Admissions Task Force Report

University of Illinois at Urbana-Champaign

September 16, 2009

Christine Hurt (Task Force Chair), Chair of Senate Admissions Committee
Abbas Aminmansour, Chair of Senate Educational Policy Committee
William E. Berry, Associate Chancellor
Roy Campbell, Chair of Senate Information Technology Committee
Tanya Gallagher, Dean of College of Applied Health Sciences
Stacey Kostell, Director of Undergraduate Admissions
Keith Marshall, Associate Provost for Enrollment Management
Joyce Tolliver, Chair of Senate Executive Committee
Bradley Tran, Student Body President and Member of Senate Executive Committee
Ruth Watkins, Dean of College of Liberal Arts and Sciences
Richard Wheeler, Vice Provost
Barbara J. Wilson, Vice Provost
Introduction

On August 6, 2009, the State of Illinois Admissions Review Commission released its Report and Recommendations. The report documented repeated instances of admissions decisions at the University of Illinois at Urbana-Champaign being unduly influenced by influential people beyond the University (legislators, donors, corporate executives), by members of the University of Illinois Board of Trustees, and by high ranking University of Illinois at Urbana-Champaign officials, including the President and the Chancellor.

The Report also found that admissions processes administered by the Office of Undergraduate Admissions and by other admissions offices for campus programs were exemplary so long as they were not subjected to inappropriate influences from within or beyond the campus.

Among the Recommendations made by the Admissions Review Commission (ARC) were recommendations to implement policies and practices that would protect the integrity of admissions processes to programs of study at Illinois.

On August 12, 2009, President B. Joseph White convened an Admissions Conference of about 100 leaders from the three University of Illinois campuses. The President directed the Chancellor of each campus to assemble one or more groups to address the serious admissions issues brought to light in the ARC Report. Each Chancellor was asked to submit a final report on admissions reforms to the President by September 23, 2009.

On the Urbana campus, Chancellor Richard Herman, Interim Provost Robert Easter, and Senate Executive Committee Chair Joyce Tolliver jointly charged an Admissions Task Force on August 18, 2009 (see Appendix A) to develop a report guided by these principles:

- The admissions decision-making process must be based on criteria appropriate to assemble a freshman class for the state’s flagship university and one of the premier public universities in the nation.
- The integrity of the admissions decision-making process must be protected from the intervention of “public officials, University Trustees, donors, and other prominent individuals (collectively ‘sponsors’),” and from “separate and preferential treatment by University Leadership” (ARC Report and Recommendations, page 1).
- The principles and practices that inform the admissions decision-making process must be made clear to applicants and the public in readily accessible statements.

The charge stressed that we have an exceptional group of admissions officers on campus, and that the integrity and the validity of decisions made by this group have not been brought into question by the intensive review conducted by ARC or by the extensive media coverage of “clout” in admissions over the summer of 2009. The Admissions Task Force was not asked to change the work of the admissions staff but to protect it and clarify it – to put, in the words of the ARC report, a “firewall” around it.

In particular, the Admissions Task Force was asked to address the following items:
• Produce a statement making it clear that what has come to be known as the “Category I” admissions process has ceased to exist.

• Produce a statement that clearly describes our admissions criteria, and the decision-making process they inform, that will be publicly accessible on the admissions website.

• Identify the key components necessary to institute an admissions appeals process and report on progress toward the development of that process.

• Identify the components necessary to construct a University-wide Code of Conduct regarding admissions, a code by which “sponsors,” “University leadership,” and all other parties will be expected to abide.

• Establish a process for dealing with third-party inquiries. This process should cover three key areas: how to respond to third-party inquiries; how best to record third-party inquiries in a log that will be a public document; how to insure that admissions decisions are not influenced by third-party inquiries.

• Produce a statement that recognizes the importance of diversity in the admissions process and that helps ensure diversity among admissions officers.

• Recommend provisions for a one-year intensive review of actions taken as a result of the previous recommendations.

The following documents, which represent the work of the Admissions Task Force, summarize policies and practices that will guide admissions reform at the University of Illinois at Urbana-Champaign. Policies governing admissions are appropriately established by faculty, through the Academic Senate Committee on Admissions. Implementation of admissions policies is managed by the Office of Undergraduate Admissions, in the case of undergraduate students, in collaboration with undergraduate-serving colleges. The Office of the Provost works with the Office of Undergraduate Admissions and the colleges to establish undergraduate enrollment targets. In the case of graduate and professional school admissions, the faculty and deans of those units establish policies implemented by their own admissions staff.

The policies and practices outlined in this document, including the creation of a “firewall” and the corresponding Ethical Code of Practice, govern admission for all students in all academic units at the University of Illinois at Urbana-Champaign. Two groups of students, namely student athletes and students with special talents, where talent is essential for success in the discipline (e.g., musicians, dancers, and performers), undergo supplemental admission review. In the case of student athletes, the Committee on the Admission of Student Athletes (CASA) reviews those applicants not directly admitted through the process outlined in section 2. In the case of applicants whose performance talent is determinative, auditions to evaluate talent are a component of the admission process that supplements the process outlined in Section 2. The admission process for student athletes and students with special performance talent otherwise conforms to all practices outlined in these documents, and none of these documents is intended to alter those practices or to identify them as inappropriate.
The Admissions Task Force recognizes the various admissions policies utilized by the graduate and professional schools on this campus and that the practices of these units differ somewhat from the practices of the Office of Undergraduate Admissions. In particular, graduate and professional schools generally rely on substantial faculty input into decision-making and seek and gather information from experts in various disciplines through formal letters of recommendation and informal conversations. Many of the external contacts inherent in these policies would not be appropriate with regard to applicant files reviewed by the Office of Undergraduate Admissions. Our aim is to provide a framework that recognizes these differences, yet insulates all admissions offices from inappropriate influence.

The Admissions Task Force supports the value of written policies to establish parameters for admission practices and to change an institutional culture. The Task Force emphasizes that education for all university employees, and particularly for employees with admissions responsibilities, will be instrumental in the successful implementation of admissions reform, particularly the firewall practice. This document anticipates a thorough annual review of the admissions reforms that emanate out of this report by the Academic Senate Committee on Admissions. In particular, the Admissions Task Force recognizes that the first annual review, which shall take place in the summer of 2010, will be of vital importance and will highlight areas for continued improvement in our admissions process.

The Admissions Task Force would like to thank the following individuals for their thoughtful and constructive comments regarding this report:

- William B. DeLauder - President Emeritus, Delaware State University
- Shirley Strum Kenny – President Emeritus, Stony Brook University
- Richard D. Legon – President, Association of Governing Boards of Universities and Colleges
- M. Peter McPherson – President, National Association of State Universities and Land-Grant Colleges; President Emeritus, Michigan State University
- Gary F. Smith - Director Emeritus of Admissions and Registrar, University of Missouri-Columbia
- John D. Wiley - Chancellor Emeritus, University of Wisconsin-Madison
Charge #1

During the summer of 2009, a state commission that reviewed admissions practices at the University of Illinois determined that some influential third parties had intervened in the review of applications from individuals who were identified on a list that became known as “Category I.” The University has abolished all practices associated with “Category I” and has discontinued any and all opportunities for influential third parties, both internal and external to campus, to interfere with or impact the admissions process in any way. The following statement is a formal declaration of that abolishment.
Statement of the University of Illinois at Urbana-Champaign
Regarding the Abolition of “Category I” Admissions

All applicants seeking admission to programs of study at the University of Illinois will be granted fair and equitable consideration shaped by policies that reflect our core value of equitable access. No individual shall receive preferential or privileged consideration because of influential supporters outside the university. We shall be open and transparent in making our admissions criteria known to anyone who inquires. Our admissions process will conform to policies set by the faculty and practices developed by professional staff, in consultation with the faculty, and no persons who are not part of the duly established admissions continuum will interfere with or influence admissions decisions. Our practice precludes influence from individuals internal to the campus who are not directly responsible for admissions decisions and from those who are external to the campus, including legislators, trustees, government officials, donors, alumni, corporate officers, and others.
Charge #2

The Admissions Task Force recognizes the importance of applicants being informed of the criteria for admission at the University. Therefore, the admissions criteria outlined below have been posted on the Office of Undergraduate Admissions (OUA) website (http://admissions.illinois.edu/apply/requirements.html), making the information easily accessible to all prospective applicants. In formalizing these admissions practices, the Task Force has worked with both the OUA and the Senate Admissions Committee.
Undergraduate Admissions Review Process and Criteria for Freshmen

Admission to the University of Illinois at Urbana-Champaign is selective. Currently, over 20,000 high school seniors apply for roughly 7,000 available seats. Because there are many more qualified applicants than spaces available, it is crucial that admission decisions be based on criteria that are sound and fair for individual applicants and that contribute to the creation of the best possible freshman class.

Application Filing Period

The Application Filing Period is from September 1, 2009 to January 2, 2010.

Applications must be postmarked by January 2. The Office of Undergraduate Admissions must receive all supporting documents (transcripts, test scores, essays) by January 12.

Priority Filing Period

The Priority Filing Period is from September 1 to November 1, 2009.

To apply during the Priority Filing Period, a complete application must be submitted online by midnight Central time on November 1, or postmarked by November 2 if applying by paper. All supporting documents (application fee, transcripts, and test scores) must be postmarked or received by November 2. Completing the application during the Priority Filing Period may give an applicant an advantage when space is limited.

An application will be designated as received during the Priority Filing Period once the entire application file has been completed and processed. Applicants should allow 1-2 weeks for processing time. After that time, the Admission Type listed on the Check Application Status website will change from Regular Admission to Priority Admission.

It is the applicant’s responsibility to know the application requirements and to submit the necessary materials. Also, it is important to note that if an applicant applies or submits supporting materials right at the application deadline, he/she is at risk of receiving a later admission decision, especially if the applicant has international credentials that require additional processing.

Admission Notification

There are two admissions notification dates: December 11, 2009 and February 19, 2010.

If an applicant completes the application during the Priority Filing Period, he/she can view the admission status online on December 11, 2009. Students who have been admitted will receive official notification letters; students who have been deferred or denied will be able to view their admission decision online. When an application decision is deferred, a final admission decision will not be available until the second notification date of February 19. Should this be the case, there is no need for an applicant to submit a program change request, as the applicant is still
being reviewed for the requested program. If the application becomes complete after November 1, or if the application is deferred on December 11, the applicant will be notified of a decision on February 19.

- Students applying to Art Foundation, Theatre Foundation, and Dance: The final notification date will be March 15, 2010.
- Students applying to Music: Priority filing does not apply to music applicants. You will be notified by March 15, 2010.

**Review Process**

Students must apply directly to a major or program. Once an application is complete, it is reviewed to determine if subject matter requirements are met and all necessary information is included. After this step, the application goes to the admissions committee for review. For each academic unit, there is an admission committee that includes staff from the Office of Undergraduate Admissions and from the college to which the application is made. Illinois uses a holistic review process when selecting applicants for admission. The highest importance is placed on providing each application with a comprehensive review. An applicant is never denied admission without a minimum of two reviews.

Illinois’ goal is to admit the best possible candidates for admission. If an applicant is not admitted to his or her first choice program, the applicant automatically is considered for other programs in the academic community/college where he or she applied. If not accepted in that community, the applicant will be considered for other related majors or for the Division of General Studies. A student admitted to an alternate program is notified in the offer of admission letter, which includes information about how an admitted applicant, after enrolling, may apply to transfer to the applicant’s original first choice.

**Evaluation Factors for Undergraduate Admissions**

The qualifications of each applicant are assessed, based on the information provided in the application. Academics are the most important factor, but extra-curricular involvement, individual interests, personal characteristics, and special talents are also considered.

The following factors are considered during the review process:

- **Complete academic performance in high school**
  Minimum subject matter requirements must be met (see chart below). The rigor of the curriculum is strongly considered. Illinois appreciates applicants who take challenging courses, including honors, Advanced Placement (AP) or International Baccalaureate (IB) courses if available. When assessing academic achievement, course grades as well as grade trends are important, including course selection and grades in relation to desired major. A strong senior schedule is also encouraged, as it helps show the applicant’s commitment to higher education. If the high school provides a class rank, that is taken into consideration as well.
High School Coursework Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Required</th>
<th>Suggested Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>3 or 3.5*</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Lab Sciences</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>One Foreign Language</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Flexible Academic Units</td>
<td>2</td>
<td>4+</td>
</tr>
</tbody>
</table>

*3.5 years of mathematics, including trigonometry or higher, are required for the following:
Agricultural, Consumer, and Environmental Sciences: agricultural engineering sciences
Business: all curricula
Engineering: all curricula
Fine and Applied Arts: architectural studies
Liberal Arts and Sciences: specialized curricula in biochemistry, chemical engineering, chemistry, geology, and physics

- **Standardized test scores (ACT or SAT)**
  Illinois considers the highest composite score when reviewing performance on a standardized test. The writing component of the ACT is required. The SAT II is not accepted for any admission purposes. Attention is paid to the highest sub-score received that is directly related to major desired (e.g., the math sub-score for the College of Engineering).

- **Information provided in the essays**
  Students are asked to write two essays, one on their academic interests and/or professional goals (300 words or less), and the other on an extracurricular activity, work experience, or community service project that they pursued and how it benefited them (300 words or less). Important factors considered by the review committee when evaluating the essays are (1) how the applicant ties his or her academic interest to the desired major or, if applying to the Division of General Studies, how the applicant explains his or her varied interests and need for exploration; (2) how the applicant showcases his or her passion through chosen activities, work experience, research, or course selection in high school; and (3) how the essay reveals maturity and growth through past experiences, evidence of character development, cultural insight, community awareness, and/or leadership. Strength of writing is carefully considered throughout all the application essays.

- **Involvement in extra-curricular activities, service, and work experience**
  Involvement in productive activities that reach beyond the classroom, that point to a range of diverse interests among students on campus, and that embrace volunteerism may be important components of an application. Each application is reviewed for evidence of the applicant’s commitment to an activity, special interest, or community service project
as shown through consistent involvement, increased responsibility or leadership positions, and positive impact. Extra-curricular activities that are related to the intended major are given positive consideration. Participation in academic achievement programs is also considered within this category.

- **Awards received and honors earned**
  Providing a list of awards and honors highlights how the applicant has been recognized for previous accomplishments or endeavors.

- **Personal characteristics**
  Illinois prides itself on the diversity found throughout campus. Students from varied backgrounds and all walks of life enhance the educational environment. The admitted class of students is reviewed to ensure students represent a variety of socioeconomic and educational backgrounds, cultural and geographic locations, languages spoken, and special talents.

**Sample Selectivity Data**

Below are selectivity data for the 2009 admitted freshmen. These data are posted on the admissions website and are updated each year.

**Overall Selectivity for 2009 Admitted Freshmen**

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>% Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 - 36</td>
<td>26%</td>
</tr>
<tr>
<td>27 - 31</td>
<td>50%</td>
</tr>
<tr>
<td>23 - 26</td>
<td>19%</td>
</tr>
<tr>
<td>22 or below</td>
<td>5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>High School Class Rank</th>
<th>% Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 1%</td>
<td>13%</td>
</tr>
<tr>
<td>Top 10%</td>
<td>61%</td>
</tr>
<tr>
<td>Top 25%</td>
<td>95%</td>
</tr>
<tr>
<td>Top 50%</td>
<td>99.7%</td>
</tr>
</tbody>
</table>
College Selectivity for 2009 Admitted Freshmen

Some programs within a college may admit at a more competitive level. The chart below reflects the middle 50% of students in each college.

