



Scope:

- An academic program appeal is a formal process whereby an undergraduate or graduate student may appeal an academic program action. For undergraduate students, it also includes appealing denied program changes and automatic graduation.

Instructions:

- **Review the Student Academic Appeals Policy (4-412).**
- By submitting this completed form, you acknowledge you have exhausted the informal program appeal process and are pursuing a formal program appeal.
- You must provide complete information and the requested documentation (see below).
- Please submit all your forms and documentation to OUS@UCF.EDU

Name:

UCF ID:

Email:

@ucf.edu

Phone:

Program Associated with This Appeal:

Summary: Please provide a detailed explanation of the reasons for your appeal.

Include any relevant facts, circumstances, or supporting details that you would like the reviewer to consider.

You must provide the documentation requested below. You may submit additional documentation that supports your appeal. If you do not provide the required documentation below, your appeal will not be reviewed.

(Acceptable file formats are JPG, PDF, and Word documents. We will not accept any documentation provided as shared links)

Correspondence with the faculty administrator or director regarding your program appeal.

Detailed explanation of the reasons for your appeal.

Submit this form and all additional documentation to ous@ucf.edu. Your form will be reviewed and sent to the appropriate College Dean. You will receive a response to your appeal within 10 business days of receipt from the appropriate College Dean or dean's designee.

Student Signature:

Date:

For Official Use Only:

Date Received by College:

Approved

Denied

Date Received by Office of Undergraduate Studies:

Approved

Denied

College Signature

Office of Undergraduate Studies Signature