

GRADE GRIEVANCE COVER SHEET

NAME _____ NSHE# _____

EMAIL _____ CELL # _____

ADDRESS _____

MAJOR _____ COLLEGE _____

COURSE TITLE _____ PREFIX # SECTION _____

INSTRUCTOR _____ INSTRUCTOR EMAIL _____

After final grades have been assigned, you may petition the Faculty Senate Academic Standards Committee to change the grade only if the issue cannot be resolved with the instructor and department. First present your request to change the grade to the instructor. If the instructor declines the request, you should contact the chair of the department. If the chair declines to overturn the decision of the instructor, you should immediately notify the Faculty Senate Office (702-895-3689 or faculty.senate@unlv.edu) of your intent to file a Grade Grievance. Notification of the intent to file a Grade Grievance must be received no later than the end of the second week of instruction in the (Fall/Spring) semester directly following the semester in which the course was taken. Any request submitted after this deadline will be denied.

Complete this form and attach all documentation to justify your request to change a grade. Include a statement clearly stating the specific grade you feel that you deserve and your reasoning for this. This grade should be justified by a calculation based on the course syllabus and various rubrics for assignments. If you do not have the assignment(s) in question, you should still cite them, including the grading rubric. You should also include any email correspondence with your instructor and/or the department in regards to grading. If there is a dispute in attendance, you must include evidence including photographs of lectures as they appear in class or screenshots of web tools for an online course. When you are compiling your supporting documentation, please remember that the Grade Grievance is decided based on the calculation of the grade as it states in the syllabus and grades of specific course assignments. Keep your statement clear and concise and reference specific documentation included.

Email your completed form and documentation to the Faculty Senate Office (faculty.senate@unlv.edu). The Senate Office will forward your petition to the instructor and department for confirmation that you have exhausted your appeals to them prior to filing this request with the Senate. The instructor and the department may respond to the Senate in writing defending their decisions to reject the appeal.

When the Grievance Petition is returned by the College to the Senate Office, the Academic Standards Committee, composed of faculty representatives from all academic Colleges/units will determine if a miscalculation or unjust grade was given. You will be notified of the decision of the Committee and any changes to the grade.

Please accept this file as documentation of a Grade Grievance, submitted on _____.

I understand that the decision of the UNLV Faculty Senate Academic Standards Committee is final and is not open to appeal.

Student Signature

To Instructor of Record and Administrators:

Please read the process detailed above. This file includes the student’s documentation of a Grade Grievance. On the following page, please confirm with your signature that the student appealed the grade directly to you before submitting this grievance to the Faculty Senate. Your signature does not constitute support of the petition. If desired, please present comment either in the space provided or by attaching documentation to the end of this file. Please respond within fifteen (15) calendar days of receipt of this petition.

Instructor - I was contacted first by this student for redress of the grade I assigned in this course.

_____ Signature _____ Date _____

COMMENTS (note if additional documentation is attached):

After responding to the Grievance, please forward to:

Chair or Director - I was contacted after the instructor by this student for redress of the grade assigned in this course.

_____ Signature _____ Date _____

COMMENTS (note if additional documentation is attached):

After responding to the Grievance, please forward to:

Dean - I have been apprised of this petition and support the rights of all parties to pursue this Grade Grievance.

_____ Signature _____ Date _____

COMMENTS:

Decision of the Faculty Senate Academic Standards Committee

The Committee, meeting on _____ determined that this petition for a change of Grade should be:

DENIED or

ACCEPTED and the Grade changed to _____.

The Senate Office will notify the student and if there is a grade change, will also notify the Registrar's Office.

For the ASC Committee: _____ Signature _____ Date _____

COMMENTS: