Procedure to Follow to Appeal Admission Denial

**Student Responsibilities:**

1. Apply for admission to South Carolina State University (SCSU) following the procedures outlined in the Undergraduate or Graduate Catalog.

2. After being denied admission to SCSU, send a formal letter of appeal to SCSU’s Office of Admissions.

3. Should the student have a disability, which they feel may have affected their application process, the student may wish to register with the Office of Student Disability Services (OSDS) by following the appropriate OSDS procedures.

4. After registering with OSDS, inform the Coordinator of OSDS that you plan to appeal the admission denial and would like a factual letter of disability sent to Admissions.

5. Notify OSDS when you have written your letter of appeal.

**The Office of Student Disability Services Responsibilities:**

1. After receiving documentation, the Coordinator will staff case with other professional staff members to determine if it is appropriate and feasible to write a letter of support on behalf of the student.

2. If approved, a letter will be sent to the Undergraduate or Graduate Program Admissions office. The letter will inform Admissions that the student is registered with OSDS and that there is documentation of a disability, which may affect certain aspects of the application criteria. The letter will delineate types of support services offered by OSDS that the student would be eligible for if accepted at SCSU. OSDS will recommend that Admissions consider this factor when deciding on the appeal.

*Note: Final determination on admission appeals is made by South Carolina State University’s Office of Admissions.*