

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

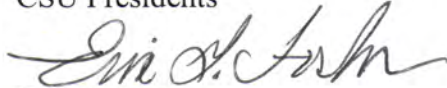
**Eric G. Forbes**  
Assistant Vice Chancellor  
(562) 951-4744  
[eforbes@calstate.edu](mailto:eforbes@calstate.edu)

**MEMORANDUM**

**Code: AA-2013-17**

**Date:** December 3, 2013

**To:** CSU Presidents



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

**Action requires from  
Provosts/Vice Presidents  
for Academic Affairs**

**Subject: Impacted Campuses/Programs, 2015-2016**

With the close of the initial application filing period for the Fall 2014 term, it is again necessary to determine if your campus and its programs will likely be impacted for 2015-2016. Section 89030.5 of the California Education Code provides for a series of public hearings and notifications in the event that a campus wishes to change its admission criteria by declaring impaction. Ordinarily, the minimum time-period would be one year after approval by the Chancellor's Office; however, the code permits a period of 6 months if the request is based on the absence of resources. A copy of Section 89030.5 is attached for your review.

The California State University may continue to face increased enrollment pressures over the next several years, and many campuses will face considerable challenges as they seek to provide access to students. In order to meet enrollment targets, campuses should continue to utilize the enrollment management policy and practices adopted by the CSU Board of Trustees at its March 2000 meeting and modified at its September 2002 meeting (Office of the Chancellor, AA, SAS, "Admission Priorities," 9-19-2002). Campuses should utilize this policy to avoid impaction where possible.

The above having been noted, it is important to remember that the Board of Trustees has authorized the Chancellor to designate academic areas (program impaction for discipline, division, major) and class levels (campus impaction for freshmen, upper-division transfers, post-baccalaureate/graduate students) as "impacted" in cases where there is compelling evidence that significantly more CSU-eligible applicants and currently enrolled students seeking to change majors are likely to request access during the initial filing period than can be accommodated. Campus requests for admission impaction must indicate and demonstrate trends toward over-enrollment that will continue into the future. Once impaction is declared, supplemental admission criteria authorized by the Chancellor may be used for academic areas and class levels in the selection of candidates for admission to those areas.

Since the initial application filing period for Fall 2015 will begin on October 1, 2014, all new impaction requests must be approved by April 1, 2014, which is 6 months prior to the receipt of

**CSU Campuses**

Bakersfield • Channel Islands • Chico • Dominguez Hills • East Bay • Fresno • Fullerton • Humboldt • Long Beach • Los Angeles • Maritime Academy • Monterey Bay  
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applications. Campuses are not permitted to request impactation after the fact of receiving applications for any given term. Moreover, given the complexity involved with the notification procedures, program and campus impactation can only be considered for the college year beginning with the fall term.

### **RETENTION OF CURRENT IMPACTION**

Campuses wishing to continue impactation for first-time freshmen, upper division transfers, or for the academic programs already impacted should provide the data requested on the enclosed forms. Specific adjustments in the supplemental admission criteria regarding the eligibility index for first-time freshmen or cutoff grade point averages are not required to be designated as these items along with the opportunity to use wait lists can only be determined after the enrollment capacity is known and the applications received are processed.

To renew an impactation designation for an academic area or class level, please complete a Program Data form (attachment 1) for each area. There is a separate Program Data form (attachment 2) for clinical nursing programs. For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option.

Academic areas and class levels designated as impacted for the 2014-2015 academic year are shown online at [www.calstate.edu/sas/impactioninfo.shtml](http://www.calstate.edu/sas/impactioninfo.shtml). Please indicate which areas, if any, will continue to be impacted at your campus during the 2015-2016 academic year by completing the program data form for each academic area and class level, and indicating deletions where appropriate. The deadline to submit a renewal request is March 17, 2014. Requests to retain current impactation designations can be submitted without engaging public hearings or notifications.

