

Early Start Decisions to Date

Item	Decision	Action to Implement	Responsible	Status
1 Participation	All campuses will participate in Early Start and the load will vary from campus to campus. Certain campuses may largely be service providers; others may have more of their own students to serve.	Need metrics to gauge requirements	CMS to provide solution	Data will be available in global database
2 Accommodation	Each campus will offer sufficient sections of English & mathematics courses to provide for the expected student demand.	Metrics Needed to Gauge Demand	CMS to Provide Data in Global Database	Underway
3 Self & State Support	All service campus enrollments will be through self-support; destination campus enrollments may be through either state or self-support.	Enable Continuing Education to enroll students at other than destination campuses	CMS to Provide Solution	Underway
4 Early Start Completion	Each campus will honor the fulfillment of the Early Start requirement no matter where or when it is completed prior to the start of the fall term.	Stand-down any deadline and exclusive campus policies	AVPs & DARs	Determined
5 High Schools & Community Colleges	Students may fulfill their Early Start requirements by taking courses at community colleges anytime before the fall term or by taking special courses pre-arranged with a CSU campus at a high school. Work completed at CCCs will be accepted as fulfilling the Early Start requirement at any CSU campus; work completed at high schools will be acceptable only at the partner CSU campuses. CCC leaders have been approached about offering Early Start opportunities particularly in regions where high demand is anticipated.	Transcripts will ultimately be required to demonstrate the completion of Early Start	DARs	Underway

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6	Fee	<p>In current dollars, all students will be assessed a fee of \$182 per unit to participate in Early Start whether offered through self or state-support. No administrative or indirect costs should be added to this fee. If a campus charges indirect costs to extended education, the arrangement needs to be worked out between the local campus administration and their extended education dean. No materials fees can be added to the costs of the course. Books can be required, and purchased through the bookstore. The Chancellor’s Office of Extended Education will not charge its normal % of revenue to the CERF fund for the revenue from these fees. A specific accounting code will be set up to track these fees separately from other extended university fees. All campus-based mandatory fees for the program are expected to be waived.</p>	Adjust fee to 2012 rate	Financial Officers	Determined
7	Financial Aid	<p>Financial Aid Support will be determined by the destination campus for students who qualify for CalGrant or SUG with an expected family contribution of less than \$5K. Those who qualify will be eligible for an Early Start Waiver (ESPW). The campus of instruction will be funded from a central resource in the custody of the central office for each student with a waiver who enrolls in Early Start. No funding will be provided for enrollments in non-Early Start courses or for students who fail to participate. Students who qualify for financial aid after their Early Start experience is over will not be retroactively funded. Whatever the financial aid eligibility at the time of ESP enrollment will be determining for Early Start.</p>	Collection of Enrollment Data for students with waiver. Accounting procedures determined.	CMS to create a global database and method to capture data	Lottery funds will be reserved for Early Start.

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<p>8 Course cancellation for non-payment</p>	<p>Students who are not financial aid eligible will be expected to pay at the time of their enrollment. For those who do not pay, a campuses may determine a standard grace period. will be established across the system. Students who do not pay by this specified time will have Early Start enrollment cancelled. They will need to re-enroll. All payments must be collected and processed by the first day of Early Start classes or enrollments will ordinarily be cancelled.</p>	<p>Implementation Committee Will Consider</p>	<p>Financial Aid Officers</p>	<p>Wait for Next Meeting of Implementation Committee</p>
<p>9 Standard Exemptions</p>	<p>Non-residents, international, admits after August 1, Summer Bridge students, alternative summer programs, EAP conditionally exempt math students, local campus exemptions, and for English, those who scored 138 and above on the EPT. Local campus or student-specific exemptions should be reviewed by the Early Start exemption committee established at each campus.</p>	<p>Implementing campus code to define populations</p>	<p>DARs</p>	<p>Campuses to Implement</p>
<p>10 Courses</p>	<p>Campuses may offer courses with standard unit requirements to assist students with improving their skills. However, campuses will offer 1-unit courses in English and 1-unit courses in math to provide the most basic Early Start solution. These will be 1.5 units at quarter campuses. Campuses may offer English and Math courses with unit values higher than 1 particularly for those students interested in fulfilling the requirement at their destination campus. Campuses may offer online courses, but they cannot include an in-person (hybrid) requirement for other instruction or testing. Hybrid courses can be offered, but they should be listed as in-person courses.</p>	<p>Develop curriculum</p>	<p>AVPs, Provosts, Chairs</p>	<p>Underway</p>

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<p>11 Duration</p>	<p>Early Start courses will be available at all campuses through the first week of August. Students may enroll up until the first day. CSU Early Start courses may begin whenever a campus ordinarily begins summer instruction. However, all Early Start instruction must be finished by the end of first week of August (August 6) in order to process grades across the system. Campuses should select appropriate start dates for 1-unit and 3-unit courses to achieve closure on time. Students should be permitted to enroll in available seats until the first date of Early Start instruction.</p>	<p>Develop appropriate curriculum; find available instructors; create sufficient sections</p>	<p>AVPs & Provosts to ensure</p>	<p>Wait Demand Reports from Global Database</p>
<p>12 Compensation</p>	<p>Faculty will be paid through the standard special program salary schedule in Class Code 2322 for all self-support instruction.</p>	<p>Standard contractals</p>	<p>AVPs & Continuing Education Deans</p>	<p>Determined</p>
<p>13 ACT & SAT utilization</p>	<p>In those instances where EPT/ELM scores are not available because the test has not been taken or the scores have not yet been reported, campuses will nevertheless need to communicate to students about the need to enroll in Early Start. Comparable scores from these tests may be used for this communication purpose and students may identify their Early Start intentions or may elect to wait until EPT/ELM scores are received.</p>	<p>Cutoff score values have been determined; campuses will be expected to provide messages to students when they enter the Smart Page. The EPT/ELM remains a requirement for enrollment in Fall classes.</p>	<p>DARs, Test Officers, AVPs</p>	<p>Determined</p>

