Admission decisions are based on the evaluation of the information reported on your Cal State Apply admission application, and/or received academic records which result in a provisional admissions decision. Students may appeal if their academic credentials (test scores and/or grades) initially reported have changed or if they wish to explain an extenuating circumstance that may have affected their ability to meet admissions requirements.

Please review the Admissions Appeals Process before submitting your appeal. You must submit ONE COMPLETE PACKAGE including: The Admission Appeal Request form, a letter of appeal detailing your extenuating circumstance, and supporting documentation that substantiates your appeal. Please note that applicants can file only one admission appeal per academic term. The decisions we render are final and non-negotiable for that term.

When submitting your appeal, incomplete packets will not be considered and will not be returned for completion. They will be automatically denied, and an appeal cannot be re-submitted for the same term.

IN PREPARING YOUR APPEAL, FOLLOW THE STEPS BELOW:

STEP 1: Completed the Appeal Form

STEP 2: Write your letter of appeal, including the following:
- Clearly explain your reasons for the appeal and provide supporting details.
- Describe any extenuating circumstances (e.g., military service, family crisis) that prevented you from meeting a deadline or admissions requirements.
- Explain your academic situation and how you plan to be successful at CSUB.

STEP 3: Enclose supporting documents in your appeal packet, for example:
- Official transcripts
- Both graded and work-in-progress
- Documentation supporting the extenuating circumstance(s) you described in your letter of appeal.

Note: Please do not submit letters of recommendation or copies of awarded honors.

STEP 4: For admission decision appeals: please submit your appeal packet within 15 business days from the date you received notice that your request for admission was denied.

STEP 5: Deliver your packet by mail or in person:

<table>
<thead>
<tr>
<th>To deliver by mail:</th>
<th>To deliver in person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUB - Office of Admissions</td>
<td></td>
</tr>
<tr>
<td>ATTN: Admissions Appeals Committee</td>
<td></td>
</tr>
<tr>
<td>9001 Stockdale Highway – 47SA</td>
<td></td>
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<tr>
<td>Bakersfield, Ca 93311</td>
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<tr>
<td>CSUB - Office of Admissions is located in the Student Service Building.</td>
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<tr>
<td>Office Hours:</td>
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<tr>
<td>Monday-Friday: 8:00 a.m. - 5:00 p.m.</td>
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</tbody>
</table>

THE FOLLOWING APPLIES TO ALL TYPES OF APPEALS

1. All appeals must be received by CSUB within 15 days of date of the “missed deadline,” or “deny” notification/communication from the CSUB Office of Admission.
2. Appealed decisions will be provided within 30 days of submission of a completed appeals package. Submission of an admissions appeal is NOT a guarantee of admissions approval. All decisions are final.
3. Applicants will be notified of the appeals decision by e-mail using the address noted above.
PLEASE WRITE OR PRINT LEGIBLY

Applicant Name: ___________________________________________  CSUB ID: ____________________________

E-Mail Address: ___________________________________________  Phone #: _____________________________

Term:  Fall _______  Spring _______  Entry Level Status:  Freshman  Transfer  Returning Student

REASON FOR APPEAL: Please select the ONE reason below that best describes your request.

☐ Request for re-evaluation of denied admission (*New supporting documentation is required*)
☐ Request to submit late transcripts, documents, or test scores (*Must submit official supporting documents*)
☐ Request to appeal missed deadline date
☐ Other:

REQUIRED DOCUMENTATION: Submit ALL of the following documents in ONE COMPLETE PACKET. An incomplete packet will not be considered, it will be automatically denied, and an appeal cannot be re-submitted for the same term.

1. Completed Admissions Appeal Form
2. Letter of Appeal explaining the basis for the appeal, and it must include how you meet the requirement, or how an extenuating circumstance prevented you from meeting a deadline or admissions requirements
3. Documentation to support your appeal (e.g., transcripts, test scores, requested information, etc.)

THE FOLLOWING APPLIES TO ALL TYPES OF APPEALS:

1. All appeals must be received by CSUB within 15 days of date of the “missed deadline,” or “deny” notification/communication from the CSUB Office of Admission.
2. Appealed decisions will be provided within 30 days of submission of a completed appeals package. Submission of an admissions appeal is not a guarantee of approval. All decisions are final.
3. Applicants will be notified of the appeals decision by e-mail using the address noted above.

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Comments:  

_________________________________________________   ___________________________

Student Signature        Date

-----------------------------------------------------------------   Admissions use only  ---------------------------------------------------------

Date Received: ___________________ By: ___________________

Date Appeal Reviewed: ___________________

Appeal Status:  Approved  Denied  No Action

Basis of Ad: _____________  Decision sent: ___________________

Rev.9/2/2019