



English Proficiency Requirement Appeal Request

Student Information:

Full Name: _____ Student ID: _____

Date of Birth (MM/DD/YYYY): _____ Email Address: _____

Phone Number: _____ Sport: _____

Program Information:

Intended Program of Study: _____ Expected Enrollment Term: _____

English Proficiency Score:

_____: TOEFL Internet-based (IBT) score of 61 or higher _____: TSE (Test of Spoken English) score of 4 or higher
_____: TOEFL Paper-based (PBT) score of 500 or higher _____: IELTS (International English Language Testing System) score of 5.0 or higher
_____: TOEFL Computer Based (CBT) score of 173 or higher _____: Duolingo target score of 85 or higher

Reason for Appeal:

Please select the reason(s) for your appeal (check all that apply):

- ☐ Student has completed secondary or post-secondary education in an English-speaking country.
☐ Student has extensive professional or academic experience using English.
☐ Student has taken an Accuplacer or other placement exam that should qualify them for an exemption
Placement Exam Name: _____ Score: _____
☐ Other (please explain below).

Justification for Appeal:

Provide a detailed explanation of why you believe this student should be exempt from the English proficiency requirement. Attach supporting documents such as communications, letters of recommendation, or other relevant materials.

Supporting Documentation:

Please check the items provided with this appeal:

- ☐ Virtual conversation (with International Student Support Services Coordinator /other: _____)
☐ Transcripts from an English-speaking institution / Translated In-Cred transcripts
☐ English proficiency test scores
☐ Letter from an employer or professor confirming English proficiency
☐ Other (please specify): _____

Certification:

I certify that the information I provide in this appeal form is accurate and complete. I understand that submitting false information may result in denial of the appeal.

Signature of Submitter: _____ Date: _____



For Office Use Only

Date Received: _____ Reviewed By: _____

Virtual Conversation: ☐ N/A ☐ Rubric Attached

Decision: ☐ Approved ☐ Denied

Comments:

Reviewing Committee	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Cowley College Academic Plan Worksheet

Term		
No.	Course Title	Hrs.
Total Term Hours:		0

Term		
No.	Course Title	Hrs.
Total Term Hours:		0

Term		
No.	Course Title	Hrs.
Total Term Hours:		0

Term		
No.	Course Title	Hrs.
Total Term Hours:		0



English Proficiency Virtual Conversation Scoring Sheet

Student Name: _____

Student ID: _____ Date: _____

Conversation Prompts:

1. Can the student greet and introduce themselves?

Notes: _____

2. Can they describe their background (family, hometown, education)?

Notes: _____

3. Can they explain why they want to study at this college?

Notes: _____

4. Can they answer a simple academic-style question (e.g., favorite subject, career goals)?

Notes: _____

5. Can they hold a short back-and-forth exchange without losing track?

Notes: _____

Score	Description
5 – Fluent / Native-like	Smooth, natural rhythm; varied, accurate vocabulary/grammar; understands complex/abstract questions; Communication fully effective without adjustments
4 – Advanced	Generally fluent; only minor pauses/errors; vocabulary sufficient for academic/social settings; errors don't interfere with understanding.
3 – Intermediate	Can converse on familiar topics; noticeable errors; may need clarification; communication possible but limited in academic contexts.
2 – Basic	Short/simple responses; significant pauses/errors; struggles with comprehension; frequent breakdowns or misunderstandings
1 – Minimal	Isolated words/phrases; cannot sustain conversation; extremely limited comprehension

Final Score (Circle One): 1 2 3 4 5

Evaluator Notes: _____

Signature of Submitter: _____ Date: _____