



SACRAMENTO STATE Office of Graduate Studies
Graduate Admissions Appeals Form

Graduate applicants can appeal the following: Admission Appeal

Applicants to graduate programs who have been denied admission should contact their academic program or graduate coordinator directly first.

Name: _____ Sac State ID: _____
Last First MI

Contact Phone Number: _____ Sac State Email: _____

Graduate Program Applied: _____

Semester Applied (check one): ____ Fall ____ Spring Year: _____

Appeal Statement: Your appeal statement **must** clearly explain why you are requesting an appeal and include all documentation/evidence to support your request.

Appeal Statement:

Upload of Conversation: You **must** reach out to your Graduate Coordinator for clarification about your denial prior to submitting an admissions appeal. Attach the proof of conversation to your email submission.

Include with Appeal Form documentation verifiable evidence supporting the justification for the appeal:
This could include:

- Unofficial or official college transcripts from all institutions where the student registered for courses at any time.
- List of all courses coursework in progress or planned prior to the start of the graduate program.
- Prior experience, knowledge, skills that support admission in the program.
- Proof of conversation with Graduate Coordinator.

Appeal Process:

- Submit Appeal Request Form and documents required.
- Form must be submitted **within 15 days** of the date you were notified of your non-admission.
- We will communicate with you using your Sacramento State email.
- Appeal form and evidence must be submitted.
- Only submit one appeal per application term.
- Allow time for processing: Appeal decisions will be provided in order received and in a timely manner.
- To check the status of your appeal, contact your Graduate Academic Program Coordinator/department.
- All appeal decisions are final.