<table>
<thead>
<tr>
<th>College</th>
<th>ACT Score</th>
<th>SAT Score</th>
<th>High School Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACES</td>
<td>25 - 30</td>
<td>1700 - 1960</td>
<td>82% - 94%</td>
</tr>
<tr>
<td>AHS</td>
<td>25 - 30</td>
<td>1610 - 1920</td>
<td>84% - 95%</td>
</tr>
<tr>
<td>AVI</td>
<td>24 - 29</td>
<td>1590 - 1960</td>
<td>76% - 93%</td>
</tr>
<tr>
<td>BUS</td>
<td>28 - 32</td>
<td>1860 - 2080</td>
<td>91% - 98%</td>
</tr>
<tr>
<td>EDU</td>
<td>25 - 28</td>
<td>1620 - 1940</td>
<td>82% - 94%</td>
</tr>
<tr>
<td>ENG</td>
<td>30 - 33</td>
<td>1920 - 2150</td>
<td>92% - 98%</td>
</tr>
<tr>
<td>FAA</td>
<td>25 - 31</td>
<td>1740 - 2030</td>
<td>81% - 95%</td>
</tr>
<tr>
<td>DGS</td>
<td>25 - 30</td>
<td>1730 - 2010</td>
<td>82% - 94%</td>
</tr>
<tr>
<td>LAS</td>
<td>27 - 32</td>
<td>1860 - 2110</td>
<td>88% - 97%</td>
</tr>
<tr>
<td>Media</td>
<td>27 - 31</td>
<td>1800 - 2040</td>
<td>87% - 96%</td>
</tr>
<tr>
<td>Campus</td>
<td>27 - 32</td>
<td>1840 - 2100</td>
<td>86% - 97%</td>
</tr>
</tbody>
</table>
Charge #3

The Admissions Task Force, in conjunction with the Office of Undergraduate Admissions (OUA), has worked to further formalize its appeals process, which is described as follows. This appeals process is posted on the OUA website ensuring transparency and access to all who have been denied undergraduate admission (admissions.illinois.edu/counselors/app_materials.html, admissions.illinois.edu/faq/transfer.html or admissions.illinois.edu/apply/check_status.html).
Undergraduate Admissions Appeals Process for Freshmen

Appeals Process

Beginning with the admissions cycle for the 2010 freshmen class, the Office of Undergraduate Admissions (OUA) will add information regarding the appeals process to its website and make the appeals form readily available to all applicants via the web. We believe these steps will 1) make the appeals process open and transparent to all applicants, 2) eliminate the possibility for differential access to appeals, and 3) bring Illinois in line with the best practices of its Big 10 peers.

The appeals process will operate as follows:

- Upon receiving notification of a denial decision, the denied applicant is encouraged to contact the Office of Undergraduate Admissions at (217) 333-0302. An admissions officer will pull the applicant’s file and explain to the applicant the reasons for the denial decision. The applicant’s parents and/or high school counselor may also call to discuss the reasons for denial.
- If the applicant wishes to appeal the denial decision, he or she must access the appeals form on the OUA Website, and submit a signed hard copy via U.S. mail. Although requiring a hard copy may seem an unnecessary burden in an Internet-driven world, the applicant’s signature is critical to ensure the appeal is being sent by, or at least with the consent of, the applicant. The appeals form will require that students submit new and compelling information that is relevant to the admissions criteria and that was not available in the original application. The form will list the types of information that will not be considered and, therefore, should not form the basis of an appeal.
- Upon receipt of an appeal, the chair of the college admissions committee will review the appeal to determine if compelling new information relevant to the admissions criteria has been submitted for review. If he or she deems that no appropriate new information has been submitted, the appeal will be rated as “no appropriate new information submitted for consideration” and will be denied without further consideration.
- If the chair of the college admissions committee determines there is compelling new information relevant to the admissions criteria, he or she and the college admissions dean will independently review the new information submitted via the appeal, along with the original application information. Both reviewers will independently rate the appeal as:
  - Appropriate new information submitted, but not sufficient to warrant admission
  - Appropriate new information submitted, recommend admission
- If either of the reviewers selects the third category (i.e., is recommending admission based on the appeal), the appeal then will be forwarded to the Director of Undergraduate Admissions for review. The Director’s decision will be final.

The Office of Undergraduate Admission will submit a report to the Senate Admissions Committee each year detailing the number of appeals received, the number denied, and the number admitted on appeal.
### Comparison of Big 10 Peers Appeals Processes (2008-09)

<table>
<thead>
<tr>
<th>Has Appeal Process</th>
<th>Illinois</th>
<th>Purdue</th>
<th>Ohio State</th>
<th>Penn State</th>
<th>Wisconsin</th>
<th>Michigan</th>
<th>Indiana</th>
<th>Mich State</th>
<th>Minnesota</th>
<th>Iowa</th>
<th>N'western</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicized</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y*</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>In denial letter</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On web site</td>
<td>N^</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On inquiry</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Same Admissions Staff/Committee</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee of admissions staff</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who Submit Can Submit Appeal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Only</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

^ Represents status for 2008-2009 admissions cycle. Appeal information will be available on Illinois’ site beginning with the 2009-2010 admission cycle.

