

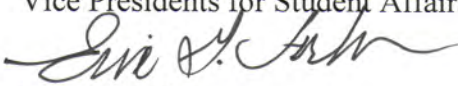
*Student Academic Support, Academic Affairs*  
401 Golden Shore, 6th Floor  
Long Beach, CA 90802-4210  
[www.calstate.edu](http://www.calstate.edu)

**Eric G. Forbes**  
Assistant Vice Chancellor  
(562) 951-4744  
[eforbes@calstate.edu](mailto:eforbes@calstate.edu)

**MEMORANDUM**

**Code: AA-2012-23**

**Date:** December 5, 2012

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


**From:** Eric G. Forbes  
Assistant Vice Chancellor

**Subject:** Admission Exception Allocations, 2012-2013 and 2013-2014

Trustee policy provides for a limited number of undergraduate admission exceptions to regular admission criteria. Exception admissions under this policy are commonly referred to as “special admits.” Two sections of Title 5, Article 6, California Code of Regulations, incorporate the policy:

*Section 40900 General Exceptions*  
*Section 40901 Exceptions for Applicants to Special Compensatory Programs*

Article 6 states that an applicant not otherwise eligible for admission either as a first-time freshman applicant or as a transfer applicant with fewer than 60 semester units may be admitted provided that the number of applicants enrolled in each category does not exceed four percent of all undergraduate students enrolled for the first time during the previous year not including those students enrolled under the provision of the Article.

As indicated in the campus version of Attachment A to this coded memorandum, a few campuses over-utilized admission exceptions during the 2011-2012 admission cycle. In some cases, these same campuses exceeded the resident FTES target for College Year 2011-2012. In addition, campuses should monitor persistence and graduation rates of students admitted by exception in relation to regularly admitted students and national state benchmarks.

There is continuing concern about the extent to which special admission students contribute to increasing enrollment demand and the need for CSU to provide pre-collegiate instruction. Recent changes in federal and state regulations regarding financial aid and graduation rates underscore the importance of limiting the number of special admits. Further, the CSU should not exceed the total eight percent permitted by Title 5 under Article 6. Therefore, campuses now exercising enrollment controls and those anticipating the need to manage enrollment are encouraged to reexamine carefully the extent to which special admission applicants are admitted and enrolled.

**CSU Campuses**

Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay  
Northridge • Pomona • Sacramento • San Bernardino • San Diego • San Francisco • San José • San Luis Obispo • San Marcos • Sonoma • Stanislaus

Provosts/Vice Presidents for Academic Affairs  
Vice Presidents for Student Affairs  
AA-2012-23  
December 5, 2012  
Page 2

On the other hand, a few campuses have the capacity as well as the capability to provide access and opportunity for student success via the prudent use of exceptional admission. Such campuses should consider requesting additional exception admission allocations.

CSU Enrollment Reporting System data filed with the Division of Analytic Studies indicate new undergraduate enrollments in 2011-2012 totaled 114,243 of which 1,358 enrolled under provisions of Section 40900 and 1,046 enrolled under provisions of Section 40901. The systemwide total of 2,404 individuals enrolled as exceptions is within the CSU allocation for 2011-2012. The maximum allowable limits for exceptional admission under Title 5 were not exceeded. Students admitted under Section 40901 are limited to disadvantaged applicants for whom special compensatory assistance is available. Section 40900 allocations may be used for disadvantaged applicants, but Section 40901 allocations may be used only to admit disadvantaged students. The total enrollments via Sections 40900 and 40901 should not exceed the total allocation.

Attachments to this memorandum provide data on the extent to which campuses utilized 2011-2012 admission exception allocations and display campus allocations for 2012-2013. Attachment A provides systemwide data, and Attachment B provides data for your campus. Recognizing enrollment trends and campus efforts to limit the use of special admission, the special admit allocations are generally less than the number generated for the system or individual campuses. A campus that has special needs that may not be accommodated within the indicated allocation should bring that to the attention of Chancellor's staff as soon as possible.

Also included in the attachments is a preliminary allocation for 2013-2014 for campus planning purposes. The 2013-2014 allocations have been modified based upon campus and system trends in undergraduate enrollment and previous exceptional admission activity. In response to our enrollment uncertainties, the overall number of exception allocations has only been marginally reduced from the previous year.

Questions about admission exception allocations should be addressed to Mr. Nathan Evans, Director, Enrollment Management Services, Academic Affairs, Student Academic Support at (562) 951-4726 or nevans@calstate.edu.

EGF/nse

Attachments

c: CSU Presidents

Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer

Dr. Ronald E. Vogel, Associate Vice Chancellor, Academic Affairs

Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research

Dr. Philip Garcia, Senior Director of Analytic Studies

Mr. Nathan Evans, Director of Enrollment Management Services

Mr. Dean Kulju, Director of Financial Aid Services and Scholarships

Directors of Admissions, Records, and Enrollment Management