



How do I appeal denied admission to SDSU?

Admission Appeals Process

The appeals process is only for applicants who have a serious and compelling reason that they feel the University Admissions Appeals Committee should consider. Refer to the following SDSU website for more information https://admissions.sdsu.edu/about_sdsu/admission_appeals_process.

Submitting an Appeal

To submit an appeal, carefully read and follow the five steps below. Only **complete appeals** will be considered.

- 1. Appeal within 30 days.** 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 were denied admission may only submit one appeal per admission term.
- 2. Prepare documentation.** To have an appeal processed, you must submit **ONE COMPLETE PACKAGE** to include:
 - The Admissions Appeal Request (download PDF, print, and complete form). Available at: https://admissions.sdsu.edu/_resources/pdf/Admissions_Appeal_Request.pdf
 - Letter of appeal detailing your extenuating circumstance (e.g. hospitalization, military service, family crisis)
 - Supporting documentation that substantiates your appeal. See https://admissions.sdsu.edu/about_sdsu/admission_appeals_process#documentation for more information on documentation.
 - Official transcripts sent electronically from all colleges/universities attended through fall 2019. Transcripts must be issued within the past two weeks. Additional information available at: https://admissions.sdsu.edu/about_sdsu/admission_appeals_process#transcript
 - Official enrollment verification of courses enrolled, or course grades (if available) for spring 2020. Please note: this information appears on official transcripts. See https://admissions.sdsu.edu/about_sdsu/admission_appeals_process#transcript
 - If applicable, official Advanced Placement exam scores and International Baccalaureate transcripts. See https://admissions.sdsu.edu/about_sdsu/admission_appeals_process#transcript
 - Military documents if applicable (DD214, Joint Services Transcript (JST), Community College of the Air Force transcript). See https://admissions.sdsu.edu/about_sdsu/admission_appeals_process#transcript

- 3. Submit your appeal.** Mail the **complete appeals package with supporting documentation** to:

University Admissions Appeals Committee
Office of Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7455

- 4. Allow time for processing.** It may take at least six to eight weeks or longer for appeal decision.

- 5. Receive the decision by email.** 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. Email addresses can be updated at: https://admissions.sdsu.edu/update_info

Sample Appeal Letter

Stu Dent
1313 12th Ave.
San Diego, CA 92101

SDSU Red ID Number: 900356345

March 7, 2020

University Admissions Appeals Committee
Office of Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7455

Dear Committee Members:

I recently received a letter from San Diego State University informing me that I have been denied admission for the fall 2020 semester because [insert reason you were denied]. However, [insert extenuating circumstances or reason you think you should be admitted]. Would you please reevaluate my application and transcripts? Official copies of my transcripts are being sent electronically.

If you have any questions or need any additional information, please contact me at [insert contact information such as phone number and/or email address].

Thank you for your time and attention.

Sincerely,

Stu Dent

*Note: Call the SDSU Prospective Student Center at 619-594-6336 and ask for the reason(s) that your application was denied. Ask the representative to look up your application to be able to give a specific reason in your appeal letter.

UNDERGRADUATE ADMISSIONS APPEAL REQUEST**APPLICANT INFORMATION**

SDSU RedID: _____ Date: _____

Applicant Name: _____
Last First Middle MaidenMailing 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: 60-89.5 semester units/90-134.5 quarter units **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 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: _____

APPEALS INSTRUCTIONS

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 will be provided within 6-8 weeks after the submission of a **complete** appeals package. **Note:** Depending on the volume of appeals received by the Office of Admissions, appeal decisions could exceed 8 weeks.
3. Applicants will be notified of the appeals decision by mail using the address on file in the SDSU Office of Admissions or the mailing address noted on the Admissions Appeal Request form. To confirm or update your mailing address, please go to www.sdsu.edu/portal.
4. Complete the Undergraduate Admissions Appeal Request form and appeal letter along with supporting documentation (e.g., hospitalization, military service, family crisis) that substantiates your appeal.
5. Review Admission Appeals Process website at www.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 **three weeks** of submission of admission appeal request form, otherwise appeal will be withdrawn and no longer considered.
6. Mail the complete appeals package with supporting documentation (refer to www.sdsu.edu/appeals) to:

University Admissions Appeals Committee
Office of Admissions
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-7455

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: _____

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