

What You Need to Know About Grade Appeals

You may appeal a final course grade if you believe it was not assigned according to published grading policies and procedures or was assigned for nonacademic reasons. Before beginning a grade appeal, review [UCF Policy 4-412, Student Academic Appeals](#), to ensure you have grounds to appeal.

✓ Beginning the Grade Appeal Process

- Contact your instructor within **20 business days** of final grades posting on myUCF to discuss your concerns. Your instructor must respond in writing within **10 business days** of receiving your appeal discussing your concerns.
- If you are not satisfied with the instructor's response, you may file a formal appeal within **10 business days** of receiving the response.
- If the instructor does not respond, you may submit a formal appeal within **40 business days** of final grades posting on myUCF (refer to [UCF's Academic Calendar](#)).

✓ Preparing to File Your Grade Appeal

Submit the [graduate](#) or [undergraduate](#) appeal form. Be sure to:

- Select the reason for your appeal.
- Provide an explanation for why you are appealing your final grade.
- Provide a statement of your desired resolution.

✓ Gathering Required Documents

- Proof of your informal resolution with your instructor
- Course syllabus
- Final grade as posted on myUCF

✓ Submitting Your Appeal

All required forms and documents must be submitted as a single PDF document in the following order: (1) Completed and signed Grade Appeal Form (including any additional pages if needed). (2) Correspondence with your instructor regarding your grade concerns. (3) A full copy of the course syllabus. (4) A copy of your final grades from myUCF. Links to shared documents such as OneDrive or Google Drive will not be accepted

✓ Appeal Resources

- [Grade Appeal Webpage](#)
- [Grade Appeal Decision Tree](#)
- [Student Government Judicial Council](#)