Board of Admissions and Relations with Schools (BOARS)
Guidelines for Implementation of University Policy On Academic Verification
August 2022

Academic verification is the process by which UC campuses confirm the self-reported academic accomplishments of admitted students to ensure they have met all the conditions of their admission to the University.

BOARS reaffirms current Regents policy with regard to Academic Verification that states: *"The academic verification process is designed to ensure the integrity of the University's admissions process by verifying the credentials of the students it admits. The academic verification process will be used for no other purpose than confirming the qualifications of new students for admission to the University regardless of whether a campus anticipates meeting its undergraduate enrollment target for any given term."*[1]

In order to ensure that implementation of the academic verification process balances the University's need to uphold the integrity of the admissions process with providing students a fair and transparent systemwide process, campuses shall adhere to the following guidelines:

1. All campuses will send at least two direct communications prior to the July 1 deadline.

2. Campuses will send notices via mail to the applicant's current postal address and/or attempt to make direct contact to encourage students to follow through on the final steps prior to enrollment.

3. The University will maintain at least a two-week grace period after published deadlines and send a minimum of two direct reminder communications prior to taking any action on new students who have not completed the steps to enrollment.

4. Campuses will consider alternative practices before withdrawing a student's admission, such as placing a hold on enrollment.

5. Campuses will review other indicators of students' enrollment commitment to assess their likelihood of enrolling in the fall and targeting any additional outreach efforts. These indicators could include, but are not limited to, participation in an orientation program, submitting a housing deposit, or registering for classes.

6. Notification of withdrawal of admission will include clear instructions and deadlines for appeals.

---

[1] Regents Policy 2102: Policy on Undergraduate Admissions, available at
https://regents.universityofcalifornia.edu/governance/policies/2102.html