

## Participation Instructions

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### University of California Eligibility in the Local Context (ELC) Graduating Class of 2010

If you have questions, please call the ELC Help Desk at (800) 839-8507 or send an e-mail to [elc@ucop.edu](mailto:elc@ucop.edu).

## Submission Deadlines

Submission packets should be postmarked on or before *Friday, July 17 2009*. If your school expects to have difficulty in meeting this deadline, please contact UC for authorization to submit transcripts for late processing. With prior authorization from UC, transcripts will be accepted for late processing with a postmark of *Friday, August 7, 2009*, or earlier. See contact information above to make arrangements to submit transcripts for late processing.

## Instructions for Preparing and Sending Transcripts

1. **Obtain Parental Authorization forms for the students whose transcripts you intend to submit prior to the end of the school year.** Federal, state, and local privacy laws protect student transcripts. Parental authorization is required before transcripts are submitted to UC for ELC evaluation. Sample authorization letters and forms have been translated into Spanish and Mandarin Chinese for your convenience. Copies of these forms can be obtained on the ELC website ([www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc)), by calling the ELC Help Desk, or by sending an e-mail request (see contact information above). A school official must certify that parental authorization has been obtained for each transcript submitted. **Schools should not submit parental authorization forms to UC.** Please consult with your legal counsel to determine the appropriate retention period for these forms.
2. **After the final grades are recorded, rank the students in your junior class.** There are several methods for ranking students, and you may choose the method that is most appropriate to your school policies and local capabilities.

**Ranking Method:** The method of ranking your students is a local decision. For the purposes of ELC evaluation, UC uses an uncapped GPA based on UC-approved coursework taken in the 10<sup>th</sup> and 11<sup>th</sup> grades. However, there is no “wrong” way for your school to rank its students for submission to the ELC program, as long as your ranking identifies your top students. For research purposes we ask you to tell us how you ranked your students.

3. **Identify the top 12.5 percent** of students in the junior class, according to the target number provided by the University on your *School Submission Form*.

**Transcript Calculation:** The target number of transcripts to submit represents 12.5 percent of the expected graduating class, not 12.5 percent of the junior class. This calculation method adheres to the ELC program policies adopted by the UC Regents. **UC’s calculations take into consideration school growth.** The total number of expected graduates in the junior class is based on two things: the size of the most recent junior class and the historic graduation rates for the school. For historic graduation rates, UC uses data reported by each high school to the California Department of Education (CDE) over a recent three-year period. The size of the current junior class and graduation rates according to the CDE are also used as the reference for calculating the number of ELC eligible students (4

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percent) at each school. For more information, see the ELC website at [www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc).

4. **Include ties in the number of transcripts submitted.** If ties occur with the lowest-ranked student, all students who are tied with that student should be included, even if the number of transcripts submitted thereby exceeds the number requested by UC. For example, begin with the top-ranked student or students and continue to include transcripts from top-ranked students until the number of transcripts to be submitted is equal to the number requested by UC. Then, if there are additional students who have an identical GPA as the last student included, these students should also be added to the submission to UC.
5. **Except for ties, do not include more transcripts than those requested by UC.** Submit only the number of transcripts requested, unless the inclusion of additional transcripts represents students who are tied with the lowest-ranked student being submitted, as described above. If excess transcripts are received that are not tied with the lowest-ranked student record in the submission, UC will not process these transcripts and they will be returned.
6. **Remove any students for whom parental authorization has not been obtained.** Do not replace these students with other students below the top 12.5 percent. Schools should not submit parental release authorization forms to UC.
7. **Verify accuracy and clarity of student transcripts. Confirm that the transcripts have courses for the last term of the junior year. Make sure all college and transfer coursework completed by each student is included in the submission.** Students are disadvantaged in the evaluation process if coursework from the junior year is missing from the transcript. UC cannot accept revised transcripts after students have been notified of their evaluation results.
  - ELC students are selected using academic coursework completed by the end of the junior year. Summer terms completed after the junior year are not considered in the evaluation. If your school operates on a year-round basis, the ELC evaluation will consider all coursework completed on or before June 30.
  - To assist in expediting the evaluation of student transcripts please review student records for duplicate terms; missing grades and credits; and accurate course titles.
8. **Complete the Student Roster.** We have enclosed a student roster form for your convenience. UC will also accept student rosters of your own design that contain the identical information. UC considers the submission package to be incomplete if the student roster is not included in your school's submission packet. We have requested the inclusion of student email addresses on this form to assist us in communicating with students about the University. We highly encourage obtaining and adding this information on the Student Roster.
9. **Complete all three pages of the School Submission Form.**
10. **Return the confirmation postcard with your submission.** It is important that you address this to someone who will be available during the summer. This postcard will be mailed back to you to confirm receipt of your submission. You can check the status of your submission online at [https://www.ucelc.org/ucschoolstatus/school\\_status\\_search.htm](https://www.ucelc.org/ucschoolstatus/school_status_search.htm)
11. **Use the postage-paid envelope included in your packet.** UC encourages the use of electronic records transfer for receipt of student transcript information. However, UC has

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enclosed a postage-paid envelope that you may use to submit hard copies of your transcripts and Student Roster.

