Psychotherapeutic Theories and Modalities
NURS 5365.060 and NURS 5365.P060
Spring 2026

Scheduled Class Days and Times: Hybrid, lectures are online every other Wednesday 4:00 – 5:00 pm

This program follows a hybrid format, combining primarily online coursework with required on-campus learning experiences. Students are expected to attend on-campus sessions or clinical activities as part of their training. It is important to plan ahead for any necessary work adjustments during core courses and clinical practicums to ensure academic success and professional growth.

Instructor's Name: Heather Skrivanek, PhD, APRN, CPNP, PMHNP-BC
Office: 3900 University Blvd, Tyler, TX 75799 **Phone:**
903.566.7000
Email: hskrivanek@uttyler.edu

Office Hours: Office Hours: Tuesdays from 9:00 am to 11:00 am (Virtual) and by appointment. Appointments are for phone calls or video conferences only.:

Please contact faculty by UT Tyler email. Do not use Canvas messenger. Messages sent via Canvas messenger may not be received in a timely manner. Please include your course number, module, and assignment referenced when applicable in the subject line of all emails to faculty.

Course Description: This course provides an overview of major concepts, theories, and research related to psychotherapeutic treatments for mental disorders across the lifespan. Emphasis is placed on the integration of two content areas: psychotherapeutic case formulation and treatment planning; and the application of evidence-based brief psychotherapies for the treatment of particular disorders, symptoms and issues. Application of therapeutic approaches such as Cognitive Behavioral Therapy and Motivational Interviewing will be examined in detail through a case-based learning approach.

Prerequisites: NURS 5350, NURS 5352, NURS 5354, NURS 5111, NURS 5357, and NURS 5359.

Student Learning Outcomes:
Upon successful completion of this course, the student will be able to:
1. Explain the function of both the therapist and client in terms of techniques and procedures undertaken, and the specific nature of the therapeutic relationship within each of the models presented.
2. Demonstrate understanding of the various counseling models presented in terms of underlying philosophy, key concepts, and the goals of therapy.
3. Recognize and define the theory and practice of a variety of theoretical models in counseling and psychotherapy. Appraise the contributions and limitations of each of the counseling models

including implications for multicultural contexts and application in clinical settings.
4. Demonstrate the ethical application of techniques in a simulated/actual clinical setting.

Required Textbooks and Readings:

**Some of your required texts may be available electronically through the Muntz Library via the Online Library Access Link.

*American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders.* (5th ed., Text revision.). (DSM-5-TR). ISBN 987-0-89042-576-3

*Boland, R., & Verduin, M. (2021). *Kaplan & Sadock's concise textbook of clinical psychiatry.*   Lippincott Williams & Wilkins. ISBN: 978-1-975167486. This text is available through Muntz Library, and you may access the resource here.

Wheeler, K. (2022). Psychotherapy for the advanced practice psychiatric nurse: A how-to guide for evidence-based practice (3rd ed.). Springer Publishing. ISBN: 978-0-8231-9379-7 This text is available through Muntz Library, and you may access the resource here.

Hoying, J. and Melnyk, B (2019). Creating Opportunities for Personal Empowerment (COPE): A cognitive behavioral skills building program for adults. Cost: **$35. The text must be ordered from the publisher. This information will be provided in Canvas.**

*This text will be used as a reference throughout the program.

Recommended Textbooks and Readings:

American Nurses Association. (2015). *Nursing: Scope and standards of practice* (3rd ed.). Nursingbooks.org. ISBN: 978-1-5581-0619-2

American Psychiatric Nurses Association, International Society of Psychiatric-Mental Health Nurses, American Nurses Association. *Psychiatric-mental health nursing: Scope and standards of practice* (2nd ed.). ISBN: 978-1-5581-0555-3

American Nurses Association. *Psychiatric-mental health nurse practitioner with 2020 addendum* (4th ed.). ISBN: 978-1-9352-1382-6

Carlat, D. (2017). *The psychiatric interview*. Lippencott Williams & Wilkins.

Gehart, D. (2018). *Mastering competencies in family therapy: A practical approach to the theories and clinical case documentation* (3rd ed.). Cenage. ISBN: 978-1-3059-4327-8.

Weisz, J., & Kazdin, A. (2017). *Evidence-based psychotherapies for children and adolescents* (3rd ed.). The Guilford Press. ISBN: 978-1462522699.

Yalom, I. (2020). *The theory and practice of group psychotherapy* (6th ed.). Basic Books. ISBN: 978-1541617575.

Required Course Equipment:

Computer with functional webcam and functional microphone. If you have specific IT/computer software questions visit: https://www.uttyler.edu/offices/information-technology/support/student-support/

An additional external webcam with high-definition (1080p) capability and a tripod to hold this external webcam. This allows students to meet the video monitoring requirements for each test. An external webcam is one that is separate from the computer or laptop. Logitech tends to be a reliable brand, but any high-definition external webcam is acceptable. **Retail cost: $30.00 to $160.00.**

Special Course Notes:

a. Proctoring Notice: Four Exams will be given ONLINE, using a proctored service called Respondus Lock-Down Browser. You must download Respondus Lock-Down Browser at the beginning of the semester. This software is available at no cost to students.

b. Students who are not able to obtain the required course equipment above must contact the faculty **by the second week of the course** so alternative testing arrangements (on-campus or in a secure location) can be made. Details on using Respondus Monitor and setting up the webcam will be available in the Canvas course.

c. Exams must be taken during the time specifically designated. If you are unable to take the exam, notify the instructor and the instructor will determine if a makeup exam is warranted. Any potential make-up exam will be done during finals week only, with special permission.

d. Exam dates are listed in the Course Calendar

e. Students must achieve an AVERAGE of 80 on all four exams to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall AVERAGE on all exams.

f. Each exam may be opened during the designated hours listed within Canvas, but you will only have 100-minutes to complete the exam-including the verified time with Lock-Down Browser. You must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!

g. The module objectives and assigned readings will guide the selection of items for the tests. Emphasis will be on application and synthesis of knowledge.
    i. Exam 1 will cover Modules 1, 2, 3
    ii. Exam 2 will cover Modules 4, 5, 6
    iii. Exam 3 will cover Modules 7, 8, 9, 10
    iv. Exam 4 will cover Modules 11, 12, 13, 14

h. Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the Handbook of Operating Procedures for UT Tyler.

i. Exams are Not open book. No notes, books, papers, or other aids are to be used during any exam. Students are to work individually and submit the test within the allotted time.

j. When your test is completed, you must disconnect from the test in Canvas PRIOR TO disconnecting from Lock-Down Browser for test security purposes. Any attempts to copy the examination will be viewed as cheating.

k. If necessary, opportunities for individual review of questions regarding the exam will be allowed within 1 week of the administration of the exam. After that timeframe, the exam will no longer be reviewed.

l. Any adjustment to exam grades will be at the discretion of the faculty. Grades will be posted on Canvas but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

Lock-Down Browser Use Instructions: Exam Proctoring Notice

LockDown Browser Requirement
This course requires the use of LockDown Browser for online exams. Watch these video to get a basic understanding of LockDown Browser:
https://www.respondus.com/products/lockdown-browser/student-movie.shtml
https://www.youtube.com/watch?v=WcHuYw488nM
Download Instructions
Download and install LockDown Browser from this link:
https://download.respondus.com/lockdown/download.php?id=593832943
Once Installed
- Start LockDown Browser
- Log into to Canvas
- Navigate to the exam
Note: You will not be able to access an exam that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Additionally, you will not be able to access the exam if you have any other window or tab open on your device, or if you have other screens attached to your device.

Guidelines
When taking an online exam follow these guidelines:

- Select a location where you will not be interrupted or distracted.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help
Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Students should install and familiarize themselves with LockDown Browser within the first week of class to avoid software issues and delays in examinations. Please notify faculty by the second week of class if you are unable to utilize the LockDown Browser proctoring tool successfully to facilitate scheduling exams on campus.

*The proctoring software used may be subject to change depending on software capabilities. If the software is changed students will be notified with instructions prior to each exam.

Course Assignments and Weights/Percentages

1. Exams (Four exams at 15% each) **60%**

The average of your exams must be greater than or equal to 80 to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the four exams. This is to prepare you to sit certification as a PMHNP.

2. Assigned Projects/Papers **40%**

- Identify Defense Exercise: Defense mechanisms are methods of thinking or acting that protect us from painful awareness of feelings and memories that can provoke overwhelming anxiety. There are different levels of defenses with some considered to be healthier than others. Review defenses listed in your text and then keep a log for a week of defenses you notice that you use, as well as your friends, family, and acquaintances. List at least 10 different examples. State the defense and the example. **(10%)**
- Online Ethical Discussion Board: After reviewing Wheeler Chapter 4, post your responses to the questions posed on the Discussion Board. Your responses will be graded based on your relevant contribution and the quality of your responses to the questions posed. Responses should be based on the readings and supplemental materials provided in the module. **(10%)**
- COPE Weekly Homework (P/F): As you are reviewing the COPE manual on your own, post a copy of your Skills Building Session, Goal Setting, and Self-Monitoring Logs for the session. This will aid in familiarizing yourself with the manual as well as assist in developing skills to decrease stress **(5%)**
- COPE: Creating Opportunities for Personal Empowerment Training and Certification: As part of the course, you will complete the components for a certificate from 7-week cognitive behavioral skills building program, COPE and post a video recording of one COPE Session. The COPE program was developed by Dr. Bernadette Melnyk who is a nurse scientist and current Dean at The Ohio State University College of Nursing. COPE aims to teach patients how to recognize and stop automatic negative or unhelpful thoughts and replace them with positive thoughts. The result is feeling emotionally better and behaving in healthier ways.

  Research has shown that the evidence-based COPE programs result in reduced stress, reduced anxiety and depressive symptoms as well as improved self-concept, academic performance and healthy behaviors. This course will support you in learning how to bring these practices alive for yourself and for your clients. THIS COURSE DOES NOT CERTIFY YOU AS A COPE PROVIDER, but you will be able to apply for certification via the www.cope2thrive.com website. **(15%)**

Classroom Engagement: Zoom meetings are held every other **Wednesday** evening from 4 to 5 pm to introduce the week's area of knowledge development and to discuss any questions surfacing about the information. Although class engagement isn't required, it is highly encouraged. Please prepare for this engagement so you will gain the most from our time together. The **professional expectation is for cameras to be turned on during Zoom sessions.** Proper engagement and adherence to these guidelines ensure that everyone can benefit from a productive, professional, and respectful virtual classroom experience. Interpersonal interaction supports the skills necessary for a professional PMHNP, and this engagement is paramount for balancing an online process within a relational profession.

Grading Scale:

Specific guidelines and grading criteria for all assignments are in the Modules. Final grades for the course will be determined based upon the following point assignments:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: Below 60

Grades will not be rounded when calculating the average (79.5 is not rounded to 80, and 89.5 is not rounded to 90). The simple average of all unit exam grades, including a final, must be at or above 80% to pass the course. Once the student has achieved a simple unit exam average of 80% or higher, course grades will be determined based on the weighted calculation of exams and other required course work. Students are required to achieve an average of 80% (B) to complete the course successfully.

Although the university policy allows 60 days for grade appeals, the School of Nursing follows a stricter timeline of 10 days to facilitate students' timely progression through the curriculum. In the case of extenuating circumstances, please consult the Associate Dean of Academic Affairs for guidance.

University of Texas at Tyler School of Nursing
Policy on Graduate Examinations

Committing to graduate school is a significant responsibility that requires careful balancing of both academic and personal schedules during these rigorous years. The SON faculty want to partner with you to ensure your success with course examinations. Please review the policy on graduate examinations below to understand the expectations of the SON and to ensure your academic success.

