

Submittable

USER GUIDE FOR FACULTY/REVIEWERS

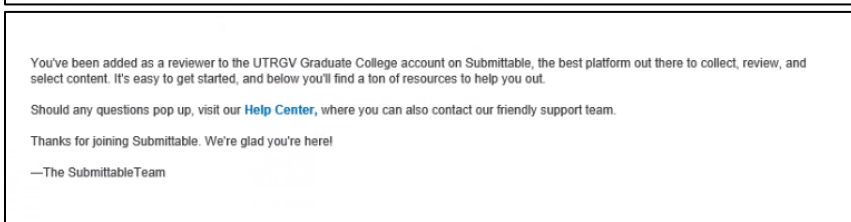
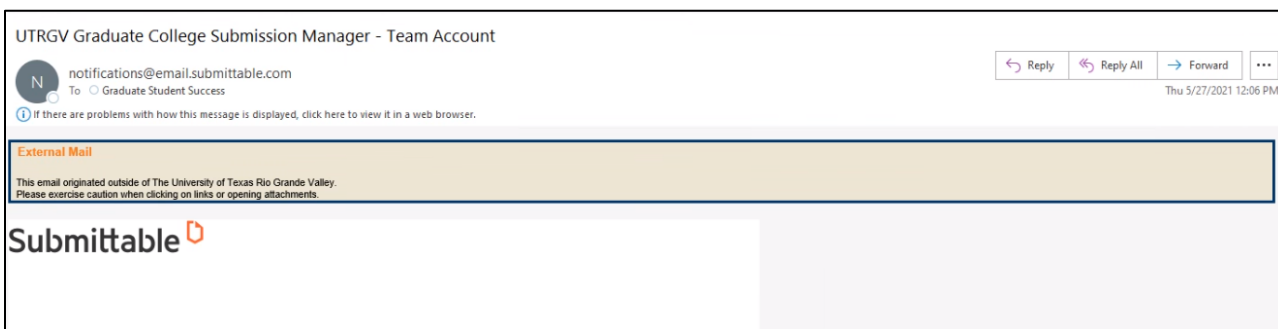
The University of Texas
Rio Grande ValleyTM
.....
Graduate College

Step 1 – Graduate College will add you as a user to the UTRGV Graduate College Submittable account; once you have been added, you will receive an email to create your account. The email will come from notifications@email.submittable.com and it will look like the screenshot below.

NOTE: It might go to your JUNK folder.



Step 2 – Due to the email being from an external organization, you'll see the notification that is an “External Mail”, and it might look a little odd (see screenshot below), but you shouldn't worry about it. To **accept the invitation**, scroll down to the “Accept Invitation” button.



ACCEPT INVITATION

If you click on “open in a web browser” it will look like the screenshot below.

Submittable 

Welcome to Submittable.

You've been added to the UTRGV Graduate College account on Submittable, the best platform out there to collect, review, and select content. It's easy to get started, and below you'll find a ton of resources to help you out.

Should any questions pop up, visit our [Help Center](#), where you can also contact our friendly support team.

Thanks for joining Submittable. We're glad you're here!

—The Submittable Team

ACCEPT INVITATION

Step 3 – This is what you will see once you accept the invitation. Type in your email, your password and, first and last name to create your account.

UTRGV Graduate College

Accept Team Invite

Create an account to join **UTRGV Graduate College**.

Email
gradsuccess@utrgv.edu

Password

Confirm Password

First name

Last name

Accept Invite

 Powered by Submittable

UTRGV Graduate College

Accept Team Invite

Create an account to join **UTRGV Graduate College**.

