

Admissions Appeals

SAN DIEGO MESA COLLEGE

Transfer Center

Workshop Learning Outcomes

- Review the various processes and steps of admissions appeals
- Submit a successful admissions appeal

Why Should You File an Appeal?

- You have been denied admission to a campus, but you have additional information you would like reviewed
- Schools have admission numbers they must meet by campus and/or by major

Reasons to File an Appeal

- You have been denied admission to a campus, but you have an **EXTENUATING CIRCUMSTANCE** which you feel should result in another review of your application:
 - Medical Constraints
 - Financial Burden
 - Family Issues
 - Mistake on application (ie: Major, Incorrect GPA, courses, etc.)
 - Military-Related Restrictions

Appeal Approvals

- Appeal approvals will be contingent upon space availability at the campus and within the major you are applying for
 - Note:** Even if you have a legitimate extenuating circumstance, your appeal may still be denied
- Appeals submitted for missing deadlines, changing major, no payment, not checking email (ie: spam), missing requirements, etc. are typically **NOT approved** at impacted campuses

Steps in Filing an Appeal

1. Carefully **READ** all of the information in your denial letter
2. Review your admission application and determine any mistakes
3. Contact the Office of Admissions for individual campuses and inquire exactly why you were denied admission
4. Research appeal process and deadlines for each individual campus
5. Submit appeal and include documentation to support your reason for appeal
6. Create a back-up plan!

Each campus appeal process is completely unique!

What to Include in an Appeal

- Review individual campus process and requirements, but most appeal packages will include:
 - Appeal Form
 - Letter Explaining your Reason for Appeal – BE SPECIFIC!
 - Documentation Supporting your Claim
 - Medical Documentation
 - Financial Statements
 - Military Documents
 - Official Transcripts
 - Official Test Scores
 - Letter from Campus (if applicable)

Appeal Letter Format

- Date
- Campus Office of Admissions
- Campus Address
- Subject (ie: Attn: Appeals Committee)
- Salutation (ie: To Whom It May Concern, Dear Appeals Committee)
- Opening Paragraph – Purpose of letter and reason for appeal
- Body – Explanation of appeal and supporting detail about your situation
- Closing – Thank Appeals Committee for reviewing your request
- Signature – Typed and Signed
 - Full Name
 - Student ID # (Specific to campus you are appealing to)
 - Phone Number
 - Email

Appeal Letter Tips

- Keep letter to **1 page**
- **Be specific!** – Provide as many details as possible
- Include factual information about your situation
- **Do Not Try to Manipulate the Reader:** Threatening, cajoling, begging, pleading, flattery, and making extravagant promises are manipulative and usually ineffective methods.
- **AVOID ERRORS** – Proofread!
- Keep copies of appeal package and receipts (if possible)

Appeal Letter Example

May 1, 2009

UCLA Undergraduate Admissions and Relations with Schools
1147 Murphy Hall, Box 951436
Los Angeles, CA 90095-1436
Attn: Appeals Committee

To Whom It May Concern:

First, I would like to thank you sincerely for your additional time and further consideration of my application to the University of California, Los Angeles. I am writing this appeal because I feel that I am an extremely qualified candidate for admission into the Business Economics major when my application is taken holistically.

I was informed by an admissions counselor that my relatively low 3.52 GPA was the reason I was denied admission to UCLA. When I wrote my UC application, I felt it was unnecessary to include the reasons for my low GPA during the period from 2001 to 2003. However, I now realize that in order for one to truly understand me as an applicant, one must fully understand the circumstances surrounding the numbers on my application.

In 2001, I was diagnosed with clinical depression, which led to my hospitalization as well as years of psychiatric supervision and daily medication. When it was coupled with familial unrest, my medical condition became debilitating, so much so that two years later, I had to withdraw from college entirely. And, as you might have guessed, I incurred a less than satisfactory academic record during my time of illness, as my medical condition inhibited my ability to focus on my academics. I have attached three doctor's notes that explain in greater detail my depression and its substantial effects on my ability to function, especially in an academic capacity.

