

## **CHAPTER 51. STUDENT GRIEVANCES PROCEDURES**

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## **CHAPTER 51. STUDENT GRIEVANCES**

### **SUBCHAPTER A. GRIEVANCE PROCEDURES**

#### **SECTION 51.01 STATEMENT OF EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the university that, to the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under, any program or activity sponsored or conducted by the university on the basis of race, age, color, national origin, religion, sex, veteran status, or disability.

#### **SECTION 51.02 SEXUAL HARASSMENT**

(a) Sexual harassment is a form of sex discrimination. Such harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, also constitute sexual harassment.

(b) A brochure describing the university's policies and procedures on sexual harassment is available in the Office of the Dean of Students in the Student Union and at numerous distribution sites throughout the campus. The full text of the university "Sexual Harassment Policy and Procedure" may be found in the Administrative Policies and Procedures Manual, Section D, D11-115.0.

### **SECTION 51.03 COMPLAINT PROCEDURES**

(a) Any student who perceives that he or she has been subject to any form of discrimination as defined in Section 51.01 and 51.02 may file a complaint with the dean or other official identified in the specific policy.

(b) The complaint must contain the nature of the alleged discrimination, including a detailed statement of the events, including dates, places, names and phone numbers of witnesses.

(c) The dean will refer all complaints that name an employee of the university (including graduate assistants and other student employees) as the offender to the Office of Human Resources, which will investigate and process the complaint under the university's "Nondiscrimination Policy." When the nature of the complaint is discrimination on the basis of disability, the dean will investigate pursuant to D11-195.0 of the Administrative Policies and Procedures Manual.

(d) With the exceptions noted in subsection (c) above, the student discipline procedure outlined in this chapter will be utilized for complaints that name a student as an alleged offender. Such complaints will be investigated by the dean.

(e) As a result of the investigation, the dean will, on the basis of the information presented, determine: 1) that the charges of discrimination are without basis, 2) that further investigation is required, 3) that campus action shall be initiated to alleviate a discriminatory situation, or 4) that a hearing will be held.

## **SUBCHAPTER B. APPEALS OF ACADEMIC DECISIONS**

### **SECTION 51.06 APPEAL PROCEDURES**

(a) The appeal procedures defined in this section apply to an unresolved grievance concerning some aspect of the student's academic standing at U.T. Dallas. The intent is to address the grievance of the student in a prompt and orderly fashion. A grievance means a dispute concerning some aspect of the student's academic standing arising from an administrative or faculty decision that the student regards as incorrect or unjust. Grievances include, but are not limited to, disputes over grades, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or adviser actions or decisions. Grievances, as defined in this section, do not include the right to appeal the termination of employment of a teaching assistant or research assistant during the term of the student's appointment. That appeal process is defined and described in Policy Memorandum 76-III.23-4 University Policies Related to Graduate Student Teaching Assistants and Graduate Student Research Assistants.

(b) A student having a grievance regarding academic concerns may have the issue considered in the following manner:

(1) *Initial Consideration of Grievance*

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter through discussion with the instructor, supervisor, administrator,

or committee with whom the grievance originated (hereafter called “the respondent.”)

(2) *Appeal to the Respondent*

If the matter cannot be resolved in discussions between the student and the respondent, the student may submit a written appeal to the respondent, with a copy to the respondent’s school dean. The written appeal must include reasons for the appeal and state the remedies the student is seeking. Within ten weekdays, the respondent will provide the student and school dean with a written response. If a school dean is the respondent, the student should forward the written appeal to the appropriate graduate or undergraduate dean, and subsection (3) would not apply.

(3) *Appeal to the School Dean*

If the matter is not resolved by the written response provided by the respondent in subsection (2), the student may submit a written appeal, within ten weekdays of the date the response was sent, to the school dean. The written appeal to the school dean must state the reasons the student is appealing the written response. The school dean will review the appeal and responses, obtain additional information and opinions if desired, and provide the student with a written response within twenty weekdays of the receipt of the student’s appeal to the school dean. The appropriate dean of graduate or undergraduate studies will receive a copy of the school dean’s response.

(4) *Appeal to Dean of Graduate Studies or Dean of Undergraduate Studies*

If the grievance is not resolved by the school dean’s decision in subsection (3), the student may make a written appeal to the dean of graduate or undergraduate studies, as appropriate, within ten weekdays of the date of the decision rendered in subsection (3). The dean of graduate or undergraduate studies will appoint and convene an Academic Appeals Panel consisting of the Dean of Students, the Graduate or Undergraduate Dean, and a school dean other than one involved in subsection (3). The Academic Appeals Panel will review all materials related to the appeal and may talk to the parties involved. After considering the information, the panel will provide the student with a written decision within twenty weekdays of the date the panel first convenes. Copies will be sent to the dean of the school in which the grievance occurred and to the respondent(s). The decision of the Academic Appeals Panel is final.

(c) All parties involved in an academic appeal will be informed about the final disposition of the appeal.