

# Journalism and Media Communication Major Appeal for Admission

This appeal procedure is intended for students who have had extenuating circumstances impeding their ability to achieve at least a 2.9 GPA. Students will appeal directly to the department, submitting all of the documentation referenced below.

To be eligible for the appeal process, you must meet **all** of the following criteria:

- Overall GPA of at least 2.60 (no rounding)
- B/C combination or better in JTC 100 and JTC 210
- Completion of at least 42 credits with at least 12 at CSU
- Must have demonstrated a commitment to the field through work at Student Media, internships, volunteering, or jobs in the field

Appeal documentation **must** include **all** of the following:

- **Letter requesting special consideration**  
Explain the extraordinary circumstances that have prevented you from meeting the departmental admission standards. This should address how you will be able to participate in JTC classes and be successful in the major. This is the time to use your best writing ability to demonstrate your skills for the Appeals Committee.
- **Evidence supporting your request**  
You need to back up the assertions that you made in your letter with evidence. This could include letters from doctors or advisers, awards, samples of professional work, or any other documentation potentially helpful for the Appeals Committee to make their decision.
- **Letters of support**  
You must provide at least one letter in support of your cause from an instructor in the Journalism department, and one from another instructor at CSU.
- **Copy of grade history, including CSU and transfer credits**  
Unofficial transcripts printed from RAMweb are acceptable.
- **Change of Major form**  
Fill out your contact information and sign the form. If your appeal is successful, having this form already completed will prevent delays in processing the change of major.

Submit your appeal materials to the Department of Journalism and Media Communication as soon as possible. Appeals submitted after the add/drop date will be considered for the following semester. Incomplete appeals will not be considered. Questions regarding the appeal process may be directed to Ananda Luttet, [Ananda.Luttet@colostate.edu](mailto:Ananda.Luttet@colostate.edu) or (970) 491-5484. Examples of successful appeals are available for viewing.