

Instructions: Requesting a Graduate Student Appeal

Please also refer to the Graduate Student Appeals Policy:

www.uwyo.edu/uwgrad/files/docs/graduate_appeal_policy.pdf

Scope: The Graduate Student Appeals Board (GSAB) reviews appeals by graduate students of decisions made by university representatives concerning:

1. retention in graduate programs (when not related to academic standing due to grades or reasonable progress to degree);
2. retention in employment as graduate assistants (not related to loss of funding or academic performance);
3. other decisions related to a student's graduate program that appear to diverge from documented program guidelines.
4. cases referred to the GSAB by the AVP for Graduate Education, the Provost or the President.

In general, *the GSAB will not review professional and scholarly assessments made by faculty and advisory committees*. Decisions related to discrimination, sexual harassment, student code of conduct, and grades are heard elsewhere, and are not heard by the GSAB. It is the responsibility of prospective and current students to read and understand procedures and policies related to their program. Entry into a graduate degree or certificate program implies the student's consent to abide by program expectations and procedures.

Graduate Student Appeal Timeline & Steps

The following is a brief timeline and steps for an appeal to the Graduate Student Appeals Board. For details, please consult the [Graduate Student Appeals Board Policy](#). Before the following timeline and steps apply, it is expected that students have attempted to seek resolution of the issue at first the department level and then the college level.

1. *Day 1.* Decision made by university representative that a graduate student wants to appeal.
2. *As soon as possible following #1.* The student must meet with the AVP for Graduate Education (AVPGE) as soon as possible. The AVP determines whether or not an appeal will go before the GSAB. The AVPGE determines whether or not an appeal will go before the GSAB.
3. *Within 10 business days following #1.* After meeting with the AVPGE, the student submits a formal request of appeal and any associated documentation to the chair of the Graduate Council. The Appeals Request cover sheet and checklist are attached to this document. *Appeals submitted after 10 days will not be considered.*
4. *Within business 10 days following #3.* Initial GSAB meeting regarding appeal.
5. *Within 30 calendar days following #4.* All warranted appeals will move to formal hearing or resolution by this date. If the GSAB determines that a formal hearing is required:
 - a. *Within 10 business days before the formal hearing.* If GSAB determines that additional evidence is needed, all such evidence must be shared with both parties (appellant and appellee) by this date.
 - b. *Within 10 business days following the formal hearing.* The GSAB meets to agree upon a decision.
 - c. *Within 10 business days following the GSAB decision (#5.b).* GSAB conveys its findings to the appellant, appellee and the AVP for Graduate Education.
 - d. *Within 14 calendar days of conveyance of the GSAB's decision (#5.c).* GSAB findings and decision may be overturned or modified by the AVPGE, Provost and/or President before this date. If not overturned or modified, the GSAB's findings and decision are final.

**Request for Graduate Student Appeal
(document cover sheet and checklist)**

Student Name, Department, Degree Program _____ DATE: _____
Committee Chair _____
Outside Committee Member _____
Other Committee members _____

1. Does your appeal involve outcomes related to a course grade? Yes/ No
2. Does your appeal concern academic dishonesty? Yes/ No
3. Does this appeal concern research or scientific misconduct? Yes/ No
4. Does your appeal include allegations of sexual harassment, or discrimination? Yes/ No
5. Have department and college appeals been completed and documented? Yes/ No
 - a. If Yes, Date of Departmental decision. _____
 - b. If yes, Date of College decision. _____

If your answer is “yes” to any of Q1-4, -Stop. These appeals are not heard by the GSAB. Work toward resolution within your Department, Program, or College.

If your answer is “no” to Q. 5, -Stop. Begin your appeal with the Dept. and follow it through the College appeal process if needed.

Attachments: (Attach all required documents to this form. Submit the document as **one pdf file**, named as GSAByourlastname.pdf, to the Chair of the Graduate Council (<http://www.uwyo.edu/facultysenate/standing-committees/#GC>) **within 10 working days of a college decision.**

1. **Cover sheet** (complete this form).
2. Document informing appellant of the **decision under appeal.**
3. Decisions of prior appeals within the department.
4. Decisions of **prior appeals** within the college.
5. Provide a **brief description** of the decision(s) and the procedural issues you request be appealed (identify in <200 words, the decision(s) being appealed and the reason you believe the decision did not follow procedural guidelines).
6. **Desired remedy.** Clearly state (<100 words) the desired outcome and recommend actions to remedy the decision that precipitated this appeal.
7. **Supporting Documents-** Provide a timeline of events that has led to your appeal. Present pertinent records in chronological order.
8. List all **intended witnesses, should a hearing be warranted.**
9. Will you have **legal counsel** present to assist you, should a hearing be warranted? **Yes/No In order for legal counsel to be present, you must inform the GSAB in this document that you intend to have legal counsel present should a hearing be warranted.**
10. Other...list other **critical** documents pertinent to this request for appeal.