



Grade Appeal Form

Revised 8/8/2023

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 College/School Dean immediately after the alleged use of nonacademic criteria, or no later than six weeks after the beginning of the subsequent quarter. All documents submitted must be in electronic format, no paper hard copies are accepted. 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 Graduate Division.

Before filing a grievance, students should consult Senate Regulation 5 – Procedures for the Appeal of Grades – to become aware of the relevant policy and procedures to follow prior to this form being submitted.

Polices and procedures can be found at the following sites:

Regulation 5. Procedures for the Appeal of Grades

Academic Personnel Manual (APM) 015

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

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

This section is for use by the College/School Dean

Form has been received by:

Date received:

Please summarize all avenues of adjudication that have been attempted:

E-mail to: ***Please forward form to the Graduate Division as below***
 graddiv@ucr.edu

This section is for use by the Graduate Division Dean

Form has been received by:

Date received:

Please summarize all avenues of adjudication that have been attempted:

E-mail to: ***Please forward form to the Academic Senate as below***
 senate@ucr.edu; sarah.miller@ucr.edu

Attach additional pages if necessary.

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.