The UT Tyler School of Nursing faculty are committed to…
- Posting a full syllabus including a course calendar ahead of the semester for each course to allow ample time for student life planning. You may find the course syllabi for the School of Nursing posted here. (https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/)
- Scheduling exams during a 4-hour time block.
- Immediate access to course instructor [see designated contact] during exams for individual student support.
- Partnering with students to achieve academic success
- Providing SAR recommended accommodations for individualized student needs.

Commitment required from students…
- Review each course syllabus and assignment calendar prior to semester start to make necessary arrangements for specified exam days. You may find the course syllabi for the School of Nursing posted here. (https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/)
- **Attendance and Make-up Policy**: Attendance/participation is expected. Make-up for exams, quizzes, assignments, is at the instructor's discretion. Any assignment or exam that is not completed as scheduled requires students to notify faculty **before** the due date of the emergency reason it cannot be completed when due.
- **Make- Up Examinations**: Students will be allowed one make-up exam. This make-up exam may be presented as an essay, a case study, short answers, and/or multiple choice. This will be determined by Faculty Discretion.
- Students are to schedule a Makeup Exam prior to the original exam date and up to 48 hours after the exam is missed. This is the student's responsibility.
- The make-up exam must be completed within seven days unless the faculty determines that there

are other extenuating circumstances.
- The make-up exam will be scheduled over a four-hour window.
- There are a maximum of two make-up exams per semester unless the student is subject to failing the course.
- All make-up exams will be concluded at faculty discretion and according to university accommodation policies.
- Exams must be taken during the time specifically designated. If you are unable to take the exam, notify the instructor and the instructor will determine if a makeup exam is warranted. Any potential make-up exam must be completed before the end of finals week, with special permission.
- **Make-up assignments**: All assignments must be completed on time unless prior arrangements related to a hardship or emergency has been made with faculty. Students are responsible for managing their own workload and assignment/exam submission dates as listed in the Syllabus. There is no guarantee of permission to make up missed assignments after the due date.
- **Missed assignments or exams with no prior faculty approval will result in a student grade of Zero.**
- Request accommodations appropriately through the **Student Accessibility and Resources (SAR)** for any physical or learning needs which will notify the faculty of any requests. (https://www.uttyler.edu/academics/success-services/disability-services).
- Achievement of a minimum examination average score of 80% to pass each individual course.
- Adherence to the university policy of academic integrity.
- Rationale for examinations timed schedule is expected for licensure students who are sitting for National Exams and exam integrity adherence.

This is a reminder that all exams must be taken during the designated exam window. Committing to graduate school is a significant responsibility that requires careful balancing of both academic and personal schedules during these rigorous years. **Any changes to the exam schedule will only be considered at the discretion of the faculty and only in cases of genuine emergencies.**

We appreciate your understanding and commitment to your academic journey. We are here for you!

Link to UT Tyler Course Syllabi: https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/

Academic Integrity: Cheating of any kind, as defined in Section 8 of the UT Tyler Manual of Policies and Procedures (MOPP) for Student Affairs (https://www.uttyler.edu/mopp/), will not be tolerated. Consequences may include:
- Reprimand
- Exam failure
- Course failure
- Expulsion from the Nursing program
- Expulsion from the University
- Other consequences as assigned

Student Concerns: Our goal is to communicate effectively with our students and to establish an optimal learning environment. If you have any concerns, please follow the chain of command.
1. Speak to your faculty member first to try to resolve any concerns.
2. If the response does not address your concern, you are welcome to contact the program director. Please allow a reasonable amount of time to work with your faculty to resolve any concerns.
3. If the response does not address your concern, you are welcome to speak with the Associate Dean of Academic Affairs.

APA Guidelines: Points will be deducted if APA 7 guidelines are not followed, as adherence to these standards is critical for maintaining academic integrity and avoiding plagiarism. Accurate citation and formatting are essential to scholarly work, ensuring that sources are appropriately credited, and the work is presented professionally. Failure to use the updated APA guidelines not only undermines the credibility of the assignment but also constitutes a violation of academic standards. Therefore, it is imperative for students to meticulously apply APA formatting and citation rules to avoid penalties and uphold the quality of their work. Plagiarism will not be tolerated.

