College of Continuing Education
Admission Appeals—
Individualized Degrees Applicants

What factors do you consider when reviewing an appeal?
Students appealing a decision may do so on the basis of extenuating personal circumstances or substantial new academic or other information not previously included in their application materials. Each appeal is reviewed individually and decisions are based on a very careful overall assessment of the primary and secondary review factors and the additional information provided in the appeal.

Primary review factors
- Grade point average*
- Number of transferable college credits*
- Performance in relevant college coursework (recent coursework is looked at most closely)
- Grade trends
- Demonstrated ability to meet curricular and developmental expectations of individualized undergraduate education

* Preferred benchmarks are a 2.5 GPA and 50 transferable semester credits completed.

Secondary review factors
Individual and extenuating circumstances are also considered as part of the overall assessment of each application and may factor into individual decisions.

How do I appeal my College of Continuing Education admission decision?
A complete appeal must be submitted in writing by the applicant. If additional academic information, such as new or updated grades, is available, please submit with the appeal petition. The applicant may also submit letters of support from instructors, advisers, and/or other individuals who can speak to their academic and personal characteristics.

A complete appeal includes:
- A completed College of Continuing Education Admission Appeals Form (see next page)
- Your current college transcript(s) with your most recent or updated grades, if relevant
- Your typed answers to questions A, B, & C on the College of Continuing Education Admission Appeals Form
College of Continuing Education
Admission Appeals Form

Name ___________________________________________ U of M ID#_______________________

Street address _______________________________________________________________________

City, state, ZIP _______________________________________________________________________

Date of birth ___________________________________ Email ________________________________

Phone ____________________________  CCE major requested       MdS              ICP              PIL

Please print this page, complete it, and submit to:
CCE Admissions Committee
Attn: Admission Appeal
20 Ruttan Hall
1994 Buford Avenue
St. Paul, MN 55108

1) Completed Admission Appeals form

2) Current or updated college transcript(s), if relevant

3) Answers to the questions below, typed on a separate sheet of paper. Please include your name on each additional sheet

A. Please explain any extenuating circumstances that you feel warrant a change in your College of Continuing Education admissions decision at this time. Include any new significant or compelling information not previously included in your application.

B. What are your academic interests? Why?

C. Please include any additional information that you would like the CCE Admissions Committee to consider in reviewing your appeal.

Optional:
☐ I will submit letters of recommendation/support from the following person(s):

1. __________________________________________________

☐ Enclosed ☐ Mailed separately

2. __________________________________________________

☐ Enclosed ☐ Mailed separately

3. __________________________________________________

☐ Enclosed ☐ Mailed separately

I understand that my appeal will be reviewed after the appeals form is completed, all of the questions have been addressed, a current or updated college transcript has been submitted (if relevant), and any optional letters of recommendation/support that are being sent separately have been received by the CCE Admissions Committee.

______________________________________________________         ___________________
Signature                                            Date

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