

APPEALS PROCEDURE

1. Complete an “Appeals Information Form” (See next page)
2. Submit a typed appeal letter. Your appeal letter must include the following:
 - a. Reason for appeal – See the letter that was sent to you
 - b. Specific request
 - c. Rationale
 - d. Supporting evidence including your program completion plan
3. If you are appealing an elementary grade band, please indicate which band that you will like to obtain clearly.
4. If you are appealing GPA, submit your midterm grades with this appeal.
5. Email the form, letter, program completion plan, and midterm grades (if necessary) to the Education Department Office Manager, Alison Penny (education@hope.edu).

