



Office of Undergraduate Studies

Timely Academic Progress Appeal Form

Prior to submitting this appeal, please review the full **Timely Academic Progress Toward a Degree Policy** by clicking on this [link](#).

The University of Central Florida helps students meet their academic goals by monitoring academic progress toward their degree. To ensure timely success, the university has instituted the following policies:

- **Change of Major Limitations**
 - Any student wishing to change their major must consult with their Academic Success Coach. The ASC will only approve the change of major if the student can finish their new major on time (in four years if admitted as FTIC, or three years if admitted as a transfer student).
- **Addition of Minors, Certificates, Double Majors, and/or Honors Undergraduate Thesis (HUT)**
 - Any student wishing to add a major, minor(s), certificate(s), or honors in the major must consult with their Academic Success Coach. The ASC will only approve the change if the student can finish their degree with the additional major(s), minor(s), certificate(s), or Honors Undergraduate Thesis (HUT) on time (in four years if admitted as FTIC, or three years if admitted as a transfer student).
- **Progression in the Major**
 - Colleges may establish progression policies for students. If a student does not meet the college's progression policies, the university may change their major to a major where the student is more likely to be successful.
- **Academic Completion Plan**
 - Upon completion of 60 credit hours or admission to the major, students are required to develop a completion plan with their Academic Success Coach.
 - Declared minor(s)/certificate(s)/honors in the major can be removed from a student's academic profile at any time if determined to delay timely graduation unless required for degree completion.
 - Declared second/double major(s) can be removed from a student's academic profile at any time if determined to delay timely graduation.
- **Academic Course Enrollment**
 - Students are expected to enroll in classes that support the completion of the student's primary major. In certain situations, after a conversation with the ASC, the student may be dropped from classes that do not meet this objective by the University.
- **Awarding of the Primary Degree**
 - The university will award a student's degree if all requirements are met for the primary degree program, including in cases where a minor, certificate, or double major is incomplete. Exceptions will be granted to allow completion of a minor, certificate, or additional major when it does not impede graduating on time (in four years if admitted as FTIC, or three years if admitted as a transfer student). Once the degree is awarded, the student must be readmitted to the University of Central Florida to enroll in any additional courses and complete secondary programs.

Students wishing to appeal an aspect of the above policies, thereby postponing graduation, must submit a written appeal no later than ten (10) business days after being notified of the denial. This appeal will be reviewed by the Office of Undergraduate Studies. If the student does not receive appeal approval, the action will remain in place. In the case of Awarding of Primary Degree, appeal denials will result in the student being submitted for graduation and degree conferral.



Office of Undergraduate Studies

Please fill out all required information below. Your appeal will not be reviewed until all required information is submitted.

Student Information

Name:

Date:

Student ID:

UCF Student Email Address:

Current Major:

Desired Major/Minor/Certificate/HUT (if appealing to postpone graduation, please write N/A):

Reason for Appeal: Please select the reason you are appealing.

☐ I was not approved to change my major.

☐ I was not approved to add a major/minor/certificate/HUT.

☐ The university changed my major.

☐ The university is invoking its prerogative to award my degree, and I believe continued enrollment in my current program is academically necessary.

Explanation for Appeal:

Please provide a detailed explanation for your appeal. If you are appealing the University's awarding of your degree, please include a detailed explanation for why continued enrollment in your current program is academically necessary.

Major Change Appeal Requirement:

Please attach correspondences between the appealing Student and their Academic Success Coach regarding the denied program change or addition. (Acceptable file formats are JPG, PDF, and Word documents. We will not accept any documentation provided as shared links.)

Auto-Graduation Appeal:

You may attach any additional documentation necessary that supports your appeal. (Acceptable file formats are JPG, PDF, and Word documents. We will not accept any documentation provided as shared links.)

Submit this form to ous@ucf.edu with all necessary documentation attached. Please allow between 5-10 business days for a response.

Student Signature: