



CALIFORNIA STATE UNIVERSITY, FULLERTON

FIRST TIME FRESHMAN ADMISSION APPEAL COVER SHEET OFFICE OF ADMISSIONS

Applicant Name: _____ CWID: _____ FALL 16

Applicant
EMAIL Address: _____ Applicant
Day Phone #: _____
(PRINT CLEARLY)

Submit the following documents in **ONE COMPLETE PACKAGE**. Only **complete** appeals will be considered. Check the following website for additional information: <http://www.fullerton.edu/admissions/appeals>.
READ APPEAL DIRECTIONS COMPLETELY.

- 1) **Freshman Appeal Cover Sheet** – Complete both pages of this document.
- 2) **Letter of Appeal** – Must address extenuating circumstances or complete explanation supporting appeal.
- 3) **Documentation** – Include documents as defined. Undocumented appeal statements will not be considered.
- 4) Do not submit letters of recommendation or copies of awarded honors.

Missed Deadline Appeals

- | | |
|---|---|
| <input type="checkbox"/> Admission Application Fee | <input type="checkbox"/> Test Scores (ACT or SAT) |
| <input type="checkbox"/> 7 th Semester High School Transcripts | <input type="checkbox"/> ELM / EPT Tests |
| <input type="checkbox"/> Acceptance of Offer / Enrollment Deposit | <input type="checkbox"/> Final High School Transcript |
| <input type="checkbox"/> New Student Orientation (NSO) Registration | <input type="checkbox"/> New Student Orientation (NSO) Attendance |
| <input type="checkbox"/> Early Start Program (ESP) – Registration | <input type="checkbox"/> Early Start Prog (ESP) – Attend / Complete |

Admission Decision Appeals

- | | |
|--|--|
| <input type="checkbox"/> Low Eligibility Index | <input type="checkbox"/> Missing College Prep Course |
| <input type="checkbox"/> Other _____ | |

Letter of Appeal – This letter must be prepared by you, the applicant, and must include information that was not included or was unavailable at the time you filed your application for admission. Include your current GPA in letter.

Documentation and Additional Information Required

- If you did not pay the **admission application fee** and were not approved for a fee waiver during the application process, you will need to pay the fee before your application will be given any further consideration. If there was a change to the financial information provided during the fee waiver calculation, include the details of those differences in your appeal letter. Provide financial documentation for any differences.
- If you missed **ANY deadline (test scores, transcripts, NSO or ESP)**, provide verification that you met the deadline. Verification may be a receipt or confirmation of your order. Provide unofficial transcripts with your appeal packet.
- If you missed either the **acceptance of your admission offer** or **paying your enrollment deposit**, provide screen prints, cancelled checks, bank or credit card statements to document.

COMPLETE PAGE 2 - SIGN APPEAL – SUBMIT WITH REQUIRED DOCUMENTATION

OFFICE USE ONLY

Rec'd _____ Stat/Dte ____/____ GPA _____ EI ____/____ Mjr _____ Local/Out _____
EOP _____ NSO _____ ELM _____ EPT _____ ESP ____/____ Dte/Emails _____ Comm _____

Appeal Status	Notes/Comments	Action
Approved	_____	APPL ADMT
Denied	_____	WAIT PEND
No Action	_____	MATR DDEF-

Decision: By _____ Date _____ Email _____ Comm _____ Stat _____

Documentation and Additional Information Requirements

■ **ALL first time freshmen students appealing must complete this section:**

Complete SAT and/or ACT eligibility index calculation. The GPA is determined using grades for college prep courses taken in 10th through 12th grade work. Do NOT include midterm grades or grade estimations. My GPA = _____.

SAT Test Takers --- _____ + _____ + _____ = _____
(GPA X 800) (SAT Read) (SAT Math) (Eligibility Index)

ACT Test Takers --- _____ + _____ = _____
(GPA X 200) (ACT Comp ____ X 10) (Eligibility Index)

- Include an unofficial copy of your current high school transcript.

■ If you were denied because you did not meet the **eligibility index of a highly impacted major** (CSUF does not consider alternate major listed) on your application, please answer the following questions:

- Which primary major did you request on your application: Biology/BioChem Kinesiology Psychology Nursing
(circle one)
- What major are you requesting a change to? _____

You cannot change to a highly impacted major without meeting department approval.

- Describe why you are interested in the new major. _____

■ If you were denied admission because you do not meet the required **college prep course requirement in a specific area or areas** prior to graduation from high school, complete the following for each required course you are taking:

-- Course Prep Area (ex: ENGL) _____ Course _____
Scheduled Completion Date _____ Where are you taking the course? _____

-- Course Prep Area (ex: VPA) _____ Course _____
Scheduled Completion Date _____ Where are you taking the course? _____

If more than two courses are needed, enter the additional information in your appeal letter. Include an unofficial copy of a transcript showing enrollment in each course.

The following applies to all types of appeals:

- 1) All appeals must be **received** by the CSUF Admissions Appeals Committee **within one month** of date on the "missed deadline" or "deny" notification / communication from the Office of Admissions.
- 2) Appeal decisions will be provided within 3-4 weeks of submission.
- 3) Applicants will be notified by **electronic communication** to the address listed above and/or your personal CSUF email address.
- 4) Submit appeal (total package) by one of three ways.

MAIL to: California State University, Fullerton
Admissions Appeals Committee
P.O. Box 6900
Fullerton, CA 92834-6900

FAX to: (657) 278-1152

EMAIL to: appeals@fullerton.edu

I certify that I have read the Admissions Appeals Information (web address above) and have submitted a complete packet. I understand that if my appeals packet is incomplete, my appeal may be delayed or immediately denied.

Applicant Signature

Date