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**MEMORANDUM**

**Code: AA-2012-22**

**Date:** December 4, 2012

**To:** Provosts/Vice Presidents for Academic Affairs



**From:** Eric G. Forbes  
Assistant Vice Chancellor

**Subject: Impacted Campuses/Programs, 2014-2015**

With the close of the initial application filing period for the Fall 2013 term, it is necessary to begin identifying if your campus and its programs will likely be impacted for 2014-2015. Section 89030.5 of the California Education Code provides for a series of public hearings and notifications in the event that a campus wishes to change its admission criteria by declaring impaction. Ordinarily, the minimum time-period would be one year after approval by the Chancellor's Office; however, the code permits a period of 6 months if the request is based on the absence of resources. A copy of Section 89030.5 is attached for your review.

The California State University may continue to face increased enrollment pressures over the next several years, and many campuses will face considerable challenges as they seek to provide access to students. In order to meet enrollment targets, 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 (Office of the Chancellor, AA, SAS, "Admission Priorities," 9-19-2002). Campuses should utilize this policy to avoid impaction where possible.

The above having been noted, it is important to remember that the Board of Trustees has authorized the Chancellor to designate academic areas (program impaction for discipline, division, major) and class levels (campus impaction for freshmen, upper-division transfers, post- baccalaureate/graduate students) as "impacted" in cases where 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 than can be accommodated. Campus requests for admission impaction must indicate and demonstrate trends toward over-enrollment that will continue into the future. Once impaction is declared, supplemental admission criteria authorized by the Chancellor may be used for academic areas and class levels in the selection of candidates for admission to those areas.

Since the initial application filing period for Fall 2014 will begin on October 1, 2013, all new impaction requests must be approved by April 1, 2013, which is 6 months prior to the receipt of applications. Campuses can no longer request impaction after the fact of receiving applications for

**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

any given term. Moreover, given the complexity involved with the notification procedures, program and campus impactation can only be considered for the college year beginning with the fall term.

### **RETENTION OF CURRENT IMPACTION**

Campuses wishing to continue impactation for first-time freshmen, transfers, or for the academic programs already impacted should provide the data requested on the enclosed forms. Specific adjustments in the supplemental admission criteria regarding the eligibility index for first-time freshmen or cutoff grade point averages are not required here as these items along with the opportunity to use wait lists can only be determined after the number of spaces are known and the applications received are actually processed. When these variables are known, campuses will be required to inform this office as well as current applicants and post this information to campus admission office websites.

Academic areas and class levels that can now accommodate all currently enrolled students and eligible applicants in the first month of the filing period are no longer considered impacted and may not use supplemental admission criteria. To renew an 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. 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.

Academic areas and class levels designated as impacted for the 2013-2014 academic year are shown on the attached CSU undergraduate impacted programs grid which can also be viewed online or be downloaded from <http://www.calstate.edu/sas/impactioninfo.shtml>. Please indicate which areas, if any, included in the matrix will continue to be impacted at your campus during the 2014-2015 academic year by completing the program data form for each academic area and class level, and indicating deletions where appropriate. The deadline to submit a renewal request is March 18, 2013. These can be submitted without engaging public hearings or notifications.

### **INTRODUCING OR MODIFYING CAMPUS IMPACTION**

Campuses wishing to introduce campus impactation by level for first-time freshmen or transfers or campuses wishing to modify the local admission area are subject to proceedings under Section 89030.5. A local admission area must be designated. Local applicants who meet standard CSU admission criteria must be accorded high priority whereas those applicants from institutions outside the local area will be subject to supplemental admission criteria. A list of school districts that are within the local admission area must be included in the impactation plan, and only the largest districts, e.g. LAUSD, may be subdivided for impactation purposes. Absent strong evidence to the contrary, designated local admission areas should adjoin geographic areas that are contiguous to the campus.

