

GRADUATE ADMISSION APPEAL INSTRUCTIONS

APPEAL PROCESS

1. You have a right to appeal the initial admission decision within 15 days of your denial notification.
2. Admission appeals are decided by the program coordinator and must be approved by the Faculty Director of Graduate Studies.
3. Decisions will be made before the last day of registration for the term to which you have applied.
4. The appeal decision will be sent to the on-campus email address you provide on the appeal form.

REQUIRED

1. Complete the **Graduate Admission Appeal Request Form**.
2. Provide the explanation for your appeal and include any extenuating circumstances that may have affected your eligibility.
3. The appeal form must be submitted to the Office of Graduate Studies at gradadmissions@csusb.edu.