

# Appeal for Admission

Full Name (print legibly): \_\_\_\_\_

CSU ID Number: \_\_\_\_\_

Current Major:  Undeclared Business Interest      Other: \_\_\_\_\_

The appeal process is for continuing CSU students only, incoming first-year/transfer students are not eligible. An appeal for admission into the College of Business may be granted based on extenuating, documented, circumstances that prevented a student from achieving one or more of the College of Business admission requirements. Examples of extenuating circumstances may include, but are not limited to: death of a close family member, a medical emergency that required extended hospitalization, or an emotional/mental tragedy.

Appeals are due by the Friday of finals week at 3:00 PM MST.

Submit your completed Appeal for Admission form and supporting documentation to the College of Business in-person: Rockwell Hall West, room 110. Appeals submitted on-time will be reviewed after grades are posted each semester. You will be notified of your appeal status by phone or university email, no later than the day prior to the College of Business "Change of Major Day."

To submit an appeal, you must submit the following:

- Completed Appeal for Admission form
- One page narrative explaining your situation and why you did not meet the admission requirements
- Supporting documentation (such as a doctor/counselor letter, copy of death certificate, letter of recommendation, etc.). All documentation must be received with your appeal; information received after your appeal submission will not be considered.

Please check the admission requirement(s) you do not meet:

- 3.0 cumulative GPA on a minimum of 15 graded credits at CSU
- Completion of MATH141 or other calculus course with a B- or better
- Completion of ECON202 or AREC202 with a B- or better

Check the box of the concentration you are seeking:

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting                   | <input type="checkbox"/> Marketing                              |
| <input type="checkbox"/> Computer Information Systems | <input type="checkbox"/> Organization and Innovation Management |
| <input type="checkbox"/> Finance                      | <input type="checkbox"/> Real Estate                            |
| <input type="checkbox"/> Financial Planning           | <input type="checkbox"/> Supply Chain Management                |
| <input type="checkbox"/> Human Resource Management    |   |

FOR OFFICE USE ONLY

Received Date w/ Initials: \_\_\_\_\_

Appeal Decision:  Accept       Deny       Offered Rock 3.0

Notification Date w/ Initials: \_\_\_\_\_