

# **I GOT DENIED...NOW WHAT? WORKSHOP**

**PRESENTED BY:  
GROSSMONT COLLEGE TRANSFER CENTER  
SPRING 2020**



Hello Students, welcome to the “ I Got Denied...Now What Workshop?” for SDSU. We are presenting this workshop to help you if you have been denied to SDSU. If you received notice of denied admission to another campus we have a separate powerpoint and also recommend you review their appeal process by checking their website and/or email us at [Grossmont.transfer@gcccd.edu](mailto:Grossmont.transfer@gcccd.edu) to learn more. On behalf, of the Transfer Team we are here to assist and support you during this time while we are working remotely. Let’s begin and get started!

## WELCOME TO I GOT **DENIED** ...NOW WHAT?

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In this workshop, will review

- the appeal process for SDSU
- your options and next steps



In this workshop, we will review the appeal process for SDSU and go over step-by-step how to complete the appeal process. Additionally, this workshop will cover reviewing your options and next steps. As a note, this PowerPoint is specific for students that have been denied admission to SDSU.

## WHY WAS I DENIED ?

Reach out to SDSU to find out the reason for your denial:

Email our SDSU Admissions representative, Magaly:  
[Mcorroflores@sdsu.edu](mailto:Mcorroflores@sdsu.edu)

–Include your

- Name
- red ID#
- Major
- and ask why you were denied



Picture

In order to start the appeal process, we ask you to contact SDSU to find out the reason for your denial. As offices are not open during this time, we ask that you email our SDSU Admissions representative, Magaly. Her email contact information is [mcorroflores@sdsu.edu](mailto:mcorroflores@sdsu.edu). Please make sure you include the following information as stated in the Power point ( Include your name, red ID, major, and ask why you were denied). Based on the information provided by Magaly and reason for denial you will be able to give a specific reason in your appeal letter (we will go over this in the next slides).

We also like to include in this slide an important message from SDSU via their website in regards to denial. “SDSU is [impacted](#) at the undergraduate level in all majors and programs and as such, we are unable to accept all CSU-eligible applicants for admission. Each year there are more applicants seeking admission to SDSU than there are spaces available. The admissions process is highly selective and applicants must meet criteria that are over and above the minimum established by the CSU”. ( SDSU)

Source and Link:

[https://admissions.sdsu.edu/resources/pdf/Admissions\\_Appeals\\_2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)

## ONE COMPLETE PACKAGE

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To have an appeal processed, you must email **ONE COMPLETE PACKAGE** including:

- Admission Appeal Request
- Letter of Appeal detailing extenuating circumstance(s)
- Supporting documentation that substantiates your appeal
- Unofficial Transcripts & Scores (if unable to obtain official copies)\*



Now we will begin to discuss the appeal process. It is important to note that in order to appeal you must email one complete package. We will go over each portion the package in the next slides, but it is important for you to know SDSU will only accept complete appeal packages and they will only review your appeal once they receive your entire complete package.

# SDSU: UNDERGRADUATE ADMISSIONS APPEAL REQUEST

The next slides will cover each part of the Appeal Request Form:

- Applicant Information
- Entry Status
- Reason for Appeal
- Appeal Instructions
- Applicant Signature

Please click on the link below in the Notes section. The link will take you to the Undergraduate Admissions Appeal Request Form.

The image shows a screenshot of the SDSU Undergraduate Admissions Appeal Request form. The form is titled "UNDERGRADUATE ADMISSIONS APPEAL REQUEST" and is from the Office of Admissions at San Diego State University. It includes sections for Applicant Information (Name, SDSU RollID, Mailing Address, Email, Term, Daytime Phone), Entry Status (How many college transferable semester/quarter units, etc.), Reason for Appeal (Missed Deadline Appeal, Admission Decision Appeal), and Appeal Instructions. The form also includes a section for the Applicant Signature and Date.

