

Request for Admission Exception for Spring 2016 (Transfer Students Only)

Applicants to CSU Channel Islands (CI) are expected to meet all deadlines and minimum admission requirements in order to be admitted and enroll at CI. Per policy, students have within 15 business days from the date of denial of admission notification to submit an exception request. Approvals for exception are not guaranteed and are considered on a case-by-case and space available basis. Please allow up to 30 days for a response.

Types of requests include the following:

- Additional information to become CSU eligible.
- Request to be reviewed for admission despite missing a deadline.
- Request to be admitted despite not meeting the minimum CSU Admission requirements.

You may complete the form below to request one of the above. Please read the below information to ensure you submit the appropriate paperwork and are aware of the parameters regarding each type of request.

Additional information to become CSU eligible.

- Requests are reviewed on an on-going basis.
- Students must submit unofficial transcripts from all colleges and universities attended as well as institutions currently attending. In addition, submit official Advanced Placement (AP) test scores (if applicable).

Request to be reviewed for admission despite missing a deadline.

- Students who are approved may be placed on a waitlist and offers of admission or enrollment may be based on space availability.

Request to be admitted despite not meeting the minimum CSU Admission requirements.

- Option is only available to students who were provisionally admitted for the spring term, but received a rescinding of their admission due to no longer being CSU eligible
- Requests will not be considered for students with less than a 2.0 GPA or not in good standing at the last institution attended.
- If you are denied for less than 60 units, submit official high school transcript (with graduation date) and test scores to be considered as a lower division transfer student.
- Requests for this type of exception will not be reviewed until mid-December/early January.



Request for Admission Exception for Spring 2016

By completing the below form, you are acknowledging that you have read the above guidelines related to requesting an admission exception.

Name:	CI Student ID Number: (Student ID Number is in your CI Student Center, under Personal Information, Click on Demographic Data)	Date:
Reason for Admission Exception to the following requirements (check only one):		
<input type="checkbox"/> Additional information to become CSU eligible. <input type="checkbox"/> Request to be reviewed for admission despite missing a deadline. <input type="checkbox"/> Request to be admitted despite not meeting the minimum CSU Admission requirements.		

Submit the following with this form:

1. Any required documents outlined in the previous page according to your type of admission exception request.
2. In a **typewritten** document (no more than 2 pages) attached to this form, please respond to the statement.

I am requesting an admission exception because...

Please note: Incomplete forms without necessary documents will be automatically denied. Notifications of the outcome of the request will be sent via email and all committee decisions are final.

Submit all documents to:

CSU Channel Islands
Attn: Admissions & Recruitment, Admission Exception Request
Sage Hall, Room 1020
One University Drive
Camarillo, CA 93012
(805) 437-8520

Office Use Only		
Date Received:	Date Reviewed:	<input type="checkbox"/> Request Approved
By:	By:	<input type="checkbox"/> Request Denied
Date Notification Sent:		
Date Peoplesoft Updated:	Admission Basis Code: _____	