


THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
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**Date:** January 1, 1991

**To:** Presidents

**From:** Herbert L. Carter   
Executive Vice Chancellor

**Subject:** Impacted Programs and Campuses (Undergraduate), Executive Order No. 563

Enclosed are five (5) copies of Executive Order No. 563. This Executive Order replaces Executive Order No. 319 — Supplementary Screening Criteria — Impacted Programs and Campuses (Undergraduate). With the issuance of Executive Order No. 319 that combined and, accordingly, superseded Executive Order No. 273 and Executive Order No. 182, Executive Order No. 160 was eclipsed.

This Executive Order clarifies terms currently used to describe impacted programs. It also identifies data necessary to support requests for program impaction and provides guidelines for establishing procedures to ensure educational equity in access to impacted programs.

The attached Executive Order retains the substance of Executive Order 319 that has guided CSU's efforts to facilitate enrollment pressures at the program, school, and campus levels. The provisions included in this Executive Order will ensure continuation of effective enrollment management during periods of strong demand for limited space.

Please note in particular the following concerning the implementation of this Executive Order:

1. It is anticipated that this Executive Order will require little or no modification of existing supplementary criteria and processes for most campuses and programs.
2. Establishment of supplementary screening criteria does not replace use of priorities and quotas.
3. Campuses must evaluate the potential disparate effect of supplementary admission criteria on educational equity objectives and incorporate in their supplemental screening plans appropriate provisions to mitigate any disparities identified.

HLC:pb  
Enclosures

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**Distribution:** Vice Presidents, Academic Affairs  
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**Executive Order No: 563**

**Title: Impacted Programs and Campuses  
(Undergraduate)**

**Effective Date: January 1, 1991**

**Supersedes: Executive Order No. 319**

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

Each year the Chancellor's Office will ask the campuses to identify those campuses and programs expected to be impacted the following year. An enrollment category is impacted when, at the end of the first month of the application filing period, the number of qualified applicants and currently enrolled students projected to seek access to that enrollment category is substantially greater than the number that 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 impacted. The request must include information documenting the effects of impaction of the category on other enrollment categories. The Chancellor will designate an enrollment category as impacted when it is his or her judgment there is compelling evidence that there are significantly more qualified applicants and currently enrolled students likely to request access to the program during the initial filing period than can be accommodated.

Effective with admission to terms beginning winter 1992 and thereafter, campuses or undergraduate programs that have been designated by the Chancellor as impacted shall implement a plan for the supplemental screening of undergraduate applicants. Each supplemental screening plan must be approved by the Chancellor before implementation and shall meet the following minimum standards:

**1. Enrollment Planning Policies**

The statutory and systemwide enrollment planning policies established by Education Code Section 66202 and Sections 40650 and 40651 of Title 5 of the *California Code of Regulations* shall be reflected in the campus plan.

**2. Enrollment Quotas**

The campus plan shall establish enrollment quotas for each enrollment category for which supplementary criteria will be used. Pursuant to Section 40650 of Title 5 of the *California Code of Regulations*, enrollment quotas may be established for any of the following categories:

Academic Area            discipline division or major.

Class Level                student's class level — freshman, sophomore, junior, senior.

Program                    campus-defined activities (EOP, SAA, athletics, etc.) apart from those defined by discipline division or major.

**Student Residence Status** student's residence classification for tuition purposes as determined under the provisions of Title 3 of the Education Code.

In establishing such quotas, primary emphasis shall be placed upon the allocation of resources at the upper division level in order to facilitate the accommodation of California Community College transfers.

**3. Initial Filing Period**

The initial filing period is defined as the first month of the announced filing period for any term.

All applications received for an enrollment category during the initial filing period must receive equal consideration regardless of the date of application within the initial filing period.

**4. Application Period**

New applicants for admission to the California State University to an impacted enrollment category must apply during the first month of any filing period to be assured consideration.

Currently enrolled students seeking access to an impacted enrollment category must follow campus-defined application procedures established to ensure equitable consideration for both currently enrolled students and new applicants.

**5. Enrollment Priorities**

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.

After providing for recent California veterans who meet regular campus admission requirements, the balance of each enrollment quota shall be filled as follows:

- a. Enrollment categories limited to first-time freshmen and transfers with fewer than 12 semester units of transferable credit shall be filled by those applicants with the highest eligibility indices or by those who demonstrate the greatest potential for success as measured by the supplementary criteria established by the campus and set forth in the campus plan.
- b. Enrollment categories limited to transfer and currently enrolled students with 12 or more semester units shall be filled on the basis of supplementary criteria established by the campuses as set forth in the approved campus plans.

**6. Supplementary Admission Criteria**

The criteria to be utilized by the campus in implementing part 5 of this Executive Order may include, but need not be limited to the, following: completion of or performance in specified prerequisite courses, demonstrated aptitude, and overall grade point average.

**7. Educational Equity**

Campuses must evaluate the potential disparate effect of supplementary admission criteria on educational equity objectives and incorporate in their supplemental screening plans appropriate provisions to mitigate

any disparities identified. After applicants to impacted enrollment categories have been reviewed for meeting regular and approved supplementary criteria, and before any final determinations are made, the applicants must be reviewed to determine whether any applicant will receive priority consideration on the basis of the following factors:

The applicant has potential to do college level work, is from a low-income family, and has been unable to realize his or her potential because of economic, cultural, or educational background.

The applicant is a recipient of scholarships and awards, or would make a significant contribution to the campus because of background or special abilities.

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

**8. Impaction Request**

Every campus required by this Executive Order to implement a plan for the supplemental screening of undergraduate applicants shall submit the 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.



Ellis E. McCune, Acting Chancellor

Date: January 1, 1991