

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT: Academic Appeals**

**NUMBER: Policy 2-11** (Formerly Policy III-34 and II-9-3)

**REVISED: August 2024**

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The Academic Appeals process at South Dakota Mines exists to provide students an avenue to seek an exception to an academic policy.

### 1. Scope and Timing of Appeals

1.A. The Academic Appeal process at South Dakota Mines is administered in compliance with [South Dakota Board of Regents Policy 2.9.1](#).

1.B. students must bring an Academic Appeal forth within thirty (30) calendar days from the date that the student received notification of the action.

1.B.2. Exceptions of these deadlines shall be made at the discretion of the Chair of the Academic Appeals Committee.

### 2. Academic Appeals Committee

2.A. The Academic Appeals Committee shall be composed of representatives from Academic Affairs and faculty members appointed by the Provost and Vice President for Academic Affairs.

### 3. Academic Affairs Appeal Procedures

3.A. Students shall submit an Academic Appeal to the Academic Appeals Committee via the online “Complaint, Appeal, or Grievance Report” form available on the [Student Complaint Process webpage](#).

3.A.1. Students select the “Appeal | Academic” type of report.

3.A.2. Through the online report, the student provides complete details regarding the Academic Appeal and a specific request for the outcome or resolution they are seeking. The student is encouraged to provide relevant supporting documentation that will assist the Committee in making their decision.

3.B. As part of their consideration of a submitted Academic Appeal, the Academic Appeals Committee may reach out to appropriate staff and/or faculty who may have relevant information regarding the appeal.

3.C. The Academic Appeals Committee shall review the appeal and make a decision within 30 days of the receipt of the appeal, unless the timeline to accommodate the best interests of the student making the appeal necessitates additional time.

3.D. Academic Appeals Committee decisions are final and 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.

**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; Aug. 2024**

**BOR Policy/Committee References: Policy [2.9.1](#)**