Level Appeal Form

Intensive English Program, WVU

Level appeals by new students may be made within the first week of school. Students must complete this form and submit it to the IEP Academic Co-Director for review. In addition to this document, the student’s initial placement score, writing sample, and oral interview results will be reviewed by the IEP Academic Co-Director and the teachers in the student’s current level. The student will be asked to meet with the IEP Academic Co-Director to discuss the results of the appeal. Decisions made in this meeting are final.

Name:___________________________________________________________________
Student ID#:___________________________________________________________
Email Address:___________________________________________________________
Phone #:_______________________________________________________________
Semester you are requesting the appeal: Fall / Spring / Summer (circle one)
Year:__________________
Request to move from:_____________________
Request to move to: ________________
Reason:_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Signature:_________________________ Date:________________________

FOR OFFICE USE ONLY
MEETING OUTCOME:
_________________________________________________________________________
_________________________________________________________________________
SIGNED BY:
_________________________________________________________________________
_________________________________________________________________________