




THE CALIFORNIA STATE UNIVERSITY

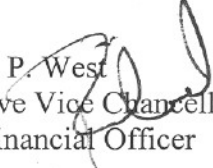
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OFFICE OF THE CHANCELLOR

MEMORANDUM

To: CSU Presidents
Code: AA-2004-07
Date: March 11, 2004

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

Richard P. West 
Executive Vice Chancellor
Chief Financial Officer

Subject: Clarification regarding CY 2004-05 New Student Admissions

At the recent Executive Council meeting concerns were raised about the February 12th memo to campuses (AA-2004-04) that addressed new student admissions. This memorandum has been written to clarify that earlier memorandum and to reiterate the policy stance of the CSU regarding CY 2004-05 admissions.

The CSU must be committed first to admit all applicants with the highest enrollment priorities and to provide these students with efficient progress to a high quality degree. The CSU once was funded to provide access to all eligible applicants. Now, some campuses must even deny access to fully qualified upper-division transfers and first-time freshmen. To be accountable to the state, the CSU, as a system, must be able to show that it is admitting all higher priority categories of students before other eligible applicants are accommodated.

The February 12th memorandum directed campuses to deny admission in two categories – lower-division transfer applicants and upper-division transfer applicants who are not fully eligible. The policy memorandum also provided admission restrictions on two other applicant groups – unclassified postbaccalaureate applicants seeking a second baccalaureate and other unclassified postbaccalaureate applicants. This policy direction was intended to enable the CSU to meet a portion of the necessary five-percent enrollment reduction for 2004-05. The expectation was based on reported data from campuses and on the following:

- The four applicant categories above are accorded relatively low admission priority in accord with California Education Code 66202 on enrollment policies, and restrictions are in alignment with CSU Enrollment Policy and Practices (AA-2002-48);

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- Non-admission of undergraduate transfers who are able to benefit from cost-effective, lower-division instruction in California's community colleges is aligned with the Governor's policy goal for more undergraduates to complete their first two years with that higher education segment; and
- CSU initiatives to improve transfer center on a more coherent and complete lower-division community college experience comprised of a full 60 units. The CSU is moving in a direction that will eliminate lower-division transfers from most baccalaureate programs of study.

We are cognizant of the fact that the distribution of these applicants across campuses is not even and that the historical admission mix was not considered when the college year targets for 2004-05 were established. Admission restrictions may create dilemmas for some campuses in meeting their enrollment targets. We also are aware that some students from the four categories were admitted prior to February 12, 2004, and that issues about the quality of reported data have surfaced.

From this date forward the following guidance applies:

1. Emphasis should be placed on providing instruction within one percent of the campus 2004-05 enrollment target, providing admission to fully qualified upper-division transfers, first-time freshmen, and other higher priority categories of applicants, and considering admission of applicants from the four restricted categories only if needed to reach 99 percent of target;
2. Enrollment actions taken by a campus to accommodate categories of higher priority applicants before others will be considered when 2005-06 enrollment targets are set; and
3. In light of the need to comply with admission priorities as a system, the quality of applicant, admission, enrollment, and completion data requires special attention and refinement.

To ensure that campus reporting and Chancellor's Office analyses yield the information required to review and plan 2005-06 enrollments, two workshops have been scheduled: (a) a session for campuses in the northern part of the state on Wednesday, March 24th, near the San Francisco airport and (b) a session for campuses in the southern part of the state on Monday, April 5th, near the Los Angeles airport. Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Affairs, Research, mhirano-nakanishi@calstate.edu, (562) 951-4767, is providing coordination for the workshops. Individuals from campuses who are key to campus and system data quality and analysis will be notified by Chancellor's Office counterparts about the workshops. If you or others on your campus have any questions about the workshops, please contact Dr. Hirano-Nakanishi. For inquiries regarding admission and enrollment management, Mr. Allison Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, can be contacted at ajones@calstate.edu, (562)951-4744.

DSS:RPW:mhn

cc: Chancellor Charles B. Reed