Email
gradsuccess@utrgv.edu

Password

Confirm Password

First name

Last name

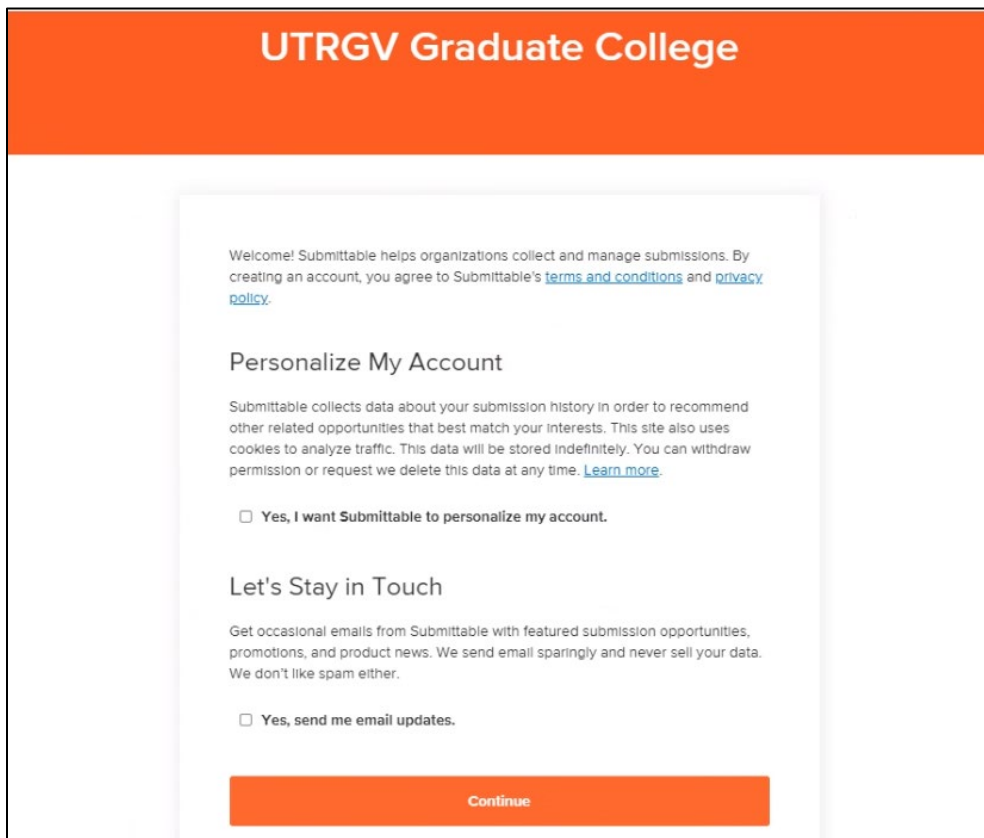
Grad

Success

Accept Invite



Step 4 – Once you create your account, you will receive the following message. Just click on “Continue”.



The screenshot shows a web page for UTRGV Graduate College. At the top is an orange header with the text "UTRGV Graduate College". Below this is a white rectangular area containing the following text:

Welcome! Submittable helps organizations collect and manage submissions. By creating an account, you agree to Submittable's [terms and conditions](#) and [privacy policy](#).

Personalize My Account

Submittable collects data about your submission history in order to recommend other related opportunities that best match your interests. This site also uses cookies to analyze traffic. This data will be stored indefinitely. You can withdraw permission or request we delete this data at any time. [Learn more](#).

☐ Yes, I want Submittable to personalize my account.

Let's Stay in Touch

Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.

☐ Yes, send me email updates.

At the bottom of the white area is an orange button with the text "Continue".

Here is the link to login to your Submittable account.

<https://utrgvgraduatecollege.submittable.com/login>

Step 5 – After you login to your account, you will be taken to your dashboard. It will show a video (which we highly encourage you to watch!) and highlight some important features that will come in handy so please pay close attention to those.

Submittable

Submissions

More

?

GS

UTRGV Graduate College

View Your Site

Show Filters

Label

SCORE

STAGE

SUBMISSION

STATUS

ASSIGNED

1:54

GETTING STARTED AS A REVIEWER

We're so glad that you're here. Watch the video above for a brief overview of what to expect with Submittable. Then click next.

1 of 4

Next

Show 20 rows per page of 0 total results

View: active | archived | both

Submittable

Submissions

More

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GS

UTRGV Graduate College

View Your Site

Show Filters

Label

SCORE

STAGE

SUBMISSION

SUBMITTER

PROJECT

DATE

STATUS

ASSIGNED

When a submission is assigned to you, you'll get an email letting you know.

