

Communication Studies
Appeal Request Process for Cumulative GPA below 2.5 Requirement
For the _____ term

The Communication Studies Department requires a minimum **2.5 cumulative grade point average** for enrollment in 036 departmental courses except for courses numbered 36:017, 36:070 and 36:074, 36:012, 36:030, 36:068. Any student registering in a Communication Studies course must meet the prerequisite(s) for a communication course as listed on ISIS. Registration in Communication Studies courses without meeting the required prerequisite could result in being automatically and administratively dropped from the course as allowed in the [Academic Policies and Other Useful Information for Students Handbook](#).

Whereas the student should register only for courses in which prerequisites have been met including having a 2.5 cumulative GPA and the department reserves the right to withdrawal a student from courses for not having met a course prerequisite automatically and administratively, a student **may submit** when **exceptional** circumstances apply, **then and only then**, an **appeal request** to have the requirement for a 2.5 cumulative GPA temporarily suspended to stay registered in Communication Studies courses.

The Department's Appeal Committee will review appeal requests. The student is advised not to assume that his/her appeal request will be approved – many requests are denied. Therefore, the student may wish to make schedule adjustments accordingly before a decision is rendered.

Appeal Request Eligibility

Your responses to the following items determine whether you are **eligible** to submit a **one-time only appeal** to request a temporary suspension of the requirement for a 2.5 cumulative GPA needed to take Communication Studies courses.

1. Is Communication Studies identified as your **official major** on your degree evaluation on ISIS? (Check your official major as listed on your degree evaluation by logging -on to ISIS. Your official major is listed under your name.)

Yes No

2. What is your cumulative GPA? _____

3. Does one of the following apply to your situation?
 - Certified medical or health condition or documented disability attributed to a decline in your GPA.
 - Verified personal situation occurred and attributed to the decline in your GPA.

Yes No

If you answered **NO** to any of the items above or don't have the information for one of the above items, **STOP**. You are **not** eligible to request or submit an appeal and should adjust your schedule immediately by dropping your 036 communication courses and enroll in other courses until you have a 2.5 cumulative GPA.

IMPORTANT: If you are not eligible for an appeal and do not make the necessary schedule adjustments yourself, you will be automatically and administratively dropped from any or all Communication Studies courses for which you are registered that require a 2.5 cumulative GPA. If you are dropped administratively from classes, your full time student status and/or eligibility for financial aid or for insurance verification could be impacted, and you are responsible for making any necessary class schedule adjustments to maintain your eligibility on or before deadlines established and published by the Office of the Registrar.

If you answered **YES** to **ALL** the eligibility items above, complete each of the steps listed below **before** the **appeal deadline** to have your appeal request considered by the Communication Studies Department Appeal Committee.

Step 1 Meet with the Communication Studies Academic Counselor, Room 111 BCSB, or Department Administration, Room 105 BCSB, to discuss your appeal request.

Step 2 Read and sign the Appeal Notification form received when meeting with the Academic Counselor.
(Your copy of the form is printed on the back of this information sheet for future reference.)

Step 3 Write a **letter** succinctly stating the circumstances that have necessitated making this appeal request.
Address your letter to the Chair of the Communication Studies Appeals Committee.

Step 4 Submit your **letter** and with a **copy** of your **degree evaluation** to 111 BCSB.

Communication Studies Appeal Notification Form

I understand that I am exercising the **one-time only** option to appeal the 2.5 cumulative GPA requirement needed to continue enrollment in Communication Studies courses for the _____ term.

I further understand that if I do not attain a 2.5 cumulative GPA by the end of the semester/term as indicated above, I will be subject to having to enroll in courses outside the Communication Studies department until such time I have achieved a 2.5 cumulative GPA. I also understand that my failure to meet the cumulative GPA requirement to enroll in Communication Studies could delay the completion of major requirements and thus affect my graduation plan or my financial aid in subsequent semesters or terms.

Student Name (PRINT) _____

UID # _____ **Email** _____ **@uiowa.edu**
Required

Mailing Address _____
Street Address _____ **City, State** _____ **Zip Code** _____

Student Signature _____ **Date** _____

Communication Studies Department Appeal Committee Reviews & Decisions

The Appeal Committee will review appeal requests as received up until the beginning of each semester. The Appeals Committee Chair will inform the student of the committee's decision in writing via the student's university (uiowa.edu) e-mail address.

The student is responsible for making any necessary adjustments to his or her class schedule in the event the appeal is denied. Submission of an appeal is not a guarantee that an appeal will be approved. Many appeals are denied.