

# GRADE CHANGE APPEAL PROCESS

THE UNIVERSITY OF CENTRAL FLORIDA

# SVAD

THE SCHOOL OF VISUAL ARTS & DESIGN

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## Step 1

Attempt to resolve issues with instructor or administrator whose action is being appealed.



## Step 2

If matter is unresolved, go to chair or department/program unit head.

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## Step 3

If unresolved at Step 2, consult with Student Government Association Judicial Advisor or designee, who advises on student rights and responsibilities.

## Step 4

Within 10 days of receipt of unit head or supervisor decision, formal appeal goes to dean or dean's designee. Review of concerns, counsel on options, and explanation of formal Student Academic Appeals Process.

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## Step 5

Proceed to grade appeal committee. Committee determines legitimacy of grade and suggests appropriate resolution.

## Step 6

If dissatisfied with dean's decision, within 10 school days, student may appeal to dean of undergraduate studies or dean of graduate studies for final decision on grade appeal.

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# GRADE CHANGE APPEAL PROCESS

## Step 1

A grade change appeal must be initiated within one semester of the alleged wrongful action or grade. Resolution attempt in a timely and satisfactory manner.

- Please visit the School of Visual Arts & Design Faculty page at <http://svad.cah.ucf.edu/staff.php> for the instructor of record's contact information. If you are unable to find the information please call 407-823-2676

## Step 2

During a term, the faculty member must communicate with students within 10 days. Between terms and summer, communication with student may be extended 10 days into the new semester.

### NOTES:

Written decision included reference to student academic appeals procedures. If responding party is not available, decision can wait no more than 6 months. But if an emergency exists requiring decision, unit head or dean or designee attempts to reach responding party for written statement or designated replacement. If responding party cannot be reached or does not designate a replacement when the complaint must be dealt with quickly, unit head or dean or designee acts on behalf of the responding party.

- Please contact SVAD Assistant Director of Student Affairs, Kevin Haran, at [Kevin.Haran@ucf.edu](mailto:Kevin.Haran@ucf.edu) or 407-823-0542 if you are unable to resolve the situation with the instructor of record or if you are unable to get a hold of the instructor of record within 10 days of contacting.
- After contacting Assistant Director Kevin Haran, if you are not satisfied with the decision or do not receive a decision in a timely manner, please contact SVAD Director Byron Clercx at [Byron.Clercx@ucf.edu](mailto:Byron.Clercx@ucf.edu) (please Cc Administrative Assistant Janki Maraj on the email, [Janki.Maraj@ucf.edu](mailto:Janki.Maraj@ucf.edu)) or call 407-823-3145 to schedule an appointment.
- After contacting Director Byron Clercx if you are not satisfied with the decision or do not receive a decision in a timely manner please contact the College of Arts & Humanities Dean's Office at 407-823-2251.

## Step 3

UCF Student Government Association can be contacted at [sgafrontdesk@ucf.edu](mailto:sgafrontdesk@ucf.edu) or 407-823-2191.

## Step 4

If unresolved, within 10 days the student may appeal in writing to Student Academic Appeals Committee (college level).

- Please contact the College of Arts & Humanities Dean's Office at 407-823-2251.

## Step 5

Committee is at least 3 but no more than 5 tenured or tenure earning faculty members and equal number of students. Formal review of student academic appeal at this level includes 7 guidelines and decision by the dean within 10 days of conclusion of the committee hearing.

## Step 6

College of Undergraduate Studies can be contacted at [us@ucf.edu](mailto:us@ucf.edu) or 407-823-2373 &

College of Graduate Studies can be contacted at 407-823-2766.