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DAVID S. SPENCE
EXECUTIVE VICE CHANCELLOR
CHIEF ACADEMIC OFFICER

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To: Vice Presidents for Academic Affairs/Provosts
Vice Presidents for Student Affairs
Vice Presidents for Administration

From: David S. Spence *David S.*
Executive Vice Chancellor/Chief Academic Officer

Subject: CSUMentor and Acceptance of Paper Applications

As you know, CSUMentor, which allows students to submit an electronic admission application, has been very successful. Well over half of the admissions applications to the CSU are now being submitted through CSUMentor. All campuses and our systemwide literature are *encouraging* undergraduate applicants to submit electronically. Several campuses would like to use CSUMentor as the portal for data entry for all undergraduate admissions applications and have raised the possibility of *requiring* electronic submission.

This issue was discussed by the Executive Council at its recent meeting. The presidents believe, and we concur, that it is premature to require electronic submission of undergraduate admission applications at this time. Based upon the *Current Population Survey, August 2000*, only about one-third of the homes with a household income below \$25,000 have access to computers. Although the Digital California Project will soon insure that a computer with internet access is available in every California high school classroom, we do not believe that the human infrastructure is yet in place to guarantee access to CSUMentor for every potential California applicant.

The Executive Council recommended that we ask the Admission Advisory Council to further study this issue with the intent of determining when the CSU might begin to require electronic applications. The Admission Advisory Council includes students, faculty, admissions officers, and academic administrators. We will ask the Council for a recommendation by April 1, 2003.

In the meantime, it remains CSU policy that each campus continue to accept paper applications from undergraduate applicants. Those campuses that wish to use CSUMentor as their admissions data entry portal may do so if they provide reasonable accommodation for students submitting paper applications either by

1. having their admissions staff directly enter the data from a paper applications to CSUMentor (key or scan), or
2. using CSU students or staff, high school staff, etc., to assist prospective students in filing directly through CSUMentor.

In this latter case, the date that a paper application is filed must be recorded and honored for admissions priority purposes.

If you have any questions regarding the formation of the CSUMentor Study Group or CSU policy on accepting paper applications, please contact Mr. Allison Jones, Assistant Vice Chancellor, Student Academic Support, at (562) 951-4744 or ajones@calstate.edu.

DSS/gah

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