




# THE CALIFORNIA STATE UNIVERSITY

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ALLISON G. JONES  
Assistant Vice Chancellor  
Academic Affairs, Student Academic Support

Code: AA-2004-10  
March 29, 2004

**To:** CSU Provosts/Vice Presidents, Academic Affairs

**From:** Allison G. Jones 

**Subject:** **Impacted Programs, 2005-2006**

As we begin planning for the admission application filing period for fall 2005, it is time to identify undergraduate enrollment programs projected to be impacted for 2005-2006. We are beginning this process earlier this year to comply with the CSU Board of Trustees' enrollment management policy modified at its September 2002 meeting calling for CSU to notify prospective applicants and the public about supplemental admission criteria twelve months prior to the term in which the supplemental admission criteria take effect. Because many campuses begin the fall term in August, we plan to publish approved campus impaction requests in August 2004 for the 2005-2006 academic year.

The California State University will continue to face increased enrollment pressure over the next ten years, and campuses will face considerable challenges as they seek to provide access to students. 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 in order to meet enrollment targets. Campuses should utilize this policy to avoid campuswide impaction where possible. Local applicants must be accorded high priority, and the effective use of each campus' instructional and physical capacity resources should be utilized to serve all fully eligible students who desire a CSU education.

The Board of Trustees has authorized the Chancellor to designate academic areas (program impaction, e.g., discipline, division, major) and class levels (campus impaction, e.g., first-time freshmen, upper-division transfers, postbaccalaureate/graduate students) as impacted if there is compelling evidence that significantly more qualified applicants and currently enrolled students seeking to change majors are likely to request access during the initial filing period (first month of the filing period) than can be accommodated. Campus requests for impaction status should reflect trends toward overenrollment that will continue into the foreseeable future. Impacted academic areas and class levels use supplementary admission criteria authorized by the Chancellor in the selection of candidates for admission to those areas.

Academic areas and class levels that can accommodate all currently enrolled students and eligible applicants applying in the first month of the filing period are not considered impacted and may not use supplementary admission criteria.

To request 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 requesting new or continued impactation. Proposed supplementary criteria or changes to currently approved criteria should be included with the letter requesting the Chancellor to designate the academic area or class level as impacted.

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. Campuses may designate a single filing period (typically fall) from which to select enrollees both for fall and mid-year terms.

A campus will be designated as impacted campuswide only if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing such approaches as program impactation, flexible scheduling and year round operations, expanding distance learning and use of technology, increasing the capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively, but not at the expense of regular campus maintenance and capital outlay needs. Requests for campuswide impactation should include a description of campus efforts to expand enrollment capacity in the following areas and an estimate of the number of additional students who will be served by each initiative: (1) flexible scheduling; (2) year round operations; (3) expansion of distance learning and use of technology; and (4) increased capacity of existing off-campus centers, establishing new centers, and using facilities imaginatively.

Academic areas and class levels designated as impacted for the 2004-2005 academic year are shown on the attached chart from the Winter 2003 edition of the *CSU Review* (Attachment 3). Please indicate which areas, if any, included in the chart will continue to be impacted at your campus during the 2005-2006 academic year by completing and submitting a copy of the Program Data form for each academic area and class level, and indicating deletions where appropriate. Please attach a description of any substantial changes you propose in supplementary criteria. Supplementary criteria that have been approved need not be resubmitted.

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Please submit your responses to Mr. J. Leon Washington, Associate Director, Enrollment Management Services, Academic Affairs, Student Academic Support by June 1, 2004. If you are considering possible impaction for a new program or campuswide impaction, please initiate informal discussion with Mr. Washington by telephone as soon as possible. Questions concerning this memorandum may be directed to Mr. Washington by telephone at (562) 951-4726 or by e-mail at [lwashington@calstate.edu](mailto:lwashington@calstate.edu) or to me at (562) 951-4744 or [ajones@calstate.edu](mailto:ajones@calstate.edu).

AGJ:jlw

Attachments

cc: Dr. David S. Spence  
CSU Presidents  
CSU Vice Presidents, Student Affairs  
CSU Directors, Admission and Records  
Mr. J. Leon Washington

**PROGRAM DATA**

Executive Order No. 563 requires campuses to supply historical data for each academic area and class level for which the impact designation is requested. Definitions of the data required to complete the form are attached.

