



## **MPI Grievance Procedure**

The Michigan Psychoanalytic Institute is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists.

MPI will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, course content and in the treatment of all participants. The monitoring and assessment of compliance with these standards will be the responsibility of the President of MPI in consultation with the Chairs of the Curriculum Committee and the Ethics Committee of MPI.

While MPI goes to great length to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the Curriculum Committee which require intervention and/or action on the part of the Curriculum Committee and/or an officer of MPI. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance or expects action on the complaint, the following actions will be taken.

1. If the grievance concerns an instructor, the content presented by the instructor, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The Curriculum Committee Chair will then pass on the comments to the instructor, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a class, its content, level of presentation, or the facilities in which the program was offered, the Curriculum Committee Chair will mediate and will be the final arbitrator.

If the participant requests action, the Curriculum Committee Chair will consult with the Chairman of the Candidate Progression Committee to find a substitute educational experience, such as a tutorial or directed reading.

Action 2 will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

If a candidate or student decides to withdraw from a program or course, a refund can be made depending on the withdrawal date set by policy.

To submit a complaint, or if you have additional questions, please contact:  
Kathleen Moore, PhD, 248-540-7007, [kmoore@med.wayne.edu](mailto:kmoore@med.wayne.edu) or Susan Orbach, PhD,  
248-399-1617, [orbachphd@gmail.com](mailto:orbachphd@gmail.com).

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