

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

CHANNEL ISLANDS

February 9, 2017

CHICO

DOMINGUEZ HILLS

**MEMORANDUM**

EAST BAY

**TO:** CSU Presidents

FRESNO

**FROM:** Timothy P. White  
Chancellor

FULLERTON

HUMBOLDT

**SUBJECT:** Rescission of Executive Order 918  
Lower-Division Transfer Patterns by Major and Admission Priority

LONG BEACH

LOS ANGELES

Executive Order 918 – Lower-Division Transfer Patterns by Major and Admission Priority – is rescinded. Lower-Division Transfer Patterns by Major became obsolete after the Student Transfer Achievement Reform Act (SB 1440, Padilla) was signed into legislation on September 29, 2010. The new legislation established Associate Degrees for Transfer, which took the place of Lower-Division Transfer Patterns by Major. Executive Order 918 is no longer in use, is outdated, and references in the executive order are no longer valid.

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

POMONA

SACRAMENTO

TPW/clm

SAN BERNARDINO

c: CSU Office of the Chancellor Leadership

SAN DIEGO

SAN FRANCISCO

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

October 1, 2004

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOMINGUEZ HILLS

TO: CSU Presidents

FRESNO

FROM: Charles B. Reed  
Chancellor

FULLERTON

HAYWARD

SUBJECT: Lower-Division Transfer Patterns by Major and Admission  
Priority—Executive Order No. 918

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order No. 918, Lower-Division Transfer Patterns by Major and Admission Priority. It establishes procedures for developing and updating lower-division transfer patterns by major and identifying California Community College courses that fulfill those patterns, in conformity with Board of Trustees policy adopted in July 2004 (REP 07-04-04). Timely commitment to and completion of systemwide and campus-specific lower-division transfer patterns for a particular CSU campus and major will constitute successful conclusion of “an approved transfer agreement program” within the meaning of California Education Code Section 66202 and thus qualify an applicant from a California Community College for the highest priority for admission to the CSU.

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

NORTHRIDGE

POMONA

SACRAMENTO

This executive order does not replace existing CSU admission requirements or impose new ones. Rather, it guides the development of “approved transfer agreement programs” and clarifies which applicants will receive the highest priority for admission.

SAN BERNARDINO

SAN DIEGO

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

Questions regarding this executive order may be addressed to Dr. Keith Boyum, Associate Vice Chancellor, Academic Affairs, at (562) 951-4712 or [kboyum@calstate.edu](mailto:kboyum@calstate.edu). Questions regarding admission priority for students

SAN MARCOS

SONOMA

STANISLAUS

CSU Presidents  
October 1, 2004  
Page 2

who complete a lower-division transfer pattern by major may be addressed to Mr. Allison G. Jones, Assistant Vice Chancellor, Academic Affairs, Student Academic Support, at (562) 951-4744 or [ajones@calstate.edu](mailto:ajones@calstate.edu).

CBR/lem

Attachment

cc: Provosts/Vice Presidents for Academic Affairs  
Vice Presidents for Administration  
Vice Presidents for Student Affairs  
Chair, Academic Senate CSU  
Chairs, Campus Academic Senates  
Chancellor's Office Executive Staff

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4700**

**Executive Order:** 918

**Effective Date:** Fall 2005

**Supersedes:** No Previous Executive Order

**Title:** Lower-Division Transfer Patterns by Major and Admission Priority

This executive order is issued pursuant to Section 66202 of the California Education Code; Sections 40530 through 40532, 40651, and 40803 through 40803.1 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 of the California State University. This executive order implements Board of Trustee policy adopted in July 2004. Provisions regarding the development of systemwide and campus-specific lower-division transfer patterns by major are effective immediately. Provisions regarding admission priority apply to students who apply for admission to the California State University (CSU) for fall 2006 or later terms and who complete a lower-division transfer pattern by major that has been approved for that major and for which appropriate courses have been identified.

Applicants who elect to complete systemwide and campus-specific lower-division transfer patterns for a major and campus will have completed “an approved transfer agreement program” within the meaning of Education Code Section 66202 and will receive the highest priority for admission to that campus and major if they have satisfied all CSU and campus requirements for admission. “Highest priority” is defined in Title 5, Section 40651(b)(3) as a guarantee of admission subject to enrollment demand, available space, and satisfactory completion of any impaction criteria for that campus and major. These provisions shall not be construed to limit in any way the ability of students to gain admission through alternative pathways.

**Article 1. Purpose**

The intent of this executive order is to protect access to the California State University, particularly when the state’s fiscal support is insufficient to fund student demand, by ensuring that a higher percentage of students graduate from CSU in a timely manner. The procedures established herein are designed to make it likely that transfer students can meet standards for graduation with the minimum required units, thus promoting wise use of the resources of the students and the state. Preparing transfer students for academic success and efficient movement into and through their chosen majors is critical to the mission of the CSU.

