

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Final Grade Appeal

NUMBER: Policy 2-21

REVISED:

The Grade Appeal process at South Dakota Mines exists to provide students an avenue to dispute a course final grade.

1. Scope and Timing of Grade Appeals

- 1.A. The Grade Appeal process at South Dakota Mines is administered in compliance with [South Dakota Board of Regents Policy 2.9.1](#).
- 2.B. Students must bring a Grade Appeal forth within thirty (30) calendar days from the last day of the semester in which the final grade was posted to the student's record.
 - 2.B.1. Exceptions to these deadlines shall be made at the discretion of the Chair of the Academic Appeals Committee.

2. Academic Appeals Committee

- 2.A. Grade appeals at South Dakota Mines are heard by the Academic Appeals Committee.
- 2.B. 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. Grade Appeal Procedures

- 3.A. The first step on the Grade Appeal process, is for the student to seek resolution with the faculty member who issued the final grade.
- 3.B. After seeking resolution with the faculty member who issued the final grade, should the concern remain unresolved, may appeal to the instructor's department head or supervisor for a decision. If the student is dissatisfied with the supervisor decision, the student may then submit a Grade Appeal to the Academic Appeals Committee.
- 3.C. The Grade Appeal shall be submitted to the Academic Appeals Committee via the online 'Complaint, Appeal, or Grievance Report' form available on the Student Complaint Process webpage.
 - 3.C.1. Students select the "Appeal | Final Grade" type of report
 - 3.C.2. Through the online report, the student provides complete details regarding the Grade Appeal and a specific request for the outcome or resolution they are seeking. Documentation of the decisions made by the instructor and the Department Head must be provided. The student is encouraged to provide relevant supporting documentation that will assist the Committee in making their decision.

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

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

3.F. 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 the faculty member who issued the final grade.

Originated: Academic Affairs, Aug. 2024

Revision History:

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