



Undergraduate Admissions Appeal Request

APPLICANT INFORMATION

Date: _____ SDSU RedID: _____

Applicant Name: _____
Last First Middle Maiden

Mailing Address: _____
Street City State Zip

Email: _____ Daytime Phone: _____

Term: Fall _____ 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: _____

Please select reason for appeal and review the list of required supporting documentation that must accompany your appeal at sdsu.edu/appeals before submitting your request. You must submit **ONE COMPLETE PACKAGE** to include this Admission Appeal Request form, one-page letter of appeal detailing your extenuating circumstance (e.g., hospitalization, military service, personal 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- Request for reinstatement of admission (admission was canceled or rescinded)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

1. All appeals must be received by SDSU within 30 days of date of the "missed deadline" or "deny" notification/communication from the SDSU Office of Admissions. **Students who are appealing their denied status may only submit one appeal per admission term.**
2. Appeal decisions may take more than 12 weeks after the submission of a **complete** appeals package.
3. Applicants will be notified of the appeals decision by email using the email address on file in my.SDSU. To confirm or update your email address, please go to my.SDSU.edu.
4. 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, personal crisis) that substantiates your appeal.
5. Review Admission Appeals Process website at sdsu.edu/appeals and follow instructions for selected appeal type. Official transcripts and test scores may be required. All transcripts and test scores must be sent directly to the SDSU Office of Admissions and must be received within **3 weeks** of submission of admission appeal request form, otherwise the appeal will be withdrawn and no longer considered.
6. Submit your appeal by sending an email to admissionappealforsdsu@sdsu.edu.

By providing my electronic signature below, I acknowledge that I have read the instructions above and that all required documents/transcripts/test scores must be received in the SDSU Office of Admissions within the next three weeks or my appeal will be withdrawn and no longer considered.

Applicant Electronic Signature: _____ Date: _____

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

OFFICE USE ONLY

Date Received: _____

Freshman

Lower Division

Upper Division