



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Graduate Admissions Appeals Policy

Policy #: SP 11-13

Drafted By: Student Academic Policies and Procedures Committee, 2011-2012: Stephen Clark, chair; Beatrice de Oca, Nancy Mozingo, Tiina Itkonen, Nitika Parmar

Accountability:

All CI academic units that offer graduate or post-baccalaureate programs of study.

Applicability:

Any applicant for graduate or post-baccalaureate study who has applied and has received an official denial from the University, may submit a letter of appeal to the academic program in question.

Purpose:

To establish a selective admission exception process for graduate applicants who have not met, or will not meet the minimum requirements for admission to graduate or post-baccalaureate studies at a California State University campus, and/or the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations and specific course and/or grade prerequisites, as appropriate campus authorities may prescribe.

Background:

This policy is being implemented to comply with AB 670, and conforms to the following state statutes and CSU policies: Title 5, chapter 1, subchapter 3, article 8 of the California Code of Regulations. CSU Graduate Application Handbook (2012-13), page 1.

Definition(s):

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.

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.

Appeal: 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.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Graduate Admissions Appeals Policy

Policy:

Any applicant for graduate or post-baccalaureate study who has been denied admission, or will be denied admission, to the University may request admission by submitting an appeal requesting that the application be reviewed. The appeal will be reviewed by the academic unit offering the program of study to which applicant has applied. Key to the decision is the applicant's ability to succeed in the program of study given the explanation and documentation provided. The composition of the body hearing the appeal will be determined by the academic unit in question. The body's decision will be based on 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 and potential to succeed.

The following stipulations will apply to graduate or post-baccalaureate admission appeals:

1. Students will have 15 business days from the date of denial of admissions notification in which to appeal the denial.
2. Students will be limited to one appeal per academic term.
3. Appeals should be submitted to the academic unit in which the student plans to undertake a program of graduate or post-baccalaureate study.
4. The response to the appeal will normally be issued within four weeks from the date the appeal is received.