* Student can appeal which Penn State campus they are admitted to, but cannot appeal the denial decision.

# If an academic department or athletics challenges a decision made by the admissions office, a faculty group reviews the case.
APPEAL OF ADMISSION DECISION

Every application has gone through an extensive review and a variety of information is considered, including academics, extra-curricular involvement, and information provided in essays. Therefore, request for reconsideration should only be submitted if new and compelling information that is relevant to the admissions criteria not on the original application is available. Requests must be made by the applicant. The Admissions Committee will not consider seventh or eighth semester grades, new extra-curricular activities or awards, ACT or SAT test scores submitted after January 12, or letters of recommendation. The Admissions Committee decision made on your appeal is final.

Complete, print, sign, and mail or fax the following form to the above address.

Section 1 Mandatory
Applicant’s Name (as it appears on the application)

Last __________________________  First __________________________  Middle __________________________

Date of birth __________________________  UIN __________________________

E-mail Address __________________________

Section 2 Mandatory
On an additional sheet, please provide new and compelling information that was not on your original application for admission (limited to 500 words).

All applicants are considered for a variety of avenues of admissions before a denial decision is made. However, if you wish to be considered for a different major or college please list that here (Optional):

________________________________________________________________________

Student Signature __________________________  Date __________________________

Student signature is required to process this form. All requests for changes to an application must come from the applicant. Signing the form confirms that all updated information is accurate.

Deadlines for Reconsideration: May 1 for incoming freshmen; June 1 for incoming transfers for the Fall semester; January 2 for incoming transfers for the Spring semester.

No freshman decisions will be made prior to March 1. Please allow 2 to 4 weeks for decisions. Decisions will be posted online at www.admissions.illinois.edu/apply/check_status.html.
Charge #4

The Admissions Task Force has created an Ethical Code of Practice, which it envisions will apply to every employee of the Urbana campus. In addition to officially adopting this Code for the campus, we urge the President to forward this Ethical Code of Practice to the Board of Trustees for its adoption.
Ethical Code of Practice

WHEREAS the admissions process of the University of Illinois at Urbana-Champaign is guided by the university’s commitment to serve the people of the State of Illinois and the needs of the State as set forth in our public, land grant mission; and

WHEREAS the admissions process is guided by the highest standards of fairness to applicants, transparency of process, equality of access, privacy, and responsiveness; and

WHEREAS the admissions process must comply with the University of Illinois’ nondiscrimination policy specifying that decisions involving potential as well as current students and employees be based on merit and be free from invidious discrimination in all its forms (University Statutes); and

WHEREAS employees of the Urbana campus shall not respond to inquiries concerning the status of an application except those that come from an applicant or an applicant’s parent or legal guardian, spouse or secondary high school guidance counselor; and

WHEREAS members of the University of Illinois Board of Trustees, donors, alumni, corporate representatives, and elected officials of the State shall not be allowed to influence the outcome of admissions decisions; and

WHEREAS admissions decisions shall not involve an offer or acceptance of any reward or remuneration;

NOW, THEREFORE, BE IT RESOLVED THAT:

All admissions to the University of Illinois at Urbana-Champaign shall be based strictly upon admissions criteria, policies, and guidelines as stipulated in the campus Admissions Policy established by the Academic Senate, the Urbana campus administration, and the Board of Trustees. This code of practice is in accordance with the Statement of Principles of Good Practice issued by the National Association for College Admission Counseling (NACAC). Violations of this code by employees of the Urbana campus will be subject to discipline up to and including discharge. Violations of this code by members of the Board of Trustees will be considered malfeasance and will constitute grounds for removal by the Governor of the State of Illinois.
Charge #5

The Task Force recommends campus adoption of the following Policy Prohibiting Improper Influence in Admissions to the University of Illinois at Urbana-Champaign. To that end, we encourage both the Senate Admissions Committee and the Academic Senate to endorse this policy.
Proposed Policy Prohibiting Improper Influence in Admissions to the University of Illinois at Urbana-Champaign

I. Definitions

A. “Admissions office” refers to any admissions office of any department or college of the University of Illinois at Urbana-Champaign, including graduate programs and professional schools.

B. “Admissions staff member” refers to any employee of any admissions office.

C. “Employee with admissions responsibility” refers to any admissions staff member, faculty member of any admissions committee of any department or college, or dean of any college or unit executive officer directly reviewing admissions files and participating in admissions decisions.

D. “Employee without admissions responsibility” refers to any employees, including faculty member or dean of any college or unit executive officer, that does not directly review files and participate in admissions decisions.

E. “Office of Undergraduate Admissions/OUA” refers to the admissions office that has primary responsibility for recruiting, admitting, and enrolling students into the undergraduate departments and colleges at the University of Illinois at Urbana-Champaign.

II. Prohibited Activities

In accordance with the detailed provisions below, the following activities are prohibited:

A. With regard to undergraduate admissions, no third party, including Trustees, government officials, or university employees without admissions responsibilities, shall attempt to communicate with Office of Undergraduate Admissions staff members or employees with admissions responsibility regarding any applicant file. Any such communication is not permitted and would be logged for review by the Senate Admissions Committee. Only an applicant, an applicant’s parent or legal guardian, spouse or secondary high school guidance counselor may communicate with the admissions office regarding an individual file.

