

**Scope:**

- Appeals are limited to final course grade disputes identified in UCF's 4-412 Student Academic Appeals Policy.
- Appeals challenging the professional judgment of the instructor are **excluded** from this process.

Instructions:

- Review UCF's 4-412 Student Academic Appeals Policy .
- 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.

Name:**UCF ID:****Email:****@ucf.edu****Phone:****Course Prefix Number
and Course Section:****Instructor Name:****Semester Year****Allegation:** Formal appeals are limited to the following. Which do you feel apply to your case?

alleged deviation from established grading policy and/or procedures as per the course syllabus
alleged deviation from university syllabus policy that could have impacted the resulting grade
alleged lowering of grades for non-academic reasons

Summary: Provide a brief summary of the circumstances that merit an appeal (can be provided as 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 (your appeal will NOT be reviewed until all documents are submitted):

Correspondence with the instructor regarding your grade dispute
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:**