

UCF Undergraduate Student Academic Appeals Form

Scope:

- Appeals are limited to disputes regarding a grade received where the student feels there is an:
 - alleged deviation from announced grading policy;
 - alleged errors in applying grading procedures;
 - alleged lowering of grades for non-academic reasons, including discrimination;
- Appeals challenging the professional judgement of the instructor are **excluded** from this process.
- Appeals may include actions taken by an instructor pursuant to the "Student Academic Behavior" policy.

Instructions - Student:

- Review the Golden Rule regulations at <http://www.goldenrule.sdes.ucf.edu> page 12
- You must complete, and provide documentation of, each step of the process following the listed order.
- Complete the entire form. Appeals which are late, incomplete, illegible, or have not followed all steps will not be accepted.
- In your description of the problem, limit all discussion to the specific reasons for which appeals may be submitted.
- Attach a copy of your grades during the disputed term. <https://my.ucf.edu/> -> Student Self Service -> View My Grades.
- Attach a copy of your current class schedule so meetings can be scheduled.

Name _____ (Print- Last) _____ (First) PID | | | | | | | | | |

Major _____ Email: _____ Daytime phone _____

Course _____ Sect _____ Term/yr _____ Instructor _____

Current grade _____ Student Signature: _____ Date: _____

Process Steps:

attach all relevant emails or other correspondence, and/or describe meetings on separate pages, including names & approximate dates of contact. If information is missing, explain why.

- | | | | |
|---|----------------|---------------|---------------------|
| 1. Contact with the instructor regarding your grade dispute; | Attached _____ | Missing _____ | |
| 2. Contact with the head of the department/school offering the course; | Attached _____ | Missing _____ | |
| 3. Consultation with Student Government's Judicial Advisor or designee; | Attached _____ | Missing _____ | |
| 4. Contact with an Associate or Assistant Dean in the college offering the class; | Attached _____ | Missing _____ | Current stage _____ |
| 5. Appeals Committee hearing requested: | | | Current stage _____ |

Additional information needed:

- | | | |
|--|----------------|---------------|
| 1. Attach grade printout for the term the disputed course was taken: | Attached _____ | Missing _____ |
| 2. Attach class schedule for current term: | Attached _____ | Missing _____ |
| 3. Anticipated year and term of graduation? _____ | | |

Allegation:

Appeals are limited to the following; which do you feel apply to your case (check all that apply).

- alleged deviation from announced grading policy
- alleged errors in applying grading procedures
- alleged lowering of grades for non-academic reasons, including discrimination

Briefly describe the circumstances that merit an appeal:

(You must summarize your case here)

Attach a detailed explanation of how your case relates to each allegation you checked.
Be sure you identify the specific allegation with each response, and focus the response on the allegation. Be concise.

What resolution are you seeking?

For College use only:

Tracking: Form returned to student on _____ Reason _____

4th stage Meeting held on _____ Associate/Assistant Dean's notes: _____

5th stage Meeting held on _____ Committee's recommendation: _____

Submitted to Dean on _____ Dean's Decision: _____