

**Review of Admissions Decisions
(The Appeals Process)**

Question	Berkeley	Davis	Irvine	Los Angeles	San Diego	Santa Barbara
<p>1. What information, if any, is provided to applicants regarding the appeals process? How is this information communicated?</p>	<p>Accompanying the notification of denied admission, a separate document explains the selection process and the appeals process. This year the information will be communicated online.</p>	<p>Information about the appeals process is incorporated in the electronic admissions information and notification website. It outlines the procedures, the guidelines, and the timeline.</p>	<p>Applicants may access information on the appeals process through the UCI website.¹</p>	<p>Freshman and transfer applicants may access information on the appeals process through specific websites.²</p>	<p>The electronic applicant status website will include information on the appeals process and outline the procedures.</p>	<p>Applicants may access information on the appeals process through the UCSB website.³</p>

¹ UC Irvine website: http://www.admissions.uci.edu/not_admitted.html

² UCLA websites: <http://www.admissions.ucla.edu/appealsfr.htm> (freshmen) and <http://www.admissions.ucla.edu/AppealsTr.htm> (transfers)

³ UCSB website: www.admissions.ucsb.edu

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<p>2. What additional/new information (supporting documentation) must the applicant supply in order to have an appeal considered?</p>	<p>Students must submit a letter of appeal and supplemental application materials, if any (such as letters of recommendation, 7th semester grades, proof of circumstances and/or achievement) by mail to the Admissions Office.</p>	<p>Applicants must submit a written appeal explaining their circumstances, along with all supporting documentation (e.g., academic records, test score report, letters of recommendation) to the Undergraduate Admissions Office.</p>	<p>Students must submit a written appeal stating the reason(s) for the appeal, providing all supporting documentation (e.g., official test score reports and copy of score release assignment if student contends that previously requested test scores were not delivered to the campus for consideration), an official high school transcript from the most recent term and one letter of recommendation from a teacher or school counselor.</p>	<p>Students must send a letter to the Admissions Office stating the reason(s) for the appeal. For an appeal to have merit, it must bring to light information that was not present in the original application—information that clearly shows the student to be stronger than had been earlier evidenced (e.g. missing SAT/ACT scores, classes that were not listed as AP/Honors that should have been, additional course work, etc.).</p>	<p>An appeal will be considered if the applicant identifies an administrative error, or if there is a family, medical, or any other extenuating circumstance not previously addressed in the application.</p>	<p>Students must write a letter of appeal, include a transcript with fall grades and courses in progress for the spring, and may also include up to three letters of recommendation.</p>

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<p>3. Does the campus have a written procedure for evaluating appeals? Has the procedure been approved by your faculty?</p>	<p>The appeals process is based on the comprehensive review process, which was promulgated and approved by the faculty. Faculty will be reviewing current appeals policy in March.</p>	<p>There is no written procedure. The process and guidelines have been discussed with the Senate Admissions and Enrollment Committee and have their approval.</p>	<p>The campus has a written procedure for processing requests for appeals. The faculty reviews the procedures periodically.</p>	<p>UCLA does not have separate guidelines for the reconsideration review because the campus uses the same guidelines as for the initial comprehensive review/decision procedures, which have been approved by the faculty. The UARS annual summary report delineates the operational process for handling and reviewing appeals.</p>	<p>The campus has a written procedure for processing requests for appeals. The faculty reviews the procedures periodically.</p>	<p>The appeal review follows the faculty-approved comprehensive review process. Faculty reviews the procedure and are consulted on individual cases.</p>
<p>4. Describe the campus review process.</p>	<p>A committee of senior readers reviews each appeal, re-reading the application and supporting materials in their entirety. Readers refer appeals that they believe have merit to senior management. The Associate Director and Director make final decisions.</p>	<p>Senior Admissions staff, using established guidelines, make the first review to assure appeal requests meet the minimum guidelines. The Committee consisting of the Director and the Associate Directors make the final decisions.</p>	<p>The Appeals Committee, consisting of Senior Admissions managers and invited faculty from UCI Committee on Undergraduate Admissions and Relations with Schools, reviews selection appeals.</p>	<p>A member of the comprehensive review resource team reviews each appeal for Letters and Science. If a change in the decision is recommended, it is referred to a second member of that team. It is then forwarded to the Associate Directors and then the Director for a final decision. The Schools of the Arts, Theater, Film and Television and Engineering review their</p>	<p>Students must first discuss their concerns with an admissions officer. If the admissions officer determines that there was a clear administrative error and the corrected information will rank the student within the select range, the application will be forwarded to the Assistant Director, the Associate Director, and the Assistant Vice Chancellor for review and admission is granted.</p>	<p>Senior admissions staff, usually the Associate Director, conducts an initial review of appeals. <i>Freshman process:</i> Senior admissions staff (typically the Associate Director) review appeals in their entirety, reading and considering the information provided in the appeal, and these are initially sorted into three groups: applicants who are ineligible, applicants who are eligible but for whom no compelling</p>

