

## 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**.