

# Appeals/Waivers/ Exceptions

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## UWF Academic Misconduct Code

Per UWF REG 3.030 (<http://uwf.edu/offices/board-of-trustees/regulations>), Student Code of Academic Conduct, the University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered. This regulation seeks to provide faculty and students with a fair process for addressing allegations of academic misconduct.

### Forms of Academic Misconduct

Violations by a student of any of the following actions that constitutes an offense will result in disciplinary action. Fraudulent or deceptive action involving academic matters, including the following:

1. Cheating: The unauthorized giving or taking of any information or material on academic work considered in the determination of a grade.
2. Academic Theft: Obtaining examinations, quizzes, or other academic materials without authorization.
3. Plagiarism: The act of representing the ideas, words, creations or work of another as one's own.
4. Resubmission of Work: Resubmitting a paper, assignment, or portion thereof that the student originally created for another assignment or course...
5. Fabrication: Presenting, as genuine, any invented, falsified, or inaccurate citation, data, or material.
6. Bribery: The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation.
7. Misrepresentation: Any act or omission taken with intent to deceive an instructor or the University so as to affect a grade, a student's academic performance or to gain admission to a program or course
8. Facilitation: Knowingly contributing to, assisting, or planning with others to engage in Academic Misconduct, or failing to inform the proper authorities when a violation has occurred regardless of one's participation.
9. Violation of professional standards or ethics as defined by the academic program.

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

## Grievances

The Student Grievance System can be referenced in UWF REG 3.011 ([http://uwf.edu/media/university-of-west-florida/offices/trustees/regulations/UWF-REG\\_3.011\\_Student-\\_Appeals\\_Complaints\\_-and-\\_Grievances.pdf](http://uwf.edu/media/university-of-west-florida/offices/trustees/regulations/UWF-REG_3.011_Student-_Appeals_Complaints_-and-_Grievances.pdf)).

Students may address concerns through various procedures provided at UWF. Students who are dissatisfied with a University decision regarding fees, grades, financial aid, parking fines and other issues,

may appeal those decisions through the specific appeal processes corresponding to those decisions.

For more information and details on the appeal procedures for University decisions see [uwf.edu/appeals](http://uwf.edu/appeals).

- Students may seek assistance in navigating appeal process from the SGA advocate or the Student Ombudsman (<http://uwf.edu/offices/dean-of-students/dean-of-students/student-ombudsperson>)

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

## Appeals and Requests for Waivers or Exceptions

An appeal may be filed by a student to request an exception or waiver to a University academic requirement, policy, procedure, or deadline. There are several different levels and types of appeals. All academic appeals should be submitted within six months of the close of academic semester of the appeal.

### Academic Appeals

The student must make a reasonable effort to contact the instructor, the department head and the academic dean in an effort to resolve differences before filing an appeal. Listed below are the various types of academic appeals.

#### Department Level (Academic Department)

Department level academic appeals include requirements for program admission, such as limited access and teacher certification, course substitutions or waivers for department requirements, course prerequisites, and other department level decisions. Students should contact their academic advisor and department chairperson for information on the appeal process. The final appeal is determined by the College Dean.

#### College Level (Academic College)

College level academic appeals include decisions on probation and suspension actions, waivers or substitutions of college core courses, etc. Students should contact their academic advisor and the college dean for information on this process and required documents.

#### University Level (University Registrar)

Most academic appeals fall under this category as this applies to those policies that are at the University level, or apply to all students regardless of major or college.

The Academic Appeals Committee (AAC) is established under the authority of the President of the University of West Florida to respond to and determine the outcome of appeals related to university level academic requirements.

The AAC provides a university wide forum for the review of university level requirements including, but not limited to late drops or withdrawals, late registration appeals, grade forgiveness, graduation requirements, university honors, etc... Appeals must be in writing on the appropriate forms and signed by the academic advisor, department chairperson, and college dean. Office of the Registrar forms can be found, [uwf.edu/registrar](http://uwf.edu/registrar). Appeals should include any and all appropriate documentation to support the appeal. When all documentation is received, the Committee will consider the appeal and issue a decision within fifteen (15) business days.

## Grade Appeal

Students should consult University Policy AC-16.02 (<http://uwf.edu/offices/board-of-trustees/policies>) for information regarding a grade appeal process. (<http://uwf.edu/offices/dean-of-students/dean-of-students/other-processes>) Grade appeals for courses cross-listed with another department within another college will be heard through the college that houses the department, regardless of the departmental affiliation of the faculty member teaching the course.

1. A student wishing to contest a final course grade must first contact the course instructor to initiate a verbal or written appeal. The student must initiate contact within 30 calendar days of the grade being available for the student to view online. The student must present a rationale for the appeal and a preferred resolution.
2. The course instructor receiving the verbal or written appeal shall respond in writing to the appeal within 10 calendar days. Should the course instructor agree with the appeal he or she will process an appropriate grade change in a timely fashion. In the event that the course instructor is not available (e.g., no longer employed, on sabbatical, or other long term absence from the workplace) to receive and respond to the grade appeal the student shall submit the written appeal to the Department Chair or School Director.

[opportunity-programs/services-provided/procedure-for-formal-complaints](http://uwf.edu/offices/equal-opportunity-programs/services-provided/procedure-for-formal-complaints))

- Financial aid appeals (<http://uwf.edu/offices/financial-aid/satisfactory-academic-progress/satisfactory-academic-progress>) (satisfactory academic progress and other financial aid related appeals)
- Grade appeals (<http://uwf.edu/offices/board-of-trustees/policies>) (AC-16.02)
- Housing charges appeals (<http://uwf.edu/offices/housing-and-residence-life>)
- Housing Cancellation appeals (<http://uwf.edu/offices/housing-and-residence-life>)
- Library fine appeals (<https://secure.uwf.edu/library/about/policies/fineslost-books-policies>)
- Parking fine appeals (<https://confluence.uwf.edu/pages/viewpage.action?pagelD=15181014>)
- Residency for in-state tuition appeals (<http://uwf.edu/offices/registrar/resources/forms>)
- Student conduct code appeals (<http://uwf.edu/offices/dean-of-students/office-of-student-rights-and-responsibilities/student-code-of-conduct>)

## General Education Appeals

The General Education Committee hears requests for appeals of general education, Gordon Rule, the multicultural requirement, or Associate degree requirements. In addition, the General Education Committee, with support from the Student Disability Resource Center, hears all requests for academic waivers or substitutions based on disabilities. To initiate the appeal process; contact your academic advisor. For general questions about the process contact: [generaleducation@uwf.edu](mailto:generaleducation@uwf.edu)

## Registration Appeals

The Office of the Registrar reviews appeals related to grade forgiveness, late registration, and schedule adjustments (drop/add). Please visit the Registrar Website for appeal forms (<http://uwf.edu/offices/registrar/resources/forms/#den86366>).

## Other Appeals

Other appeal processes, include those listed below.

- Academic misconduct code appeals (<http://uwf.edu/offices/dean-of-students/office-of-student-rights-and-responsibilities/academic-misconduct-code-and-forms>)
- Academic probation or suspension appeals (<https://confluence.uwf.edu/display/public/Reinstatement+request+from+academic+suspension>)
- Late class or University withdrawal appeal (<http://uwf.edu/offices/registrar/resources/forms>)
- Waiver of graduation requirement appeal (<http://uwf.edu/offices/registrar/resources/forms>)
- Reinstatement after removal for non-payment appeal (<http://uwf.edu/offices/registrar/resources/forms>)
- Fee appeals (<http://uwf.edu/offices/controllers-office/student-accounts-and-cashiers/fee-appeal/fee-appeal-form>)
- Repeat course surcharge waiver appeal (<http://uwf.edu/offices/registrar/resources/forms>)
- Discrimination, harassment and retaliation complaints (<http://uwf.edu/offices/equal-opportunity-and-accessibility/equal->