

Procedure to appeal placement in Spanish

Please make a copy of this document as a Google doc (go to 'file' and select 'make a copy') or download it as a Microsoft Word document (go to 'file' and select 'download as'), then fill it out and email it to Dr. Abby Dings.

If you feel that you have been placed into the wrong Spanish course and would like to appeal this placement, please fill out the following form in its entirety. You only need to fill out the appeal if you are requesting to be placed in a course lower than what you were placed in. If you want to take a higher level course, you can do so without appealing. Return this form to the coordinator of the Spanish language program, Dr. Abby Dings, via email (dingsa@southwestern.edu) within three days of receipt of document. Be aware that you have been granted credit for the course you placed out of. By appealing your placement, you will lose that credit in order to be able to enroll in the lower course.

Name: _____

Years of Spanish study: _____

Dates of study: _____

High School attended and location: _____

Placement score: _____

Course level placed into at Southwestern: _____

Course level desired: _____

Please explain below why you feel your placement should be waived. Please note that you must be as specific as possible. You should explain how your particular circumstances undermined your ability to learn Spanish.