

1.1 Academic Grievance

Grievances affecting a 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, placement on academic probation, suspension from the program, or dismissal from The University of Texas at Tyler. Any 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. See the Grade Appeal Policy.

A student may appeal any decision of the Student Progress and Promotions Committee (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 student must submit a written notice of grievance via UTT email to the Chair of the SPPC within ten (10) business days following the date of initial notification documenting the adverse decision. A student grievance should 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. 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.

3. A hearing date must be set by the Ad-Hoc Appeals Committee for no later than 30 business days following the receipt of a student grievance by the SPPC Chair. The 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) days prior to the hearing and a lawyer representing the institution must be present. The SPPC will be responsible for writing the decision in collaboration with the Ad-Hoc Appeals Committee Chair.

4. The SPPC committee chair will render a decision in writing to the student no later than 10 days following the hearing date.

If the student is not satisfied with the decision from the Ad-Hoc Appeals Committee, a written appeal 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 and the Chair of the Ad-Hoc Appeals Committee.

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

1.2 Grade Appeal Policy

Course instructors serve as the instructor of record and therefore retain primary responsibility for assigning grades and evaluations for students in The University of Texas Tyler School of Medicine. Students can appeal final grades in a course by following the Grade Appeal Policy.

Students at The University of Texas at Tyler School of Medicine have the right to appeal decisions regarding **final grades** or evaluations in a course. Grade appeals must begin with a serious effort to resolve the matter with the faculty member who assigned the grade

Process:

1. A student must file a written appeal via their UT Tyler email address with the course or director within ten (10) days following the grade's posting, and copy (CC) the School of Medicine's Associate Dean of Student Affairs on the email. The student must clearly outline how the grade earned is not appropriate and include support and documentation as appropriate. The basis of the grade appeal and a potential resolution must be part of the student's submission. Except for extenuating circumstances (e.g., fire alarms, building evacuations), performance on a written examination will not constitute the basis for appeal.

2. The course instructors will review the appeal and documentation. Students will receive a written email response to a grade appeal from the course instructor within five (5) business days following the student's submission.

3. If a student and the course instructor are unable to reach a resolution, a secondary appeal can be made to the Vice Dean of Academic and Faculty Affairs or designee. A secondary appeal must be made within five (5) business days following receipt of a written decision from the course instructor. A secondary appeal must include the written statement explaining the basis for escalating the inquiry, including all records of previous findings from the course or clerkship director, along with any other relevant documentation. The Vice Dean of Academic and Faculty Affairs or designee will provide the student and course instructor with a written decision within five (5) business days. A decision on the secondary appeal may include one of the following:

- a. Affirm the decision of the course instructor
- b. Amend the course instructor's decision; or
- c. Issue an alternative decision and instructions.

Notification will be made to the appropriate academic committees regarding decisions made under the Grade Appeal Policy resulting in unsatisfactory progress.