Then, when you log in, you'll see your assigned applications on this page.

2 of 4

Next

You currently have no active submissions.

Show 20 rows per page of 0 total results

View: active | archived | both

Submittable

Submissions

More

?

GS

UTRGV Graduate College

View Your Site

Show Filters

Natalya from Submittable

You can filter by project, review status, or labels here.

3 of 4

Next

SCORE

STAGE

SUBMISSION

SUBMITTER

PROJECT

DATE

STATUS

ASSIGNED

You currently have no active submissions.

Show 20 rows per page of 0 total results

View: active | archived | both

Submittable

Submissions

More

?

GS

UTRGV Graduate College

Questions?

Show Filters

Natalya from Submittable

Check out our [Guide for Reviewers](#) or visit our [Help Center](#) for more information. And remember, our support team is always happy to help —find them over chat or email support@submittable.com. Thanks!

4 of 4

Done

SCORE

STAGE

SUBMISSION

SUBMITTER

PROJECT

DATE

STATUS

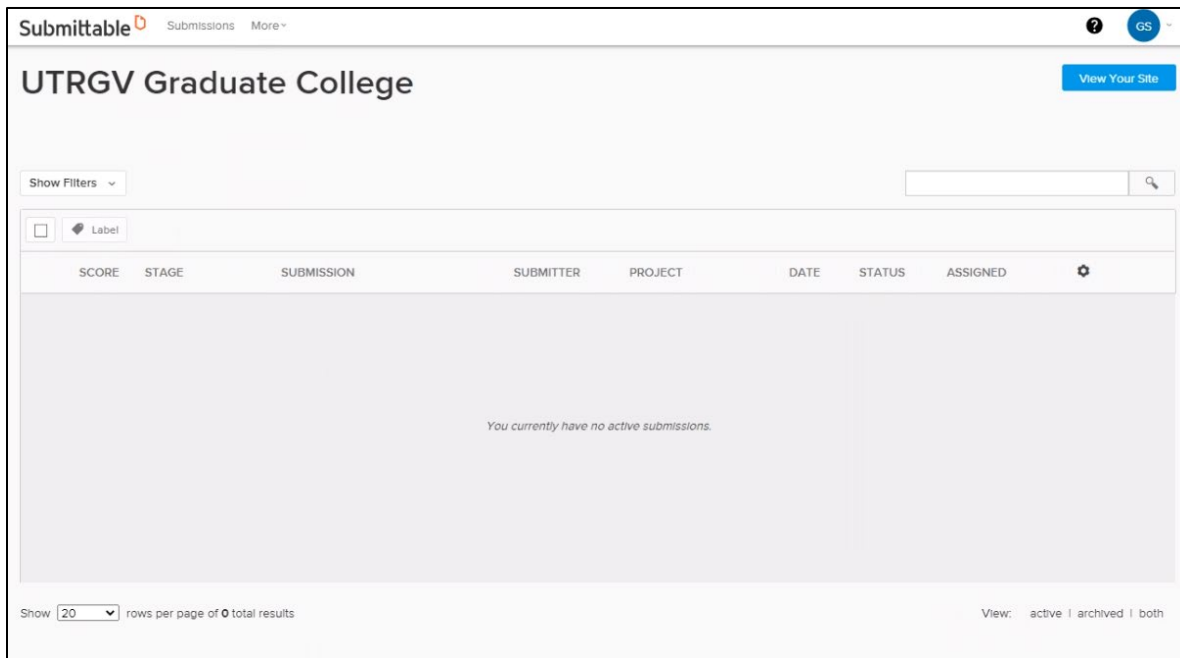
ASSIGNED

You currently have no active submissions.

Show 20 rows per page of 0 total results

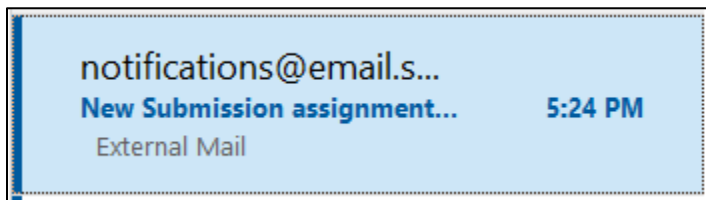
View: active | archived | both

Here is your empty Submittable dashboard.

