



OFFICE OF THE VICE PRESIDENT – STUDENT AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 9th Floor  
Oakland, California 94607-5200

May 5, 2009

Dear Colleague:

The Eligibility in the Local Context program provides one path to UC eligibility by identifying the top 4 percent of your graduating class of 2010, based on UC-approved courses completed and grades earned in these courses. Student transcripts are to be submitted by schools by the July 17, 2009 deadline. You will receive the submission instructions by approximately the third week in May.

The program is a partnership between the University and California high schools. We are continually working to improve this partnership to the advantage of schools and your students. To help simplify the transcript submission process the ELC Unit urges schools to take advantage of our electronic submission option. Electronic submission removes the manual process of ranking students, filling out a student roster or submitting other forms. Additional information on this process is forthcoming or available on the ELC website [www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc). Electronic solutions for simplified submission are available to schools in the following categories:

- Schools that utilize SASIxp as their Student Information System (SIS)
- Schools that utilize Aeries as their Student Information System (SIS)
- Schools in the Los Angeles Unified School District
- Schools using systems with developed Records Transfer capacity through the California School Information Service (CSIS)

Electronic Submission Support: [electronic.issues@ucecl.org](mailto:electronic.issues@ucecl.org) or call (800) 654-8341, ext. 4965.

I would also like to reiterate some general program information:

***ELC Participation Requirements for the Class of 2010***

All schools participating in ELC must satisfy the following requirements:

- Have a current and comprehensive UC-approved Doorways course list on file with the University. Because UC evaluates students' records based on their grades in UC-approved "a-g" courses, students are at a disadvantage if a school's course list is incomplete. For more information, see <http://www.ucop.edu/doorways/>.
- Be accredited by the Western Association of Schools and Colleges (WASC) for the 2008-09 school year. This accreditation can be at the full, candidate or interim level. This requirement applies to all non-public, public and charter schools to participate in the ELC program.

In addition, the following requirements are still in effect for schools participating in the ELC program:

- Schools must be comprehensive. Alternative schools, continuation schools, independent study schools and other types of schools are not eligible to participate in ELC.
- Schools must enroll 11<sup>th</sup>-graders and must grant high school diplomas.

*Schools should confirm that they meet these requirements before submitting student transcripts to the ELC program.*

**Appeals Policy**

March 30, 2009

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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 approximately two weeks 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.

Appeals must be submitted under 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. Therefore, review ALL student results before requesting an appeal.
3. Only school representatives may submit an appeal.
4. Appeals can only 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.
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.

Please visit the ELC website [www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc) for more information about the Appeals Policy.

#### ***ELC Calendar for 2009***

<b>April</b>	High schools begin to obtain parental authorizations if they have not already done so.
<b>May 20</b>	Submission packets mailed to high schools
<b>July 17</b>	Deadline for submitting transcripts
<b>Aug. 19 – Sept. 30</b>	School Results Reports and Student Letters sent (schools receive reports two weeks prior to students)

#### ***Submission Assistance***

We understand that selecting students and sending submission packets can be a daunting process. This is especially true for schools where few students take the full complement of "a-g" courses. The ELC staff would like to help you in any way possible. Please contact us if you would like assistance with the submission process.

#### ***Contact Information***

Website: [www.ucop.edu/sas/elc](http://www.ucop.edu/sas/elc)  
ELC Help Desk: (800) 839-8507  
E-mail: [elc@ucop.edu](mailto:elc@ucop.edu)

Sincerely,



Reginald E. Hillmon  
Coordinator  
Eligibility in the Local Context