

Student Academic Appeals for UCF Students enrolled in UCF Downtown Co-Listed Courses

(1) General Information

(a) Please refer to the UCF Golden Rule for specific information related to the Student Academic Appeals process.

(b) This document explains to UCF students enrolled in UCF Downtown co-listed courses with Valencia College how the regulation in the UCF Golden Rule (section 5.016) for Student Academic Appeals applies to appeals of a final course grade for co-listed courses with Valencia. The information provided here follows requirements in the UCF Golden Rule.

(c) Students should be aware that the professional judgement exercised by an instructor in assigning a specific grade or in conducting a class is not a valid basis for a student academic appeal.

(d) Grounds for a grade appeal are limited to the following bases:

1. Alleged deviation from established and announced grading policy;
2. Alleged errors in the application of grading procedures;
3. Alleged deviation from University syllabus policy that could have impacted the resulting grade; and
4. Alleged lowering of grades for non-academic reasons, including discrimination. (A grade appeal alleging discrimination in violation of University policy will be referred to the Office of Institutional Equity. The University is entitled to a reasonable period of time to review allegations of discriminations contained in an appeal, and the University may accordingly extend deadlines applicable to the University for the purposes of reviewing such allegations.)

(e) If the student is charged with a conduct violation based on alleged academic misconduct (per UCF-5.008) that relates to the grade being appealed, the student conduct process must be completed before the student initiates a formal grade appeal.

(f) If needed, the University may extend deadlines applicable to the grade appeal process for the purposes of reviewing the appeal. If extensions are made, the new deadline will be shared in writing.

(2) All assumptions noted in the UCF Golden Rule should be followed. Students should be aware that all communication between the student and any University personnel must be made via a university provided email account (e.g. "knights.ucf.edu" or "ucf.edu"; however, communication with a co-listed course faculty member may be made to either a ucf.edu account or a valenciacollege.edu email account).

(3) Step 1: Resolution of Student Appeals with the Instructor or Program

(a) The initial appeal regarding course final grades must be initiated within ninety (90) business days of the final grade posting.

(b) All student academic appeals of allegedly wrongful academic action(s) by an instructor shall first be brought to the attention of the person whose action is being appealed. (The instructor of

the course whose action is being appealed is referred to in the UCF Golden Rule as the 'Responding Party.')

(4) **Step 2:** Formal Resolution of the Student Appeal at the Unit Level

(a) If the issue cannot be resolved at the Step 1 level, the student must submit the appropriate appeal form, available at the following URL: www.dtl.ucf.edu/gradeappeal to the Valencia Dean of School who will serve as the unit head or designee (as defined in the UCF Golden Rule).

The student should submit the grade appeal form to the Office of the Associate Provost at UCF Downtown at ucfdowntown@ucf.edu with the subject line clearly stating, "Grade Appeal." The Office of the Associate Provost will route the form to the correct Valencia College Dean of School for consideration.

Once the appeal is received by the Valencia Dean of School, they or their designee will review the appeal and supporting documentation to determine if there are grounds for the appeal.

1. If there is not a basis for the appeal, the appeal will be dismissed, and the Valencia Dean of School or designee will inform the student in writing why the appeal is dismissed. This written response will be copied to ucfdowntown@ucf.edu.
2. If there is a basis for the appeal, within ten (10) business days of receipt of the appeal the Valencia Dean of School or designee will consult with the Responding Party and may also ask to meet with the student.
 - a. If the Responding Party or student is not available to discuss or respond to the appeal, the resolution should wait until the Responding Party or student can respond, but not more than thirty (30) business days.
 - b. In the event an immediate resolution is needed (e.g., due to pending graduation certification) the Valencia Dean of School will make a decision based on available information.

Within fifteen (15) days of receipt of the appeal, or longer based on either the Responding Party or the student not being available (see above), the Valencia Dean of School or designee will provide the student with a written decision and copy the UCF Office of the Associate Provost at ucfdowntown@ucf.edu. The written decision must include the contact information of the Valencia College Vice President of Academic Affairs (provided so the student knows who to contact regarding the appeal process if eligible to proceed to Step 3).

