

Academic Affairs

Student Grievance Policy

General

Occasionally students may have reason to disagree with an academic decision or feel that they have a legitimate grievance against an instructor or staff member at New Mexico Tech.

Students should be aware that the Dean of Students is available to all students to discuss and advise on any troublesome matter of academic concern and frequently helps to expedite resolution of such matters.

Academic Grievance

The following procedure applies equally to grades or any other academic grievance:

- The student first should discuss the grievance, orally or in writing, with the instructor in question.
- If the student is not satisfied, he or she should then consult with the instructor's department chair. If the grievance is with the department chair, the student should meet with the Associate Vice President of Academic Affairs. Every effort should be made to resolve the issues at this level.
- If no satisfactory resolution has yet been reached, the student should then present the grievance to the Vice President for Academic Affairs or his/her designated representative.

Grievance Against a Staff Member

- The student should discuss the matter with the individual involved.
- If not satisfied, the student should then discuss the matter with the staff member's supervisor.
- If further action is required, the student should then consult with the Dean of Students. The dean may refer the student to the proper New Mexico Tech official for redress of the grievance.
- Grievances involving sexual harassment must be brought to the Director of Affirmative Action and Compliance.