The development of lower-division transfer patterns by major is one element of a graduation initiative adopted by the CSU Board of Trustees in January 2003. That initiative consists of three parts: (1) increasing the academic preparation for college, (2) clarifying and improving the community college transfer process, and (3) identifying a clear path to the degree for matriculated students. Because CSU annually enrolls over 60 percent of all California Community College students who transfer to a four-year college in California, it is imperative that a clear path to the degree be identified for California Community College transfer students.

To ensure that students planning to transfer to the CSU can earn a baccalaureate degree in the most direct manner without losing credits for courses taken at a California Community College, Title 5 requires the establishment, for each high-demand major, of a lower-division pattern of community college courses that will advance students toward graduation at any CSU campus offering the major. A CSU campus may then identify additional course requirements it considers necessary to prepare the students for upper-division study in that major. Together, the systemwide and campus-specific patterns will (1) help identify a clear path to the baccalaureate degree for California Community College transfer students, (2) grant priority admission to those who complete the lower-division transfer pattern by major, (3) protect against the loss of credit by ensuring that California Community College students interested in transferring to the CSU will not take courses that are not required for graduation and can identify which courses will bring them closer to graduation in minimal time, (4) maximize access to CSU campuses and programs, (5) simplify student advising, and (6) provide a basis for California Community College transfer degrees and programs.

## Article 2. Definitions

- 2.1 **“Systemwide lower-division transfer pattern by major”** means a set of lower-division curricular specifications comprising at least 45 baccalaureate-level semester units but no more than 60 baccalaureate-level semester units that will be accepted at every CSU campus offering a program leading to a baccalaureate degree with that major.
- 2.2 **“Campus-specific lower-division transfer pattern by major”** means a set of lower-division curricular specifications beyond the systemwide lower-division transfer pattern by major, comprising units that will be accepted at a particular CSU campus offering a program leading to that degree and major.
- 2.3 **“Lower-division transfer pattern by major”** for a particular major and CSU campus means the systemwide lower-division transfer pattern for that major and the corresponding campus-specific lower-division transfer pattern. A lower-division transfer pattern by major is an approved transfer agreement program within the meaning of Education Code Section 66202. The number of semester units in the systemwide lower-division transfer pattern by major plus the number of semester units in the campus-specific lower-division transfer pattern by major shall be no fewer than 60 and no more than 70.

- 2.4 **“Major”** means a set of requirements for graduation identified as a major pursuant to Sections 40500 through 40507 of Title 5. Majors are distinguished by the CSU program code assigned to them and the degree (e.g., Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts) to which they lead. For purposes of developing lower-division transfer patterns by major, an option, concentration, or special emphasis (cf. Executive Order No. 602) may be treated as a major if it is assigned a CSU program code that identifies a major at one or more other CSU campuses or if the options, concentrations, and special emphases with that CSU program code meet the criteria established pursuant to Section 40531(b) of Title 5. A group of closely related majors, options, concentrations, and/or special emphases may also be treated as a major for purposes of developing lower-division transfer patterns by major.
- 2.5 **“CSU program code”** means the five-digit number assigned, for purposes of reporting in the CSU Enrollment Reporting System, to each major, option, concentration, or special emphasis that a CSU campus is authorized to offer.
- 2.6 **“Designated major”** means an academic program (major, option, concentration, or special emphasis) for which a systemwide lower-division transfer pattern by major and corresponding campus-specific transfer patterns by major are to be developed.
- 2.7 **“Highest priority for admission”** means a guarantee of admission subject to enrollment demand, available space, and satisfactory completion of any approved impact criteria for that campus and major.

### **Article 3. Designation of Majors For Which Lower-Division Transfer Patterns by Major Are to Be Developed**

The Chancellor or designee, in consultation with the Academic Senate of the California State University, will designate majors for which lower-division transfer patterns will be developed. Newly designated majors will be identified in systemwide coded memoranda. Majors will be selected for designation on the basis of (1) the number of students transferring from California Community Colleges who enroll in and graduate with that major, (2) the number of CSU campuses at which the major is offered, (3) the proportion of the undergraduate student body enrolled in the major at the CSU campuses offering that major, (4) the degree of homogeneity of lower-division requirements for the major within and among the CSU campuses offering it, and/or (5) requests received from one or more groups representing CSU faculty in that major.

