

# Admission Appeal Policy and Procedure

## Appeal Policy

- Eligibility:
  - This appeals process is only for currently enrolled undergraduate students at CSU. The appeal is based upon their CSU performance.
  - Students who are admitted directly to the University (either transfer or freshmen), but not the COB are not eligible for the appeal. Admission for incoming students to the University is determined by the Office of Admissions at the time of application to CSU.
  - Students who are on Academic Probation will not be considered for an appeal.
  - Any currently enrolled CSU undergraduate student may submit an appeal for admission to the College of Business up to, but not exceeding two times.
  
- Process:
  - Appeal for Admission Forms and all supporting documentation must be submitted electronically to [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu), by 12:00pm on the Friday of Finals week. Late submissions will not be considered.
  - The College of Business Appeals Committee convenes three times per year (after grades have been posted in the fall, spring, and summer terms).
  
- Determining Factors:
  - The College of Business Appeals Committee grants appeals based upon documented extenuating circumstances that could have realistically contributed to the student not meeting the required admission criteria.
    - Examples of extenuating circumstances include, but are not limited to, a death of a close family member, a medical emergency that required extended hospitalization, or an emotional/mental tragedy (documentation is required for verification of extenuating circumstance).
  - Students who have shown a consistent improvement in GPA over several semesters will be considered, but not guaranteed an appeal.

## Appeal Procedure

- Students must complete the Appeal for Admission Form found under the heading "Appealing An Admission Decision" found at the following link: <http://biz.colostate.edu/undergraduatePrograms/admissions/pages/default.aspx>
- Students must write a one page narrative explaining their situation and why they did not meet the admission criterion/criteria
- Appeal for Admission Form, one page narrative and all supporting documentation must be submitted electronically to [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu), by 3:00pm on the Friday of Finals week. Late submissions will not be considered.
- Students are encouraged to write legibly, otherwise notification of appeal decision may be delayed.
- Students whose appeal was denied will be notified by email. No details will be provided or discussed with student regarding the reason for denial.
- Students being granted an appeal will be notified by phone the day prior to the COB "Change of Major Event".
  - Next Steps:
    - If student is granted an appeal they are strongly encouraged to attend the Change of Major event. Student will be informed of this event at the time of appeal notification.
    - If student is unable to attend the event, they are encouraged to email the main office at [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu) to take care of the necessary Change of Major paperwork, and to discuss pertinent information regarding COB policies and procedures, curriculum and registration. Students will be informed of this option at the time of appeal notification.