

SCHOOL OF EDUCATION ADMISSION APPEAL DECISION

School of Education at the University of Redlands evaluates the admission application material of each applicant carefully and objectively. Admission decisions are rarely reversed. School of Education at the University of Redlands does not set aside space in our class for applicants who appeal admissions selection decisions.

Admission appeals for programs within School of Education at the University of Redlands will be considered if they are filed with the Office of Graduate and Professional Enrollment within 15 calendar, not business, days of the date on the notification letter by 11:59:59 p.m. PDT. Consideration for appeals is based on extenuating circumstances. Regardless of the severity of extenuating circumstances, admission appeals may not be granted.

University personnel will not discuss appeals in person, by e-mail, by telephone, or any other means of communication, with any individual other than the applicant, unless that applicant has previously, and individually, agreed in writing to such discussion related to a specific item.

Admission appeals do not include interviews, but questions may be directed to the applicant's original enrollment counselor.

The requirements of this admission appeals policy will be rigorously applied. The applicant presenting an appeal has the full burden of meeting the standards and criteria set forth in this document. All appeal requests will be reviewed thoroughly. All appeal decisions are final; there are no additional levels of appeal.

Appeal Review: The Office of Graduate and Professional Enrollment is delegated authority to act as repository for appeals materials of denied applicants. The Admissions Appeals Committee within School of Education will review completed appeals materials and make the final decision to grant or deny appeals.

Appeal Considerations: If there is nothing compelling related to a denied applicant's academic pursuit, an appeal may not be appropriate.

Appeal Outcomes: The appeal may be granted or denied.

Appeal Deadline: No later than 11:59:59 p.m. PDT of the 15th calendar day from the date of the notification letter.

Appeal Transmittal: SOEadmissions@redlands.edu (this is checked daily by Mai Vang, Application Processing Manager in Enrollment Management). Since admission decisions are made on particular dates, the Office of Graduate and Professional Enrollment can keep an eye on possible appeals coming to their way within 15 days of each decision-making-dates.

Appeal Process: If after reviewing the information above, a denied applicant wishes to appeal his/her admission status, the following items in **ONE** packet must be submitted within 15 calendar days of the date on the notification letter.

- Letter of appeal, no more than 500 words, clearly stating reasons and extenuating circumstance(s) for appeal consideration, written and signed by the applicant. This letter must also include the applicant's complete contact information including: (1) full name, (2) mailing address, (3) daytime phone number, and (4) preferred email address.
- Supporting documents, excluding copies of awarded honors/letters of recommendation/copies of medical records or doctor's notes, that strongly exhibit extenuating circumstance(s) outlined in letter of appeal.

*A denied applicant's original application file will be shared by the Office of Graduate and Professional Enrollment with the Admissions Appeals Committee within School of Education.

THE FOLLOWING APPLIES TO APPEALS:

1. Appeals must be submitted via e-mail. Fax or mail will not be considered.
2. All appeals must be submitted in the PDF format. Supporting documents need to be electronically scanned for submission.
3. All appeals must be submitted within 15 calendar days of the notification letter.
4. Appeals will only be considered once and decisions rendered are FINAL.
5. Incomplete packets will not be considered and will not be returned for completion. Incomplete packets are considered final and will be denied and cannot be re-submitted.
6. Appeal decisions will be provided within 30 business days and applicants will be notified via written and electronic notification.

Submit appeal by e-mail **ONLY** and clearly indicate which department and program within School of Education the appeal needs to be directed to SOEadmissions@redlands.edu . The letter of intent should be addressed to: Office of Graduate and Professional Enrollment ATTN: School of Education Admission Appeal Committee.

The applicant presenting an appeal has the full burden of assuring the appeals packet is complete. Re-submissions of the same appeals packet are not allowed, and in case of multiple submissions the first received packet (if complete) will be considered for appeals review.