

University of California
Statement of Common Practices Regarding Appeals
of Freshman and Transfer Denial Decisions

February 2005

**Response to the 2003-04 Eligibility and Admissions Study Group
Finding/Recommendation 10**

In February 2005, admission directors from the nine undergraduate campuses approved the following guidelines for accepting and reviewing freshman admission appeals.

All campuses will:

- Provide information on the web that instructs applicants on appealing freshman and transfer denial decisions.
- Suggest that the success of an appeal is unlikely and that the applicant should take advantage of other offers of admission.
- Ask the applicant to provide “new and/or compelling” information for the appeal to be considered.
- Require a letter of appeal from the applicant (and not accept an appeal from a third party, e.g. a parent or a counselor).
- Require documentation of any challenge or issue reported as the basis of the appeal (e.g., transcript, score report).
- Will clearly specify if a current transcript is recommended or required.
- Require that appeal letter and any documentation be mailed in a single envelope. E-mail or fax submissions will not be accepted.
- Require applicants to submit appeals no later than April 15 (postmark deadline), or within three weeks of notification of admissions decision. Appeals received after this date may not be considered.
- Permit, but not require, letters of recommendation; and limit to two, the number of letters submitted in support of an appeal.
- Make every effort to provide applicants with a decision on their appeal by May 1, or within three weeks of receipt of appeal. If campus is unable to render a decision by May 1, applicants will be advised of the date by which they will hear from the campus.