As we start to go over the appeal request form, it is important to provide information from SDSU about the appeal process:

Per SDSU, "The appeals process is only for applicants who have a serious and compelling reason that they feel the University Admissions Appeals Committee should consider. If you were denied admission, or if you missed an admissions deadline, it is unlikely that our decision will be reversed on appeal. The appeals process is only for applicants who have a serious and compelling reason that they feel the committee should consider". ( SDSU)

However, it is also your only option for reconsideration. If you are trying to decide whether to appeal, please ask a counselor. Email us at [grossmont.transfer@gcccd.edu](mailto:grossmont.transfer@gcccd.edu).

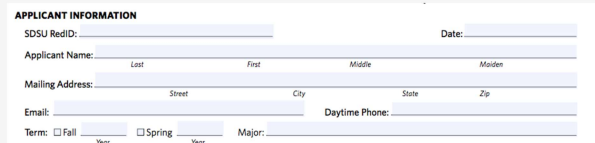
The first part of the Appeal process includes the Undergraduate Admissions Appeal Request Form. The Appeal request form includes: Applicant Information, Entry Status, Reason for Appeal, Appeal Instructions, and Applicant Signature. In order to access this form, please click on the link below.

Source & Link: [https://admissions.sdsu.edu/resources/pdf/Admissions\\_Appeals\\_2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)

# APPEAL REQUEST FORM: APPLICANT INFORMATION

## Applicant Information

Make sure to provide and include all personal information such as mailing address, email address, phone number, and red ID. It is important to fill this part out completely and correctly as applicants will be notified on the appeals decision by email using the address on file in the SDSU Office of Admissions.



The screenshot shows the 'APPLICANT INFORMATION' section of a form. It includes fields for: SDSU RedID, Date, Applicant Name (with sub-fields for Last, First, Middle, and Maiden), Mailing Address (with sub-fields for Street, City, State, and Zip), Email, Daytime Phone, Term (with checkboxes for Fall and Spring, and Year fields), and Major.



The first part of the Appeal Request Form, is Applicant Information. It is important to fill this part out correctly.

Per SDSU: "Applicants will be notified of appeals decision by email using the email address on file in the SDSU Office of Admissions. Make sure your email address is correct ( SDSU)

Please make sure to provide all information as stated above, including red ID, email address, phone number, and select the appropriate term.

Source and Link :

[https://admissions.sdsu.edu/resources/pdf/Admissions\\_Appeals\\_2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)



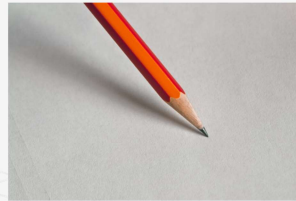
# APPEAL REQUEST FORM: ENTRY STATUS

## Entry Status

At the end of spring 2020 semester, you should have minimum 60 transferable units. Therefore, you should select 60-89.5 semester units/90-134.5 quarter units.

### 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: 60-89.5 semester units/90-134.5 quarter units



[Link](#)

The question is asking 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). At the end of spring 2020 semester, you should have minimum 60 transferable units. Therefore, you should select 60-89.5 semester units/90-134.5 quarter units. If you will not have this please reach out to the Transfer Team and email us at [grossmont.transfer@gcccd.edu](mailto:grossmont.transfer@gcccd.edu).

Link: [https://admissions.sdsu.edu/resources/pdf/Admissions Appeals 2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions%20Appeals%202020.pdf)

## APPEAL REQUEST FORM: REASON FOR APPEAL

Select the appropriate reason for your appeal.

### REASON FOR APPEAL

Please select reason for your appeal and review the list of required supporting documentation that must accompany your appeal at [www.sdsu.edu/appeals](http://www.sdsu.edu/appeals) before submitting your request. You must submit **ONE COMPLETE PACKAGE** that includes 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

#### 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: \_\_\_\_\_



[Link](#)

Please make sure to select ONE box to indicate the reason for your appeal. You should not select more than one box.

If you are appealing due to a missed deadline then go under the “ Missed Deadline Appeal” and select the appropriate box.

