

# Undergraduate Appeal for Admission

## Entrance Requirements

Admission to the College of Business is competitive; to declare a major in Business Administration students must meet the following entrance requirements:

- 3.0 cumulative GPA on a minimum of 15 graded credits, completed at CSU
- Completion of MATH141 or higher-level calculus course with a grade of "C-" or higher
- Completion of ECON202 or AREC202 with a grade of "B-" or higher

The College of Business at Colorado State University (CSU) understands that circumstances beyond one's control do occur. The appeal process allows students who do not meet the College of Business entrance requirements to request an appeal for admission, due to **extenuating** circumstances. Such circumstances may include but are not limited to:

- Death of an individual close to you
- Serious medical or emotional challenge
- Military deployment

The following examples do not qualify as extenuating circumstances; please do not submit an appeal if the following circumstances apply:

- You exercised poor judgement and/or poor time management skills
- You lacked knowledge regarding University policies and procedures
- You were not aware of or you failed to utilize University resources
- Your extracurricular responsibilities changed (e.g. you worked increased hours, assumed additional projects/duties, etc.)

## Eligible Students

Only continuing undergraduate CSU students are eligible to submit an appeal for admission. Graduate students and incoming CSU students (including incoming first-year students and external transfer students) are ineligible to submit an appeal for admission.

## Appeal Submission Deadline

12:00 p.m. Mountain Time (MT) Friday of Finals week for fall, spring, and summer terms (finals of the 12-week summer session).

## Appeal Timeline and Process

The College of Business Appeals Committee meets three times per year. Upcoming submission deadlines and Appeals Committee Meetings are listed on page 2 of this document. Dates are subject to change.

Additional timeline details on page 2.



## Appeal Timeline and Process (continued)

Appeal Submission Deadline	Appeals Committee Meeting
May 15, 2020 (12:00 p.m. MT)	May 20, 2020
August 7, 2020 (12:00 p.m. MT)	August 12, 2020
December 18, 2020 (12:00 p.m. MT)	January 6, 2021

- Appeals received after the submission deadline will be reviewed at the following semester's regularly scheduled College of Business Appeals Committee meeting.
- You will receive confirmation by email that your appeal has been received.
- You will be notified of the decision related to your appeal the day of the Appeals Committee Meeting (by end-of-business-day), via phone or university email.
- Decisions of the College of Business Appeals Committee are final.

## Change of Major Event

If your appeal is accepted, you are invited to attend the next Change of Major Event (COM). COM is typically held 1-2 days following the Appeals Committee Meeting. If you do not (or are unable to) attend COM you may still declare the Business Administration major but must wait until your declaration is processed to register for business major courses. You will be provided with additional COM details with your appeal decision notification.

## Appeal Submission

Submit your completed Appeal Form and all supporting documentation using your university email account (@rams.colostate.edu or @colostate.edu) to [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu). Please use the following:

- **TO:** [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu)
- **FROM:** your university email account (@rams.colostate.edu or @colostate.edu)
- **SUBJECT:** "Appeal Submission - Last Name (CSU ID Number)"
- **ATTACHMENTS:** Appeal Form, Supporting Documentation

Note: supporting documentation requested from a third party (e.g. medical provider, instructor, etc.) may be sent directly from the third party individual, however must be received by the appeal submission deadline to be included in your appeal.

# Undergraduate Appeal Form

1. Appeals for admission are due by 12:00 p.m. MT Friday of Finals week for fall, spring, and summer terms (finals of the 12-week summer session).
2. Complete this form in its entirety, typed.
3. Include documentation of your extenuating circumstances, failure to do so will result in the denial of your appeal. Information provided after the appeal submission deadline will not be considered.
4. Submit your completed Appeal Form and all supporting documentation using your university email account (@rams.colostate.edu or @colostate.edu) to [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu).

- **TO:** [undergradinfo@business.colostate.edu](mailto:undergradinfo@business.colostate.edu)
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Student First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CSU ID Number: \_\_\_\_\_ Current Major: \_\_\_\_\_

Are you currently declared a Business Administration Minor?

Are you currently declared a Real Estate Minor?

1. Check the box(es) of the admission requirement(s) you do not meet:
  - 3.0 cumulative GPA on a minimum of 15 graded credits, completed at CSU
  - Completion of MATH141 or higher-level calculus course with a grade of "C-" or higher
  - Completion of ECON202 or AREC202 with a grade of "B-" or higher
2. Select the concentration you are seeking (required):  
Select the 2nd concentration you are seeking (optional):
3. Describe the extenuating circumstances associated with your appeal (include relevant dates).



4. Describe the action(s) you took to address the above circumstances. For example...
  - a) Did you contact your instructor, an academic advisor, Student Case Management, or some other individual or department at CSU?
  - b) If you experienced a medical or emotional challenge, did you contact someone in the medical/mental health profession?
  - c) Include the names, dates, and the outcomes of your discussions with departments/individuals you contacted in (a) or (b) above.
  
5. Include documentation associated with your appeal (e.g. email correspondence, death record, etc.).

Appeals concerning a disability or medical condition require documentation or a letter from the Student Disability Center, Student Case Management, the Health Network or a personal provider of services. DO NOT submit medical records.
  
6. Optional: Please provide any additional information (if applicable) that will help the College of Business Appeals Committee to better understand your circumstances.

Submission of this appeal assumes all documentation is complete/included and that any documentation requested from a third party (e.g. medical provider, instructor, etc.) will be received by the appeal submission deadline. Information provided after the appeal submission deadline will not be considered. Submission of all requested materials and documentation is not a guarantee that your appeal will be approved. With your signature below:

1. I confirm that the information given in this form is true, complete, and accurate to the best of my knowledge.
2. I understand the decision of the College of Business Appeals Committee is final.

**Student Signature [typed full name will be accepted]:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Undergraduate Programs Use Only**

Date Received:	By:	GPA:	CSU Cr:	Transfer Cr:	MATH:	ECON:
Appeal Decision:	Rock 3.0:	Notified Date:	Notified By:	0618202060		