

## GRADUATE COLLEGE ACADEMIC APPEAL GUIDE

- This appeal may be used by graduate students to request reconsideration of an academic decision, course grade, to allege unfair academic practice, or to request relief or waiver from a UNLV policy or Graduate College requirement. It is your responsibility to provide a clear and concise statement of your appeal and to provide all relevant documentation you wish to be reviewed and considered prior to the Graduate Dean rendering a final decision. Guidelines for what to include follow below:

Student 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.

An 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 faculty and/or administrators signing this form

- If the issue is not resolved between the student and course instructor or faculty member, 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/School Director, College Dean, then subsequently to the Graduate Dean. The Graduate Dean may act to resolve the problem, or the Dean may request input and guidance from the Graduate College Student Appeals & Legal Issues Committee who will be charged with reviewing the appeal, holding an information gathering meeting with the appellant, then hold an informational meeting with the faculty, staff, and/or administrators involved, and finally make their advisory recommendation to the Graduate Dean. The Graduate Dean will render a final decision and inform the student and department accordingly.
- Advisors and departments may have varying methods for processing appeals, so please contact your department for specific policies and procedures. However, all appeals should be reviewed by the department, and each successive level of review, in a timely manner consistent with standard business practice.
- Note that the Graduate College must receive grade appeals within 60 calendar days from the last day of the term or semester in question. All other appeals must be filed with the Graduate College (FDH 352) in a timely manner, and unless special circumstances prevail, appeals should not be submitted more than 90 days after the inciting incident or catalyst for the appeal.
- Each appeal is reviewed individually and a decision will be based on the merits and the documentation provided.
- Appeals regarding financial issues (e.g., tuition refund, tuition waiver, student fees, late fees, etc.) must be submitted separately to the UNLV Student Accounts Office, using their [Tuition & Fee Appeal Form](#). If an appeal involves both an academic and financial issue, the student should submit an academic appeal first to the Graduate College and wait for a decision before commencing with the financial appeal to the Student Accounts Office. For further information concerning the financial appeal process please visit: [http://cashiering.unlv.edu/fee\\_appeal.html](http://cashiering.unlv.edu/fee_appeal.html).
- For non-academic or conduct code issues, please refer to: <http://studentconduct.unlv.edu/conduct/pdf/Student-Conduct-Code.pdf>
- If you feel that you have been discriminated against on the basis of race, ethnicity, age, gender, or disability, you should immediately contact the Title IX Office at (702) 895-5580. You will find additional information here: <http://www.unlv.edu/diversityinitiatives/titleix>



## APPEAL FORM FOR ADMITTED STUDENTS

**STUDENT INFORMATION**

NSHE ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Rebelmail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Admit Term & Year: \_\_\_\_\_ Department/Program: \_\_\_\_\_  
 Degree Plan: \_\_\_\_\_ Subplan (if applicable): \_\_\_\_\_  
 This appeal involves sexual harassment or discrimination: YES  NO

Please clearly explain the nature of the appeal. Please attach relevant supporting materials; you may also choose to attach a letter of explanation, but it is not required. Be sure to explain the following: 1) What is the issue/policy you are appealing? 2) What are your specific concerns? 3) What are you requesting or what remedy/remedies are you seeking (be specific)?

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 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DEPARTMENTAL APPROVAL SIGNATURES**

*(each signatory may attach a letter and/or relevant supporting documents, if you so choose)*

Type/Print Name

**Recommendation**

YES

NO

**Alternate Resolution**

*(attach proposed resolution)*

**Signatures**

INSTRUCTOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUCTOR SIGNATURE	DATE
GRADUATE COORDINATOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GRADUATE COORDINATOR SIGNATURE	DATE
DEPARTMENT CHAIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEPARTMENT CHAIR SIGNATURE	DATE
DEAN, ACADEMIC COLLEGE*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEAN, ACADEMIC COLLEGE SIGNATURE	DATE

**GRADUATE COLLEGE USE ONLY**

DEAN, GRADUATE COLLEGE	DATE	<input type="checkbox"/> <b>APPEAL APPROVED</b> <input type="checkbox"/> <b>APPEAL DENIED</b> <input type="checkbox"/> <b>ALTERNATE RESOLUTION</b>
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**COMMENTS:**

**SCAN AND FILE TO:**  Student Record  Confidential Appeals

\*Please consult the Forms page of the Graduate College website (<http://graduatecollege.unlv.edu/forms>) to determine if this signature is required for your program.