

Grievances and Due Process Policies

UT Tyler Clinical Psychology PhD Program

Complaint	Resolve Informally	File Formal Appeal	Appeal Contact	Location of Policy
Sexual Harassment	NO	YES	Title IX Coordinator	<p>Student Success: Nondiscrimination and Sexual Harassment Policy</p> <p>https://uttyler.smartcatalogiq.com/2023-2024/catalog/student-success/nondiscrimination-and-sexual-harassment-policy-and-complaint-procedure/</p> <p>Handbook of Operating Procedures:</p> <p>https://uttyler.smartcatalogiq.com/-/media/Institution/UT-Tyler/HOP-policies/243%20Sexual%20Misconduct%20(6).pdf</p>
Discrimination: age, race, and gender	NO	YES	Chief Student Affairs Officer	<p>Student Success: Nondiscrimination and Sexual Harassment Policy</p> <p>https://uttyler.smartcatalogiq.com/2023-2024/catalog/student-success/nondiscrimination-and-sexual-harassment-policy-and-complaint-procedure/</p> <p>Handbook of Operating Procedures:</p> <p>https://uttyler.smartcatalogiq.com/en/uttyler/hop/series-200-general-policies-and-procedures/2-4-1-nondiscrimination-policy-and-complaint-procedure/</p>

Disability Discrimination	YES	YES	Assistant Director of Student Accessibility	<p>Student Affairs: Nondiscrimination and Sexual Harassment Policy</p> <p>https://uttyler.smartcatalogiq.com/2023-2024/catalog/student-success/nondiscrimination-and-sexual-harassment-policy-and-complaint-procedure/</p> <p>https://uttyler.smartcatalogiq.com/en/2023-2024/catalog/student-success/complaints-and-grievances-process/</p> <p>Handbook of Operating Procedures:</p> <p>https://uttyler.smartcatalogiq.com/en/uttyler/hop/series-200-general-policies-and-procedures/2-4-1-nondiscrimination-policy-and-complaint-procedure/</p>
Academic Complaints	YES	YES	Provost	<p>Academic Policies: Academic Complaints:</p> <p>https://www.uttyler.edu/registrar/policies/academicgrievance.php</p> <p>https://www.uttyler.edu/academic-affairs/student-complaint/</p>
All Other Complaints	YES	YES	V.P of Area Involved	<p>Student Success: Non-Academic Student Grievances</p> <p>https://uttyler.smartcatalogiq.com/2023-2024/catalog/graduate-policies-and-programs/graduate-policies/grading-system/non-grade-academic-student-complaints/</p>

General Due Process and Non-Program Level Appeals

Students have the rights to due process regarding the proper handling of grievances. The steps in appealing decisions and ensuring due process rights are contained in the links above for the specific types of grievances filed.

Grade Disputes

Academic related grievances, such as disputes regarding grades, must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade; this is separate from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

If the student is not satisfied with the decision, the student may appeal in writing to the appropriate Chairperson of the department from which the grade was issued. Grievances may then be appealed to the Academic Dean and the Vice President for Academic Affairs/Provost.

Record and Storage of Non-Program Grievances

There are number of grievances available to students and these are referenced in the table above. Record of the grievance is stored in the program/area/department for the specific type of grievance filed. The general time for retention of non-program related grievances is 5 years per university policy.

Appeals Process for Program Level Decisions

Decisions regarding a student's official status within the program are handled based on the following guidelines. All students have the right to due process regarding decisions made in the program.

Watch, Warning, Probation or Dismissal Decisions If the student appeals the Program's or Committee's recommendations, the Department Chair, after considering the Committee's recommendation and after meeting with the student, will determine whether the student will be allowed to remain in the program. The Chair need not meet with the student before making a decision if the Chair has given the student a reasonable opportunity to meet and the student has either failed or refused to meet. The student will be notified of the Chair's decision in writing within fifteen working days of the chairperson's meeting with the student. If the student is dissatisfied with the Chair's decision, he or she may appeal to the Dean of the College of Education and Psychology. However, in order for an appeal to the Dean to be considered, the student must submit a written notice for an appeal to the Dean within fifteen working days of receiving the Chair's decision. The Dean will consider the matter based on results compiled by the Department Chair and notify the student of his or her decision within 15 working days of his/her receipt of the appeal from the Chair. The final appeal step is with the Provost or Vice President of Academic Affairs.

Storage of Program Specific Grievances and Appeals

Program specific, grade disputes, and faculty grievances are stored in the Chair's office in using one drive (electronic storage and retention software). A copy is retained by the DCT if it involves the Clinical Psychology Program. Grievances are stored for 5 years or until the next site visit in order for these to be reviewed by site visitors. Grievances will be reviewed by APA during the site visit and reported in summary form in the self-study submitted to APA.