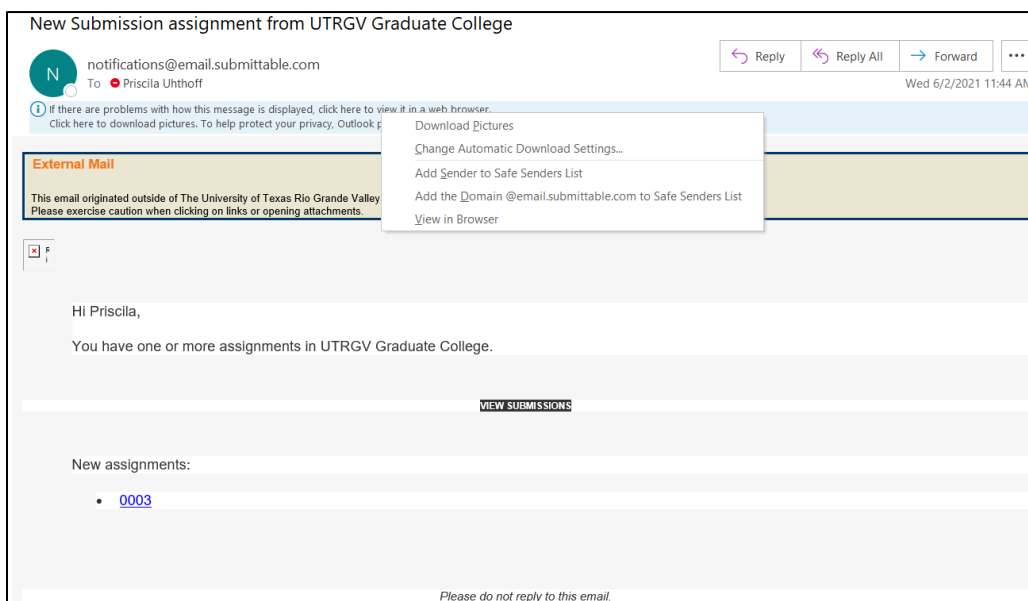


You will only be able to view the submissions that you have been assigned.

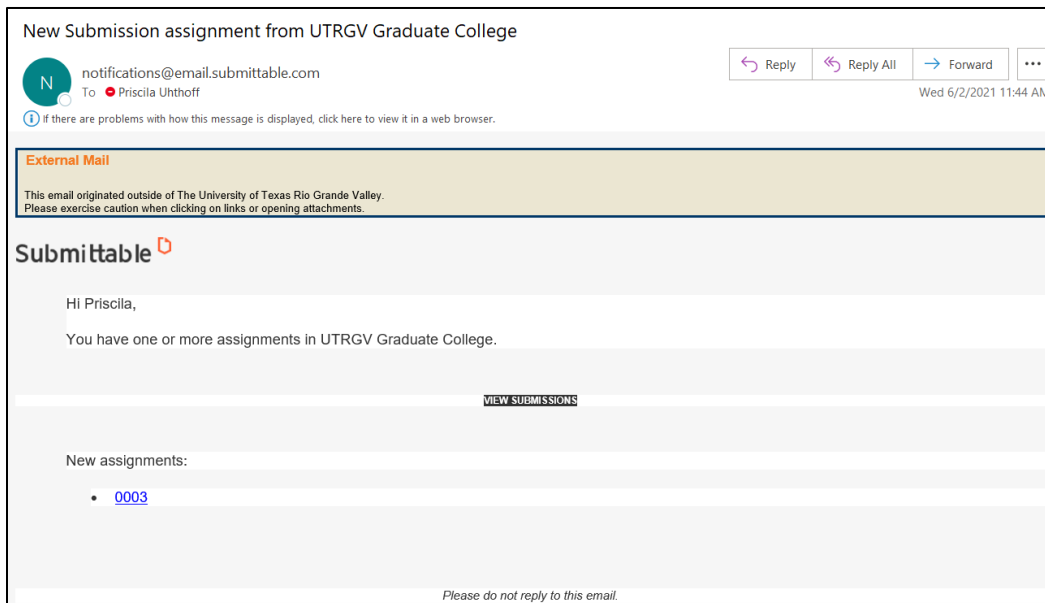
Step 6 – Once you have been assigned a submission, you will receive an email like the one below. It will come from notifications@email.submittable.com.



