

# Training Participant Grievance Process

The Texas A&M Engineering Extension Service (TEEX) is committed to providing a training environment that is conducive to the personal and professional development of each individual. To further that commitment, TEEX has developed procedures for participants to pursue grievances and appeals within the agency. This section describes various grievance, appeal and reporting options and procedures.

## Types of Grievances

### Course Complaints

To submit a concern about a specific course, its content, instruction, and facilities, please use the [Course Complaint Form](#).

### Academic Decision Appeals

To request a review of an unresolved academic decision (such as a grade on an assignment or test, skills assessment, attendance or final course completion status), use the [Academic Appeal Form](#).

### Academic Misconduct Sanction Appeals

To request a review of an academic dishonesty sanction (sanctions resulting from cheating, collusion, material destruction or plagiarism incident, such as loss of privileges, certificate revocation, probation, temporary class removal, dismissal), use the [Participant Appeal Form](#).

### Disciplinary Actions Appeals

To request a review of a disciplinary sanction (such as loss of privileges, certificate revocation, probation, temporary class removal, dismissal resulting from a violation of the Participant Code of Conduct or TEEX policies), use the [Participant Appeal Form](#).

### General Grievances

For all other concerns or issues (exclusive of course complaints, academic outcomes or disciplinary decisions appeals), please fill out the [General Complaint Form](#).

The decision as to which procedure to utilize for a grievance filed by a training participant shall be made solely by the agency and shall be based on the fact pattern of each particular case.

Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

## Other Types of Reporting

### Discrimination

TEEX, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin (including limited English proficiency), age, disability, genetic information, veteran status, sexual orientation or gender identity.

If you believe you or someone has been subjected to any other form of discrimination you may report such misconduct or file a formal complaint using the [Civil Rights Complaint Report Form](#). This form is reviewed by TEEX Risk and Compliance Manager and Title IX Coordinator.

Sex-based discrimination under Title IX includes unwelcome conduct such as stalking, relationship violence, sexual harassment, sexual assault based on sex, sexual orientation, or gender identity. Sex-based discrimination under Title IX should be reported to the TEEX Title IX coordinator. For additional information and supportive resources, you may view the [TEEX Title IX website](#).

### Incident(s) or Concerning Behavior

#### *See Something, Say Something*

As a member of the TEEX community, if you observe any behavior that is concerning you may report the behavior using the [Online Incident Reporting Form](#).

- The submitter of the report has the option to fill in contact information or submit the report anonymously. Reports submitted anonymously or with limited information may limit TEEX ability to follow up on an incident.

**This is not a system to be used for emergencies. If you are in an emergency situation that requires medical, psychological or police services, call 911.**

Even when there is no threat to harm, it is recommended to involve others to discuss concerning behavior.

- If you don't know whether to be concerned about a student's behavior, contact  
**Strategic and Education Services**  
**979-209-0904**  
**studentservices@teex.tamu.edu**
- If you don't know whether to be concerned about a staff member's behavior, contact  
**Human Resources**  
**979-458-6801**  
**HR@teex.tamu.edu**

## **Waste, Fraud, or Suspected Ethics Violation**

To report instances of suspected waste, fraud, or a suspected ethics violation, use the **Texas A&M University Systems Risk, Fraud, and Misconduct Hotline**.