

APPEAL PROCESS FOR DENIAL OF ADMISSION

Applicants to graduate programs who have been denied admission should first contact the intended academic program or department directly if they wish to inquire as to the basis for the original decision or to request reconsideration. A written request for reconsideration must be received by the graduate program within 14 calendar days of denial. Evaluating the admissibility of applicants to its program is solely the responsibility of the admitting graduate program, and it will issue its reconsideration decision within 14 calendar days of receiving the reconsideration request from the applicant.

Applicants who wish to appeal an admission denial after they have requested reconsideration from the graduate program may submit a *written* appeal, which must include a statement of the basis for the appeal. The appeal is to be submitted to graduatestudies@buffalostate.edu within 45 calendar days after the date of the initial notice denying admission. Graduate admission appeals will be considered in terms of fair implementation of Buffalo State and program admission policies and only if based on appropriate cause, such as (a) procedural error or (b) judgments based on criteria other than those specified by Buffalo State. Disagreements over evaluation of academic quality or program fit will not be considered as an appropriate basis for such appeals. Academic Affairs will review all relevant documentation in consultation with the graduate program and the dean of the academic school to which the applicant applied. Final admissions decisions will be communicated to the applicant within 90 calendar days of the receipt.