

**UNIVERSITY OF CENTRAL OKLAHOMA
BOARD OF ACADEMIC APPEALS
ONLINE ACADEMIC APPEAL PACKET**

1. All academic appeals at the University of Central Oklahoma are governed by UCO's Academic Appeals Procedure.
2. If you believe the practices and procedures used to determine your final grade were not consistently and/or accurately followed, you have the ability to have an appeal considered regarding the final grade.
3. If you believe the practices and procedures used by the instructor to address an allegation of academic dishonesty were inappropriate or unfair, you may have the ability to have an appeal considered regarding the issues.
4. All appeals must be filed with the Office of Academic Affairs no later than the end of the fourth week of the next semester immediately following the semester in which the grade was assigned, with the exception of the spring semester and self-paced online courses (SPOC). A spring grade appeal may be filed during the subsequent summer, but must be filed no later than the end of the fourth week of the next fall semester. A grade appeal for a self-paced online course must be filed by the end of the sixth week following the expiration date of the course.
5. Your first step is to complete the Academic Appeal Packet. The packet is designed to be completed online but cannot be saved or submitted electronically. Student Appellant must print off document to be submitted to the Office of the Provost and Vice President for Academic Affairs.
6. In this online Academic Appeal Packet, you will find and should complete the following forms:
 - a. the *Student Information Form*
 - b. the *Student Consent Form*.
7. **You are required to meet with the faculty member who assigned the grade and/or took the disputed action against you. During this meeting, you should attempt to resolve the issues informally.** At the conclusion of this meeting, you should have the faculty member sign your *Student Information Form* at the space noted for him/her.
8. **You are also required to meet with the faculty member's department chairperson/school director.** During this meeting, you should attempt to resolve the issues informally. At the conclusion of this meeting, you should have the faculty member's department chairperson/school director sign your *Student Information Form* at the space noted for him/her.
9. **If you are still dissatisfied after completing the meetings with the faculty member and the faculty member's department chairperson/school director, and you wish to pursue a formal appeal to the Board of Academic Appeals (BAA), you should complete/gather the following:**
 - a. the *Student Information Form*;
 - b. the *Student Consent Form*;
 - c. a detailed description concerning specific points of dissatisfaction with the grade assigned and/or other actions or sanctions taken against you;
 - d. any and all supporting documentation that you want the BAA to consider;
 - e. a complete list of all potential witnesses you might wish to call in your oral hearing, should you be permitted one, as well as their phone, email and other contact information; and
 - f. the specific result which you are seeking.
10. After preparing/gathering the above documents, you must file them with the Office of the Provost and Vice President for Academic Affairs.

**UNIVERSITY OF CENTRAL OKLAHOMA - BOARD OF ACADEMIC APPEALS
STUDENT INFORMATION FORM**

Name:		UCO ID#
Current Address:	Apt#	City/State/Zip
Phone#:	UCO email:	
Course Prefix/Number	CRN#	Course Title:
Faculty Member:		
Semester/Year	Grade Received:	
Is this a Self-Paced online course (SPOC)? Yes No		

STUDENT:

After discussing your disputed issues with both the faculty member and the department chair/school director named below, secure their signatures and record the dates on which you discussed your dispute or concerns with them. **Your appeal application is not complete if this step has not been fulfilled.**

FACULTY/DEPARTMENT CHAIRPERSON/SCHOOL DIRECTOR:

The student named above is interested in appealing an academic decision that he/she received in the class listed. The student is required to have met with the instructor and department chair/school director to discuss this issue. The intent and goal of the UCO Academic Appeal Procedure is that there be significant effort made to resolve this dispute at the departmental level. The student must retain this *Student Information Form* to submit as part of the appeal process.

Date of discussion with Faculty Member _____

Faculty Member (Please print name) _____

Signature _____

Date of discussion with Faculty Member's Department Chairperson/School Director _____

Faculty Member's Department Chairperson/School Director (Please Print name) _____

Signature _____

Student's Signature _____ Date: _____

GRADE APPEAL CHECKLIST:

The Student Information Form

The Student Consent Form

A letter describing specific points of dissatisfaction with the grade assigned and/or other actions or sanctions taken against you plus the specific result which you are seeking

Any and all supporting documentation that you want the BAA to consider (Faculty member receives copy of student submission)

Optional: A complete list of all potential witnesses you might wish to call in your oral hearing, should you be permitted one, as well as their phone, email and other contact information

**All items in the checklist must be included upon submission of grade appeal packet.
Incomplete and/or Late Grade Appeals will not be accepted.**

**UNIVERSITY OF CENTRAL OKLAHOMA
BOARD OF ACADEMIC APPEALS
STUDENT CONSENT FORM**

Student Name:
UCO ID #:

CONSENT FOR REVIEW OF RECORDS

I, the above-named student, am desirous of filing an *Academic Grade Appeal* for consideration by the UCO Board of Academic Appeals. To that end, I hereby consent to the review of my student records by the UCO Board of Academic Appeals.

Student's Signature _____ Date: _____

**DECLARATION REGARDING PRESENCE OF WITNESSES
AND RECORDING OF HEARING**

I understand that a Hearing Committee of the UCO Board of Academic Appeals may or may not grant me an Oral Hearing regarding my academic appeal. In the event that an Oral Hearing is granted, I do hereby make the following declaration:

(Please check only one below.)

I consent to allow the witnesses to remain in the room and hear information about me and my student records that is presented at the Oral Hearing.

I want the witnesses to be excluded from the Oral Hearing except when they are giving their information.

I further understand, acknowledge and consent to the fact that should I be granted an Oral Hearing before a Hearing Committee of the UCO Board of Academic Appeals, that the Oral Hearing will be recorded.

Student's Signature _____ Date: _____