Exam and homework materials, questions, and problems are the intellectual property of faculty, UT Tyler, or publishers.
  • These materials may not be distributed without permission.
  • Distributing or uploading them to online resources destroys the integrity of the assignment and the course, allowing others an unfair advantage by letting them view the materials.
  • Uploading these materials to online resources is a violation of UT Tyler's academic misconduct policies and may result in formal conduct charges.
  • Sanctions for uploading or otherwise divulging the contents of these materials can include:
    • a reduced or failing grade on an assignment
    • a reduced or failing grade for the course
    • removal from the Nursing program
    • removal from UT Tyler

Use of Artificial Intelligence: All assignments in this course are individual assignments. In this class, you will often be discussing course concepts with your classmates and with faculty, but when you sit down to complete a quiz, write a discussion post, or work on a project, you are expected to do the actual work on your assignments independently.

Use of an AI Generator such as ChatGPT, MidJourney, DALL-E, Open Evidence, etc. is explicitly prohibited unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It is imperative that all work submitted should be your own. Any assignment that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct.

Late Policy: 5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply.

Repeating a Course: Students repeating this course may not use previously submitted assignments nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

Attendance and Make-up Policy: Attendance/participation is expected. Make-up for exams, quizzes, assignments, and missed clinical time is at the instructor's discretion.

Graded Course Requirements Information:

  • Each of the four exams cover 3 modules and are independently taken with Lock-Down Browser. Each exam covers the material presented in Zoom sessions, readings, and videos found in the class modules.

- Identifying defense mechanisms is based on review of Wheeler Chapter 2. This assignment will be discussed further and will follow the grading rubric.
- The online discussion is based on review of Wheeler Chapter 4. This assignment will be discussed further and will follow the grading rubric.
- COPE session weekly homework will be completed as part of the training course for COPE and will be used to assist with familiarizing the student with the COPE program.
- The COPE training and certification portion of the course is aimed at providing students with a therapeutic tool that can be used in current practice and during PMHNP clinicals. Students will pair up and develop a Zoom video of their therapeutic interactions. The enactment will be based upon completing one COPE session (1-6) and the students use of the manual to provide the COPE skills.

Important Course Dates:

Payment deadline: **January 9, 2026, at 5:00 pm.**
Classes Begin: **January 12, 2026**
Martin Luther King Holiday: all offices closed; no classes held **January 19, 2026.**
First Drop for non-payment: **January 20, 2026.**
Census Date (withdraw without penalty): **January 26, 2026.**
Last day to withdraw: **March 30, 2026**.
Second drop for non-payment **February 4, 2026.**
Spring Break: all offices closed; no classes held: **March 9-13, 2026**.
Final Exams: **April 27-30, 2026.**
Spring Commencement: **May 1-2, 2026**
Spring semester grades posted: **May 5, 2026**

Calendar of Topics, Readings, and Due Dates:

Week	Dates	Class Topic	Module Readings/Videos	Assignments Due
1	1/12 – 1/18	Wed 1/14 – Zoom 4:00 – 5:00 Introductions Overview **Module 1** Role of the PMHNP in Therapy Introduction into Psychoanalysis Ethical Issues within PMHNP Multicultural/Trauma Telepsychiatry	Wheeler: Ch. 1, 2 Module Readings	**PMHNP Graduate Student Professional Statement Due: 1/18**
2	1/20 - 1/25	**Module 2** Assessment and Diagnosis	Wheeler: Ch. 3 Module Readings	**Identify Defenses Exercise Due: 1/25**

3	1/26 – 2/1	Wed 1/28 – Zoom 4:00 – 5:00 **Module 3** Developing the Therapeutic Alliance Duty to Protect/Tarasoff	Wheeler: Ch. 4 Module Readings	**Ch 4 Discussion Board Due: 2/1**
4	2/2 – 2/8	**Module 4** CBT Automatic Thoughts, Behavioral Methods	Wheeler: Ch. 8 Module Readings	**DUE EXAM #1: 2/3 (5-9PM)** Modules 1, 2, 3 COPE Session 1: 2/8
5	2/9 – 2/15	Wed 2/11 – Zoom 4:00 – 5:00 **Module 5** Motivational Interviewing	Wheeler: Ch. 9 Module Readings	COPE Session 2: 2/15
6	2/16 – 2/22	**Module 6** Dialectical Behavioral Therapy (DBT)	Wheeler: Ch. 18 Module Readings	Complete Dyad Pairing for COPE Due 2/22 COPE Session 3: 2/22
7	2/23 – 3/1	Wed 2/25 – Zoom 4:00 – 5:00 **Module 7** Supportive and Psychodynamic Psychotherapies Interpersonal Psychotherapy	Wheeler, Ch. 5 and 10 Module Readings	**DUE EXAM #2: 2/24 (5-9PM)** Modules 4, 5, 6 COPE Session 4: 3/1
8	3/2 - 3/8	**Module 8** Humanistic-Existential and Solution Focused Approached to Psychotherapy	Wheeler, Ch. 6 Module Readings	COPE Session 5: 3/8
		Spring Break		
9	3/16 – 3/22	Wed 3/18 – Zoom 4:00 – 5:00 **Module 9** Overview of Group Therapies **Module 10** Addictive Disorders	Wheeler, Ch. 12 Module Readings Wheeler, Ch. 19 Module Readings	COPE Session 6: 3/22
10	3/23 – 3/29	**Module 11** Trauma Therapy	Wheeler, Ch. 2, 7 and 17 Module Readings	**DUE EXAM #3: 3/24 (5-9PM)** Modules 7, 8, 9, 10 COPE Session 7: 3/29
11	3/30– 4/5	Wed 4/1 – Zoom 4:00 – 5:00 **Module 12**	Wheeler, Ch. 20, 21, and 22 Module Readings	

		Psychotherapy with Children and Older Adults		
12	4/6 – 4/12	**Module 13** Family Therapy	Wheeler, Ch. 13 Module Readings	**COPE Recording Due: 4/12**
13	4/13 – 4/19	Wed 4/14– Zoom 4:00 – 5:00 **Module 14** Psychopharmacotherapy and Psychotherapy	Wheeler, Ch. 14 Module Readings	**COPE Recording Feedback Due: 4/19**
14	4/27 – 4/30	**Finals Week**		**DUE EXAM #4:** (5-9PM) Modules 11, 12, 13, 14
15	4/30 – 5/5	**End of Term**	**Spring Commencement Final Grades Posted**	May 1-2, 2026 May 5th

School of Nursing Policies and Additional Information:
https://www.uttyler.edu/nursing/college/student_guide_and_policies.php

Informal Resolution Process (Complaint)

1. Discussion with Respondent. To resolve misunderstandings or concerns, a Complainant must first make every effort to resolve the matter informally by discussing their concerns with the Respondent.
2. Time frame of discussion. Such discussion shall occur within thirty (30) calendar days of the time of the incident.
3. Time frame of response. The Respondent must respond orally or in writing within ten (10) business days after receipt of the Complaint.

Formal Appeal (Grievance)

1. Filing an Appeal. If the Complaint is not resolved to the Complainant's satisfaction by the Respondent, the Complainant may submit a Grievance (using the **Student Non-Grade Appeal Academic Complaint Form**) to the Vice President supervising the department where the Complaint originated.
2. Time frame to submit. The Complainant must submit this Grievance within ten (10) business days after the Complainant receives the response from the Division Head.
3. Time frame to respond. The Vice President and/or their designee will provide a written response to the Complainant within ten (10) business days of the receipt of the Grievance.
4. Decisions at the vice-presidential level will be final.

Additional Student Resources and University Policies are provided in Canvas.