

Should I Appeal my Admission Decision?

1. You have the right to know specifically why you were denied admission. Was it courses or subjects missing? Was it your GPA? Was it insufficient units? Or were you not competitive for admissions? Contact the Admissions Office at the college/university to obtain this information.
2. If you believe that the university made a mistake in calculating your units or GPA, meet with a SBCC counselor to evaluate your transcripts. Please bring copies of all of your transcripts.

3. You have the right to submit an appeal if you feel there is **new** or **compelling** information that provides sufficient grounds for a review.

Examples of new and/or compelling information:

- a) Courses in progress or completed that are required for eligibility
- b) GPA has significantly increased from the last communication
- c) Additional # of units have been completed
- d) Course cancellation due to budget cuts
- e) Incomplete or inaccurate information on the application

Note: Cal Poly SLO will not reverse the deny decision because of mistakes on the application.

4. Most colleges and universities will tell you that they do not have a formal appeal process but you can still appeal. **If you feel you have a case for an appeal then do the following:**
 - a) Write a letter requesting an appeal (see sample letter on reverse side).
 - b) Attach copies of transcripts of all colleges attended and high school transcripts if necessary.
 - c) Attach the "Work in Progress" form which you would have taken to each of your instructors for their estimate of your grade with their initials or signature. The "Work in Progress" form is available in the Transfer Center.
 - d) Include appropriate documentation to substantiate your claims.
 - e) Make copies of all of the above items for your file.
 - f) Mail all of the items listed above to the Undergraduate Admission Office of the college/university to which denied you admissions.
 - g) Most UC campuses have deadlines for the appeal to be submitted. You can find this information on the campus admission website.

5. Consider your other options such as transfer to a different university or transfer for a later term.

Sample Appeal Letter

1. Begin your letter with the following information:

Campus Name
Office of Undergraduate Admissions
Campus Address

Date

RE: Fall 2010 Application for George Lopez (Application ID# xxxxxxxxxx)

Dear Members of the Appeals Committee,

2. *First paragraph:* "This letter is to request an appeal and review of my current status as an applicant to _____ for the following reasons:"
State what has changed since you were denied admission, such as finishing 60 transferable units, completing the math requirement, bringing up your GPA, etc. Be specific about acknowledging your reasons for denial and how you have cleared these problems. You may also want to explain why you did not complete these requirements before now.
If there is *additional* information which you did not include in your application or in your essay, such as a recent health problem, something about your background which you neglected to mention, etc. state this new information as well.
3. *Second paragraph:* Discuss your overall preparation for transfer: have you finished your G.E.?, do you have more than 70 units?, have you completed you major preparation? In other words, why can't you remain at SBCC until the next application period?
5. *Final paragraph:* Say something like "I hope this is sufficient information for you to reconsider your decision. Thank you for your time and consideration."
6. Sign the letter and print or type your name, address, telephone number, and email address under your signature.
7. Mail the appeal to the admission office by the published deadline.
8. Contact the admission office to verify that they have received your appeal 5-7 working days after you have mailed your appeal,

GOOD LUCK!