12. **Use the delivery confirmation form.** The fee for delivery confirmation service has been included in the pre-paid postage (see Post Office Instructions page in the mailing instructions). Make sure the Post Office employee stamps your receipt with the official USPS "Round Date Stamp." Make sure that the date and ZIP code are legible on the Round Date Stamp before leaving the postal counter. Place the receipt in a safe place; it is your proof that you submitted your materials on time. (See the *Mailing Instructions* for more information.)
13. **Mail materials to the following address:**  
**Eligibility in the Local Context (ELC) Program**  
**Office of Admissions**  
**University of California Office of the President**  
**P.O. Box 5908**  
**Concord, CA 94524-0908**

### ELC Appeals Policy

An appeal is a review of a completed evaluation of a school's submission of student transcripts. Any inquiry regarding a perceived error in the submission or evaluation process is treated as an appeal. We strongly urge schools to be sure their original submission of transcripts is complete and accurate. However, we understand that some cases require a second look.

Schools will be notified of their students' evaluations 14 calendar days before results are mailed to students. This will allow schools time to review their results and contact UC if there are errors. Appeals will not be considered for schools submitting after October 15. For this reason, it is important that schools submit on-time to allow ample time for their students to be processed and informed of their ELC status prior to applying to UC.

Appeals must be submitted within the following guidelines:

1. A school's request for an appeal to submit additional information will potentially delay the originally projected time for students receiving their results.
2. Schools may only submit ONE appeal within 14 calendar days of the date on the School Evaluation Results Report. Therefore, review ALL student results before requesting an appeal.
3. Only school representatives may submit an appeal.
4. Appeals MUST be requested via fax at: 866.857.9234
5. Students and parents may contact UC to discuss perceived errors, but they must work with their school representative for an appeal to be considered for action by the University.
6. Schools must be prepared to submit updated information to the ELC Unit within seven calendar days of the date that the request was submitted.
  - Submitting information within this time frame allows ample time to re-evaluate student records and resend results to schools for review one week prior to sending results to students.

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7. Appeals requested by a school because of an error in their original submission will potentially change the ELC status of some students. Thus, it is recommended that results not be shared with students until finalized.

#### **Before Student Notification**

Prior to students receiving notification of their ELC status, schools may submit changes to their original ELC submission. Schools should verify the accuracy of all records prior to submission. Once schools receive the results report, the 14 calendar days should be used to review their student results and contact UC immediately with questions about results or identified omissions in the original submission. Appeals requests must be received by UC via fax by the fourteenth calendar day after the date on the results report letter.

Prior to students receiving notification of their status, schools will retain the ability to:

- Submit additional transcripts for evaluation, ONLY if:
  - The school has not submitted the total number of transcripts requested or,
  - The school has identified students to remove from the evaluation process to replace with new student information, or found that a new student record is tied with the lowest ranked student previously submitted.
- Submit changes to student records that may have been established after the original submission.
  - Examples include: Teacher grade changes; test scores omitted from original record; errors on student transcript identified after submission.

#### **After Student Notification**

UC may be contacted to discuss perceived errors in the evaluation or submission process at any time. However, once students have been notified of their ELC status UC's ability to accommodate requests will be limited. Schools are urged to make every effort to review their submissions and school evaluation results within the established two-week time frame to allow for necessary revisions.

### **Appeals FAQ's**

**A Parental Authorization Form was not submitted in time for the school submission, but has now been submitted. Can this student's transcript still be submitted?**

If students have not been notified of their ELC status, the School Representative should contact UCOP immediately. If the school has not submitted the total number of transcripts requested and the school's records are still being evaluated, the school may submit the additional transcript.

If your school has submitted the number of transcripts requested and the additional student is:

1. Tied in the rankings with another student previously submitted and the school is prepared to remove another student from ELC consideration, or
2. Tied with the lowest ranked student previously submitted

If all requested transcripts have been submitted, no additional transcripts will be accepted for evaluation unless the school is prepared to rescind one of the originally submitted transcripts.

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This policy also applies in instances in which technical and/or human error outside the control of UC was the cause of such mishaps.

**After submitting our transcripts for evaluation we found errors in student records. What should we do?**

Once a school has received its results, the school representative will have up until the time that student notifications are mailed to contact UCOP to identify any errors on the transcripts submitted or in the submission itself. The school should work diligently to rectify whatever errors or omissions may have appeared on the affected transcripts and forward them to UCOP as soon as possible for reevaluation.

**After submitting our transcripts we were informed that our UC-approved course list did not contain enough courses for our students to become ELC eligible. What should we do?**

Schools that have been informed that their course list is insufficient or not current should contact the "A-G" **Articulation Unit** immediately.

Prior to students being re-evaluated it must first be determined whether a school is eligible to resubmit. If a school cannot resubmit during the current ELC cycle, they will receive guidance on how to rectify this issue for future cycles.

If approval is given to the school to submit course list revisions, the school must do so by the established deadline. Once the school's submission has been approved, its students will be reevaluated based on the updated course list. If a school fails to submit the necessary changes by the deadline, its students will not be reevaluated and will not be eligible to receive ELC status.