TRANSFER STUDENT ADMISSION APPEAL COVER SHEET
OFFICE OF ADMISSIONS

Applicant Name: __________________________________ CWID: ____________________ Fall 16 – Spring 17
(CIRCLE TERM)

Applicant
EMAIL Address: _____________________________________________ Day Phone #:______________________
(PRINT CLEARLY)

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) Transfer Appeal Cover Sheet – Complete both pages of this document.
2) Letter of Appeal – Address extenuating circumstances 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
☐ Acceptance of Offer
☐ College Transcript(s)
☐ Enrollment Deposit

Admission Decision Appeals

☐ Transfer “Golden 4” Requirement
☐ Transfer GPA
☐ Test Scores
☐ Other __________________________________
☐ Transfer Less than 60 Units
☐ CSUF GPA less than 2.0 (units in progress)
☐ Transfer AA-T or AS-T Degree

Letter of Appeal – This letter must be prepared by 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.

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 must 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 the college transcript deadline, provide verification that you met the deadline. Verification may be a receipt or confirmation of your order. Transcripts are needed for all colleges you attended, whether or not the transcript contains transferable coursework. 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 _________ GPA _______ Mjr ___________ Local/Out Return Comment ______
Stat/Dte ____/_________ ADT _____ Date/Content Emails ___________________________________

Appeal Status
Approved
Denied
No Action

Notes/Comments______________________________________________________________
______________________________________________________________
______________________________________________________________

Action
APPL
ADMT
WAIT
PEND
MATR
DDEF-

Decision: By _______ Date __________ Email ___ Comm ___ Stat___
Documentation and Additional Information Required

- If you were denied admission because you did not complete the “Golden 4” requirements before the end of summer for spring enrollment or before the end of spring for a fall enrollment, please complete the following regarding the missing course:

  --“Golden 4” Course ______________________________ Term Taken/Planned ______________ Grade ________

  Institution at which course was taken ______________________________________________________________

If more than one course was required, enter the above information in your appeal letter. If the course was or is being taken at a private or out of state college or university, submit a copy of the course syllabus. Include an unofficial copy of the graded course or the course in progress.

- **60 Transferable Semester Unit Appeal**, complete the following for each institution you attended:

  -- Institution __________________________________ #Semester Units Completed _______ Units In Progress____
      Units Planned / What Term _______/___________

  -- Institution __________________________________ #Semester Units Completed _______ Units In Progress____
      Units Planned / What Term _______/___________

  -- Institution __________________________________ #Semester Units Completed _______ Units In Progress____
      Units Planned / What Term _______/___________

If more than three institutions were attended, enter the additional information in your appeal letter. Include an unofficial copy of each transcript.

- **Transfer GPA Appeal**, complete the following (all transferable college coursework must be included):

  -- What is your current cumulative transfer GPA (do not include ungraded courses in progress)? ________

  -- Are you currently repeating courses in which you previously received a “D” or an “F”? ________  # of units ______

  -- Are you or have you applied for Academic Renewal to improve your GPA? ________

Include an unofficial transcript for each institution you attended. Make sure the transcript(s) include your units in progress. If you have filed for academic renewal, but it has not yet been applied, submit a copy of your request form.

- If you are a **returning CSUF disqualified student** who was denied admission, only “Summer Session A” will be used to reevaluate your admission eligibility at your request. Winter session and other summer sessions will not be used. Include unofficial transcripts for any institutions you have attended other than CSUF.

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

    **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.

____________________________________________________               ___________________ Form 12/10/15
Applicant Signature             Date