



**Policy Number:** 1.001  
**Originating Office:** Academic Affairs  
**Responsible Executive:** Provost & VP for Academic Affairs  
**Date Issued:** 1/4/2011  
**Date Last Revised:** 8/24/2023

# Student Academic Appeals

## Policy Contents

|                                             |   |
|---------------------------------------------|---|
| I. Reason for this Policy .....             | 1 |
| II. Statement of Policy .....               | 1 |
| III. Definitions .....                      | 1 |
| IV. Procedures.....                         | 2 |
| 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

South Dakota Board of Regents (BOR) [Student Appeals for Academic Affairs Policy 2:9](#)

[Academic Appeal Form](#)