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CODED MEMORANDUM

ASA-2017-28

TO: CSU Presidents

FROM: Eric G. Forbes 
Assistant Vice Chancellor

**Action is required from
Provosts/Vice Presidents for
Academic Affairs**

SUBJECT: 2019-20 Impacted Campuses and Programs

With the close of the fall 2018 initial application filing period, it is necessary to determine which California State University campuses and programs will likely be impacted for 2019-20 admissions. This communication includes detailed information for campuses that seek to renew, introduce, modify or discontinue campus or program impaction.

- Campuses that are renewing impaction requests must provide program data (Attachment 2) and a narrative on managing enrollment and increasing capacity (Attachment 4) by **March 16, 2018**.
- Campuses that are submitting requests to introduce, modify or discontinue impaction must provide to the Chancellor's Office a detailed request outlining the proposed changes, program data (Attachment 3) and a detailed description of the proposed supplemental criteria by **January 5, 2018**. Final documents, including a narrative on managing enrollment and increasing capacity (Attachment 4) must be submitted by **March 16, 2018**.

Campus Efforts to Manage Capacity

In order to meet enrollment targets and avoid impaction where possible, campuses should continue to utilize the enrollment management policy and practices adopted by the CSU Board of Trustees in March 2000 and modified in September 2002. These guidelines may be found [here](#).

To assist the Chancellor's Office and campuses in responding to concerns from the public and the legislature regarding impaction, please provide a narrative of your campus' ongoing efforts to manage enrollment and increase capacity. Attachment 1 includes sample areas to address. **This narrative should be submitted with the final documents by March 16, 2018.**

As a reminder, impacted campuses should not be enrolling:

- Lower-division transfer applicants;
- Applicants in pursuit of a second or third bachelor's degree;
- Unclassified post-baccalaureate students; or
- Upper-division transfer students, who are not fully eligible.

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

Renewing Current Impaction Statuses

Campuses retaining current impaction statuses must provide data for each major and/or level (Attachment 2) and a narrative on addressing capacity to the Chancellor's Office by March 16, 2018. Academic programs and class levels designated as impacted for 2018-19 can be found [online](#). For each academic area and class level, please indicate which, if any, will continue to be impacted at your campus during 2019-20. Indicate deletions where appropriate.

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. Specific adjustments in the supplemental admission criteria regarding the eligibility index for first-time freshmen or cutoff grade point averages are not required to be designated, as these items – along with the opportunity to use waitlists – can only be determined after the enrollment capacity is known and applications are processed for each term.

Public hearings and notifications are not required when retaining impaction designations and there are no changes to impaction criteria.

Introducing, Modifying or Discontinuing Campus Impaction

Campus impaction at the class level or program level can only be designated if the campus can show that it has exhausted existing capacity by implementing other enrollment management strategies. The deadline to submit a preliminary request to introduce or modify campus impaction to the Chancellor's Office is January 5, 2018.

Campuses must provide a detailed request outlining proposed changes, program data and a detailed description of the proposed supplemental criteria. Requests must demonstrate trends toward over enrollment that will continue into the future (Attachment 3). Campuses wishing to discontinue impaction must present evidence of sufficient, long-term capacity as part of their request.

When a campus receives preliminary approval, it must then fulfill the requirements of Section 89030.5 of the California Education Code. Section 89030.5 provides for a series of public hearings and notifications in the event that a campus wishes to *change* its admission criteria for impacted programs or by declaring or discontinuing impaction for specific programs or class levels. Ordinarily, a minimum of one year is required between approval by the Chancellor's Office and the changes going into effect; however, the code permits six months if the request is based on a lack of resources. A copy of Section 89030.5 is attached for your review.

Since the initial application filing period for fall 2019 will begin on October 1, 2018, all new impaction requests must receive final approval by April 2, 2018, which is six months prior to the receipt of applications. The final approval will be granted after confirmation of the public hearing and notification process is received. Approval will be for the entire academic year. Once impaction is declared, supplemental admission criteria authorized by the chancellor may be used for the selection of candidates for admission to academic areas and class levels.

Campuses may not request or discontinue impaction after receiving applications for any given academic year. Moreover, given the complexity of the notification procedure, program and campus impaction may only be considered for the college year beginning with the fall term.

An outline of the expected activities and deadline dates are included with this communication (Attachment 1).

Introducing, Modifying or Discontinuing Campus Impaction at the Class Level

Campuses introducing, modifying or discontinuing impaction at the class level must provide final documents including the program data (Attachment 3), a narrative on efforts to increase capacity and a description of the proposed supplemental criteria to the Chancellor's Office by March 16, 2018.

Section 89030.5 requires campuses impacted at the class level to designate a local admission area. Local applicants who meet standard criteria for CSU eligibility must be accorded high priority, whereas 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 impaction plan**, and only the largest districts (e.g. Los Angeles Unified School District) may be subdivided for impaction purposes. Absent strong evidence to the contrary, designated local admission areas should adjoin geographic areas that are contiguous to the campus.

Coded memorandum AA-2010-20 distinguishes local admission areas from outreach service areas for each campus. Refer to the [most updated matrix on CSU local admission and service areas](#) 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, Modifying or Discontinuing Academic Program or Major Impaction

Campuses introducing, modifying or discontinuing academic program or major impaction must provide final documents including program data (Attachment 3), a narrative on efforts to increase capacity and descriptions of the proposed supplemental criteria and the change of major procedures to the Chancellor's Office by March 16, 2018. 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.

Contact

Please submit all responses to Dr. April Grommo, director, Enrollment Management Services, Student Academic Services, by the established deadlines. Questions concerning this memorandum may be directed to Dr. Grommo by telephone at (562) 951-4726 or by email at agrommo@calstate.edu, or to me at (562) 951-4744 or eforbes@calstate.edu.

Attachments

c: Chancellor Timothy P. White
Dr. Loren J. Blanchard, Executive Vice Chancellor for Academic and Student Affairs
Mr. Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
Dr. April Grommo, Director of Enrollment Management Services
Provosts/Vice Presidents for Academic Affairs
Vice Presidents for Student Affairs
Vice Provosts/Vice Presidents of Enrollment Management/Services
Directors of Admissions and Records
Directors of Outreach and Recruitment
Directors of Institutional Research
Enrollment Reporting Officers