



UC TCA Appeals in ASSIST

Quick Tips

Best Practice:

- 1. Learn “Why” Denied - check “Final Review Comment” for details**
- 2. Edit Outline Accordingly**
- 3. Return to Workflow, - do appeal ← Note: this is the last step!**

Alternate Scenario:

*“I already clicked appeal but I still need to update the outline.
What do I do now?”*

- 1. Withdraw appeal proposal**
The appeal proposal blocks users from making updates to the course outline in ASSIST. You must withdraw the appeal proposal so the outline can be unlocked for editing.
- 2. Edit Outline Accordingly**
- 3. Return to Workflow, - create brand new UC TCA proposal**
Because the appeal proposal was withdrawn in step 1, you must now create a brand new UC TCA proposal for your course.



4. Leave a comment for UCOP

UCOP stated it's helpful to leave a comment in the comment box indicating the appeal proposal needed to be withdrawn so that the outline could be unlocked and edited.

A screenshot of a web browser window titled "Create New Proposal". The page content includes the course title "MUS 133 - Summer Jazz Seminar: Intermediate (3.00)", the heading "UC Transferability Proposal", and a text area with the text "Submitting a brand new proposal for this course because original appeal proposal needed to be withdrawn. Thank you." The text area is highlighted with a purple border. Below the text area is an "Attachments" section with the text "No attachments added" and a "Select..." button. At the bottom of the form are "cancel" and "submit proposal" buttons.

5. E-mail UCOP as well

UCOP also let us know that it's helpful to send them a separate e-mail indicating the appeal proposal was withdrawn and replaced with a new proposal.

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