

Manual of Policies and Procedures for Student Affairs

Chapter 1. General Policies

Subchapter 1-100. General Provisions

Sec. 1-101. Purpose and Application

a. The University of Texas at Tyler Manual of Policy and Procedures for Student Affairs constitutes the institutional rules on student services and student life. It may be consulted on the student Success web page at [UT Tyler Manual of Policy & Procedures, Table of Contents](#).

b. The *Regents' Rules* of the University of Texas System have full force and effect as concerns The University of Texas at Tyler. Certain aspects of student services and student life are treated only in the *Regents' Rules* and certain portions of the Manual of Policy and Procedures for Student Affairs have, since their enactment, been superseded or amended by the *Regents' Rules*.

c. The *Regents' Rules* may be consulted on The University of Texas System web page at [The University of Texas System - Board of Regents' Rules and Regulations](#).

Sec. 1-201. Definitions

a. In this chapter, unless the context requires a different meaning,

1. "chief student affairs officer " means the chief student affairs officer or their designee;
2. "university" means The University of Texas at Tyler;
3. "student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while the person is on campus.
4. "faculty or staff" means a current employee of The University of Texas at Tyler.

Sec. 1-301. Maintenance and Amendment

a. The official version of The University of Texas at Tyler Manual of Policy and Procedures for Student Affairs is maintained in the Office of Student Success.

b. Amendments to this document can be drafted by any Student Success staff member. Each amendment is to be presented to the Chief Student Affairs Officer for review. With the approval of the Chief Student Affairs Officer, any substantive amendment will be presented at a division executive staff meeting for discussion and approval vote (simple majority). All non-substantive amendments approved by the Chief Student Affairs Officer will be automatically incorporated into the official web version. The Chief Student Affairs Officer will update the official web version of the Manual, and notify staff members of revision.

Sec. 1-401. Approved Student Absences

a. Official University Events or Activities: University events and activities are a valued part of a student's complete academic and university experience. Examples of these activities may include presentations at research conferences, musical and theatre performances, debate team competitions, and intercollegiate athletics. Participation in these officially sanctioned university activities often requires a student to miss class. On those occasions when it is necessary for students to miss one or more regularly scheduled classes in order to participate in an official university event or activity, faculty sponsors and program directors will assist students to assure they have the opportunity to make up missed work. In doing so they are requested to observe the following procedures:

1. At least one month prior to the date(s)* on which students will be absent from class, the faculty sponsor or program director shall send a memorandum to the Chief Student Affairs Officer. This memorandum shall include information concerning the nature of the event or activity, the dates(s) on which students will be absent from class, and the names of the students involved. The Chief Student Affairs Officer approves the requested student absence by initialing the memorandum and returning it to the faculty sponsor or program director.

2. The faculty sponsor or program director provides copies of the memorandum to the students.
3. Each student delivers a copy of the memorandum to the instructors, in person, at least two weeks* prior to the date of the planned absence. At that time the instructor will set a date and time with the student when the make-up assignment will be completed. Make-up assignments will be mutually arranged and will be without penalty to the student, however, availability of the instructor will be given priority in setting the arrangements.
4. It is expected that students will not abuse the privilege of being absent from class for authorized university events or activities.

*Events scheduled within the first month of an academic term may require a shortened lead time than permitted by this schedule.

Sec. 1-501. Non-Academic Student Grievance Policy

a. UT Tyler strives to provide its students with a fair and efficient process to present and resolve complaints and grievances arising out of their interactions with employees. Students may present complaints and grievances concerning their treatment by an employee or department related to their status as a student. Grievances should identify the basis of the dispute, including specific facts, and provide relevant documents or any other information pertinent to the matter. Grievances should also include the student's desired result.

Please note that the Non-Academic Student Grievance process outlined below should not be used to address academic grievances, discrimination or sexual harassment grievances. Please refer to the following information on how to file a grievance for discrimination/sexual harassment, or an academic grievance.

- 1 **Academic Grievances:** if you have an academic grievance, you must follow this process; <http://www.uttyler.edu/registrar/policies/academicgrievance.php>
- 2 **Discrimination or Sexual Harassment Grievances:** if your grievance involves a charge of discrimination or sexual harassment, you must follow the process found in section 2.4.1 , 2.4.3, of the Handbook of Operating Procedures

b. Informal Procedure: Initial Consideration of Grievance

In an effort to resolve misunderstandings or concerns, a student must first make every effort to resolve the matter informally by discussing his or her concerns with the employee, supervisor or department against whom the complaint is initiated within 30 calendar days of the time of the incident. The person to whom the complaint is presented must respond orally or in writing within 10 business days after receipt of the complaint.

c. Formal Procedure: Appeal to Supervising Vice President

If the complaint is not resolved to the student's satisfaction by the employee, supervisor, or department head, the student may submit a final formal appeal Non-Academic Student Grievance Form to the Dean of Students to be forwarded to the Vice President supervising the department where the complaint originated, The student must submit this appeal within 10 business days after the student receives the response from the department head. The Vice President and/or designee will provide a written response to the student within 10 business days of the receipt of the student's appeal. Decisions at the vice presidential level will be final.

Sec. 1-601. University Grounds

a. Students are expected to follow all University facility policies and guidelines and policies outlined by UT Tyler Environmental Health & Safety and UT Tyler Facilities Management.