### **INTRODUCING OR MODIFYING CAMPUS IMPACTION**

Campuses wishing to introduce campus impactation by level for first-time freshmen or upper division transfers or campuses wishing to modify the local admission area are subject to proceedings under Section 89030.5. A local admission area must be designated. Local applicants who meet standard criteria for CSU eligibility must be accorded high priority whereas those applicants from institutions outside the local area will be subject to supplemental admission criteria. A list of school districts that are within the local admission area must be included in the impactation plan, and only the largest districts, e.g. LAUSD, may be subdivided for impactation purposes. Absent strong evidence to the contrary, designated local admission areas should adjoin geographic areas that are contiguous to the campus.

Coded memo AA-2010-20 distinguishes the local admission areas from the outreach service areas for each campus. Refer to the most updated matrix on CSU local admission and service areas at [www.calstate.edu/sas/impactioninfo.shtml](http://www.calstate.edu/sas/impactioninfo.shtml) for more information. Unless the entire service area is included in the local admission area, campuses should not extend the local admission area into regions beyond the established service area.

## **INTRODUCING ACADEMIC PROGRAM OR MAJOR IMPACTION**

Campuses wishing to introduce impaction for an academic program, major, or group of majors must present the evidence for program impaction and a description of the proposed supplemental admission criteria and change of major procedures. For undergraduate programs with more than one concentration, campuses are encouraged to submit a separate form reflecting the application and enrollment trends for each option.

Campus impaction at the class level or program impaction can only be designated if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing other enrollment management strategies. Impaction will be approved for the **entire academic year** enabling campuses to set supplemental admission criteria and utilize wait lists during each filing period. Once impacted, campuses may not accept applications for the impacted category once the initial filing period closes.

When a campus receives its preliminary approval to declare impaction, it must then fulfill the requirements of Section 89030.5 of the California Education Code before impaction can actually be instituted. A final formal approval will be granted for the new or adjusted impaction request by April 1, 2014 after the confirmation of the public hearing and notification process is received. An outline of the expected activities and deadline dates is indicated on the next page.

Please submit all responses to Mr. Nathan Evans, Director, Enrollment Management Services, Student Academic Services by the established deadlines. Questions concerning this memorandum may be directed to Mr. Evans by telephone at (562) 951-4726 or by email at [nevans@calstate.edu](mailto:nevans@calstate.edu) or to me at (562) 951-4744 or [eforbes@calstate.edu](mailto:eforbes@calstate.edu).

### Attachments

c: Chancellor Timothy P. White  
Provosts/Vice Presidents for Academic Affairs  
Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer  
Dr. Benjamin F. Quillian, Executive Vice Chancellor and Chief Financial Officer  
Dr. Ronald E. Vogel, Associate Vice Chancellor, Academic Affairs  
Mr. Nathan S. Evans, Director of Enrollment Management Services  
Vice Presidents for Student Affairs  
Vice Provosts/Vice Presidents of Enrollment Management/Services  
Directors of Admissions and Records  
Directors of Outreach and Recruitment  
Directors of Institutional Research  
Enrollment Reporting Officers

## NEW IMPACTION REQUESTS

BEFORE PROCEEDING WITH THE PUBLIC DISCLOSURE AND NOTIFICATION REQUIREMENTS AS DESCRIBED IN SECTION 89030.5 OF THE CALIFORNIA EDUCATION CODE, IT IS IMPORTANT TO FIRST APPLY FOR IMPACTION WITH THIS OFFICE BY COMPLETING THE ENCLOSED FORMS AND RETURNING THEM WITH YOUR OFFICIAL REQUEST TO IMPACT. ONCE YOU RECEIVE TENTATIVE APPROVAL FOR IMPACTION FROM THIS OFFICE, THEN YOU SHOULD PROCEED AS OUTLINED BELOW. IN ORDER TO FULFILL EACH OF THE REQUIREMENTS, YOU SHOULD SUBMIT YOUR NEW REQUEST NO LATER THAN DECEMBER 20, 2013.

