

UCF Policy 4-412: Student Academic Appeals

Grade Appeals Process



Undergraduate and graduate students may appeal a grade if they meet the criteria outlined in [UCF Policy 4-412, Student Academic Appeals](#). The process has three steps that involve students, faculty and staff. The Grade Appeal Decision Tree explains the required actions at each stage.

Informal Process

A student may initiate a verbal or written appeal to their instructor within **20 business days** of final grades being posted on myUCF (refer to the [UCF Academic Calendar](#) for dates). The instructor must respond in writing within **10 business days** of receiving the appeal.



Formal Process

If the student receives a response and is not satisfied, or does not receive a response within the required time frame, they may escalate their appeal by submitting the [undergraduate](#) or [graduate](#) appeal form.

- A student who receives a response may appeal **within 10 business days** from the date it was received.
- A student who does not receive a response may appeal within **40 business days** of the final grade being posted on myUCF.



Department Chair/School Director

The Office of Undergraduate Studies or the College of Graduate Studies will review all submissions to ensure the student has valid grounds to appeal. Once reviewed, an appeal packet will be sent to the unit head (or designee) of the department or school offering the course. The unit head or designee will have **10 business days** from receipt of the information to investigate and respond in writing. This decision is final unless new information is presented or a procedural error occurred.



Provost Level Appeal

If the student has new information or can prove that a procedural error occurred, they may escalate their appeal to the provost's designee in the Office of Undergraduate Studies or the College of Graduate Studies within **5 business days** of receiving the decision from the unit head.

The provost's designee, in consultation with the dean or the dean's designee of the college offering the course, will have **10 business days** from receipt of the information to investigate and respond to the appeal in writing. This decision is final and cannot be appealed.



To learn more about grade appeals visit:

[Office of Undergraduate Studies
Grade Appeal Webpage](#)

[College of Graduate Studies
Appeals Committee Webpage](#)

[Student Government
Judicial Appeals Council](#)