

# Student Grade Appeal Form

**Scope:**

- Appeals are limited to disputes identified in Student Academic Appeals section of the UCF Golden Rule (<http://www.goldenrule.sdes.ucf.edu> section: UCF-5.016).
- Appeals challenging the professional judgment of the instructor are **excluded** from this process.
- If an appeal involves an *allegation of misconduct*, please consult the Office of Student Conduct prior to submitting this appeal (see Student Academic Behavior section UCF-5.015 in the UCF Golden Rule). The misconduct process supersedes a grade appeal.

**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 complete information for each step of the process and provide the requested documentation.
- In your description of the problem, include the specific reason(s) for which the appeal is being submitted.
- Attach a copy of your enrollment/grades during the semester of concern.
- Appeals that are late, incomplete, illegible, or have not followed all steps will not be accepted.
- Submit this form to the Dean of the college offering the course of concern.

**Name:**

**PID:**

**Email:**

@knights.ucf.edu

**Phone:**

**Pfx/Num of Course**

**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 lowering of grades for non-academic reasons, including discrimination

**Summary:** Provide a brief summary of the circumstances that merit an appeal (limit 280 char).

**Resolution:** Provide a brief statement that addresses the resolution you are seeking (limit 280 char).

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

Within your documentation, please confirm that you have:

- |   |          |         |
|---|----------|---------|
| 1. Contacted the instructor regarding your grade dispute:   | Attached | Missing |
| 2. Contacted and received a documented response from the head of the department/school offering the course: | Attached | Missing |
| 3. Consulted with Student Government’s Judicial Advisor or designee:  | Yes      | No      |
| 4. Included a copy of enrollment/grades during the semester of concern:                                     | Attached | Missing |
| 5. Included a detailed explanation related to identified allegation:  | Attached | Missing |
| 6. Included the resolution sought:  | Attached | Missing |

**Student Signature:**

**Date:**

College use only: Received:  
4th Stg Mtg:  
5th Stg Mtg: