Sport Management requirements for admission, retention, and internship are considered to be minimal. If the candidate does not meet all of the minimal requirements but wishes to appeal a decision on the basis of additional, substantial information, the following procedures must be followed.

Candidates who wish to appeal admissions, retention, or internship decisions must file their appeal (including application and supporting documents) by the deadline listed on the Application for Appeal. Appeals that are received by the deadline will be reviewed by the Department of Leadership and Applied Instruction Appeals Committee.

The appeal process is initiated by the candidate. Candidates who are considering an appeal are advised to start the process well in advance of the deadline in order to assemble the appropriate documentation (see below). Submit all materials to the Chair of the Department of Leadership and Applied Instruction, to include all items listed below.

**Relevant Appeals Application Documents**

_____ A. A letter of appeal to the Appeals Committee explaining the reason(s) for the appeal.

_____ B. Application for Appeal form which includes signature of the Academic Advisor and Department Chair (or designee).

_____ C. Unofficial copies of all transcripts with grades of all courses attempted and completed. Submit a copy of grade recalculation printout, if appropriate.

_____ D. Any other documents that the candidate believes would support the appeal.
APPLICATION FOR APPEAL

SECTION I: TO BE COMPLETED BY STUDENT

Student Name ____________________________________________

Student ID# ____________________________________________

University/Present Address ______________________________________________________________________________

Permanent Address ______________________________________________________________________________________

Phone Number __________ Email (my.westga.edu) ______________________________________________________________

Classification (check one) ______ Sophomore ______ Junior ______ Senior

Appeal Type (check one) ______ Admission ______ Retention ______ Internship

SECTION II: TO BE COMPLETED BY ADVISOR (PLEASE INITIAL AFTER EACH ENTRY.)

Current Cumulative Grade Point Average (not recalculated) __________

Number of Core Courses not Completed __________

Number of Area F Courses not Completed __________

SECTION III: SIGNATURES

Student Signature ____________________________________________ Date________________

(Advisor acknowledges review of SPMG admission, retention, and graduation requirements with student)

Advisor Signature ____________________________________________ Date________________

Departmental Representative ________________________________ Date________________

(Additional Advisor/Departmental justification should be provided in this space (as needed):

Revised January 24, 2011