B. With regard to graduate and professional school admissions, third-party communications are also prohibited; however, third parties may participate by
composing formal letters of recommendation, if such letters are permitted or required, and if the third party is an expert in a relevant academic or professional field and has personal knowledge of particular candidates. In such instances, the third party may communicate with employees with admissions responsibility regarding particular candidates.

C. No university employee shall forward inquiries regarding any applicant file from unpermitted third parties to admission staff members or employees with admissions responsibility. Any such communication is not permitted and would be logged for review by the Senate Admissions Committee.

III. Unsolicited Expressions of Support

A. Office of Undergraduate Admissions

1. The purported sponsorship or unsolicited expression of support of an applicant to any department or college of the University of Illinois by any individual shall not be considered in any admissions decision concerning that applicant made by the Office of Undergraduate Admissions.

2. In order to assure compliance with Section II(A), no record of any purported sponsor or supporter shall be retained in any applicant’s file, including the receipt by the applicant of a General Assembly Scholarship. Presently, the Office of Undergraduate Admissions neither requires nor accepts letters of recommendation as part of the admissions process. Any correspondence by or with such sponsor or supporter, whether by letter, email communication, telephone communication, or any other oral, electronic, or written communication, shall be logged by the admissions officer receiving such communication and the substance of such communication will be kept in files separate from applicant files. This log containing the purported sponsors’ names shall be subject to disclosure under the Illinois Freedom of Information Act.

B. Graduate and Professional Schools

1. Notwithstanding the prohibitions in Section III.A, if any graduate or professional school requires or permits applicants to forward formal letters of recommendation as part of the admissions process, third-party recommenders may participate in that formal recommendation process.
2. In addition, any graduate or professional school may engage in customary solicited or unsolicited conversations with experts in the relevant academic or professional field and with personal knowledge of particular candidates to that graduate or professional school to determine the likelihood of success of those candidates to a particular course of study.

3. However, under no circumstance may a university employee with no personal knowledge of a candidate in the relevant academic or professional environment attempt to sponsor an applicant by communicating directly with any admissions staff member either informally or through the formal process of sending a letter of recommendation.

IV. Permitted Inquiries

A. Admissions staff members will respond to inquiries regarding the status of any individual applicant’s application only if the inquiry is made by the applicant or an applicant’s parent or legal guardian or spouse.

B. In addition, Office of Undergraduate Admissions staff members may communicate with guidance counselors at secondary schools from which students have applied for admission and convey information that the Office of Undergraduate Admissions determines is relevant.

C. Permitted inquiries to the Office of Undergraduate Admissions shall be logged in the recruitment management system (“Talisma”) used by that office.

D. Other admissions offices may determine whether and how best to record permitted inquiries to their offices.

V. Unpermitted Third-Party Inquiries

A. Inquiries, whether by oral, electronic, or written communication, to any admissions staff member by a third party other than those permitted in Section IV (an “improper third party”) is prohibited. “Improper third party” includes, without limitation, university employees, including faculty and deans, without admissions responsibilities, Trustees, and state and federal government officials or employees.

B. Under no circumstance shall any admissions staff member grant access to applicant information or share such information with any individuals other than an applicant or an applicant’s parent or legal guardian, spouse or secondary high school guidance
counselor, admissions staff members, and university faculty and deans with admissions responsibilities. Without limiting the foregoing, the following persons shall not have access to applicant information and shall not have such information shared with them: university employees, including faculty and deans, without admissions responsibilities, Trustees, and state and federal government officials or employees.

C. Nothing in this section should be construed to limit admissions staff members from otherwise communicating generally available information to persons contacting any admissions office, including application deadlines, admissions criteria, and required application information.

VI. Procedures for Processing Improper Third-Party Inquiries

A. Improper third-party inquiries made directly to the Office of Undergraduate Admissions shall be forwarded to an admissions counselor. Improper third-party inquiries made to other admissions offices within colleges or units shall be forwarded to the administrative head of admissions in those colleges and departments.

B. The admissions counselor shall communicate to the third party making the inquiry the policy contained in Section III. If the inquiry is made to an admissions office of a graduate or professional school, then the administrative head of admissions of that office shall communicate to the third party making the inquiry the policy contained in Section III.

C. The admissions counselor will log the communication with the inquiring third party and retain the substance of the communication in a separate, web-based system for logging improper third-party inquiries (the “Third-Party Inquiry Log”). The administrative head of admissions for the other admissions office will also log improper third-party inquiries into the Third-Party Inquiry Log. This Third-Party Inquiry Log will allow admissions staff members to input information, but will not allow such individuals to view or extract information that has been logged. This Third-Party Inquiry Log containing the inquiring third-party names will be subject to disclosure under the Illinois Freedom of Information Act.

D. Improper third-party inquiries made directly to other persons with admissions responsibilities shall be directed either to the admissions counselor or to the administrative head of the appropriate admissions office, as applicable. In addition, the person receiving the inquiry shall communicate the substance of the inquiry to
that admissions counselor, who shall log that communication into the Third-Party Inquiry Log pursuant to Section VI(c).

