

Undergraduate Admissions Appeal

Please type or print clearly

Name _____ Student ID _____ Date _____
Last First

Email address _____ @mail.fresnostate.edu Phone (_____) _____

Major _____ Current School _____

Applied as a: Freshman Upper Division Transfer Returning Student

Application Term Spring _____ Fall _____

Appeals must be submitted within 30 days of the date on the 'missed deadline' or 'denied' notification from the Admissions Office

Students are limited to one appeal per academic term. Decisions rendered are final and non-negotiable.

Type of Appeal

Admission Decision *Applicants who did not meet the minimum eligibility requirements*

Missed Deadline *Applicants who believe they submitted documents or met other posted deadlines but Fresno State does not show them as having been satisfied or completed. Please check the box(es) that pertain(s) to you:*

- | | |
|--|---|
| <input type="checkbox"/> \$55 Application Fee | <input type="checkbox"/> Math placement test (ELM) |
| <input type="checkbox"/> Test Scores (SAT/ACT) | <input type="checkbox"/> English placement test (EPT) |
| <input type="checkbox"/> Official Transcripts | <input type="checkbox"/> Other: _____ |

Required Documentation

Submit ALL of the following documents in ONE COMPLETE PACKET. Incomplete packets will not be considered and the appeal may not be re-submitted.

1. Completed Admissions Appeal Form
2. Personal Statement addressing the extenuating circumstances and detailed explanation for the appeal
3. Supporting Documentation, such as test scores, transcripts, etc to support the appeal
4. Copy of the email notification decision from the Admissions Office

By signing this appeal request, I acknowledge and understand the following:

- The information on this form and in any supporting documentation is complete and accurate
- I will receive an acknowledgement email within 5-7 business days after receipt of this appeal
- Incomplete appeal packets will not be considered and will be immediately denied
- The Admissions Office is authorized to verify any information submitted

Student Signature _____ Date _____

OFFICE USE ONLY

Received by _____ Date _____

- Appeal **APPROVED** Comments: _____
- Appeal **DENIED** _____
- _____

Authorized Signature _____ Date _____ Email sent _____

Admissions decisions were based on the evaluation of your admission application and supporting documents.

All packets must include relevant documentation to support the justification for the appeal. Documentation should be submitted to support any claims made in a student's personal statement regarding hardship, illness, or other extenuating circumstances. Minimal documentation related to sensitive personal or medical issues must be submitted.

Appeals will be considered once and decisions rendered are final and non-negotiable. Students will be notified via email to their Fresno State email address regarding the final appeal decision, but are advised not to wait for the decision when considering other plans.

Please make note of the following:

- Letters of recommendation will **not** be considered
- Reporting errors made on the application are not a basis for the reversal of a decision
- Appeal letters must be submitted by the applicant only. Letters written by anyone other than the applicant will not be reviewed.
- Failure to routinely review your 'Student Center', read email messages sent by the University, or adhere to deadlines are not grounds for an appeal

For all appeals, please note the following:

1. Appeals submitted via email or fax will not be considered
2. Must be received no later than 30 days from date of email notification of admission decision
3. A limit of one appeal per academic term: decisions rendered are final and non-negotiable
4. Appeal packets should include:
 - a. Completed Fresno State Admissions Appeal Form
 - b. Personal Statement
 - c. Supporting documentation
 - d. Copy of the email notification decision from the Admissions Office
5. Incomplete appeal packets will be denied and cannot be re-submitted.
6. Submit the appeal packet in one of two ways:
 - a. **In person** to the Student Services Center in the Joyal Administration Building, north lobby
 - b. **Mail to:**
California State University, Fresno
Admissions Office
RE: Admissions Appeal
5150 N. Maple Avenue M/S JA 57
Fresno, CA 93740-8026
7. Notification that we have received your appeal packet will be emailed within 5-7 business days
8. Appeal decisions may take a minimum of 4 weeks