

WE DEFINE THE Future

Academic Affairs Office of Graduate Studies CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO 5500 University Parkway, San Bernardino, CA 92407

909.537.5058 | fax: 909.537.5078 www.csusb.edu/graduate-studies

## **GRADUATE ADMISSION APPEAL INSTRUCTIONS**

## **APPEAL PROCESS**

- 1. You have a right to appeal the initial admission decision within 15 days of your denial notification.
- 2. Admission appeals are decided by the program coordinator and must be approved by the Faculty Director of Graduate Studies.
- 3. Decisions will be made before the last day of registration for the term to which you have applied.
- 4. The appeal decision will be sent to the on-campus email address you provide on the appeal form.

## REQUIRED

- 1. Complete the Graduate Admission Appeal Request Form.
- 2. Provide the explanation for your appeal and include any extenuating circumstances that may have affected your eligibility.
- 3. The appeal form must be submitted to the Office of Graduate Studies at gradadmissions@csusb.edu.