Transfering Credits

Incoming graduate students who have completed graduate coursework at another institution can transfer in up to 12 credits of prior graduate coursework, and incoming graduate students who have completed graduate coursework at UNLV can transfer in up to 15 such credits, if that coursework was not completed as a part of credits earned (whether required or elective) for a prior degree, and if the coursework is relevant to the program of study (see page 2, below). All incoming graduate students can file an appeal (see pages 3-4, below) to have additional credits of prior graduate coursework that meets the afore-referenced stipulations considered for transfer.

Course Substitutions

In consultation with their advisors, graduate students can, on a case-by-case basis, substitute another comparable course for a required course in their program of study.
TRANSFER CREDIT REQUEST FORM

For coursework completed prior to admission at another institution, this form must be submitted during the student’s first semester of enrollment.

For prior approval of transfer credits, this form must be submitted prior to completing 15 credit hours of work toward the degree and prior to the start of the course(s) being requested as transfer credits.

STUDENT INFORMATION
NSHE ID: ______________________ DEPARTMENT / PROGRAM OF STUDY: ______________________
FIRST NAME: ______________________ LAST NAME: ______________________
REBELMAIL: ______________________ PHONE: ______________________ TERM OF ADMISSION: ______________________

COURSEWORK TO BE CONSIDERED FOR USE IN THIS PROGRAM
Use of coursework taken elsewhere is always subject to the following restrictions:
1. Such work must be accomplished at a regionally accredited institution.
2. Such work must be completed with grades of a “B” or better. No pass/fail, audit, satisfactory/unsatisfactory, etc. will be accepted.
3. Such work must be clearly designated as “graduate-level”.
4. Such work must not be used to earn any other degree, at UNLV or elsewhere.
5. Such work must not be a workshop, correspondence course, or career-related continuing education course.
6. Such work must have been completed no more than six years before the term in which all degree requirements are met. A student beginning a doctoral degree program without a master’s degree must complete all requirements for the degree within eight years.
7. An official transcript(s) covering the work in question must be submitted to the UNLV Graduate College as soon as possible after the work has been completed.
8. For coursework taken outside the U.S., in addition to official transcripts, a course-by-course foreign credential evaluation from one of the following approved NACES agencies must be submitted to the UNLV Graduate College as soon as possible after the work has been completed: Josef Silny & Associates, World Education Services (WES), International Education Research Foundation, or Educational Credential Evaluators.

The following coursework may be considered for inclusion in this student’s advanced degree program, subject to such other Graduate College regulations as may be appropriate.

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>COURSE PREFIX &amp; #</th>
<th>COURSE TITLE</th>
<th># OF CREDITS</th>
<th>TERM</th>
<th>GRADE (if available)</th>
<th>UNLV COURSE BEING REPLACED</th>
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STUDENT SIGNATURE – By signing below, I certify all information included on this form is accurate and meets the criteria above.

STUDENT SIGNATURE ______________________ DATE ______________________

APPROVAL SIGNATURES – By signing below, we certify that we have reviewed the course content and syllabus/syllabi, and deem the transfer work comparable to the coursework being replaced.

ADVISORY COMMITTEE CHAIR ______________________ DATE ______________________
*DEAN, ACADEMIC COLLEGE ______________________ DATE ______________________

DEPARTMENT CHAIR/GRADUATE COORDINATOR ______________________ DATE ______________________

GRADUATE COLLEGE USE ONLY ______________________ GC COMMENTS: ______________________

DEAN, GRADUATE COLLEGE ______________________ DATE ______________________
*STAFF INITIALS ______________________ DATE ______________________

*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.
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](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](http://www.unlv.edu/diversityinitiatives/titleix)

Updated Fall 2014
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
Recommendation Alternate Resolution Signatures
Type/Print Name YES NO (attach proposed resolution)
YES ☐ NO ☐ YES ☐ NO ☐

INSTRUCTOR
INSTRUCTOR SIGNATURE DATE

GRADUATE COORDINATOR
GRADUATE COORDINATOR SIGNATURE DATE

DEPARTMENT CHAIR
DEPARTMENT CHAIR SIGNATURE DATE

DEAN, ACADEMIC COLLEGE*
DEAN, ACADEMIC COLLEGE SIGNATURE DATE

GRADUATE COLLEGE USE ONLY
☐ APPEAL APPROVED
☐ APPEAL DENIED
☐ ALTERNATE RESOLUTION

DEAN, GRADUATE COLLEGE DATE

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.

Updated Fall 2014