

California State University, Monterey Bay

Please print clearly

ADMISSIONS APPEAL FORM

Office of Admissions

Student ID# _____ Term of Application _____

Applicant Last Name _____ First Name _____

Address _____

City _____ State _____ Zipcode _____

Email Address _____ Phone _____

**All appeals must be filed within 15 days after admissions decision notification.
A limit of one appeal per academic term. Decisions rendered are final and non-negotiable.**

NOTE: This form is not for residency appeals.

Applied as a: ☐ First Time Freshmen ☐ Transfer ☐ Graduate ☐ Credential

Appeal Type:

☐ **Admission Decision** *Applicants that were determined ineligible*

☐ **Institutional Review** *Applicants that believe they submitted documents or met other posted deadlines but the university does not show them as satisfied or completed. Please check the box(es) that pertain(s) to you:*

☐ Application Fee

☐ Math Placement test (ELM)

☐ Test Scores (i.e. SAT/ACT or TOEFL)

☐ English Placement test (EPT)

☐ Enrollment Confirmation Deposit

☐ Early Start

☐ Transcripts

☐ Other _____

What do I need to submit?

Submit ALL of the following documents in ONE COMPLETE PACKET. Incomplete packets *will not* be considered and the appeal may not be re-submitted.

1. Appeal Form: *Complete this entire form.*
2. Letter of Appeal: *Must address extenuating circumstances and your reason for the appeal.*
3. Documentation to support your appeal (e.g., transcripts, SAT/ACT scores, proof of mailing/submission of requested information, etc.)

My signature below acknowledges the following statements:

The information on this form and in any attachments is complete and accurate. It also authorizes the Office of Admissions to verify any information submitted.

I understand that I will receive an appeal acknowledgement email within 5-7 business days after receipt by the Office of Admissions and that I am responsible for adhering to all established Admission document and payment deadlines in order to avoid not being able to enroll for the quarter for which I am applying.

Student Signature _____ Date _____

For Office of Admissions use only

Appeal received by: _____ Date _____

☐ Appeal Approved | Conditions (if Applicable): _____

☐ Appeal Denied – Incomplete

☐ Appeal Denied for the following reasons: _____

Reviewed By: _____ Date _____

Admission decisions were based on the evaluation of your application for admission. A review of this submitted information was used to determine your eligibility for admission to the CSU Monterey Bay.

Note: Failure to meet the established admission criteria, or related deadlines, will negatively affect your admission/enrollment eligibility.

All requests must include documentation related to the extraordinary circumstances you wish to be considered for the appeal. You must prove that you meet the established admission criteria for your classification (freshman or transfer) and/or that you did not miss any admission and enrollment related deadlines.

Appeals will be considered once, and decisions rendered are final and non-negotiable. Students submitting appeals will be notified via email on their final appeal decisions, but are advised not to change their existing college options or other educational pursuits while waiting for the appeal decision.

In preparing your appeal, please understand the following:

- Letters of recommendation will not be considered.
- Reporting errors made on the application are not a basis for the reversal of a decision.
- Appeal letters must be submitted by applicant.
- Appeal letters written by anyone other than the applicant will not be considered.

For all appeals, please note the following:

1. Appeals submitted via e-mail or fax will not be considered.
2. Must be received no later than 15 days from date of Admissions decision notification
3. A limit of one appeal per academic term. Decisions rendered are final and non-negotiable.
4. Appeal packets should include:
 - a. CSU Monterey Bay Admissions Appeal Form
 - b. Letter of Appeal
 - c. Documentation to support your appeal (e.g., transcripts, SAT/ACT scores, proof of mailing/submission of requested information, Early Start Registration etc.)
5. Incomplete packets will not be considered and will not be returned for completion. Incomplete appeal packets will be denied and cannot be re-submitted.
6. Submit the appeal packet in person to Student Services Building (Bldg 47), or by mail to:
California State University, Monterey Bay
Office of Admissions, Bldg. 47
RE: Admissions Appeal
100 Campus Center
Seaside, CA 93955-8001
7. Notification that we have received your appeal packet will be emailed within 7 days.
8. Appeal Decisions may take 2 weeks before a final committee decision is rendered.

Office Hours:
M-F: 8:00 a.m. – 5:00 p.m.