

**\*WORK EXPERIENCE ADJUSTMENT NOTIFICATION\***  
**May 2021 Graduates - Undergraduates Only**

In light of the extended impact of COVID-19, the College of Hospitality and the Boughner Career Center staff have re-evaluated the Work Experience requirement for May 2021 graduating seniors only.

**Total Hours Due for May 2021 Graduates Only:**  
**500 hours (minimum of 250 hours must be from hospitality industry experience)**

May Graduation Milestones will be granted for students who have fulfilled 500 documented hours of work experience including a minimum of 250 hours from hospitality industry experience.

\*Please note you must request a milestone if you have already completed 500 hours.\*  
([Link to request form available here.](#))

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If you have not completed 500 hours and are unable to meet the adjusted requirement before the November deadline, or if you have not been able to meet the minimum of 250 hospitality industry hours, please contact our office via email at [boughnercareerservices@unlv.edu](mailto:boughnercareerservices@unlv.edu) as you may be eligible to appeal for a Milestone Exception.

\*Please note that the Milestone Appeal process is new and some restrictions apply.\*

The Boughner Center staff is available via email at [BoughnerCareerServices@unlv.edu](mailto:BoughnerCareerServices@unlv.edu) to process Work Experience Verification Forms and will continue to input hours in your MyUNLV profile to ensure your Milestone can be filled in time for commencement deadlines.

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Please call us at 702.895.5554, or contact us [via email](#), with questions or to schedule a virtual appointment to discuss your Work Experience.

We are happy to be of assistance.

**[Click Here to Download Work Experience Verification Forms](#)**

**Filing Deadline for On-going Work Experience Request for Credit Forms:**

**April 20, 2021**