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 this document.

(b) The information provided here is to clearly show UCF students enrolled in UCF Downtown co-listed courses with Valencia College how the regulations in the UCF Golden Rule (section 5.016) for Academic Appeals applies to appeals of a final course grade. 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 excluded from the academic appeals regulation.

(d) In accordance with the UCF Golden Rule, grounds for a grade appeal must fall under at least one of the following:

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).

(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) Resolution of Student Appeals at the Unit Level

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

(b) **Step 1:** 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.’)

As stated in the UCF Golden Rule, if the issue cannot be resolved with the decision of the co-listed course faculty member, or if that faculty member is not available, the student must pursue a Step 2 solution with the co-listed faculty member’s supervisor, the Valencia program coordinator. (If a student needs assistance in finding out who the program coordinator is for a
faculty member, please contact the Valencia Downtown Administration by phone at: 407.582.5008 or by email at: DTCAcademicAffairs@valenciacollege.edu)

(c) **Step 2:** 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 program coordinator who will serve as the unit head or designee (as defined in the UCF Golden Rule). The Valencia program coordinator, in consultation with the faculty member of the co-listed course in question, should make reasonable efforts to communicate with the student and resolve the problem informally.

Normally within ten (10) business days of the complaint being forwarded to the Valencia program coordinator or designee, the Valencia program coordinator or designee will provide the student with a written final unit-level decision. The written decision must include the contact information of the Valencia Executive Dean for Valencia Downtown (provided so the student knows who to contact regarding the appeal process if dissatisfied with the final program coordinator decision).

1. If the faculty member from the co-listed class is not available to discuss the problem, the resolution should wait, if at all possible, until such time as that faculty member can return to the campus, but not more than (90) business days.

2. If the Valencia program coordinator or designee and/or the Valencia Executive Dean of Valencia Downtown or designee determines that an emergency exists requiring that the problem be solved prior to the availability of the faculty member (e.g. in a case of probable delayed graduation), the program coordinator or dean or designee shall make reasonable efforts to inform the faculty member of the situation. The faculty member may elect to submit a written statement and/or to designate a replacement to aid in solving the problem.

(4) Resolution of Student Academic Appeals at the College Level

(a) **Step 3:** If the student is dissatisfied with the outcome of Step 2, within ten (10) business days of receipt of the unit head’s or designee’s decision, the student must schedule an appointment with the Valencia Downtown Executive Dean or designee (phone: 407.582.5008 or email: DTCAcademicAffairs@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 Downtown Executive Dean or designee shall issue a written *recommended resolution*, including a concise and explicit written statement that explains the basis for the recommended resolution, within ten (10) business days of the meeting outlined above.

(b) **Step 4:** If the student does not accept the written *recommended resolution* of the Valencia Downtown Executive Dean, then (within ten (10) days of the issuance of the written recommended resolution) the student must submit a written appeal, delivered to the Valencia Downtown Executive Dean, to have the appeal heard by a co-listed Ad Hoc Student Academic Appeals Committee. The Valencia Downtown Executive Dean will have ten (10) business days from that notice to form an Ad Hoc Student Academic Appeals Committee. This committee will
review the student’s appeal regarding the awarded grade and/or the academic program action and, if appropriate, suggest a resolution.

As defined in the UCF Golden Rule, the Committee shall be composed as required and presented with information as outlined. The required two (2) to five (5) faculty 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.

The committee chair will ensure that the committee’s majority opinion, rationale, and recommended findings and resolutions are recorded and forwarded to the college dean within five (5) days of the conclusion of the Committee hearing.

The Valencia Downtown Executive Dean will prepare a written decision on the appeal within five (5) business days of the receipt of the Committee’s recommendation. The dean may do one of the following with the Committee’s recommendation: accept it, reject it, or modify it. If the dean rejects or modifies the Committee’s recommendation, then the dean’s written decision must include a statement of reason for the action. The Valencia Downtown Executive Dean will send a copy of the Committee’s recommendation along with the dean’s written decision to the student, the Responding Party (the faculty member), the UCF Provost, the Valencia program coordinator, the Valencia College Campus President, and the Assistant/Associate/Vice Provost of UCF Downtown.

(5) Final Appeal

(a) **Step 5**: If dissatisfied with the Valencia Downtown Executive Dean’s decision, the student may, within ten (10) business days, file a written request for review with the UCF Downtown Assistant/Associate/Vice Provost, who serves in accordance with the UCF Golden Rule as the designee of the UCF dean of undergraduate studies for this step.

(b) For UCF students appealing grades in co-listed courses, the UCF Downtown Assistant/Associate/Vice Provost and the Valencia College Campus President will confer prior to the UCF Downtown Assistant/Associate/Vice Provost making a final decision regarding a UCF student.

The UCF Downtown Assistant/Associate/Vice Provost shall serve as the final appellate officer. The final appellate officer should issue a written decision to the student’s appeal within twenty (20) business days of receipt of the appeal. Should the final appellate officer require additional time for review beyond the 20 business days, the final appellate officer will notify the student in writing of the need for additional time.

(c) Acting as the University President’s representative, the decision of the UCF Downtown Assistant/Associate/Vice Provost, in accordance with the UCF Golden Rule and acting as the designee of the dean of undergraduate studies, shall represent final agency action. Copies of the UCF Downtown Assistant/Associate/Vice Provost’s written decision shall be sent to the student, the Valencia Downtown Executive Dean, the program coordinator, the Director of OSC, the Responding Party, the Provost, and the UCF dean of undergraduate studies.

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