Campus \_\_\_\_\_

Academic Area/Class Level \_\_\_\_\_

Fall Term - APPLICATIONS AND ENROLLMENTS

	Actual			Projected
	2001	2002	2003	Fall 2004
A. Academic Area/Class Level: _____				
B. Enrollment Total*				
Continuing students				
New & Returning students				
C. Enrollment as percent of capacity (Total/B/A)				
D. Applications Quota (New & Returning)				
E. Applications received during initial filing period				
F. Applications received as percent of quota (E/D)				

\*Fall 2004 enrollment may be estimated.

## DEFINITIONS OF TERMS

**Academic area** is defined as a discipline, division or major.

**Class level** is defined as freshman, sophomore, junior, senior, lower division, upper division, postbaccalaureate, or graduate.

**Reporting period** data usually reflect fall enrollments. Campuses may include other terms, in addition to the fall term, if the combined data better represents enrollment status.

**Enrollment capacity** is the number of students for whom facilities and staff are available to provide an opportunity for an adequate college education.

**Enrollment total** is the number of students enrolled in the academic area or class level during the specified year. It is the sum of continuing students in addition to new and returning student enrollments. Current year enrollment may be estimated.

**Continuing enrollment** represents the number of students accepted into the academic area or class level in previous terms who continue in that area during the specified years.

**New and returning students** data include applicants for admission to the campus who designate the academic area or class level and former students who are returning after an absence of one or more terms of regular sessions. There have been a number of questions raised about how to accurately reflect the number of applicants to impacted programs. Please take the following into consideration as you complete line (E) on the “Program Data” chart:

- Applications received during the initial filing period must include those who are new applicants to the university as well as those continuing students who are expected to seek admission to the impacted academic area or class level. If you believe it more adequately reflects the situation at your campus, you may use two values in line E:

One for applicants new to the university, and

One for currently enrolled applicants to your impacted academic area or class level.

- Where impaction occurs for an academic area at an advanced class level (e.g., sophomore or junior), it is not appropriate to reflect the number of applications received at lower class levels where you may admit the student to the university in a “pre-major” category. For example, if admission to your business or clinical nursing program requires successful completion of specified lower division prerequisite courses, you should not include first-time freshman applicants in the number of applications received during the initial filing period (line E); however, you should include sophomore, junior, and senior applicants applying for admission to that program.

**Application quota** is the number of applications determined necessary to yield the enrollment capacity.

**Initial filing period** is October 1 through November 30 for the fall term and the first month of the announced filing period for all other terms. All applicants to an academic area or class level during the initial filing period must receive equal consideration regardless of the filing date within the initial filing period.

**Applications received** represent the number of applications received during the initial filing period and include applications from currently enrolled students seeking access to the academic area or class level, as well as new applications for admission to the campus that specify the academic area or class level.

## PROGRAM DATA - NURSING

Executive Order No. 563 requires campuses to supply historical data for each academic area for which the impaction designation is requested. This form is modeled on a report submitted by campus nursing programs to the American Association of Colleges of Nursing.

	Actual	Actual	Projected
	Fall 2002	Fall 2003	Fall 2004
(1) Number of positions/seats available in the program.			
(2) Number of completed applications received for the nursing program.			
(3) Of completed applications, how many completed with C or better all prerequisite courses for your nursing program?			
(4) Of completed applications, how many met approved supplementary admission criteria for your nursing program?			
(5) Of those qualified students who met current supplementary criteria how many were accepted?			
(6) Of those who were accepted, how many enrolled in the nursing program?			
(7) Number of additional students who could have been accommodated by the nursing program.			
(8) Number of CSU-eligible and nursing-qualified applicants who were not accepted for admission to the nursing program.			

(2) Includes both currently enrolled students and new applicants seeking admission to the professional program.

(3) Includes CSU admission requirements and a grade of C or better in each prerequisite course.

(4) Includes approved supplementary admission criteria for your program.

In which year are generic (basic) baccalaureate students formally accepted into the nursing program?

Circle One:                                      Freshman                      Sophomore

In which year do generic (basic) baccalaureate students take the first nursing course taught by nursing faculty?

Circle One:                                      Freshman                      Sophomore

# CSU Undergraduate Impacted Programs 2004-2005

	Bakersfield	Channel Islands	Chico	Dominguez Hills	Fresno	Fullerton	Hayward	Humbolt	Long Beach	Los Angeles	Maritime Academy	Monterey Bay	Northridge	Pomona	Sacramento	San Bernardino	San Diego	San Francisco	San Jose	San Luis Obispo	San Marcos	Sonoma	Stanislaus
Architecture														I							I		
Art	O	O	O	O	O	O	O	O	I	O		O	O	O	O	O	N	O	O	O	I	O	O
Biology	O	O	O	O	O	O	O	O	O	O			O	O	O	O	I	O	O	I	O	O	O
Business Administration	O	O	O	O	O	O	O	O	I	O	O	O	N	O	O	O	I	O	O	I	I	O	O
Child Development	O		O	O	O	O	O	O	O	O		O	O		O	O	I	O	O	I	O	O	O
Communication	O		O	O	O	O	O	O	I	O		O	O	O	O	O	I				O	O	O
Computer Science	O	O	O	O	O	O	O	O	O	O			I	O	O	O	I	O	O	I	O	O	O
Criminal Justice/Administration	O		O	O	O	O	O		I	O					O	O	I	O	O	I		O	O
Economics	O		O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
English	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	I	O	O	I	O	O	O
Family & Consumer Sciences								O															
Food & Nutrition/Dietetics			O		O			O	O				O	O	O	O	I	O	O	I			
Graphic Design		O	O	O	O	O		I	O				O	O	O	I	O	I		O	I		
Health Science	O		O	N	O	O	O		N	O			O	O		O	I	O	O				
History	O		O	O	O	O	O	O	O	O			O	O	O	O	I	O	O	I	O	O	O
Information Systems	O		O	O	O	O	O	O	O	O			O	O	O	O	I	O	O	I			O
International Business (B.A.)						O											I						
Journalism			O		O	O	O	O	O				O	O	O		I	O	O	I			
Kinesiology/Physical Education	O		O	O	N	O	O	O	N	O			O	O	O		I	O	O	I		O	O
Liberal Studies	O	O	O	O	O	O	O	O	I	O		O	O	O	O	O	I	O	O	I	O	O	O
Medical Technology	O		O	N		O	O		O	O			O	O	O			O	O				O
Microbiology			O					O	O	O				O			I			I			
Music	O		I	O	O	O	O	O	O	O			O	O	O	O	O	O	O	O	O	O	O
Nursing, Basic	O		I		I		I	I	I	I					I	I	I	I	O			I	I
Nursing, ADN to BSN	O		O	O	O	O	O	O	O	O			O		O	O	O	O	O			O	O
Occupational Therapy				I															O				
Political Science	O		O	O	O	O	O	O	O	O		O	O	O		O	I	O	O	I	O	O	O
Psychology	O		O	O	O	O	O	O	I	O			O	O	O	O	I	O	O	I	O	O	O
Public Administration	O		O	O	O	O	O		O	O			O	O	O	O	I	O	O	I		O	O
Radio-Television & Film			O	O	O	O	O		I	O		O	I	O			I	O	O	I			
Social Science			O			O		O		O		O		O	O	O	I	O	O	I	O		O
Social Work			O		O		O	O	I	O		O	O	O	O		I	O	O				
Sociology	O		O	O	O	O	O	O	O	O		O	O		O	O	I	O	O		O	O	O
Spanish	O		O	O	O	O	O	O	O	O			O	O	O	O	I	O	O	I	O	O	O
Theater	O		O	O	O	O	O	O	O	O			O	O	O	O	I	O	O	I		O	O

**Key:**  
 I = Programs Impacted at the campus.  
 O = Programs offered at the campus but not impacted.  
 N = See note for the campus.  
 □ = A blank box indicates that the program is not offered at this campus.

**Notes:**  
*Chico:* Impacted at the first-time freshman class level.  
*Dominguez Hills:* Impacted programs in health science/orthotics and prosthetics option; and clinical sciences option of cytotechnology and medical technology.  
*Fresno:* Sports Medicine option impacted.  
*Fullerton:* Impacted at the first-time freshman class level.  
*Long Beach:* Impacted at the first-time freshman class level and at the upper-division transfer level.  
*N:* Impacted programs in health science: radiation therapy option. Impacted programs in kinesiology/physical education; athletic training, exercise science, and kinesiotherapy.  
*Northridge:* Accounting option and Finance options are impacted. Other options in Business Administration are not impacted.  
*Pomona:* Impacted at the first-time freshman class level.  
*Sacramento:* Impacted at the upper-division transfer level.  
*San Diego:* Impacted at the first-time freshman class level and at the upper-division transfer level. Impacted programs in some majors, concentrations, or emphasis.  
*San Luis Obispo:* All majors are impacted. Please contact San Luis Obispo for details.  
*San Marcos:* Impacted at the first-time freshman level.  
*Sonoma:* Impacted at the first-time freshman class level.