



August 21, 2013

To: Ward Beyermann, Chair
Educational Policy

David Glidden, Chair
Preparatory Education

Ziv Ran, Chair
Rules & Jurisdiction

From: Jose Wudka, Chair
Riverside Division

A handwritten signature in black ink, appearing to read "J. Wudka".

Re: Admission by Exception Policy – Undergraduate Admissions

Attached for your review are proposed changes to the Admission by Exception Policy.
Please submit your response to me by Monday, September 30, 2013.

UNIVERSITY OF CALIFORNIA, RIVERSIDE
GUIDELINES FOR ADMISSION BY EXCEPTION
SUPPLEMENTAL CRITERIA
(Rev February 19, 2013)

Admission by Exception (AxE) is an offer of admission reserved for applicants who meet the minimum academic requirements and

1. Have a special talent, or
2. Have attained academic achievement despite major disadvantages compared to other students.

Effective Fall 2006, the Office of Undergraduate Admissions may admit the number of AxE applicants required to yield 6% of total freshman enrollment and 6% of total transfer enrollment.

Up to 1% of the AxE enrollments may be reserved for Special Talent applicants and the remaining 5% may be reserved for Disadvantaged applicants.

The following criteria have been developed and approved by the Undergraduate Admissions Committee of the UC Riverside Academic Senate.

I. Minimum Academic Requirements

Applicants who are ineligible will meet the following minimum academic criteria in order to be considered for AxE.

Freshman Applicant

1. GPA – 3.00 minimum in a-g subjects.
2. SAT Reasoning - 420 minimum score on the Math component and a 420 minimum score on either of the two remaining components (Critical Reading and Writing).
3. ACT composite score of 17 (sum of SAT Critical Reading and Math = 830) **and** a minimum ACT English/Writing score of 17 (SAT Writing = 420).
 - Applicants who are unable to meet the above exam requirement prior to high school graduation because either, 1) the exams are not offered in their home country and/or 2) they will participate in the UCR Extension Intensive English program prior to taking the exams, may be considered for admission by completing the exams post high school graduation.
4. a-g Course Omissions - 3 courses or less (no Math or English omissions/deficiencies are allowed).
5. Transferrable coursework taken after the summer following high school graduation – up to 30 units of transferrable coursework can be considered for freshman admission for international students in the Admission Preparation Program and other circumstances as warranted.
6. Gap Year – Freshman applicants with a gap in their educational record of up to two years may be considered for freshman admission.

Transfer Applicant

1. GPA - 2.00 minimum allowed in transferable courses.
2. Units - A minimum of 24 transferable quarter units.

3. Subject Requirements – At least one transferable English Composition course, one transferable math course (has intermediate algebra as a prerequisite or may use intermediate algebra), and one appropriate third course from the required 7-course pattern.

All applicants who meet the above academic criteria may compete equally for AxE consideration. Declining academic performance is a factor used to defer applicants even though they may meet the criteria described above. Exceptions to the above criteria are rare. Applicants who do not meet these criteria must demonstrate acceptable alternative academic achievement (see below: IV. Special Committee Review).

II. Definitions of Applicants to be Considered for AxE

1. **Special Talent Applicants (up to 1%)** – Applicants satisfying the above-stated minimum academic requirements may be considered for AxE if one or more of the following factors have been demonstrated at an exceptional level:

- outstanding achievement in a specific subject area;
- self-motivation and initiative;
- leadership;
- public or community service;
- athletics;
- completion of significant special projects;
- special endorsement of academic promise from their school;
- demonstration of academic promise by achievement in specific areas of study; and/or
- marked improvement in academic performance as demonstrated by academic grade point average and/or enrollment in accelerated, challenging course work (e.g., honors, Advanced Placement, International Baccalaureate, and transferable college courses).

There is no specific breakdown of the 1% according to these factors. In particular, there is no assumption that there must be a balance of students admitted from the spectrum of factors. Thus, one or just a few factors may account for the majority of special talent admissions. At the same time, however, no one special talent factor should prevent other factors from being fully considered and accommodated.

2. **Disadvantaged Applicants (up to 5%)** - Students satisfying the above-stated minimum academic requirements may be considered for AxE if they have demonstrated academic achievement in the presence of *major* disadvantages compared to typical student applicants. Disadvantages may include geographical, physical, psychological, financial, or personal and may include, but are not limited to:

- **Low Income:** Family income and household size will be used to determine if an applicant is financially disadvantaged. The family income cutoff will be directly linked to the size of the family. A scale is used to assign variable points. The actual income cutoffs would be based upon annually published federal standards. The University of

California Office of the President will provide the Undergraduate Admissions office applicable standards on an annual basis.

- **First-Generation College Attendee:** Parents of applicant have not attended college or have just recently begun attending college.
- **Disability (Learning, Physical, and/or Psychological):** Applicant will require further review by Student Special Services for recommendation.
- **English as a Second Language:** Applicant's native language is other than English.
- **Veteran:** Applicant is veteran of U.S. military.
- **Re-entry:** Applicant is 24 years of age or older by term of entry and has been out of school for two years or more.
- **Unusual Life Circumstances/Personal Hardship Indicators:** Applicant is or has one or more of the following: ward of the court; recent or chronic illness/injury; lives in foster home; comes from single parent family; single parent; runaway; death in the immediate family (parent, guardian, sibling); homeless; emancipated minor; incarcerated parent; a current/former inmate of a correctional facility; parolee; and/or a victim of physical/sexual abuse.
- **Location of Residence and/or Limited Educational Opportunity Indicators:** Applicant lives in or around one or more of the following: inner city dwelling/school or rural dwelling/school community with a high crime rate, high unemployment rate, and/or low education level.
- **Applicant Attends High School Where the Following Occurs:** Applicant is bussed to school (therefore, cannot participate in extra curricular/enriching activities); high school does not offer AP/Honors curriculum or high school does not send many applicants to UC; and/or high school has low college-going rate, low high school graduation rate, and low high school test scores (mean average less than 500 on SAT I Math and Verbal).
- **Job:** Applicant is working during school year to supplement family income, save for college, or fulfill other basic needs.
- **Recent Immigrant Status:** Applicant has moved within last six years from non-English speaking country.
- **Applicant from Another Country:** Applicant attended high school or higher level education in another country and is unable to meet traditional UC admission requirements.

