



## STUDENT GRIEVANCE FORM

### Committee on Courses of Instruction Academic Senate Santa Cruz Division

**The purpose of this form** is to initiate the student grievance process and to assist the **Committee on Courses of Instruction (CCI)** in determining *prima facie* in your case.

Before **filing a grievance**, students should consult Appendix C in the UCSC Senate Manual to review the relevant policy then follow the procedures on the **CCI** website.

**INSTRUCTIONS:** To file a student grievance with **CCI**, complete the following form outlining the main points at issue and taking care to give specific and concise answers. The Committee may make a determination of *prima facie* and, if the Committee finds substantial evidence that the grievance has merit, will follow the established process found in Appendix C.

All grievances submitted must include a course syllabus, a UCSC summary course transcript, and copies of course materials as applicable. A formal appeal must be filed with **CCI** within six months for summer, fall and winter quarter courses (or within nine months for spring quarter courses) of the date that the disputed grade or evaluation was made part of the student's permanent record by the Registrar. A grievance must be initiated within the time limits specified.

**Please forward** the completed form and supporting documentation to: **CCI Chair** c/o Committee Analyst Susanna Wrangell (swrangell@ucsc.edu).

**For assistance**, please contact Committee Analyst Susanna Wrangell at (831) 459-3358 or swrangell@ucsc.edu.

#### PLEASE COMPLETE THE FOLLOWING INFORMATION:

##### Grievant Information:

Name

Course Name and Number:

Instructor

Department

Quarter Taken

T.A.

AIS ID Number

College

E-mail Address

**Grievance Form**  
**Committee on Courses of Instruction**

**If you have separated from the university**, please list your home address and telephone number:

Address, City, State, Zip Code

Telephone Number  E-mail Address

**Complete** the necessary information on the following page titled "Explanation of Request for Grade Grievance Review." **Sign below** and email your grievance review request to the **CCI Chair**, as noted above.

Certification of the Grievant: I hereby submit a formal grievance to the **Committee on Courses of Instruction**. I certify that the statements here and any attached documents are true to the best of my knowledge and belief.

**SIGNATURE**

<input style="width: 95%; height: 95%;" type="text"/>	<input style="width: 95%; height: 95%;" type="text"/>
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Grievant

Date

**EXPLANATION of REQUEST for STUDENT GRIEVANCE REVIEW**

<b>1</b>	Please describe the matter being grieved. <input style="width: 95%; height: 40px;" type="text"/>
<b>2</b>	What violations do you believe occurred? <input style="width: 95%; height: 30px;" type="text"/>
<b>3</b>	Describe any attempts to resolve with instructor and include supporting documentation, if any. <input style="width: 95%; height: 30px;" type="text"/>
<b>4</b>	Describe any attempt to resolve through department chair or college provost, include supporting documentation, if any. It is recommended that the student send a follow-up email to the department chair confirming the meeting outcome. <input style="width: 95%; height: 30px;" type="text"/>
<b>5</b>	Describe any additional attempts to achieve informal resolution. Whom did you contact? Please indicate date(s) and include supporting documentation, if any. <input style="width: 95%; height: 30px;" type="text"/>

Attach additional pages if necessary.

**Grievance Form**  
**Committee on Courses of Instruction**

	<div style="background-color: #e6f2ff; height: 40px; width: 100%;"></div>
<b>6</b>	Specifically, what evidence supports this grievance? <div style="background-color: #e6f2ff; height: 30px; width: 100%;"></div>
<b>7</b>	What remedy are you seeking?  <input type="checkbox"/> Removal of course from transcript <input type="checkbox"/> Removal of evaluation from transcript <input type="checkbox"/> Change of grade to Pass, No Pass, or Withdraw
<b>8</b>	Do you have any additional comments? (Grievant may attach a brief narrative of no more than one page in length.) <div style="background-color: #e6f2ff; height: 30px; width: 100%;"></div>
<b>9</b>	Attach supporting documents, syllabus (required), UCSC course transcript summary record (required) and copy of course materials as applicable (highly recommended). <div style="background-color: #e6f2ff; height: 30px; width: 100%;"></div>

**Policies and procedures can be found at the following site:**

UC Santa Cruz [Committee on Courses of Instruction \(CCI\)](http://senate.ucsc.edu/committees/ci-committee-courses-instruction/index.html) page:

<http://senate.ucsc.edu/committees/ci-committee-courses-instruction/index.html>

Attach additional pages if necessary.