



**Scope:**

- Appeals are limited to final course grade disputes identified in Student Academic Appeals section of the UCF Golden Rule and Regulation ([goldenrule.sdes.ucf.edu](http://goldenrule.sdes.ucf.edu), UCF-5.016).
- Appeals challenging the professional judgment of the instructor are **excluded** from this process.
- If an appeal involves an *allegation of discrimination*, the appeal will be referred to the Office of Institutional Equity; if an appeal involves an *allegation of misconduct*, the misconduct process supersedes the grade appeal process (see Student Academic Behavior section of the UCF Golden Rule, Regulation UCF-5.015).

**Instructions:**

- Review the Golden Rule section (UCF-5.016) on Student Academic Appeals (see link above).
- By submitting this completed form, you acknowledge you have exhausted the informal grade appeal process and are pursuing a formal appeal.
- You must provide complete information and the requested documentation (see below).
- Please submit all grade appeals to [gradeappeals@ucf.edu](mailto:gradeappeals@ucf.edu).

**Name:**

**PID:**

**Email:**

**@knights.ucf.edu**

**Phone:**

**Course Pf/Num/Sec**

**Sem/Year:**

**Instructor Name:**

**Process Steps:**

**Allegation:** Formal appeals are limited to the following. Which do you feel apply to your case?

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

**Summary:** Provide a brief summary of the circumstances that merit an appeal (can be provided as an attachment).

**Resolution:** Provide a brief statement that identifies the resolution you are seeking (can be provided as an attachment).

**Documentation:** Attach a detailed explanation of how your case relates to each allegation you checked above. Include all relevant correspondence and documentation. Describe any meetings you have had, with whom, and when. Include what resolution you hope to gain by filing this appeal. If information is missing, explain why.

Please provide the following documentation:

- Correspondence with the instructor regarding your grade dispute
- Written response from the head of the department/school offering the course (required at college level)
- Confirmation of consultation with Student Government’s Judicial Advisor or designee (optional)
- Course syllabus
- Copy of enrollment/grades for the semester of concern
- Detailed explanation of allegation on which appeal is based
- Statement of resolution sought

**Student Signature:**

**Date:**

**For College use only**

Date Received:

Step 2 (department chair or school director)

Step 3 (associate dean)

Step 4 (ad hoc committee and college dean)

Step 5 (Undergraduate Studies dean)