FIRST TIME FRESHMAN ADMISSION APPEAL COVER SHEET
OFFICE OF ADMISSIONS

Applicant Name: _______________________________________ CWID: _________________________   FALL 16
Applicant          Applicant
EMAIL Address: _____________________________________________ Day Phone #:______________________

Submit the following documents in ONE COMPLETE PACKAGE. Only complete appeals will be considered.
Check the following website for additional information:  http://www.fullerton.edu/admissions/appeals.
READ APPEAL DIRECTIONS COMPLETELY.

1) Freshman Appeal Cover Sheet – Complete both pages of this document.
2) Letter of Appeal – Must address extenuating circumstances or complete explanation supporting appeal.
3) Documentation – Include documents as defined. Undocumented appeal statements will not be considered.
4) Do not submit letters of recommendation or copies of awarded honors.

Missed Deadline Appeals

- Admission Application Fee
- 7th Semester High School Transcripts
- Acceptance of Offer / Enrollment Deposit
- New Student Orientation (NSO) Registration
- Early Start Program (ESP) – Registration
- Test Scores (ACT or SAT)
- ELM / EPT Tests
- Final High School Transcript
- New Student Orientation (NSO) Attendance
- Early Start Prog (ESP) – Attend / Complete

Admission Decision Appeals

- Low Eligibility Index
- Other __________________________
- Missing College Prep Course

Letter of Appeal – This letter must be prepared by you, the applicant, and must include information that was not included or was unavailable at the time you filed your application for admission. Include your current GPA in letter.

Documentation and Additional Information Required

- If you did not pay the admission application fee and were not approved for a fee waiver during the application process, you will need to pay the fee before your application will be given any further consideration. If there was a change to the financial information provided during the fee waiver calculation, include the details of those differences in your appeal letter. Provide financial documentation for any differences.
- If you missed ANY deadline (test scores, transcripts, NSO or ESP), provide verification that you met the deadline. Verification may be a receipt or confirmation of your order. Provide unofficial transcripts with your appeal packet.
- If you missed either the acceptance of your admission offer or paying your enrollment deposit, provide screen prints, cancelled checks, bank or credit card statements to document.

COMPLETE PAGE 2 - SIGN APPEAL – SUBMIT WITH REQUIRED DOCUMENTATION

OFFICE USE ONLY
Rec’d _________ Stat/Dte ___/_______ GPA ______ EI _____/_____ Mjr ___________ Local/Out
EOP NSO ___ ELM ___ EPT ___ ESP ___ / ____ Dte/Emails ______________________ Comm ______

Appeal Status

<table>
<thead>
<tr>
<th>Approved</th>
<th>Notes/Comments __________________________</th>
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<tbody>
<tr>
<td>Denied</td>
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<td>No Action</td>
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Action

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<tr>
<td>WAIT</td>
<td>PEND</td>
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<td>MATR</td>
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Decision: By __________ Date __________ Email ____ Comm ____ Stat ____
Documentation and Additional Information Requirements

**ALL first time freshmen students appealing must complete this section:**
Complete SAT and/or ACT eligibility index calculation. The GPA is determined using grades for college prep courses taken in 10th through 12th grade work. Do NOT include midterm grades or grade estimations. My GPA = ________.

SAT Test Takers --- __________ + __________ + __________ = __________
(GPA X 800) (SAT Read) (SAT Math) (Eligibility Index)

ACT Test Takers --- __________ + __________ = __________
(GPA X 200) (ACT Comp ____ X 10) (Eligibility Index)

- Include an unofficial copy of your current high school transcript.

- If you were denied because you did not meet the **eligibility index of a highly impacted major** (CSUF does not consider alternate major listed) on your application, please answer the following questions:
  
  - Which primary major did you request on your application: Biology/BioChem Kinesiology Psychology Nursing
  
  - What major are you requesting a change to? __________________________

  **You cannot change to a highly impacted major without meeting department approval.**

  - Describe why you are interested in the new major. ____________________________________________

  __________________________________________________________________________________________

- If you were denied admission because you do not meet the required **college prep course requirement in a specific area or areas** prior to graduation from high school, complete the following for each required course you are taking:

  -- Course Prep Area (ex: ENGL)___________ Course __________________________
  Scheduled Completion Date __________ Where are you taking the course? __________________________

  -- Course Prep Area (ex: VPA)___________ Course __________________________
  Scheduled Completion Date __________ Where are you taking the course? __________________________

  If more than two courses are needed, enter the additional information in your appeal letter. Include an unofficial copy of a transcript showing enrollment in each course.

The following applies to all types of appeals:

1) All appeals must be **received** by the CSUF Admissions Appeals Committee **within one month** of date on the "missed deadline" or "deny" notification / communication from the Office of Admissions.

2) Appeal decisions will be provided within 3-4 weeks of submission.

3) Applicants will be notified by **electronic communication** to the address listed above and/or your personal CSUF email address.

4) Submit appeal (total package) by one of three ways. **MAIL** to: California State University, Fullerton
Admissions Appeals Committee
P.O. Box 6900
Fullerton, CA 92834-6900

**FAX** to: (657) 278-1152
Admissions Appeals Committee
P.O. Box 6900
Fullerton, CA 92834-6900

**EMAIL** to: appeals@fullerton.edu

I certify that I have read the Admissions Appeals Information (web address above) and have submitted a complete packet. I understand that if my appeals packet is incomplete, my appeal may be delayed or immediately denied.

____________________________________________________               ___________________
Applicant Signature             Date

Form 12/10/15