

# SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

## Policy Manual

**SUBJECT:** Grievance Procedures for Students

**NUMBER:** Policy 3-3 (formerly Policy III-31, Policy III-1-3)

**REVISED:** August 2024

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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 of Regents 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 the South Dakota School of Mines & Technology.

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.

**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. A problem with a campus service unit should be taken up first with the director of that unit.

**Step 2** -- If the problem, question, or concern is not resolved by the action taken in Step 1, the grievant must submit an *Appeals, Complaints, & Grievances Report* on the Mines website. The report must be filed within 10 working days of the date on which the incident, situation, or circumstance occurred. From there, the Office of the Dean of Students will contact the grievant within 2 working days to walk them through the next step. The grievance report will be shared in full with the supervisor of the individual who the grievance involves in Step 1.

[https://sdsmt-advocate.symplcity.com/public\\_report/index.php/pid744167?](https://sdsmt-advocate.symplcity.com/public_report/index.php/pid744167?)

**Step 3** -- If the grievance is not resolved at the Step 2, the grievant may work with the Dean of Students to 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. 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 university email regarding this decision.

**Step 4** -- If the grievance is not resolved at Step 3, the grievant may work with the Dean of Students to formally grieve to the President of Mines 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 university email regarding the decision of the president.

**Step 5** -- If the grievance has not been resolved in Step 4, the grievant may work with the Dean of Students to submit a grievance to the Board of Regents. This step 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.

2. If the original grievance is with the Dean of Students, the report will automatically be sent to the Provost and Vice President for Academic Affairs.
3. If the original grievance is with the President, the report will automatically be sent to the Executive Director of the Board of Regents.

**Revision History: 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; Office of the Dean of Students, August 2022, Office of the Dean of Students, June 2024.**