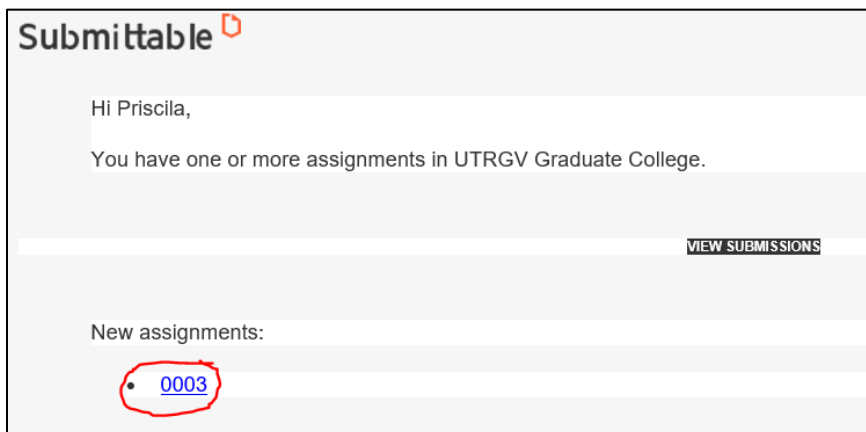
You will most likely get the message highlighted in blue (see screenshot below) and you can right click on it to download the pictures and/or view it in browser. It will not make a difference if you choose not to do so.



If you click on “Download Pictures”, the email will look like the following.



Step 7 – To view the submission assigned to you, click on the submission number (i.e., 0003)



Step 8 – After you click on it, it will take you to your submittable dashboard. This is what your dashboard will look like. You can see on the right that it has been assigned to multiple members (Graduate Program Coordinator/Director and Academic College Dean).

SCORE	STAGE	SUBMISSION	SUBMITTER	PROJECT	DATE ↓	STATUS	ASSIGNED	⚙
<input type="checkbox"/>	Academic College Review	0003	Juanito Perez	Appeal for Reinstatement - Test	6/2/2021	New	Multiple Team Members	

Step 9 – Click on 0003 to view the submission.

NOTE: you should **only** receive submissions from programs you oversee (the name “Test” will change depending on the programs you are assigned). If you are ever assigned a form from a program you do not oversee, please notify the Graduate College immediately in order for us to take care of it.

The following steps (10 through 14) are ONLY for Academic Deans to complete. Graduate Program Coordinators/Directors, please skip to **step 15**.

Step 10 – Once you open the Submission that has been assigned to you, since in this stage only you and the designated Graduate Program Coordinator/Director are assigned, you will see both names under the “Reviews” section. Click on “Complete Review” to open the “Review of Appeal for Reinstatement” form.

← Back to list < 1 of 2 > 0003 New Academic College Review Info Assign Labels More

Activity **Reviews** Messages

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/02/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

AGREEMENT OF UNDERSTANDING

- The Appeal for Reinstatement Form must be fully completed and submitted.
- Conditions of your reinstatement are at the discretion of your degree program.
- Your reinstatement is contingent on your successful completion of the conditions assigned to you.

Open Editing

	Average Score	Total Score
Priscila Unthoff (you)	----	Complete Review
Gianina Espinosa	----	

Graduate College Dean Review 0/1 Reviews

Share review with submitter

Step 11 – After you open it, you may complete it and submit your decision.

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Activity **Reviews** Messages

← Back to Review List

Review of Appeal for Reinstatement - Test

Select Title *

Select...

