September 24, 2003

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
Chancellor

SUBJECT: Policy Governing the Electronic Admission Application Submission to the CSU and the Redirection of Unaccommodated applications—Executive Order No. 881

Attached is a copy of Executive Order No. 881 relating to Electronic Admission Application Submission to The California State University (CSU) and the Redirection of Unaccommodated Applications.

Six years after the implementation of CSU’s electronic admission application process, nearly 80 percent of all admission applications to the CSU are submitted in electronic form. The Admission Advisory Council, after consultation with the statewide Academic Senate, admission officers, school counselors, and students, has recommended that effective October 1, 2004 and thereafter, students applying to the CSU be required to submit an electronic application for admission and that unaccommodated applications be redirected to other open campuses and majors in the CSU. The Executive Council has accepted this recommendation.

In accordance with policy of The California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

CBR/jlw

Attachment

cc: Provosts/Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 881

Effective Date: October 1, 2004

Supersedes: Executive Order No. 673

Title: Electronic Admission Application Submission and Processing of Applications to Closed or Impacted Admission Categories

This executive order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State University. This executive order applies to students who apply for admission to the California State University (CSU) for the fall term 2005 and thereafter.

California Education Code §66201 (Opportunity to Enroll and to Continue) provides that each resident of California who has the capacity and motivation to benefit from higher education should have the opportunity to enroll in an institution of higher education. The California State University is committed to ensuring that all qualified applicants seeking access to the CSU are offered accommodation within the system. In so doing, this policy establishes a process for application completion and submission to campuses and procedures to redirect applicants to another CSU campus when applicants cannot be accommodated at the first-choice campus or in the alternate major(s).

Application Process and Procedures

Effective October 1, 2004 and thereafter, the California State University will require that all students applying to a CSU campus submit an electronic application.

As a result of this requirement, paper applications will no longer be printed and generally distributed. The CSU recognizes that there will be instances in which a student may not have access to a computer or other extenuating circumstances that may prevent a student from filing an electronic admission application. In these instances, the student may need to file a paper admission application which the campus will need to enter into the CSU electronic admission application system. Therefore, the California State University Office of the Chancellor will maintain a printable version of the admission application online that may be downloaded and printed by campuses, counselors, students, families, and the general public. In such cases, these paper applications will have the same priority for admission as the electronic admission application. Campuses have the absolute
obligation to assist every student who needs to complete and submit a paper application in order to apply for admission to the CSU. The policy requiring the submission of an electronic admission application has been adopted for the following reasons:

- The web-based CSU electronic admission application is available to the general public 24 hours a day, 7 days a week, and allows the public complete access at any time day or night;
- An electronic admission application allows students to submit more complete and accurate information as a result of CSU’s electronic admission internal data checking;
- Because an electronic admission application is completed more accurately by the student and requires less follow-up, campuses are able to evaluate the application and to notify the applicant in a more timely manner;
- CSU’s electronic admission application system provides online and telephone support to applicants who are completing the electronic admission application and need assistance; and
- The CSU is responding to high school and community college counselors who have encouraged the California State University to designate one preferred method of filing an admission application.

Processing the Application for Admission Fee

For applications to an additional campus allowed without additional fee (see policy on “Applications to Closed or Impacted Admission Categories” below), the application fee is retained by the primary campus. Fees are reconciled utilizing the accommodated status reports.

Former Policy on Redirection

Executive Order No. 673 defined CSU redirection as follows:

“Redirection is a process that ensures that applicants for admission who cannot be accommodated at their first-choice campus in their designated major(s) are redirected promptly to other CSU campuses without asking the redirected applicant to (1) complete another admission application, (2) supply another complement of transcripts and test scores, or (3) pay an additional admission application fee. Redirections must occur early enough to provide applicants with viable CSU enrollment options.”

As originally designed, redirection was to occur when a campus received an application for an admission category or major that was closed or when the student applicant to an impacted admission category or major, after evaluation, was determined not to meet the supplementary admission criteria for that category or major. As more CSU campuses have declared either campus or program impaction and more students apply to the CSU, the time required to evaluate applications from students who do not meet supplementary
admission requirements has tended to increase. Even campuses that are not impacted are
closing admission categories earlier, leaving few if any options for redirected applicants.
Since redirection cannot occur until the application is evaluated at the initial campus and
determined to be below supplementary admission requirement, these conflicting forces
have rendered the original concept of redirection obsolete.

As a result, CSU policy on redirection as previously used will cease to exist. The new
policy on applications to closed or impacted admission categories described below will
become effective October 1, 2004. This policy will apply to applications submitted
through the CSU electronic admission application process as well as those instances
where paper applications may be required.

Processing of Applications to Closed or Impacted Admission Categories

Applications for admission categories that are closed, whether or not they were ever
open, will not be accepted by the CSU electronic admission application system under any
circumstances. Students attempting to apply to admission categories that are closed will
be provided current information about admission categories and campuses that are open
for applications.

Applications for admission categories or programs that are open but not impacted will
continue to be processed normally.

For applications for admission categories that are impacted, the following procedures will
now apply.

1. The applicant will be notified by the CSU electronic admission application system
   that he or she has applied to an impacted admission category or program. That
   notification will contain the following additional information.

   • Admission to an impacted admission category or program will require
     satisfaction of supplementary admission requirements that are more stringent
     than CSU systemwide admission requirements. The applicant will then be
directed through appropriate Web links to information about the
supplementary admissions requirements for the admission category or
program to which he or she has applied.

   • Due to the impacted status of his or her first choice CSU campus, the
   applicant may apply to one additional CSU campus that is not impacted with
   no additional application fee. Should he or she wish to apply to more than one
   additional campus, he or she will be charged an additional fee for each
   application beyond the one additional campus.

2. The CSU electronic admission application system will allow an applicant to
   impacted admission categories or programs to submit his or her application to one
   additional CSU campus that is not impacted with no additional application fee
   required. An applicant may submit this additional application at the same time he
or she submits the primary application or at a later date. The submission of an application to an additional campus is optional.

3. The applications submitted to both the primary, impacted campus or program, and the additional campus will be independently processed by each campus. The applicant could be admitted to both campuses, one campus, or neither campus, depending upon his or her qualifications.

4. Effective October 1, 2004, the CSU electronic admission application system will make no reference to “redirection” as the term has previously been used.

Using the electronic admission application process, CSU campuses will be able to generate monthly reports on the status of applications that were accommodated and unaccommodated.

[Signature]
Charles B. Reed, Chancellor

Dated: September 24, 2003