

## Admissions &amp; Recruitment

Admissions Appeal  
Sage Hall 1020  
One University Drive  
Camarillo CA 93012  
(805) 437-8520

**FRESHMAN ADMISSIONS APPEAL FORM**

Name: \_\_\_\_\_ Dolphin ID#: \_\_\_\_\_

Term and Year of Application: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number #: \_\_\_\_\_

Current School Attending: \_\_\_\_\_

**INSTRUCTIONS**

1. Attach a typed statement that explains your reason for appealing. The personal statement must be completed by the applicant. In order for us to best understand the nature of your appeal, please use proper grammar and punctuation.
2. Include documentation to verify any claims made in your statement regarding hardship, illness, or other extenuating circumstances. A personal statement does not constitute documentation. Letters of recommendation will not be considered. **IMPORTANT:** Documentation related to sensitive personal or medical issues should be the minimum necessary to understand your hardship, illness, or other extenuating circumstance. Documentation will **NOT** be returned, so please do **NOT** submit original copies.
3. For individuals with disabilities: Any person who is submitting an appeal on the basis that they are a qualified student applicant with a disability must include documentation that supports current and, where relevant, historical verification of the disability. CI will evaluate disability documentation using guidelines established by the California State University (CSU) system. All appeals are reviewed on a case-by-case basis. **IMPORTANT:** Documentation will **NOT** be used to determine accommodations if your appeal is successful. Students must contact Disability Accommodation and Support Services (DASS) to request services. Documentation provided as part of your appeal packet will **NOT** be shared with DASS but will be treated in a professional and confidential manner.
4. If our letter states that your admission was denied due to not being CSU eligible, then the following documents must be **ATTACHED to the Appeal form AND received** by CI within **15-business days** of the date on your Denial Notice:
  - A copy of your high school transcript with sixth-semester grades posted. If you took college courses, then you will also need to include a copy of your college transcript.
  - Enrollment verification of courses enrolled for the final semester or course grades (if not listed on your transcript).
  - A copy of your ACT or SAT Reasoning test scores.
  - A copy of any AP test scores (if applicable).
5. If our letter states that your admission was rescinded or cancelled because you failed to meet an admission requirement(s), then the following documents must be

received by CI within **15-business days** of the date on your Denial Notice:

- Transcripts not previously submitted **directly** to CI from all high schools and colleges attended. CI will **NOT** accept unofficial transcripts when your admission was rescinded or cancelled.
  - **Official** test scores that were not previously submitted directly to CI by your school or test provider (ACT and/or College Board). CI will **NOT** accept unofficial test scores when your admission was rescinded or cancelled.
4. If you missed the deadline for submitting final official transcripts and/or official AP test scores, you must submit a Request for an Admissions Appeal within 15-business days from the deadline noted in the Enrollment Guide that accompanied our offer of provisional admission. Failure to adhere to deadlines is not likely to be viewed favorably by the Admissions Appeal Committee. Our offer of provisional admission will be rescinded if (a) your appeal is not approved or (b) once the opportunity to appeal expires, whichever comes first. Students are responsible for complying with all deadlines and instructions included in the Enrollment Guide.

## MAILING INSTRUCTIONS

Mail (fax and email **NOT** accepted) this form and supporting documentation to:

Admissions Office  
RE: Admissions Appeal  
CSU Channel Islands  
Sage Hall 1020  
One University Drive  
Camarillo, CA 93012-8599

**We strongly advise you to mail your completed appeal packet via priority mail or another source where you can track its delivery. Due to the high number of appeals we receive, we are unable to confirm receipt of your package.**

If you are determined to be admissible, you will receive a printed offer of admissions. If your appeal is not successful, then you will receive an email notifying you of the outcome. **Please allow 4 weeks for processing.**

*I have read the Admissions Appeals Process and above instructions and understand that I must submit supporting any and all **documentation** by the stipulated deadline or my packet will be considered incomplete. I further understand that incomplete packets will be automatically denied and no further appeals will be allowed.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY		
Reviewer:	Date Reviewed:	Admissible Referred to Committee on:
Notes for Committee:	Date Reviewed by Committee:	Appeal Granted by Committee Appeal Denied by Committee
Date Notification Sent:	Notification sent by:	
Date PeopleSoft updated:	Admission Basis Code:	