

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Policy Manual**

**SUBJECT:** Academic Appeals

**NUMBER:** Policy II-9-3 (Formerly Policy III-34)

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The South Dakota School of Mines and Technology has established a university Academic Appeals Committee to review requests for exceptions to academic policies including, but not limited to, the three-attempt limit on courses, academic suspension, and the change of a grade from “F” to “W.”

1. The Academic Appeals Committee will be composed of representatives from Academic Affairs and one faculty member appointed by the Provost and Vice President for Academic Affairs. The appointed faculty member and one staff member from Academic Affairs will co-chair the Committee.
2. A student will appeal to the chair of the committee and will solicit support from appropriate faculty member(s) or academic advisor regarding the appeal.
3. 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 will be made at the discretion of the Academic Appeals Committee chairperson.
4. The Academic Appeals Committee will act on student appeals within one month of the receipt of the appeal, unless the Appeals Committee extends this timeline to accommodate the best interests of the student making the appeal.
5. 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.

**SOURCE:** Office of the Vice President, Jan. 1997; Office of the Provost, Oct. 2006; Office of the Provost, Dec. 2009; University Cabinet, Nov. 2018

**BOR Reference: Policy 2:9**  
**APPLICATION FOR ACADEMIC APPEALS (i.e., a waiver)**

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

Name: \_\_\_\_\_ Email: \_\_\_\_\_ ID# \_\_\_\_\_

Phone # \_\_\_\_\_ Major: \_\_\_\_\_ Advisor: \_\_\_\_\_ Circle

One: Freshman Sophomore Junior Senior Graduate Date of Action on Which Student Was Notified  
(e.g. date student was notified of academic suspension, etc.).

- Suspension   
 Pre general education  completion timeline  Academic Amnesty  
 timeline  Alternative certification  General education completion  
 Grade change; semester for which grade change is requested  
and last day of attendance

More than three attempts; course: \_\_\_\_\_

Why are you requesting this action? Explain the extenuating circumstances you feel may exempt you from normal academic policies.

*(Type or print response here or add separate page)*

Have these circumstances been resolved? Explain how.

*(Type or print response here or add separate page)*

What changes have you made and/or what strategies you will use to successfully manage your studies should this request be granted?

*(Type or print response here or add separate page)*

**By signing this form or emailing this form to the address provided below, I certify that the statements made above are true to the best of my knowledge.**

\_\_\_\_\_  
Student Date

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**Academic advisor and/ or faculty member needs to discuss the appeal with the student and supply comments to the Appeals Committee. Input on an appeal can be provided in writing or sent via email to [lisa.carlson@sdsmt.edu](mailto:lisa.carlson@sdsmt.edu)**

Comments and analysis of the appeal by advisors and faculty members are highly valued by the Committee and make a critical contribution to this process. Comments can be sent (in confidence) in writing or via email to.

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**If the appeal is for a change of grade, as the instructor of record, please indicate last date of academic activity (quiz, exam, etc.) \_\_\_\_\_**

### Instructions to Students 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: You have identified your own actions or lack of actions which caused the situation and can convince the Committee that you have developed a plan of action to ensure success the next time around.

If either or both reasons apply to you, here is what you need to do:

1. Fill out the online form to be submitted to the Academic Appeals Committee. You will need to submit the appeal within 30 calendar days from the date you received notification of the action or circumstances that prompted the filing of the appeal. Be complete and honest in describing the circumstances which have caused you to seek this appeal.
2. Take a copy of the filled-out appeal to your advisor and/ or to the faculty member of the specific course about which you are appealing.
3. Discuss with your academic advisor and / or the instructor of the course(s) in question your request, your reasons for requesting it, and your plan to create a successful outcome.

4. If the person or persons with whom you visit endorse your appeal and plan of action, ask the person or persons to email [lisa.carlson@sdsmt.edu](mailto:lisa.carlson@sdsmt.edu) comments about the appeal. The Committee places great weight on the comments (positive or negative) made by faculty, staff, and academic advisors who know you or can speak to your academic performance.
  
5. If you wish to submit this form in hard copy, please mail to:  
Student Success Center  
501 East Saint Joseph Street  
Rapid City, SD 57701-3994  
(605) 394-5261 phone  
[Lisa.Carlson@sdsmt.edu](mailto:Lisa.Carlson@sdsmt.edu)