



## Grade Appeal Form

### Graduate Council Academic Senate Riverside Division

**INSTRUCTIONS:** The following form should be completed in full for grade appeals being forwarded to the Graduate Council. The form should include a written brief stating the nature of the grievance, including any and all documents supporting the grievance, and should be submitted to the Dean of the Graduate Division immediately after the alleged use of nonacademic criteria, or no later than six weeks after the beginning of the subsequent quarter. The Dean, after having determined that all other avenues of adjudication have been exhausted,

shall, without evaluating the merits of the case, submit the brief and all attached documents to the Academic Senate

**Before filing a grievance**, students should consult Senate Regulation 5 to become aware of the relevant policy and procedures.

**Please forward** the completed form and supporting documentation to: **Academic Senate**, c/o Graduate Council, 231 University Office Building

#### PLEASE COMPLETE THE FOLLOWING INFORMATION:

##### Grievant Information:

Name \_\_\_\_\_

Student Identification Number \_\_\_\_\_

Campus Address and Telephone Number \_\_\_\_\_

UCR E-mail Address \_\_\_\_\_

You may additionally list your home address and telephone number:

Address, City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Home E-mail Address \_\_\_\_\_

**Complete** the necessary information on the following page titled "Explanation of Request for Formal Appeal Review." **Sign below** and submit your formal grievance review request to the Dean of the Graduate Division, as noted above.

**SIGNATURE**

**Grievant**

**Date**

<b>EXPLANATION of REQUEST for FORMAL APPEAL REVIEW</b>	
<b>1</b>	Please list the course and grade information: Professor: Course: Course Term: Grade Received:
<b>2</b>	What non-academic criteria are alleged to have been employed?
<b>3</b>	Specifically what evidence supports this appeal?
<b>4</b>	Indicate the date(s) and describe the attempts to achieve informal resolution, including a list of those contacted to attempt informal resolution.
<b>5</b>	List of supporting documents/exhibits.

**Polices and procedures can be found at the following sites:**

Regulation 5. Procedure for the Appeal of Grades  
[http://senate.ucr.edu/bylaws/?action=read\\_bylaws&code=r&section=05](http://senate.ucr.edu/bylaws/?action=read_bylaws&code=r&section=05)

Academic Personnel Manual (APM) 015:  
<http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>

**This section is for use by the Graduate Division**

**Form has been received by:**  
**Date received:**

**Please summarize all avenues of adjudication that have been attempted:**

**\*Please forward form to the Academic Senate as below\***

**Hardcopy to:** Academic Senate, c/o Graduate Council, 231 University Office Building  
**E-mail to:** [senate@ucr.edu](mailto:senate@ucr.edu)

**This section is for use by the Academic Senate**

**Form has been received by:**  
**Date received:**  
**Date Professor & Student notified of receipt:**

Attach additional pages if necessary.