

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Grievance Procedures for Students

**NUMBER:** Policy III-1-3 (Formerly Policy III-31)

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Students may pursue grievances when there is cause to do so. "Grievance" means an alleged misinterpretation, misapplication or violation of a specific term or provision of Board or Institutional policy affecting terms or conditions of enrollment or academic standing, or other agreements, contracts, policies, rules, regulations or statutes that directly affect terms and conditions of enrollment and academic standing at SDSM&T.

1. The purpose of this grievance procedure is to provide a fast and equitable method for the resolution of grievances without discrimination, coercion, restraint, or reprisal against any student who may submit or be involved in a grievance.

- A. **Step 1** -- The student should first attempt to resolve the problem with the other person(s) involved in the problem. For example, a problem with an instructor should be addressed first with the instructor involved and the department head. A problem with a campus service unit should be taken up first with the director of that unit.

- B. **Step 2** -- If the problem, question, or concern is not resolved by the action taken in Step 1, the grievant must present a written grievance utilizing Grievance Form A at the lowest administrative level having authority to dispose of the grievance. A copy of the grievance should be filed with the administrator at the next level who is the supervisor of the administrator receiving the grievance.

The grievance must be filed within 10 working days of the date on which the incident, situation, or circumstance occurred. The administrator upon receiving the grievance will investigate the matter in a thorough and appropriate manner and respond to the grievant within 10 working days. If the president of SDSM&T represents the lowest level administrator having authority to dispose of the grievance, said grievance must be originally filed at the Step 4.

- A. **Step 3** -- If the grievance is not resolved at the Step 2, the grievant may formally grieve to the administrator at the executive council level who is the supervisor of the administrator receiving the grievance at the Step 2 within 10 working days of the notification to the student as to the decision rendered in the previous step. Grievant will use Grievance Form B. That administrator will conduct an appropriate and thorough investigation of the alleged incident, situation, or circumstance, and prepare a decision on the grievance within 15 working days of the date of receipt of the Step 3 grievance. The grievant may be notified in person or by certified mail regarding this decision.

- C. **Step 4** -- If the grievance is not resolved at Step 3, the grievant may formally grieve to the president of SDSM&T using Grievance Form C within 10 working days of the notification to the student as to the decision rendered in the previous step. The president will conduct an appropriate and thorough investigation of the alleged incident, situation, or circumstance, including a review of the decision of the executive council administrator on the Step 3 grievance, and prepare a decision on the grievance within 20 working days of the receipt of the Step 4 grievance. The grievant may be notified in person or by certified mail regarding the decision of the president.
  
- D. **Step 5** -- If the grievance has not been resolved in Step 4, the grievant may submit a grievance to the Board of Regents on Grievance Form D within 10 working days of the notification to the student as to the decision rendered in the previous step. This form must be filed with the executive director of Board of Regents within 10 working days following receipt of the Step 4 decision. The Board of Regents will review the grievance and render a final decision in accordance with Board procedures, policies, and guidelines.

**SOURCE: SDSM&T Faculty, Fall 1971; Office of the Vice President for Student Affairs, Jun. 2003; Office of the Vice President for Student Affairs, Dec. 2009**  
**BOR Reference: Policy 1:18, Policy 2:9**