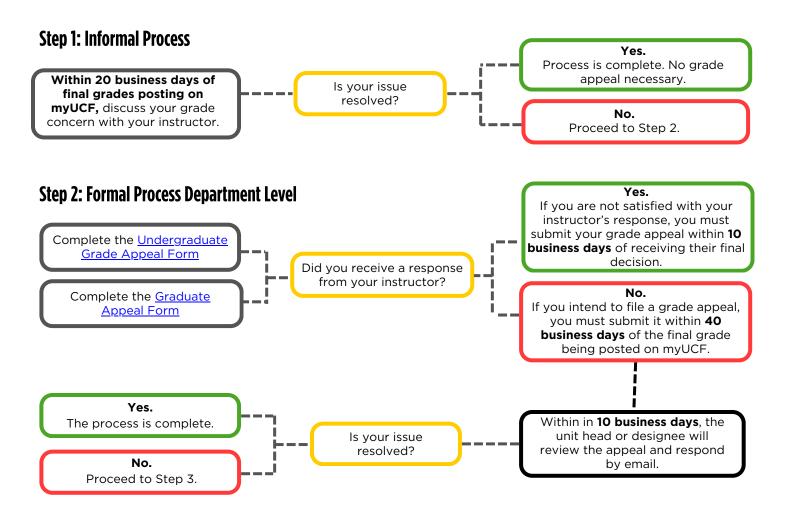
Grade Appeal Process



Before you begin a grade appeal, read <u>UCF Policy 4-412, Student Academic Appeals</u>. Undergraduate and graduate students may appeal a grade if they meet the criteria outlined in the policy. If you intend to file an appeal, you must begin the informal process within **20 business days** of final grades posting on myUCF (refer to the <u>Academic Calendar</u> for dates).



Step 3: Formal Process Provost Level

If you have **new information** or can show that a **procedural error** was made and intend to file a final grade appeal, you must submit it within **5 business days** of receipt of the decision from the unit head. Appeals may be submitted to the Office of Undergraduate Studies (for undergraduate students) or the College of Graduate Studies (for graduate students).

Within 10 business days, the provost's designee in either the Office of Undergraduate Studies or the College of Graduate Studies will investigate the appeal in consultation with the dean or the dean's designee of the college offering the course. You will receive the final decision by email. The decision cannot be appealed.