

NOTE: A concern that the grade distribution has too many F's or not enough A's is not a grade dispute that would be adjudicated by a hearing. You can meet with Dean Wesel about such concerns, and those concerns can lead to discussions about improving the course for future quarters, but your grade in the class will not change because the instructor has full authority to determine the distribution of grades. It's okay to make such a complaint, as it will inform the pedagogy for future quarters, but it won't result in a change to your assigned grade.

INSTRUCTIONS:

A student who believes that a grade has been given unfairly should first discuss the issue with the instructor of the course. If the dispute cannot be resolved between the student and the instructor, the student may refer the issue to the Associate Dean for Academic and Student Affairs (6426 Boelter Hall). The Associate Dean may form an ad hoc committee to review the complaint. The ad hoc committee members are recommended by the appropriate department chair and the associate dean. The student receives a copy of the ad hoc committee report as well as a copy of the associate dean's recommendation. The student file will contain no reference to the dispute. The associate dean informs the students of their rights with respect to complain.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

The School of Engineering is committed to reviewing these disputes in a timely manner. Once submitted, we will schedule an appointment within three (3) weeks from the date of submission.

First Name: _____ **Course Subject Area (Department):** _____
Last Name: _____ **Course Number:** _____
UID: _____ **Quarter Taken:** _____
Major: _____ **Date of Submission:** _____
Professor: _____

I have read and understand that the faculty have a right to assign a grade for academic reasons and affirm that I am not simply disagreeing with those reasons. I certify the grievance(s) stated here, and appended documentation, are true to the best of my knowledge and belief.

If you believe your grade was given unfairly or if you believe that the professor's grading was inconsistent with the grading rubric outlined in the syllabus, please **Complete** the requested information below on the following page.

EXPLANATION of REQUEST for GRADING DISPUTE REVIEW

Fill out OR attach a document addressing these questions.

<p>1</p>	<p>What is the nature of your complaint?</p>
<p>2</p>	<p>Specifically what evidence supports this grievance?</p>
<p>3</p>	<p>List of supporting documents/exhibits. You MUST submit the syllabus and evidence of grades received for all assignments in your class (such as MyUCLA screenshots). Please supply supporting emails if they are relevant to your claims.</p>

Polices and procedures for Grade Disputes can be found at the following:

[The UCLA Samueli 2024-2025 Announcement](#)

[The Office of Academic and Student Affairs Grade Dispute Policy](#)