E. Improper third-party inquiries made to any university employee without admissions responsibilities are not required to be logged. The university employee shall communicate to the third-party the policy contained in Section III. However, if that university employee communicates the inquiry to any admissions staff member or person with admissions responsibilities, then that admissions staff member or person with admissions responsibilities shall forward that information to an admissions counselor or administrative head of the appropriate admissions office, to be logged into the Third-Party Inquiry Log in accordance with this Section VI.

F. The data contained in the Third-Party Inquiry Log shall be made available to the Senate Admissions Committee on an annual basis. The Senate Admissions Committee shall review the data and present a report of its findings to the Senate. In addition, all such data shall be subject to the Illinois Freedom of Information Act.

G. In addition, any admissions staff member who believes that an abuse of this Policy Prohibiting Improper Influence in Admissions is occurring or has occurred shall log this concern into the Third-Party Inquiry Log and shall have the ability to do so anonymously, if desired.

VI. Sanctions

A. Any university employee who violates any part of this Policy Prohibiting Improper Influence in Admissions shall be subject to discipline up to and including termination.

B. Any member of the Board of Trustees who violates any part of this Policy Prohibiting Improper Influence in Admissions shall be considered to have committed malfeasance and be subject to removal from the Board of Trustees by the Governor of the State of Illinois.
Charge #6

The University of Illinois has long recognized the importance of diversity in admissions and in all aspects of university life. The following statement reaffirms this commitment to diversity in the context of admissions.
Diversity Statement

The University of Illinois at Urbana-Champaign values diversity and seeks to create an atmosphere and institutional culture that is respectful and welcoming to all individuals, regardless of their race, ethnicity, age, gender, gender identity, sexuality, socio-economics, spirituality, ability/disability, and national origin. We take great effort to celebrate our commonalities and to appreciate what distinguishes us from one another. We are committed to admitting and educating diverse generations of leaders, who are ready to meet the evolving demands of an increasingly complex and interconnected world. By bringing together people from different backgrounds whose views of the world may differ, we enhance our understanding of societal challenges. More importantly, we bring together the perspectives, skills, and knowledge necessary to move beyond challenges to opportunities.
Charge #7

The Admissions Task Force recommends that an intensive review be undertaken by the Senate Admissions Committee in the summer of 2010. The review should be designed to evaluate the efficacy of reform measures taken as the result of this report. In addition, we recommend that the Senate Admissions Committee undertake a regular, annual review of admissions practices as part of its future charge.

The campus has a Senate Admissions Committee that can and should provide oversight of admissions policies and practices. We recommend that this committee be responsible for conducting a one-year intensive review of admissions reforms undertaken as a result of this report. We also recommend that the Committee be charged with conducting a regular, annual review of admissions practices and policies on campus.

One-Year Intensive Admissions Policy Review

The one-year Intensive Admissions Policy Review has three main objectives:

1) The review will examine the admission processes in place for undergraduate as well as graduate and professional programs, determining whether they comply with the policies and guidelines set forth in the Policy Prohibiting Improper Influence on Admissions to the University of Illinois at Urbana-Champaign and with the Ethical Code of Practice.

2) The review will provide an assessment of how well the policies and the Ethical Code of Practice are working. The review may result in recommendations for needed adjustments or changes in the policies and guidelines outlined in this report.

3) The review will ensure that faculty members are exercising their oversight authority regarding admissions policies and procedures.

The Intensive Review will occur no later than the summer of 2010. Working with the Office of Undergraduate Admissions and with admissions staff responsible for graduate and professional programs, the Senate Admissions Committee will gather the following types of information for the review:

- Admissions criteria used by different programs
- Publicity of admissions processes
- Admissions decision statistics for undergraduate and graduate/professional programs
- Appeals and resulting decisions
- Complaints about admissions
- Admissions training and education processes regarding policies and the Ethical Code of Practice
- Entries to the Third-Party Inquiry Log

The Intensive Review also should include recommendations for what is needed in an annual review of admissions processes (see next section).

The Senate Admissions Committee will file its report with the Academic Senate, the Provost’s Office, and the Chancellor’s Office.
Annual Admissions Policy Review

In the spring of each academic year, the Senate Admissions Committee shall conduct a review of campus admissions policies and practices. Although this review may be less intensive than the 2010 one-year review, it should be thorough and comprehensive. The goal of this review is to provide routinized faculty oversight of admissions processes, and to ensure short-term and long-term compliance with the policies and practices outlined in this report.

As part of this annual review process, academic units shall be required to submit any changes in their admissions practices to the Senate Committee on Admissions.

The Senate Admissions Committee will file its annual report with the Academic Senate, the Provost’s Office, and the Chancellor’s Office.
Recommendations

The report of the Task Force on Admissions outlines specific policies and practices to guide admissions. In addition, the Task Force respectfully offers the following general recommendations to guide implementation of the reforms:

1. Although the University of Illinois is one university, its three campuses vary greatly in size, scope, mission, and population served. This variation is reflected in our admissions processes. The policies and practices set forth in this document reflect the unique opportunities and challenges of the Urbana campus and presumably are not transferrable to the other two campuses. Therefore, we ask that each campus be allowed to adopt policies and practices that are unique to its circumstances, as long as they clearly and forcefully address the concerns set forth by the Admissions Review Committee and President White’s charge.