Coded memo AA-2010-20 distinguishes the local admission areas from the outreach service areas for each campus. Refer to the most updated matrix on CSU local admission and service areas at [www.calstate.edu/sas/impactioninfo.shtml](http://www.calstate.edu/sas/impactioninfo.shtml) for more information. Unless the entire service area is included in the local admission area, campuses should not extend the local admission area into regions beyond the established service area.

## **INTRODUCING ACADEMIC PROGRAM OR MAJOR IMPACTION**

Campuses wishing to introduce impaction for an academic program, major, or group of majors must present the evidence for program impaction and a description of the proposed admission and change of major procedures. 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.

Campus impaction at the class level or program impaction can only be designated if the campus can demonstrate that it has exhausted existing enrollment capacity by implementing other enrollment management strategies. Impaction will be approved for the **entire academic year** enabling campuses to set supplemental admission criteria and utilize wait lists during each filing period. Once impacted, campuses may not accept applications for the impacted category once the initial filing period closes.

When a campus receives its preliminary approval to declare impaction, it must then fulfill the requirements of Section 89030.5 of the California Education Code before impaction can actually be instituted. A final formal approval will be granted for the new or adjusted impaction request by April 1, 2013 after the confirmation of the public hearing and notification process is received. As this procedure is somewhat new, it will likely be modified for future cycles based on our experience this first year. An outline of the expected activities and deadline dates is indicated on the next page.

Please submit all responses to Mr. Nathan Evans, Director, Enrollment Management Services, Academic Affairs, Student Academic Services by the established deadlines. Questions concerning this memorandum may be directed to Mr. Evans by telephone at (562) 951-4726 or by email at [nevans@calstate.edu](mailto:nevans@calstate.edu) or to me at (562) 951-4744 or [eforbes@calstate.edu](mailto:eforbes@calstate.edu).

### Attachments

c: Chancellor Charles B. Reed  
CSU Presidents  
Dr. Ephraim P. Smith, Executive Vice Chancellor and Chief Academic Officer  
Dr. Benjamin F. Quillian, Executive Vice Chancellor and Chief Financial Officer  
Dr. Ronald E. Vogel, Associate Vice Chancellor, Academic Affairs  
Mr. Nathan S. Evans, Director of Enrollment Management Services  
CSU Vice Presidents for Student Affairs  
Vice Provosts/Vice Presidents of Enrollment Management/Services  
CSU Directors of Admissions and Records  
CSU Directors of Outreach and Recruitment

## **NEW IMPACTION REQUESTS**

BEFORE PROCEEDING WITH THE PUBLIC DISCLOSURE AND NOTIFICATION REQUIREMENTS AS DESCRIBED IN SECTION 89030.5 OF THE CALIFORNIA EDUCATION CODE, IT IS IMPORTANT TO FIRST APPLY FOR IMPACTION WITH THIS OFFICE BY COMPLETING THE ENCLOSED FORMS AND RETURNING THEM WITH YOUR OFFICIAL REQUEST TO IMPACT. ONCE YOU RECEIVE TENTATIVE APPROVAL FOR IMPACTION FROM THIS OFFICE, THEN YOU SHOULD PROCEED AS OUTLINED BELOW. IN ORDER TO FULFILL EACH OF THE REQUIREMENTS, YOU SHOULD SUBMIT YOUR NEW REQUEST NO LATER THAN DECEMBER 21, 2012.

### **IMPACTION PROPOSAL TIMELINE**

December 21, 2012	Deadline for campuses to submit preliminary requests for new or adjusted campus impaction or for new program impaction to the Chancellor's Office. Requests for renewal/continuation of current impaction are due in March 2013.
January 18, 2013	Campuses receive tentative approval or denial for new or adjusted impaction requests from the Chancellor's Office.
February 1, 2013	Each campus with impaction requests subject to Section 89030.5 announces its proposed impaction plans on its individual websites and publishes the plans in three newspapers within the campus service area (see coded memo AA-2010-20).
February 1-15, 2013	Each campus arranges a public meeting with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations that are located within the campus service area.
Feb 15 – Mar 15, 2013	Hold three public hearings in various locations/times in the service area of the affected campus. Post and retain comments or composites solicited at these hearings on the campus website.
March 18, 2013	Submit final request including renewal/continuation of impaction with any adjustments to the Chancellor's Office.
April 1, 2013	Deadline for Chancellor's Office to grant final approval for new or adjusted impaction requests.
May Board Meeting	Chancellor reports impaction decisions in writing to the Board of Trustees.
June 1, 2013	Public comments and responses may be removed from campus websites.