Name of Reviewer *

First Name

Last Name

Do you approve? *

☐ Yes, I recommend approval

☐ No, I do not recommend approval

Enter decision justification: *

Date *

Open Editing

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/02/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

AGREEMENT OF UNDERSTANDING

- The Appeal for Reinstatement Form must be fully completed and submitted.
- Conditions of your reinstatement are at the discretion of your degree program.
- Your reinstatement is contingent on your successful completion of the conditions assigned to you.
- If you are granted a favorable decision for reinstatement, you will be readmitted on automatic academic probation as part of your conditions for readmission.
- Students are responsible for understanding the academic standing policies and graduation GPA requirements located in the [Graduate Catalog](#).

Step 12 – Once you complete it, you will be able to view your own decision.

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/02/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

AGREEMENT OF UNDERSTANDING

- The Appeal for Reinstatement Form must be fully completed and submitted.
- Conditions of your reinstatement are at the discretion of your degree program.
- Your reinstatement is contingent on your successful completion of the conditions assigned to you.
- If you are granted a favorable decision for reinstatement, you will be readmitted on automatic academic probation as part of your conditions for readmission.
- Students are responsible for understanding the academic standing policies and graduation GPA requirements located in the [Graduate Catalog](#).

Review of Appeal for Reinstatement - Test

Select Title
Graduate Associate Dean

Name of Reviewer
Priscila Unthoff

Do you approve?
Yes, I recommend approval

Enter decision justification:
Perfect!

Date
06/02/2021

Step 13 – When the Graduate Program Coordinator/Director completes their review form, you will be able to see their review as well (yellow circle). You will be granted an access that will allow you to move stages (blue circle), this means that you will be in charge of routing this Appeal for Reinstatement form to the **Graduate College Dean Review** stage.

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/02/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

AGREEMENT OF UNDERSTANDING

- The Appeal for Reinstatement Form must be fully completed and submitted.
- Conditions of your reinstatement are at the discretion of your degree program.
- Your reinstatement is contingent on your successful completion of the conditions assigned to you.

Reviews

	Average Score	Total Score
Priscila Unthoff (you) 06/02/2021		
Glanina Espinosa 06/02/2021		
Graduate College Dean Review		0/1 Reviews

Download All Reviews

Share review with submitter

Step 14 – Click on the dropdown menu where you see “Academic College Review”, then select “Graduate College Dean Review”. After doing so, the form will be routed to the Graduate College and you will be done with the review process.

PLEASE ENSURE THE GRADUATE PROGRAM COORDINATOR/DIRECTOR HAS FINALIZED THEIR REVIEW PROCESS BEFORE MOVING STAGES.

← Back to list

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0003

New

Academic College Review

Info

Assign

Labels

More

Project: Appeal for Reinstatement - Test

Submitted by Juanito Perez on 06/02/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.

2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

AGREEMENT OF UNDERSTANDING

Academic College Review

Graduate College Dean Review

Open Editing

Activity

Reviews

Messages

Academic College Review

2/2 Reviews

Average Score

Total Score

Priscila Uthhoff (you)

06/02/2021

Glanina Espinosa

06/02/2021

Download All Reviews

Graduate College Dean Review

0/1 Reviews

Share review with submitter

Another way of moving stages is by going back to your dashboard, selecting the form with both completed reviews, clicking on “Stage” and selecting the “Graduate College Dean Review” stage.

<input type="checkbox"/>	Stage	Assign	Label	Message	Additional Forms	Open Editing	Accept	Decline	Complete	Other
<input type="checkbox"/>	Academic College Review									
<input checked="" type="checkbox"/>	Graduate College Dean Review									
<input type="checkbox"/>	Academic College Review	0003	Juanito Perez	Appeal for Reinstatement - Test	6/2/2021	New	Multiple Team Members	✓		

After you moved stages, the submission will look like the following.

SCORE	STAGE	SUBMISSION	SUBMITTER	PROJECT	DATE	STATUS	ASSIGNED
<input type="checkbox"/>	Graduate College Dean Review	0003	Juanito Perez	Appeal for Reinstatement - Test	6/2/2021	In-Progress	Glanina Espinosa

The following steps (15 through 17) are ONLY for Graduate Program Coordinators/Directors.

