



DSP/COLL Course Placement Appeal Application

Instructions:

In order to be considered for a DSP course placement appeal at Pellissippi State Technical Community College, you must read this document, sign the statement below, and complete the reverse side of this form. Return this form and the required information to a contact person at one of the following centers by the last day of official registration for the upcoming semester (check your catalog or the web for official registration dates).

Student Assistance Center (Goins 123)
Site campus Student Development Center

Process:

You will need to meet with a counselor or the Developmental Studies Program Director. After a review of your request, you will either be approved or denied.

If your appeal for reading, writing, or mathematics is approved, additional testing will be required for final determination of course placement. You will be required to pay a \$10 testing fee for each required test. **Your test results may indicate a higher or lower placement. These test results are final. That is, you may be placed in a lower level course after this evaluation.**

You are encouraged to complete the required additional testing before official registration and you will be notified by telephone of the test results and any change in your placement. If you complete the required additional testing on transition day (the day before classes start), you will be notified of the final results of your appeal at the testing site.

I understand the above outlined DSP course placement appeal process. I am attaching the required information for the appeal to be reviewed. I understand that this appeal process may result in a lower as well as higher course placement.

Signature _____ Date _____



DSP Course Placement Appeal Application

Name _____
Last First Middle

CWID number _____ Date _____

Telephone numbers: Day _____ Evening _____

Appealing DSP placement for (circle one): Fall Spring Summer 20____

Appealing DSP placement in (circle all applicable courses):

DSPW DSPR DSPM DSPS/COLL

I. In the space provided, explain why you feel that this placement is not appropriate. Give as many details as possible. This information will be instrumental in the decision-making process. Use additional paper if necessary.

II. Attach a copy of your transcript. (high school, PSTCC, or other)