

## 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
  - b. Specific request
  - c. Rationale
  - d. Supporting evidence
3. Print your SAT or ACT scores. Print any and all times that you took the test.
4. Submit the form, letter and test scores to the Education Department.

### Example to include for ACT/SAT appeal:

- a. **Reason for appeal** (i.e. my ACT/SAT scores do not meet the required minimum)
- b. **Specific request** (i.e. request that you consider accepting my ACT/SAT scores as reported in order to be admitted to the Educ Dept...)
- c. **Rationale** (i.e. my reading and writing score meet the minimum requirement, but my math score is only 10 points below the minimum...)
- d. **Supporting evidence** (i.e. I do not intend to be a math teacher and feel that my scores support proficiency of reading, writing and math. I have taken the ACT/SAT more than once and have improved my score significantly since the first time...)

**Appeals Information Form**

Date \_\_\_\_\_  
Name: \_\_\_\_\_ Hope ID# \_\_\_\_\_  
Advisor: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Currently: Freshman    Sophomore    Junior    Senior  
Overall GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Education GPA: \_\_\_\_\_

**Basic Skills Information**

- A. Do you meet the minimum ACT/SAT scores in the following areas:
- |   |     |    |
|---|-----|----|
| Reading: ACT= 22 min. SAT= 480 min            | Yes | No |
| Writing: ACT= 22 min. SAT= 4 min. (score 2-8) | Yes | No |
| Math: ACT= 22 min. SAT= 530 min.              | Yes | No |
- B. If retaking the ACT or SAT, list strategies (studying, tutor, class, website, academic success, etc.) you have implemented in order to improve your skills before taking the test:
- C. List the Education courses you have taken, or are currently in, including the grades and professors:
- D. Identify the Education courses you wish to take next semester:
- E. Have you previously filed an appeal to the Education Department? Yes/No  
If yes, when and what was the decision?
- F. Attach this form to your **letter and your previous ACT or SAT scores.**