I encourage you to see the inconsistency in my academic record as a strength, not a weakness. My decision to withdraw from school is not reflective of a lack of passion for academic pursuits; rather, it simply reflects how strongly I value my family and health. Even today, knowing that the grades I received as I was trying to fix my emotional and familial problems may keep me from being accepted to one of the premier universities in the nation, I still stand by the decisions I made.

I am a mature, returning student and know exactly what I would like to achieve through my academic studies. I have managed to maintain a 4.0 GPA while working full time and it is this period of time which you should look to when evaluating me as an academic. The fact that I have been able to find success in classes such as Calculus II, for which I fulfilled the pre-requisite course more than eight years ago in high school, should reflect overwhelmingly well on my academic passion and prowess.

I would like to encourage you to consider my case in its entirety and see that my GPA from seven years ago is not reflective of my academic performance today. I would like to encourage you to offer me acceptance to UCLA because, as my recent academic record shows, I am capable and willing to take advantage of the opportunities a premier university like UCLA has to offer. Moreover, I would like to encourage you to see my life experiences, struggles, and values as something which will add to the rich diversity at UCLA.

Thank you for your further consideration. I look forward to hearing back from you.

Sincerely,

Wet Signature

Full Student Name
Student ID #

SDSU Appeal Process

- **Appeal within 30 days** - Must be received by SDSU within 30 days of date of the "missed deadline," or "deny" notification/communication from the SDSU Office of Admissions.
 - **Only able to submit 1 appeal per term**
- **Prepare documentation.** To have an appeal processed, you must submit **ONE COMPLETE PACKAGE** to include:
 - Admissions Appeal Request (and all required documents listed on first page of form)
 - Supporting documentation
- **Submit your appeal** via mail or in-person to the SDSU Office of Admissions. Follow specific instructions on the first page of the appeal.
- **Allow time for processing - Decisions** may take at least 12 weeks
- **Wait for decision** - Applicants will be notified of appeals decision by email, through the portal or mail using the mailing address on file in the SDSU Office of Admissions.

Make sure your email address is correct.

SDSU Appeals Form



Office of Admissions

UNDERGRADUATE ADMISSIONS APPEAL REQUEST

APPLICANT INFORMATION

Date: _____ SDSU RedID: _____

Applicant Name: _____
Last First Middle Suffix

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: [Select 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, 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

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 on the SDSU WebPortal. To confirm or update your email address, please go to sdsu.edu/portal.
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, family 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 appeal will be withdrawn and no longer considered.
6. Submit your appeal. Log in to your SDSU WebPortal account and under the left-hand menu, select **Upload Admission Documents** which will enable you to upload your complete appeals package with supporting documentation. Applicants without an SDSU WebPortal account will submit their appeal by sending an email to admissionappeal@fordsu.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: _____

(Continued on next page)

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

Keep it simple and to the point.

Part 1: Introduction

Include name and RedID. Indicate reason for denial.

Part 2: Body of Appeal

Provide explanation to resolve issues related to denial. Such as clarify GPA, Academic Renewal, or total units. Address any mistakes on the Supplemental Applications etc. (can use bullet points)

Part 3: Extenuating Circumstances

This is the place to explain extenuating circumstances that cannot be communicated on the CSU Application. Such as not able to leave San Diego and provide reasons.

OFFICE USE ONLY

Date Received: _____ Freshman Lower Division Upper Division

UCSD Appeal Process

- Successful appeals are very rare. UC applications are reviewed thoroughly by at least 2 readers per campus.
- To provide new and compelling academic information that was not in your original application, **submit an appeal online via UCSD Portal**

SAN DIEGO MESA COLLEGE

Transfer Center

(619) 388-2473

mesatransfer@sdccd.edu

14-306 (3rd floor of the Student Services Building)

[Link to Transfer Center Web-Page](#)