# EDUCATION CODE

## SECTION 89030.5

89030.5. (a) In order to provide notice to the public and ensure the transparency of decisions affecting admissions criteria for all of the campuses of the California State University, the trustees shall ensure that a change in the criteria for admission to a campus of the university complies with all of the following requirements:

(1) Prior to adopting a change in the criteria for admission that affects applicants residing within the local service area of a campus of the university, the campus affected by the proposed change shall do all of the following:

(A) Consult with stakeholders, including the governing boards of school districts, governing boards of community college districts, and community organizations, that are located within the local service area of the affected campus. These consultations shall occur in a public meeting.

(B) Hold three public hearings in the local service area of the affected campus. The hearings shall solicit public comments relative to the proposed change in admissions criteria.

(C) Provide public notice of the proposed change in admissions criteria. The notice shall be published on the Internet Web site for the affected campus and in three newspapers of general circulation in the local service area of the affected campus. The notice shall include a description of the proposed change, the right of the public to comment orally or in writing on the proposed change, and the dates, times, and locations of the public meetings pursuant to subparagraph (A) and the public hearings pursuant to subparagraph (B). The notice shall be published at least 10 days before the first public meeting or public hearing.

(D) Publish on the Internet Web site of the affected campus, all public comments received pursuant to this paragraph and all responses by the university to those public comments.

(E) Publish on the Internet Web site of the affected campus, and distribute to community officials and local high schools, the university's final decision on the proposed change.

(2) After meeting all of the requirements specified in paragraph (1), the president of the affected campus shall submit the proposed change to the Chancellor of the California State University for approval, in accordance with the policies of the trustees. The chancellor shall report the decision regarding approval, and the reasoning behind the decision, to the trustees in writing at the next regularly scheduled meeting of the trustees.

(3) Except as provided in paragraph (4), a change in the criteria for admission to a campus that affects applicants within the local service area of the affected campus shall become effective only after a period of at least one year has elapsed after that change is approved by the chancellor.

(4) A change in the criteria for admission to a campus based on resources that affects applicants within the local service area of the affected campus shall become effective only after a period of at least six months has elapsed after that change is approved by the chancellor.

(b) The requirements set forth in subdivision (a) shall apply to all changes in the criteria for admission to a campus that affect the eligibility of applicants residing within the local service area of a campus to enroll at that campus, including changes to transfer requirements and determinations regarding impaction of majors.

(c) As used in this section, "local service area" means the California State University service area for the campus as set forth in the California State University Coded Memorandum AA-2005-05, dated February 23, 2005, or as subsequently amended.

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**CSU IMPACTION 2014-2015**
**PROGRAM DATA**

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

CSU Campus:				
Academic Area/Class Level:				
	FALL TERM - APPLICATIONS AND ENROLLMENTS			
	Actual			Projected
	2010	2011	2012	Fall 2013
A. Academic Area/Class Level: Capacity in terms of headcount				
B. Enrollment Total*				
Continuing students				
New & Returning students				
C. Enrollment as percent of capacity (Total/B/A)				
D. Applications Quota (New & Returning) Maximum applications to reach capacity				
E. Applications received during initial filing period				
F. Applications received as percent of quota (E/D)				

*\*Fall 2013 enrollment may be estimated.*

For requests to continue impaction, please complete the following:

	2010	2011	2012
G. CSU eligible applicants denied for fall term in this academic area/class level			



## DEFINITIONS OF TERMS

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

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

**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.

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

**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.

**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.

**Impacted Major/Campus** at CSU is designated as impacted when the number of CSU eligible applications received in the initial filing period is greater than the number that can be accommodated by the major or campus.

