

University of Illinois Springfield
Guiding Principles for Admissions Processes
Updated June 1, 2017

In keeping with the [University of Illinois Board of Trustees resolution 9a, which was approved on September 10, 2009](#), UIS adheres to the following guiding principles for admissions processes: fairness to applicants, transparency of process, and equality of access.:*

Fairness to Applicants

1. UIS has not in the past and does not now use a “special” tracking system to identify applicants about whom third party inquiries have been made.

Transparency of Process

2. **Admission criteria.** [General criteria for admission to UIS](#) are listed on the UIS Admissions website. The [admission requirements for specific degree programs](#) are found in the UIS online catalog. These admissions standards are based on policies established by the faculty and are updated regularly from feedback provided by academic departments.
3. **Appeals system.** Freshman and transfer students whose admission has been denied may, in certain circumstances, appeal the decision. Graduate departments vary in terms of whether they have appeals processes, and, if so, the specific process the department uses. [Information about the appeals process](#) is posted on the UIS Admissions website.
4. **Code of Conduct.** The UIS Admissions Office adheres to the [University of Illinois Admissions Code of Conduct](#). A link to the system-wide code is posted on the [UIS Admissions home page](#).

Equality of Access

5. **Third party inquiries.** Sometimes, persons other than applicants or their parents/guardians, coaches, or appropriate academic personnel will inquire about the status of someone’s application for admission, or they will provide unsolicited letters of recommendation, or they will encourage the university to admit these students.
 - For purposes of this policy, UIS defines a “third party” as anyone, internal or external to the university, who does not have a direct role in the academic programs or the admissions of students to the university.
 - The standard response to inquiries received by units outside of Admissions is: *“The Admissions staff handles undergraduate admissions issues at UIS. Regarding your inquiry, please contact the Vice Chancellor for Student Affairs, who oversees all Enrollment Management units at UIS, by phone 217.206.6581. That’s where all inquiries would stop*

because undergraduate decisions are made in Admissions. I want to make you aware that your inquiry will be logged.”

- The standard response to third party inquiries received by Admissions staff is: *“Thank you for your inquiry. Our policy does not allow us to release information to a third-party. If you wish to discuss this further, contact the Vice Chancellor for Student Affairs at 217.206.6581. I want to make you aware that your inquiry will be logged.”*
 - If there is any question about whether an inquiry regarding an applicant is a “third-party inquiry” or a legitimate, appropriate communication, the inquiry first should be directed to the Vice Chancellor for Student Affairs (VCSA), who will determine who should respond. If an immediate response is warranted, the Vice Chancellor may request that the Associate Chancellor for Public Affairs speak directly with the third party if the VCSA is unavailable.
 - The Vice Chancellor’s role after receiving such inquiries is to maintain the integrity of the admissions process. The Vice Chancellor will inform all third parties that UIS has clear admissions standards and policies and that the admissions staff will follow the processes in place to admit students. The Vice Chancellor will not notify the admissions staff about any third-party inquiries.
 - Unsolicited letters of recommendation or other similar communications (e.g., phone calls or emails) that are not part of the admissions process will not be considered by those responsible for making admissions decisions, nor will they become part of a prospective student’s application for admission.
 - Third parties will be informed by the Vice Chancellor that any such inquiry will be documented in a log that would be a “public document” under FOIA. Third party inquiries that are logged by staff outside of the Vice Chancellor’s office will be forwarded to the VCSA’s office for compilation. At the conclusion of each academic year, the log will be reviewed by the Chancellor and the Chair of the Campus Senate.
 - Training on the UIS Third Party Inquiry Process for Admissions and Academic Affairs staff and faculty (deans, department chairs/heads, department admissions committees, department support staff) will be conducted by the Vice Chancellor for Student Affairs and the UIS Admissions Office during October of each year.
6. **Commitment to diversity & inclusiveness.** UIS is committed to ensuring admissions processes for students and hiring practices for staff, including Admissions Officers, address diversity and inclusiveness.

**These guiding principles were adapted from the October 20, 2009 response to the Admissions Reform Recommendations Report of September 22, 2009.*