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## **MEMORANDUM**

TO: Associate Vice Presidents for Academic Affairs  
Deans of Extended Education

FROM: Eric G. Forbes   
Assistant Vice Chancellor, Student Academic Services

SUBJECT: **Early Start Program - 2015 Activities**

As new students are inquiring about Early Start, the attached list of activities and reminders is provided as a basis for updates regarding the Early Start Program for summer 2015.

Further, to assist in utilizing scores from pre-college examinations, the attached chart has consolidated prior guidance regarding course placement in Early Start.

### Attachments

c: Sheila Thomas, Assistant Vice Chancellor and Dean, Extended Education  
Nathan Evans, Director, Enrollment Management Services  
Directors of Admissions & Records  
Directors of Outreach & Recruitment  
Early Assessment Program Coordinators  
State University Registrars

**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

### **Early Start Course Listing**

The statewide “Early Start Schedule of Classes” will be made public on Monday, February 2, 2015. Entries for summer 2015 sections need to be updated or adjusted from 2014 dates to 2015 dates. The schedule should be updated or modified as your Early Start plans are clarified or updated.

Within the course descriptions listed, campuses should include the intended audience for the course (test score cutoffs, destination/service student) as well as the intended outcome (satisfaction of Early Start only or possible completion of remediation).

### **Early Start Course Grading**

The numeric values are used by the system to define the remediation requirements while the RP, CR, and NC designations are used to record participation in the class for all standard reporting purposes including transcripts and financial aid requirements.

#### **Early Start courses in English**

- 0 NC = Student is a “no show” or did not provide any work for the instructor to evaluate.
- 1 RP = Student provided sufficient work to satisfy the Early Start requirement but did not complete remediation.
- 2 CR = Student satisfied the Early Start requirement and finished remediation.

#### **Early Start courses in Math**

- 0 NC = Student is a “no show” or did not provide any work for the instructor to evaluate.
- 1 RP = Student provided sufficient work to satisfy the Early Start requirement but did not complete a level of remediation. A student scoring between 2 and the lowest cut score (LCS) at the campus of instruction should be routinely assigned this 1 RP value.
- LCS-48 CR = A score between the lowest cut score (LCS) at the campus of instruction up through 48 will represent the completion of the first level of remediation at the campus of instruction but should not represent full satisfaction of remediation. The Early Start requirement is fulfilled.
- 50 CR = Student satisfied the Early Start requirement and is fully remediated.

Unlike other instances of the grade, RP in an Early Start course does not require subsequent replacement.

### **Smart Page Deadline**

Campuses will continue to set local student deadlines for declaring their intended method of satisfying Early Start on the “Smart Page”; however, the last day to download and provision service students from the Global Database will be July 15, 2015. Following that submission, campuses should utilize the CMS-delivered process to default remaining students who are required to participate in Early Start to the destination campus.

### **Early Start Program Operations Calls**

Student Academic Services will continue to host monthly ESP Operations calls in early 2015. The schedule will be as follows:

Thursday, February 5, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, March 5, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, April 2, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, May 7, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, June 4, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, July 2, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649
Thursday, August 6, 2015	10:00 a.m.	(888) 337-0215, Access Code: 7702649

**CSU Early Assessment Program and Early Start Statuses -- 2015 First Time Freshmen**

Subject Area	EAP	SAT	ACT	Remediation Status	ELM Required	Only ELM Score Available	EPT Required	Only EPT Score Available	Early Start and Remediation Required	Early Start Course Placement
<b>Math</b>	Exempt/Ready for college level Mathematics course	550 - above	23 - above	Exempt	No	50 - above	Not Applicable	Not Applicable	No	Not Applicable
	Conditional/Conditionally ready for college level Mathematics course	490 - 540	20-22	Conditionally Exempt	No, optional	Campus-specific placement	Not Applicable	Not Applicable	Yes, if condition not met	Regardless of source of unmet condition (EAP, SAT, ACT, ELM), course equivalent to 1 term of Remediation
	Not Exempt/ Not ready for college level Mathematics course	480 - lower	19- lower	Not Exempt	Yes	Campus-specific placement	Not Applicable	Not Applicable	Yes	Based on ELM score
<b>English</b>	Exempt/Ready for college level English course	500 - above	22 - above	Exempt	Not Applicable	Not Applicable	No	147 - above	No	Not Applicable
	Conditional/Conditionally ready for college level English course	460 - 490	19 - 21	Conditionally Exempt	Not Applicable	Not Applicable	No, optional	Campus-specific placement	Yes, if condition not met	Regardless of source of unmet condition (EAP, SAT, ACT, EPT), course equivalent to 1 term of Remediation
	Not Exempt/ Not ready for college level English course	450 - lower	18 - lower	Not Exempt	Not Applicable	Not Applicable	Yes	Campus-specific placement	Yes	Based on EPT score