

Student Name
Address
Application ID or perspective campus#

Date

University Admissions Appeals Committee
Name of school
Address of school

Dear Committee Members:

I recently received notification from (insert school) informing me that I have been denied admission for (insert fall/winter/spring and year) due to (insert reason or denial.) However, I believe I should be admitted to (insert school) for the following reasons:

- Indicate extenuating circumstance or reason you think you should be admitted
- Give GPA
- Indicate number of transferable units that will be complete by the end of the term prior to transfer
- If applying to a CSU indicate if all General Education is complete or in progress, if General Education will not be complete list courses with grades in Area A1, A2, A3 and B4
- If applying to a UC indicate whether IGETC or seven course pattern(English Composition, Critical Thinking, UC transferable math and four additional courses in two other areas of General Education) is complete or in progress
- List all major preparation courses completed or in progress, if they will not be complete due to the fact that they are not offered at Palomar state that here

I respectfully request that you review my application and transcripts in light of the above information, and reconsider my request for admission. Official copies of my transcript are enclosed with this letter.

If you have any questions or need further information, please contact me at (insert contact information such as phone number, cell number and email address.)

Thank you for your consideration in this matter.

Sincerely,

Your name.