



PLEASE READ: The appeal process is only for applicants who have not met admission requirements but have serious or compelling evidence they feel the committee should consider. If you were denied admission and believe you have met admission requirements, do not submit an appeal. Instead, contact the Office of Admissions at 530-898-6321 to inquire about providing new information that you did not include on your application (e.g., work in progress, test scores, grade corrections).

APPLICANT INFORMATION:

Name: _____ Chico State ID #: _____

Email Address: _____ Phone Number: _____

DOCUMENTS: Submit the following documents in **ONE COMPLETE PACKAGE**. Incomplete packages will not be considered and may not be re-submitted.

- Appeal Coversheet (this document), signed and dated
- Letter of Appeal in response to each of the following questions as applicable to your circumstances:
 1. Why is Chico State your campus choice, and why is it critical for you to attend in the immediate semester?
 2. What specific circumstances influenced not being able to complete the necessary eligibility requirements? Clarify if these circumstances have been addressed and are no longer a concern for future academic success.
 3. If applicable, discuss whether you are aware of or connected to any campus resources that will support your success.
- Transcripts that include your most recent fall grades, as well as spring courses in progress
- Documentation that supports the reason for the appeal (if applicable)

THE FOLLOWING APPLIES TO ALL APPEALS:

- Appeals must be received by CSUC within 15 business days from the date you received your deny letter.
- Students who are appealing their denied status may only submit one appeal per admission term.
- The Office of Admissions will confirm receipt of your appeal package via email.
- How quickly a submitted appeal can be reviewed is determined on a case-by-case basis depending on student type and the kinds of eligibility deficiencies with the file.
- You will be notified by email once a final decision has been made, regardless of the outcome.
- Submit your complete appeal package by email to info@csuchico.edu or mail to:

Appeal Committee
Office of Admissions
CSU, Chico
400 West First Street
Chico, CA 95929-0722

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Deny Letter Date: _____ Appeal Rec'd Date: _____ Employee Initials: _____

Ack. Email Sent Appeal Letter Scanned Final Transcript Received Appeal Packet Scanned

APPEAL COMMITTEE NOTES: