

Academic Appeals Reporting Form
South Dakota State University

This form is to be used to document the required steps in the academic appeals procedure. Please refer to SDBOR Policy 2:9, University Policy 2:4, and University Policy 3:1 for more details.

Date of Request

Student's Name

Student's ID Number

Student's contact information: (email address; phone number; campus mailing address)

Brief description of academic appeal: (Note: if grade appeal, include course prefix, number, title and instructor.)

When a student pursues an academic appeal, the following conditions must be met:

1. Academic appeals must be brought within thirty (30) calendar days from the date that the student received official notification of the action. If this action occurs within fifteen (15) calendar days before the end of the term, the student must bring an appeal within fifteen (15) calendar days after the beginning of the academic term (fall, spring, or summer) following the term in which the challenged action was taken.
2. Academic appeals may be brought only from final course grades or other actions that have similar finality (e.g. no academic appeals for quiz/exam grades, assignment grades, etc.)

3. The matter must first be discussed in person, by appointment with the course instructor or the person responsible for the decision. The instructor shall document the contact date, decision and rationale for the decision by completing this form within ten (10) calendar days after the student makes the initial contact. The instructor sends a copy of the completed form (and any documentation) to the student, department head, dean, and graduate dean (if applicable).
4. If, after discussion with the instructor (or academic decision-maker), the student's concerns remain unresolved, the student may appeal the matter to the appropriate immediate supervisor who in most instances is the department head of the department in which the course was delivered within ten (10) calendar days after the instructor decision. The department head shall document contact with the student, the decision and rationale for the decision by completing the attached form within ten (10) calendar days after the student makes contact with the department head. A copy of the form (and documentation) is sent to the student, dean, and graduate dean (if applicable).
5. If the matter still remains unresolved, the student may appeal the matter to the dean of the college in which the course was delivered within ten (10) calendar days after the department head decision. The dispute for graduate courses shall be referred to the Dean of the Graduate School or designee. The dean shall document contact with the student, the decision and rationale for the decision by completing this form within ten (10) calendar days after the student makes contact with the dean. A copy of the form (and any documentation) is sent to the student, instructor, department head and provost.
6. If after discussion with the appropriate dean, the student's concerns remain unresolved, the student may appeal the matter to the Provost and Vice President for Academic Affairs or designee within ten (10) calendar days after the dean's decision. Appeals at this level are also reviewed by the Academic Appeals Committee, which meets monthly. The committee may, at its discretion, hear an appeal at an earlier date. The Provost and Vice President for Academic Affairs or designee shall make the final decision and document by completing this form. A copy of the form (and documentation) is sent to the student, instructor, department head, dean, and graduate dean (if applicable).
7. Additional documentation and correspondence may be attached to this form. Helpful documentation may include a statement from the instructor, a copy of the course syllabus, D2L records, or other material as appropriate. Keep a copy of this form for your records. A copy of the completed form will be provided.

Step 1: Discussion with instructor or academic decision-maker:

_____ (Instructor signature)

_____ (Date)

State decision and rationale in the space provided or attach a letter.

Step 2: Discussion with Department Head:

_____ (Department Head signature)

_____ (Date)

State decision and rationale in the space provided or attach a letter.

Step 3. Discussion with Dean:

_____ (Dean signature)

_____ (Date)

State decision and rationale in the space provided or attach a letter.

Step 4. Discussion with Provost and Vice President for Academic Affairs:

_____ (VPAA signature)

_____ (Date)

State decision and rationale in the space provided or attach a letter.