APPLICATION FOR ACADEMIC APPEALS (i.e., a waiver)

(Do not confuse this with appeals involving financial aid and satisfactory academic progress.)

Name: _____ E-mail:_____ ID# _____

Phone #_____ Major: _____ Advisor: _____

Indicate class level: Freshman Sophomore Junior Senior Graduate

☐ Waiver of suspension (within 1 semester)

☐ Pre-general-education completion timeline

☐ Alternative certification

☐ General-education-completion timeline

☐ Readmission following suspension** (See note on bottom of page 2)

☐ Grade change, e.g., an "F" to a "W," for a late withdrawal
Note last day of attendance and get approval(s) from your instructor(s).

☐ More than three attempts at a course (Note the course, semester, and the number of attempts made)

☐ Academic Amnesty (Note: Read amnesty section in the catalog to make sure you qualify)

QUESTION: Why are you requesting this action? Explain the circumstances you believe exempt you from normal academic policies.

(Please insert typed text here or attach separate pages.)

QUESTION: Have these circumstances been resolved? Explain how.

(Please insert typed text here or attach separate pages.)

QUESTION: What changes have you made and/or what strategies you will use to successfully manage your studies should this request be granted? (Please be specific)

(Please insert typed text here or attach separate pages.)

AFFIRMATION: Please insert the date of submission _____ and note that we trust and assume that everything you state in this appeal is true and accurate.

You need to solicit input from your academic advisor, faculty member(s) involved, and/or the Director of Retention (see page 2). Comments can be written below or sent via email to kate.alley@sdsmt.edu

_____

Advisor or Faculty member signature & date (or comments / confirmation sent via email)

Instructions for Completing This Form.

Academic policies have been developed for valid reasons. Appeals are basically granted for two reasons.

Reason #1: Circumstances beyond your control have made it difficult or impossible for you to proceed under normal academic conditions.

Reason #2: Your own choices and behaviors led to the situation you are in, and you want to explain the changes you have made that will ensure your success should the appeal be granted.

If one or both of these reasons apply to you, here is what you need to do:

1. Fill out this form by answering the questions clearly, candidly, and directly. Use all the space you need to explain your circumstances.

2. Discuss your appeal with your advisor and/or the faculty member of the specific course about which you are appealing.

3. If you have been contacted by the Director of Retention, Dr. Pat Beu (phone #: (605) 394-1999, or e-mail: Pat.Beu@sdsmt.edu) regarding your circumstances (e.g., probation, suspension, or multiple attempts at a class), do not use the appeals process to bypass actions you were asked to take, but get input from the Director on your case.

4. Seek input from your advisor and/or the faculty member(s) involved and have all input written on the form or emailed separately to Kate.Alley@sdsmt.edu. Contact the department head if necessary people cannot be reached or are no longer at the School of Mines.

5. Send your completed form and any supporting documentation to:
   Office of the Associate Provost
   O'Harra 208
   501 East Saint Joseph Street
   Rapid City, SD 57701-3994
   (605) 394-6952 phone

   NOTE: Documents can be sent electronically to
   kate.alley@sdsmt.edu

****NOTE: If you have been suspended and have remained un-enrolled for 2 semesters (including summer semester), your first step is to reapply for admission.**

See form on web at http://sdmines.sdsmt.edu/sdsmt/admissions