

**San Diego State University Special Consideration for Admission
Process for Undergraduate Applicants with Disabilities
October 1, 2024 - January 7, 2025**

San Diego State University offers an optional process for students with verified disabilities who wish to request special consideration during the standard undergraduate admissions process. It is established to provide consideration for cases in which an applicant's documented disability or related circumstances may have had an impact on their academic profile, grades, or other factors considered in the admissions process.

Student Disability Services (SDS) reviews all complete Special Consideration applications and provides recommendations to the Office of Admissions, who will then make final admission decisions. It is the applicant's responsibility to seek special consideration in accordance with the steps outlined below.

Special Consideration for Admission Process:

- Step 1:** Apply for admission through [Cal State Apply](#). Student must submit Admission application for fall term **between October 1 and December 2**. SDSU is no longer accepting undergraduate applications for the Spring semester.
- Step 2:** Complete and submit a [Special Consideration for Admission Form](#) and supporting documentation to Student Disability Services **by Tuesday, January 7, 2025**. Application documents can be sent via email to sds@sdsu.edu, by fax to (619) 594-4315, **or** by mail with postmark date no later than January 7 to:

Student Disability Services
Attn: Special Consideration for Admission Committee
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-4740

Required Documentation:

- A completed Special Consideration for Admission Application & Acknowledgment form
- Current verification of disability
- A 2-4 page, double-spaced personal statement addressing the following:

- How has your disability or related circumstances impacted your academic experience?
- What academic accommodations, if any, have you used previously, and how have they changed your academic experience?
- If accepted into SDSU, what accommodations do you think would help you succeed academically?
- Two current letters of recommendation that have the following:
 - Signed and dated on letterhead by recommender between October 1, 2024 - January 7, 2025
 - Must include the recommender's contact information
 - Letter must be submitted directly to SDS from the recommender via sds@sdsu.edu. Letters submitted by the applicant will not be accepted.

Step 3: Request and submit official transcripts from all schools attended directly to the Office of Admissions by **Tuesday, January 7, 2025**.

High School Transcripts – SDSU will accept electronic PDF high school transcripts directly from high school registrar or authorized vendor using one of the following methods:

- Parchment
- Docufide
- Naviance
- SCOIR
- TranscriptsForSDSU@sdsu.edu (SDSU will not accept transcripts that are emailed by applicants or general inquiries at this address)

If your high school does not send electronic transcripts, then your high school institution can mail official transcript to following address:

Office of Admissions
 San Diego State University
 5500 Campanile Drive
 San Diego, CA 92182-7455

To be considered official, transcripts must be sent directly from school to SDSU.

Community College Transcripts: SDSU will accept only electronic transcripts from the schools listed on the [Transcripts page](#). If the

community college does not send electronic transcripts, then the institution can mail the official transcript to the address listed above.

Step 4: A Student Disability Services (SDS) committee will review all **complete** applications and provide recommendations for special consideration to the Office of Admissions. **Incomplete applications will not be reviewed and will not be eligible for recommendation to the Office of Admissions.** University admission decisions will be posted beginning in March.

Applicants with disabilities who do not provide a complete application packet to the Student Disability Services or meet the deadline of **January 7** will be required to go through the standard SDSU admission process. If an applicant is not offered admission, they may submit a formal admission appeal to be considered for the fall term.

The Office of Admissions makes the final decisions on all Special Consideration for Admission requests.

Submission of information for the Special Consideration for Admission process is solely for use during review for admission. If accepted to San Diego State University, you will need to complete the registration process with the Student Disability Services.

Frequently Asked Questions

Q. Is this a separate admissions process for students with disabilities?

A. No. Every student goes through the standard admissions process. The Student Disability Services committee reviews the supplemental information submitted to our office by the student, and provides consultation and recommendations for special consideration to the admissions office. The decision to accept or deny a student admission rests with the Office of Admissions.

Letters of Recommendation

Q: Who can write the letters of recommendation?

A: Ideally, letters of recommendation will be written by individuals who are familiar with the student's disability-related challenges and the efforts the student has made to manage them. In addition, letters can include descriptions of the student's academic achievements, work ethic, and/or personal character. Letters typically come from health

care providers, teachers, school administrators, employers, coaches, or community leaders.

Disability Verification

Q: What qualifies as eligible disability documentation?

A: Please see our web page [Eligibility and Documentation Criteria](#) for detailed information on acceptable forms of documentation of disability.

Q: Is an IEP or 504 plan acceptable as documentation of disability?

A: IEPs and 504 plans alone are not sufficient. Students should provide original evaluations (learning disability testing/psychological reports, letters from doctors, etc.) with the evaluator's signature and credentials. One exception would be IEPs or 504 plans that include such evaluations, which may be sufficient.

Q: How recent does the original evaluation/documentation have to be?

A: We no longer require documentation to be on a specific timeline. However, the documentation should be recent enough to be relevant to the student's diagnosis. We will determine the need for further documentation on a case-by-case basis.

Submission of Paperwork

Q: Do all required documents need to be submitted at the same time?

A: We recommend that applicants submit the Special Consideration for Admission Application & Acknowledgment form as soon as possible so we can communicate any updates and reminders to them. The remainder of the documents must be submitted or postmarked by the deadline.

Q: What should I expect after I submit my paperwork?

A: Please allow 5-7 business days for your paperwork to be processed before receiving a confirmation email. If your application is complete and we have all of the components, the confirmation email will affirm that, as well as what to expect next. If your packet is incomplete, the confirmation email will list what we have yet to receive.

