

## *Graduate College Appeal Guide*

- Appeals are to request reconsideration of an admissions decision, course grade, alleged unfair practice, and 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 Committee on Graduate Student and Faculty Issues 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. The Registrar's Office must receive notification to change a grade due to a clerical error 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.

