MEMORANDUM  

Date:  
October 12, 2011

To:  
CSU Presidents  
CSU Provosts and Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs

From:  
Eric G. Forbes  
Assistant Vice Chancellor, Student Academic Support

Subject:  Admissions Appeals Process

Assembly Bill 670 approved by the Governor and filed with the Secretary of State on August 3, 2011, added Section 89030.7 to the Education Code. This section requires the California State University to ensure that campuses meet specific requirements with respect to appeal procedures for a denial of admission. Specific elements of appeal procedures and communication of the admissions appeals process is outlined within this section. A copy of the act to add Section 89030.7 to the Education Code is attached for your reference.

To comply with this new section, each campus must develop or amend appeal procedures for applicants denied admission to the University. The procedure should be limited to addressing campus decisions to deny an applicant admission to the University. This new requirement does not supplant other appeal procedures already in place, including, but not limited to, Executive Order 1043, Executive Order 1045, or Executive Order 1063.

Admissions Appeal procedures must address the basis for appeals, provide 15 business days for an applicant to submit an appeal, stipulate a maximum of one appeal per academic term, and provide specific contact information for the individual or office to which the appeal should be submitted. Effective January 1, 2012, information on the appeal procedure must be included in notifications to applicants which are denied admission and must also be published on the campus website.

Campuses are requested to submit a copy of their approved admissions appeal procedures and the web address to which the information will posted to Nathan Evans, Director of Enrollment Management Services by December 1, 2011. Questions concerning this item may be referred to Nathan Evans at nevans@calstate.edu or (562) 951-4726.

EGF:nse

Attachment

c:  Chancellor Charles B. Reed  
Dr. Ephraim Smith, Executive Vice Chancellor and Chief Academic Officer  
Dr. Ron Vogel, Associate Vice Chancellor, Academic Affairs  
Mr. Nathan Evans, Director of Enrollment Management Services  
Directors of Admissions and Records