



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

## **Academic Affairs**

**Approved By:** Richard R. Rush  
President

**Policy Number:** AA.12.003

**Effective Date:** 3/30/15

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## **Policy on Undergraduate Admission Exceptions**

### **PURPOSE:**

To establish a selective admission exception process for undergraduate applicants who have not met, or will not meet, the minimum CSU admission requirements.

### **BACKGROUND:**

Title 5, Section 40900: General Exceptions or Section 40901. CSU Admission Handbook (2015-2016); page 4. Assembly Bill 670.

### **POLICY:**

#### **Accountability:**

Director of Admissions and Recruitment

#### **Applicability:**

Any undergraduate applicant who will not meet the published admission eligibility standards, or who has applied and has received an official denial from the University, may submit a letter of appeal to the Admissions Exception Committee.

#### **Definition(s):**

Admissions Exception Committee: Composed of two faculty members (appointed by the Chair of the Academic Senate), one representative from Academic Advising (appointed by the director of Academic Advising), one representative from Admissions and Recruitment (appointed by the director of Admissions and Recruitment), one representative from the Educational Opportunity Program (appointed by the director of Access, Orientation, and Transition Programs), one representative from the Educational Access Center (appointed by the director of Access, Orientation, and Transition Programs), and one student (appointed by the president of student government). Each member of the committee serves a term of two admissions cycles (spring and fall).

Exception: A request to be admitted despite not having met all CSU admissions requirements (not a request to waive or substitute requirements). A limited number of admissions exceptions are allocated to this campus each academic year.

Denial: A formal letter from the University denying admission.



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**Extenuating Circumstances:** Any condition that the applicant believes explains the reason for failure to meet admission criteria and that warrants the review of the application.

**Petition:** May be by form or letter and must include a statement of extenuating factors, including the potential hardship to be incurred if admission is denied as well as the reason the applicant's past record is not indicative of present capabilities.

### **Policy Text:**

Any undergraduate applicant who has been denied admission, or will be denied admission, to the University may request admission by submitting a letter of appeal requesting that the application be reviewed. Under the purview of the director of Admissions and Recruitment, the Admissions Exception Committee regularly reviews these letters along with the original application and supporting documents. The committee will review the request and recommend whether or not the applicant's petition warrants a granting of admission. Key to the committee's decision is the applicant's ability to succeed in the University environment given the explanation and documentation provided. The committee considers a number of factors, normally favoring applicants who are close to qualifying and whose appeals both adequately explain the failure to meet admission criteria and demonstrate the motivation to succeed.

**EXHIBIT(S):** N/A