ADMISSIONS APPEALS

Policy Id:
AD.001 – Admissions Appeals

Contact:
Office of Admissions

Last Modified:
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**ADMISSIONS APPEAL:**

*Freshmen Admissions Appeal*

Freshmen applicants who are denied admissions can appeal the decision if the applicant can provide a written statement and/or documentation from a high school guidance counselor explaining any extenuating circumstances that warrants special admissions consideration for the student. The written statement and/or documentation are sent to the Admissions Office and will be reviewed by the Vice President for Enrollment Management. This appeal along with any paperwork must be submitted prior to the beginning of the semester. The student may be required to take the City University of New York Assessment Tests (CATs) to determine if the student is skills-exempt before a decision is made.

*Transfer Admissions Appeal*

The minimum grade point average requirement as a transfer student is 2.000. However, the University Application Processing Center (UAPC) calculates transfer students’ grade point average based on the numerical values of grades A, B, C, D, and F only. If the UAPC grade point average calculation is below 2.000, the student is not eligible for admission to John Jay College. Since transfer students may have received grades such as A-, B+, B-, C+, C-, D+, and D-, the Admissions Office will recalculate the student’s grade point average with John Jay College’s numerical value of grades if the student is deemed ineligible for admissions based on UAPC information. If the student’s grade point average is 2.0 or higher with the college’s numerical value calculation, the student can be accepted to the college. Students can seek transfer admissions appeal at the Admissions Office. The appeal must be made prior to the beginning of the semester.

*Graduate Admissions Appeal*

Applicants who are denied admission may appeal to the Associate Provost and Dean of Graduate Studies.

*Admission Application Fraud Policy*

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or that omit information, including registration and/or attendance at a college, university, or postsecondary institution after high school, are prohibited. An applicant who submits a fraudulent document or who omits any information will be barred from attending or considered for admission to CUNY for five years.

*Admissions Disclaimer*

The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about the crime committed by the student and the particular circumstances of the college, including the presence of a child care center, summer camp, public school or public school students on the campus. In addition, the college may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student’s application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the college will consult with a counselor or representative from said program.