

## Graduate College Forms

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### CONTENTS

MANDATORY STUDENT FORMS.....	1
ADDITIONAL STUDENT FORMS.....	4
DEPARTMENTAL FORMS.....	9
AWARD FORMS.....	9
FACULTY FORMS.....	11
CURRICULAR FORMS.....	12

### MANDATORY STUDENT FORMS

Listed in sequential order – Students ONLY see the forms that are required of them in the Grad Rebel Gateway

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <i>AND</i> Department Chair	Graduate Coordinator <i>OR</i> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Appointment of Advisory Committee</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms</a>	Required of students in degrees and/or subplans requiring a Graduate Advisory Committee.	X	X		X		X	
<a href="#">Appointment of Faculty Advisor</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms</a>	Required of students in degrees, certificates, and/or subplans requiring a faculty advisor.	X			X		X	

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <i>AND</i> Department Chair	Graduate Coordinator <i>OR</i> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Plan of Study Parts I and II</a>	<a href="#">Part I - Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms Part II - UNLV Degrees Directory program page - Section C</a>	Required of all students; cannot be submitted until Appointment of Faculty Advisor or Appointment of Advisory Committee form, if those are required for the program. Part II is downloaded from the Degrees Directory, completed by the student, and uploaded into the Grad Rebel Gateway Part I form.	Only required if student's program requires a Faculty Advisor or Advisory Committee.			X		X	
<a href="#">Prospectus Approval</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms</a>	Required of master's students to document passing of the prospectus defense, as applicable. Form cannot be submitted until Appointment of Advisory Committee form is approved.	X	X		X		X	
<a href="#">Advancement to Doctoral Candidacy</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms</a>	Required of doctoral students who have advanced to candidacy. Cannot be submitted until Plan of Study Parts I and II and Appointment of Advisory Committee forms are approved.	X	X		X		X	

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <i>AND</i> Department Chair	Graduate Coordinator <i>OR</i> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Culminating Experience Results</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms Tab &gt; Required Forms</a>	Used to document completion of the culminating experience. Required of students in doctoral programs and most, but not all, master's and specialist programs. Cannot be submitted until all preceding required forms are approved.	Only required if student's program requires a Faculty Advisor or Advisory Committee.	Only required if student's program requires an Advisory Committee.		X		X	
Application for Graduation	<a href="#">Currently housed in MyUNLV Student Center - moving to the Grad Rebel Gateway</a>	Used to apply for graduation and certificate completion. This triggers the Graduate College RPC team to do a preliminary degree check for the student.							

# ADDITIONAL STUDENT FORMS

Listed in alphabetical order

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Appeal</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief or waiver from a UNLV and/or Graduate College policy or requirement.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.		X		X	X	Student, Instructor (if regarding a course)
Appeal for Graduate-Level Course Grade Change Form	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used for reconciling graduate-level course incomplete grades after the six-month period but before one year has passed and graduate-level course grade change appeals under unique circumstances where a grade change may be warranted after the six-month period has passed.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.		X		X	X	Student, Instructor

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Authorization for Overload</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by students requesting more than 15 credit hours during the fall and spring terms, more than six credit hours in a single five-week Summer Term, or more than a total of 12 credits during Summer Term.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.					X	Graduate Coordinator
<a href="#">Change of Advisory Committee</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used to request a change to a previously approved advisory committee.	X	Only members being removed and/or added		X		X	Student
<a href="#">Concurrent Degree Enrollment Approval</a>	<a href="#">Forms page on the Graduate College website</a>	Required of students requesting to be enrolled in two non-dual graduate programs simultaneously.				X	X	X	
<a href="#">GA Request for Additional Employment</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by GAs to request approval to be employed for up to 10 additional hours outside of the assistantship.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.		X			X	GA Supervisor
<a href="#">GA Termination Appeal</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by a terminated GA to appeal the termination.			X		X	X	Student, GA Supervisor

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<a href="#">GA Termination</a>	<a href="#">Faculty/Staffs' Grad Rebel Gateway (Salesforce) &gt; Student's Graduate Assistantship Application Record</a>	Used by faculty/staff member to request termination of a graduate assistant.			X		X	X	GA Supervisor
<a href="#">Graduate Access Emergency Retention Grant Application</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by student to apply for an Emergency Retention Grant.			X		X	X	Nominating Faculty
<a href="#">Leave of Absence</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by student to request a leave of absence.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.				X	X	
<a href="#">Probation Removal Request</a>	<a href="#">Faculty/Staffs' Grad Rebel Gateway (Salesforce) &gt; Student's Program Enrollment Record &gt; Forms &gt; Probation Request</a>	Used by faculty/staff member to remove probation from a student. Form cannot be submitted unless a Probation Request has been approved. Form located on the approved Probation Request Form record.					X	X	

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<a href="#">Probation Request</a>	<a href="#">Faculty/Staffs' Grad Rebel Gateway (Salesforce) &gt; Student's Program Enrollment Record</a>	Used by faculty/staff member to place a student on probation.				X	X	X	
<a href="#">Separation Request</a>	<a href="#">Faculty/Staffs' Grad Rebel Gateway (Salesforce) &gt; Student's Program Enrollment Record &gt; Forms &gt; Probation Request</a>	Used by faculty/staff member to request separation of a student. Form cannot be submitted unless a Probation Request has been approved. Form located on the approved Probation Request Form record.				X	X	X	
<a href="#">Thesis &amp; Dissertation Embargo Request</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by students who wish to request an embargo of their final document from ProQuest and or the UNLV digital repository. Form cannot be submitted until Appointment of Advisory Committee form is approved.	X			X		X	

