GRIEVANCES

UNIVERSITY DECISION
The University of Texas Health Science Center at San Antonio provides the opportunity for students to file a grievance for academic and non-academic type complaints. Both academic and non-academic grievance processes are managed by the dean of the school in which the student is enrolled.

PERTINENT INFORMATION
The student grievance policy is based on authority delegated by the Board of Regents of The University of Texas System, and the Texas Higher Education Coordinating Board. Grievance policies for academic and non-academic matters are administered by each school. The student appeal process for academic and non-academic matters resides in the school of student enrollment. The dean of the school in which the student is enrolled has the responsibility to hear final appeals and to make the final decision.

DEFINITION OF TERMS
For purposes of this policy, the terms complaint and grievance may be used synonymously.

The Executive Director, Academic, Faculty, and Ombudsperson and ADA Compliance and the Director of Student Life, are the designated ombudspersons and can provide unofficial, confidential consultation about a student’s rights, responsibilities, and options.

The assistant or associate dean is the position that oversees student affairs in each school.

An informal grievance allows a student to pursue a resolution on an unofficial basis with the guidance of his/her Assistant or Associate Dean.

The formal grievance procedure is intended to provide a student with an opportunity to formally grieve any perceived act, omission or issue of a nonacademic nature which adversely affects a student.

An academic grievance is a complaint regarding an academic decision or action that affects a student’s academic record.

A student may file a non-academic grievance against another student, faculty or staff of the health science center concerning the interpretation, application, or claimed violation of her/his rights.

POLICY
Student Academic Grievance Procedures
Each school at the health science center has a defined academic and non-academic grievance policy to meet the needs of its students. Please refer to the school specific section information:

• School of Nursing: uthscsa.edu/academics/nursing (https://www.uthscsa.edu/academics/nursing/)
• School of Medicine: uthscsa.edu/academics/medicine (https://www.uthscsa.edu/academics/medicine/)
• School of Health Professions: uthscsa.edu/health-professions (https://uthscsa.edu/health-professions/)
• School of Dentistry: uthscsa.edu/academics/dental (http://www.uthscsa.edu/academics/dental/)
• Graduate School Biomedical Sciences: uthscsa.edu/academics/biomedical-sciences (https://www.uthscsa.edu/academics/biomedical-sciences/)

Student Non-academic Grievance Procedure
A student filing a non-academic grievance should provide the following information: relevant names, locations, dates, witnesses and description of the incident(s) that occurred. If the accused individual is a health science center employee, the employee’s immediate supervisor receives the written grievance. Please refer to the Student Mistreatment Policy (http://catalog.uthscsa.edu/generalinformation/institutionalpolicies/studentmistreatmentpolicy/) in this catalog for information on the non-academic grievance procedure.

Americans with Disabilities Act
In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (http://www.ada.gov/ada_intro.html) (ADA), the grievance procedures described in this document should be followed for complaints alleging discrimination on the basis of disability.

No qualified student shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic program or activity at the health science center. If a student feels he/she has been subject to discrimination, a complaint should be filed with the Executive Director, Academic, Faculty, and Ombudsperson and ADA Compliance.

Sexual Misconduct and Civil Rights Violations
Complaints alleging sexual assault and/or sexual harassment should be addressed in accordance with the policies and procedures set forth in the Handbook of Operating Procedures Section 4.2.2: Sexual Misconduct Policy (https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter04/4.2.2.pdf). For all other Title VII complaints refer to the Handbook of Operating Procedures Section 4.2.1: “Nondiscrimination Policy and Complaint Procedure” (https://uthealthsa.sharepoint.com/RAC/Documents/HOP/Chapter04/4.2.1.pdf)

Grievances for Distance Education Students
The health science center desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students enrolled in the health science center who desire to resolve a grievance should follow the health science center’s Student Grievance Procedure as stated in our catalog. Allegations of criminal offenses or alleged violations of a state’s general purpose laws may be made directly to the relevant state agencies. Academic grievances or student conduct violations are governed entirely by the health science center.

However, if a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA Portal Entity in the Home State of the Institution against which the complaint has been lodged.


The University of Texas System provides to its students and prospective students contact information for filing complaints with the Southern Association of Colleges and Schools Commission on Colleges, its
accrediting agency, and with the appropriate state agency for handling complaints in the student's instruction and/or residence state.

**The Texas Higher Education Coordinating Board**

If a student exhausts the health science center grievance process, a complaint may be filed to The Texas Higher Education Coordinating Board. More information on the types of complaints it investigates, processes, and the complaint form can be accessed on The Texas Higher Education Coordinating Board website. (https://www.highered.texas.gov/)