

APPEALS PROCEDURE

1. Complete and attach an Appeals Information Form to a typed appeal letter.
Your appeal letter must include the following:
 - a. Reason for appeal
 - b. Specific request
 - c. Rationale
 - d. Supporting evidence

2. Submit the appeal to the Education Department Committee in the Education Department.

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. Have you passed the ACT/SAT in the following areas:

Reading: No Yes: Score _____

Writing: No Yes: Score _____

Math: No Yes: Score _____

B. List strategies (studying, tutor, class, website, academic success, etc.) you have implemented in order to improve your skills before taking the SAT:

C. List the Education courses you have taken, 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**.