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 (swrangel@ucsc.edu).

For assistance, please contact Committee Analyst Susanna Wrangell at (831) 459-3358 or swrangel@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 ____________________________
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

Grievant __________________________ Date __________

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EXPLANATION of REQUEST for STUDENT GRIEVANCE REVIEW

1. Please describe the matter being grieved.

2. What violations do you believe occurred?

3. Describe any attempts to resolve with instructor and include supporting documentation, if any.

4. 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.

5. Describe any additional attempts to achieve informal resolution. Whom did you contact? Please indicate date(s) and include supporting documentation, if any.

Attach additional pages if necessary.
### Grievance Form
#### Committee on Courses of Instruction

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6. Specifically, what evidence supports this grievance? [Rich text]

7. What remedy are you seeking?
   - [ ] Removal of course from transcript
   - [ ] Removal of evaluation from transcript
   - [ ] Change of grade to Pass, No Pass, or Withdraw

8. Do you have any additional comments? (Grievant may attach a brief narrative of no more than one page in length.) [Rich text]

9. Attach supporting documents, syllabus (required), UCSC course transcript summary record (required) and copy of course materials as applicable (highly recommended). [Rich text]

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**Policies and procedures can be found at the following site:**
UC Santa Cruz Committee on Courses of Instruction (CCI) page:
http://senate.ucsc.edu/committees/ccp-committee-courses-instruction/index.html

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Attach additional pages if necessary.