

PROCEDURES FOR ACADEMIC APPEALS

New Mexico Tech (NMT) takes student concerns 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 procedures should be followed for either appealing a course grade or all other types of academic appeals:

Procedures for Course Grade Appeals

1. A student must submit a grade appeal no later than the end of the regular semester (Fall or Spring) following when the grade was reported. All questions can be referred to the Office of the Registrar.
2. The student should first discuss the issue, verbally or in writing, with the instructor.
3. If the student is not satisfied, is not comfortable following step two, or if the faculty member is unable to meet with the student, the student should then consult with the instructor's department chairperson (and program director, if appropriate). Every effort should be made to resolve the issue at this level, ideally within 7 academic days. An academic day is a regular business day of the Institute when classes are in session (e.g., M-F when classes are held). If the issue or concern is with the department chairperson / program director, then the student should skip this step and go to step 4.
4. If no satisfactory resolution has been reached, the student may present the issue or concern to the appropriate academic dean, either the Dean of Arts and Sciences or the Dean of Engineering. The dean should give their response to the issue within 10 academic days. The decision of the dean shall be final and not subject to further consideration.

Procedures for All Other Academic Appeals

1. The student should first discuss the issue, verbally or in writing, with the instructor or staff member.
2. If the student is not satisfied, is not comfortable following step one, or if the faculty member is unable to meet with the student, they should then consult with the instructor's department chairperson or the staff member's supervisor. Every effort should be made to resolve the issues at this level, ideally within 7 academic days. An academic day is a regular business day of the Institute when classes are in session (e.g., M-F when classes are held). If the issue or concern is with the department chairperson or supervisor, then the student should skip this step and go to step 3.

3. If no satisfactory resolution has been reached, they may present the issue or concern to an academic dean, either the Dean of Arts and Sciences or the Dean of Engineering, depending on the course or individual with whom the student has a concern. If the Dean of Arts and Sciences or the Dean of Engineering 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 Dean (Arts and Sciences or Engineering) in writing, followed by a meeting to discuss the concern.
 - b. The Dean (Arts and Sciences or Engineering) will investigate the issue and report back to the student in a timely manner, ideally within 10 academic days.
4. If no satisfactory resolution has yet been reached, or if the staff member does not report to an academic dean, they may present the issue or concern to the Associate Vice President of 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 5.
 - a. The student should submit the issue to the AVPAA or DGA in writing, followed by a meeting to discuss the concern.
 - b. The AVPAA or DGS will investigate the issue and report back to the student in a timely manner, ideally within 15 academic days.
5. 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 their designated representative if there is a conflict of interest.
 - a. The student should submit the issue to the VPAA in writing, followed by a meeting to discuss the concern.
 - b. The VPAA will investigate the issue and report back to the student in a timely manner, ideally within 20 academic days. The VPAA will inform the President prior to rendering a decision.
 - c. The VPAA's decision is final and not subject to further consideration.

The following conditions apply to all appeals:

- Students utilizing this appeal procedure 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 Institute documents (e.g., NMT Employee Handbook, Regulations Governing Academic Freedom and Tenure, Disciplinary Policy for Complaints Directed at Instructional Staff).
- Grade appeals handled at the dean level are formally tracked. Other academic appeals handled at the Associate Vice President of Academic Affairs, Dean of Graduate Studies, or a higher level are formally tracked.
- This appeal procedure does not apply to cases already subject to review and appeal by other NMT policies (e.g. Title IX policy, academic honesty policy).
- For appeals that arise near the end of an academic semester, the participating individuals should work together to resolve the issue in a timely fashion.
- No changes will be made to a student's course schedule until after the grade appeal is finalized.
- Grade appeals handled at the dean level are formally tracked.

- Grades assigned as a result of an Academic Honesty Violation cannot be appealed through the Grade Appeal Process.