### **Article 4. Development of Systemwide Lower-Division Transfer Patterns by Major**

#### **4.1 Development Group**

The Chancellor or designee, in consultation with the Academic Senate of the California State University, will convene a CSU faculty group for each major to develop a systemwide lower-division transfer pattern. The CSU faculty group will include at least one faculty member in the major from each CSU campus

offering the designated major. The group will determine, with the concurrence of the Chancellor or designee, the systemwide lower-division transfer pattern by major. The convener shall establish a time frame for the work of the group.

#### **4.2 Composition of the Systemwide Lower-Division Transfer Pattern by Major**

A systemwide lower-division transfer pattern by major shall include at least 45 baccalaureate-level semester units but no more than 60 baccalaureate-level semester units. (A comparable pattern should be developed for students at California Community Colleges on the quarter system, taking into account the typical unit values of courses at those colleges.) Each unit that a student completes in the systemwide lower-division transfer pattern by major shall reduce by one unit the total number of units that the student must complete to earn the baccalaureate degree with that major. The systemwide lower-division transfer pattern by major will ordinarily include courses that fulfill General Education-Breadth or Intersegmental General Education Transfer Curriculum requirements; United States History, Constitution, and American Ideals requirements; and major-specific lower-division requirements. A course in a systemwide lower-division transfer pattern by major may contribute to completion of more than one requirement, but the group is encouraged to consider prevailing campus practices and provisions of the Intersegmental General Education Transfer Curriculum when determining the circumstances in which a course is allowed to contribute to fulfillment of more than one requirement. The development of systemwide lower-division transfer patterns by major that are consistent with, but not necessarily identical to, the recommended lower-division course-taking patterns of CSU first-time freshmen is encouraged.

Each CSU faculty group is encouraged to incorporate into the systemwide lower-division transfer pattern by major the entire lower-division General Education-Breadth pattern and the United States History, Constitution, and American Ideals requirements, as specified in Sections 40404 and 40405.1, insofar as major-specific lower-division preparation necessary for success in upper-division course work in the major allows. The systemwide lower-division transfer pattern by major may, but need not, incorporate unrestricted elective units.

Each CSU faculty group is encouraged to take into consideration what courses are commonly offered in the California Community Colleges. Each group is encouraged to consider incorporating, as required courses or restricted electives, courses that have been included or are promising candidates for inclusion in the California Articulation Number (CAN) system. Each group is encouraged to define, where appropriate, elements of the systemwide lower-division transfer pattern by major in a manner consonant with the criteria for CAN descriptors.

**4.3 Publication of the Systemwide Lower-Division Transfer Pattern by Major**

The CSU Office of the Chancellor shall be responsible for disseminating to CSU campuses and California Community Colleges each systemwide lower-division transfer pattern by major when it has been determined.

**4.4 Identification of California Community College Courses Fulfilling Systemwide Lower-Division Transfer Patterns by Major**

The Office of the Chancellor and Academic Senate CSU shall establish jointly a procedure for reviewing courses proposed by California Community Colleges for fulfillment of systemwide lower-division transfer patterns by major. The courses at each college that fulfill the lower-division transfer patterns by major will be published in appropriate statewide transfer articulation systems such as ASSIST and will be linked to appropriate Web-based admission sites, such as [www.csumentor.edu](http://www.csumentor.edu) and [www.californiacolleges.edu](http://www.californiacolleges.edu).

**4.5 Updating of Systemwide Lower-Division Transfer Patterns by Major**

The Chancellor or designee, in consultation with the Academic Senate of the California State University, will convene periodically a CSU faculty group for each designated major to update the systemwide lower-division transfer pattern by major. The effective date of the updated systemwide lower-division transfer pattern by major will be established by the Chancellor or designee, depending on the extent of the changes, the time that will be required to identify community college courses that will fulfill the amended pattern, and the time that will be required for campuses to update the corresponding campus-specific lower-division transfer patterns by major and associated course articulation.

**Article 5. Development of Campus-Specific Lower-Division Transfer Patterns by Major**

Within one year of the publication of a systemwide lower-division transfer pattern by major, each CSU campus offering the major shall develop a campus-specific lower-division transfer pattern for that major. The number of semester units in the systemwide lower-division transfer pattern by major plus the number of semester units in the campus-specific lower-division transfer pattern by major shall be no fewer than 60 and no more than 70. The pattern may be derived from campus plans for improving progress to graduation that were developed in response to coded memorandum AA-2003-17, "Campus Plans for Improving Program Completion." Each unit that a student completes in the campus-specific lower-division transfer pattern by major shall reduce by one unit the total number of units that the student must complete to earn the baccalaureate degree with that major.

Campuses must ensure that a student who has completed the resulting lower-division transfer pattern for the major (i.e., the campus-specific pattern in combination with the systemwide pattern) will necessarily have completed all course requirements for admission to the CSU as an upper-division transfer student. Campuses are encouraged to make the lower-division transfer pattern for the major consistent with, but not necessarily



identical to, the recommended lower-division course-taking patterns of CSU first-time freshmen. The lower-division transfer pattern by major should incorporate completion of the entire lower-division General Education-Breadth pattern or Intersegmental General Education Transfer Curriculum and the United States History, Constitution, and American Ideals requirements. Exceptions should be made only for high-unit majors and majors for which the prerequisite structure requires that course work be carefully sequenced. The inclusion of unrestricted elective units is encouraged to provide flexibility for students and community colleges. The campus is also encouraged to take into consideration what courses are commonly offered in the California Community Colleges, especially those colleges in the local area; to consider incorporating, as required courses or restricted electives, courses that have been included in the California Articulation Number (CAN) system or similar numbering system; and to define, where appropriate, elements of the systemwide lower-division transfer pattern by major in a manner consonant with the criteria for CAN descriptors.

The campus shall inform the CSU Office of the Chancellor of each campus-specific lower-division transfer pattern by major that it has developed. A campus-specific lower-division transfer pattern by major shall become effective upon concurrence of the Chancellor or designee.

The campus shall establish a procedure for reviewing and approving courses proposed by California Community Colleges for fulfillment of campus-specific lower-division transfer patterns by major. The procedure may be one in use for major-preparation articulation. Within one academic term of the effective date of a campus-specific lower-division transfer pattern by major, course articulation must be completed and information must be posted online for California Community Colleges in the local area. Within two years of the effective date of a campus-specific lower-division transfer pattern by major, course articulation must be completed and information must be posted online for other California Community Colleges. Campuses should post each lower-division transfer pattern by major in appropriate statewide transfer articulation systems such as ASSIST.

A campus may update a campus-specific lower-division transfer pattern by major with appropriate and timely notification to the CSU Office of the Chancellor. When a systemwide lower-division transfer pattern is updated for a major offered by a campus, the campus shall review and update as necessary its corresponding campus-specific lower-division transfer pattern for that major and the course articulation supporting it.

#### **Article 6. Admission Priority for Students Completing Lower-Division Transfer Patterns by Major**

Commencing with admission to the fall term 2006 for lower-division transfer patterns by major that have been approved for that major and campus and for which appropriate courses have been articulated, an applicant who has attended a California Community College, who has completed successfully the lower-division transfer pattern by major, who had committed to the major and campus of the California State University before earning 45 baccalaureate-level semester (68 quarter) units, and who applies for admission within published deadlines will receive the highest priority for admission as an upper-

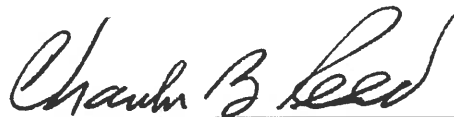
division transfer student if the applicant meets all applicable standards for admission. In accord with Section 40651 (b)(3) of Title 5, "highest priority" is a guarantee of admission subject to enrollment demand, available space, satisfactory completion of approved impaction criteria for that campus and major, and, for upper-division transfer applicants who are not residents of California, any grade point average requirements specified by the campus at the time of commitment. Each campus shall communicate to students at the time of commitment any impaction criteria that they must meet to be admitted to the campus and major. A campus may require an applicant to execute a campus-specific transfer agreement to receive this guarantee of admission.

Highest priority for admission as an upper-division transfer student to a specific campus and major for students seeking admission in fall 2006 or later terms is effective twelve months after the provisions of Sections 40530, 40531, and 40532 of Title 5 have been met and the appropriate courses have been articulated.

An applicant who has attended a California Community College, who has successfully completed the lower-division transfer pattern by major in effect at the time of application, and who applies for admission within published deadlines will receive the highest priority for admission as an upper-division transfer student if the applicant meets all applicable standards for admission, including any impaction criteria in effect for that campus and major at the time of application.

A prospective applicant may not declare a commitment to or execute a transfer agreement if required by the campus with more than one CSU campus and major. The CSU Office of the Chancellor shall provide a means for students to declare a commitment online and learn what standards must be met for the admission guarantee to be effective. This site shall be linked to appropriate statewide transfer articulation systems, such as ASSIST, and appropriate Web-based admission sites, such as [www.csumentor.edu](http://www.csumentor.edu) and [www.californiacolleges.edu](http://www.californiacolleges.edu).

These provisions shall not be construed to limit in any way the ability of students to gain admission through alternative pathways. Completion of the lower-division transfer patterns by major is optional and shall not be required for transfer as an upper-division student.



---

Charles B. Reed, Chancellor

Dated: October 1, 2004