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<p>4. Describe the campus review process. (Continued)</p>				<p>own respective appeals and notify the admissions office of their decisions.</p>	<p>If after speaking with an admissions officer, the student does not meet the selection criteria but insists on submitting an appeal, he/she must write a letter to the Assistant Vice Chancellor. The Assistant and Associate Director of Admissions and the Assistant Vice Chancellor review the appeal. The application and all supporting documentation are reviewed.</p>	<p>information has been provided and eligible applicants who have provided compelling information (or, in rare cases, applicants who have mistakenly been denied). Recommendations are made to the Director and are reviewed in committee consisting of senior admissions staff. <i>Transfer process:</i> Senior admissions staff review transfer appeals. If the student is now eligible and the campus has space for additional admits, the student is admitted. If the student is not eligible, the appeal is denied.</p>

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<p>5. What criteria does the campus use in evaluating appeals?</p>	<p>Berkeley gives a comprehensive review to include all new information to each application for which an appeal is submitted. Successful appeals generally supply significant and/or compelling new information not contained in the original application. Berkeley also considers <u>documented</u> instances of personal hardship such as serious illness in the applicant or family.</p>	<p>Each appeal is read and categorized by type of appeal (financial, medical, extenuating circumstances, academic, general); in each area Davis prioritizes by the greatest “need” to attend UC Davis, and then completes a review of the student’s academic preparation and/or accomplishments, as well as his or her personal characteristics and letters of recommendation.</p>	<p>Since every application has been reviewed extensively, for an appeal to have merit there must be substantially new and compelling information that was not present during the initial review.</p>	<p>Every denied applicant has gone through extensive reviews, so for an appeal to have merit, it must bring to light information that was not in the application — information that clearly shows the student to be stronger than had been earlier evidenced.</p>	<p>UCSD will only consider an appeal 1) if the student can show that there was an administrative error made in the evaluation of the application, such as failure to consider an approved criteria, or if there was a computational error that would have resulted in an increase in the overall comprehensive review score; or 2) if the student can provide documented new or compelling information that significantly affects the comprehensive review of his/her application such as any extraordinary situation or event that was not presented in the original application.</p>	<p>Successful appeals typically supply new and/or compelling information that was not available at the time of the initial comprehensive review. Occasional administrative errors are also corrected.</p>

