

TRANSFER ADMISSIONS APPEAL FORM

Name: _____ Dolphin ID#: _____

Term of Application: Fall or Spring Term 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. If our letter states that your admission was DENIED due to **not being CSU eligible** or that your admission was **rescinded or cancelled** for not having met admission requirements, then the following documents must be received by CSUCI within 15-business days of the date on your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:
 - 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. *International Transcripts: If you have taken coursework from an institution outside of the United States, your transcript must be evaluated by a credentials evaluation service, such as International Education Research Foundation (IERF) at www.ierf.org. A detailed report with course level identification 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.**
 - 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.**
 - If you are an incoming **lower-division transfer student** (with less than 60 semester/90 quarter transferable units), you must also submit an official High School transcript and SAT/ACT test scores.
 - Military documents if applicable (DD214, Joint Services Transcripts (JST), Community College of the Air Force transcript).

4. For individuals with disabilities must provide supporting documentation and historical verification of their 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.**

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 Admissions Rescind Letter/email. Failure to adhere to deadlines is not likely to be viewed favorably by the Admissions Appeal Committee. Students are responsible for complying with all deadlines and instructions listed on our website.

6. If you were not accepted to the Nursing Program, please note that decisions made by the Nursing Program cannot be appealed. However, if you would like for your admissions to be reconsidered under an alternate major, please indicate an alternate major below. Your application will be reevaluated to determine your CSU eligibility under your alternate major. Please review my application for CSU Eligibility under my Alternative Major: _____.

We strongly advise you to e-mail your completed appeal packet to admissions@csuci.edu. You may also mail in your appeal packet to the address listed below. Due to the high number of appeals we receive, we are unable to confirm receipt of your appeal.

MAILING INSTRUCTIONS

Mail (faxes will NOT be 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

If you are determined to be admissible, you will receive an e-mail from the appeals committee. If your appeal is not successful, then you will receive an e-mail 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 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/Exception Reason:	