



## Faculty Senate Academic Standards Committee Grade Grievance Petition

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ NSHE#: \_\_\_\_\_ L#: \_\_\_\_\_

Email address: \_\_\_\_\_

Major: \_\_\_\_\_ College: \_\_\_\_\_

Course title, number, section and term: \_\_\_\_\_

Instructor: \_\_\_\_\_

### Filing a Grade Grievance:

After final grades have been applied, a student may petition the Faculty Senate's Academic Standards Committee to correct the grade only if the issue cannot be resolved by the instructor and department. The student must first present their dispute with the instructor. If the issue remains unresolved, the student may use this form to dispute the grade. The Faculty Senate must receive notification of a student's intent to file a Grade Grievance by the end of the second week of instruction in the (Fall/Spring) semester directly after the semester in which the course in question took place. Any request submitted after this deadline will be denied. Upon notification, the student will receive this form as instruction on how to file a Grade Grievance.

### For the Student: Please read carefully

If you believe a grade you received in a course is incorrect or has been unjustly awarded, you should attempt to resolve the issue with your instructor. If the issue has not been resolved, you should contact the chair of the department. If the issue has still not been resolved, you should immediately contact the Faculty Senate Office. You may file a grade grievance petition to the Academic Standards Committee at the Faculty Senate Office by using this electronic form. You will need to fill out all required fields, sign, date and attach all documentation to justify your request to change a grade. That should include a letter clearly explaining your request and reasoning, most importantly the specific grade you are requesting. 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 in question, you must still refer to it and how it is graded in your letter. You must 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 on lectures as they appear in class or screenshots of web tools for an online course. When you are forming your supporting documentation, please remember 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 letter clear and concise and always reference specific documentation attached to this form. When you complete this form, it will be received by the Faculty Senate Office and sent to your instructor and department who will have a chance to respond in writing. A committee of elected faculty will use this form and written responses only to determine if a miscalculation or unjust grade was given. You will be notified of the result and any changes to the grade.

**For the Instructor:**

After final grades have been applied, a student may petition the Faculty Senate's Academic Standards Committee to correct the grade only if the issue cannot be resolved by the instructor and department. The student must first present their dispute with the instructor. If the issue remains unresolved, the student may use this form to dispute the grade. The Faculty Senate must receive notification of a student's intent to file a Grade Grievance by the end of the second week of instruction in the (Fall/Spring) semester directly after the semester in which the course in question took place. Any request submitted after this deadline will be denied. Upon notification, the student will receive this form as instruction on how to file a Grade Grievance.

*Your signature below verifies that you have seen this grade grievance and have not been able to resolve this matter. Your signature does not constitute agreement with or acceptance of the grievance by the signatories. Signatories may append additional comments and attach documentation. Your official reply to the Faculty Senate Office is required within fifteen calendar days of your notification of the grade grievance petition.*

1. \_\_\_\_\_  
Instructor Date

Comments:

2. \_\_\_\_\_  
Department Chair Date

Comments:

3. \_\_\_\_\_  
College Dean Date

Comments:

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Faculty Senate Use Only

Approve

Disapprove

4. \_\_\_\_\_  
Faculty Senate Academic Standards Committee Date

Decision: