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January 4, 2017

**MEMORANDUM**

**CODED MEMO ASA-2017-01**

TO: CSU Presidents

FROM: Eric G. Forbes  
Assistant Vice Chancellor

SUBJECT: Admission Exception Allocations, 2016-2017 and 2017-2018

The California State University Trustee policy provides for a limited number of undergraduate admission exceptions to regular admission criteria. Admissions under this policy are commonly referred to as “special admits.” Two sections of Title 5, Subchapter 3, 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.

While a few campuses have the capacity to provide access and opportunity for student success through the prudent use of exceptional admission, there is continuing concern about the extent to which special admits contribute to increasing enrollment demand, the need to provide pre-collegiate instruction and lower degree completion rates. Since the CSU should not exceed the total eight percent permitted under this article, campuses now exercising enrollment controls and those anticipating the need to manage enrollment are encouraged to carefully reexamine the extent to which such applicants are admitted, enrolled and supported.

CSU Enrollment Reporting System data filed by campuses indicate new undergraduate enrollments in 2015-16 totaled 129,885 of which 754 enrolled under provisions of Section 40900 and 785 enrolled under provisions of Section 40901. As shown in Attachment A, the systemwide total of 1,539 students enrolled as exceptions is well within the CSU allocation for 2015-16. Recognizing enrollment trends and campus efforts to limit the use of special admission, the special admit allocations are significantly less than the ceilings for the system or individual

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campuses. A campus with special circumstances that may not be accommodated within the indicated allocation should bring the issue to the attention of the Office of the Chancellor as soon as possible.

Also included in the attachment is a preliminary allocation of admission exceptions for 2017-18 for campus planning purposes. The 2017-18 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 per campus has either been sustained or has been marginally adjusted from the previous year.

Questions about admission exception allocations should be addressed to Dr. April Grommo, Director, Enrollment Management Services, Academic and Student Affairs, Student Academic Support at (562) 951-4726 or [agrommo@calstate.edu](mailto:agrommo@calstate.edu).

EGF

Attachment

- c: Provosts/Vice Presidents for Academic Affairs
- Vice Presidents for Student Affairs
- Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs
- Dr. Ed Sullivan, Assistant Vice Chancellor, Academic Research
- Dr. April Grommo, Director, Enrollment Management Services
- Mr. Dean Kulju, Director of Financial Aid Services and Scholarships
- Directors of Admissions, Records, and Enrollment Management