

University of California, Riverside  
College of Humanities, Arts & Social Sciences

Instructions for Submitting the Petition to Appeal Academic Dismissal  
Please Read Carefully

If you want us to review this decision, you must complete the Petition to Appeal Academic Dismissal and submit it to: Appeals, CHASS Associate Dean, Student Academic Affairs Office, 3400 HMNSS Building, by the deadline indicated in your letter. If you request a review, continue attending classes until a final decision has been made.

Please note that the most effective appeals explain either a grade error – and include proof of the new grade, which must bring your term GPA to 2.0 or higher – or demonstrate extenuating circumstances. You have been dismissed for failing to meet the minimum academic standards established by the university, so in order for us to consider a reversal of this dismissal decision, you must provide documented evidence of the extenuating circumstances.

To appeal on the basis of extenuating circumstances, you must submit:

- 1). Documentation of extenuating circumstances, which typically consists of:
  - medical documentation – a doctor’s verification of illness or treatment, along with a clear timeline of when illness or treatment occurred. This documentation must convince us that the illness or treatment was sufficiently serious to affect your academic performance in all of your classes.
  - a death certificate – which must also include the date(s) of any funeral services that you had to attend.
  - travel documents – which provide evidence of obligations that forced you to leave campus (must include dates).
  - any other documents that will provide us with evidence of your circumstances.
  
- 2). Documentation from your faculty that you were in good standing in your courses when an unforeseen circumstance occurred.
  
- 3). Documentation from your faculty that you did not take the finals in your courses.
  
- 4). Documentation from your academic adviser about whether you discussed these circumstances with him/her during the quarter.
  
- 5). An explanation, which you can provide in your written statement, of why you did not withdraw from the quarter.

Your appeal must include **all** of the above for it to have any chance of being successful. It is important to understand that the merit of your appeal is based on your **written explanation** and documentation. Be thorough and complete, detailing ALL of the information that you want us to consider. **Late appeals will not be accepted.**

You will receive a decision regarding your appeal through e-mail\*. All subsequent communications regarding your appeal will be conducted through e-mail.

**All appeal decisions are final, so be sure to submit all required documentation with your appeal.**

\* You must provide us with your UCR Webmail. If you do not know your UCR Webmail, go to

- <http://webmail.ucr.edu> Click on “Links and Resources”, then on “Student Links”
- Username: Your full student e-mail address (i.e. [jdoe001@student.ucr.edu](mailto:jdoe001@student.ucr.edu))
- Username Lookup: You can look up your username online at <https://ldap.ucr.edu/ldap/id>
- Password: Your PERMPIN unless previously changed.

Due to issues of security and confidentiality, we **cannot process your request** without your UCR Webmail address.

College of Humanities, Arts & Social Sciences  
**Petition to Appeal Academic Dismissal**

STUDENT ID NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

UCR WEBMAIL \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS \_\_\_\_\_  
STREET CITY ZIP CODE

PHONE \_\_\_\_\_  
AREA CODE

EDUCATIONAL GOAL \_\_\_\_\_ MAJOR \_\_\_\_\_

*Your answers to the following questions will be the determining factor in our decision. If you need more writing space, use the back of page or attach a separate sheet. **Attach documentation to support your appeal.***

1. State the extenuating circumstances that prevented you from successfully completing classes. Provide documentation from your instructor that you were in good standing ("C" or better) when these circumstances occurred.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List grades to be changed (attach note from instructor).

\_\_\_\_\_  
\_\_\_\_\_

3. List what you will be doing differently so that you can accomplish your educational goals.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOU WILL BE NOTIFIED THROUGH E-MAIL AS TO THE RESULTS OF THIS PETITION. PLEASE BE SURE THIS INFORMATION IS COMPLETE AND PRINTED CLEARLY.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\*\*\*\*\* OFFICE USE ONLY\*\*\*\*\*

DEAN'S COMMENTS: \_\_\_\_\_

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_