**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.

**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.

**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.





## 2013-2014 Undergraduate Impacted Programs Matrix

### The California State University

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

Key: **I** = Programs Impacted at the campus  
**O** = Programs offered at the campus but not impacted  
**N** = See *Notes* for the campus on the next page

\* = All programs are impacted  
□ = A blank cell indicates that the program is not offered at this campus.

**Bakersfield:** Impacted in the ADN to BSN and basic nursing programs.

**Channel Islands:** Impacted in the nursing (basic) program.

**Chico:** Impacted for first-time freshmen and upper division transfers, and programs in nursing (basic) and option in recording arts (BA in music industry and technology).

**East Bay:** Impacted in business administration and the nursing (basic) program.

**Fresno:** Impacted for first-time freshmen, upper division transfers, and programs in athletic training (kinesiology) and nursing (basic).

**Fullerton:** Impacted in all undergraduate programs, pre-programs, undeclared programs and for both first-time freshmen and transfer student applicants.

**Humboldt:** Impacted for first-time freshman applicants.

**Long Beach:** Impacted for first-time freshmen, upper division transfers, and in all undergraduate programs, pre-programs, and undecided/undeclared programs.

**Los Angeles:** Impacted for first-time freshmen and upper division transfer applicants, and programs in child and family studies, criminal justice/criminalistics, nursing (basic), psychology, and social work.

**Maritime Academy:** Impacted in marine transportation program. New students in all majors must complete a physical examination and pass a health review prior to enrollment.

**Northridge:** Impacted for first-time freshmen and for programs in accountancy, finance, and the option in financial services.

**Pomona:** Impacted for first-time freshmen and upper division transfer applicants. Impacted programs in animal science, animal health science, architecture, biology, biotechnology, engineering (aerospace, chemical, civil, computer, electrical, and mechanical), psychology, sociology (including option in social work), and undeclared program.

**Sacramento:** Impacted for first-time freshmen and upper division transfers, and programs in art, business administration, criminal justice, graphic design, health science, interior design, nursing (basic), photography, and psychology.

**San Bernardino:** Impacted for first-time freshmen and upper division transfers, and programs in criminal justice, kinesiology (only pre-physical therapy), nursing (basic), and social work.

**San Diego:** Impacted for first-time freshmen, upper division transfers, and in all undergraduate programs, pre-programs, and undecided/undeclared programs.

**San Francisco:** Impacted for first-time freshmen and upper division transfers and programs in apparel design and merchandising, child and adolescent development, design and industry, dietetics, environmental studies, interior design, nursing (basic) and ADN to BSN, psychology, and social work.

**San Jose:** Impacted in all undergraduate programs, pre-programs, and undecided/undeclared programs for both first-time freshmen and upper-division transfer applicants.

**San Luis Obispo:** Continues to be impacted in all undergraduate programs and does not consider alternate majors.

**San Marcos:** Impacted for first-time freshmen and upper division transfers, and for programs in business administration, communication, kinesiology, mass media, and nursing (basic).

**Sonoma:** Impacted for first-time freshmen, upper division transfers, and programs in biology, pre-business, criminology and criminal justice studies, environmental studies and planning, communication studies, human development, kinesiology, liberal studies, ADN to BSN, nursing (basic)/pre-nursing, and psychology.

**Stanislaus:** Impacted in nursing (basic) and ADN to BSN programs.

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Please go to [www.calstate.edu/impactioninfo.shtml](http://www.calstate.edu/impactioninfo.shtml) for the most accurate and up-to-date information regarding impacted campuses and programs at the CSU. For more information, visit a specific CSU campus website at [www.calstate.edu](http://www.calstate.edu). Programs offered through CSU Extended Education may also be available at campuses and are not represented on this grid.