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<p>6. Can someone other than an applicant initiate an appeal? Related, how does the campus handle requests from legislators? campus officials? departments?</p>	<p>Parents' letters of appeal are treated as applicant appeals. Other, third party inquiries are not considered unless the applicant or applicant's parent has submitted a written appeal.</p>	<p>The appeal must be submitted in writing by the applicant and mailed (not e-mail or fax) directly to the Undergraduate Admissions Office by the specified deadline.</p>	<p>The applicant must submit the appeal. Contacts making requests on behalf of legislators, campus officials and departments</p>	<p>UCLA requires that the applicant submit the appeal before a new decision will be rendered.</p> <p>When legislators, faculty, or campus officials, support an applicant, a letter of acknowledgment is sent to them informing them that we will notify the student directly if there is a decision change. This would take place upon receipt of an appeal from the student.</p> <p>In cases where a student does not write an appeal, but UCLA receives correspondence from a principal, parent, or high school counselor, UCLA sends a courtesy acknowledgement to them later in the process.</p>	<p>The appeal letter must come <u>directly</u> from the applicant. If San Diego receives letters from others, the campus acknowledges the receipt of the letters.</p>	<p>UCSB asks that the applicant write the appeal. Legislators, faculty and others may write in support of the appeal.</p>

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<p>7. Before the admissions decision is mailed/posted to the website, does the campus have any process in place that would allow for the reversal of a decision, i.e. changing a nonadmit to an admit, or vice versa?</p>	<p>Director and Associate Director review apparent anomalies such as denial of what appear to be top achievers in the context of the high school, based on weighted GPA and test scores. Faculty will re-review applications selected for admission who have low SAT and low UC eligibility index scores.</p>	<p>No information provided.</p>	<p>Yes, admissions decisions are reviewed by Director as well as standard systems checks.</p>	<p>Throughout the process, quality control procedures are employed to assure that the decisions made are correct and consistent. For example, internal checks are made for certain populations of applicants, including an additional read of the “borderline” students.</p>	<p>Yes, reviewed by the Assistant Vice Chancellor.</p>	<p>Quality control measures are applied throughout the review process and again before final decisions are made public. An example includes re-review of applicants who are on the border.</p>
<p>8. Does the campus have a deadline for accepting appeals? A deadline for notification?</p>	<p>For freshman appeals received by April 15, Berkeley will notify students of the decision before May 1. For those received later, Berkeley will endeavor to inform students as soon as possible, but due to the high volume and short time-line, cannot guarantee a May 1 notification. (For transfers the appeal deadline to receive notification by June 1 is May 15).</p>	<p>Davis asks that all appeals be submitted by April 15.</p>	<p>Appeals must be submitted by April 15.</p>	<p>In the past, UCLA did not have a deadline for receipt of appeals, but will likely use April 15 for freshmen and June 1 for transfers starting fall 2004. It is UCLA’s usual practice to respond to appeals within three weeks of the date received.</p>	<p>Appeals must be submitted by April 15. Notification is sent within three weeks of receipt of appeal.</p>	<p>Applicants must appeal by April 15. Notification occurs for most by May 1.</p>

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9. Number of appeals received and number of appeals accepted for fall 2003	Berkeley received nearly 1,000 freshman appeals for fall 2003; fall admission was granted to 29 students and spring admission to 94 students. At the transfer level Berkeley received about 500 appeals and granted fall admission to 10 students and spring admission to 46 students.	Davis had more than 850 appeals from freshman and transfer applicants for fall 2003; fewer than 50 were granted.	Irvine received 777 appeals by freshmen, and 35 appeals by transfer, applicants for fall 2003, and 204 freshman appeals were granted admission and 5 transfer appeals were granted admission.	Of the approximately 33,650 freshmen UCLA denied for admission in fall 2003, almost 1,300 freshman appeals were received and roughly 95 decisions were reversed. Of the approximately 7,850 transfer deny decisions, UCLA reversed approximately 55 of the 320 appeals.	For fall 2003, UCSD received 833 freshman appeals; 64 or approximately 8 percent were found to have new and compelling information, which reversed the admission decision.	UC Santa Barbara received 1,056 freshman appeals for fall 2003 and granted 72 (some of these resulted from a late decision that we could accommodate 50 more students in the fall class). Transfer appeals: 97 (72 admitted).
10. Is space set aside for appeals?	Yes	No	No	Yes	No	No