

Memorandum

To : Presidents

Date: September 17, 1980

From : Harry Harmon *Harry Harmon*
Executive Vice Chancellor

Subject: Conditional Admission and Registration -
Executive Order No. 336

I am transmitting five (5) copies of Executive Order No. 336. This Executive Order establishes policy for the granting of conditional admission and registration to late applicants, graduate and undergraduate, and is an outgrowth of the experiment authorized by SA 75-48 (P), Issuance of Conditional Registration Permits.

Please note in particular the following provisions of this admission policy:

1. This policy is permissive. Campuses are not required to grant conditional admission and registration. Those wishing to do so shall submit proposed plans and procedures for approval by the Chancellor. This policy applies to winter 1981 and subsequent terms.
2. Conditional admission and registration may not be granted unless partial or unofficial records indicate a high probability that the applicant will ultimately qualify for regular admission.
3. The admission decision on conditional admittees must be made by census date. Applicants not qualifying for unconditional admission by census date shall be immediately disenrolled.
4. Financial aid may not be disbursed to conditional admittees. Only students admitted unconditionally may receive financial aid.

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5. Campuses approved by the Chancellor to grant conditional admission and registration are required to submit annual reports on such activity.

It is your responsibility as President to adhere to Executive Order No. 336 when applicable and to maintain the campus repository and index for all Executive Orders.

HH:je

Attachment

cc: Vice Presidents, Academic Affairs
Vice Presidents, Administrative Affairs
Deans of Students
Deans of Academic Planning
Deans of Graduate Studies
Deans/Directors of Admissions & Records
Admissions Officers
Registrars
EOP Directors
Financial Aid Directors
Chancellor's Staff
Legislative Analyst
Administration Information Center

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

Executive Order No.: 336
Title: Conditional Admission and Registration
Effective Date: October 1, 1980
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees.

This policy authorizes campuses to admit conditionally late applicants and grant conditional registration privileges to such applicants provided they supply partial or unofficial records which indicate *high probability* that the applicants will ultimately qualify for regular admission. The final admission decision must be made by census date. Applicants not qualifying for unconditional admission by census date shall be immediately disenrolled.

This is to ensure that application for admission records requirements are sufficiently flexible to recognize the system's obligation to serve late applicants whose partial or unofficial records indicate that they are likely to qualify for regular admission, while at the same time assuring that admission standards are met and admittees are properly classified. It is essential that the integrity of the admission process be preserved. The following conditions are to ensure that this procedure does not result in lowering of admission standards.

1. This policy is to be limited in its utilization and is not to be used as a standard procedure for accommodating broad categories of applicants such as those who might apply too late to take advantage of early registration opportunities. Conditional admission and registration privileges are to be limited to applicants who apply so late that it is unrealistic to expect all official admission documents to arrive in time to make the final admission determination prior to the beginning of instruction. Except in unusual circumstances, conditional admission may not be granted earlier than four weeks prior to the beginning of instruction.
2. According to Title 5, Section 40700, Matriculation: "Any student enrolling in any semester or quarter, other than summer session or extension or as an auditor without credit, shall meet the standards for admission outlined in this subchapter." Campuses will have complied with this provision if partial or unofficial records indicate *high probability* that the applicants will ultimately qualify for regular admission and the applicant meets admission standards by census date of the first term of enrollment.
3. Eligibility for consideration for conditional admission and registration shall be dependent upon receipt of a completed application for admission, the application fee, and partial or unofficial records.

4. Applicants granted conditional admission and registration shall be informed in writing that formal admission and continued enrollment is conditional upon receipt of all admission documents and upon meeting admission standards. Applicants shall be informed that conditional admission and registration will be cancelled if eligibility is not established by census date for the appropriate term. To accomplish this, campuses shall require the applicants to sign a statement that they understand and agree to these conditions before conditional admission is authorized.
5. Applicants who meet regular admission standards by census date may continue in regular attendance. All others, those whose necessary records are not received by census date and or who are found ineligible for admission, shall be disenrolled. However, students in the latter group may be continued if they are admitted under one of the exceptional admission provisions. Those determined eligible as exceptions under Sections 40900 and 40901 must be included as part of the exceptional admission allowance. Students denied matriculation may continue in a nonmatriculated status such as auditor or extension concurrent enrollment.
6. Conditional admittees who are financial aid applicants shall not receive federal or state student aid funds until they have qualified for unconditional admission. Offers of financial aid may be tendered contingent upon qualifying for unconditional admission. However, funds *shall not be disbursed* prior to determination that the applicant either meets the admission standards or qualifies under one of the exceptional admission provisions. It shall be the responsibility of the Admissions Office to keep the Financial Aid Office informed of students who have been conditionally admitted and those who subsequently qualify for unconditional admission.
7. Conditional admittees shall not be certified by the campus for any educational benefits which require that they be matriculated degree candidates, such as Veterans or Social Security benefits, unless and until they qualify for unconditional admission.
8. Campuses may grant conditional admission and registration only upon the Chancellor's approval of the campus' proposed plan and procedures. Such proposals may be submitted at any time, but should reach the Chancellor's Office well in advance of the proposed first term of usage. The Chancellor will withdraw authority for the procedure if the practice is not carried out according to the provisions of this Executive Order and the campus plan.
9. Campuses approved by the Chancellor to grant conditional admission and registration are required to submit an annual report including such data as the number of conditional admittees, the number of conditional admittees found eligible for regular admission when all records are received, the number found to be ineligible, and the number ultimately admitted as admission exceptions.



Glenn S. Dumke, Chancellor

Date: September 17, 1980