

## **Admission and Appeals**

Requirements for Admission to the College of Education Credential programs are based on California Commission on Teacher Credentialing admission standards, CSU Chancellor's Executive Orders, and the Program guidelines. A list of the current admission requirements can be accessed on the program's websites. Admission requirements are non-negotiable and must be met in full prior to admittance to the program.

It is the responsibility of the applicant to stay informed of application requirements and deadlines, as they may change periodically. It is advised that applicants check the Program's Website for updated requirements and deadlines every few months prior to application. Applicants must submit all required application documents by the application deadline. Application deadlines are posted on the websites.

Admission decisions are made by the Program Coordinators in consultation with their selection and review team. Admission decisions will be sent to all applicants via email directly from the Program Coordinator or Administrative Assistant.

In the case of a denial, the applicant has the right to re-apply. All application documents and decisions will remain in the applicant's file. Or they may appeal the decision.

### Admissions Decisions Appeals Process

The applicant has the right to appeal an admission decision. The appeals procedure is as follows:

1. The applicant files a formal appeal with the Program Coordinator. The appeal must be made within 10 business days of issuance of the admission decision.
2. The Coordinator assembles a team of program faculty to serve on the appeals committee. The Coordinator will serve as chair of the committee
3. The applicant's file is given to the committee for review
4. The committee may request a statement from the applicant to submit any evidence (emails, documents, letters) that pertain to the application and evaluation process.
5. The committee reviews the application file and all documents to determine if the application and evaluation process was fair. The role of the committee is to evaluate the fairness and validity of the evaluation process only, not to override the admission decision
6. If the committee determines the process was fair, the admission decision stands.
7. If the committee determines the process was unfair, the applicant's file will be returned for re-evaluation.
8. The Coordinator will inform the applicant of the appeal decision.