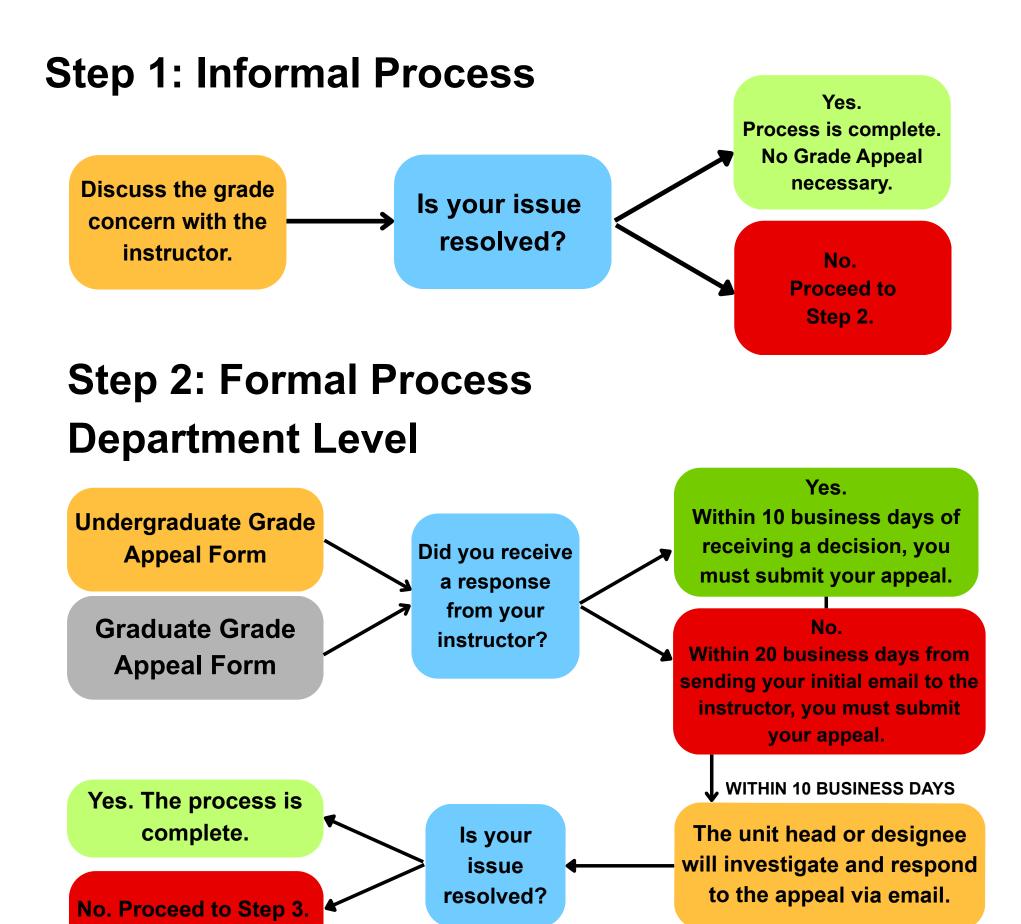
Grade Appeal Process

Before you begin the grade appeal process, make certain you have grounds for the appeal. Grounds for a grade appeal can be found in Section A. Step 2 of Policy 4-412 Student Academic Appeals. If your appeal meets the criteria, follow these steps. Your appeal should start at the informal process within 20 business days of grades being released on myUCF (check the Academic Calendar).



Step 3: Formal Process Provost Level

WITHIN 5 BUSINESS DAYS OF RECEIPT OF THE DECISION FROM THE UNIT HEAD.

If you have new information and/or can show that a procedural error was made, you may submit the appeal to the Office of Undergraduate Studies (undergraduate students) or the College of Graduate Studies (graduate students) as appropriate.

WITHIN 10 BUSINESS DAYS

The provost's designee in either the Office of Undergraduate Studies or the College of Graduate Studies, as appropriate, will investigate the appeal in consultation with the dean or dean's designee of the college housing the course, and will provide the student with a final decision via email, which cannot be appealed.