

APPEAL PROCESS

The Office of the University Registrar determines and verifies whether General Studies requirements have been met by individual students. This includes evaluating the equivalency of coursework transferred to UNK from other institutions.

Students wishing to appeal the initial determination by the Office of the University Registrar should do the following:

1. Submit a request to the Office of the University Registrar identifying which course is to be reevaluated and the specific GS requirement being appealed.
2. Provide supporting materials (such as course syllabi and course descriptions) that support the student's contention.

The Office of the University Registrar will make a *final* determination regarding whether or not the reviewed course fulfills the GS requirement.

Students wishing to appeal the Office of the University Registrar final determination must submit a written request to the Director of General Studies (general.studies@unk.edu).

The written request to review the Registrar's decision should be accompanied by the following supporting materials:

1. Course syllabi and course description that support the student's contention
2. Statement of support from academic advisor

The request should be submitted prior to the beginning of the semester in which that student is scheduled to graduate.

The student may appeal the Director's decision by submitting a written request to the Director for a General Studies Council review of the student's appeal request. Upon receipt of the request, the Director will place the appeal request on the agenda of the next Council meeting for action (approve or deny) on the request.

The student may appeal the General Studies Council's decision by submitting a written request to the Senior Vice Chancellor of Academic Affairs (SVCAA) to review the decision. The Director of General Studies will then forward the decision of the Council to the SVCAA.