

# DEPAUL UNIVERSITY

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## Undergraduate Admissions Disclosure Policy

**Category:** Academic Affairs - Operational

**Responsible Department:** Admissions Office

**Responsible Officer:** Associate Vice President - Enrollment Services

**Effective Date:** 8/25/2010

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### Policy Summary

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In general, admissions decisions-whether to admit, wait-list, or deny-are communicated only to the student applicant and to admissions, financial aid, athletics (for prospective student athletes) and student affairs officers at DePaul University as part of the normal admissions/enrollment process.

There are frequently other parties, both inside and outside the university, who are involved in the admissions process or who have some personal interest in the outcome. This policy is intended to codify existing informal practices. This policy applies to undergraduate admissions only; specific policies within each of the graduate schools may vary.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

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### Policy

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#### **Community member support for applicants prior to an admissions decision**

The Admissions Office welcomes candidate recommendations from any member of the university community, including but not limited to faculty, staff, and alumni. In order to give appropriate weight to such recommendations, it is important that they be in writing and sent to the Admissions Office well in advance of the review of the application, so that the information will be available to anyone reviewing the application.

Other offices (including but not limited to Advancement, Alumni, or Athletics) who have an interest in the student but who are not able to offer academic or personal recommendations should also indicate such interest in writing prior to an admissions decision.

Including such letters or expressions of interest prior to the admissions decision suggests that the applicant has actively involved the writer of the recommendation in the admissions process, which generally confers some rights to the author later in the process.

If interested parties become involved after an admissions decision has been rendered, no information about the applicant's status will be shared with that person without the expressed, written consent of the student and his or her parents if the student is a minor.

### **Trustee support for applicants prior to an admission decision**

The President and the Office of the Secretary seek to support trustees when they take an active interest in the admissions process for an individual candidate. All trustee recommendations and inquiries, whether in writing via phone call or email, must be routed through the Office of the Secretary which will forward them to the Admissions Office.

If a trustee becomes involved after an admissions decision has been rendered, information about the applicant's status will be shared only with the Secretary of the University (or his/her agent) for communication to the board member with the understanding that the trustee involvement is occurring at the request of the applicant.

### **Communications of Admissions Decisions: Admissions and Denials**

The admissions decision is ultimately the result of the consideration of many factors and is largely an academic one; in the School of Music and Theatre School, the decision is also based on highly competitive national auditions and demonstrated talent. In the majority of cases, and in order to ensure accurate and appropriate communication with the student, the first notification of the admissions decision to the student should come directly from the Admissions Office. On request, however, the admissions office will share the results of admissions decisions with:

- The President, Provost, or Executive Vice President or agents thereof working on their behalf and at their request;
- The Dean or Associate Dean of the College to which the applicant has applied;
- The University Secretary or agent working on his/her behalf;
- Any member of the university community (including athletics department representatives, or advancement professionals) who has offered formal support in the form of a written letter prior to an admissions decision.
- The parent or legal guardian of a minor, once the identity of the person has been established;
- The student's high school guidance counselor or college counselor who has supplied supporting documents, or colleagues within the high school office; or the transfer counselor at community colleges;
- Members of the Media Relations Staff, in the case where the admission of a particular applicant is likely to bring media attention to DePaul;
- Others as deemed necessary or appropriate by the Senior Vice President for Enrollment Management and Marketing.

Note that admissions decisions-especially denials-are sensitive information, and should be treated as such out of respect for a student's privacy.

The rationale for negative admissions decisions will be shared only with the president, provost, executive vice-president, university secretary or appropriate admissions or enrollment management staff, or dean of the college to which the student has applied.

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### **Financial Aid Decisions**

Financial aid decisions will be shared only with those staff members in the University who have a right to award funded or unfunded institutional financial aid (including the President, Provost, and the Senior Vice President of Enrollment Management and Marketing), as well as staff members to whom such information is critical to their job function in serving the students.

Financial aid decisions may also be shared confidentially with members of the Board of Trustees via the Office of the Secretary.

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### **Procedures**

With the exception of members of the Board of Trustees, all letters of recommendation must be submitted in writing and sent to the admissions office well in advance of the review of the application, so that the information will be available to anyone reviewing the application.

Members of the Board of Trustees who wish to recommend a candidate for admission or to ascertain the status of an admission or financial aid application, will route their requests through the Office of the Secretary.

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### **Divisional Collaborations**

Office of Admissions  
Office of the President  
Office of the Provost  
Financial Aid  
Office of the Secretary

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### **Contact Information**

Jon Boeckenstedt  
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(312) 362-5128

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### **Appendices**

None

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## **History/Revisions**

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Origination Date: 01/01/2007

Last Amended Date: 03/21/2016

Next Review Date: N/A