

**Student Academic Services**  
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December 8, 2016

**MEMORANDUM**

**Coded Memo ASA-2016-30**

TO: CSU Presidents

FROM: Eric G. Forbes   
Assistant Vice Chancellor

Primary action:  
**Admissions Officers**

SUBJECT: Pre-Admission Disclosures and Limiting Admission Offers for Academic Programs Leading to Licensure or Credentialing

The California State University offers several academic programs that also lead to licensure or credentialing by local, state, or federal agencies. These agencies may impose additional qualifications on candidates such as evidence of the right to work in the United States (e.g., social security or tax payer identification number), successfully passing a criminal background check, or other similar requirements before licensure or credentialing can be granted.

Because several applicants who meet the academic eligibility requirements for these programs *may not* meet licensure or credentialing qualifications, it is important that your campus publications, such as catalogs, websites, and other communications, share this potential outcome with applicants in advance of admission and registration. For all programs that lead to licensure or credentialing, campuses should include the following language in program publications:

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements. Information concerning licensure and credentialing requirements are available from **[NAME OF OFFICER, CAMPUS ADDRESS, AND PHONE NUMBER]**.

Applicants who determine that they may not be able to meet licensure or credentialing qualifications and no longer wish to be admitted into these programs may be unaccommodated and their application fees refunded.

Because an applicant's circumstances may change at any time, which could impact the applicant's ability to obtain a license or a credential, campuses should not base their admission decisions on whether an applicant can meet these requirements. Some applicants who may not

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meet licensure or credentialing qualifications may still desire to enroll and complete these programs if accepted. Our responsibility is to inform students about these licensure and credentialing requirements as described above and allow applicants to make an informed decision based upon that information.

Additionally, for programs that are heavily impacted, like Nursing, campuses may impose supplemental admission criteria, such as electing to limit its admission offers to California residents only. For the purpose of this Memorandum, California residents are students classified as residents for tuition purposes, as well as those who meet the criteria set forth in California Education Code Section 68130.5, also known as "AB 540." If a campus chooses to limit its admission offers to California residents only, all non-residents (except those meeting the criteria under Education Code Section 68130.5) can be unaccommodated, denied admission, or referred to other programs.

If you have any questions about this subject, you may contact Ray Murillo, Director of Student Programs, at the Chancellor's Office at [rmurillo@calstate.edu](mailto:rmurillo@calstate.edu) or (562) 951-4707.

EF/bjc

cc: CSU Provosts/Vice Presidents for Academic Affairs  
CSU Vice Presidents for Student Affairs  
Directors of Admissions and Records  
Directors of Outreach and Recruitment  
State University Registrars  
Directors of Financial Aid  
Directors of Institutional Research  
Directors of Academic Advising  
Associate Vice Presidents for Academic Affairs  
Dr. Loren J. Blanchard, Executive Vice Chancellor of Academic and Student Affairs  
Mr. Nathan Evans, Chief of Staff, Academic and Student Affairs