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <i>AND</i> Department Chair	Graduate Coordinator <i>OR</i> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Time Limit Extension Request</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by students to request courses outside of the Time Limit policy to be usable on Plan of Study.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.		X			X	
<a href="#">Transfer Credit Request</a>	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Additional Forms</a>	Used by students to request transfer of credits from another institution.	If Appointment of Faculty Advisor OR Appointment of Advisory Committee form has been submitted.		X			X	
<a href="#">Undergraduate Approval to take a Graduate Level Course</a>	<a href="#">Forms page on the Graduate College website</a>	Used by UNLV undergrad students to request approval to enroll in graduate-level courses.						X	Graduate Instructor, Department Chair

## DEPARTMENTAL FORMS

Listed in alphabetical order

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
Departmental Milestone Results Tracking	<a href="#">Students' Grad Rebel Gateway &gt; Forms &gt; Departmental Forms</a>	If required by an academic unit, this form is used to track student milestone completion. Students must check with their Graduate Coordinator to determine if this form is required. The Graduate College does not require or use this form.	Only required if student's program requires a Faculty Advisor or Advisory Committee.	Only required if student's program requires an Advisory Committee.		X		X	

## AWARD FORMS

Listed in alphabetical order

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Graduate Faculty Leadership Award</a>	<a href="#">Forms page on the Graduate College website</a>	Used by faculty/department chair/dean to nominate candidates for this award.					X	X	Department Chair
<a href="#">Graduate Faculty Mentorship Award</a>	<a href="#">Forms page on the Graduate College website</a>	Used by faculty/department chair/dean to nominate candidates for this award.					X	X	Department Chair

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<a href="#">Nomination for Outstanding Thesis or Dissertation Award</a>	<a href="#">Forms page on the Graduate College website</a>	College/School may nominate one outstanding thesis and one outstanding dissertation. Nominations are to be completed by faculty/department chair/dean.					X	X	
<a href="#">Outstanding Graduate Student Teaching</a>	<a href="#">Forms page on the Graduate College website</a>	College/School may nominate one candidate for this award. Nominations are initiated by students in Grad Rebel Gateway but deans/designees provide signature for ONE nominee per college.			X		X	X	

# FACULTY FORMS

Listed in alphabetical order

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
<a href="#">Graduate Faculty Leaving</a>	<a href="#">Forms page on the Graduate College website</a>	Required of graduate faculty leaving UNLV					X	X	GFS Applicant, Department Chair, GC Reviewer
<a href="#">Graduate Faculty Status (GFS) Application</a>	<a href="#">Forms page on the Graduate College website</a>	<a href="#">Required of all graduate faculty</a>					X	X	GFS Applicant, Department Chair, GC Reviewer

# CURRICULAR FORMS

Listed in alphabetical order

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
Graduate Certificate Create	<a href="#">UNLV Curriculog</a>	Used by proposer for creating new graduate certificates.			X				VPAP; Technical Review(Graduate Curriculum); Academic Unit Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs Committee Chair; Graduate College Dean
Graduate Course Change	<a href="#">UNLV Curriculog</a>	Used by proposer for creating graduate course changes.			X				Academic Unit; Technical Review (Graduate Curriculum Manager); Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Course Review Committee Chair; Graduate College Dean

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
Graduate Course Clean Up Form	<a href="#">UNLV Curriculog</a>	Used by proposer for request very minor course changes to a very large number of courses at once.			X				Academic Unit; Technical Review (Graduate Curriculum Manager); Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Course Review Committee Chair; Graduate College Dean
Graduate Course Create	<a href="#">UNLV Curriculog</a>	Used by proposer for creating new graduate courses.			X				Academic Unit; Technical Review (Graduate Curriculum Manager); Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Course Review Committee Chair; Graduate College Dean

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Graduate Course Delete	<a href="#">UNLV Curriculog</a>	Used by proposer for permanent course elimination.			X				Academic Unit; Technical Review (Graduate Curriculum Manager); Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Course Review Committee Chair; Graduate College Dean
Graduate Degree/Certificate Name Change Form	<a href="#">UNLV Curriculog</a>	Used by proposer for changing the name of a program or certificate.			X				VPAP; Technical Review(Graduate Curriculum); Academic Unit Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs Committee Chair; Graduate College Dean

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Graduate Program Change	<a href="#">UNLV Curriculog</a>	Used by proposer for creating graduate program changes.			X				Technical Review(Graduate Curriculum); Academic Unit Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs Committee Chair; Graduate College Dean
Graduate Program Create	<a href="#">UNLV Curriculog</a>	Used by proposer for creating new graduate programs.			X				VPAP; Technical Review(Graduate Curriculum); Academic Unit Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs Committee Chair; Graduate College Dean

Form Name	Location	Description	Faculty Advisor / Advisory Committee Chair	Advisory Committee Members & GCR	Graduate Coordinator <u>AND</u> Department Chair	Graduate Coordinator <u>OR</u> Department Chair	Academic Dean	Graduate Dean or Delegate	Other
Graduate Program Deactivate/Reactivate Request	<a href="#">UNLV Curriculog</a>	Used by proposer for temporarily deactivating/reactivating a course or program.			X				Academic Unit; Technical Review (Graduate Curriculum Manager); Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs or Course Review Committee Chair; Graduate College Dean
Graduate Program Elimination	<a href="#">UNLV Curriculog</a>	Used by proposer for permanent program elimination.			X				VPAP; Technical Review(Graduate Curriculum); Academic Unit Graduate Curriculum Committee Chair; Associate Dean in Academic Units, Graduate Programs Committee Chair; Graduate College Dean