NDRB Department Doctoral Student Guidelines for Grievance Remediation – Updated July 29, 2022

This document was crafted with input from the NDRB doctoral studies committees (Neuroscience and DRS), with input from the doctoral (PhD) students.

1. **Review University Policies.** Upon identification of a grievance, a doctoral (PhD) student in the NDRB Department (i.e., a student in either the DRS or Neuro PhD programs) should review the relevant university policies and procedures (see list below). If applicable, the student should follow the reporting procedures as outlined on the following links.

   - Campus Resources: [https://www.utsa.edu/eos/faq/resources.html](https://www.utsa.edu/eos/faq/resources.html)
   - Equal Opportunity Office FAQ: [https://www.utsa.edu/eos/faq/](https://www.utsa.edu/eos/faq/)
   - Title IX FAQ: [https://www.utsa.edu/eos/title-ix/faq.html](https://www.utsa.edu/eos/title-ix/faq.html)
   - Mandatory Reporter FAQ: [https://www.utsa.edu/eos/faq/MandatoryReporterFAQs.html](https://www.utsa.edu/eos/faq/MandatoryReporterFAQs.html)
   - Pregnancy and Parenting FAQ: [https://www.utsa.edu/eos/faq/PregnancyandParentingFAQs.html](https://www.utsa.edu/eos/faq/PregnancyandParentingFAQs.html)
   - Witness FAQ: [https://www.utsa.edu/eos/faq/WitnessFAQs.html](https://www.utsa.edu/eos/faq/WitnessFAQs.html)

2. **Interpersonal remediation.** If possible, the student is encouraged to speak with the person toward whom the grievance is directed to see if the situation can be resolved interpersonally. If the student is not comfortable speaking directly with the person toward whom the grievance is directed or if satisfactory resolution is not be achieved interpersonally, the student can report the matter to the department.

3. **Departmental reporting of a grievance.** The student should report grievances to the Graduate Advisor of Record (GAR) of the relevant PhD program. If the student prefers not to bring the matter to the attention of the GAR, the student should bring the matter to the attention of the Department Chair.

4. **Departmental remediation.** Upon being informed of a student’s grievance, the relevant parties within the department (student, GAR and/or Department Chair) will discuss the appropriate course of action. The GAR and/or Department Chair will follow university procedures for Mandatory Reporters: [https://www.utsa.edu/eos/MandatoryReporter.html](https://www.utsa.edu/eos/MandatoryReporter.html).

   - If the grievance can be addressed at the level of the relevant program and/or Doctoral Studies Committee (DSC), a meeting of the DSC plus the Department Chair will be scheduled at which the student will be invited to present their grievance. The steps for remediation may be discussed during this meeting depending on the nature of the grievance.
   - If the grievance involves a faculty member, or another student enrolled in the program, a separate meeting with the DSC plus the Department Chair will be scheduled at which the target of the grievance will be allowed to present their perspective.
   - Following these meetings, the DSC plus Department Chair will discuss the actions needed to resolve the grievance.
   - Depending on the nature of the specific grievance, the following entities will be informed and asked for input as needed:
     - The College of Sciences Associate Dean for Graduate Education, and, by extension, the Dean of the College of Sciences
     - The UTSA Graduate School
     - UTSA Legal services
     - UTSA Counseling services
     - The VPREDKE’s office
     - The Provost’s office
   - If the grievance cannot be resolved informally to the satisfaction of the student, the student should follow the Student Complaint Process to initiate a complaint following the steps outlined in the student catalog at [https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentgrievances/](https://catalog.utsa.edu/policies/administrativepoliciesandprocedures/studentgrievances/)