

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Academic Appeals

NUMBER: Policy II-09-3 (Formerly Policy III-34)

REVISED: August 2022

South Dakota Mines has established committees to review requests for exceptions to academic policies including, but not limited to, the three-attempt limit on courses, academic suspension, late withdrawal from courses taken in previous semesters, final course grades, decisions on petitions for variances from academic policy, and decisions regarding probation, suspension, or termination from a program.

Per [SDBOR Policy 2:9](#), students must bring an academic appeal forth within thirty calendar days from the date that the student received notification of the action. If this action occurs within fifteen calendar days before the end of the term, the student must bring an appeal within fifteen calendar days after the beginning of the academic term (fall, spring, or summer) following the term in which the challenged action was taken. Exceptions of these deadlines shall be made at the discretion of the chair of the committee reviewing the appeal.

1. A student shall appeal to the chair of the committee using the approved method of appeal submission and shall solicit a recommendation from appropriate faculty member(s) or academic advisor regarding the appeal.
2. The committee reviewing the appeal shall act on student appeals within one month of the receipt of the appeal, unless the timeline to accommodate the best interests of the student making the appeal.
3. Committee recommendations will be communicated to the student by the Committee chair. Copies of the communication to the student will be sent to faculty and staff members involved, as appropriate. All decisions are subject to the final approval of the Provost and Vice President for Academic Affairs (AVPAA).
4. Undergraduate appeals will be considered by the Academic Appeals Committee, which shall be composed of representatives from Academic Affairs and faculty members appointed by the Provost and Vice President for Academic Affairs. One faculty member and one staff member from Academic Affairs shall co-chair the Committee. The petitioning student shall solicit support from his or her academic advisor regarding the appeal.

5. Graduate student appeals should first be lodged with the student's major department. Before rendering a decision on the appeal, the department head or program coordinator will seek a recommendation from the student's advisor or graduate student advisory committee, as applicable. If the student is dissatisfied with the decision of the department, he or she may submit the appeal to the Graduate Appeals Committee, which is chaired by the Dean of Graduate Education and includes at least two representatives from the Council on Graduate Education.

Revision History: Office of the Vice President, Jan. 1997; Office of the Provost, Oct. 2006; Office of the Provost, Dec. 2009; University Cabinet, Nov. 2018; May 2021; Office of the Provost, Aug. 2022

BOR Policy/Committee References: Policy 2:9