

**University Hospital/UT Health
Histotechnology Training Program
Appeals Procedure**

Any student needing to register a complaint concerning an academic or personal problem may discuss it with the Program Director. If for any reason the problem cannot be resolved, it will then be taken through the following process.

1. The grievance will then be presented in writing to the Program Director within 2 weeks of the complaint.
2. The Program Director will schedule a meeting with the Executive Committee of the School to discuss the written grievance within 5 days. This committee consists of the following:
 - a) Program Director: Jennifer Hubbard
 - b) Medical Advisor: Dr. Kenneth Holder
 - c) Administrator of UT Health Pathology Department Chair: Dr. Marsha Kinney
3. The student will be scheduled to meet with the Executive Committee no later than 2 weeks from the time the written grievance is submitted to the Program Director.
4. Decisions by the Executive Committee will be final. Trainee will be provided with a written report of the final decision. A copy will be kept in the trainee's permanent file.