

## UNLV Communication Studies Appeal Form

What follows is the form for requests to the Communication Studies department regarding our undergraduate program at UNLV. Common reasons you may complete this form include:

1. Requesting special permission to enroll in a course (e.g., taking a course prior to completing the pre-requisite)
2. Requesting to enroll in an independent study (COM 495)
3. Requesting that a course "count" for credit in Communication Studies (e.g., transfer credit hours, study abroad, another department)
4. Any other exceptions to a COM department policy (e.g., grade exceptions)

**Prior to completing the form, we recommend that you meet with an advisor from the college to discuss if the form is needed and to update your degree worksheet.**

**In addition to information shared in this form, depending on your request, you may also be required to submit any of the following:**

1. Your most recent completed degree worksheet
2. Your most recent advising notes
3. If you are asking to count a class from another institution, please include your transfer transcript
4. If you are asking to count a class from outside UNLV, please include a copy of the syllabus for that course

**If you are requesting to enroll in an Independent Study (COM 495), you must meet the criteria listed online. You must also attach a proposal that fulfills the following criteria:**

1. Identify the instructor with whom you intend to work
2. Indicate the number of credit hours (1-to-3) you seek to complete,
3. Include a 2-4 page narrative that addresses such matters as
  - o What you will study and the origins of the project in relation to previous course work
  - o The project's scholarly rationale
  - o The work's possible outcomes
  - o Potential for development
  - o An annotated bibliography of published works that help define the student's point-of-entry into the scholarly conversation/s to which the project might contribute

We also encourage you to read our departmental FAQs page, which highlights our general rules and policies regarding course permissions. If you have any remaining questions please reach out to the Communication Studies main office for assistance.

*In the summer expect a longer delay for petition review, however during the Fall and Spring semesters petitions will typically be reviewed within 2 weeks. Once reviewed, the undergraduate student coordinator will email you, copying the advising center, to inform you of the decision.*

**Please provide the following information for your petition review.**

First Name

Last Name

Email Address (unlv.nevada.edu)

NSHE ID Number

Cumulative GPA

**Please provide the name of your academic advisor below.**

**Please select which best represents your relationship to the department.**

**If you selected other, please describe your relation to the department below.**

**Please describe the nature of your request. Give as many details as possible so the department can make an informed decision. Your reason should not be just that you want to take the class but explains the need for this course as part of your degree. In doing so, please describe how the course applies towards your degree completion.**

**Please submit this form and any required attachments to the Communication Studies main office on the fourth floor of Greenspun Hall.**