



College of Engineering and Mines Student Academic Grievance Procedures

POLICY STATEMENT

Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at UND College of Engineering and Mines shall be provided the opportunity to seek redress on decisions made concerning the students' academic performance by initiating an academic grievance through the approved process proposed by the College of Engineering and Mines.

REASON FOR POLICY

Students within the College of Engineering and Mines are expected to abide by the policies and procedures of the University of North Dakota as well as those that are designated by the college. This policy allows for students the opportunity to address what they may believe to be an unfair grade based on their academic assessment in a particular class or classes.

As stated in the Code of Student Life at the University of North Dakota, each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances. The following describes the policy and procedures as they are applied to undergraduate and graduate students enrolled in CEM programs or taking CEM courses.

SCOPE OF POLICY

This policy applies to:

- Deans, Directors, and Department Heads
- Faculty
- Staff
- Students



DEFINITIONS	
Academic Grievance	A statement expressing a complaint, resentment or accusation lodged by a student about an academic circumstance such as grading, testing, quality of instruction; which is thought by the student to be unfair
Code of Student Life	The code outlines the rights and responsibilities enjoyed by the students who make up our University community. The purpose of the information contained in the Code is to promote and maintain a learning environment appropriate for an institution of higher education and to serve as a basic guide to help prevent abuse of the rights of others
CEM	College of Engineering and Mines
Notice of Nondiscrimination	<p>The University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief or affiliation or any other status protected by law. Pursuant to Title IX of the Education Amendments of 1972, UND does not discriminate on the basis of sex in its educational programs and activities, employment and admission. UND will promptly and equitably investigate reports of discrimination or harassment and take disciplinary action as appropriate.</p> <p>Retaliation in any form against a person who reports discrimination or participates in the investigation of discrimination is strictly prohibited and will be grounds for separate disciplinary action.</p>
UND	University of North Dakota



RELATED INFORMATION	
UND Code of Student Life	https://und.edu/student-life/code-of-student-life.html
UND Notice of Nondiscrimination	https://campus.und.edu/equal-opportunity/required-notices.html#notice-of-nondiscrimination

CONTACTS

Specific questions about this policy should be directed to the following:

Contact	Telephone	Office Email
CEM Dean's Office	701-777-3444	UND.ceminfo@UND.edu

PRINCIPLES

- I. Any student enrolled in an academic degree- or certificate-granting program or taking a course(s) at UND College of Engineering and Mines shall be provided the opportunity to seek redress on decisions made concerning the students' academic performance by initiating an academic grievance through the approved process proposed by the College of Engineering and Mines.
- II. Discrimination - the University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. If a student feels they have been discriminated against, they should reference the Discrimination and Harassment Policy and the Notice of Nondiscrimination. This is a separate process which will be handled according to the appropriate procedures laid out by the university.
- III. Student Responsibility: In all circumstances, it is the responsibility of each student of the College of Engineering and Mines to abide by the policies and procedures of the University of North Dakota as well as the specific policies for the college and respective academic unit.
- IV. Timing: All grievances must be initiated by the student within 120 calendar days after the notification of the grade or decision the student wishes to grieve, including incomplete grades. A failure of the students to access a grade does not extend this time. The steps of the grievance process must be initiated by the student within 30 calendar days of the completion of the previous step; response to the student at each step shall be 7 working days, unless otherwise stated.



PROCEDURES

- I. To initiate the process of grievance, the student should discuss the issue with the involved faculty member, committee member or administrator. Together the student and faculty member should attempt to resolve the grievance.
- II. If satisfactory resolution is not forthcoming, or for some reason discussing with the instructor of the course was not appropriate, the matter should be brought to the chair of the relevant department. The student should provide a written statement to the chair describing the grievance, how the student is impacted, and the resolution sought. The chair will investigate the grievance within seven working days. Documentation from the grievance will be placed in the student's file, where it will be retained based on the university mandated schedule.
- III. If the student feels the Chairs' decision does not resolve their grievance, the student then should provide the college Dean with a written statement outlining the grievance and actions to date. The Dean, or the Dean's delegate, will investigate the grievance and provide the student with a written decision within seven working days. Documentation from the grievance will be placed in the student's file, where it will be retained based on the university mandated schedule. The written statement must include:
 - a. The disputed decision;
 - b. The person(s) that made that decision;
 - c. The date the decision was made;
 - d. All efforts made to resolve the dispute informally and formally;
 - e. Information directly relevant to the committee's review of the grievance;
 - f. Any relevant pertinent evidence or documents, such as emails, course syllabus, etc.
 - g. The desired outcome the student is seeking as a result of the investigation.
- IV. If the grievance is not resolved at the College level, the student may request a review by the Student Academic Standards Committee. This is accomplished by submitting a written statement of the grievance and actions to date to the Student Academic Standards Committee C/O Registrar's Office. This must be submitted within 30 days of the final decision from the College of Engineering and Mines.