

APPEALS PROCEDURE

- 1) Complete and attach an Appeals Information Form to typed appeal letter.
- 2) Appeal letter must include the following:
 - Reason for appeal
 - Specific request
 - Rationale
 - Supporting evidence
- 3) Submit to Education Department Appeals Committee Chairperson

APPEALS INFORMATION FORM

Date: _____

Name: _____ Advisor: _____

Major: _____ Hope ID #: _____

Campus Address: _____ EMAIL: _____ Phone: _____

Semester: _____ Year: _____ Class Standing: (Circle one) Sophomore Junior Senior

Overall GPA: _____ Major GPA: _____ Education GPA: _____

BASIC SKILLS TEST

A. Have you passed the M.T.T.C. Basic Skills Test? YES _____ NO _____ If NO, please indicate the section/s you need to retake and the number of attempts.

	Attempt #	Pass/Fail
Reading:	_____	_____
Math:	_____	_____
Writing:	_____	_____

B. List strategies (studying, tutor, class, computer program, Skills Center, etc.) you have implemented in order to improve your skills before retaking the M.T.T.C. Basic Skills Test:

C. List the Education courses you have taken, including the grades and professors.

D. Identify Education courses you wish to take next semester.

E. Have you previously filed an appeal to the Education Department? _____
If yes, when and what was the decision?

F. Attach a letter stating your request and your rationale for the same to the Appeals Committee.

THE FOLLOWING TO BE COMPLETED BY APPEALS COMMITTEE

Decision: _____	Date: _____
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