairs, Associate Dean of Undergraduate Medical Education, Vice Dean of Academic and Faculty Affairs, and the Chair of the SPPC.

The decision of the Dean is final, and all actions being deferred pending a resolution will take immediate effect.

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