Step 15 – Once you open the form, you will be able to see the “Complete Review” button under the “Review” Section on your right.

← Back to list 2 of 2 0002 New Academic College Review Info Labels More ▾

Activity **Review** Messages

Academic College Review

Priscila Uhthoff (you) **Complete Review**

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/01/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

Step 16 – After you open it, you may complete it and submit your decision.

← Back to list 2 of 2 0002 New Academic College Review Info Labels More ▾

Activity **Review** Messages

Review of Appeal for Reinstatement - Test

Select Title *

Graduate Program Coordinator X ▾

Name of Reviewer *

First Name
Priscila

Last Name
Uhthoff

Do you approve? *

☒ Yes, I recommend approval
☐ No, I do not recommend approval

Enter decision justification: *

Yes, I recommend

Project: Appeal for Reinstatement - Test
Submitted by Juanito Perez on 06/01/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

Step 17 – Once you complete it, you will see your own submitted decision on the right and you will have finalized your review process.

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0002

New

Academic College Review

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← Back to Review List

Review of Appeal for Reinstatement - Test

Select Title

Graduate Program Coordinator

Name of Reviewer

Priscila Uthoff

Do you approve?

Yes, I recommend approval

Enter decision justification:

Yes, I recommend

Date

06/02/2021

Project: Appeal for Reinstatement - Test

Submitted by Juanito Perez on 06/01/2021

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.

2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS





To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.


Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

Student's view

This is what the applicant will see when they click on the link for the **Appeal for Reinstatement Form**.

UTRGV Graduate College



 Follow

Appeal for Reinstatement - Test

We use Submittable to accept and review our submissions.

Create Your Account

Have An Account? Sign In

They will have to create an account.

UTRGV Graduate College

Sign Up

Sign In

Welcome!

Create your free Submittable account to get started.

Email


Password

Confirm Password

First name

Last name

Sign Up

 Powered by Submittable

Once they create it, they can go ahead and start filling out their “Appeal for Reinstatement” form.

UTRGV Graduate College



 Follow

Appeal for Reinstatement - Test

INSTRUCTIONS

To appeal for reinstatement, please complete and submit all sections as directed below.

1. Complete sections A and B of this Appeal for Reinstatement form.
2. To ensure your appeal is processed in a timely manner, please submit this form and supporting documents to the Graduate College as soon as possible after notification of your dismissal.

APPEAL PROCESS

To appeal for reinstatement to a graduate program, the student must submit this Appeal for Reinstatement Form along with an attachment written request (Section B). The appeal will be reviewed by the program, the dean of the academic college or their designee, and then routed to the dean of the Graduate College or their designee for a final determination. Once the Graduate College has made a decision, the student will be notified. If the Appeal for Reinstatement is disapproved, the student may not file another appeal until the following semester or module.

Please note: You will only be allowed to enroll in classes for the semester or module requested. If you choose to defer your return date, you will be required to submit a new appeal.

As a graduate student seeking reinstatement to The Graduate College at UTRGV, I have read and understand the above statements. I also understand that enrollment in future semesters is contingent upon compliance with these policies. *