2. To be effective, a code of conduct must be codified at the highest levels and applicable to all members of the University of Illinois community. Therefore, we recommend that the Ethical Code of Practice set forth in Charge 3 be a regular part of all orientation and training activities undertaken by admissions staff on campus. We also recommend that the Code be widely publicized and endorsed by all new administrators at Illinois. Finally, we recommend that the Code be forwarded and endorsed by the Board of Trustees. We recognize and support the need to reconcile our recommended Ethical Code of Practice with those proposed by the other campuses.

3. In the coming year, the Office of Undergraduate Admissions should develop an overarching philosophical mission statement that reflects its practices and policies, with the assistance of the Senate Admissions Committee. The philosophy should be publicized on the website.

4. The Proposed Policy Prohibiting Improper Influence in Admissions sets forth a firewall that is unique to the Urbana campus in its implementation but must be applicable to all University of Illinois employees to be effective. We recommend that the Proposed Policy Prohibiting Improper Influence in Admissions be adopted by the Chancellor, with the support of the Academic Senate, and be made known to all members of the University of Illinois community.

5. The members of this Task Force believe it is critical to reassert the role of faculty, through the Senate Admissions Committee, in setting admissions policy and providing oversight for the execution of that policy. Article II.1.C. of the University of Illinois Statutes states that “each senate shall determine for its campus matters of educational policy including but not limited to: requirements for admission to the several colleges, schools and other teaching divisions.” We recommend that the Board of Trustees (BOT) rescind the largely outdated 1983 BOT admissions policy and instruct the
senates on each of the campuses to set appropriate admissions policy and mechanisms to provide appropriate monitoring and oversight.
Appendix A

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Chancellor
Swanlund Administration Building
601 East John Street
Champaign, IL 61820

Date: August 18, 2009

To: Abbas Aminmansour, Chair-Senate Educational Policy Committee
William E. Berry, Associate Chancellor
Roy Campbell, Chair-Senate Information Technology Committee
Stacey Kostell, Director of Admissions-Undergraduate Admissions
Tanya Gallagher, Dean-College of Applied Health Sciences
Christine Hurt, Chair-Senate Admissions Committee and Chair-Admissions Task Force
Keith Marshall, Associate Provost for Enrollment Management
Joyce Tolliver, Chair-Senate Executive Committee
Bradley Tran, Student Body President and Member-Senate Executive Committee
Ruth Watkins, Dean-College of Liberal Arts and Sciences
Richard Wheeler, Vice Provost
Barbara Wilson, Vice Provost

From: Richard Herman, Chancellor
Robert Easter, Interim Provost
Joyce Tolliver, Chair, Senate Executive Committee

Thank you for agreeing to serve on the Admissions Task Force.

Our campus is expected to produce a report on policy issues identified by the State of Illinois Admissions Review Commission (ARC) in its Report and Recommendations, released August 6, 2009. President White has asked for a response from each campus by September 23. We would like to see a draft of your report by September 16. Our goal is to implement all of the recommendations within our control.

Your report should be guided by these principles:

- The undergraduate admissions decision-making process must be based on criteria appropriate to assemble a freshman class for the state’s flagship university and one of the premier public universities in the nation.

- The integrity of the admissions decision-making process must be protected from the intervention of “public officials, University Trustees, donors, and other prominent individuals (collectively ‘sponsors’),” and from “separate and preferential treatment by University Leadership” (ARC Report and Recommendations, page 1).

- The principles and practices that inform the admissions decision-making process must be made clear to applicants and the public in readily accessible statements.
Admissions Task Force
August 18, 2009
Page Two

It must be stressed that we have an exceptional group of admissions officers on campus. The integrity and the validity of decisions made by this group have not been brought into question by the intensive review conducted by the ARC or by the extensive media coverage of “clout” in admissions that followed from an article published in the Chicago Tribune on May 29. The decisions of this group are guided by sound principles, they are produced through a scrupulously fair process, and they reflect the integrity of an excellent professional staff. The Admissions Task Force is not asked to change the work of the admissions staff but to protect it and clarify it – to put, in the words of the ARC report, a “fire-wall” around it.

We ask the Admissions Task Force to address the following items:

- Produce a statement making it clear that what has come to be known as the “Category I” admissions process has ceased to exist.

- Produce a statement that clearly describes our admissions criteria, and the decision-making process they inform, that will be publicly accessible on the admissions website.

- Identify the key components necessary to institute an admissions appeals process and report on progress toward the development of that process.

- Identify the components necessary to construct a University-wide Code of Conduct regarding admissions, a code by which “sponsors,” “University leadership,” and all other parties will be expected to abide.

- Establish a process for dealing with third-party inquiries. This process should cover three key areas: how to respond to third-party inquiries; how best to record third-party inquiries in a log that will be a public document; how to ensure that admissions decisions are not influenced by third-party inquiries.

- Produce a statement that recognizes the importance of diversity in the admissions process and that helps ensure diversity among admissions officers.

- Recommend provisions for a one-year intensive review of actions taken as a result of the previous recommendations.

We understand that this charge represents a formidable task that must be accomplished in a very tight timeframe. We are most grateful to you for taking on this exceptionally important work, and we look forward to seeing your report.