



CALIFORNIA STATE
UNIVERSITY CHICO
OFFICE OF ADMISSIONS

ADMISSIONS APPEAL COVERSHEET

PLEASE READ: 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). The appeal process is only for applicants who have serious or compelling evidence that they feel the committee should consider.

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 signed and dated
- Letter of Appeal addressing extenuating circumstances and academic performance
- 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 communicate with an email once your appeal has been received.
- Appeals will be reviewed **after our office has received your official spring grades** for the current academic year. **Without your final, official transcript, your appeal will not be complete and will not be considered.**
- Appeal decisions will be made late July for the fall semester or the beginning of January for the spring semester. You will be notified by mail once a final decision has been made, regardless of the outcome.
- Submit your complete appeal package by mail: Appeal Committee
Or fax: (530) 898-6456
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