If you are appealing an “Admission Decision Appeal”, there are three selections you can select from:

1. Request for re- evaluation of denied admission: An example, would be if you were denied to SDSU and wanted to appeal your denial to SDSU since you had an extenuating circumstance of a hospitalization in the fall 2019 semester and have documentation to prove this.
2. Request for reinstatement of readmission: An example would be if you were admitted for fall 2020 and following the May 1st and June 30th deadline of sending official Transcripts your admission was canceled or rescinded.
3. Other: Neither of the two options pertain to you and you are appealing for a different reason. List it here.

Link: [https://admissions.sdsu.edu/resources/pdf/Admissions\\_Appeals\\_2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)

## APPEAL REQUEST FORM: APPLICANT SIGNATURE

### Applicant Signature

Make sure to sign and acknowledge that you have read the instructions.



By signing 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Continued on next page)

[Link](#) [Picture](#)

It is important the applicant signs the document before turning the appeal in. (You'll need to print your appeal, sign and then scan and save with the file name per SDSU instructions. If you do not have a scanner, you could take a picture and email that to yourself to save and email as instructed.)

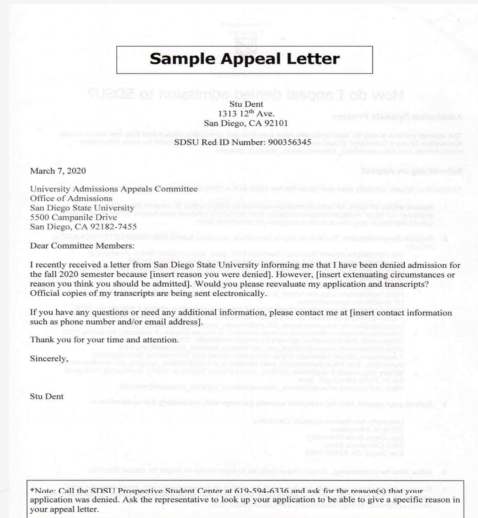
Your letter of appeal, which we will cover next, can be typed in a Word document and saved, per SDSU's instructions to include in your appeal packet. If you decide to use the second page of the form, please note that your letter must fit within the space provided.

Link: [https://admissions.sdsu.edu/resources/pdf/Admissions\\_Appeals\\_2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)

# APPEAL LETTER

## Appeal Letter Recommendations:

- 1 Provide the specific reason for your denial** in letter (Information you receive from our SDSU representative, Magaly)
- 2 Explain the extenuating circumstance** in your letter (include documentation that substantiates your appeal)
- 3 Save your letter as Microsoft Word or PDF document** as “SDSU Appeal Letter, your last name, and Red ID. For example, “SDSU Appeal Letter Smith 123456789”



We recommend you type your appeal letter in a Word document rather than using the space given on the second page of the appeal form. Make sure you save your admissions appeal letter as “SDSU Appeal Letter, your last name, and Red ID”. For example, “SDSU Appeal Letter Smith 12456789”. It is important to save your admissions appeal letter as a Microsoft Word or PDF Document as this will all be emailed.

Following is a link to a sample appeal letter. Please look this over as it provides a template on how to structure your appeal letter. In your letter it is important to provide the specific reason for your denial and explanation of why you are asking for reconsideration. <https://www.grossmont.edu/student-services/offices-and-services/transfer/files/Sample-Appeal-Letter-SDSU.docx.pdf>

It is also important to explain your extenuating circumstance in your letter. Extenuating circumstances may include: hospitalization, military service, family crisis. Remember to provide documentation that explains your extenuating circumstance. Scan or take pictures of your documentation to include in your email to SDSU. If you would like to consult a counselor regarding extenuating

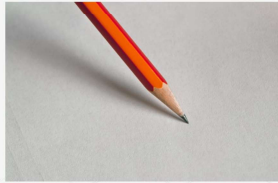
circumstances, please send an email with your question to grossmont.transfer@gcccd.edu.

Link: [https://admissions.sdsu.edu/about\\_sdsu/admission\\_appeals\\_process](https://admissions.sdsu.edu/about_sdsu/admission_appeals_process)

# DOCUMENTATION

## Appeals & Documentation

Based on the type of appeal you are completing, you will need to view what documentation you need to provide along with your appeal. To the right, is a list of different types of appeals, listed under each you will find required documentation.



### Appeals and Documentation

- + Request to submit late 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 late Intent to Enroll
- + Request to have application rolled over to a future term
- + Request for re-evaluation of denied admission
- + Request for reinstatement of admission. Admission was canceled or rescinded

[Link](#)

This slide follows the previous slide in that this slide goes over documentation you need to provide based on your appeal. It is important to review the admissions appeals process and follow instructions for the selected appeal you are completing. Use the link below and scroll to the Appeals and Documentation section, make sure to click the “+” next to the type of appeal you will be submitting and then read the documentation needed.

Link: [https://admissions.sdsu.edu/about\\_sdsu/admission\\_appeals\\_process](https://admissions.sdsu.edu/about_sdsu/admission_appeals_process)

# DOCUMENTATION EXAMPLE

## 1 Review Admission Appeals Process

- Follow instructions for selected appeal type.

## 2 Example of Request for re-evaluation of denied admission:

-The picture to the right describes the documentation needed for this type of appeal. Please refer to the steps under Transfer students.

### - Request for re-evaluation of denied admission

#### Freshmen:

1. Official high school transcript and college transcript (if applicable) provided by the school with grades through fall 2019. See [Transcript and Test Score Instructions](#) below.
2. Official enrollment verification of courses enrolled, or course grades (if available) for spring 2020.
3. Official ACT or SAT test scores. See [Transcript and Test Score Instructions](#) below.

#### Transfer students:

1. Official transcripts sent electronically to SDSU from all colleges/universities attended through fall 2019. Transcripts must be issued within the past two weeks. See [Transcript and Test Score Instructions](#) below.
2. Official enrollment verification of courses enrolled, or course grades (if available) for spring 2020.
3. Official Advanced Placement exam scores and International Baccalaureate transcripts if applicable. See [Transcript and Test Score Instructions](#) below.
4. Military documents if applicable (DD214, Joint Services Transcript (JST), Community College of the Air Force transcript).

[Link](#)

This slide follows the last slide as we want to take you through an example of one of the types of admission appeals documentation.

An example, we will use is a student who is requesting "Re-evaluation of denied admission". If you click on the "+" sign you will notice the student has to complete the following documentation (Steps 1-4). Please make sure you are viewing the section for "Transfer Students".

You will notice that in this example the documentation required is TRANSCRIPTS. We will cover transcripts on the next slide.

In addition, please note that if you are listing any extenuating circumstances (hospitalization, military service, family crisis or others) and you have documentation to

include, you should scan these documents and send them with your packet.



# TRANSCRIPTS

- Official transcripts sent electronically to SDSU from all colleges/universities attended. Transcripts must be issued within the past two weeks.
- SDSU will only accept electronic transcripts from the schools listed on their website.
- Other colleges that are non-local institutions must submit official transcripts (\* See Below)
- Official or Unofficial Advanced Placement exam scores and International Baccalaureate transcripts if applicable.
- Military documents if applicable: DD214, Joint Services Transcript (JST), Community College of the Air Force transcript.

## OFFICIAL COLLEGE TRANSCRIPTS

Per SDSU Website: Official transcripts are required to be sent to SDSU from all colleges/universities attended. Transcripts must be issued within the past two weeks. For colleges/universities that provide an option to send transcripts either electronically or by mail, electronic is preferred. SDSU will accept electronic transcripts only from the schools listed on [https://admissions.sdsu.edu/about\\_sdsu/transcripts](https://admissions.sdsu.edu/about_sdsu/transcripts).

