

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, Sarah Bashaw (education@hope.edu).

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. Why are you appealing?
- B. List the Education courses you have taken, or are currently in, including the grades and professors:
- C. Identify the Education courses you wish to take next semester:
- D. Have you previously filed an appeal to the Education Department? Yes/No If yes, when and what was the decision?
- E. Email to the Education Department Office Manager, Sarah Bashaw (education@hope.edu):

Appeal Form
Appeal Letter
Program Completion Plan
Midterm Grades (if necessary)