



Western Illinois University  
DEPARTMENT OF CURRICULUM & INSTRUCTION  
APPEAL PROCEDURES FOR STUDENTS WITH LOW G.P.A.

**You do not currently have the required GPA to enroll in the following C&I departmental courses:**

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**therefore, you must follow the procedures below:**

1. **COMPLETE** the Curriculum & Instruction Course Appeal form with your advisor
2. **WAIT UNTIL GRADES ARE POSTED FOR THIS SEMESTER.** Get on STARS and print out a copy of your WARD report. Check your cumulative and major GPA. Grades will be available on STARS by this date: \_\_\_\_\_
3. **If your cumulative and major GPA is 2.75 or higher, you will be enrolled in the courses you need according to space availability. You will be sent an email message (WIU email account) informing you of this enrollment.**
4. **If your cumulative and/or major GPA is between 2.50-2.74, you must submit a letter of appeal requesting special consideration to enroll in these courses.** You will need to provide information and/or documentation (Dr. notes from illness, death notice of a family member, etc.), if available, as to why you feel you have not been able to obtain the required GPA. You must convince the committee why they should approve your appeal. These letters are taken very seriously by the committee; therefore they must be typed, well written and free of errors. *The committee will base their decision on the content and quality of the letter.* The appeal letter **MUST** be received by this date: \_\_\_\_\_.

**★Appeals received after this date WILL NOT be considered.★**

- Address **the letter** (in proper letter format and free from errors) to:  
C&I Selection and Retention Committee  
Center for Preparation of Education Professionals  
Western Illinois University  
1 University Circle  
Macomb, IL 61455
  - **E-mail or Fax your letter to your advisor: (DO NOT mail this letter!)**
    - FAX Number (309 298-3386)
    - E-MAIL the letter to your advisor:
      - [JC-Gage@wiu.edu](mailto:JC-Gage@wiu.edu) OR [TS-Wilson@wiu.edu](mailto:TS-Wilson@wiu.edu)
  - The decision of the committee regarding your appeal will be sent to your **WIU email account** by your advisor.
5. **If your cumulative and/or major GPA is less than 2.50, call your advisor** for help in finalizing your schedule. Appeals are not considered with less than 2.50 GPA unless there are extreme circumstances that need to be considered (death of a family member; major illness, etc) and must be documented. Depending on your GPA, you may need to consider changing your major. Your advisor will help to make referrals, if this is the case.
  6. **Meeting with the Department Chair and Members of the C&I Selection and Retention Committee.**

**You must understand failure to meet program requirements may delay the timely completion of your degree.**

I have read and understand the Appeal Request Procedures outlined above.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

## **Department of Curriculum and Instruction Procedures for Appealing for Continuation in the Program**

There are three steps that you will need to complete to appeal for continuation in the program due to insufficient major or cumulative GPA

### **1. Write the formal letter of appeal including the following points:**

- Address the letter to the C&I Selection and Retention Committee
- State your current GPA (both major and cumulative)
- Identify the courses for which you are requesting enrollment
- Identify specific factors that have contributed to your inability to meet and/or maintain the GPA requirement
- Discuss a specific and detailed plan of action that you will implement next semester to achieve the 2.75 major and cumulative GPA.
- Include a discussion of how you will monitor your plan of action to ensure you will meet the required GPA at the end of the semester.
- Fax or e-mail your appeal letter to your advisor on time.

### **2. Call the C& I Department's Office Manager (309-298-1961) to schedule your meeting with the Committee.**

### **3. Meet with the Department Chair and the Selection and Retention Committee in person or by telephone during your scheduled meeting time.**

- During the meeting, be prepared to answer the following questions from the Committee:
  - Your current cumulative and major GPA
  - An explanation of why you are having problems achieving the required minimum GPA
  - Your plan of action for remediating the problems that led to your low GPA
  - How you will self-monitor your plan of action to ensure you will meet the required GPA at the end of the semester.
- The Committee may ask more questions about the content of your letter and/or your future plans.

### **Criteria for Consideration of Appeals**

The following criteria will be used by the Selection and Retention Committee and the Department Chair in their consideration of your appeal and request for enrollment in next semester courses:

- Number of previous appeals
- Advisor's calculation of the grades you will need to earn next semester compared with the pattern of your GPA in previous semesters
- Content and professionalism of your appeal letter
- Content and professionalism of your answers to the questions from the Committee
- The decision of the committee regarding your appeal will be sent to your **WIU email account** by your advisor