

# Appeals/Waivers/ Exceptions

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## 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 constitutes 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 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 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 18, (850) 474-2384 for more information.

## Grievances

The Student Grievance System can be referenced in [UWF REG 3.011](#).

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 Ombuds](#).

Students should contact the Dean of Students Office, Building 18, (850) 474-2384 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 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 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 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 drops or 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 lies with the Provost (or designee) for final action. Appeals of the decision must be submitted in writing to the Office of the Registrar email ([registrar@uwf.edu](mailto:registrar@uwf.edu)). When all documentation is received, the appeal will be forwarded to the Provost designee and issue a decision within ten (10) business days of receipt.*

## Grade Appeal

Students should consult University Policy [AC-16.02](#) 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. Consult the [Student Grievance process](#) for information on appealing grades.

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 thirty (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 ten (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.
3. The Department Chair or School Director shall review the appeal, discuss it with the course instructor and/or pertinent individuals and respond within ten (10) calendar days of receiving the appeal. The Department Chair or School Director will provide the student and course instructor with a written response of their findings and decision.
  - a. If the decision is in favor of the student, the course instructor will be provided with an opportunity to submit a written rebuttal within ten (10) days. If no rebuttal is submitted a grade change will be issued.
  - b. If the decision is not in favor of the student, the student may accept the decision or appeal to the next level.
    - i. An appeal to the decision must be submitted within ten (10) calendar days to the Office of the Dean of the College in which the course is taught.
    - ii. The appeal must be in writing and state the grounds for the appeal
  - c. The Dean shall review the student's appeal and the course instructor's rebuttal and respond within ten (10) calendar days of receipt.

## 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 Student Accessibility

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

## 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 \(AC-16.02\)](#)
- [Housing charges appeals](#)
- [Housing Cancellation appeals](#)
- [Library fine appeals](#)
- [Parking fine appeals](#)
- [Residency for in-state tuition appeals](#)
- [Student conduct code appeals](#)