

UNDERGRADUATE ADMISSIONS APPEAL REQUEST**APPLICANT INFORMATION**

Date: _____ SDSU RedID: _____

Applicant Name: _____
Last First Middle MaidenMailing Address: _____
Street City State Zip

Email: _____ Daytime Phone: _____

Term: Fall ²⁰²⁰ _____ Spring _____ Major: _____
Year Year**Entry Status**How many college transferable semester/quarter units will you have completed at time of entry/re-entry into CSU (include units in progress and planned)? Select your entry status: **60-89.5 semester units/90-134.5 quarter units**

Please select reason for appeal and review the list of required supporting documentation that must accompany your appeal at before submitting your request. You must submit **ONE COMPLETE PACKAGE** to include this Admission Appeal Request form, letter of appeal detailing your extenuating circumstance (e.g. hospitalization, military service, family crisis), and supporting documentation that substantiates your appeal. You must document your extenuating circumstances. **Only complete appeals will be considered.** Do not submit letters of recommendation, or copies of awarded honors.

CHECK ONE BOX BELOW TO INDICATE THE REASON FOR THE APPEAL AND REVIEW INSTRUCTIONS**Missed Deadline Appeal**

- Request to submit late admission application
 Request to submit late fee
 Request to submit late transcripts, documents, or test scores
 Request to apply as a Lower Division Transfer student
 Request to submit a late Intent to Enroll
 Request to have the application rolled over to a future term, Fall _____ or Spring _____
 Other: _____

Admission Decision Appeal

- Request for a re-evaluation of denied admission
 Request for reinstatement of admission. Admission was canceled or rescinded
 Other: _____

THE FOLLOWING APPLIES TO ALL TYPES OF APPEALS

- Students who are appealing their denied status may only submit one appeal per admission term.** Due to the impact of Coronavirus (COVID-19), there is no time limit to submit an appeal. Unofficial transcripts will be accepted from schools that are currently closed.
- Appeal decisions may take more than 12 weeks after the submission of a **complete** appeals package.
- Applicants will be notified of the appeals decision by email using the email address on file on the SDSU WebPortal. To confirm or update your email address, please go to sdsu.edu/portal.
- Complete the following:
 - Admissions Appeal Request form:** save the PDF as "SDSU Appeal, your last name, and RedID."
For example: "SDSU Appeal Smith 123456789."
 - Appeal letter:** save your letter as Microsoft Word or PDF document as "SDSU Appeal Letter, your last name, and RedID."
For example: "SDSU Appeal Letter Smith 123456789."
 - Supporting documentation:** (e.g. hospitalization, military service, family crisis) that substantiates your appeal.
- Review Admission Appeals Process website at sdsu.edu/appeals and follow instructions for selected appeal type. Transcripts and test scores may be required. Given the uncertainty of COVID-19, unofficial transcripts in the PDF format will be accepted. Please save your unofficial transcript PDF(s) as "Unofficial Transcripts, your last name, and RedID." For example, "Unofficial Transcripts Smith 123456789." Email PDF(s) of your unofficial transcripts to admissionappealforsdsu@sdsu.edu.
- Email the complete appeals package with supporting documentation (refer to sdsu.edu/appeals) to admissionappealforsdsu@sdsu.edu.

By signing below, I acknowledge that I have read the instructions above and that all required documents/transcripts/test scores must be emailed to admissionappealforsdsu@sdsu.edu.

Applicant Signature: _____ Date: _____

(Continued on next page)

APPEAL LETTER: PLEASE INCLUDE OFFICIAL LETTER OF APPEAL IN THIS SECTION



OFFICE USE ONLY

Date Received: _____

- Freshman Lower Division Upper Division