

OFFICE OF UNDERGRADUATE ADMISSIONS ADMISSION DECISION APPEAL PROCESS

The University of California, Riverside currently admits applicants who 1) meet all published deadlines, 2) satisfy the University of California eligibility requirements, and 3) meet the UC Riverside selection criteria according to the principles of Comprehensive Review, as determined by UC Riverside faculty. Every denied application has gone through an extensive review.

An appeal may be filed if, 1) a deadline is not met due to reasons outside the students control (e.g., medical emergency, military emergency, etc.), or 2) an applicant has new and compelling information that was not available at the time the applicant submitted the application or was not reported accurately on the application.

Instructions for submitting an appeal for missing the application filing period deadline:

1. Send a letter requesting that we consider your late application indicating specifically why you were unable to apply on-time. Your letter must also include your intended major and your educational history including ALL schools attended from 9th grade forward. The letter must come from you (the applicant).
2. Include with the letter a copy of ALL transcripts and your current work in progress.
3. Freshman applicants must include a photocopy of their Student Score Report from College Board or ACT for the highest SAT Reasoning (or ACT plus Writing equivalent) examination scores from the same sitting completed by December prior to high school graduation.
4. If your appeal is approved, you will receive an email notification from our office that you have been authorized to access the on-line UC application.
5. All information should be mailed in one envelope to: **Appeals Review Committee, University of California, Riverside, Office of Undergraduate Admissions, 3106 Student Services Building, Riverside, CA 92521**

Instructions for submitting an appeal for denial of admission:

Appeals are required to be submitted via the student's MyUCR account. No faxed or e-mailed appeals will be considered, and no in-person or phone interviews will be granted. Supplemental materials provided to Undergraduate Admissions via email or US Mail, will not be considered unless specifically requested by the Appeals Review Committee. The granting of an appeal by the Appeals Review Committee is extremely rare.

In the circumstance that the Appeals Review Committee does grant an appeal, it will be based on 1) new and compelling information not originally reported on the student's application; or 2) circumstances that are beyond the student's control.

All appeal decisions are considered final.

We will make every attempt to respond to you, 1) within two weeks if you are appealing a deadline (e.g., requesting to submit a late application) or, 2) by three weeks from our receipt of your appeal documentation if you are appealing your admission decision.

Please note, however, if you are appealing your admission decision, additional information may be required (e.g., final high school transcript) which could prevent us from making a decision by May 1 (the date by which many institutions require their applicants to submit their Statements of Intent to Register). We encourage applicants to consider all of their educational options. We will notify you as soon as possible if additional information is required.

All appeals are reviewed and given equal consideration.