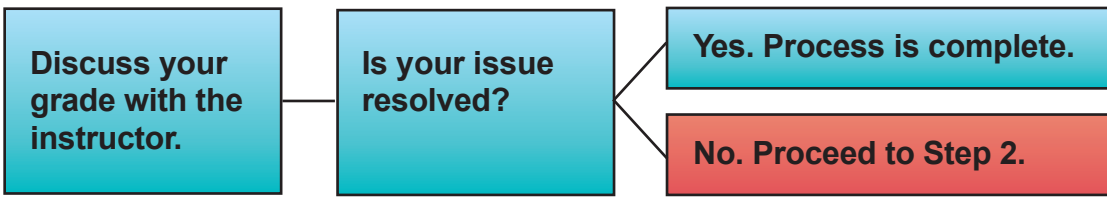


# Grade Appeal Process

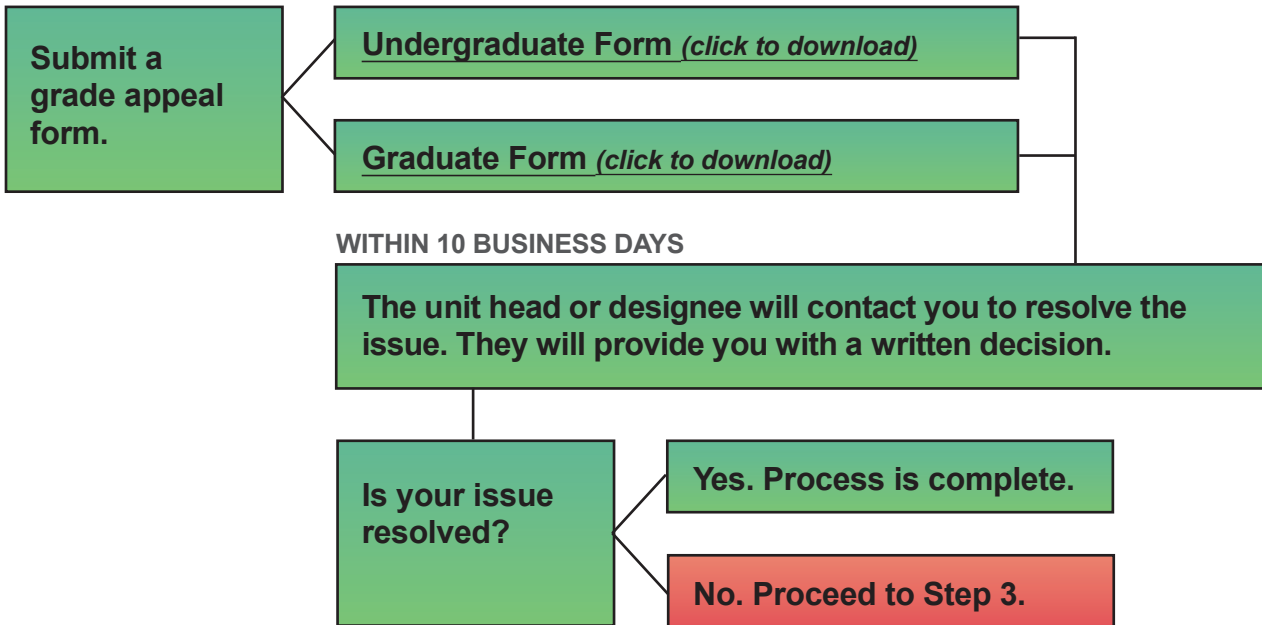
Before you begin the grade appeal process, make certain you have grounds for the appeal stated in Regulation UCF-5.016 - Student Academic Appeals. If your appeal meets the criteria, follow these steps. Must be made within 90 days of final grade posting.

## INFORMAL PROCESS

### Step 1



### Step 2



## APPEAL

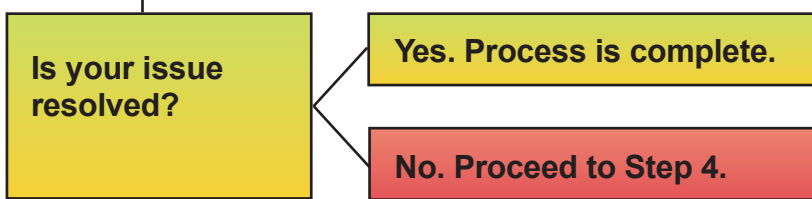
### Step 3

WITHIN 10 BUSINESS DAYS

If you have new information or can prove a procedural error, you may submit an appeal to the college offering the class.

WITHIN 15 BUSINESS DAYS

If the college agrees to consider the appeal, they will send you a written response.



### Step 4

WITHIN 10 BUSINESS DAYS

If you have new information or can prove a procedural error, you may submit an appeal to the dean of the College of Undergraduate Studies (undergraduate students) or dean of the College of Graduate Studies (graduate students).

WITHIN 10 BUSINESS DAYS

The appropriate dean may:

- Dismiss the case (if no new information is provided);
- Send the appeal back to the college; or
- Convene an Ad Hoc Committee.

### Step 5

WITHIN 20 BUSINESS DAYS

The Ad Hoc Committee will review the case and meet with you and the faculty member.

WITHIN 5 BUSINESS DAYS

The Ad Hoc Committee will send a written recommendation to the college dean.

WITHIN 10 BUSINESS DAYS

The college dean will provide a written decision. The decision of the dean is final.