



GRADUATE COLLEGE ACADEMIC APPEAL GUIDE

- Appeals are used to request reconsideration of an admissions decision, course grade, alleged unfair academic practice, or relief or waiver from a UNLV policy or requirement. It is your responsibility to provide a clear and concisely written statement of your appeal and to provide all relevant documentation you wish to be reviewed.

Written appeals must include:

1. *UNLV Graduate College Appeal Form* as a cover sheet
 2. Written Statement of Appeal addressed to the appropriate UNLV administrator
 3. Relevant documentation /support. For example, documents may include medical records, work verification, police reports, death certificates, airline receipts, letters from professors on University letterhead, transcripts, etc.
- If the issue is not resolved between the student and course instructor, a written appeal should first be directed to the Graduate Coordinator of the department in question. If the problem remains unresolved to the student's satisfaction, appeals must be directed in progressive order to the Department Chair, College Dean, then subsequently to the Graduate Dean. The Graduate Dean may act to resolve the problem or request the Graduate College Faculty & Student Issues Committee to review the problem and make their recommendation to the Graduate Dean. The Graduate Dean will inform the student of the final decision.
 - Advisors and departments may have varying methods for processing appeals. Please contact your department for specific policies and procedures.
 - The Graduate College Graduate Student and Faculty Issues Committee is the designated College Committee to hear certain graduate student and graduate faculty appeals and is composed of graduate faculty and graduate student representatives.
 - Appeals must be filed with the Graduate College Office (FDH 352) in a timely manner. The Graduate College Office must receive grade appeals within 60 calendar days from the last day of the term/semester in question.
 - Each appeal is reviewed individually and a decision will be based on the merits and the documentation provided.
 - Please note that for non-academic or conduct code issues please refer to <http://studentlife.unlv.edu/judicial/StudentConductCode.pdf>
 - Appeal may include:
 1. A written response, with or without documentation, by the named parties in the student's appeal.
 2. A written response from the administrators signing this form.



APPEAL FORM FOR ADMITTED STUDENTS

Please type directly into the highlighted fields *or* print clearly in blue or black ink.

STUDENT INFORMATION

Student ID (L-Number): _____

Student Name: _____
Last Name First Name M.I.

Address: _____
Street Address

City State ZIP Code

UNLV E-mail Address: _____ Phone: _____

Program of Study: _____ Degree: _____

Nature of the appeal and supporting information (Please attach relevant supporting materials):
 (You may attach a letter here if you prefer.)

I hereby authorize the Graduate College and/or the Registrar's Office to release my academic records and the attached materials to the appropriate faculty committee(s).

Student Name Date

DEPARTMENTAL SIGNATURES:

Type/Print Name	Recommend	Do Not Recommend	Signature	Date
_____ <i>Instructor (if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____ Graduate Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____ Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____ Dean, Academic College	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

GRADUATE COLLEGE USE ONLY

	APPEAL APPROVED <input type="checkbox"/> APPEAL DENIED <input type="checkbox"/>
_____ Dean, Graduate College	Date

Comments: