

UCF-5.017 Appeals of Graduate Program Actions or Decisions

(1) Review of Academic Performance.

- (a) The primary responsibility for monitoring a student's progress to degree rests with the degree program, although the College of Graduate Studies may also monitor a student's progress and take appropriate actions if performance standards as specified by the program and university are not maintained. Satisfactory progress to degree requires an ongoing evaluation of a student's performance in a program as indicated by satisfactory grades within courses, successful performance on program competency exams, progress in thesis and dissertation research, the maintenance of the standards of academic and professional integrity expected in a particular discipline or program, and any other measures of progress as customarily used in the program. Academic probation or even dismissal of the student from the program may occur when the individual is not making satisfactory progress to degree.
- (b) A degree program may also recommend dismissal if the student fails to maintain the standards of academic and professional integrity as well as competence necessary for the welfare of patients, clients, or others encountered in internships, externships, or other classes required by the degree program.
- (c) However it is incumbent on the degree program to give the student an opportunity to discuss the pending action with the program director prior to making a recommendation of dismissal. The Dean and Vice Provost of the College of Graduate Studies has final authority over dismissal recommendations and will execute them accordingly. Once dismissed, a student may apply to UCF as a student in another degree program, or as a non-degree student who is prohibited from taking courses in the program from which he/she were dismissed. However a student can only be reinstated to his/her previous degree program by either submitting a new application to the program with a new admissions decision, or through a formal grievance process. (See Grievance Procedures in following section).

(2) Grievance Procedures. Graduate students disputing the evaluation of their progress to degree, as described above, have several routes of appeal depending on the nature of the grievance.

- (a) In the appeal of a grade in a specific course (excluding thesis or dissertation courses) students are referred to Regulation UCF-5.016 for the appeals procedures.
- (b) For issues resulting from a failure to maintain academic behavior standards such as cheating, plagiarism, etc., students are referred to Regulation UCF 5.015 (and, as appropriate, student conduct review procedures).
- (c) Misconduct associated with research will follow procedures determined by the Office of Research and Commercialization.
- (d) All other grievances follow the Procedure for Other Grievances of Graduate Students as outlined below.

(3) Procedure for Other Grievances of Graduate Students. This procedure is intended for graduate students having complaints regarding specific actions or decisions by a faculty member, program or college, including termination from an academic program for reasons that are not covered in Section 2 above. The graduate student should first discuss the matter within the academic unit of the grievance and attempt to resolve the grievance informally. If the informal resolution fails, the formal procedure is as follows:

- (a) The graduate student requesting consideration of a grievance, must state the nature of the grievance in writing to the graduate program director, within six months of the date of the occurrence of the aggrieved action. The statement should include a brief narrative of the grievance, the parties involved, and a statement of the remedy being requested.
- (b) Dependent on the nature of the grievance, the graduate program director will in ten business days following receipt of the grievance either make a recommendation about the grievance to the unit head or refer the grievance to the unit/ program graduate committee to examine the issue at their next scheduled meeting. The unit/program graduate committee may invite the aggrieved student and others having information about the case to attend the meeting and present information and arguments about the grievance. If so invited, the graduate

student can have a personal advisor at the meeting, but the advisor can only confer with the student and not participate in the committee meeting. The unit/ program graduate committee will make a recommendation about the grievance to the graduate program director.

- (c) The graduate program director will consider the input of the unit/ program graduate committee and make a recommendation to the unit head about the grievance. The unit head will then make a final decision about the grievance at the program/ unit level and inform the student of the decision within ten business days after receiving the recommendation from the graduate program director.
- (d) Should the graduate student disagree with the decision of the unit head, the student has ten business days to file a written appeal of the decision with the academic college graduate coordinator (or the Associate Dean of the College of Graduate Studies in the case of interdisciplinary programs with no academic college assigned to oversight of the program). It is incumbent on the student to explain in the appeal why the unit/program decision is in error and should be reexamined. Dependent on the grievance, the academic college graduate coordinator will in ten business days following receipt of the appeal, either make a recommendation to the college dean about the grievance, or refer the grievance to the college graduate committee to examine the issue at their next scheduled meeting. The college graduate committee may invite the aggrieved student and others having information about the case to attend the meeting and present information about the grievance. If so invited, the graduate student can have a personal advisor at the committee meeting, but the advisor can only confer with the student and not participate in the committee meeting. The college graduate committee will make a recommendation about the grievance to the college graduate coordinator.
- (e) The academic college graduate coordinator after considering the input of the college graduate committee will make a recommendation to the college dean about the grievance. The college dean will then make the final decision about the grievance at the academic college level, and inform the student of the decision

within ten business days after receiving the recommendation from the college graduate coordinator.

- (f) Should the graduate student disagree with the decision of the academic college dean, the student has ten business days following receipt of the college decision to file a written appeal of the decision at the university-level with the Vice Provost and Dean of the College of Graduate Studies. It is incumbent on the student to explain in the appeal why the academic college decision is in error and should be reexamined. Dependent on the appeal, the Vice Provost and Dean will within ten business days following receipt of the appeal either make a decision about the grievance or refer the appeal to the Appeals Subcommittee of the Graduate Council to examine the issue at a scheduled meeting. The Appeals Subcommittee may invite the aggrieved student as well as others having information about the grievance to attend and present information about the grievance. If so invited, the graduate student can have a personal advisor at the meeting, but the advisor can only confer with the student and not participate in the committee meeting. The Appeals Subcommittee will submit a recommendation to the Vice Provost and Dean concerning the grievance.
- (g) The Vice Provost and Dean of the College of Graduate Studies will consider the input of the Appeals Subcommittee of the Graduate Council and make a final decision about the grievance for the university. There is no appeal beyond the level of Vice Provost and Dean as this person is vested with the final authority by the President of the University.

Authority: BOG Regulation 1.001. History—Formerly 6C7-5.00431, New 7-20-09, Amended 7-19-12.