Note: SDSU will only accept electronic transcripts from Grossmont College (postal mail is NOT an option). Grossmont will be sending electronic transcripts once a week while campus is closed. For instructions how to request transcripts from Grossmont College, visit: <https://www.grossmont.edu/student-services/applyenroll/transcripts.aspx>

Additional Note: Students who have coursework from non-local institutions must attempt to request official transcripts. Unofficial transcripts will be accepted from schools that are currently closed. Sending of unofficial transcripts should be last course of action as the officials will still be required. However, given the uncertainty of COVID-19, unofficial transcripts in the PDF format will be accepted case by case basis. If the institution is unable to provide official transcripts, they must include the reason as to why and submit unofficial transcripts along with the appeal. ( SDSU)

If submitting your unofficial transcripts, please save your unofficial transcript PDF(s) as "Unofficial Transcripts, your last name, and RedID." For example, "Unofficial Transcripts Smith 123456789." Email PDF(s) of your unofficial transcripts to

[admissionappealforsdsu@sdsu.edu](mailto:admissionappealforsdsu@sdsu.edu) as a part of your complete appeal package.

#### ENROLLMENT VERIFICATION

SDSU requires official verification of courses enrolled, or course grades (if available) for Spring 2020. This will be fulfilled when submitting your Grossmont/Cuyamaca transcripts as your spring enrollment will be included. If you are currently another campus as well, you will need to verify their process.

#### TEST SCORES

Submit official or unofficial Advanced Placement exam scores and International Baccalaureate transcripts if applicable. See Transcript and Test Instructions below for information on how to save these documents to include in your appeal packet. Given the uncertainty of COVID-19, unofficial transcripts in the PDF format will be accepted. (Per SDSU)

#### MILITARY DOCUMENTS

Military documents are also required if applicable (DD214, Joint Services Transcript (JST), Community College of the Air Force transcript) (Per SDSU)

Source & Link: [https://admissions.sdsu.edu/resources/pdf/Admissions Appeals 2020.pdf](https://admissions.sdsu.edu/resources/pdf/Admissions_Appeals_2020.pdf)

Also, please refer to Transcript and Test Score Instructions for more information  
[https://admissions.sdsu.edu/about\\_sdsu/admission\\_appeals\\_process](https://admissions.sdsu.edu/about_sdsu/admission_appeals_process)

## SUBMISSION INSTRUCTIONS

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**Prepare Documentation.**

**Save Documentation as Instructed**

**Email all items in ONE email to SDSU**



Email complete appeals to: [admissionappealforsdsu@sdsu.edu](mailto:admissionappealforsdsu@sdsu.edu).

[Link](#) [Picture...](#)

### **Prepare Documentation.**

Complete the Undergraduate Appeal Request form and appeal letter along with supporting documentation (e.g., hospitalization, military services, family crisis) that substantiates your appeal. Submit requests for official transcripts or prepare unofficial copies of transcripts.

### **Save Documentation as Instructed**

If you are scanning your appeal package as one PDF document, save as "SDSU Appeal, your last name, and Red ID. For example, "SDSU Appeal Smith 123456789

If you have saved each item separately as a Word or PDF document, make sure you have saved each document as instructed throughout this powerpoint.

### **Email all items in ONE email:**

-Appeal Form

-Appeal Letter

-Supporting Documentation (if any)

-Transcripts & Test Scores (unofficial okay if unable to obtain official copies)

We typically recommend students to hand deliver their appeal package to ensure it was delivered. However, since the campus is closed to students and the public we recommend to send ONE email with the following items: appeal form, appeal letter, supporting documentation, transcripts and test scores to the following email address: [admissionappealforsdsu@sdsu.edu](mailto:admissionappealforsdsu@sdsu.edu).

Save an electronic copy of each page of the appeal package for your records.

Link: [https://admissions.sdsu.edu/about\\_sdsu/admission\\_appeals\\_process](https://admissions.sdsu.edu/about_sdsu/admission_appeals_process)

## TIMELINE

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### Appeal Process Timeline

Due to the impact of Coronavirus (COVID-19) there is no time limit to submit an appeal.

It may take more than twelve weeks for an appeal decisions.

Appeal decisions will be sent via email. Be sure your email address is up-to-date in your SDSU WebPortal.



[Link](#) [Picture](#)

**Appeal deadline.** Due to the impact of Coronavirus (COVID-19), there is no time limit to submit an appeal.

**Allow time for processing.** It may take more than twelve weeks for appeal decision.

**Receive the decision by email.** Applicants will be notified of appeals decision by email using the email address on file on the [SDSU WebPortal](#). Log in to your WebPortal to make sure your email address is correct.

Source: [https://admissions.sdsu.edu/about\\_sdsu/admission\\_appeals\\_process](https://admissions.sdsu.edu/about_sdsu/admission_appeals_process)

## NEXT STEPS AND OPTIONS

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- Explore other schools that have fall 2020 admissions still open.
- Participate in the Virtual Spring 2020 Transfer Options Fair.
- Consider CSU Redirection.



Explore other transfer schools that may have fall 2020 and or spring 2021 admissions still open. You can visit this website to see other CSUs that are still offering admission: <https://www2.calstate.edu/apply/transfer>. Also, private schools and some out-of-state schools may still be accepting applications. If interested, please consult a counselor. Email us at [grossmont.transfer@gcccd.edu](mailto:grossmont.transfer@gcccd.edu).

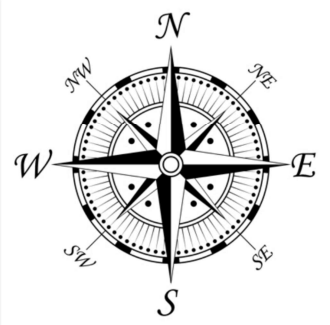
We also encourage you to explore individual campus websites as well and attend the Virtual Spring 2020 Fair, information will be posted on our Transfer Fair website by April 13, 2020: <https://www.grossmont.edu/student-services/offices-and-services/transfer/college-transfer-fairs.aspx>

The CSU Chancellor's Office will be contacting students eligible for CSU Redirection through email. If you receive an email, you will be asked whether you would like to participate in redirection. They will also ask which campus you would like to be redirected to from a list of options. Please research these options, make sure that the campus offers your major and consider the area the school is located in. If you choose not to participate in redirection, please communicate this to the CSUCO and let them know your reason.

## VIRTUAL SPRING FAIR 2020

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Monday, April 13<sup>th</sup> and anytime after!



- Explore your transfer options without leaving home.
- Get connected to university representatives who can provide support as you navigate the transfer planning process.
- Learn how you can be competitive in the admissions process.

SAVE  
THE  
DATE!  
TRANSFER  
FAIR

The Grossmont College campus, including the Grossmont College Transfer Center, is closed until further notice in response to COVID-19. Therefore, we are providing students with a Virtual Spring Fair. You will be able to explore the campus virtually, and explore your transfer options without leaving home! We also have listed contact information for university representatives so that you may reach out for answers to your questions about their campuses. Go to: <https://www.grossmont.edu/student-services/offices-and-services/transfer/college-transfer-fairs.aspx>

# QUESTIONS?



Feel free to reach out to the Transfer Team at:  
[grossmont.transfer@gcccd.edu](mailto:grossmont.transfer@gcccd.edu)

And stay connected with us via:

- Our website: [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter)
- Facebook: @grossmont.transfercenter
- Instagram: @grossmont.transfercenter



Please reach out to us if you have any questions about your appeal, this presentation, or any other transfer needs. While Transfer Center Counselors and Staff are working remotely, please see the Contact Us link to the left on our website for a list of our team members and their email addresses. Or you may reach out to Transfer Center staff and counselors via our Transfer Center email: [grossmont.transfer@gcccd.edu](mailto:grossmont.transfer@gcccd.edu).

Updates and announcements will be posted to our website <https://www.grossmont.edu/student-services/offices-and-services/transfer/default.aspx> as well as to our social media accounts, Facebook & Instagram, follow us @grossmont.transfercenter.

Thank you!

~Transfer Center Team