



ACADEMIC APPEALS BY STUDENTS

This form outlines the process by which students may appeal an academic decision involving such matters as final course grades or dismissal from a program. The form itself should be used only if the Step 1 discussion with the academic decision-maker does not produce a satisfactory resolution and the student wishes to pursue the matter to the next level. Additional pages may be attached if more space is needed. Before pursuing an appeal, students should consult Board of Regents Policy 2:9 at http://www.sdbor.edu/policy/2-Academic_Affairs/documents/2-9.pdf.

STEP 1: Initial discussion to question the academic decision

The student must initiate the appeal by contacting the instructor or other individual responsible for the decision (i.e., the academic decision-maker) to question the decision and explain the reasons for doing so. The appeal must be initiated **within 30 calendar days** of receiving notification of the decision that is being appealed. If notification is provided to the student within 15 calendar days before the end of the term (fall, spring, or summer), the discussion must occur at the latest **within 15 calendar days** of the start of the next term. **Within the first 30 calendar days** after notification of the decision, the student may petition the president's designee (see p. 3) for an extension of this timeline if circumstances prevent timely appeal.

STEP 2: To be completed by the student

If the student wishes to pursue the appeal following the discussion with the academic decision-maker, s/he should complete the section immediately below and submit a signed copy to the designated mediator **within 5 working days** of the discussion. (See page 3 for help in identifying the individual who will serve as mediator.) The mediator will provide a copy of this form to the decision-maker and then will consult with the student and the decision-maker in an attempt to resolve the matter.

Name (please print)

Student ID

What academic decision are you appealing?

What is the basis for your appeal (i.e., what is unfair about the decision)?

What was the outcome of your discussion with the individual responsible for the decision?

Date notified of decision: _____ Date of discussion with decision-maker: _____

Student's Signature

Date

STEP 3: To be completed by the academic decision-maker

The academic decision-maker should describe below the Step 1 discussion with the student, explaining his/her rationale for the academic decision being appealed, and then return to the mediator a signed copy of this form **within 10 working days** of receiving it.

Name (please print)

Signature

Date

STEP 4: To be completed by the designated mediator

The role of the mediator is to facilitate resolution of the appeal through discussion with the student and the academic decision-maker. The mediator is not empowered to change the decision being appealed or to insist that the decision-maker do so. Discussion with the decision-maker and the student should be initiated **within 10 working days** of receipt of this form from the academic decision-maker. Following discussion, the mediator should describe below the attempt to reach resolution and its outcome. **Within 10 working days** of initiating the discussion with the parties, a copy of the completed form is due to the student and the decision-maker.

Name (please print)

Signature

Date

STEP 5: Final Appeal

If the matter is unresolved after mediation, the student may appeal to the president's designee (see p. 3) **within 10 working days** of receipt of this 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 granted. A copy of this form (completed and with all required signatures) must accompany the Step 5 appeal letter. Any supporting documentation should also be provided. Upon receipt of the appeal documents, 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 notify all parties of the decision regarding the appeal.

ROLES IN THE ACADEMIC APPEALS PROCESS

UNDERGRADUATE

Grades:

Program	Decision-maker	Mediator	President's Designee
A&S, BUS, ED, FA, HS	Instructor	Department Chair	Academic Dean
BBS (course prefixes: PHGY, BIOC, ANAT, PHPH, NSCI, CPHD, MICR, PHAR)	Instructor	Associate Dean	Academic Dean
Honors	Instructor	Honors Director	Provost

Program Dismissal:

Program	Decision-maker	Mediator	President's Designee
Business	Business Student Services	Associate Dean	Academic Dean
Teacher Education	BARC ¹	Associate Dean	Academic Dean
Honors	Honors Director	Assistant Provost	Provost
Dental Hygiene	Department Chair	Associate Dean	Academic Dean
Nursing	Site Director	Department Chair	Academic Dean
Social Work	Department Chair ⁴	Associate Dean	Academic Dean

GRADUATE/ PROFESSIONAL

Grades:

Program	Decision-maker	Mediator	President's Designee
A&S, BUS, ED, FA, HS	Instructor	Department Chair	Academic Dean
BBS (course prefixes: PHGY, BIOC, ANAT, PHPH, NSCI, CPHD, MICR, PHAR)	Instructor	Associate Dean	Academic Dean
Law	Instructor	Associate Dean	Law Dean
Medicine	Course/Clerkship Dir.	BBS Dean/Dept. Chair	VP Health Affairs/Dean

Program Suspension or Dismissal:

Program	Decision-maker	Mediator	President's Designee
A&S, BUS, ED, FA, BBS, HS	Program Head	Assistant Provost	Graduate Dean
Law ²	Admissions Comm.	Associate Dean	Law Dean
Medicine	SPCC ³	Executive Dean-SSOM	VP Health Affairs/Dean

Remediation:

Program	Decision-maker	Mediator	President's Designee
Medicine	SPCC ³	Dean of Clinical Faculty	VP Health Affairs/Dean

¹ Basic Admission and Retention Committee

² Dismissal is automatic based on grades. Students may appeal for readmission.

³ Student Progress and Conduct Committee

⁴ Faculty Review

A&S= Arts & Sciences; BUS= Business; ED= Education; FA= Fine Arts; HS= Health Sciences; BBS= Basic Biomedical Sciences