

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).



Appeals Information Form

Date					
		Hope ID#			
Advisor:					
Major:		Minor:			
Email:		Canhamara	Pnone:_	Conior	
	Freshman \ : M a				
	1 IVIC	ujoi Oi A	Lauce		
Basic Skills	Information				
A Why are	e you appealing?				
7t. Wily alt	you appouning.				
	Education course	es you have taken	, or are current	ly in, including	the grades <u>and</u>
professo	<u> </u>				
C. Identify	the Education cou	urses you wish to	take next sem	ester:	
D. Have you previously filed an appeal to the Education Department? Yes/No If yes					
and wha	at was the decisio	n?			
E Email to	the Education De	enartment Office	Manager Alico	n Denny	
		epartment Onice	iviariager, Aliso	ii F C illiy	
•	ion@hope.edu):				
Appeal					
Appeal					
Progran	n Completion Plar	า			
Midterm	n Grades (if neces	ssary)			