



Policy Number:	1.001
Originating Office:	Academic Affairs
Responsible Executive:	Provost and Vice President for Academic Affairs
Date Issued:	01/04/2011
Date Last Revised:	01/03/2012

Student Academic Appeals

Policy Contents

- I. Reason for this Policy.....1
- II. Statement of Policy1
- III. Definitions.....1
- IV. Procedures2
- V. Related Documents, Forms and Tools.....2

I. REASON FOR THIS POLICY

Student academic appeals are governed by South Dakota Board of Regents (BOR) Student Appeals for Academic Affairs Policy 2:9. Each system institution is responsible for establishing appeals procedures for their campus.

II. STATEMENT OF POLICY

Students wishing to appeal an academic decision involving such matters as course grades and dismissal from a program must use the appropriate appeal form. The form should be used only if informal discussion with the academic decision-maker does not produce a satisfactory resolution and the student wishes to pursue the matter to the next level. Before pursuing an appeal, students should consult Board of Regents Policy 2:9.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

1. Appeals must be initiated by the student through discussion with the individual responsible for the decision (i.e., the academic decision-maker) to question the decision and explain the basis for doing so. The student must have this discussion **within 30 calendar days** of being notified of the decision that is being appealed. If notification occurs within 15 calendar days of the end of a term, the discussion must occur at the latest within 15 calendar days of the start of the next term.
2. If a student wishes to pursue the appeal following the discussion with the academic decision-maker, s/he should complete the Step 2 section of the form and submit **within 5 working days of the discussion** a signed copy to the mediator designated on the form. The mediator will provide a copy to the decision-maker and ask him/her to complete the Step 3 section of the form.
3. In the Step 3 section of the form, the academic decision-maker will describe the outcome of the discussion with the student, explaining his/her rationale for the decision being appealed. A signed copy of the completed form should be returned to the mediator **within 10 working days of receipt of the form**.
4. The mediator must initiate discussion with the decision-maker and the student **within 10 working days of receipt of the form** from the academic decision-maker. In the Step 4 section of the form the mediator will describe his/her attempt to reach resolution and the outcome. The mediator will provide a copy of the completed form to the student and the decision-maker **within 10 working days of the final discussion with the parties**.
5. If the matter is unresolved after mediation, the student may appeal to the president's designee **within 10 working days of receipt of the completed form** from the mediator. The appeal at this stage must be submitted as a letter that clearly lays out the basis for the appeal and why it should be approved. The student should also provide any supporting documentation. A copy of the appeal form (completed and with all required signatures) must accompany the Step 5 appeal. Upon receipt of the appeal, the president's designee will contact the student and offer to discuss the appeal. **Within 15 working days of receiving the Step 5 documents**, the designee will provide to all parties a decision regarding the appeal.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Board of Regents Policy 2:9 – Student Appeals for Academic Affairs

<https://www.sdbor.edu/policy/documents/2-9.pdf>

Appeal Form

<https://portal.usd.edu/academics/registrar/loader.cfm?csModule=security/getfile&PageID=2388&casLogin=1>