(5) **Step 3:** Resolution of Student Academic Appeals at the College Level

(a) If the student has new information to present or can show that a procedural error occurred in the previous steps, within ten (10) business days of the Valencia Dean of School or designee's written decision the student may submit the appeal to the Valencia College Vice President of Academic Affairs. The student must schedule an appointment with the Valencia College Vice President of Academic Affairs or designee (email: AcademicAffairs@valenciacollege.edu). That individual will review the student's concerns, inform the student of their ability to seek the assistance of a UCF student government advisor and explain the UCF Student Academic Appeals process for co-listed courses (this document should be provided to the student as well as reference made to the UCF Golden Rule section 5.016).

The Valencia College Vice President of Academic Affairs will, within ten (10) business days of receipt, review the appeal. One of the following actions will take place:

1. If an appeal is presented that was previously dismissed for having no basis, and none of the new or additional information establishes a basis, then the appeal will again be dismissed, and the Valencia College Vice President of Academic Affairs will inform the student in writing why the appeal is dismissed and copy ucfdowntown@ucf.edu.
2. If the student presents new or additional information that must first be reviewed by the unit head, then the Valencia College Vice President of Academic Affairs will inform the student in writing (copying ucfdowntown@ucf.edu) that this information must be reviewed first by the Valencia College Dean of School and that the student is required to revisit Step 2.
3. If the appeal warrants a review, the Valencia College Vice President of Academic Affairs will, within five (5) business days of initial review, provide the student with a written decision on the appeal. The Valencia College Vice President of Academic Affairs' decision will be sent to the student and copied to the Responding Party, the Valencia College Dean of School, and the Associate Provost of UCF Downtown who will provide the information to the UCF dean of the undergraduate college.

The Valencia College Vice President of Academic Affairs will also provide the student with the contact information for the UCF Downtown Associate Provost's office in the event the appeal moves to the next step.

(6) **Step 4:** Resolution of Student Academic Appeals at the University Level

(a) If the student has new information to present or can show that a procedural error occurred in the previous steps, within ten (10) business days of the Valencia College Vice President of Academic Affairs' written decision the student may submit the appeal to the UCF Downtown Associate Provost, who serves in accordance with the UCF Golden Rule as the designee of the UCF dean of undergraduate studies for this step. The UCF Downtown Associate Provost will provide the College of Undergraduate Studies a record of the formal complaint as soon as possible after it is received.

The UCF Downtown Associate Provost will review the appeal within ten (10) business days of receipt. One of the following actions will take place:

1. If an appeal is presented that was previously dismissed for having no basis and none of the new or additional information establishes a basis, then the appeal will again be dismissed, and the UCF Downtown Associate Provost will inform the student in writing why the appeal is dismissed.
2. If the student presents new or additional information that must first be reviewed by the Valencia College Vice President of Academic Affairs, then the UCF Downtown Associate Provost will inform the student in writing that this information must be reviewed first by the Valencia College Vice President of Academic Affairs and that the student is required to revisit Step 3.
3. If the information presented warrants additional review, the UCF Downtown Associate Provost will inform the student in writing that the appeal will be reviewed by the Ad Hoc Student Academic Appeal Committee which will make a recommendation to the UCF Downtown Associate Provost. The appeal will continue to Step 5.

(7) **Step 5:** Ad Hoc Student Academic Appeal Committee

As defined in the UCF Golden Rule, the Committee shall be composed as required and presented with information as outlined therein. The required two (2) instructional members for the Ad Hoc committee should be current instructors of record from UCF co-listed courses, but not from the same discipline as the course being appealed. The guidelines of the UCF Golden Rule should be adhered to when a committee is conducting a review of an appeal.

After meeting with both parties, the committee will deliberate and issue a recommendation by majority vote to the UCF Downtown Associate Provost. The committee chair will ensure that the committee's majority opinion, rationale, and recommended findings and resolutions are documented and forwarded to the UCF Downtown Associate Provost within five (5) days of the conclusion of the committee hearing. For UCF students appealing grades in co-listed courses, the UCF Downtown Associate Provost and the Valencia College Vice President of Academic Affairs will confer prior to the UCF Downtown Associate Provost making a final decision regarding a UCF student.

Within five (5) business days of receiving the committee's recommendation, the UCF Downtown Associate Provost will provide the student with a written decision on the appeal. This decision represents final agency action. This decision will be copied to the Valencia College Vice President for Academic Affairs and the Valencia College Dean of School who initially handled the formal appeal; and to the UCF College of Undergraduate Studies for official record keeping.