

Admissions & Recruitment

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

TRANSFER ADMISSIONS APPEAL FORM

Name: _____ Dolphin ID#: _____

Term of Application: ☐ Fall or ☐ Spring Year: _____

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 If our letter states that your admission was denied due to *not being CSU eligible* or that your admission was *rescinded or cancelled* for not having met admission requirements, then the following documents must be received by CSUCI within 15-business days of the date on your Denial or Rescind Notice in order for your appeal to be considered:
 - **Official** transcripts from all colleges and universities attended even if (a) no credit was earned and/or (b) course credit is reflected on another school's transcript. If you have taken coursework from an institution outside of the United States, your transcript must be evaluated by a credentials evaluation services, such as International Education Research Foundation (IERF) at www.ierf.org. A detailed report from the credential evaluations service must be included as part of your appeal package.
 - A receipt showing that your transcript was ordered. **NOTE:** All transcripts must be received within the 15-business days referenced above.
 - **Official** Advanced Placement (AP) examination scores and/or International Baccalaureate

(IB) transcripts (if applicable). NOTE: If you are unable to obtain AP or IB scores within the required 15-business days, then you must submit written proof that you have ordered the scores AND include an unofficial copy of your test scores.

- Military documents if applicable (DD214, Joint Services Transcripts (JST), Community College of the Air Force transcript).

5. 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 letter in the mail offering you admission. 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:	