To: State College Presidents

From: Dr. Raymond A. Rydell
Executive Vice Chancellor

Subject: Waiver of Application Fees - Executive Order No. 53
        Admission of Exceptions - Executive Order No. 54

I am pleased to transmit to you two Executive Orders, No. 53 and No. 54. No. 53 establishes guidelines for implementing Section 41800.1 of Title 5 of the California Administrative Code relating to exceptions to the requirement for payment of an Application Fee. No. 54 sets forth procedures for effectuating Section 40759 and 40807 of Title 5 pertaining to exceptions to admission requirements. This action is taken pursuant to the authority vested in the Chancellor of the California State Colleges by those California Administrative Code Sections.

In the interest of time, we have previously requested the information for 1968-69 called for in Executive Order No. 54. Therefore, the next required submission will be for 1969-70.

The Division of Student Affairs stands ready to provide assistance in making these new regulations operational.

RAR:fb
Enc.

cc: Vice Presidents and Deans of Academic Affairs
    Business Managers
    Deans of Students
    Associate Deans, Admissions and Records
    Chancellor's Staff
Admission of Exceptions

Executive Order No. 54

Sections 40759 and 40807 of Title 5 of the California Administrative Code provide for the admission of applicants not meeting "regular" eligibility requirements. Pursuant to those sections, such admissions shall be subject to the following:

1. Section 40759, Subdivision (a): Admission under this subdivision is to be subject to criteria and procedures established by the college. Due to the system-wide nature of the percentage limitation, the following procedural requirements are established:

   a. Prior to March 1 of each year, each college shall submit to the Office of the Chancellor, Division of Student Affairs, an estimate of the number of exception admissions it anticipates making pursuant to this section during the succeeding academic year and, of that number, the proportion which will be utilized for admissions related to programs for the disadvantaged. Colleges operating a summer term shall submit a supplemental report dealing with that term.

   b. The total of this estimate may not exceed two percent of anticipated first-time freshman admissions for the year.

   c. Once submitted, this estimate shall be the college quota for such admissions unless an adjustment is requested from the Office of the Chancellor, Division of Student Affairs, and is authorized in writing by the Chancellor or his designee.

   d. In cases where the estimated number of exceptions to be made falls below two percent of anticipated admissions, the excess number may be assigned by the Chancellor or his designee to other colleges for use in conjunction with programs for the disadvantaged.
e. Each college shall submit an annual report by November 1, for previous year exception admissions. Included in this report shall be data showing the basic reason for each exception made, the types and amounts of prior academic work of each person as to whom an exception was made, and a summary of each such person's performance at the college. This report will be submitted to the Office of the Chancellor, Division of Student Affairs, on forms to be provided by that office.

2. Section 40759, Subdivision (b): Admission of students under this subdivision is limited to that number authorized by the Chancellor. The following procedures will be utilized by the Chancellor in determining and assigning quotas.

a. Prior to March 1 of each year, each college shall submit to the Office of the Chancellor, Division of Student Affairs, a written description of its educational opportunity activity for disadvantaged students, including recruitment, criteria for admission and supportive academic services. This proposal shall include a firm estimate of the number of first-time freshmen it is prepared to recruit and accommodate in said program for the succeeding year, or a statement that no such program is planned. If any special academic programs are proposed, they must be approved by the Office of the Chancellor, Division of Academic Planning, prior to submission of the total plan.

b. On the basis of these proposals, exception enrollment quotas pursuant to this section, will be assigned by the Chancellor on or about April 1 of each year. The total of all assigned quotas shall be limited to two percent of the total estimated number of all first-time freshman admissions for the year, augmented by any surplus of exceptions authorized under Section 40759, Subdivision (a).

c. Each college shall submit an annual report by November 1 for previous year exception admissions, including information on the screening methods used, referral sources, prior preparation and
academic performance in the college. This report will be submitted to the Student Affairs Division on forms to be provided by that office.

3. Section 40807, Subdivision (a): Admission under this subdivision is to be subject to criteria and procedures established by the college. The procedural requirements applicable to Section 40759, Subdivision (a) admissions are also applicable to admissions under Section 40807, Subdivision (a), except that the total estimated number of exceptions may not exceed two percent of all anticipated undergraduate transfer applications.

4. Section 40807(b): Admission of students under this subsection is limited to that number authorized by the Chancellor. Procedures for assigning quotas will be identical to those for Section 40759, Subdivision (b), except that the total of all quotas shall be limited to two percent of all anticipated undergraduate transfer applications.

This Executive Order shall take effect immediately.

Dated: July 17, 1968

[Signature]
Glenn S. Dumke
Chancellor