

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Code: SA 77-55

Date: June 20, 1977

To: Presidents

From: Harry Harmon *Harry Harmon*  
Executive Vice Chancellor

Subject: Supplementary Screening Criteria - Locally Impacted Programs and Impacted Campuses (Undergraduate) - Executive Order No. 273

I am transmitting five (5) copies of Executive Order No. 273. This Executive Order establishes policy for the development and use of supplementary screening criteria for admission to campuses and undergraduate programs which have been designated by the Chancellor as locally impacted.

Please note in particular the following concerning the implementation of this new admissions provision:

1. Establishment of supplementary screening criteria does not replace use of priorities and quotas.
2. It is important that proposed criteria and the manner in which they are implemented maintain and advance efforts to provide for disadvantaged applicants.
3. Efforts should be made to keep procedures operationally simple. This will simplify the task of achieving public understanding. Also, it will minimize the associated workload since no additional staffing is anticipated in connection with this change.

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Distribution: Vice Presidents, Academic Affairs  
Vice Presidents, Administrative Affairs  
Deans of Students  
Deans of Academic Planning  
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EOP Directors  
Chancellor's Staff  
Administration Information Center

4. Since there will be considerable campus effort required to assess the admission status of programs that may qualify for designation as locally impacted and to prepare proposals for use of supplementary screening criteria for campuses and programs so designated, campuses are advised to begin discussion of these matters so that they can proceed promptly when the implementation plans and operational procedures are issued.

A memorandum will be issued soon describing how campuses may request designation of a program or campus as locally impacted, and explaining other implementation plans and procedures.

It is your responsibility as President to implement Executive Order No. 273 when applicable and to maintain the campus repository and index for all Executive Orders.

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Attachments

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

**Executive Order No.:** 273  
**Title:** Supplementary Screening Criteria – Locally Impacted Programs and Impacted Campuses (Undergraduate)  
**Effective Date:** July 1, 1977  
**Supersedes:** None

This Executive Order is issued pursuant to Sections 40650 and 40651 of Title 5 of the California Administrative Code and Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees.

Impaction exists when more qualified applicants are expected to apply during the first month of any filing period than can be accommodated. Administrators of specific programs or campuses expecting to be impacted are required to supply historical data to justify the request that the program or campus be identified as locally impacted.

Effective with admission to terms beginning fall 1978 and thereafter, campuses or undergraduate programs that have been designated by the Chancellor as impacted (other than systemwide impacted programs which continue to be covered by Executive Order No. 182) shall implement a plan for the supplemental screening of undergraduate applicants. Each plan must be approved by the Chancellor before implementation and shall meet the following minimum standards:

1. The statutory and systemwide enrollment planning policies established by Education Code Section 66202 (formerly 22522) and Sections 40650 and 40651 of Title 5 of the California Administrative Code shall be reflected in the campus plan.
2. The campus plan shall establish enrollment quotas for each enrollment category for which screening is to take place. Pursuant to Section 40650 of Title 5 of the California Administrative Code, the following enrollment categories may be established: academic area; class level program; and student resident status.
3. Within any enrollment category, recent California veterans shall be given first priority in the allocation of available spaces. A recent California veteran is an individual (i) who qualifies as a resident for tuition purposes, and (ii) who has been honorably discharged or released from active duty under honorable conditions within four years of his or her application for admission.
4. After providing for recent California veterans who meet regular campus admission requirements, the balance of each enrollment quota shall be filled as follows:
  - a. For enrollment categories limited to first-time freshmen and transfers with fewer than 12 semester units of transferable credit, at least one-half of the remaining spaces within each enrollment quota shall be allocated to those applicants with the highest eligibility indexes. Eligibility indexes shall be computed on the basis of self-reported grade point average (subject to verification from official transcripts) for all work (exclusive of Physical Education and Military Science) completed after grade 9 and the total score on

the SAT or the composite ACT score. All remaining spaces within the established enrollment quota shall be allocated on the basis of criteria established by the campus and set forth in the approved campus plan.

b. For enrollment categories limited to transfers with 12 or more semester units of transferable credit, all remaining spaces within the established enrollment quota shall be allocated on the basis of criteria established by the campus as set forth in the approved campus plan.

5. The campus plan shall, when appropriate, make provision for enrollment in special compensatory programs for disadvantaged students.

The criteria to be utilized by the campus in implementing part 4 of this Executive Order may include, but need not be limited to, the following: overall grade point average, completion of or performance in specified prerequisite courses, and demonstrated aptitude.

Every campus required by this Executive Order to implement a plan for the supplemental screening of undergraduate applicants shall submit a proposed plan to the Coordinator of Admission Services at least three months prior to the beginning of the application filing period during which the plan is to become effective.



Glenn S. Dumke, Chancellor

Date: June 20, 1977