CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL

Academic Affairs	**Policy Number:** AA.12.011 / SP.19.002
Approved By: Erika D. Beck	**Effective Date:** 9/14/20
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Policy on Undergraduate Admissions Appeals

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: Exceptions for Applicants to Special Compensatory Programs. CSU Admission Handbook (2019-20); page 10. Education Code, Section 89030.7.

POLICY:

Accountability:

Admissions & Recruitment office

Applicability:

Any applicant for undergraduate studies in a stateside program 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 Request for an Admissions Appeal packet.

Definition(s):

Admissions Appeal Committee: Composed of three Admissions professionals with outside consultation from Disability Accommodations and Support Services (DASS) for students who provide technical documents regarding disabilities. (Note: Professionals from the Educational Opportunity Program (EOP) determine any EOP admission exceptions per CSU guidelines.)

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 annually allocated by the CSU Chancellor's Office to each campus in the system.

Denial: A formal letter from the University denying admission.

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. This includes having erred in completing the application for admission or information that has changed since submitting the application.

Appeals Process: Students must complete a Request for an Admissions Appeal Form, a typed statement of the extenuating circumstance, and documentation to verify any claim made regarding hardship (including disability and illness) or other extenuating circumstance. The Appeals Process will be referenced in the Denial Notice sent to the student as well as posted online.

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Policy Text:
Any applicant for undergraduate studies in a stateside program who has been denied admission, or will be denied admission, to the University may request admission by submitting a Request for an Admissions Appeal packet. Under the purview of the Assistant Vice President for Enrollment Management/Director of Admissions and Records, the Admissions Appeals Committee regularly reviews Requests for Admission Appeals and determines their outcomes. 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 ability to succeed. The following stipulations will apply to admission appeals:

1. Students will have 15-business days from the date of the admissions Denial Notice in which to submit their appeal.

2. Students will be limited to one appeal per academic term (fall or spring admissions cycle).

3. Request for an Admissions Appeal packets must be submitted to the Admissions and Recruitment office.

4. Appeal Packets are reviewed on a regular basis, and students will receive a response to their requests within one month of receipt. Incomplete packets will not be reviewed.

5. Appeal Packets will be reviewed by the Appeals Committee only for University admission decisions, not for program admission decisions.

EXHIBIT(S): N/A