



## **Appeal Form: Late ELM/EPT**

Developmental Studies Office  
ADM 211  
developmentalstudies.sfsu.edu

**Students required to take CSU's Entry Level Math (ELM) exam and/or the English Placement Test (EPT) must do so by the published deadlines (usually Early May for Fall students and Early November for Spring students). Students who fail to do so may appeal to take the test late by doing the following:**

- 1. Read and complete the form on page two of this document.**
- 2. Save a copy for your records.**
- 3. Email it to Developmental Studies at [develops@sfsu.edu](mailto:develops@sfsu.edu).**
- 4. In that email, include a screen shot of your registration receipt for the next available ELM/EPT test.**



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### STUDENT INFORMATION:

<hr/>		Date
<hr/>		SF State ID Number
<hr/>		Major
<hr/>		Email address

I understand and commit to the following:

- I have confirmed that I am required to take the ELM and/or EPT
- I have missed the last ELM/EPT tests for compelling reasons
- I have signed up for the next possible testing date and have attached a screen shot of my registration or emailed it to [develops@sfsu.edu](mailto:develops@sfsu.edu) with my name and student ID number.
  - **If possible, I have registered to take the ELM and/or EPT at East Bay on May 20, June 3, or June 17 or another CSU with a test on or before June 17, 2017.**
  - **I will contact Developmental Studies ([develops@sfsu.edu](mailto:develops@sfsu.edu) or 415.405.0436) on July 6 to review my scores and discuss next steps, including enrolling in Early Start, registering for developmental math courses, or registering for college level math.**
  - **If I am unable to take the ELM and/or EPT at East Bay, I will contact Developmental Studies ([develops@sfsu.edu](mailto:develops@sfsu.edu) or 415.405.0436) to discuss my options.**
- I will have completed the Directed Self Placement ([dsp.sfsu.edu](http://dsp.sfsu.edu)) for English before orientation or, if not attending orientation, before my registration date so that I can know which first-year English to sign up for.
- I understand that if I do not complete all steps on this form, I may not be allowed to enroll for classes.
  - I realize that if I do not comply with the steps on this form, I can explore the possibility of starting in a future semester by working with Jose Lema in Undergraduate Admissions. Jose's e-mail is [z28@sfsu.edu](mailto:z28@sfsu.edu).

#### EPT Testers:

- I will complete my first-year English requirement within my first two semesters if my EPT score is 146 or below.

#### ELM Testers:

- I understand that if I earn a 42-48 on the ELM, that means I need to Math 70 within one year of starting. If I earn a 40 or below, I will need to complete both Math 60 and 70 within one year of starting. If I need both, I understand that SF State suggests taking math in summer semester between Freshman and Sophomore year.

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Signature	Date