### IMPACTION PROPOSAL TIMELINE

December 20, 2013	Deadline for campuses to submit <u>preliminary requests</u> for new or adjusted campus impaction or for new program impaction to the CSU Chancellor's Office (CO). Requests for renewal/continuation of current impaction and official requests for new or adjusted impaction are due on March 17, 2014.
January 17, 2014	Campuses receive tentative approval or denial for new or adjusted impaction requests from the Chancellor's Office.
February 3, 2014	Each campus with impaction requests subject to Section 89030.5 announces its proposed impaction plans on its individual websites and publishes the plans in three newspapers within the campus service area (see coded memo AA-2010-20).
February 3-14, 2014	Each campus arranges a public meeting with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations that are located within the campus service area.
Feb 17 – Mar 14, 2014	Hold three public hearings in various locations/times in the service area of the affected campus. Post and retain comments or composites solicited at these hearings on the campus website.
March 17, 2014	Submit <u>final request</u> for 2015-2016 impaction including renewal/continuation of impaction with any adjustments to the CO.
April 1, 2014	Deadline for Chancellor's Office to grant final approval for new or adjusted impaction requests.
May 20, 2014	Chancellor reports impaction decisions in writing to the Board of Trustees.
June 2, 2014	Public comments and responses may be removed from campus websites.

# EDUCATION CODE

## SECTION 89030.5

89030.5. (a) In order to provide notice to the public and ensure the transparency of decisions affecting admissions criteria for all of the campuses of the California State University, the trustees shall ensure that a change in the criteria for admission to a campus of the university complies with all of the following requirements:

(1) Prior to adopting a change in the criteria for admission that affects applicants residing within the local service area of a campus of the university, the campus affected by the proposed change shall do all of the following:

(A) Consult with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations, that are located within the local service area of the affected campus. These consultations shall occur in a public meeting.

(B) Hold three public hearings in the local service area of the affected campus. The hearings shall solicit public comments relative to the proposed change in admissions criteria.

(C) Provide public notice of the proposed change in admissions criteria. The notice shall be published on the Internet Web site for the affected campus and in three newspapers of general circulation in the local service area of the affected campus. The notice shall include a description of the proposed change, the right of the public to comment orally or in writing on the proposed change, and the dates, times, and locations of the public meetings pursuant to subparagraph (A) and the public hearings pursuant to subparagraph (B). The notice shall be published at least 10 days before the first public meeting or public hearing.

(D) Publish on the Internet Web site of the affected campus, all public comments received pursuant to this paragraph and all responses by the university to those public comments.

(E) Publish on the Internet Web site of the affected campus, and distribute to community officials and local high schools, the university's final decision on the proposed change.

(2) After meeting all of the requirements specified in paragraph (1), the president of the affected campus shall submit the proposed change to the Chancellor of the California State University for approval, in accordance with the policies of the trustees. The chancellor shall report the decision regarding approval, and the reasoning behind the decision, to the trustees in writing at the next regularly scheduled meeting of the trustees.

(3) Except as provided in paragraph (4), a change in the criteria for admission to a campus that affects applicants within the local service area of the affected campus shall become effective only after a period of at least one year has elapsed after that change is approved by the chancellor.

(4) A change in the criteria for admission to a campus based on resources that affects applicants within the local service area of the affected campus shall become effective only after a period of at least six months has elapsed after that change is approved by the chancellor.

(b) The requirements set forth in subdivision (a) shall apply to all changes in the criteria for admission to a campus that affect the eligibility of applicants residing within the local service area of a campus to enroll at that campus, including changes to transfer requirements and determinations regarding impaction of majors.

(c) As used in this section, "local service area" means the California State University service area for the campus as set forth in the California State University Coded Memorandum AA-2005-05, dated February 23, 2005, or as subsequently amended.