

Appeals/Waivers/Exceptions

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 the 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 specialized admissions 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 the 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 University 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 withdrawals, late registration appeals, grade forgiveness, graduation requirements, university honors, etc. Appeals must be submitted via the appropriate forms and signed by the academic advisor, department chairperson, and college dean. [Instructions for the Office of the Registrar's academic appeal form](#) can be found in Confluence. 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.

**Appeals of the decision of the University Academic Appeals Committee lie with the Provost (or designee) for final action. Appeals must be in writing (email) to the Office of the Registrar (registrar@uwf.edu) and submitted within ten (10) calendar days of notification of the Committee decision. After all documentation is received, the appeal will be forwarded to the Provost designee.*

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](#), as well as the instructions for [Starting an Academic Appeal](#).

Grade Appeal

Students should consult University Policy AC-16.03 for information regarding a grade appeal process. 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.

ADDENDUM - 06/17/2025

General Education Appeals

The General Education Committee reviews requests for appeals of general education, College-Level Communication and Computation Requirement (formerly known as Gordon Rule), or Associate of Arts degree requirements. In addition, the General Education Committee, with support from Student Accessibility Resources, reviews all requests for academic waivers or substitutions based on accessibility. To initiate the appeal process, contact your academic advisor. For general questions about the process, contact: generaleducation@uwf.edu

Other Appeals

Other appeal processes include those listed below.

- [Academic misconduct code appeals](#)
- [Academic probation or suspension appeals](#)
- [Late class or University withdrawal appeal](#)
- [Waiver of graduation requirement appeal](#)
- [Reinstatement after removal for non-payment appeal](#)
- [Fee appeals](#)
- [Repeat course surcharge waiver appeal](#)
- [Discrimination, harassment and retaliation complaints](#)
- [Financial aid appeals](#) (satisfactory academic progress and other financial aid related appeals)
- [Grade appeals \(AC-16.03\)](#)
- [Housing charges appeals](#)
- [Housing cancellation appeals](#)
- [Library fine appeals](#)
- [Parking fine appeals](#)
- [Residency for in-state tuition appeals](#)
- [Student conduct code appeals](#)

UWF Academic Misconduct Code

Per [UWF REG 3.030](#), 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 constitute an offense will result in disciplinary action. Fraudulent or deceptive action involving academic matters, including the following:

1. Cheating: Using or attempting to use material or information where such use is not expressly permitted by the instructor. Some examples include but are not limited to:
 - a. Exams or quizzes
 - b. Homework/Assignments
 - c. Discussion board posts
 - d. Lab activities or reports
2. Academic Theft: Obtaining examinations, quizzes, or other academic materials without authorization.
3. Plagiarism: Representing the words, data, works, ideas, computer program or output, or anything not self-generated as one's own. Some examples of plagiarism include but are not limited to:
 - a. Copying phrases, sentences, sections, paragraphs, or graphics from a source and not giving credit by properly quoting or citing the source.
 - b. Having another person write an assignment (for pay or for free) and submitting it as one's own.
 - c. Modifying or paraphrasing another's ideas or writings and submitting them 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 constitutes academic misconduct unless:
 - a. Both instructors in concurrent courses expressly agree to accept the same work, or
 - b. An instructor expressly agrees to accept previously submitted work.
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 the 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. Some examples of misrepresentation include but are not limited to:
 - a. Submission of falsified documentation to justify absence or unsubmitted work.
 - b. Circumventing or failing to utilize required online proctoring software.
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](#) at deanofstudents@uwf.edu or (850) 474-2384 for more information.

Grievances

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that an action or decision by the University is unjust, inequitable, or creates unnecessary hardship. Such grievances include

but are not limited to problems with university departments, processes, or other matters.

The Student Grievance Process provides students the opportunity to bring complaints to the attention of the University. The Student Grievance process may only be used to grieve a University action or decision when there is no appeal process associated with that particular University action or decision. This process is designed for student concerns for which there are no other avenues of redress.

Students may seek assistance from the [Student Ombuds](#) in navigating the grievance process. Please review [SA-27 Student Grievance Process](#) for the full process.

Students who believe they have been subject to unlawful [discrimination, harassment, or retaliation](#) should file a [complaint form](#) with the Equal Opportunity Office.

Students who believe they have been harmed by another student should submit an [incident report](#) with the [Dean of Students Office](#).

Additional information may be found in [UWF REG-3.011](#).