

Black Hills State University
Admission Appeal Form

Transfer/Returning Admission Appeal Process

Your academic success is one of our top priorities. If you did not initially meet the admission requirements and would like to be reconsidered for admission by BHSU, you may petition for admission through the undergraduate admission appeal process.

Submitting an Appeal

Letter of Appeal: Your letter of appeal should address the following:

- **What led to your poor academic performance while at your previous college or university?** Clearly describe why you did not achieve your full academic potential and specify any extenuating circumstances affecting your academic performance.
- **How have your circumstances changed?** Explain your current situation and how conditions and situations may have changed to allow you to perform academically at a satisfactory level. Include evidence that identifies and addresses the reasons for any poor academic performance at your previous school(s).
- **How do you plan to be successful at BHSU?** Outline your academic plan for future success as a student at BHSU. Include a detailed plan of action that you will follow to attain academic success.

Submit your completed admission appeal form and letter of appeal to the Office of Admissions.

Office of Admissions
Black Hills State University
1200 University St. Unit 9502
Spearfish, SD 57799-9502

Consideration of Appeals

Upon receipt of your admission appeal form and letter of appeal, the appeals committee will meet and review your file. You will be notified of the committee's decision within two weeks.

Appeal Timelines

Your appeal materials (appeal form and letter of appeal) must be received within the following timelines:

- **August 15, 2011** for students appealing their fall 2011 admission decision.
- **December 19, 2011** for students appealing their spring 2012 admission decision.
- **April 16, 2012** for students appealing their summer 2012 admission decision.

Name: _____ Student ID: _____

Home Phone: _____ Cell Phone: _____

Address: _____

City _____ State _____ Zip: _____

Semester you are petitioning for admission: Fall Spring Summer Year: _____

Student's Signature: _____ Date: _____