



# ADMISSIONS APPEAL PROCESS/INSTRUCTIONS

**Be aware:** This form should NOT be used for residency related appeals.

Admission decisions are based on the evaluation of the information reported on your Cal State Apply admission application, and/or received academic records. Failure to meet the established admission criteria, enrollment requirements, or related deadlines, will negatively affect your eligibility and may not be appealed.

**Appeals must be submitted in writing, and include a basis for the appeal, and supporting documentation.**

Decisions are rarely overturned and are considered only for extraordinary reasons beyond the control of the applicant. For admission decision appeals, you must prove that you meet the established admission criteria for your academic classification, and/or that you did not miss an admission and enrollment related deadline.

Only one appeal may be submitted for an academic term so the packet must be clear and compelling when submitted. Applicants submitting appeals will be notified via e-mail regarding the final appeal decisions, and are advised not to change their existing college or educational pursuits while waiting for the appeal decision. The University uses e-mail as the official means of communication, so please verify that your current e-mail address on Golden Eagle Territory (GET) is accurate. **Appeals will be considered once, and decisions rendered are final and non-negotiable.**

In preparing your appeal, please keep this in mind:

- Letters of recommendation will not be considered.
- Appeal letters explaining the basis for the appeal must be written and submitted by the applicant.
- Applicants may only submit one appeal per term.

For all appeals, be aware of the following:

- 1) Appeals must be submitted within the time frame stated in the notification; appeals for denied admission decisions must be submitted within 15 business days of notification.
- 2) Appeals will be considered once, and decisions rendered are final and non-negotiable.
- 3) Appeal packets must include:
  - A completed Cal State LA Admissions Appeal Form;
  - Letter of Appeal that explains the basis for the appeal, which may include how you meet the requirement, or how an extenuating circumstance prevented you from meeting a deadline; AND
  - Documentation to support your appeal (e.g., transcripts, test scores, proof of mailing/submission of requested information, etc.).
- 4) 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.
- 5) An acknowledgement of receipt of your appeal packet will be e-mailed to you within 5-7 business days.
- 6) Submit the completed appeal packet to the Cal State LA Admissions Office:

By email to: **AdmSubmit@calstatela.edu**

By mail:

**Cal State LA Admissions and Recruitment**  
**RE: Admissions Appeal**  
**5151 State University Drive, SA 101**  
**Los Angeles, CA 90032**

Submit in-person to:

**Student Affairs Building, room 101**

Office hours:

Monday-Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

*If mailing your packet, we strongly encourage you to purchase a Certificate of Mailing from the US Postal Service (USPS) for your records.*



Please print clearly

Applicant Name: \_\_\_\_\_ CIN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Responses to appeal requests are sent via email. Please verify the e-mail address above is also listed in your Golden Eagle Territory (GET) account.)

**ENTRY TERM/ YEAR:** \_\_\_\_\_

Appeals must be submitted within the time frame stated in the notification; appeals for denied admission decisions must be submitted within 15 business days of notification. This form should NOT be used for residency related appeals.

**APPEAL TYPE:**

Admission Decision  
*Must prove that you meet the established admission criteria for your academic classification.*

Other Admission/Enrollment Concern  
*Please check the box(es) that pertain(s) to the document(s) in question:*

- |                                 |   |
|---------------------------------|---|
| Information Submission          | Test Scores (i.e., SAT, ACT, AP, TOEFL, etc.) |
| Enrollment Confirmation Deposit | Transcripts                                   |
| Early Start Program             | Other: _____                                  |

Submit ALL of the following documents in **ONE COMPLETE PACKET**.

*An incomplete packet will not be considered, and it will not be returned for completion. It will be automatically denied, and an appeal cannot be re-submitted for the same term.*

- 1) This completed Admission Appeal Form;
- 2) Letter of Appeal: *Explains 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; and*
- 3) Documentation to support your appeal (e.g., transcripts, test scores, proof of mailing/submission of requested information, etc.) .

**CERTIFICATION:**

*My signature certifies the accuracy and completeness of the information provided. I further certify that all documents submitted in support of this application are authentic and unaltered records that pertain to me. Any misrepresentation or omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I authorize Cal State LA to verify information that is submitted for this appeal request.*

*I understand that if I am appealing an Admission/Enrollment concern, I am still responsible for meeting deadlines and other obligations that pertain to the desired admission term. An appeal is only considered once, and the decision rendered is final and non-negotiable. I also understand that regardless of the reason, I may not submit another appeal for the same academic term.*

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Appeal received on: \_\_\_\_\_ Acknowledgement sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Appeal Approved | Conditions (if applicable): \_\_\_\_\_

Appeal Denied for the following reason(s): \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Decision sent by: \_\_\_\_\_ Sent date: \_\_\_\_\_