PURPOSE:
To establish a selective admission exception process for undergraduate applicants who have not met, or will not meet, the minimum CSU admission requirements.

BACKGROUND:
Title 5, Section 40900: General Exceptions or Section 40901: Exceptions for Applicants to Special Compensatory Programs. CSU Admission Handbook (2019-20); page 10. Education Code, Section 89030.7. Title 5, Section 40900: General Exceptions or Section 40901. CSU Admission Handbook (2015-2016); page 4. Assembly Bill 670.

POLICY:
Accountability:
Assistant Vice President for Enrollment Management/Director of Admissions and Records Director of Admissions and Recruitment
Admissions & Recruitment Office

Applicability:
Any applicant for undergraduate studies in a stateside program who will not meet the published admission eligibility standards, or who has applied and has received an official denial from the University, may submit a Request for an Admissions Appeal packet. Any undergraduate applicant who will not meet the published admission eligibility standards, or who has applied and has received an official denial from the University, may submit a letter of appeal to the Admissions Exception Committee.

Definition(s):
Admissions Appeal Committee: Composed of three Admissions professionals with outside consultation from Disability Accommodations and Support Services (DASS) for students who provide technical documents regarding disabilities. (Note: Professionals from the Educational Opportunity Program (EOP) determine any EOP admission exceptions per CSU guidelines.)
Admissions Exception Committee: Composed of two faculty members (appointed by the Chair of the Academic Senate), one representative from Academic Advising (appointed by the director of Academic Advising), one representative from Admissions and Recruitment (appointed by the director of Admissions and Recruitment), one representative from the Educational Opportunity Program (appointed by the director of Access, Orientation, and Transition Programs), one representative from the Educational Access Center (appointed by the director of Access, Orientation, and Transition Programs).
Policy on Undergraduate Admission Exceptions

Admissions Appeals

and one student (appointed by the president of student government). Each member of the committee
serves a term of two admissions cycles (spring and fall).

**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
annually allocated by the CSU Chancellor’s Office to each campus in the system 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. This includes having erred in completing the
application for admission or information that has changed since submitting the application.

**Petition:** 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.

**Appeals Process:** Students must complete a Request for an Admissions Appeal Form, a typed statement
of the extenuating circumstance, and documentation to verify any claim made regarding hardship
(including disability and illness) or other extenuating circumstance. The Appeals Process will be
referenced in the Denial Notice sent to the student as well as posted online.

**Policy Text:**

Any undergraduate applicant who has been denied admission, or will be denied admission, to the
University may request admission by submitting a letter of appeal requesting that the application be
reviewed. Under the purview of the director of Admissions and Recruitment, the Admissions Exception
Committee regularly reviews these letters along with the original application and supporting documents.
The committee will review the request and recommend whether or not the applicant’s petition warrants a
granting of admission. Key to the committee’s decision is the applicant’s ability to succeed in the
University environment given the explanation and documentation provided. The committee considers 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 to succeed.

Any applicant for undergraduate studies in a stateside program who has been denied admission, or will be denied
admission, to the University may request admission by submitting a Request for an Admissions Appeal packet.
Under the purview of the Assistant Vice President for Enrollment Management/Director of Admissions and
Records, the Admissions Appeals Committee regularly reviews Requests for Admission Appeals and determines
their outcomes. Key to the committee’s decision is the applicant’s ability to succeed in the University environment
given the explanation and documentation provided. The committee considers a number of factors, normally
favoring applicants who are close to qualifying and whose appeals both adequately explain the failure to meet
Policy on Undergraduate Admission Exceptions

Admissions Appeals

Admission criteria and demonstrate the ability to succeed. The following stipulations will apply to admission appeals:

1. Students will have 15-business days from the date of the admissions Denial Notice in which to submit their appeal.

2. Students will be limited to one appeal per academic term (fall or spring admissions cycle).

3. Request for an Admissions Appeal packets must be submitted to the Office of Admissions and Recruitment.

4. Appeal Packets are reviewed on a regular basis, and students will receive a response to their requests within one month of receipt. Incomplete packets will not be reviewed.

5. Appeal Packets will be reviewed by the Appeals Committee only for University admission decisions, not for program admission decisions.

Appeal Packets will not be accepted or reviewed for students who do not meet the following CSU admission criteria:

a. Freshman applicants with less than a 2.0 GPA for California residents or 2.5 GPA for out-of-state residents.

b. Transfer applicants with less than a 2.0 GPA (includes California and out-of-state residents) and/or who are not in good standing at the last institution attended.

EXHIBIT(S): N/A