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<p>14 Enforcement</p>	<p>Campuses are expected to (1) block enrollment for the fall term or to suspend services for non-exempt students already enrolled in fall who do not complete the information requested on the Smart Page. The campus appeals committee may need to resolve particular cases. However, as the complex system will need time to adjust to both anticipated and unanticipated issues in the first couple of years, campuses are not uniformly expected to (2) disenroll students or (3) block enrollment for a winter/spring term for any qualified but non-participating students. Again the campus appeals committee is expected to create an appeals procedure, review student claims, determine how the Early Start requirement should be fulfilled, and issue exceptions. Reporting on the fact of non-participation will be required.</p>	<p>Regular communication to those who do not complete the Smart Page will be required along with a suspension of services for those who do not complete the information. The deadline to complete this information will be prior to the last enrollment opportunity in early August. In the future, students who do not participate who are already registered may have fall enrollments cancelled or be blocked from future winter/spring enrollment.</p>	<p>Each destination campus will manage the first level of enforcement, i.e. blocking fall enrollment. Future enforcement regarding class cancellation and the prevention of enrollment for a future term must wait for system stability.</p>	<p>Must wait for system stability for full enforcement of (2) and (3)</p>
<p>15 Registration</p>	<p>As this is a systemwide initiative, all campuses will employ self-service to enroll students in Early Start particularly students at service campuses.</p>	<p>Campuses may need to modify local procedures & policies to implement</p>	<p>CMS to provide solution</p>	<p>Underway</p>
<p>16 Retaking Exams</p>	<p>Campuses cannot require students to retake the ELM test although students may volunteer to do so and campuses may encourage it. The EPT test cannot be retaken. Campuses should use faculty evaluation of Early Start to re-position students in fall term as appropriate.</p>	<p>The Early Start results will be available systemwide by mid-August</p>	<p>CMS to provide data file to ETS for campus downloads</p>	<p>Underway</p>

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<p>17 Systemwide Schedule of Classes</p>	<p>For information purposes only, a systemwide schedule of classes for Early Start is under development consideration. Such a schedule may be used by counselors, advisors and others for systemwide information. Students will use the schedule primarily to determine WHERE they may want to complete Early Start. Each campus is expected to maintain a web page describing its programs. A link from this campus Early Start webpage to the systemwide schedule of classes will be maintained. Moreover, each campus will separately update the systemwide schedule of classes through a procedure that will be described in the Business Process Guide.</p>	<p>Populating the listing with courses is required. Procedure under development. Clarifying the purpose of this schedule for all constituents is under discussion along with how it might be constructed.</p>	<p>Deans of Continuing Education, Academic Technology Support, AVP's</p>	<p>Each campus will maintain in discussion its class offerings on the systemwide SOC page.</p>
<p>18 Assessment & Reporting</p>	<p>Systemwide assessment of Early Start will be conducted by Office of Analytic Studies. The review will rely upon data supplied by campuses to ETS as part of the grade capture procedure as well as from various ERS reports.</p>	<p>Data from both service campuses and destination campuses will be required</p>	<p>Analytic Studies</p>	<p>In Preparation</p>
<p>19 Pass Through Grade</p>	<p>The recommendations of the Math Council and English Council will be adopted in the grade reporting process. In addition to CR/NC faculty will assign a numeric value that will reveal the proficiency of the student and will be transmitted to destination campuses for its use.</p>	<p>CMS will provide a unique grade roster in a separate column for this purpose</p>	<p>A & R</p>	<p>Underway</p>

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<p>20 Methodology</p>	<p>Each CMS campus will be expected to utilize fully the CMS tools that will be developed for Early Start; non-CMS campuses will be expected to use these tools to the extent possible or to emulate them where necessary. The specific tools will include but are not necessarily limited to the Smart Page, the Global Database, Self-Service Enrollment, the Grade Roster & Values, and the Data Upload to ETS.</p>	<p>CMS to develop the Early Start tools in conjunction with the recommendations from SAUG</p>	<p>CMS, DARs, CIOs</p>	<p>Underway</p>
<p>21 Destination Campuses with Stretch Programs</p>	<p>By 2014, students who are determined to be “conditionally exempt” by virtue of their EAP scores and who satisfactorily complete an ERWC course in their senior year of high school, will be exempt from the English Placement Test as well as from Early Start</p>	<p>Expansion of ERWC capacity</p>	<p>CO, DARs</p>	<p>Deferred until 2014</p>
<p>22 Exceptions & Appeals</p>	<p>In keeping with E.O. 1048, each campus will be expected to implement the exception and appeal procedure as outlined in that plans it submitted last November.</p>	<p>Students with issues need to be aware of the exception and appeal procedure</p>	<p>AVPs, DARs</p>	<p>Defined</p>
<p>23 Make-up Remediation Courses</p>	<p>Early Start students should not be assigned to classes designed for “repeats” of developmental courses in first year. These enrollments will not be covered by the financial aid waivers nor will they be counted in the ESP date.</p>	<p>Course restrictions should be implemented</p>	<p>DARs, AVPs, Continuing Education Deans</p>	<p>Defined</p>

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24 Other Students

Early Start courses should be reserved for early start students. To avoid the issues of supplanting, continuing students in need of remediation should enroll in alternative courses.

Course restrictions should be implemented

DARs, AVPs,
Continuing
Education Deans

Defined