

University Grading Appeal Petition

Instructions: The first section of this form must be completed by the petitioner. In the case of a Fresh Start appeal, the Academic Fresh Start Application should be attached. For any appeal appropriate supporting documentation should be attached. A college office must complete the second section and submit the form to the Registrar (ML 0060) by the 21st calendar day of any quarter to insure review during that quarter. Both the first and second sections must be completed for the appeal to be reviewed.

Type of Appeal

Waiver of Minimum Criteria for Academic Fresh Start

The minimum criteria for Academic Fresh Start are:

- ___ Initial enrollment of 4 quarters or less
- ___ UGPA of less than 2.00 prior to the break in enrollment
- ___ Break in enrollment of 12 consecutive quarters or more
- ___ Application filed within one year of return

The only permissible grounds for a waiver are minor deviations from the minimum criteria and/or procedural/administrative errors. If your appeal is based on deviation from a minimum criteria(s), check the appropriate box(es) above. If your appeal is based on procedural/administrative error(s) check the following box.

___ procedural/administrative error

Waiver of Late Grade Change Deadline

For the first year after a course is completed, the course instructor alone has the responsibility to change any grade that was erroneously reported, even if that year extends beyond a student's certification of graduation. After 1 year and for 3 additional years or until graduation (whichever comes first), the instructor may change the undergraduate grades only with College approval.

The only permissible grounds for a waiver are:

- ___ procedural/administrative errors and/or
- ___ an inability to respond to the deadlines as a result of medical or other extremely incapacitating life circumstances.

Failure to be aware of the details of your records or deadlines is not permissible grounds for requesting a waiver. Check the box indicating the grounds for your petition.

Name _____

Student ID# _____

Current Address _____

Home Address _____

Phone _____

Phone _____

Day Phone _____

Current UC College _____

Date of Last Attendance _____

Date of Readmission/
Matriculation _____

Explain why a waiver should be granted. Be sure your explanation specifically addresses the permissible grounds for appeal.

I certify that all the information I have provided is true and correct to the best of my knowledge.

Petitioner's Signature _____ Date: _____

To be completed by the college representative

- College does not support this petition.
If this is a Fresh Start Appeal which meets the University minimum criteria but which was not approved by the college, please explain the basis for this decision. Attach a copy of program or college policy if appropriate.

- College supports this petition.
Explain the college's reasons for support this petition relative to the permissible grounds for appeal.

College Representative _____ Date _____

To be completed by the appeals panel

- Approved Denied

Reasons for the decision:

Panel Chair _____ Date _____