

Undergraduate Admission Appeal Request and Cover Sheet

Applicant Name: _____ SJSU ID: _____

Class Level: Freshman Transfer Returning

Term of Application: Fall Spring Year of Application: _____

Please read all directions and criteria before submitting your appeal packet at:

Freshmen: sjsu.edu/freshmanadmissions/have-applied/freshman-applicant

Transfers: sjsu.edu/transferadmissions/have-applied/transfer-applicant

Submit all documents in one complete packet. Incomplete packets will not be considered and may not be resubmitted. All documents once submitted become the property of SJSU and will not be returned.

A completed packet must include:

1. A completed Undergraduate Admission Appeal Request and Cover Sheet (this form)
2. A **brief** written statement completed by the applicant that clearly and concisely states the reason for the appeal. Statements written by anyone other than the applicant will not be considered.
3. All official documents related to your appeal (test scores, transcripts, etc.)
 - For appeals to an admission decision, transcripts must be sent to validate the new information noted in your written statement. Transcripts must include all coursework and grades completed to date, and an official listing of the coursework in which you are currently enrolled.
Transfer applicants must submit official transcripts from all colleges attended, but do not need to submit high school transcripts.
4. Any additional supporting documentation related to your appeal

Mark the reason for your appeal:

Missed Deadline Appeal

- Transcript/Document Deadline
- Intent to Enroll Deadline
- Application Materials Deadline
- Official Test Score Deadline

Admission Decision Appeal

- Request for re-evaluation of Denied or Revoked Undergraduate Admission (must prove that you meet the established admission/impaction criteria for your academic classification)

The following applies to all appeals:

- Appeals must be completed by the applicant and received by SJSU Office of Admission **within 15 business days** from the date of the “missed deadline” or “denied” notification from the Office of Admissions.
- Letters of recommendation and personal statements or essays are not considered in the admission selection process at SJSU and cannot be submitted as part of your appeal.
- Applicants may submit a *maximum* of one appeal per academic term.
- Documents submitted as part of the appeal will not be returned to the applicant.
- It is our usual practice to respond to appeals within three weeks of the date we receive a completed packet. However, we cannot guarantee a response by deadlines you may have at other colleges where you have applied. We encourage applicants to consider all available educational options. Appeal decisions are final and non-negotiable. Because SJSU is an impacted campus, all appeals will be considered on a space-available basis.
- Incomplete appeal packets or packets submitted after the 15 day appeal period will not be considered.

Completed Appeal Packets may only be submitted by mail or in person to:

San Jose State University
Office of Undergraduate Admissions and Outreach
Attn: Appeal Committee
One Washington Square
San Jose, CA 95192-0016

By signing this appeal request, I understand and acknowledge the following:

- I have read the Admission Appeal information on the SJSU Admissions web site.
- The information on this form and any supporting documentation is complete and accurate.
- If my appeal packet is incomplete, my appeal will be denied and cannot be resubmitted.
- The appeal committee is authorized to verify any of the information submitted.

Applicant Signature: _____ Date: _____

For Office Use Only:

Appeal received date: _____ Appeal Status: Approved Denied

Reviewed by: _____ Date: _____

Comments:

Date appeal decision sent to applicant: _____