



## Academic Standards Committee Grade Grievance Cover Sheet

NAME: \_\_\_\_\_ NSHE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_  
MAJOR: \_\_\_\_\_ COLLEGE: \_\_\_\_\_  
SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_  
COURSE TITLE: \_\_\_\_\_ COURSE PREFIX, NUMBER, & SECTION \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ INSTRUCTOR EMAIL: \_\_\_\_\_

### The Process

After final grades have been posted, students should reach out to their instructor to try and resolve any issues with their grade. If the instructor declines the request, students should contact the chair of the department. If the chair declines to overturn the decision of the instructor, the student may petition the Faculty Senate Academic Standards Committee.

The student should notify the Faculty Senate Office (702-895-3689 or [faculty.senate@unlv.edu](mailto:faculty.senate@unlv.edu)) of their intent to file a Grade Grievance. This notification should be sent no later than the second week of instruction for the following full semester. Issues that occur in summer and fall semesters should be received by the second week of the next spring semester. Issues that occur in spring semesters should be received by the second week of the next fall semester. Any request submitted after this deadline will be denied.

After the student has completed this form and assembled their documentation (see list below), they should email the form and documentation to the Faculty Senate Office ([faculty.senate@unlv.edu](mailto: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 request.

Then, all documentation will be sent to the Academic Standards Committee, which is composed of faculty representatives from all academic Colleges/units. The Committee 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.

### Required Documentation

In addition to this form, students should include the following documentation to be considered a complete application:

- Statement with requested grade change and reasons for the request, including a recalculation of the grade
- Course syllabus
- Screenshots of complete grade record from Canvas (student may request this from the instructor if they no longer have Canvas access)
- Relevant correspondence with the instructor
- Relevant assignment rubrics and submissions
- Supportive materials as relevant to the request such as medical documentation or attendance records

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

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMENTS** (note if additional documentation is attached):

**After responding to the Grievance, please forward to:**

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
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.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMENTS:**

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### **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.

\_\_\_\_\_  
Chair of the Academic Standards Committee

\_\_\_\_\_  
Date

**COMMENTS:**

**Instructors and Administrators:** 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 for the petition. Please respond within fifteen (15) calendar days of receipt of this petition.