

INTERIM ACADEMIC GRIEVANCE POLICY AND PROCEDURE

Approved October 23, 2019

New Mexico Tech takes student concerns very seriously and has policies and procedures in place to ensure that student grievances are considered and addressed if warranted. Occasionally, students may have reason to disagree with an academic decision, or feel that they have a legitimate concern about an instructor or staff member at Tech. Students should be aware that the Associate Vice President of Academic Affairs (for undergraduate students) and the Dean of Graduate Studies (for graduate students) are available to discuss and advise on any matter of academic concern and frequently help to expedite resolution of such matters. The following procedure should be followed:

1. The student should first discuss the issue, orally or in writing, with the instructor or staff member.
2. If the student is not satisfied or is not comfortable following step one, he or she should then consult with the instructor's department chair or the staff member's supervisor. Every effort should be made to resolve the issues at this level. (If the issue or concern is with the department chair or supervisor, then the student should skip this step and go to step 3.)
3. If no satisfactory resolution has yet been reached, they may present the issue or concern to the Associate Vice President for Academic Affairs (AVPAA) or the Dean of Graduate Studies (DGS). (If the AVPAA or DGS is the subject of the complaint, then the student should skip this step and proceed to step 4.)
 - a. The student should submit the issue to the AVPAA or DGA in writing.
 - b. The AVPAA or DGS will investigate the issue and report back to the student in a timely manner. Ideally within 15 working days as defined by the Student Handbook.
4. If no satisfactory resolution has yet been reached, the student may then present the issue or concern to the Vice President for Academic Affairs (VPAA) or his/her designated representative. (If the VPAA is the subject of the complaint, then the student should skip this step and proceed to step 5.)
 - a. The student should submit the issue to the VPAA in writing.
 - b. The VPAA will investigate the issue and report back to the student in a timely manner. Ideally within 20 working days as defined by the Student Handbook.
 - c. The VPAA's review will be the final consideration of the matter.
5. If the VPAA is the subject of the complaint the student should present the issue or concern to the New Mexico Tech President.
 - a. The student should submit the issue to the President in writing.
 - b. The President will investigate the issue and report back to the student in a timely manner. Ideally within 30 working days as defined by the Student Handbook.
 - c. The President's review will be the final consideration of the matter.

The following conditions apply to all complaints:

- Students utilizing these grievance policies and procedures will be protected from any form of retaliation. Any faculty or staff member engaging in retaliation will be subject to disciplinary action following the policies detailed in the NMT Employee Handbook or the Disciplinary Policy for Complaints Directed at Instructional Staff.
- Grievances handled at the Associate Vice President for Academic Affairs, Dean of Graduate Studies, or a higher level are formally tracked.
- This grievance policy does not apply to cases already subject to review and appeal by other NMT policies (e.g. Title IX policy, academic honesty policy).