- ☒ Yes
☐ No

Please select today's date *

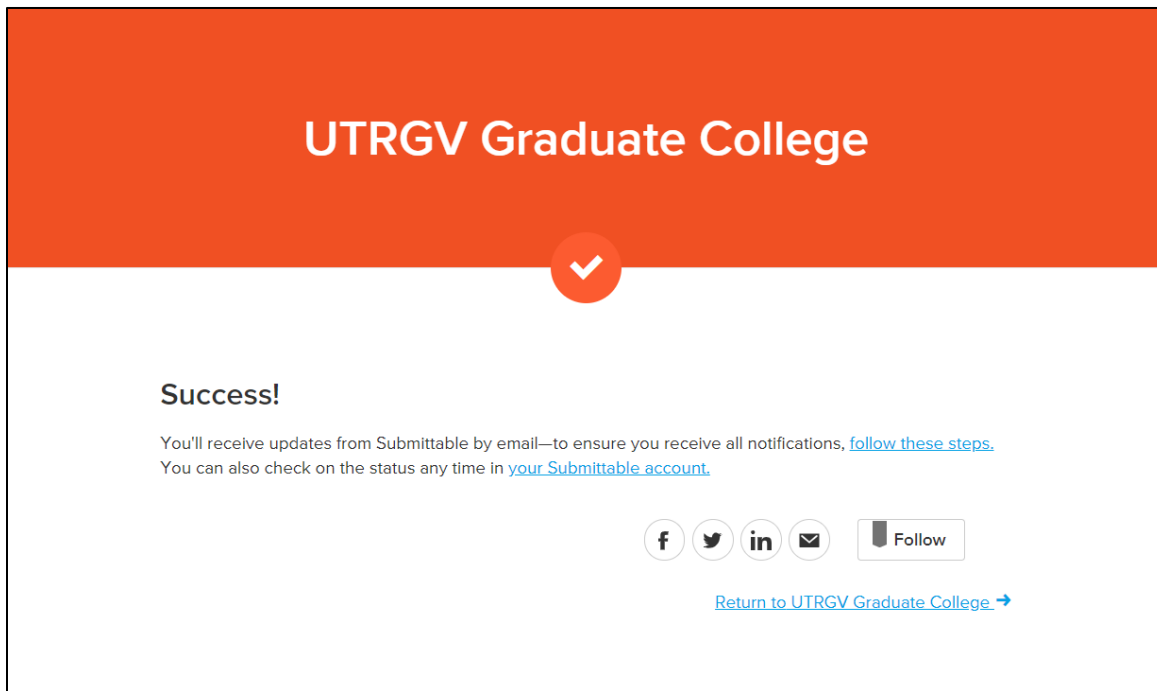
05/28/2021

Save Draft

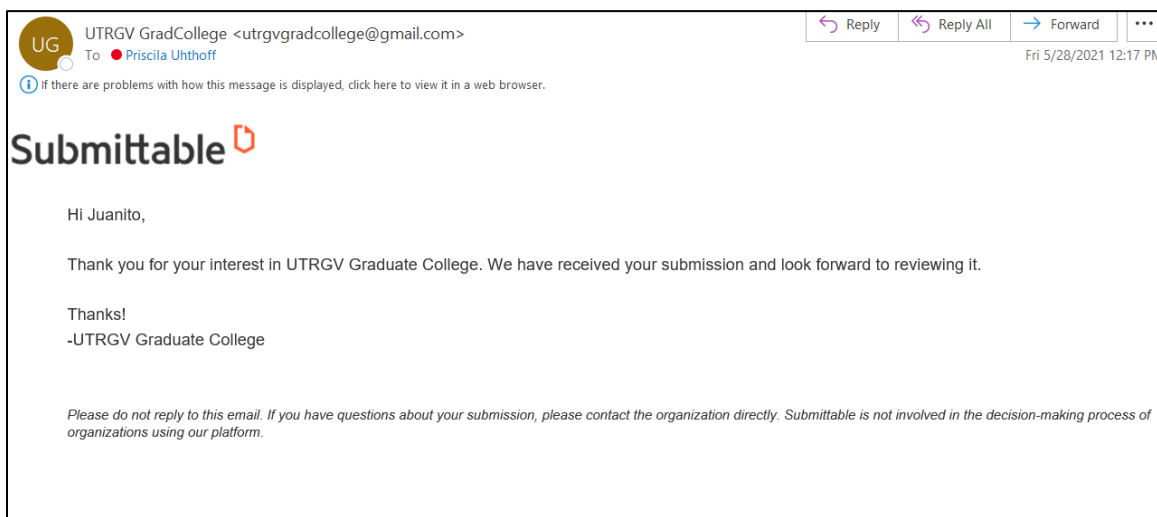
Apply

✓ Last Saved a few seconds ago

After they submitted their form, it will look like this.



They will also receive a confirmation email like the following.



If they login to the Submittable account, they will be able to view their submission and its status.

