EE GRADUATE PROGRAM EXAM APPEALS PROCEDURE

1) Before resorting to a formal appeal, affected parties of a dispute over the result of a written or oral exam should communicate and try to reach an informal resolution. If necessary, the graduate advisor or the EE chair could also participate in the discussion. The “affected parties” in this case include the student, the members of the exam committee in the case of an oral exam, and the faculty member(s) grading the exam in the case of a written exam.

2) Formal appeals should be submitted to the Graduate Committee no later than 30 days after the result of a written or oral exam is announced. Only affected parties can submit an appeal.

3) The appellant must submit a written statement that lays out the grounds for the appeal and attach any supporting documentation. To be considered by the Graduate Committee, an appeal must have a valid ground such as evidence of a procedural error or evidence of the use of non-academic criteria in evaluation of the student. The latter includes personal bias and/or violations of the campus nondiscrimination policy. Appeals merely requesting re-evaluation of the student’s performance, without any evidence of procedural error, bias, or other documentable inappropriate actions, will be rejected.

4) The Graduate Committee will first determine the validity of the appeal within one week after its submission. If the appeal is deemed valid, the appellant will be notified, and within three weeks after the notification, the Graduate Committee will host formal hearings in which the affected parties will be met separately.

5) The Graduate Committee will make the final decision to either uphold the exam result or overturn it within a week after the end of the hearings. All affected parties will be notified.

6) Decisions made at the program level can still be appealed to the Graduate Dean. Please visit [http://graduate.ucr.edu/dispute_resolution.html](http://graduate.ucr.edu/dispute_resolution.html) for further information.