

**UNIVERSITY OF WEST GEORGIA COLLEGE OF
EDUCATION B.S. IN SPORT MANAGEMENT OPTION
SPORT MANAGEMENT APPEALS**

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.

Appeals Deadline for Spring: First Monday in November
Appeals Deadline for Summer: First Monday in April
Appeals Deadline for Fall: First Monday in August

APPLICATION FOR APPEAL

SECTION I: TO BE COMPLETED BY STUDENT	For Office Use
Student Name _____	Date Received: _____
Student ID# _____	Appeal Letter: _____
	Support Letters: _____
	Transcripts: _____
	GPA: _____
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 _____
(Student acknowledges review of SPMG admission, retention, and graduation requirements with Advisor)

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

Departmental Representative _____ Date _____
(Signature of Department Chair or Representative)

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