**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.

![Submittable Notifications](image)

**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.

![Submittable Invitation](image)

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You've been added as a reviewer 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.

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Welcome to Submittable.

You've been added as a reviewer 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
If you click on “open in a web browser” it will look like the screenshot below.

Welcome to Submittable.

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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

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.
Accept Team Invite
Create an account to join UTRGV Graduate College.

Email
gradsuccess@utrgv.edu

Password

Confirm Password

First name
Last name

Accept Invite
Step 4 – Once you create your account, you will receive the following message. Just click on “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.
### UTRGV Graduate College

#### Getting Started as a Reviewer

Welcome to Submittable!

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

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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
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).

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.

**Step 11** – After you open it, you may complete it and submit your decision.
Step 12 – Once you complete it, you will be able to view your own decision.

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.
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.

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.

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

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

Project: Appeal for Reinstatement - Test
Submitted by Juejito 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 F). 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. They will have to create an account.
Once they create it, they can go ahead and start filling out their “Appeal for Reinstatement” form.

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.