



## Leech Lake Tribal College Academic Grievance Process

If a student believes that an incorrect, incomplete or capricious action has been taken regarding an academic matter affecting his/her program (such as an inaccurate or unfair grade), that student must follow the procedural steps below to appeal the action.

A student should consult with the instructor to obtain all necessary information regarding the decision and attempt to clarify matters concerning the decision.

1. If the problem remains unresolved, a student may petition (in writing) to the PASS Committee. The Dean of Instruction and VP of Academic Affairs have the final decision and authority in all academic appeals.

Leech Lake Tribal College is registered with the MN Office of Higher Education and therefore is required to:

- comply with Minnesota Statutes 136A.61 to 136A.833
- comply with Minnesota Administrative Rules Chapter 4840 and 4880
- follow their internal policies and procedures, and
- use marketing materials or recruiting practices that are not deceptive, misleading, or inaccurate.

If you did not have a good experience or believe that Leech Lake Tribal College has not met these requirements, you can file a complaint with the Office of Higher Education.

### **When a Complaint May Be Filed with the MN Office of Higher Education**

Please take the following steps prior to filing a complaint with the Office of Higher Education:

#### **1. Bring the problem to the institution's attention.**

Many issues can be handled quickly and informally once the institution is aware of your concern. For more serious problems, you must follow the institution's formal grievance policy, first. If you call MN OHE before you have pursued all internal options, they may have to defer taking your complaint until you can verify that the institution will not respond adequately.

#### **2. Determine whether the problem is with the requirements MN OHE administer.**

The Office of Higher Education can only act to assure that LLTC complies with the state statutes that MN OHE administer. Some problems fall outside of their jurisdiction. When another state or federal office should address your concern, they will refer you.

For example, if you feel discriminated against on the basis of race, color, national origin, sex, sexual identity, handicap, age, or membership in a patriotic youth organization they will refer you to the US Department of Education Office of Civil Rights and the Minnesota Department of Human Rights.

**3. Complaints should be submitted to the office within six years of the alleged violation.**

It can be challenging to fully investigate your concerns if you wait too long to file a complaint with their office. As more time passes, the ability to secure documentation on your concern is reduced. Their office cannot investigate a complaint if the alleged issue occurred greater than six years ago.

**4. Identify yourself.**

Their ability to take action is restricted or reduced if you file an anonymous complaint. They prefer that you give your name, address, telephone number, and email address on the written complaint form. Their office will be unable to follow-up with you on the status of your complaint if you do not provide your contact information.

## **How to File a Complaint with the MN OHE**

**1. If you are unsure about whether you should file a complaint:**

Consider contacting them first to discuss your complaint. They can explain the complaint procedures and let you know whether the Office of Higher Education, or another agency, can address your problem.

**2. You must fill out the student complaint form in order for the MN OHE to address your complaint.**

Include as much detail as possible, including the exact nature of the complaint, dates of incidents, names of people at the institution that have been involved, who you have worked with in trying to resolve the complaint internally, and copies of any written documentation. Specificity will be critical to the office's investigation.

**3. Attach documentation to the [student complaint form](#).**

Keep records that provide evidence of the problem and your efforts to solve it through internal processes. Documentation will help you make your case with the institution and help the MN OHE learn about the issue and investigate.

**4. Send the [student complaint form](#) to the Office of Higher Education.**

Their office needs a "wet" signature. The signature on the back is the privacy release that their office needs to speak to the school about your academic file. The complaint form can be digitized (by scanning or taking a photo with a smart phone) and then emailed, mailed, or faxed it to the contact information below:

Registration & Licensing  
Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108  
651-259-3975 or 1-800-657-3866  
secure fax 651-797-1664  
[betsy.talbot@state.mn.us](mailto:betsy.talbot@state.mn.us)