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## **UCLA Policy 151: Integrity of Undergraduate Admission Process - Draft For Review**

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Issuing Officer: Vice Provost Enrollment Management  
Responsible Dept: Office of Undergraduate Admission  
Effective Date: TBD  
Supersedes: New

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### **I. PURPOSE & SCOPE**

### **II. DEFINITIONS**

### **III. STATEMENT**

### **IV. REFERENCES**

#### **I. PURPOSE AND SCOPE**

This Policy is designed to maintain and protect the integrity of the Undergraduate Admission process for recruiting, admitting and enrolling highly qualified students to UCLA. This Policy is promulgated by the office of Undergraduate Admission, and addresses the office's communications with UCLA Departments not involved in the admission process.

In accordance with Regents' policies 2201 and 2202, this Policy supports UCLA's commitment to an admission process that is "conducted with the highest standards of impartiality." The admission process must be free of influence or pressure motivated by "financial, political or other such benefit to the University."

Applications for admission to UCLA are evaluated based on faculty approved criteria detailed in the 2007 Comprehensive Review Policy. These criteria are used to evaluate a student's application, including academic, personal and leadership achievements, in the context of their educational opportunities and life experience. UCLA strictly prohibits any undue influence from financial, political or other parties seeking to influence the admission process.

#### **II. DEFINITIONS**

For the purposes of this Policy:

**Undergraduate Admission Staff** refers to any employee (whether full-time, part-time, volunteer or student employee) serving in the Office of Undergraduate Admission in a management, administrative or support capacity who has responsibility for individual admissions decisions, evaluating applicants or applications for admission, or who supervises, works with, or provides services related to individuals who are prospects for admission to UCLA.

**Other Department Staff Working on Admissions** refers to any employee (whether full-time, part-time, volunteer or student employee) serving in a UCLA department other than the Office of Undergraduate Admission who has responsibility for individual admissions decisions, evaluating applicants or applications for admission, or who supervises, works with, or provides services related to individuals who are prospects for admission to UCLA.

#### **III. STATEMENT**

The office of Undergraduate Admission at UCLA, under the purview of Enrollment Management, is solely

and exclusively responsible for actions and decisions concerning recruiting, admitting and enrolling undergraduate students to UCLA.

#### **A. Prohibitions**

UCLA strictly prohibits any undue influence from financial, political or other parties seeking to influence the admission process.

Undergraduate Admission Staff and Other Department Staff Working on Admissions are prohibited from communicating with other University employees (whether full-time, part-time, volunteer or student employee) who do not have responsibility for individual admission decisions about individual applications for admission, evaluations of individual applicants and admission decisions. This prohibition includes, but is not limited to, University employees in External Affairs, Development and Government Relations. This prohibition also includes discussions with University employees in External Affairs, Development and Government Relations concerning individuals whom the External Affairs, Development and Government Relations employee knows intends to apply for admission to UCLA during the current admission cycle. Any written materials, verbal requests or additional information received outside of the standard admissions application or appeal processes will not be accepted, taken into consideration or discussed by or with Undergraduate Admission Staff or Other Department Staff Working on Admissions.

This prohibition does not apply to:

- communicating with the Office of Legal Affairs when Undergraduate Admission Staff and Other Department Staff Working on Admissions need to consult with counsel for the provision of legal advice;
- preventing any employee from making a good faith report of an improper governmental activity under the University's Whistleblower Policy;
- nor does it prohibit any employee from complying with their "responsible employee" obligations under the University's Sexual Violence and Sexual Harassment Policy or California's Child Abuse and Neglect Reporting Act ("CANRA"), also see [UCLA Policy 136](#).

#### **B. Requesting Permission to Discuss Admission with other University Employees**

Undergraduate Admission Staff and Other Department Staff Working on Admissions who believe they have a legitimate and good faith need to discuss individual applications or admissions decisions with other University employees other than those outlined in this Policy, will request permission from the Director of Undergraduate Admission. Any such permission will be documented in writing before such communications occur.

#### **C. Reporting a Policy Violation**

Undergraduate Admission Staff and Other Department Staff Working on Admissions with information suggesting a possible violation of this Policy will promptly report it to the Director of Undergraduate Admission.

#### **D. Disciplinary Action/ Failure to Comply**

Violations of this Policy may result in appropriate corrective action, up to and including dismissal, under University policies or, as applicable, collective bargaining agreements.

### **IV. REFERENCES**

1. Regents Policy 2201: Policy on University of California Admissions Practices and on Participation of Regents and Elected Officials in Individual Admissions Decisions\_  
<https://regents.universityofcalifornia.edu/governance/policies/2201.html>
2. Regents Policy 2202: Policy Barring Development Considerations from Influencing Admission Decisions\_  
<https://regents.universityofcalifornia.edu/governance/policies/2202.html>

**Issuing Officer**

**/s/ Youlonda Copeland-Morgan**

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**Vice Provost Enrollment Management**

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**Questions concerning this policy or procedure should be referred to  
the Responsible Department listed at the top of this document.**

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