The mere presence of one or more of the above factors does not justify review for AxE since such factors exist to some degree for many applicants. Review is justified only in situations where the student's achievement, despite harsh challenges, is truly astounding. Such situations are expected to be rare.

III. Review Process

Applicants who qualify for AxE may be identified by the Undergraduate Admissions office in its regular review of applications, by academic departments, or by the Athletics Department. Applicants identified through any of the aforementioned offices will be processed as follows:

1. **Undergraduate Admissions Office:** Applicants identified by the Undergraduate Admissions office will be forwarded by the Admissions Counselor to the Assistant Director - Freshman Evaluations, the Assistant Director - Transfer Evaluations, or the Assistant Director - International Evaluations as appropriate. Upon review and in consultation with the Director of Admissions, a decision will be made to determine if an AxE offer will be made.
2. **Academic Departments:** Academic departments, which independently identify applicants, will prepare a letter of endorsement and forward it to the Undergraduate Admissions office for a final decision. The application file will be reviewed by the Assistant Director - Freshman, Transfer, or International Evaluations, who will consult with the Director of Admissions to determine if an AxE offer will be made.
3. **Athletics Department:** The Athletics Department will prepare a letter of endorsement and forward it to the Undergraduate Admissions office for a final decision. Upon receipt of the Athletic Release Authorization Form and the Request for Admission by Exception Form, the Assistant Director - Freshman, Transfer, or International Evaluations will process the AxE offer.

IV. Special Review Committee

Applicants who *do not* qualify for AxE and are supported by a UCR faculty, staff, or department may be reviewed by a Special Review Committee (See Appendix A.)

~~The Special Review Committee will determine the possibility of academic success at UCR based on:~~

- ~~1. Academic history as reported on the *Application for Undergraduate Admissions and Scholarships*;~~
- ~~2. An academic evaluation by the Undergraduate Admissions Office of all requested official transcripts and completed test scores;~~
- ~~3. The Personal Statement and other indicators~~
- ~~4. Additional requested materials.~~

~~As a condition of admission the Special Review Committee may require the applicant to:~~

- ~~1. Meet specific goals at The Learning Center; and/or~~
- ~~2. Meet specific goals from the Athletics Department's required Study Table; and/or~~
- ~~3. Meet other conditions as deemed appropriate.~~

Special Review Committee (SRC)

Charge:

Applicants who do not qualify for Admission by Exceptions and are supported by a UCR faculty, staff, or department may be reviewed by a Special Review Committee comprised of UCR faculty, with faculty or staff from the appropriate UCR unit, staff from the Academic Resource Center, and the Director of Undergraduate Admissions as Ex-Officio members. The Special Review Committee will make final admissions decisions and determine the possibility of academic success at UCR based on:

1. Academic history as reported on the *Application for Undergraduate Admissions and Scholarships*;
2. An academic evaluation by the Undergraduate Admissions Office of all requested official transcripts and completed test scores;
3. The Personal Statement; and other indicators—Mindy, can we make this more specific? Perhaps say “other relevant materials provided to the Special Review Committee for consideration”;
4. Additional requested materials.

As a condition of admission, the Special Review Committee may require the applicant to:

1. Meet specific goals at The Academic Resource Learning Center; and/or
2. Meet specific goals from the Athletics Department’s required Study Table; and/or
3. Meet other conditions as deemed appropriate.

There will be approximately 3-4 two-hour meetings each year with the majority of the meetings occurring during the winter and spring quarters. Meetings may occur during the summer only when necessary.

Membership:

The Special Review Committee is comprised of four Academic Senate faculty members and up to five non-voting University faculty or staff members in Ex-Officio status. Membership is as follows:

Senate Faculty Members

Undergraduate Admissions Committee Representative, Chair

-Appointed by the Committee on Undergraduate Admissions

Faculty Representative from CHASS

-Appointed by the Committee on Committees

Faculty Representative from CNAS

-Appointed by the Committee on Committees

Faculty Representative

-Appointed by the Committee on Committees

Ex-Officio Members

ACE Program Coordinator, The Academic Resource Learning Center

Director of Undergraduate Admissions

Admissions Counselor

Faculty Athletic Representative to NCAA when appropriate

Other pPertinent iIndividuals as deemed appropriate by the chair

Voting members must recuse themselves from any case file for which they serve as the faculty advocate.

Justification:

With the recent increase of the AxE guidelines, an increasing number of admission applications are being handled by SRC. We propose adding a member to the SRC, moving the Faculty Athletic Representative to ex-officio status, the appointment of a Chair, and formalizing the process by which members are appointed (by including the Committee on Committees). Currently the appointment process is ad hoc and conflicts of interests are likely to arise. Additionally, it is difficult to convene enough members to hold a meeting-the addition of a fourth member should assist on this front. The addition of Chair will help the meeting run smoothly.

Approved by the Committee on Undergraduate Admissions:

July 19, 2013

Approved by the Committee on Preparatory Education:

Approved by the Committee on Educational Policy:

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

Received by the Executive Council: